

WORKPLACE INSPECTION FORMS FOR APS LABS:

Room #:

Inspected by:

Follow up:

Supervisor:

Date:

Follow up: date

NOTE: - fire extinguishers and eyewashes [checked monthly by APS personnel - separate records kept, not on extinguisher]

		<i>problems</i>	<i>comments</i>	<i>follow up</i>
Emergency Procedures	emergency 2000 (52000) posted on phone does phone work			
Emergency Preparedness	spill kit (visible, accessible, stocked) exits unobstructed first aid kits fire extinguisher(s) eyewash stations safety showers		checked monthly by JHSC, yearly by Fire Div checked monthly by JHSC checked every 13 wk by Phy Resources	
Safety	MSDS - available MSDS - up to date Standard Operating Proc. Chemical Inventory - UofG Chemical Inventory - other APS Safety Guidelines Signs appropriate (ie chemical storage)		need within 3 yr & 20 most commonly used	
Hazardous Materials	Compressed Gases secured protective cap available supplier/workplace labelled proper tag (full/MT) if applic.		tags only on medical grade gas cylinders	

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ROOM

DATE

**Protective
Equipment**

eye/head/hand/body/shoes
appropriate, available
enforced

problems

comments

follow up

**Hazardous
Materials**

Chemicals properly stored
acids(mineral/organic)separated
acids & bases separated
oxidizers separated
solvents stored in solvent cabinet
dry chem behind closed doors
fridge/freezer no solvent stored
unless unit is spec. solv. fridge

**Hazardous
Materials**

Radioactive Materials
permit posted
inventory up to date
identified
wipe test records up to date
waste containers available

**Hazardous
Materials**

Biohazard Materials
permit posted
containment level posted
biosafety cabinet certified
identified / procedures posted
waste containers available

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Hazardous

Materials

Waste Disposal

chemical waste - content labeled
sharps - visible/accessible
broken glass container

Hazardous

Materials

Fume Hood

clean and unobstructed
light works
Vent Alert operational
airflow checked and posted

General

Electrical

no extension cords
cords in good shape
plugs grounded

General

counters/benches clean/orderly
storage orderly/safe
sinks/drains - clean & functional
hand soap available
paper towels available

Additional

Comments

problems

comments

follow up