

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy# MI\LS\35\02</b>	Page 1 of 6
Section: <b>Laboratory Safety Manual</b>	Subject Title: <b>Workplace Health and Safety Inspection Procedures</b>	
Issued by: <b>LABORATORY MANAGER</b>	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

**Policy:**

According to the Occupational Health and Safety Act inspections are carried out by a worker member and a management member of the JHSC. Inspect the workplace at least once a month (or a section of the workplace once a month).

**Purpose:**

The purpose of the inspection is to identify actual and potential hazards that can cause injury, illness or damage.

**Responsibility:**

The JHSC is responsible for inspecting the physical condition of the workplace on a regular basis.

**Key Elements:**

- Frequency of Inspections
- Initial Inspection Preparation
- Regular Safety Audits Required in the Laboratory
- General Inspection Information
- Lab Inspection Guide
- Inspection Record Form
- Lab Inspection Checklist

**Related Documents:**

<a href="#">JOINT HEALTH &amp; SC AND INTERNAL RESPONSIBILITY SYSTEM</a>	MI\LS\03\v01
<a href="#">GENERAL CONTROL MEASURES</a>	MI\LS\24\v01

**Procedure:**

**FREQUENCY OF INSPECTIONS**

Location	Frequency	What to Inspect
MSH	Monthly or at least annually	All clinical and research laboratories
Toronto Medical Laboratories St. Patrick Site	Monthly	All areas of TML St Patrick Site at The Michener Institute: <ul style="list-style-type: none"> <li>• 12<sup>th</sup> floor</li> <li>• 13<sup>th</sup> floor</li> <li>• Receiving (basement) and bunker (solvent storage)</li> </ul>

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\35\v02</b>	Page 2 of 6
<b>Laboratory Safety Manual</b>		

## INITIAL INSPECTION PREPARATION

Prior to the initial inspection, the member should read Module 5: Workplace Inspections in the Manufacturing Sector Certification Training Program Manual. Obtain from Certified member.

## REGULAR SAFETY AUDITS REQUIRED IN THE LABORATORY

As part of the inspection process, the JHSC checks that the audits listed below are carried out with the frequency indicated and are documented.

The JHSC inspectors record their observations on an inspection audit form.

- Documents hazards on this form as they are identified.
- **Immediate Hazards:** These are hazards that could cause injury or illness unless they are corrected right away. Inform the Supervisor responsible for the area immediately and asked him/her to take action to correct the problem.
- Forward the completed inspection record to one of the co-chairs for inclusion on the agenda of the next JHSC meeting.

The Manager / Supervisor is responsible for ensuring that the following are checked with the frequency indicated.

AREA	FREQUENCY
Eye wash stations	Weekly
Hand-held showers	Weekly
Water bath cleaning * * Not required under the OH&S Act but is required by other bodies	At least once a month
Fire extinguishers	Monthly
Inspections	Monthly on institutional basis <ul style="list-style-type: none"> <li>• Hospital sites – once per year</li> <li>• TML St. Patrick Site – monthly</li> </ul>
First aid kit	Quarterly
Deluge shower	6 monthly
Biological safety cabinets	Yearly
Fume hoods	Yearly
MSDS	Yearly
Chemical inventory	Yearly

## GENERAL INSPECTION INFORMATION

Laboratories are subject to inspection by the following:

1. Joint Health and Safety Committee
2. Occupational Health and Safety Department
3. Fire Marshall
4. Ministry of Health

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\35\v02</b>	Page 3 of 6
<b>Laboratory Safety Manual</b>		

5. Ministry of Labour
6. Atomic Energy Control Board

### **LABORATORY INSPECTION GUIDE**

The following guide has been developed to assist you in your scheduled safety surveillance of laboratories and departments under your auspices as lab supervisor. This guide is by no means all encompassing, however information contained after each item should assist you in determining whether your area may be in full, partial or non-compliance. This is designed for use with the **LABORATORY INSPECTION FORM** that follows.

