

Date: \_\_\_\_\_

Inspector(s): \_\_\_\_\_

Job Title: \_\_\_\_\_

Chair: \_\_\_\_\_

Signature: \_\_\_\_\_



THOMPSON RIVERS UNIVERSITY

RESPIRATORY THERAPY HAZARD CHECKLIST

**This list is not exhaustive and over time new hazards may come to be. The space at the bottom is for you to add your own identified hazards. Please notify the OH&S department so the checklist can be updated with these additions. Answering 'no' to any of the following questions indicates a need for corrective action to be taken.**

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
<b>1.</b>	<b>Hazard &amp; Location</b>					
1.	Are all shelving units secured? Are materials stored on the shelves in a safe manner? (301)					
2.	Is a secure storage unit provided for the mercury barometer? Is a mercury spill kit available? (301)					
3.	Are all gas cylinders clearly labeled and securely stored? Is MSDS available? (301)					
4.	Are all shelving units secured? Are materials stored on the shelves in a safe manner? (307)					
5.	Are all gas cylinders clearly labeled and securely stored? Is MSDS available? (307)					
6.	Are all chemicals clearly labeled? Is storage cabinet labeled as to its content? (307)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
7.	Are operating manuals provided for all equipment? Is safety training provided for equipment usage? Is there adequate supervision? (307)					
8.	Is safety training provided for use of biohazards? Is there a sterilization process in place? Are viral filters checked on a regular basis? (307)					
9.	Are all cleaning chemicals clearly labeled? Are they properly stored? (305)					
10.	Are all shelving units secured? Are materials stored on the shelves in a safe manner? (305)					
11.	Are all gas cylinders clearly labeled and securely stored? Is MSDS available? (303A)					
12.	Are all shelving units secured? Are materials stored on the shelves in a safe manner? (303)					

### General Items to Always Look For:

- Lab equipment: equipment should be clean, well organized and in good working order
- Containers: any containers that hold chemicals MUST be properly labeled and stored
- Ventilation: ensure room ventilation is adequate
- Spills: Make sure anything spilled is cleaned up immediately, no matter what it is, to avoid exposure and uncertainty
- Training: lab faculty must be trained in WHMIS and spill clean up
- Flammables: any flammable liquid or substance must be stored in a proper labeled flammable cabinet
- Shelving: any shelves that are storing chemicals must be lipped or have doors
- Eyewash/shower: eyewash stations should be flushed often to avoid dirt buildup and to make sure they are working properly
- PPE: requirements should be clearly communicated and posted on lab doors
- Safe work procedures: safe work procedures must be readily available at all times and recently reviewed
- Gas: desk valves should not be damaged, also ensure that the main shutoff valve is in the off position, unless needed by some other room
- Fume hoods: annual inspection stickers and sash position current & displayed

- Housekeeping: if upon inspection you notice that lighting is not adequate, doors don't close properly, or something is damaged, make note of it to ensure the right people are informed
- Electrical: cords should not be frayed or missing prongs, equipment should be certified, outlets should be in working order and of sufficient rating
- Clutter: walkways, doorways and places where hazardous materials are stored should be free of clutter to avoid trips etc
- Spill clean up kits: all classrooms, prep areas, research rooms, labs and anywhere else where chemicals are used or stored must be equipped with appropriate spill clean up kits