Laboratory Safety Inspections – Guidance Document

Regular workplace inspections are required under the B.C. Occupational Health and Safety Regulation. While inspections of general areas are undertaken by the local joint health and safety committees (LJHSC), inspections of laboratories where hazardous materials are used are the responsibility of departments. Each department must develop and implement an inspection program to cover these areas.

**Frequency and type**

**Monthly Lab inspection** – requires verification and completion of a 1 page checklist which outlines important safety categories. This inspection must be completed monthly by the PI or his/her designate.

**Annual Lab inspection** – requires verification and completion of a 9 page full inspection checklist of safety practices and infrastructure requirements. This inspection should be completed annually by the departmental Lab Manager (when present) or other designated individual.

**Resources Available**

Both the monthly and annual Lab Inspection Checklist are available at: www.sfu.ca/srs/ehrs. A mobile version of the annual checklist is available for use on tablet computers. Please contact EHRS for assistance in setting up the mobile checklist.

EHRS staff is available to provide guidance to departments in establishing the inspection program. Safety committee members with sufficient knowledge of the hazards found in laboratories, and in laboratory operation may also assist in conducting these inspections when requested.

**Hazard Rating**

A hazard rating matrix is provided in the annual Laboratory Inspection Checklist and is based on the probability of injury and severity of injury. The hazard rating should be used to determine an appropriate timeline for addressing identified hazards. High hazard items should be prioritized and addressed as soon as possible.

**Inspection Results**

Copies of the annual lab inspection reports are shared with the department, EHRS and the relevant local safety committee. The PI and/or Lab Manager is responsible for correcting any deficiencies identified, including submitting any work orders to Facilities Services, as necessary.

**Follow-up**

Safety committees and EHRS will follow up with departments to ensure corrective actions have been taken. Follow-up will be commensurate to the hazard level of the identified deficiency.

**Records**

Inspection reports should be kept by the department for a minimum of two years.
**Laboratory Safety Inspections – Program Requirements**

Department:

Departmental Lab Inspection Coordinator:

Departmental Lab Inspection Coordinator Email and phone:

Labs to be inspected, date of previous annual inspection (if known) and expected next annual inspection:

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Bldg-room (list multiple for same supervisor)</th>
<th>Date of last annual inspection</th>
<th>Date of next annual inspection (MM-YYYY)</th>
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Local joint health & safety committee:

Annual Safety Inspection Report distribution list

- [ ] Local Safety committee email:
- [ ] Departmental Lab Inspection coordinator email:
- [ ] Members of inspection team emails:
- [ ] Lab Supervisor email:
- [ ] Other lab contacts present during inspection emails:
- [ ] Faculty Administrator contact email:
- [ ] EHRS contact email: