

## 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:	npus:Organsational Unit:			
Inspection Location:	Date:	/		/
Inspection Team				
1.	2.			
3.	4.			
✓ Tick the relevant Y or N Column. I	f not applicable, enter N/A into comr	nents	s fielo	d.
Safe Operating Procedures		Y	Ν	Comments
Are Laboratory Safe Operating Procedur	es (SOPs) accessible to staff?			
Have SOPs been implemented?				
Have all relevant staff, including academ	ic staff, been trained in SOPs?			
Housekeeping				
Are floors clean, dry, and free from slip/t	rip hazards?			
Is there any accumulation of equipment,				
contaminated waste or rubbish, within th	e working and learning area?			
Is shelving stable, free of extraneous mat	-			
Are aisles and walkways obstruction free				
Are chemical storage facilities in good co	ndition?			
Fire Equipment		Y	Ν	
Are fire extinguishers/fire hose reels ava carbon dioxide extinguisher?	lable in the work area, including a			
Have the fire extinguishers been checked	in the last 6 months?			
Guidance: Check silver inspection tag an punched within the last six months.	d confirm that the tag has been ole			
Are sprinkler heads (on ceiling) clear and	l unobstructed?			
Is emergency information, including the listings of evacuation wardens, displayed				
Emergency Exits		Y	Ν	
Are exits/walkways/corridors free of obs	tructions?			
Is there exit signage available and visible	?			
Emergency Procedures		Y	Ν	Comments
Are fire exits accessible?				
Are all exit doors unlocked?				

Are written procedures available for disposal of chemicals and regular       Image: Imag	Emergency Procedures	Y	Ν	Comments
Are all waste containers appropriately labelled with Class Diamonds?       Image: Container of the second correctly bundled away from drains?       Image: Container of the second correctly bundled away from drains?         Is waste segregated and stored correctly bundled away from drains?       Image: Container of the second container of waste down sint?       Image: Container of the second				
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Biological Safety Continued	Υ	Ν	
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	Ν	
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?	37	NT	
Electrical Installations	Y	Ν	
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 Currency Device used for mobile electrical devices?			
Equipment	Y	Ν	
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	Ν	
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	Ν	
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.	<u> </u>		
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?	1		
Are emergency and evacuation plans clearly displayed in the work area?	1		
Has an emergency evacuation been conducted in the past 12 months?			
Are emergency manifests established for the facility and available in an	1	-	
Are emergency mannests established for the facility and available in an			

Manual Handling	Y	Ν	
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