

General Safety Audit / Inspection Checklist
Inspection Check / Prompt Sheet

	Housekeeping - Prompts	Yes / No / NA	Issues	Action by	Action By Date	Priority
1	Is it easy to get in and out of the laboratory? Exit corridors and doors are clear of obstructions, including stored materials or equipment.					
2	Is the work area neat and uncongested?					
3	Are aisles wide enough to accommodate workers and equipment comfortably?					
4	Are aisles unobstructed, clearly marked and free of hazards? i.e. chairs, water, leads, hoses cables					
5	Are mirrors installed at blind corners?					
6	Is anti-slip flooring used where spills, moisture or grease are likely?					
7	Are stairs covered with an anti-slip tread?					
8	Are faulty stair treads repaired?					
9	Is the area under stairs being kept free of stored materials?					
10	Are all pipes labelled do they have enough support and are they free of leaks, drips and corrosion?					
11	Is the laboratory free of dust or rubbish that could explode or catch fire?					
12	Are there sufficient and appropriate general waste disposal containers and are they routinely emptied?					
13	Are equipment and tools not in use stored appropriately?					
14	Are electrical plugs, sockets or switches in good working order (not broken and no scorch marks)?					
15	Are there unprotected electrical leads on floors or multiple plug adaptors in use where permanent wiring should be considered?					
16	Does all electrical equipment (that is older than 1 year) have a valid Test Tag (Ask Safety Officer what the current valid tag colours are for ease of identification)					
17	Are double adaptors and piggy-back plugs in use?					
18	Extension leads used only for temporary short-term power connection and are they safely routed?					

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1	Are RCD's /safety switches required on electrical items (New Horizons accepted)?					
2	Are there sufficient General Purpose Electrical Outlets for equipment?					
3	If powerboards are in use, do they have overload protection? (remove if not)					
4	Is electrical equipment kept away or isolated from sources of liquids?					
5	Is the floor surface even and in a good state of repair?					
6	Are any openings and/or drains in the floor protected (Covers Grilles etc) and do not cause a trip hazard?					
7	Is the area free of any trip hazards?					
8	Are lighting levels sufficient and not excessive for all tasks?					
9	Is glare from both external and internal light controlled?					
10	Are all light fittings, including diffusers, reflectors, tubes/bulbs clean, in good condition and working?					
11	Is the general environment temperature comfortable on a daily basis?					
12	Are work area surfaces clean and free from clutter, scrap and waste materials, including any sink areas?					

	Emergency - Prompts	Yes / No / NA	Issues	Action by	Action By Date	Priority
1	Are evacuation and emergency plans on display in a prominent area close to the laboratory?					
2	Are Exit Lights & Signs provided, including directional indicators where required?					
3	Is a Current Emergency Procedures Booklet available? (If a phone is present, locate the booklet near the phone)					
4	Is equipment stored in areas that do not obstruct stairs, fire escapes, exits or firefighting equipment?					
5	Are current fire extinguishers adequate for the area and of the correct type for the work being carried out?					
6	Have fire extinguishers been checked in the past 6 months and the brass tally punched?					
7	Are overhead sprinklers/detectors clear of obstructions and equipment etc.					
8	Are First Aid Kit location signs provided and clearly visible from various angles?					
9	Are first aid kits stocked, and are stocked and all items within the use by date?					
10	Is there a local first aid personnel list near the first aid box?					
11	Are emergency contact details of strategic personnel displayed (Building Warden, Safety Officers)?					
12	Are emergency showers and eyewashes present and located near chemical usage?					
13	Are emergency showers and eyewashes checked on a regular basis? (Record sheet annotated)					
14	Is the emergency shower function test current? (Brass Tally punched)					
15	Are Spill Kits accessible and appropriate for the area?					

