

PRE-START SAFETY CHECKLIST FORM (CME-FORM-11)

Purpose: This checklist has been prepared to assist CME personnel in understanding their responsibilities when setting up both attended and unattended experiments. Note that this form does not replace the required SOP for your experiment.

Basic Safety Measures:

Questions	Yes	No	N/A
1. Is the experiment approved by your supervisor?			
2. Is your supervisor aware that you will run an overnight unattended experiment?			
4. Are the laboratory door and windowpanes free of obstruction?			
5. Are secondary containment and shielding of the material or experiment available?			
6. Has the EHS office approved the SOP for this experiment?			
7. Are all the necessary spill kits available in the lab?			

WHMIS:

Questions	Yes	No	N/A
1. Are your chemical containers labelled as per WHMIS 2015 standards?			
2. Do you have access to the Safety Data Sheet (SDS) for your chemicals?			
3. Is the SDS easily accessible by everyone (i.e. in an MSDS folder or on an unlocked designated computer)?			

Cooling Medium:

Questions	Yes	No	N/A
1. Is water being used as a cooling agent?			
2. Is the running water adjusted to the minimum flow necessary?			
3. Has the water hose been securely attached?			

Glassware:

Questions	Yes	No	N/A
1. Are the labels on the glass wares readable and written according to WHMIS regulations?			
2. Are the glassware in proper condition (i.e. they are not cracked or chipped)?			
3. Are the text or labels on glass wares written in either English or French?			

Fumehood:

Do not work with flammable materials in a hood that contains hot plates, open flames, or equipment that may generate electrical sparks.

Questions	Yes	No	N/A
1. Is the experiment done only under a fume hood?			
2. Is the fume hood label present?			
3. Is the flow monitor / alarm functional?			
4. Are the baffles or vents within the fume hood, free from obstruction of the experimental apparatus?			
5. Are the equipment placed at least 15cm (6 inches) inside the fume hood?			

6. Is all the large equipment elevated 5cm (2 inches) inside the fume hood to diminish the effects of eddy currents?			
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Electrical Laboratory equipment:

Note: The electrical lab equipment does not apply to computers.

No electrical lab equipment should be connected to an extension.

Questions	Yes	No	N/A
1. Is all the electrical equipment properly grounded and equipped with ground plugs?			
2. Is all the electrical lab equipment wiring in excellent condition?			
3. Is there any electrical lab equipment connected to extension cords?			
4. Is the electrical lab equipment properly exhausted or enclosed?			
5. Is the vacuum pumps filter or exhaust in the fume hood?			
6. Are the vacuum pump's belts guards in place?			
7. Is the water bath in good condition?			

Compressed Gas Cylinders:

Questions	Yes	No	N/A
1. Are the cylinders properly labeled?			
2. Are the regulators or tubes in good condition?			
3. Are the connected regulators oriented away from users?			
4. Are the cylinders properly secured?			
5. Are the cylinders placed further away from the heat sources?			