

Laboratory/Workshop/Studio Inspection Checklist



Department:		Room number:				Room use:		Date:	
Room supervisor/group:		Yes	No	n/a	Remedial action (by whom and when)			Completed	
Overcrowding									
Is there adequate space for each of the room occupants?									
Housekeeping									
Is the room free from excessive clutter?									
Are the work surfaces clean?									
Is the floor clear of obstruction?									
Are gangways clear of obstruction?									
Environment									
Is the lighting adequate for the work activity?									
Is lighting flicker and glare free?									
Is the area comfortably warm?									
Is the area adequately ventilated?									
Fire									
Are escape routes free from obstruction?									
Is fire equipment available?									
First Aid Provision									
Is the location of the nearest first aid kit identified?									
Are First Aiders or first aid appointed persons identified?									
Electrical Services									
Are light switches free from defect?									
Are sockets free from defect?									
Are there an adequate number of sockets in the area?									
Do items of electrical equipment pass a visual inspection?									
Waste									
Is there adequate provision of waste receptacles?									
Are waste receptacles emptied regularly?									
Are there containers for the disposal of sharps?									
Are waste substances segregated and contained appropriately?									

	Yes	No	n/a	Remedial action (by whom and when)	Completed
Personal Protective Equipment (PPE)					
Is PPE available in the area?					
Are people in the area using the PPE provided?					
Is the PPE appropriate for the activities carried out?					
Is there storage for PPE?					
Is there storage for personal effects and outdoor clothing?					
Is there hand washing facilities?					
Substances					
Are chemicals and solvents properly stored?					
Are there proper facilities for using chemicals or solvents?					
Is the work area kept free from excessive accumulation of chemicals or solvents?					
General					
Are work areas kept free of excessive accumulation of paper or other work material?					
Is the work area free from sharps?					
Are gas cylinders adequately secured?					
Are gas cylinder accesses in an acceptable condition?					
Is there adequate provision of fume cupboards, biological safety cabinets or LEV for the activities carried out in the area?					
Are the safety cabinets free from clutter?					
Are the safety cabinets functioning correctly?					
Is machinery properly maintained?					
Is machinery adequately guarded?					
Additional Notes					