

Concordia University Laboratory/Workshop/Studio Inspection Checklist

Room number: [Click here to enter text.](#)

Inspection Date: [Click here to enter text.](#)

PI / Room Responsible: [Click here to enter text.](#)

Department: [Click here to enter text.](#)

P = Pass

F = Fail

N/A = Not Applicable

General Laboratory Safety

| Checklist Items | P | F | N/A | Comments | |
|---------------------------------|--------------------------|--------------------------|--------------------------|---|---|
| | | | | Good/OK | Improvement Required |
| 1. Lab Environment | | | | | |
| 1.1 Lighting of the laboratory | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Adequate <input type="checkbox"/> Good condition | <input type="checkbox"/> Missing <input type="checkbox"/> Replacement required |
| 1.2 Temperature of laboratory | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Adequate | <input type="checkbox"/> Too hot <input type="checkbox"/> Too cold |
| 1.3 Ventilation / room pressure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Adequate <input type="checkbox"/> Negative Pressure <input type="checkbox"/> Exhaust grille clean | <input type="checkbox"/> Inadequate <input type="checkbox"/> Positive pressure <input type="checkbox"/> Exhaust grille dusty |
| 1.4 Ceiling tiles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> In place <input type="checkbox"/> Free of stains / leaks | <input type="checkbox"/> Missing <input type="checkbox"/> Stained or water leaks |
| 1.5 Laboratory doors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Closed <input type="checkbox"/> Locked when no-one | <input type="checkbox"/> Open <input type="checkbox"/> Always unlocked |
| 1.6 Food and beverages | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> No food/beverages | <input type="checkbox"/> Food/drinks stored in lab <input type="checkbox"/> People eating/drinking in lab |
| 1.7 Bench tops | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Ordered / clean <input type="checkbox"/> Uncluttered | <input type="checkbox"/> Messy / dirty <input type="checkbox"/> Cluttered |
| 1.8 Aisles / floors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Accessible/free of obstruction <input type="checkbox"/> Clean | <input type="checkbox"/> Cluttered <input type="checkbox"/> Slip/trip hazard <input type="checkbox"/> Equipment/items on floor <input type="checkbox"/> Require cleaning / maintenance |
| 1.9 Shelves / general storage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Adequate <input type="checkbox"/> Clean | <input type="checkbox"/> Shelves sagging <input type="checkbox"/> Overloaded <input type="checkbox"/> Objects overhanging <input type="checkbox"/> Heavy objects above eye level |
| 1.10 Personal clothing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Personal clothing stored separately from laboratory clothing | <input type="checkbox"/> Lab coats are not kept separated from street clothing |
| 1.11 Hooks for lab coats | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Hooks available for lab coats | <input type="checkbox"/> No hooks for lab coats |
| 1.12 Personal belongings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Personal belongings kept separate from areas where hazards are handled or stored | <input type="checkbox"/> Personal items in lab |
| 1.13 Dedicated office area work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Dedicated paper/computer work areas used for paperwork and report writing | <input type="checkbox"/> Computer areas / computer work not segregated from work stations |
| 1.14 Lab / Space Cleanliness | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> No dust over equipment <input type="checkbox"/> No dust on exhaust grill <input type="checkbox"/> No mold in the space | <input type="checkbox"/> Dust over equipment <input type="checkbox"/> Dust on exhaust grill <input type="checkbox"/> Mold in the space |

