

WHS Inspection Checklist for Laboratories

WHS Inspections of laboratories should be conducted, at least every three to six months, as a way of quickly identifying and resolving hazards in these working and learning areas. Whenever significant issues are identified during a WHS inspection which cannot be easily resolved, a formal WHS risk assessment should be conducted to support your work area to identify relevant hazards, risks and develop effective treatments (controls).

Inspection details and checklist

A minimum of two people should complete a WHS inspection by filling in the inspection details, below, and progressively working through the checklist and updating the Corrective Actions Plan, within Appendix A, whenever outstanding issues are resolved.

Campus: _____ Organisational Unit: _____

Inspection Location: _____ Date: ____/____/____

Inspection Team	
1.	2.
3.	4.

✓ **Tick the relevant Y or N Column.** If not applicable, enter N/A into comments field.

Safe Operating Procedures	Y	N	Comments
Are Laboratory Safe Operating Procedures (SOPs) accessible to staff?			
Have SOPs been implemented?			
Have all relevant staff, including academic staff, been trained in SOPs?			
Housekeeping			
Are floors clean, dry, and free from slip/trip hazards?			
Is there any accumulation of equipment, redundant substances, contaminated waste or rubbish, within the working and learning area?			
Is shelving stable, free of extraneous material and within easy reach?			
Are aisles and walkways obstruction free?			
Are chemical storage facilities in good condition?			
Fire Equipment	Y	N	
Are fire extinguishers/fire hose reels available in the work area, including a carbon dioxide extinguisher?			
Have the fire extinguishers been checked in the last 6 months? Guidance: Check silver inspection tag and confirm that the tag has been punched within the last six months.			
Are sprinkler heads (on ceiling) clear and unobstructed?			
Is emergency information, including the 'In an Emergency' posters and listings of evacuation wardens, displayed and accessible to staff members?			
Emergency Exits	Y	N	
Are exits/walkways/corridors free of obstructions?			
Is there exit signage available and visible?			
Emergency Procedures	Y	N	Comments
Are fire exits accessible?			
Are all exit doors unlocked?			

Emergency Procedures	Y	N	Comments
Are written procedures available for disposal of chemicals and regular collection of chemical wastes?			
Are staff and students trained in correct waste disposal processes?			
Are all waste containers appropriately labelled with Class Diamonds?			
Environmental Continued...	Y	N	
Is waste segregated and stored correctly bundled away from drains?			
Are records of waste disposal available and in line with procedures?			
Is there evidence of tipping of waste down sink?			
Are all lights working and are lighting levels appropriate for the tasks which are being performed?			
Are emergency spill kits and bins readily available in the work area?			
Chemical Management	Y	N	
Is a chemical register accessible to the areas where chemicals are used and stored?			
Are the relevant one-page summary Safety Data Sheets (SDS), attached to the chemical register(s)? Guidance: Randomly select three hazardous chemicals and ensure that the relevant SDS, for each chemical, is attached to the register.			
Are chemicals and containers correctly labelled in aligned with the Globally Harmonised System for the Classification and Labelling of Chemicals and the ACU Chemical Management Procedure ?			
Are chemicals, which are not used straight away in a classroom demonstration, labelled?			
Are chemicals stored in compatible containers and storage areas?			
Are chemicals securely stored in shelves? Guidance: ensure that chemicals are not stored too high on shelving systems or don't present a falling objects hazard			
Are hazardous chemical risk assessments and associated safe work instructions accessible and understood by users?			
Is there any leakage of chemicals evident?			
Are any chemicals stored in fume cupboards?			
Do the users of the laboratory know how to access and use <i>Chemwatch</i> ? Guidance: These users should be able to access full SDS within <i>Chemwatch</i>			
Flammable Liquids	Y	N	
Are dry powder fire extinguishers accessible?			
Are any flammables stored in refrigerators?			
Compressed Gas Cylinders	Y	N	
Is the gas name/label on shoulder of each cylinder clearly legible?			
Are cylinders secured by brackets or chains?			
Are fuel cylinders separated from oxidising cylinders?			
Are empty cylinders separate from full cylinders and clearly identified?			
Are acetylene cylinders stored outside of building?			
Are cylinder valves closed when not in use?			
Are gas leak test procedures developed and implemented?			
Are all gas cylinders stored in well ventilated area?			
Fume Cupboards	Y	N	
Are warning signs indicating a maximum of 2.5 litres of flammable liquid is permitted in the chamber, at any given time?			
Are fume cupboards kept tidy?			
Biological Safety	Y	N	
Are contaminated waste procedures available and implemented?			
Are sharps stored appropriately?			
Are risk group category and containment procedures available and implemented?			
Are disposable gloves available for use in work area?			

