

# UWS Safety Inspection Checklist - Laboratory Environments

**Useful Hint:** To maximise the benefits that can be gained from a workplace inspection activity read the **UWS Inspection Checklist Information Sheet** prior to commencing the inspection.

**Area Inspected:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Inspected by:** \_\_\_\_\_

Item	Follow up Action(s) (tick one or more as required)										Date completed
	OK	Not OK	Repair/ Replace Equip	Refer to line manager for action	Refer to staff member for action	Refer to OH&S consultative Committee &/or HSR	Contact OH&S unit for Advice	Refer to CWF for action	Insert other action	To be taken by whom	
<b>1.0 Safety Organisation</b>											
A copy of UWS OHS Policy is accessible to & understood by staff											
OHS is an item of business on local staff &/or management meetings											
Staff are aware of & able to access their local OHS committee &/or representative											
Staff are aware of & trained in local emergency management procedures											
UWS Emergency Management posters displayed appropriately											
Staff are aware of UWS accident & injury reporting procedures											
Workers compensation & injury management summaries displayed for staff to read											
Risk assessments are carried out in consultation with staff using the UWS methodology											
A notice board is available to display relevant OHS for staff &/or students											

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<b>2.0 General</b>											
Staff/student induction & training procedures available & followed											
UWS General Laboratory Safety Rules known and followed											
First aid kit easily accessible & up-to date											
Staff aware of First aid officer(s) & their contact details											
Floors clean, dry & clear from slip/trip hazards											
Area clear of unwanted materials, old equipment etc.											
Shelving & storage areas stable and not too high											
Access, egress & walkways free of obstruction											
Workbenches, stools &/or chairs available & serviceable											
Open spaces between & under benches, cabinets & equipment accessible for cleaning											
Safe operating instructions available for all machinery, equipment & procedures											
Appropriate international warning signage displayed, adequate & serviceable											
Ergonomic stools &/or chairs are smooth and impervious to facilitate cleaning											
Main services shut off known, labelled & serviceable											

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Washbasin(s) with potable hot and cold water provided near exit											
Personal protective equipment is appropriate, available, serviceable & worn as required											
Gas taps clearly labelled											
Gas Cylinder storage area allocated											
Equipment emergency stops visible, tested & serviceable											
Staff using industrial equipment hold appropriate certificates of competency											
Safe working loads displayed on all lifting equipment eg hoists											
No eating/drinking rule known & followed or foodstuffs stored											
Damaged, broken, unserviceable equipment removed from service or isolated & tagged as required											
Waste types segregated, stored and disposed of appropriately											
Empty aerosol cans disposed of separately											
Mechanical pipetting used, no mouth suction											
Refrigerators/freezers appropriate, labelled, secured, serviceable & used correctly											
<b>3.0 Dangerous Equipment</b>											
A system has been developed & implemented for tagging &/or locking out dangerous equipment at appropriate times eg in											

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preparation for maintenance											
Equipment guarding appropriate, securely installed & serviceable											
Machine 'anti-start' protection installed where appropriate											
Emergency stops are visible, accessible by the user											
Staff &/or students are trained in how to operate dangerous equipment											
Safety information relating to the operation of dangerous equipment clearly visible											
Work area in the immediate vicinity of dangerous equipment clearly marked & clear of hazards											
Appropriate PPE available, serviceable & used											
Pressure vessels (eg autoclaves) regularly serviced & inspected with inspection certificates visible											
<b>4.0 Emergency Management</b>											
Emergency evacuation plan developed, implemented & tested											
Staff aware of & trained in the emergency evacuation plan											
Emergency exits clearly marked											
Emergency exits not obstructed											
Emergency fire fighting equipment visible & serviceable											
Correct fire extinguishers available & located appropriately											
Spill control measures for											

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chemical, biological and microbiological spills available, known and used											
Staff are able to access accident, injury & hazard reporting forms											
<b>5.0 Ambient Comfort</b>											
Lighting levels adequate for tasks performed											
Measures available to improve air temperature, air flow & humidity											
Noise, dust, fumes, vapours etc adequately controlled											
<b>6.0 Chemical Substances</b>											
Up to date inventory of all chemicals available											
Chemicals stored correctly in accordance with regulations											
Approved dangerous goods cabinets used where required											
Not stored close to possible ignition sources or in fume cupboards											
Only minimum quantities of chemicals stored in work area											
Chemical storage above eye level avoided											
All chemicals & containers identified & labelled correctly											
Appropriate containers used & in good condition, labels intact & free of damage &/or corrosion											

