



LABORATORY INSPECTION CHECKLIST

Area(s) Inspected: _____ RM# _____ Date of Inspection: _____

Inspected by: _____

Instructions:

1. Complete inspection on a regular basis. Edit this checklist to suit your specific location.
2. Inspect each item on the checklist and mark as satisfactory (✓) or unsatisfactory (✗).
3. For unsatisfactory items, describe the deficiency and location in the space provided, and complete the details on the Hazard Record (page 2).
4. Take all necessary actions or make necessary recommendations to correct/control the deficiencies.
5. Forward copies to the local Safety Committee and/or management.

	Item	✓ or ✗	Deficiency and Location
1	Laboratory dress: Appropriate PPE being used (lab coats, safety eyewear, etc.). No shorts, skirts or sandals.		
2	Food/Drink: Not present in lab.		
3	Housekeeping: Area is clean and tidy. Aisles and doorways free of slip/trip/fall hazards. Adequate ventilation, lighting and temperature.		
4	First Aid and Emergency Procedures: FA kit adequately stocked, logbook present, current information clearly posted, workers are aware of procedures.		
5	Fire Extinguishers: Accessible, signage present, in good condition, charged and inspected within last year.		
6	Emergency Eyewash and Showers: Accessible and labelled. Tested regularly.		
7	Equipment: In good condition. Handled and stored appropriately. No electrical hazards present.		
8	Gas Cylinders: Properly secured in upright position. Valves closed when not in use. Located away from exits and sources of heat and moisture.		
9	Chem Fume Hoods and Bio Safety Cabinets (BSC): Kept tidy, functioning, annually certified, fume hood sash at/below arrow.		
10	Chemicals: Proper supplier/workplace label on all containers, MSDS readily available, incompatibles separated, proper storage. Chemical Inventory: Up to date and posted on the lab door.		
11	Spill Kit: Accessible, signage present, in working order.		
12	Flammables: Less than 25 L in the open lab. Containers no larger than 5 L. Signage.		
13	Radiation and Biohazards: Warning labels posted outside door. Radiation licence(s) posted. Appropriate storage and signage.		
14	Seismic issues: Shelving secured, restraints present on shelves. Heavy items stored low.		
15	Lab Emergency Contacts: Specify on this worksheet and post on lab door two emergency contacts and their contact information for the lab – primary and secondary.		
16	Other:		

