

LABORATORY FACILITIES

- containment zone separated from public/administrative areas by a door _____
- doors into containment zone lockable _____
- doors kept closed _____
- appropriate signage, biohazard, containment level, contact personal _____
- controlled access _____
- windows have effective security, screens _____
- space allocated for personal protective equipment _____
- personal belongings kept separate from containment zone _____
- bench-tops have non-absorbent surface _____
- bench-tops uncluttered _____
- floors slip-resistant _____
- aisles, doorways unobstructed _____

LABORATORY SERVICES

- hand washing sinks near exits _____
- soap, paper towels available _____
- emergency eye wash equipment _____
- wiring, cords in good condition _____
- electrical apparatus properly grounded _____

BIOSAFETY EQUIPMENT

- biological safety cabinet (BSC) _____
- BSC certified _____ Date: _____
- BSC located away from traffic _____
- equipment designed to prevent release of infectious materials _____
- decontamination equipment available _____
- records of decontamination effectiveness _____
- communication between containment zone and outside area, i.e., telephone _____

BIOSAFETY MANAGEMENT

- biosafety manual _____
- StFX biosafety applications _____
- incident reporting procedures _____
- standard operating protocols documented _____
- inventory of infectious materials _____
- record of training personnel _____
- trainees supervised by authorized personnel while handling biohazardous materials _____
- controlled access to biohazardous materials stored outside containment area _____

PERSONAL PROTECTIVE EQUIPMENT

- lab coats worn and stored in containment area _____
- face protection available, good condition _____
- safety glasses available, good condition _____
- disposable gloves available _____
- hand washing performed after handling infectious materials _____

BIOHAZARDOUS WASTE MANAGEMENT

- effective bench disinfectant available _____
- puncture resistant sharps containers _____
- appropriate disposal of liquids _____
- appropriate disposal of solids _____
- record of decontamination effectiveness _____

EMERGENCY RESPONSE PLAN

- describing emergency procedures within the containment zone for:
 - accidents/incidents _____
 - medical emergency _____
 - fire _____
 - spills, large and small _____
 - power failure _____
 - natural disaster _____
 - notification of key personnel _____
 - incident follow-up _____
- described procedures for infectious materials stored outside of containment zone _____
- records retained of incidents involving infectious materials _____

St. Francis Xavier University
Biosafety Laboratory Inspection Report

Principal User(s): _____ Room Use: _____

Building Name: _____ Building Address: _____

Room Number: _____ Date: _____

Satisfactory (√) Unsatisfactory (X) Not Applicable (-)

SAFETY AWARENESS & INFORMATION

Material Safety Data (MSD) sheets available
in room for : Chemicals (MSDS) _____
 Pathogens (PSDS) _____
Special procedures documented _____
Appropriate signage _____
General laboratory safety awareness _____

EMERGENCY PREPAREDNESS

Emergency telephone numbers posted _____
Qualified First Aid Responders posted _____
Map indicating: _____
- nearest fire extinguisher _____
- fire alarm pull station _____
- evacuation plan & nearest exit _____

FIRE EXTINGUISHERS

Appropriate _____
Accessible _____
Charged, inspected _____
Seal intact _____

SPILL CONTROL

Eye and face protection available _____
Gloves appropriate for hazard _____
Aprons available _____
Absorbent available _____
Absorbent appropriate for hazard _____

GENERAL COMMENTS

**HAZARDOUS MATERIALS
CHEMICALS**

Chemical storage areas appropriate _____
Chemical stock appropriate _____
Chemical inventory in room _____
Chemical inventory up to date _____
Stock chemicals: supplier labels _____
 WHMIS labels _____
 Temporary _____

COMPRESSED & LIQUIFIED GASES

Supplier/Workplace labels _____
WHMIS labelled _____
Cylinders secured _____
Protective caps used _____
Regulators appropriate _____
Glass dewars taped _____

BROKEN GLASS/SHARPS

Sharps containers available for:
- glass _____
- razor blades, scalpel blades, syringes _____
Labelled _____

FUME HOOD

Airflow indicator _____
Certified _____ Date: _____
Unobstructed - within _____
 - surrounding area _____