| 2. Personal Protective Equipment | | | |
|---|--|--|---|
| 2.1 Lab coats | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Available <input type="checkbox"/> Worn in lab only <input type="checkbox"/> Removed outside labs | <input type="checkbox"/> Lab coats absent in lab <input type="checkbox"/> Lab coats not closed in lab <input type="checkbox"/> Worn outside labs/restricted areas |
| 2.2 Clothing | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Long sleeves/pants worn <input type="checkbox"/> Minimum skin exposed | <input type="checkbox"/> Shorts/Capri's/skirts worn <input type="checkbox"/> Skin exposed |
| 2.3 Footwear | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Closed shoes worn in lab | <input type="checkbox"/> Open shoes/sandals/slippers <input type="checkbox"/> High heels |
| 2.4 Eye Protection | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Safety glasses available <input type="checkbox"/> Safety glasses worn <input type="checkbox"/> Goggles/face shields available | <input type="checkbox"/> No safety glasses <input type="checkbox"/> Prescription glasses no side-shields <input type="checkbox"/> No goggles / face shields available |
| 2.5 Gloves | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Gloves available <input type="checkbox"/> Gloves worn inside lab <input type="checkbox"/> Gloves match hazard types <input type="checkbox"/> Not required | <input type="checkbox"/> Gloves not available <input type="checkbox"/> Gloves not worn in lab <input type="checkbox"/> Inappropriate gloves used <input type="checkbox"/> Gloves worn outside lab |
| 2.6 Other PPEs Type of hazard: | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Available / used: <input type="checkbox"/> Respiratory <input type="checkbox"/> Noise <input type="checkbox"/> Corrosives / Mercury <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Not available <input type="checkbox"/> Inappropriate for hazard <input type="checkbox"/> Not worn in lab <input type="checkbox"/> Broken / bad condition |
| 2.7 Long hair | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Tied up | <input type="checkbox"/> Lose/not tied up |
| 3. Emergency Measures | | | |
| 3.1 Evacuation procedures | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Displayed in lab | <input type="checkbox"/> Absent/unreadable <input type="checkbox"/> Outdated <input type="checkbox"/> Information missing |
| 3.2 Laboratory Exits | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Accessible/free of obstruction | <input type="checkbox"/> Obstructed <input type="checkbox"/> Slip/trip hazards present |
| 3.3 Fire extinguishers | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Accessible/free of obstruction <input type="checkbox"/> Located in designated area <input type="checkbox"/> Labelled/inspected recently | <input type="checkbox"/> Obstructed <input type="checkbox"/> Badly located <input type="checkbox"/> Not inspected/label absent |
| 3.4 Sprinkler heads clearance (18") | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Free | <input type="checkbox"/> Obstructed |
| 3.5 First aid kits | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Available <input type="checkbox"/> Accessible/free of obstruction <input type="checkbox"/> Stocked with supply list <input type="checkbox"/> Appropriately stocked | <input type="checkbox"/> Not available <input type="checkbox"/> Not accessible <input type="checkbox"/> Supply list missing <input type="checkbox"/> Items missing/expired |
| 4. Safety Equipment | | | |
| 4.1 Eyewash stations | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Accessible/free of obstruction <input type="checkbox"/> Clean <input type="checkbox"/> Capped <input type="checkbox"/> Tagged/tested/logged <input type="checkbox"/> Functioning properly <input type="checkbox"/> Signage present | <input type="checkbox"/> Obstructed <input type="checkbox"/> Dirty <input type="checkbox"/> Caps absent or not capped <input type="checkbox"/> Not tagged or tested recently <input type="checkbox"/> Not functioning well/low pressure/high temperature <input type="checkbox"/> Signage absent |
| 4.2 Safety showers | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Accessible/free of obstruction <input type="checkbox"/> Tagged/tested/inspected <input type="checkbox"/> Signage present | <input type="checkbox"/> Obstructed <input type="checkbox"/> No tag/not tested/no records <input type="checkbox"/> Signage absent |
| 4.3 Fire blankets | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Available <input type="checkbox"/> Accessible/free of obstruction <input type="checkbox"/> Stored correctly | <input type="checkbox"/> Not available <input type="checkbox"/> Obstructed <input type="checkbox"/> Absent/not properly stored |
| 4.4 Emergency switches (power, gas) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Clearly identified <input type="checkbox"/> Accessible/free of obstruction | <input type="checkbox"/> Not identified <input type="checkbox"/> Obstructed |

