

Science Lab Inspection Form

School/Room # :	Date:
Inspected By:	

Risk Level: 1. High 2. Medium 3. Low

Refer to Inspection Form Information for specific detail.					
Check the Following	Satisfactory	Unsatisfactory	*Risk Level 1,2,3.	Comment (If additional space is required, attach information to this document)	Corrective Action (Record work order No. if submitted)
Flooring					
Lighting					
Electrical					
Furniture and Equipment					
Emergency Signage/Equipment					
Windows					
Mechanical					
Housekeeping					
• Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords/Power Bars					
• Ceiling Tiles					
• Entrance/Exit Doors					
• Walls					
• Plants/animals					
Personal Protective Equipment					
Hazardous Chem.					
• Storage					
• Labeling					
• MSDS					
• Waste					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

Principal Review and Sign Off		
Name:	Signature:	Date:

Principal / Vice Principal (circle one)
September 2019

- **NOTE:** Management Review and Sign Off must be at least one level higher than the person completing the inspection.

Science Lab Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Torn or lifting carpet.
 - Loose or missing floor tiles.
 - Lifting sheet flooring.
 - Uneven flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.
- Secondary lighting, if necessary, available and functional.

Electrical

- Plates and receptacles intact.
- Outlets functional.
- Equipment shut-offs in good working order.
- Ground Fault Interrupter (GFI) where necessary.
- All equipment cords in good condition.

Furniture and Equipment

- No broken or loose parts which may create a hazard.
- Shelving units safe and secure.
- Room configuration does not block exits or impede evacuation.
- Fume hoods used appropriately (i.e., no storage), operational.

Emergency Signage/Equipment

- Appropriate fire extinguisher present and has current inspection certificate.
- Clear access to all emergency equipment.
- Fire exit route map posted and visible.
- First Aid kit present and appropriately supplied.
- List of First Aiders names posted beside the First Aid kit.
- Eye wash station present, clearly signed and tested weekly (keep log of dates).
- Spill kit readily available.
- Phone/intercom available in room.
- Gas and electrical master shut-offs clearly signed.

Windows

- Intact, no cracks or broken panes.
- Windows should not be painted or covered with combustible material.

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.
- Sink (if present) is operational and has no leaks.
- Special ventilation present where required and in good working order.

Housekeeping

- Cleanliness
 - Unnecessary clutter which does not provide adequate work space.
 - No presence of food stuffs (non experimental) or materials which could create biological hazards (i.e., mould, rodents, odors).
 - No obvious hygiene problems.
 - Hand wash facility.
- Storage of Materials and Equipment
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - Cupboards and storage rooms are reasonably organized.
 - No unused and unnecessary materials in room.
- Extension Cords/Power Bars
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.
 - Extension cords are grounded and in good repair.
 - Appropriate use of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Ceiling Tiles
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No items hanging from ceilings.
- Entrance/Exit Door
 - Clear of any obstructions.
 - Not decorated with combustible materials.
 - Doors open and close properly.
- Walls
 - Only 40% or less of wall surfaces can be covered in combustible materials.
 - Bulletin/white boards secure on walls.
 - Free of damage that may be creating a hazard.
- Plants/Animals
 - Must not be creating a hygiene or biological hazard.
 - Scheduled cleaning and maintenance program.
 - Appropriate for classroom (i.e., allergies, infection concerns).

Personal Protective Equipment

- Adequate number of appropriate goggles for eye protection.
- Adequate number of appropriate aprons and gloves for spill protection.
- Personal protective equipment cleaned on a regular basis.
- Equipment used as required.

Hazardous Chemicals

- Storage
 - Secure storage room for chemicals (not in classroom).
 - Chemicals organized according to compatibilities.
 - Liquids stored at or below eye level.
 - Teacher work desk not in storage area.
 - Acetic acid stored in Flammable cabinet away from inorganic acids.
 - Nitric acid stored separately from all other acids.
 - All shelves securely fastened.
 - Vented Flammable and Acid Cabinet used as required.

- Excess quantities of chemicals are not present.
- Labeling
 - WHMIS labels on all secondary containers (decanted).
 - Date of purchase written on WHMIS labels on containers.
- MSDS
 - MSDS binder readily available including a chemical inventory list kept in binder
 - WHMIS 2015 protocols in place with current MSDS (SDS) and available for chemicals or consumer restricted products present in lab.
- Waste
 - Waste containers labeled and securely stored.
 - Container contents inventoried.
 - Waste disposal done at regularly scheduled disposal times.

Other

- Please include any additional items as required.