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| PRE-SAFETY INSPECTION CHECKLIST Purpose: for area Safety Monitors / Area Managers to identify key basic safety issues requiring attention in their area **before** the annual general safety inspection by the departmental inspection team. This will:   * improve the efficiency of the inspection process * allow more time to focus on any specific issues requiring attention * further encourage local workers to take greater ownership of safety standards in their area   **The form should be completed before the scheduled departmental inspection and made available for discussion with the inspection team.**  This checklist supplements the existing and more detailed ‘Safety Monitoring Checklist’ intended for routine safety monitoring of an area throughout the year. The form can be modified for your area to reflect the type of facility and range of activities taking place. | | |
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| **First Aid** | Y/N/NA | **Comment** |
| Have first aid box contents been checked within the last 6 months (see sticker on first aid box) |  |  |
| Is the first aiders list up-to-date? |  |  |
| If eye-wash bottles are required, are they available & in-date? |  |  |
| Phenol used in the lab? Is a solution of PEG 300 available for treatment in the event of skin exposure? |  |  |
| **Fire Safety** |  |  |
| Is the local Fire Marshal sign up-to-date? |  |  |
| Are all fire exits/escape routes free of obstruction? |  |  |
| Are fire alarms audible (normally tested every Thurs.)? |  |  |
| Are University fire safety signs displayed in the area informing staff of the action to take in the event of fire? |  |  |
| Are all fire doors kept closed when not in use? |  |  |
| **General Office / Write-Up Area Issues** |  |  |
| Is the temperature comfortable for most workers? |  |  |
| Is lighting adequate (e.g. bright enough) and in working order? |  |  |
| If required, are properly designed steps / stools available for reaching heights, to avoid the need for standing on chairs etc.? |  |  |
| Are floor areas free of trip hazards / obstructions e.g. trailing cables / boxes |  |  |
| **Electrical Safety in Labs. / Offices** |  |  |
| Has all portable equipment been tested for electrical safety (refer to test stickers for next test due date)? |  |  |
| **General Laboratory Area Issues** |  |  |
| Is there a process in place for providing appropriate H&S induction to new starters in the lab facility? Is this induction recorded? |  |  |
| Is there a list in place identifying who is responsible for checking and maintaining good standards for use of shared equipment / specific areas (e.g. bench autoclave / chemical room)? |  |  |
| Are there adequate washing facilities, with soap and towels? |  |  |
| Are floors intact and kept clean? |  |  |
| Is the temperature comfortable for most workers? |  |  |
| Is lighting adequate and in working order? All lights working? |  |  |
| Are walkways clear of tripping hazards e.g. cables, storage boxes, waste bags, etc.? |  |  |
| Are heavy or hazardous liquid items stored on low shelves or in appropriate storage cupboards? |  |  |
| If required, are properly designed steps / stools available for reaching heights, to avoid the need for standing on chairs? |  |  |
| **Personnel Protective Equipment** |  |  |
| Are lab coats available / laundered periodically / worn by workers? |  |  |
| Are safety glasses available for lab workers? |  |  |
| Is use of non-latex gloves (e.g. nitrile) encouraged & available for workers? |  |  |
| Is a labelled UV protective face shield / glasses available if required? |  |  |
| **Waste Disposal** |  |  |
| Sharps bins available where necessary? |  |  |
| ‘Tiger Bag’ bins labelled ‘non-hazardous identifiable lab waste’? |  |  |
| Disposal of long pipettes in ‘Tiger Bags’: are pipettes disposed of in ‘pipette bins / containers’ prior to disposal in ‘Tiger Bags’? |  |  |
| Autoclave bins used for soil / plant material labelled ‘autoclave waste’ |  |  |
| ‘General waste’ bins (for black bags) labelled? |  |  |
| Are appropriate waste disposal routes used by workers? e.g. is ‘general waste’ incorrectly disposed of in ‘Tiger Bags’? |  |  |
| Is all lab waste removed promptly avoiding build-up? |  |  |
| Is the most recent departmental waste disposal poster displayed? |  |  |
| Are waste solvents / acids stored in **labelled** (labels available from Stores), **plastic coated bottles** with **‘Vented Lids’** (available from Stores)? |  |  |
| Does the lab have a high sided ‘**bucket’ trolley** (or a trolley with a **drip / spill tray**) to contain any spillages / drips during transport of waste materials (e.g. autoclave bags / waste chemical bottles)? |  |  |
| **Local Exhaust Ventilation** |  |  |
| Have all fume cupboards / microbial safety cabinets been tested within the last 12 months (check sticker on unit: when next test is due)? |  |  |
| Are all cabinets kept clean and uncluttered? |  |  |
| **Lab Work Equipment** |  |  |
| A risk assessment / SOP is in place for all lab equipment presenting a high risk of harm to workers? |  |  |
| Training records are in place for use of lab equipment presenting a high risk of harm to workers (e.g. HPLCs / Microtomes etc)? |  |  |
| Lab equipment presenting a high risk of harm is adequately maintained by a competent person? |  |  |
| **Gas Cylinders** |  |  |
| Are all gas cylinders secured by restraining chains, bench clamps or similar? |  |  |
| Is the gas regulator < 5 years old (check year of first use on sticker)? |  |  |
| Is ‘leak test spray’ available to test for leaks (e.g. when cylinder changed) |  |  |
| Is there a cylinder valve key readily accessible? |  |  |
| **Autoclaves** |  |  |
| Do all autoclaves (including bench top autoclaves) have an ‘E Number’? Contact Biol. Infrastructure if needed. |  |  |
| **Microwave Ovens** |  |  |
| Do lab microwaves have a sticker promoting safe use practices? |  |  |
| **UV Transilluminators** |  |  |
| Is there a UV hazard warning label visible on the instrument? |  |  |
| If exposure to UV is possible, is a UV protective face shield available and is this clearly labelled as ‘UV protective’? |  |  |
| Chemicals |  |  |
| Are the most recent posters ‘Working Safely with Chemicals’ on display? |  |  |
| Is a **specific risk assessment** in place for use of all ‘[high hazard’](https://www.york.ac.uk/biology/intranet/health-safety/chemical-safety-2/ordering-chemals-kits/high-hazard-wording/) chemicals? |  |  |
| Are **flammables** stored in a fire resistant labelled storage cabinet with lipped spill trays? |  |  |
| Are bottles of **strong acids / alkalis** stored separately from flammables? |  |  |
| Are bottles containing **strong acids / alkalis** stored on lipped spill trays? |  |  |
| Are **toxins / poisons** stored separately from other chemicals in a secure location (e.g. poisons cupboard)? |  |  |
| Have all old / redundant chemicals been disposed of via Biol. Stores? |  |  |
| Is an emergency chemical spillage kit available / adequately stocked / labelled & easily accessible? |  |  |
| ***Legionella* Control** |  |  |
| Water baths: regular change of water / disinfection |  |  |
| Have all infrequently used taps (<once/wk) been identified / labelled? |  |  |

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| **Other Issues Identified / Raised following consultation with workers?** | | | |
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| **Checklist completed by:** |  | **Date:** |  |