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| 4.5 Fume hoods | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Clean/good condition <input type="checkbox"/> Sash closed when not in use <input type="checkbox"/> Glass intact <input type="checkbox"/> Flow monitor/alarm functional <input type="checkbox"/> Fume hood label present | <input type="checkbox"/> Not working/beeping/alarm <input type="checkbox"/> Sash left open <input type="checkbox"/> Glass cracked <input type="checkbox"/> Flow monitor/alarm not working <input type="checkbox"/> Fume hood label torn/absent |
| 4.6 Emergency communication system | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Functioning communication system provided between lab and outside. | <input type="checkbox"/> Telephone not available |
| 5. Training Compliance | | | |
| 5.1 Lab occupants have up-to-date training(s) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Lab personnel trained <input type="checkbox"/> All trainings up-to-date | <input type="checkbox"/> Lab personnel not trained <input type="checkbox"/> Training outdated <input type="checkbox"/> No records of training |
| 5.2 Visitors | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Visitors, maintenance/janitorial staff, etc. entering the laboratory are trained and/or accompanied <input type="checkbox"/> Lab occupants aware of requirement regarding supervision of visitors | <input type="checkbox"/> Lab occupants unaware of requirement regarding supervision of visitors |
| 6. Laboratory Equipment | | | |
| 6.1 Electrical lab equipment connections (does not apply to computers) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Equipped with ground plugs <input type="checkbox"/> Properly grounded <input type="checkbox"/> Not connected to extension cords <input type="checkbox"/> Wires in good condition | <input type="checkbox"/> No ground plugs <input type="checkbox"/> Not properly grounded <input type="checkbox"/> Connected to extension cords |
| 6.2 Electrical lab equipment wiring | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> In good conditions <input type="checkbox"/> Secured along walls/benches <input type="checkbox"/> Away from flammables <input type="checkbox"/> Away from water/sinks | <input type="checkbox"/> Cut/torn/wiring exposed <input type="checkbox"/> Running freely/unsecured <input type="checkbox"/> Close/touching flammables <input type="checkbox"/> Close/touching water/sinks <input type="checkbox"/> Power bars on lab floor |
| 6.3 Emergency red outlets (continuous power supply) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Used for critical equipment only | <input type="checkbox"/> Critical equipment not connected <input type="checkbox"/> Used for non-critical equipment |
| 6.4 Microwave labelled "Lab Use Only" | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Present | <input type="checkbox"/> Absent/torn/unreadable |
| 6.5 Vacuum pumps | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Belt guards in place <input type="checkbox"/> Filter or exhaust in fume hood | <input type="checkbox"/> No belt guards in place <input type="checkbox"/> No filter/exhaust directly in lab |
| 6.6 Impervious material for lab furniture and surfaces | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Surfaces and furniture in good condition <input type="checkbox"/> Surfaces and furniture in non-absorbent material <input type="checkbox"/> Chairs: non-absorbent fabric | <input type="checkbox"/> Damaged work surface(s) <input type="checkbox"/> Fabric-covered chairs present in lab <input type="checkbox"/> Chairs: absorbent fabric |
| 6.7 Syringe use | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Syringe needles are not bent, sheared and/or re-capped <input type="checkbox"/> Use of sharps (needles, blades, etc.) is limited | <input type="checkbox"/> Syringe needles are bent, sheared and/or re-capped <input type="checkbox"/> Syringe needles are not readily disposed of after use <input type="checkbox"/> Syringe needles are removed from syringes prior to disposal |
| 6.8 Mercury equipment | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Non-mercury equivalents used <input type="checkbox"/> Equipment using mercury properly exhausted <input type="checkbox"/> Mercury spill kit present | <input type="checkbox"/> Mercury instruments used <input type="checkbox"/> Equipment using mercury not exhausted <input type="checkbox"/> Mercury spill kit missing / incomplete |
| 6.9 3-D printer Filaments used: <input type="checkbox"/> PLA | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Equipment properly exhausted or enclosed | <input type="checkbox"/> Equipment not exhausted or enclosed |

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| <input type="checkbox"/> ABS <input type="checkbox"/> Nylon <input type="checkbox"/> Polyester <input type="checkbox"/> Polystyrene <input type="checkbox"/> Other: _____ | | | |
|---|--|--|--|

Chemical Safety (Not Applicable)