1. Entrances, Exits, Hallways and Stairways - All entrances, exits, hallways and stairways must be clear and unobstructed.
2. Showers/Eye Wash Operative – Weekly inspections (every 6 months for overhead showers) are required. Any area, which deals with corrosive, flammable or otherwise hazardous material is required to have immediate access to eyewash and drench shower facilities. All showers and eye wash equipment must be in full operational order and unobstructed. Eye wash bottles are not adequate equipment.
3. Personal Protective Equipment - Personal Protective Equipment such as goggles, masks, gloves and cover gowns must be readily available and not worn outside the immediate work areas. Lab coats and appropriate shoes shall be worn to avoid any contact with harmful materials.
4. Fire Extinguisher/Inspection and Location - All fire extinguishers must be inspected monthly. Extinguishers must be properly mounted, unobstructed and be properly labeled for the intended use. Training classes are offered through the MSH Fire Marshal.
5. Pressurized Cylinders - All cylinders must be stored in proper locations. All cylinders must be secured in an upright position and properly restrained to prevent falling. Containers must be labeled for contents and usage.
6. Room Use Identification - All access doors must be marked when rooms or areas are being used for chemical, biological or radioactive purposes. All doors must remain closed and the vision panel must remain unobstructed. Unattended labs shall be locked at all times.
7. Electrical Equipment and Cords - Only Canadian Standards Association approved equipment and cords are authorized for use.
8. Fume Hood Operation - Face Velocities should be between 80 and 150 FPM at the working sash height with an optimum level of 100 FPM. The sash should never be higher than 12 inches except when accessing equipment. Hoods should not be located in high traffic areas or under air supply vents. The hood must have user spill protection and cup sinks must have spill guards.
9. Biological Safety Cabinets - Certification is required annually or any time the hood is moved or has had maintenance performed. Cabinets must not be located near high traffic areas or air supply ducts.

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\35\v02</b>	Page 4 of 6
<b>Laboratory Safety Manual</b>		

10. Hazardous Chemicals - All chemicals must be appropriately labeled and shall not be placed near or over floor drains. Flammable liquids must be stored in appropriate containers.
11. Equipment and Utility Labeling - Refrigerators, ice machines and microwaves must be labeled for intended use. Food, personal medication and hazardous materials shall not be housed in the same refrigerator. All utility and plumbing lines need to be labeled and indicate the product contained; i.e., gas, water, etc.
12. Location of Cut-off Valves/Circuit Breakers - All cut off valves and breakers must be properly labeled.
13. General Safety (Dress, Eating, Smoking, etc.) - Eating, drinking, smoking and applying cosmetics is not permitted in the lab. Lab personnel shall not wear loose clothing, perforated shoes, sandals, or cloth sneakers.
14. Use of Flame and Heat - No heat generating devices should be left unattended.
15. Ventilation - Airflow in most labs should be "negative" with respect to the corridor. Laboratory doors shall be kept closed when laboratory procedures are in progress. Volatile hazardous materials shall not be used on the open bench top.
16. Housekeeping/Drains Flushed - All unnecessary material, boxes, and containers must be disposed of in the appropriate manner. All drains, including floor drains and cup sinks should be flushed with water on a weekly basis to eliminate sewer odors. Proper housekeeping must be maintained to provide adequate clearance of sprinkler systems and emergency equipment.
17. Sharps (Glass, Scalpel, Blades, Syringes, Etc.) - All sharps, needles and glass must be disposed of in an approved labeled container. Glass containers and other potentially sharp objects shall not be disposed of in common office refuse. Containers must not be overfilled and must be labeled and sealed for proper handling and disposal.
18. Emergency lighting - Where necessary, emergency lighting units shall be properly mounted and unobstructed. If emergency lighting exists, it should be checked periodically to ensure it is functional.
19. Emergency Plans/Posted Numbers - All emergency and contingency plans and evacuation routes shall be clearly posted in conspicuous places. A list of emergency numbers and contacts must be kept updated and posted along side the emergency plans.
20. Safety Manuals - Manuals must be current and readily available for all employees.

