

Faculty of Engineering

PLANNED INSPECTIONS

Instructions: Obtain a copy of the previous inspection action plan in order to verify that actions have been completed. Complete the inspection and note deficiencies by checking the “no” box. There must be an associated documented action for every noted deficiency. Incomplete actions from previous inspections and newly identified actions from this audit are noted in the **Inspection Action Log** (last page).

Please send the completed checklist to enggplan@ualberta.ca

Principal Investigator:	Date:			
Room & Building:	Inspected By:			
INSPECTION ITEMS	YES	NO	N/A	COMMENTS
1. WORK PRACTICES / HOUSEKEEPING				
a) Food and beverages are stored and consumed away from the lab				
b) Lab surfaces cleaned, disinfected or decontaminated after use				
c) Bench tops and storage areas are uncluttered and free from contamination				
d) Lab is free from slip, trip or fall hazards				
e) Aisles and exits free from obstruction				
f) Access to emergency equipment free from obstruction				
g) Tops of cabinets free from stored items				
h) Shelving is stable and secure				
i) Heavy objects are confined to lower shelves				
j) Electrical cords in safe condition				
k) Energized equipment (e.g. computer towers, ovens, etc.) are not directly on floor				
l) Tools and equipment are in good repair and electrically grounded				
m) Fume hoods tested and certificate posted				
n) Fume hoods free from storage				
o) Needles are not recapped or removed from the syringe				
p) Glassware free from cracks, chips, sharp edges, other defects				
q) Containers for broken glass disposal used				
2. PERSONAL PROTECTIVE EQUIPMENT				
a) Protective gloves are available and appropriate to chemicals and hazards handled				
b) Eye protection are available and used				
c) Lab coats, Tyvek garments, etc. available and used				
d) Contaminated lab coats/clothing segregated until laundering				
e) Lab coats, disposable protective clothing and PPE removed when leaving the lab				
f) Long pants worn by lab workers				
g) Closed toe shoes worn by lab workers				
h) Respirators provided when necessary and selected on the basis of hazard present				
i) Workers who may require respirators have been fit tested and records are documented				
j) Respirators used properly, cleaned after use, and stored in a convenient clean and sanitary area				
k) Code of Practice is available for respirator use				

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3 WHMIS				
a) Signs on lab doors, cabinets, storage rooms and refrigerators indicate the hazards within				
b) Current inventory and MSDSs available for chemicals and products stored in labs				
c) Employees know the location of the MSDSs in their work areas				
d) Primary and decanted chemical containers are labeled legibly				
4 CHEMICAL SAFETY				
a) Incompatible materials segregated				
b) Corrosives and flammables stored below eye level				
c) Hazardous materials used/stored in the lab limited to small quantities				
d) Unnecessary, unused or outdated materials routinely disposed				
e) Safe containers and carriers available and used to transport chemicals				
f) Lab carts available for use and transport				
g) All containers labeled and expiry dates noted				
h) A current inventory of chemicals in the lab is posted and updated annually				
5. FLAMMABLE LIQUIDS STORAGE AND HANDLING				
a) Flammable liquids stored and used away from ignition sources				
b) Flammable liquid storage cabinets properly labeled				
c) Flammable liquid storage cabinets close properly				
d) Flammables are not stored in food refrigerators				
e) Bulk quantities of flammable liquids stored in approved containers and storage cabinets				
f) Waste (liquid/solid) containers are labeled				
g) Safety cans used to handle small quantities of flammable liquids are labeled properly				
6. COMPRESSED GAS CYLINDERS				
a) Gas cylinders properly chained/secured				
b) Gas cylinders stored away from excessive heat				
c) Full and empty cylinders stored separately				
d) Compressed gas cylinders are stored in well ventilated areas				
e) Cylinders with incompatible contents stored separately and away from each other				
f) Cylinder caps in place when cylinders not in use or being moved				
g) Gas cylinders transported on a cart with chains				
h) Gas cylinders properly marked as to their contents				
i) Empty gas cylinders labeled "EMPTY"				
j) Gas lines, taps, piping, manifold, etc. labeled with identity of contents				
k) Hoses, tubing and regulators are in safe condition				
l) Gas leak test procedures are developed and implemented				
m) Flammable and/or toxic gases have stainless steel tubing (exceptions require a hazard				

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assessment)				
7. RADIATION SAFETY				
a) Radioactive waste/storage procedures are in place				
b) Specific areas are designated for radiation procedures				
l) Appropriate protective clothing available and used when working with radioactive materials				
c) Appropriate monitoring equipment is readily available				
d) Personal monitoring procedures are in place				
e) Absorbent materials are available to contain spills				
f) Adequate & sufficient shielding is provided				
g) Radioactive material is securely stored				
8. WASTE HANDLING: HAZARDOUS, NON HAZARDOUS AND BIOLOGICAL				
a) Waste material disposed of properly (check sink trap)				
b) Waste streams separated – solids v. liquids, hazardous v. non-hazardous, halogenated v. non-halogenated				
c) Waste containers tagged/labeled				
d) Syringes/needles and other sharp objects are disposed of into designated sharps containers.				
e) Lab, cabinets, storage rooms, bench tops free from accumulated waste material				
f) Radioactive waste labeled				
9. EMERGENCY PREPAREDNESS				
a) Sign on the lab door is current and emergency contact numbers are posted				
b) First Aid stations available and stocked and login sheet available after each use				
c) Names of current first aid attendants posted/recorded				
d) First Aid reports maintained (confidential)				
e) Fire extinguishers properly mounted and tagged				
f) Fire extinguishers serviced annually				
g) Chemical spill kits in appropriate posted locations and fully stocked				
h) Safety showers and eye wash stations/fluids posted and in appropriate locations and operational/current				
i) Employees know working alone procedures				
j) Employees know emergency response procedures for potential emergencies				

Inspection Action Log

Instructions: Obtain a copy of the previous inspection action log in order to determine what actions are open from previous inspections. Copy all open action on the new inspection action log. Complete the inspection form and note any deficiencies and verify that past deficiencies have been completed. Open items from previous inspections should retain the original due date.

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Corrective Action	Person Resp	Due Date	Date Verified Complete