| Checklist Items | P | F | N/A | Comments | |
|---|--------------------------|--------------------------|--------------------------|--|---|
| | | | | Good/OK | Improvement Required |
| 7. Chemical Storage | | | | | |
| 7.1 Chemical containers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Good condition <input type="checkbox"/> Capped | <input type="checkbox"/> Cracked/leaking/rusted <input type="checkbox"/> Caps missing |
| 7.2 Chemicals properly segregated | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Properly segregated | <input type="checkbox"/> Mixed: <input type="checkbox"/> Acids & Bases <input type="checkbox"/> Flammables & Oxidizers/Acids <input type="checkbox"/> Oxidizers/Organic Acids |
| 7.3 Office/desk areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> No chemicals present | <input type="checkbox"/> Chemicals present |
| 7.4 Storage: flammables (solvents) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Stored in flammable cabinet <input type="checkbox"/> Cabinet identified with appropriate hazard sign | <input type="checkbox"/> Not stored properly <input type="checkbox"/> Storage cabinet not properly identified |
| 7.5 Storage: corrosives (acids & bases) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Stored in corrosive cabinet <input type="checkbox"/> Cabinet identified with appropriate hazard sign | <input type="checkbox"/> Not stored properly <input type="checkbox"/> Storage cabinet not properly identified |
| 7.6 Fridges / freezers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Explosion/spark proof <input type="checkbox"/> Clearly labeled for chemical storage (e.g. flammables) <input type="checkbox"/> Interior free of contamination | <input type="checkbox"/> Not explosion/spark proof <input type="checkbox"/> Not identified as chemical storage <input type="checkbox"/> Contamination/spill inside |
| 7.7 Chemical shelf storage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Corrosives/flammables below eye level <input type="checkbox"/> Large amounts/volumes below eye level | <input type="checkbox"/> Corrosives/flammables above eye level <input type="checkbox"/> Large amounts/volumes above eye level |
| 8. WHMIS | | | | | |
| 8.1 Chemical inventory | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Updated/done within the last year | <input type="checkbox"/> Not up-to-date/not done within the last year |
| 8.2 Chemical container labelling | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Labels present <input type="checkbox"/> Readable | <input type="checkbox"/> Labels missing <input type="checkbox"/> Labels unreadable/partly destroyed |
| 8.3 Safety Data Sheets (SDS) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Accessible to lab personnel <input type="checkbox"/> Available for all chemicals present in lab | <input type="checkbox"/> Not accessible <input type="checkbox"/> Not available or partly missing <input type="checkbox"/> Not ordered / Miscellaneous <input type="checkbox"/> Outdated (>3 years old) |
| 9. Compressed Gas Cylinders | | | | | |
| 9.1 Gas cylinder identification | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Properly identified | <input type="checkbox"/> Not identified/label erased |
| 9.2 General gas cylinder usage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Properly chained/secured <input type="checkbox"/> Regulators/tubing in good conditions | <input type="checkbox"/> Not properly secured <input type="checkbox"/> Regulator/tubing in bad conditions |
| 9.3 Flammable gas/oxy-acetylene setups | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Flashback arrestors used <input type="checkbox"/> Check valves used | <input type="checkbox"/> Flashback arrestors not used <input type="checkbox"/> Check valves not used |
| 9.4 Gas cylinder storage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Properly chained/secured | <input type="checkbox"/> Not properly secured |

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|-------------------------------------|--|---|---|
| | | <input type="checkbox"/> Caps in place <input type="checkbox"/> Segregation of full/empty <input type="checkbox"/> Stored away from heat sources | <input type="checkbox"/> Not capped <input type="checkbox"/> No full/empty segregation done <input type="checkbox"/> Stored close to heat sources |
| 9.5 Gas cylinder transportation | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Cart with chains used | <input type="checkbox"/> Cart not used <input type="checkbox"/> Chains missing |
| 10. Hazardous Waste Disposal | | | |
| 10.1 Hazardous waste containers | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Appropriate containers used <input type="checkbox"/> Sufficient amount present <input type="checkbox"/> Closed when not used | <input type="checkbox"/> Wrong containers used <input type="checkbox"/> Overfilled/leaking <input type="checkbox"/> Left open when not used |
| 10.2 Waste container labels | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Clearly labelled <input type="checkbox"/> Chemicals identified | <input type="checkbox"/> No label/torn/unreadable <input type="checkbox"/> Chemicals not identified |
| 10.3 Waste segregation | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Waste properly separated | <input type="checkbox"/> Waste mixed: <input type="checkbox"/> Solids & liquids <input type="checkbox"/> Halogenated & non halogenated <input type="checkbox"/> Chemicals & biohazardous |
| 10.4 Secondary trays/containers | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| 10.5 Broken glass containers | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Clean broken glass only | <input type="checkbox"/> Other waste present: <input type="checkbox"/> Sharps <input type="checkbox"/> Contaminated glass <input type="checkbox"/> Chemicals |
| 10.6 Sharps | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Disposed in punctured-proof containers | <input type="checkbox"/> Present in other waste containers |
| 10.7 Regular waste/garbage | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Free of any hazardous waste | <input type="checkbox"/> Presence of hazardous waste: <input type="checkbox"/> Chemicals <input type="checkbox"/> Broken glass <input type="checkbox"/> Sharps/pipettes <input type="checkbox"/> Other contaminated materials |

Actions Required

| Checklist Item/Section | By When (date) | Follow-up required on |
|------------------------|----------------|-----------------------|
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