

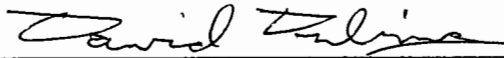


Standard Operating Procedure Document			
Title:	Laboratory Health and Safety Inspections		
SOP #:	PBSOP009	Rev #:	1

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05-Dec-17

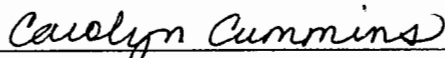
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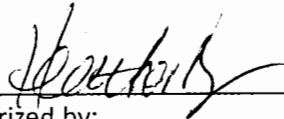
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Date



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Date

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1. Scope

The scope of this SOP is to provide building-specific details regarding workplace safety inspections (Laboratory Health and Safety Inspections) conducted by the Joint Health and Safety Committee (JHSC) of the Leslie Dan Faculty of Pharmacy.

This SOP is not intended to replace, supersede, or contravene any of the policies or training outlined by the Office of Environmental Health and Safety (OEHS), available online via the JHSC website:

<https://ehs.utoronto.ca/resources/policies-and-procedures/>

The SOP is intended to clarify how site-specific aspects of OEHS policies are dealt with in order to ensure they are appropriately implemented. OEHS policies will not be re-iterated in this document, but rather the reader is referred to the link above, to the JHSC Handbook Templates, and Policies and Procedures Listing Health and Safety Manual.

2. Objective

The objective of this SOP is to outline the appropriate resources, policies, and the building-specific procedures pertaining to workplace inspections in the Leslie Dan Faculty of Pharmacy.

3. Background

The Leslie Dan Faculty of Pharmacy is an organization committed to protecting and monitoring the health and safety of people in the building. The Joint Health and Safety Committee is the body responsible for overseeing this important task and reporting to the OEHS at the University of Toronto. SOPs are now required by the OEHS. This series of SOPs are compliant with this requirement.

Laboratory inspections are an integral part of identifying, monitoring, and correcting safety issues in the building laboratories (floors 7-12).

4. Definitions and Abbreviations

Abbreviations used in this document are defined in this section:

SOP	Standard Operating Procedure
JHSC	Joint Health and Safety Committee of the Leslie Dan Faculty of Pharmacy, at the University of Toronto
OEHS	The Office of Environmental Health and Safety, University of Toronto
TBD	To be determined

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N/A	Not Applicable
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5. Policies

1. A Workplace Inspection Checklist for Laboratories is available on the OEHS website: <https://ehs.utoronto.ca/wp-content/uploads/2016/06/JHSC-Workplace-Inspection-Checklist.doc>
2. The committee must establish a schedule of inspections when it is not practical to inspect the entire workplace once a month, such as when the workplace is too large or complex. At least part of the workplace is inspected monthly and the entire workplace is inspected at least once a year. Workplace inspections are to be conducted in accordance with this schedule. [7.7, pg8, JHSC Handbook 2007]

6. Procedures

6.1.1 Inspection Teams

1. Research floors (7-12 only) are allocated for inspection.
2. Each research floor is allocated an Inspection Team.
3. Each Inspection Team consists of at least 1 student, and at least one faculty member. Inspection Teams may be larger, depending on the size of the research floor.
4. All members of the Inspection Team must be current members of the JHSC.
5. Members of inspector teams must not be involved in inspecting their own floor.

6.1.2 Performing the Laboratory Inspection

1. The exact time and date of inspection is not announced.
2. The Inspection Team enters the lab and announces the health and safety inspection.
3. Members of the lab being inspected shall make every effort to accommodate and facilitate the inspection.
4. If a lab is closed during the planned inspection period, the Inspection Team must return and conduct their inspection when there is at least one member of the laboratory present.
5. The Inspection Team will fill out an Inspection Checklist ("U of T Joint Health and Safety Committee: Building Inspection Checklist") for each Principal Investigator on the research floor.
6. The Inspection Checklist is a working document, and is subject to modification, to suit the needs and requirements of the Laboratory Health and Safety Inspection.
7. If a lab has more than one room on the research floor, the same Inspection Checklist may be used. Notes or comments on the Inspection Checklist should be room specific.
8. Any findings of the Inspection Team are recorded on the Inspection Checklist.
9. Once the inspection is complete, the Inspection Checklist will be returned to the JHSC.
10. The JHSC will send a summary of findings to the Principal Investigator of the laboratory.

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11. The laboratory will take corrective action to the inspection findings.
12. The laboratory will provide documentation to the JHSC that any safety issues have been dealt with and are now compliant with OEHS and departmental policies.

7. Revision History

Revision #	Date	SOP Section(s)	Revision Description	Revised By
0	20-Mar-12		SOP PBSOP009 created.	David Dubins (author)
1	05-Dec-17	1, 5.1.	Web links updated. Workplace Inspection Schedule link removed (no longer active).	David Dubins (reviser)