



INTRODUCTION:

Labs with biological, chemical and radiation hazards are subject to a yearly Lab Safety Review in collaboration with Health, Safety and Environment (HSE). Each principal investigator or lab manager should contact HSE at 78656 or at Cherie.michels@ubc.ca to set-up a time for this process.

The Lab Safety Review is designed to allow HSE staff to work with lab staff to ensure that labs are as safe, healthy and environmentally sensitive as possible. In addition, HSE will work with labs to ensure compliance to best work practices, University policies and procedures, and federal and provincial requirements.

In between inspections, or to prepare for a pending inspection, the attached check list can be used. While it is an overview of the areas covered during the Lab Safety Review, it is not an exhaustive list.

SELF ASSESSMENT AND PREPARATION:

GENERAL LAB SAFETY & ORGANIZATION

- Is everyone wearing appropriate attire and personal protective equipment for the hazards present?
- Is PPE stored appropriately when not in use?
- Is there documentation showing that all lab personnel have taken current appropriate safety courses, lab orientation and lab specific training?
- Is there current hazard identification and emergency contact information for the lab?
- Are there manuals and documentation available in the lab for safety, equipment operation, government standards, MSDS sheets, emergency procedures, accident and near-miss reporting?
- Is there a no eating, drinking or smoking sign and it is it followed?
- Is lab neat and tidy?
- Are safe work practices being employed?
- Is equipment in good repair with correct warnings attached?
- Is equipment used safely?
- Can the space be easily and safely evacuated?
- Are there fire extinguishers, a fire blanket, a first aid kit, an eye wash station and chemical shower? Are they tested regularly?
- Is there a closed door to limit unauthorized access to the space?
- Are wastes stored, segregated and recycled according to their relative risks?
- Are there spill clean-up materials available? Does everyone know how to use them?

Notes:

CHEMICAL & RADIATION SAFETY

- Is there a functioning fume hood? If so, is the sash kept at the appropriate height?
- Are there current MSDS available?
- Are all workplace bottles clearly labelled according to WHMIS standards?
- Is there a current inventory in the lab of chemicals and their locations?
- Are incompatible chemicals being stored apart and in appropriate containment?
- Is the volume of containers storing flammables in the lab less than 25 litres (outside of a flammable cupboard)?
- Are chemicals handled safely (i.e. acids / bases to water, working in fume hood...)?
- Are the radio active chemicals present and their location and presence marked?
- Is there a current radioisotope permit?

Notes:

BIOLOGICAL SAFETY

- Are biological materials appropriately handled and disposed?
- Are you aware of the Medical Surveillance program and its purpose?
- Has the Biological Safety Cabinet (BSC) been inspected in the last 12 months? Has it been regularly maintained & decontaminated?
- Are there records to go with the BSC maintenance?
- If you are using risk group 2 materials, do you have an inventory and a permit?
- Is there adequate protection in place and being used for protection against biohazards?

Notes: