

A. General Safety

LAB/ROOM:

INSPECTED BY:

DATE:

Item	Subject	Yes, No, N.A.	Comment
A1	Exits are not obstructed, fastened or locked with keys		
A2	EXIT signs, if installed are clear and illuminated		
A3	Fire extinguishers and fire blankets have not expired		
A4	A clear space of at least 0.5m is kept below ceiling fire sprinklers		
A5	Passageways are not obstructed and kept tidy and free from slipping and tripping hazards		
A6	The floor is dry and in good condition		
A7	The First Aid box is designated and labeled with at least two staff responsible for it		
A8	First Aid materials are in date		
A9	Risk assessments are carried out for manual handling operations which may create safety and health risks and records are kept		
A10	Risk assessments are carried out for personnel who are legally defined as display screen equipment users and records are kept		
A11	Electric sockets are not overloaded		
A12	Standard sockets (e.g. 13A type) are used on adaptors or extension chords		
A13	There are no burnt electrical connections		
A14	Electric wirings are not left loose across passageways		
A15	Electric extension boards are not placed near a water source or location that is prone to water splash		
A16	Cold/warm room or other enclosed environment chamber has a safety device to prevent anyone being locked inside		
A17	Ventilated system of cool/warm room or other closed environment chamber is working properly		
A18	Toxic, volatile, flammable chemicals are not used in cool/warm room or other enclosed environmental chamber		
A19	Is the health and safety information on laboratory entry doors clear and up-to-date?		
A20	Other		

B. Chemical Safety

LAB/ROOM:

INSPECTED BY:

DATE:

Item	Subject	Yes, No, N.A.	Comment
B1	Chemical cabinets are properly labeled		
B2	Flammable, corrosive & oxidizing compounds are store separately		
B3	Flammable chemicals are stored in safety cabinets or spark-proof refrigerators which are designed for flammable chemicals		
B4	Flammable chemicals are not adjacent to heating sources or electric sockets		
B5	Chemicals are stored according to the manufacturers instructions (e.g. low temperature)		
B6	All bottles are labeled clearly		
B7	All diluted, prepared & in-use reagents are labeled properly and clearly		
B8	No chemical containers are left on the floor		
B9	There are no expired peroxide containing chemicals (e.g. THF) stored in the laboratory		
B10	No food (except for use in experiments) is left in fridges that contain chemicals		
B11	All hazardous chemicals are kept below eye level		
B12	Chemical bottles do not hang over the edge of shelves		
B13	Empty chemical containers are rinsed before disposal		
B14	All chemicals are covered when not in use		
B15	Material Safety Data Sheets (soft or hard copy) of in-use chemicals are available for reference within the laboratory		
B16	Chemical bottle carriers are available for transport of chemicals out of the laboratory		
B17	There are no traces of chemicals left on benches, the floor or any other surfaces		
B18	All chemical waste containers are placed on an external tray		
B19	The waste containers for temporary use are clearly labeled with the type of waste stored		
B20	The chemical waste storage area is labeled and fenced off.		
B21	Flammable chemical waste containers are separated from oxidizing waste containers.		

Item	Subject	Yes, No, NA	Comment
B22	Halo-solvents and non-halo solvents are disposed of separately.		
B23	Nitric Acid is disposed of separately from other acids		
B24	All fume cupboards are functioning properly		
B25	Periodic air flow measurements are made and results are known to laboratory personnel		
B26	No chemicals are permanently stored in a fume cupboard unless used daily		
B27	No electric extension board is placed within a fume cupboard		
B28	Sinks in fume cupboards are not clogged or leaking		
B29	A chemical spill kit is readily available for use.		
B30	A mercury spill kit is available where metallic mercury is used		
B31	A safety shower and eyewash if installed can be reached easily and have been tested within the last year		
B32	Chemical goggles are available to everyone in the laboratory and are well maintained.		
B33	Chemical resistant gloves are used for handling chemicals		
B34	Specific hydrofluoric acid resistant gloves are available for use if this chemical is used		
B35	Face shields are available in case they are required		
B36	Explosion shields are available for use where minor chemical explosions cannot be ruled out.		
B37	Other		

C. Good Microbiological Practice

LAB/ROOM:

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DATE:

Item	Subject	Yes, No N.A.	Comment
C1	Is the laboratory easy to clean?		
C2	Are bench surfaces impervious to water and resistant to chemicals and disinfectants?		
C3	Are benches clean and uncluttered?		
C4	Is the laboratory door closed when work is in progress?		
C5	Are procedures performed so as to minimise the production of aerosols?		
C6	Are personnel trained appropriately?		
C7	Is a local code of practice available?		
C8	Are standard operating procedures available?		
C9	Are biohazard signs displayed appropriately?		
C10	Are hands washed after handling viable materials and also before leaving the laboratory?		
C11	Are effective disinfectants available for immediate use in the event of a spillage?		
C12	Are bench tops cleaned after use?		
C13	Are used laboratory glassware and other materials awaiting disinfection stored in a safe manner?		e.g. pipettes totally immersed
C14	Is the use of sharps avoided?		
C15	Are contaminated syringes and sharps disposed of in a "sharps bin"?		
C16	Are materials for disposal transported in robust and leakproof containers?		
C17	Is eating, drinking, applying cosmetics etc allowed in the laboratory? Does anyone mouth pipette?		
C18	Are laboratory coats or gowns worn in the laboratory and removed when leaving ?		
C19	Is personal protective equipment (PPE), including protective clothing, - stored in a well defined place? - checked and cleaned at suitable intervals?		
C20	Are all accidents and incidents reported immediately to and recorded by the person responsible for the work or other delegated person?		
C21	Is there a written, widely available, policy on access to the laboratory?		
C22	Are risk assessments for the work freely available and have they been read?		

D. Compressed gas safety

LAB/ROOM:

INSPECTED BY:

DATE:

Item	Subject	Yes, No, N.A.	Comment
D1	Compressed gas cylinders are properly secured		
D2	The number of compressed gas cylinders is within the exemption quantity		
D3	Gas cylinders are located away from heat sources such as direct exposure to sunlight, ovens etc		
D4	Oxidising and flammable gases are located away from electric sockets and switches		
D5	Any local exhaust system for toxic gas is functioning properly		
D6	Gas cylinder trucks are available for transporting cylinders		
D7	Flashback arrestors are installed for gas cylinders used to produce naked flames		
D8	Proper keys are available to open the main valves of gas cylinders		
D9	Cryogenic gloves and aprons, if required, are available for handling cryogenic materials		
D10	Privately owned gas cylinders are pressure-tested every 5 years		
D11	Other		

E. Mechanical Safety

LAB/ROOM: INSPECTED BY: DATE:

Item	Subject	Yes, No, N.A.	Comment/ specify remedy
E1	Are pressure vessels (compressed air receivers, compressed air drums, steam receivers, boilers and autoclaves) registered with the Labour Department; examined and inspected according to the Boilers and Pressure Vessels ordinance?		
E2	Boilers, steam receivers (and autoclaves) are operated by Competent Persons unless otherwise being exempted by the registration		
E3	Lifting appliances (cranes, pulley blocks, etc) and lifting gears (chains, wires, ropes, shackles, etc) are tested and examined regularly by Competent Examiners		
E4	Abrasive wheels are mounted by trained and experienced persons appointed by the department in writing		
E5	Abrasive wheels have guards and work rests provided and fixed		
E6	Suitable guarding is fixed for dangerous machine parts (rotating parts, pulley, belt, roller, reciprocating part)		
E7	Eye protectors are provided for work using drills, lathes, grinders, abrasive wheels, milling machines, welding gear, molten metal etc		
E8	Load shifting machines (fork-lift trucks, bulldozers etc) are operated by persons holding relevant valid certificates		
E9	Other		

F. High Power Laser (Class 3b and/or 4)

LAB/ROOM: INSPECTED BY: DATE:

Item	Subject	Yes, No, N.A.	Comment
F1	Proper laser hazard warning sign is posted at the entrance.		
F2	Laser warning light is installed at the entrance and functions.		
F3	The room is accessible to authorized users only.		
F4	The laser is affixed with laser warning label(s)		
F5	Standard operating procedures / guidelines or safety rules displayed in the room.		
F6	The laser is situated or mounted in its original position.		
F7	The laser beam is directed away from users or other occupiers of the room.		
F8	No flammable substances are placed close to the laser.		
F9	The laser beam is not directing at the human eye level.		
F10	The key for switching on/off the laser is properly kept when not in use.		
F11	The protective housing or enclosure of the laser is intact.		
F12	Interlock of the protective housing or enclosure functions.		
F13	Interlock of the room door functions.		
F14	There are sufficient beam stops, screens or barriers available for use.		
F15	Reflective surfaces in the vicinity not related to the work removed or covered.		
F16	There is sufficient lighting in the room.		
F17	There is sufficient local exhaust ventilation associated with the laser operation.		
F18	An appropriate fire extinguisher is available in the room containing a class 4 laser.		
F19	Suitable laser eye protectors are available for use.		
F20	Laser eye protectors are kept in good conditions and without observable defects.		
F21	Other		

