| Checklist Item | Check for No | Corrected Date | Checklist Item | Check for No | Corrected Date |
| --- | --- | --- | --- | --- | --- |
| Fire Extinguisher accessible. |  |  | Electrical sockets and plugs in good working condition and grounded. |  |  |
| Eyewash present, accessible, functional. Record of weekly bump test. |  |  | Extension cords not used as permanent wiring.\*1 |  |  |
| Emergency Shower (if present) is accessible. |  |  | Electrical equipment/wiring kept away from all water sources. |  |  |
| First Aid kit (if present) is available and stocked. |  |  | Hazardous UV radiation sources are contained and interlocked.\*2 |  |  |
| Emergency phone numbers posted. Staff/students trained in emergency procedures and accident reporting. |  |  | Appropriate permits for ionizing radiation, lasers, and x-rays are current. |  |  |
| Buddy system used for work alone. |  |  | Appropriate Biosafety Permit. |  |  |
| Floors, aisles and exits are clear. |  |  | Safety eyewear used as required.  |  |  |
| Bench tops and work areas free of unsafe clutter. Non-hazardous materials safely stored. |  |  | Lab coats, long pants (or equivalent) and closed shoes are worn in working area. |  |  |
| Hazardous materials properly stored, segregated and labelled. Spill kit available, staff/students trained |  |  | Gloves are worn when doing lab work. Gloves are not worn outside. |  |  |
| Staff/students WHMIS/GHS trained. MSDS/SDS available at all times. |  |  | Fume hood alarm works (if possible to test). |  |  |
| Waste safely stored and labelled. |  |  | Fume hood is uncluttered. |  |  |
| Flammables and combustibles stored in flammable storage cabinets (FSC) – max 3 cabinets per fire compartment. |  |  | Sash closed when hood not in use, and as low as practical when used. |  |  |
| Max 50L outside FSC, max 250L flamm, 500L combustible per cabinet. |  |  | Lab fridges not used for food or drink. |  |  |
| Compressed gas cylinders secured, labelled, away from heat. |  |  | Fridges/freezers spark free if used for flammables (e.g. ethanol). \*4 |  |  |
| Compressed toxic gasses stored and used under local exhaust ventilation with an alarmed monitor.\*3 |  |  | Reaction products labelled and dated. |  |  |
| No eating or drinking or evidence of it having occurred. |  |  | All other equipment maintained per manufacturer’s instructions. |  |  |
| Lab manuals/equipment manuals available?  |  |  | Other -  |  |  |

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

 **NOTES:** This checklist provides general guidance on inspecting laboratories for potential health and safety hazards. It is not exhaustive. If needed, Professors/Lab Mangers should customize checklists to suit special conditions in their own labs.

\*1. Power bars with internal circuit breakers are acceptable. \*2. Except low power sources that have been risk assessed by EHS. For example, some hand held thin layer chromatography lamps. \*3. If unsure whether a monitor is required, contact EHS for assistance with a risk assessment. \*4 Spark free is required where the flammable material is stored above its flash point. So ethanol is OK in a -20°c freezer, but gasoline is not.

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