## **INSPECTION RECORD FORM**

**Two examples of checklists are included.**

- ◆ File completed inspection forms in the Health and Safety Binder
- ◆ Send a copy of the completed inspection forms to management

**LABORATORY INSPECTION FORM**  
**Policy: OP.11.70.022**

**Policy # MILS\35\01\v02**

TML\MSH Microbiology Department

Page 5 of 6

**Laboratory Safety Manual**

Department/Lab: \_\_\_\_\_ Building/Room #: \_\_\_\_\_ Lab Supervisor/PI: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Item	S	U	Comments	Corrective Action Taken
Entrances, exits, hallways, stairways				
Showers/eye wash operative				
Personal protective equipment				
Fire extinguishers/inspection & location				
Pressurized cylinders: storage/usage label				
Room use identification/labeling				
Electrical equipment & cords				
Fume hood operation				
Biological safety cabinets				
Certification				
Use				
Hazardous Chemicals				
Labeling				
Storage/amount/location				
Handling				
Hazardous Waste Disposal				
Equipment and utility labeling				
Location of cut-off valves/circuit breakers				
General safety (dress, smoking, etc.)				
Use of flame and heat				
Ventilation				
Housekeeping/drains flushed				
Sharps (glass, scalpel, blades, etc.)				
Emergency lighting				
Emergency plan/posted numbers				
Safety manuals				

S = Satisfactory; U = Unsatisfactory

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\35\v02</b>	Page 6 of 6
<b>Laboratory Safety Manual</b>		

### LABORATORY INSPECTION CHECKLIST

		S	U	N/A
1	Are general signs and information properly posted?			
2	Are all floors clean and dry?			
3	Are passageways, storerooms, work areas & aisles clear?			
4	Is proper illumination provided in the work area?			
5	Is proper clothing being worn by employees in the work area?			
6	Do work areas have at least two exits available?			
7	Are exits visible and unobstructed?			
8	Are MSDS readily available to the employees?			
9	Are fire safety and WHMIS training for all employees documented?			
10	Are standard operating procedures readily available to workers?			
11	Do employees know the procedures for a general emergency?			
12	Are emergency telephone numbers posted?			
13	Are telephones in the work area conveniently located?			
14	Are first aid supplies adequate for potential hazards and are they available?			
15	Is PPE available to the employees and is it being utilized properly?			
16	Are safety showers visible, operational and easily accessible?			
17	Are eye wash fountains / stations visible, operational and easily accessible?			
18	Are hand wash stations available and easily accessible?			
19	Is the chemical spill kit visible and easily accessible?			
20	Is access to electrical panels unobstructed?			
21	Are all electrical switches marked to show their purpose?			
22	Are electrical systems checked periodically by a qualified person?			
23	Are electrical and / or phone cords properly secured on the floor?			
24	Chemical stored by classification and not alphabetically?			
25	Are all chemicals properly labeled?			
26	Are bottle carriers provided for all glass containers > 500 mL?			
27	Are good housekeeping practices followed by employees?			
28	Are all materials piled, racked or stored in a safe manner?			
29	Are step stools available to reach high places in the work area?			
30	Are the work areas or bench tops uncluttered?			
31	Are fume hoods certified and properly operated?			
32	Are flammable storage cabinets available and in good condition?			
33	Are fume hoods and biological safety cabinets uncluttered and accessible?			
34	Are waste containers properly labeled and in good condition?			
35	Is waste reduction practiced?			
36	Are sharp containers available and in good condition?			
37	Are compressed gas cylinders properly secured and labeled?			
38	Are portable fire extinguishers provided in adequate number and type?			
39	Are fire extinguishers mounted in accessible locations?			
40	Are explicit instructions posted for acid splashes and acid spills?			

S = Satisfactory      U = Unsatisfactory      N/A = Not applicable