<table>
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<th><strong>LAB/ROOM:</strong></th>
<th><strong>INSPECTED BY:</strong></th>
<th><strong>DATE:</strong></th>
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### ABBREVIATED INSPECTION CHECKLIST

#### General Safety (Section A)
- Is the laboratory/area, e.g. floor, benches & sinks, clean and tidy? Are there any unnecessary items?
- Are any chemical bottles kept above eye level or on shelves without lips?
- Are manual handling operations assessed and monitored?
- Are safety training records kept? Is there a safety committee? Is there an emergency response plan?
- Do staff check & update the signs, licenses & certificates for the lab and/or instruments?

#### First Aid (Section A)
- Do staff know who to go to for First Aid assistance?
- Are they qualified?
- Are First Aid kits readily accessible and checked regularly? – how often?

#### Fire/Emergency (Section A)
- Do all staff know what to do in the event of a fire?
- When was the last fire drill?
- Are extinguishers easily accessible and have they been checked within the last year?
- Have Fire Wardens been appointed? Who they are?
- Can the alarm be heard in the area?
- Are the escape routes blocked / in good order?
- Are signs clearly visible/ obvious?

#### Occupational Health (Section A)
- Is there a cold/warm room/enclosed environment in the area?
- Is there an interlock device to prevent anyone being locked inside? Is it checked regularly to make sure it functions properly?
- Any UV lamp installed inside the room?
- Any interlock safety device to prevent personnel exposed to UV radiation?
- Any display screens user? Is there any assessor for this topic?

#### Electrical Safety (Section A)
- Are electric sockets overloaded?
- Are standard sockets (e.g. 13A type) used on adaptors or extension chords?
- Are electrical cables/plugs/wiring in good condition?
- Are any cables a tripping hazard?
- Are any extension boards near a water source or located where splashing with water may occur?

#### Chemical Safety (Section B)
- Are there any peroxide forming chemicals, strong oxidizers, water/air reactive chemicals, toxic substances, or carcinogens in the lab?
- Is there a log sheet/inventory for these chemicals?
- Are there any special storage arrangements for flammable, corrosive, or oxidizing agents?
- Are chemical/waste containers/bottles labeled clearly & stored properly?
- Are fume cupboards, local exhaust and emergency exhaust ventilation functioning properly & checked regularly?
- Are spillage kit & PPE available & easily accessible?
- Is there a safety shower &/or eyewash? Have they been tested within the last year?
- Are SOP’s & MSDS available & easily accessible?

#### Gas Cylinder Safety (Section D)
- Are there any compressed gas cylinders or cryogenic gas tanks?
- Are compressed gas cylinders properly secured?
- Gas cylinder trucks available for transport?
- Located away from heat sources?
- Is PPE used for handling cryogenic materials
## Biological Safety (Section C)
- Are infectious materials, clinical samples, carcinogenic/toxic chemicals used or genetic modification/recombinant DNA work carried out?
- Is entry restricted to authorized users?
- Are biohazard signs in place?
- Are effective disinfectants/spillage kits/PPE available & readily accessible?
- Are emergency response plans known to users?
- Are BSCs/FCs checked regularly?
- Is disposal of contaminated/infectious materials/waste appropriate? e.g. bags no more than 2/3 full etc
- Are users aware of what agents are in use?
- Are support staff trained to deal with the agents?
- Are SOP’s and MSDS available?
- Are good microbiological practices used?

## Mechanical Safety (Section E)
- Are pressure vessels, autoclaves & boilers in use?
- Are they registered and examined according to the Boilers & Pressure Vessels Ordinance?
- Are any lifting aids in use?
- Are they examined and tested by Competent Examiners?
- Are any abrasive wheels used? Are they installed with safety guarding?
- Is PPE provided?
- Are all staff trained to operate the machines they use?

## High Powered Lasers (Section F)
- Are Class 3b and/or 4 high power lasers in use?
- Is there a light and warning signs at the entrance to where the machines are used?
- Are any SOP’s or guidelines available?
- Is access limited to authorized users and controlled with an interlock of the room door (class4 only)?
- Is there a protective housing and interlock system?
- Is the machine situated/mounted in its original position?
- Is there a local exhaust ventilation for the laser when in operation? Is this checked? How often?
- Is PPE provided, readily accessible and in good condition?

## Laboratory Animal Users
- Are staff showing symptoms of animal allergy?
- Are routine vaccinations in date?
- Does the work involve any manual handling? e.g. moving cages & feed bags, washing/changing cages.
- Do workers deal with sharps? e.g. syringes, dissecting kits etc, can use be avoided/minimized?
- Are animals kept on site? Is there a log sheet, inventory and cage labeling system etc?.
- How’s the animal room’s ventilation system, floor condition, sufficient space for daily activities?
- Are staff and students trained to deal with animal bites, scratches & needle stick incidents?
- Is there any accident reporting system?

## Radiation Safety (Sections G/H)
- Are there any radiation areas?
- Is work carried out with sealed or unsealed sources?
- Is access controlled?
- Are there warning signs at the entrance?
- Do work areas have valid licenses?
- Are SOP/safety rules posted in the room?
- Are spillage kits available?
- Are radioactive substances and waste materials labeled clearly?
- Is the inventory & log sheet up-to-date and readily for checking?

## Open & Closed Beam X-ray Machines (Section J/K)
- Is access limited to authorized users?
- Is there a light and warning signs at the entrance to where the machines are used?
- Are valid licenses posted in the room?
- Are there SOP’s or guidelines available?
- Is there a visible signal on machines to indicate that the X-ray is ON or a shutter is open etc?
- Is PPE provided, readily accessible and in good condition?