Biological Safety Continued...	Y	N
Is appropriate decontamination of work surfaces in practice?		
Is recombinant DNA project work assessed and certified by the University's Institutional Bio-Safety Committee?		
Are recombinant DNA laboratory areas inspected and certified by the University's Institutional Bio-Safety Committee?		
Is aerosol production minimised and contained?		
Radiation Safety	Y	N
Are specific areas designated for radiation procedures?		
Is appropriate monitoring equipment available?		
Are personal monitoring procedures in place?		
Are absorbent materials available to contain spills?		
Is radiation work certified by the Institutional BioSafety Committee?		
Is shielding available and sufficient?		
Is radioactive material securely stored?		
Are radioactive waste/storage procedures in place?		
Electrical Installations	Y	N
Are adequate power points available and unobstructed?		
Are switches and power points in good condition (no cracks, loose face plates)?		
Are power leads in good condition?		
Are excessive extension cords used in the work area?		
Do power cords create a trip hazard? Guidance: Assess whether cord covers should be purchased to help remove the trip hazard.		
Is there any temporary wiring in the work area?		
Are double adaptors or piggy back adaptors used in the work area, which could potentially result in an overload and the risk of a fire?		
Are Residual Current Device used for mobile electrical devices?		
Equipment	Y	N
Are operating instructions/safety signs adequate and clear?		
Are emergency stop switches accessible and red in colour?		
Are safety glasses available and storage clearly marked in the work area?		
Is there adequate distance between equipment?		
Personal Protective Equipment (PPE)		
Is PPE readily available when required?		
Is PPE stored and maintained correctly?		
Are staff /students trained in correct use, storage and maintenance of PPE?		
First Aid	Y	N
Are First Aid Officers identifiable in the work area?		
Are first aid/burn kits available in the work area?		
Is a first aid poster (containing a listing of local first aid officers) displayed in working and learning areas)		
Emergency Procedures	Y	N
Have emergency procedures been established for specific hazardous circumstances including spills? Guidance: These emergency procedures should be aligned with the ACU Critical Incident Management Policy.		
Are there spill kits relevant to the area available, stocked and identifiable (e.g. Laboratory Spill kit, 240 litre Wheelie Bin)?		
Are there staff adequately trained to manage low risk spills in the work area?		
Are staff/students able to access and knowledgeable about spill procedures?		
Are emergency and evacuation plans clearly displayed in the work area?		
Has an emergency evacuation been conducted in the past 12 months?		
Are emergency manifests established for the facility and available in an accessible area to emergency staff?		

Manual Handling	Y	N
Are work items, which are regularly used, within easy reach?		
Is there enough space around machines/equipment to enable easy access?		
Are appropriate manual handling aids (trolley/ladder/safety step) available for use by staff members?		

Notes:

- (1) Contact a local WHS staff member to resolve first aid issues;
- (2) Some issues, such as building facilities and fire safety, could be resolved by submitted a Service Central request; and
- (3) Contact a relevant Employment Relations and Safety staff member, via Service Central, to resolve *Chemwatch* issues, including access and training need.

WHS Inspection Sign Off

Inspectors' (Staff Members) Name	Signature	Date

A copy of the completed inspection has been sent to:

Appendix A: Corrective Actions Plan

Identified Hazard	Resolution (Actions)	Responsibility	Target Resolution Date	Date Completed