# BI Inspection Policy

1. Routine inspections are performed at the BI to:
   1. ensure compliance with safety guidelines
   2. eliminate health and safety risks
   3. identify and correct potential hazards
   4. review internal practices and procedures to ensure best practices are followed
2. Inspections may be performed by McMaster Safety Authorities, the Biosafety Office and BI staff, at a quarterly frequency to comply with RMM #302: Safety Audits and Inspections.
3. Inspections may be performed without any prior warnings to users.
4. BI users and supervisors may be questioned during an inspection to gauge their health and safety knowledge and comprehension.
5. Inspection results, including safety concerns, are documented and communicated to BI staff, BI users and BI user supervisors, as appropriate.
6. Corrective measures on any identified issues are relayed to the appropriate McMaster Safety Authorities.
7. Follow-up inspections may be required.
8. Copies of the inspections are kept within the BI office.

## Emergency Equipment Inspections

1. Some emergency equipment will be inspected by McMaster Facilities services, as per their own SOPs.
2. Emergency eyewash stations will be tested weekly by BI staff. Refer to the Eye Wash Equipment SOP.

## Inspection Forms

1. BI Inspection Forms