

Workplace Inspection - Laboratory

College / Portfolio					
Location (identify building, level, rooms):					
Date of inspection					
Name of person(s) conducting inspection:					
No.	A. EMERGENCY REQUIREMENT	Yes	No	N/A	Comments / Action required
A1	Are emergency site plans displayed and oriented to their position?				
A2	Are all fire exits accessible, not blocked & uncluttered?				
A3	Is fire equipment accessible & unobstructed?				
A4	Are emergency exits(s) lights functional?				
A5	Is fire equipment regularly serviced with tag attached and stamped within the last 6 months?				
A6	Are the contact details of senior persons and emergency services readily available (e.g. radiation, chemical)?				
A7	Do experiments or equipment involving hazards left unattended, or continuing after hours have emergency contacts and procedures placarded?				
A8	Are appropriate spill kits available, stocked appropriately & accessible?				
A9	Is an emergency shower accessible and tested regularly?				
A10	Is an emergency eye wash station assessable, tested regularly if plumbed or 'in date' if pre-packed?				
A11	If naked flames are used, is a fire blanket accessible?				
A12	Is the emergency isolation of power and gas supply clearly identified?				
A13	Is provision of first aid available within 5 minutes?				
A14	Is there placarding/ appropriate signage on the entrance to the laboratory showing safety symbols, hazards contained within and PPE requirements?				
No.	B. PERSONAL PROTECTIVE EQUIPMENT (PPE)	Yes	No	N/A	Comments / Action required
B1	Is the correct PPE made available, stored correctly and maintained in good condition?				
B2	Is there signage of PPE requirements for specific equipment and tasks?				
No.	C. CHEMICAL MANAGEMENT	Yes	No	N/A	Comments / Action required
C1	Does the laboratory have a complete and current SDS manifest of all its chemicals and is it readily accessible?				
C2	Are chemicals stored according to compatibility?				
C3	Are hazardous liquids stored in bunding or spill trays and are these adequate to contain spill?				
C4	Are flammables, corrosives and oxidising substances stored in approved cabinets?				
C5	Are toxics stored in locked cabinets?				
C6	Are refrigerators used to store chemicals suitably labelled i.e. biohazard, no food, no drinks, no flammables etc.?				

C7	Are all chemical containers labelled correctly including those that have been decanted?				
C8	If storing flammable liquids in refrigerators/freezers, are all ignition sources located outside of the storage compartment to prevent ignition from occurring?				
C9	Is the room where chemicals are stored adequately ventilated?				
C10	Are appropriate procedures and practices in place to prevent exposure to biohazards?				
No.	D. WASTE MANAGEMENT	Yes	No	N/A	Comments / Action required
D1	Are the following waste streams available and if so are they labelled and segregated appropriately? <ul style="list-style-type: none"> • Cytotoxic • Biohazardous waste • Radiation • Dangerous goods/ hazardous substances 				
D2	Is a broken glass bin provided?				
D3	Is a compliant sharps container/ bin provided?				
No.	E. ELECTRICAL HAZARDS				
E1	Are all power points, boards, and cords free of visible defects or overload?				
E2	Are there an adequate number of power points? (No double adaptors or piggy back plugs)				
E3	Are electrical appliances free from visible defects?				
E4	Are electrical appliances tested and tagged? (Note the last test date)				
E5	Are power points and light switches in good working condition?				
No.	F. PLANT & EQUIPMENT				
F1	Do freezer & cool rooms have functioning lighting and emergency door releases?				
F2	Are pressure vessels (e.g. autoclaves) registered and is inspection in date?				
F3	Are safety guards in place on mechanical equipment where required?				
F4	Are emergency stops visible and easily accessible?				
No.	G. FUMEHOODS/ BIOSAFETY CABINETS				
G1	Have fume cupboards and biosafety cabinets been tested and is this in date?				
G2	Is the fume cupboard free of waste, clutter and large equipment?				
No.	H. LASERS, ULTRAVIOLET AND RADIATION				
H1	Is access to the laser facility controlled?				
H2	Is there appropriate shielding and/or interlocks in place?				
H3	Are warning signs clearly displayed (including experiments)?				
H4	Is wavelength specific eye protection readily available for laser operators?				
H5	Are radiation facilities licenced?				
H6	Are all radiation workers registered with the University WHS Unit?				

H7	Are emergency procedures and contact details displayed?				
H8	Where non sealed sources are used, are appropriate spill materials available?				
No.	I. CRYOGENS	Yes	No	N/A	Comments / Action required
I1	Are cryogenic liquids located in well ventilated areas?				
I2	Are containers used for cryogenic liquids designed for that purpose?				
I3	Are wheels of the transporting device in good condition?				
I4	Are appropriate PPE i.e. cryogenic gloves and a face mask available?				
No.	J. COMPRESSED GASES				
J1	Is there a suitable trolley available for transporting cylinders and are the wheels of the device in good condition?				
J2	Are all gas cylinders securely chained?				
J3	Is the regulator compliant for the gas being used?				
J4	Are compressed gases stored in accordance with AS 4332: The Storage and handling of gases in cylinders i.e. segregated according class requirements and based on volume/ quantity in one area				
J5	Is the storage area adequately ventilated?				
J6	Are plumbed gas lines labelled?				
J7	Are gas lines and fittings free of: <ul style="list-style-type: none"> • Leaks? • Wear and tear? • Kinks? 				
No.	K. GENERAL HAZARDS				
K1	Is the lighting adequate for work being performed?				
K2	Are all work areas clean and tidy?				
K3	Are all windows/ doors in good working condition?				
K4	Is there adequate ventilation?				
K5	Is the air flow appropriate, and free of fumes or smells?				
K6	Is furniture in good condition?				
K7	Are ceilings in good condition and intact?				
K8	Are suitable and sufficient facilities provided for storage?				
K9	Are all materials and equipment stored safely?				
K10	Is there adequate space for all movements involving manual handling tasks?				
K11	Is appropriate manual handling aid equipment provided e.g. step ladder, trolley?				
K12	Are there adjustable work chairs/ stools available where sitting work is performed?				
No.	L. HYGIENE - OUTSIDE THE LABORATORY				
L1	Are there clean and separate meals areas provided?				
L2	Is drinking water readily available?				
L3	Are there adequate washing and toilet facilities provided?				

No.	M. OTHER HAZARDS			
M1				
M2				