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Checklist for physical work environment rounds laboratory

Use this checklist to examine and follow up systematic work environment management at the workplace at least once a year. Describe necessary measures in the “Measure” column and list the relevant room number so that it is clear where the measure is to be implemented. Some measures can be taken immediately. Measures that cannot be taken immediately are addressed in the local collaborative group (LSG) and documented in the department’s or equivalent’s work environment action plan. Skip questions not relevant for your workplace.

Date:

Department/unit:

Building and floor plan:

Head of department/equivalent:

Work environment representative:

Student work environment representative:

Equal opportunities support:

Have deficiencies identified in the previous round been addressed?

Date of previous round:

Signature of head of department/equivalent:

Physical work environment round laboratory	Yes	No	Measure
ORDER AND EDUCATION			
- Is the premises in satisfactory order? - Are there cleaning procedures for the laboratories? - Is the floor free from obstructions and issues that could cause it to be slippery? - Does everyone know where chemicals, equipment, etc. are to be stored?			

Is the general lighting sufficient in the laboratory?			
Do staff, new hires and students receive the necessary training/introduction to the work?			
Are risk assessments conducted regularly, e.g. risks related to handling chemicals and biological agents/GMM?			
Do you have access to written documentation and safety instructions for the work where needed?			
CHEMICAL PRODUCTS			
- Are all chemicals registered in Chemkeeper? - Do all concerned staff have access to the list of chemicals in Chemkeeper?			
Are all purchases of chemical products registered in Chemkeeper with specified weight/volume/location?			
Are all packaging and containers with chemical products labelled with the product name, hazard symbol/pictogram and applicable phrases? This applies to both original packaging (which must be labelled by the supplier) and packaging for your own mixtures, etc.			
Is the substitution principle applied when choosing chemical products? *The substitution principle: whenever possible, avoid using chemical products that present a risk to individuals or the environment if these products can be replaced by products that can be assumed to be less hazardous.*			
Do you use CMR substances (substances marked with H340, H350 and/or H360)? If yes, have the expanded regulations in			

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Sections 38–44 of AFS2014:43 been considered?			
Do you use allergenic substances marked H317 and/or H334? If yes, have the expanded regulations in Section 37 a–g in AFS2014:43 been considered?			
- Do you use chemical substances with a short-term limit value (STLV) as per AFS2015:7? - Has this been considered in the risk assessment, since cleaning up spills can lead to exposure that exceed STLV?			
Is there a permit for or is notification given when handling Category A and Category B substances, narcotics and drug precursors?			
Are chemicals stored safely (ventilated, in cupboards, walled off, shared storage)?			
Are all cabinets/rooms used for storing chemical products marked with the hazard symbols of the chemicals in the room/cabinet?			
Do signs clearly indicate that rooms/labs may only be accessed by authorised individuals (both temporary and permanent)?			
Are LIN storage containers clearly marked?			
Is ventilation sufficient when handling and storing LIN?			
Are there documented and communicated procedures for lab work by pregnant staff?			
Are there documented and communicated procedures for working in the lab/shop alone?			

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SAFETY EQUIPMENT AND EMERGENCY SITUATIONS			
- Is suitable personal protective equipment available (e.g. lab coat, safety glasses, protective gloves)?			
- Does everyone know what to do in an emergency (i.e. aware of emergency numbers, evacuation etc.)?			
- Do staff have first-aid training? - Are necessary first aid products available on the premises?			
Is there a room manager with a mobile number clearly displayed at the entrance to the room?			
- Is there equipment that requires ongoing supervision and inspections (e.g. autoclaves, laminar flow cabinets, gas detection systems)? - Are supervision and inspections conducted? - Are supervision/inspections documented?			
Is the functionality of fume hoods checked annually?			
- Is an eye-wash fountain easily accessible in locations where there is a risk of splashing substances that can cause eye damage and that risk causing fires? - Are the eye-wash fountains tested regularly?			
Does everyone know who is responsible for coordination at the workplace (applies to shared workplaces, i.e. when two organisations share premises)?			

Are adaptations for individuals with physical impairments needed at the department?			
HAZARDOUS WASTE			
Are Umeå University's procedures for managing hazardous waste followed?			
Are separate containers used for sharps waste?			
Are waste bins adapted to the waste and labelled as per applicable regulations?			
BIOSAFETY			
Is there a permit for or is notification given when handling biological agents, GMM?			
GASES			
Do staff handling gases receive necessary information that is adapted to the tasks?			
- Are all gas cylinders secured so they do not fall over? - Are gas cylinders transported properly (secured from falling, cap and protective nut)?			
- Are storerooms/cupboards with gas cylinders signposted? - Are gas cylinders stored in suitable cupboards/storerooms?			
Are gas lines in the lab marked with the name of the gas and warning pictograms?			
- Is there gas detection equipment? - Is maintenance performed regularly on the equipment?			

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Does ionising radiation occur in the work being performed (radioactive substances, X-rays)?			
Has a local radiation safety manual been approved and communicated? (The Local Radiation Safety Handbook is a quality manual on radiation safety. It is compiled and revised by the contact person for radiation safety.)			
Have all staff working with radiation sources completed the basic radiation safety training?			
Are the procedures for handling radioactive waste followed?			