No flammables stored in domestic type refrigerators or freezers											
Bulk flammables stored in an approved facility											
Bottle carrier available & utilised											
Procedures in place for the handling of specialty chemicals eg hazardous substances such as poisons, carcinogens etc											
Spill containment measures available & known											
Segregated by dangerous goods (hazard) class & stored according to compatibility											
MSDSs (supplier/manufacturer) available for information											
PPE available, appropriate & used											
Procedure for disposing of chemical waste developed, known & followed											
<b>7.0 Materials Manual Handling</b>											
Appropriate training available & implemented											
Risk assessments carried out											
Equipment eg trolleys available, serviceable & regularly inspected											
Procedures for carrying out specific tasks known, understood & followed											
<b>8.0 Electrical</b>											
Electrical distribution boards have appropriate earth leakage & overload protection											
A program for the tagging & testing of portable electrical equipment is fully implemented											

All electrical leads are in good repair & not a trip hazard												
All electrical equipment is safe to operate												
Adequate power points are available & in good condition												
Room electrical isolation switches clearly labelled & accessible												
Approved power boards in use (double adaptors prohibited)												
Equipment maintenance isolation procedures developed and implemented												
<b>9.0 Emergency Equipment</b>												
Labelled, serviceable, accessible												
Eye washes & showers regularly tested												
Pointed out to students at beginning of semester												
<b>10.0 Clothing &amp; Equipment</b>												
Staff & students aware of & follow minimum dress requirements eg coats, shoes etc												
Students aware that failure to adhere to dress requirements could compromise participation												
Appropriate eye protection available & worn												
<b>11.0 Compressed Gases</b>												
Stored, secured, placarded & restrained appropriately												
Regulators appropriate, serviceable & vented when not in use												

Cylinders serviceable, segregated & clearly marked as "In Use"											
Empty cylinders clearly identified and separated from full cylinders											
Associated pipe work appropriate, serviceable, labelled											
PPE readily available & used for changing cylinders											
MSDS information readily available & accessible											
Cylinders isolated when not in use (ie valves closed)											
"Testing for leaks" procedure developed, implemented & followed											
Flammable materials separated from oxidising cylinders											
Leak sensors or alarms if installed serviceable, tested & calibrated periodically											
Area adequately ventilated											
Redundant piping & equipment removed											
Trolley for moving cylinders available, serviceable & used											
<b>12.0 Vacuum Equipment</b>											
Pump belt guarded											
Glass dewars wrapped & or shielded											
Shielding used when in use											
Glass desiccators under vacuum stored/shielded appropriately											
Regular inspection of equipment conducted to ensure its integrity											
Standard operating procedures incorporating safety instructions available											

Appropriate PPE available, serviceable & used											
<b>13.0 Biological</b>											
Contaminated waste procedures developed, implemented & followed to comply with AQIS & other regulations											
Sharps management procedures developed, implemented & followed											
MSDS available for any hazardous material											
PPE available, appropriate & used											
Micro-organism risk group category & containment procedures followed											
Safe microbiological practice and aseptic technique known & used											
Cultures of micro-organisms clearly identified/labelled and stored appropriately											
Appropriate decontamination procedures known and used											
Work surfaces decontaminated appropriately after use											
Work involving biological agents as designated by the IBRSC is assessed & certified by IBRSC											
Recombinant DNA project work is assessed & certified by the OGTR through the IBRSC									Eg Advise IBRSC		
PC2 facilities have been registered with OGTR & regularly inspected by the IBRSC									Eg Advise IBRSC		
<b>14.0 Radiation</b>											
All work is approved by the IBRSC											

All work complies with UWS Radiation Safety Guidelines											
Waste storage procedures developed & implemented											
MSDSs available											
Premises registered with EPA											
Devices containing sealed radioactive sources registered with EPA (eg neutron probe)											
Appropriate monitoring equipment is available & tested regularly (eg geiger counters etc)											
Personal monitoring procedures are implemented & followed											
Spill containment & decontamination procedures available & known											
Shielding is provided, adequate & serviceable											
Materials securely stored											
PPE is available, appropriate & used											
Records of purchase, storage & disposal kept up to date & copy sent to IBRSC/OHS Unit annually											
<b>15.0 Exhaust Equipment &amp; Filtration</b>											
Serviceable, test date visible											
Sashes open & close freely											
High efficiency filtration installed, appropriate, sealed, dedicated & serviceable											
Discharge directly outside with effective dispersal											
<b>16. Other Items</b> (insert as required)											