G. Unsealed Radioactive Substances

LAB/ROOM: INSPECTED BY: DATE:

Item	Subject	Yes, No, N.A.	Comment
G1	Radiation hazard warning sign is posted at the entrance.		
G2	The room is accessible to authorized users only.		
G3	Copy of the valid Radioactive Substance License is displayed in the room.		
G4	Standard operating procedures / guidelines or safety rules displayed in the room.		
G5	Calibrated radiation survey meter is readily available.		
G6	Working area is lined with absorbent paper or drip tray is used.		
G7	The radioisotope fume hood functions.		
G8	All containers of radioactive substances/ waste and the storage areas are labeled with radiation hazard warning.		
G9	Suitable personal protective equipment are provided for users.		
G10	Spill control kit is readily available.		
G11	Proper and sufficient shielding is used.		
G12	Radioactive substances kept in double containers and properly stored.		
G13	Radioactive wastes of different radionuclides are segregated in different containers properly with double containments.		
G14	The room is clean and tidy.		
G15	The radioactive substance inventory is up-to-date and readily available for checking.		
G16	The radioactive substance use log sheet is up-to-date and readily available for checking.		
G17	The radioactive waste log sheet is up-to-date and readily available for checking.		
G18	Others		

H. Sealed Radioactive Substances

LAB/ROOM: INSPECTED BY: DATE:

Item	Subject	Yes, No, N.A.	Comment
H1	Radiation hazard warning sign is posted at the entrance.		
H2	The room is accessible to authorized users only.		
H3	Copy of the valid Radioactive Substance License is displayed in the room.		
H4	Proper and sufficient shielding is used.		
H5	Radiation hazard warning labels are affixed on the equipment, containers or storage cabinets bearing the radioactive substances.		
H6	The room is clean and tidy.		
H7	The radioactive substance inventory is up-to-date and readily available for checking.		
H8	Radiation survey meter, if available, has been calibrated within the past year.		
H9	Others		

J. Closed Beam X-ray Machine

LAB/ROOM: INSPECTED BY: DATE:

Item	Subject	Yes, No, N.A.	Comment
J1	Radiation hazard warning sign is posted at the entrance.		
J2	The room is accessible to authorized users only.		
J3	Copy of the valid Irradiating Apparatus Licence is displayed in the room.		
J4	Standard operating procedures / guidelines or safety rules displayed in the room.		
J5	Chamber enclosing the X-ray tube housing, sample and detector are intact.		
J6	Interlock of the chamber (to prevent X-ray exposure when the chamber doors are opened) functions.		
J7	There is visible signal on the machine to indicate the X-ray (tube) is on and this signal light functions.		
J8	There is visible signal on the machine to indicate the shutter is open and this signal light functions.		
J9	Other		

K. Open Beam X-ray Machine

LAB/ROOM:

INSPECTED BY:

DATE:

Item	Subject	Yes, No, N.A.	Comment
K1	Radiation hazard warning sign is posted at the entrance.		
K2	Warning light is installed at the entrance and functions.		
K3	The room is accessible to authorized users only.		
K4	Copy of the valid Irradiating Apparatus Licence is displayed in the room.		
K5	Standard operating procedures / guidelines or safety rules displayed in the room.		
K6	There is visible signal on the machine to indicate the X-ray (tube) is on and this signal light functions.		
K7	There is visible signal on the machine to indicate the shutter is open and this signal light functions.		
K8	Primary beam is directed away from the operator, the entrance and walkways.		
K9	The machine is operated by remote means.		
K10	No flammable substances are placed close to the machine.		
K11	Suitable protective clothing/equipment is provided for the operators.		
K12	Radiation survey meter, if available, has been calibrated within the past year.		
K13	Other		