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	Hazardous Substances - Prompts	Yes / No / NA	Issues	Action by	Action By Date	Priority
1	Are combustible and flammable materials present only in the quantities needed for the job at hand?					
2	Are chemicals being stored in fume hoods? (Only chemicals in use are allowed to be in the fume hood)					
3	Are chemicals being stored in the metal cabinet directly attached and underneath the fume hood? (These cabinets were designed for the storage of pumps and are not rated to store chemicals).					
4	Are combustible and flammable materials kept in safety cans or cupboards?					
5	Are hazardous materials stored in approved cabinets and away from ignition sources?					
6	Is hazardous waste appropriately stored, segregated and labelled and disposed of regularly?					
7	Is chemical waste disposed of on a regular basis and not allowed to accumulate?					
8	Is there a chemical waste plan in the laboratory? eg: A roster					
9	Are chemical waste bottles appropriately labelled and stored?					
10	Is the hazard class clearly identified?					
11	Are the chemicals added to the bottle identified with the name of the user?					
12	Are chemicals that have been decanted clearly labelled, identifying the chemical, hazard pictogram or hazard statement, name of the person and the date? (This label is a legal requirement.)					
13	Is a chemical register and MSDS's for the lab available on Chemwatch?					
14	Is there a process to track the movement of chemicals in and out of the lab?					

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15	Is there a process to maintain an accurate chemical register on Chemwatch?					
16	Are personnel trained in the use of Hazardous substances?					
17	Are lids/caps/seals on chemical containers in good condition? DO NOT OPEN ANY CONTAINERS AS THE CONTENTS MAY BE AIR/MOISTURE SENSITIVE OR HAVE BECOME EXPLOSIVE. CONSULT THE LABORATORY MANAGER AND SAFETY OFFICER AND PERFORM A RISK ASSESSMENT IF YOU HAVE CONCERNS.					

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	Hazardous Substances - Prompts	Yes / No / NA	Issues	Action by	Action By Date	Priority
1	Are hand washing facilities adequate and located in area?					
2	If present, are the following hazards appropriately accommodated and labelled: <ul style="list-style-type: none"> • Biological Substances • Ionising Radiation • UV Radiation • Lasers • Microwave and Radiofrequency Radiation • Magnetic Fields 					
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4						
5						
6						
7						
8	If any glassware is present, is a labelled Scrap Glass container available?					
9	If present are cryogenic liquids stored in appropriate vessels and is appropriate transport available?					
10	If Gas Cylinders are in use: <ul style="list-style-type: none"> • Is there a current Risk assessment completed for each one? • Is there sufficient spacing between incompatible gases? (eg Hydrogen & Oxygen) • Are all connections secure, free of leaks and pipework in good condition? • Are all bottles secured using a bottle clamp? 					
11						
12						
13						
14	Is there an A3-size poster "Purchasing and Storage of Scheduled Poisons" displayed in a prominent location?					
15	Scheduled Poisons classed S2, S3, S4, S7, S8, S9 require permits and a control plan. Confirm that chemicals are either S5 or S6 or are not scheduled. A list of Scheduled Poisons can be found: https://www.legislation.gov.au/Details/F2012L01200 Contact your Safety Officer if you find scheduled poisons or you are unsure.					

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	Hazardous Substances - Prompts	Yes / No / NA	Issues	Action by	Action By Date	Priority
1	<p>Scheduled Carcinogens require permits and a control plan. Confirm that chemicals are not on the Scheduled Carcinogens list found: http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/hazardous-substances/about-the-problem/scheduled-carcinogens</p> <p>Contact your Safety Officer if you find scheduled poisons or you are unsure.</p>					
2	<p>If Hazardous Substances are present, are the following A3 posters visible?</p>					
3	<ul style="list-style-type: none"> • “Minor storage of chemicals allowed within buildings without Fire Protection requirement” Date of Issue: May 2012 • “DANGEROUS GOODS AND COMBUSTIBLE LIQUIDS SEGREGATION CHART” Date of Issue: May 2012 					

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	Hazardous Substances - Radiation - Prompts	Yes / No / NA	Issues	Action by	Action By Date	Priority
1	Does the lab have ionising Radiation present?		If Yes. Answer the following questions. Otherwise skip through next section			
2	Are all sources of ionising radiation stored/located in a laboratory which is an approved designated radiation area?					
3	Are all sources of ionising radiation clearly marked with a trefoil (radiation symbol)?					
4	Are all instruments that produce ionising radiation registered with the Radiation Protection Officer (RPO)?					
5	Have any sources of ionising radiation been moved since the last lab inspection? If yes, has the RPO been informed?					
6	Are all radioactive isotopes appropriately labelled and stored?					
7	Is the quantity of radioisotopes appropriate for the laboratories licensing limit?					
8	Is the lab manager aware of the limit for each isotope? (Contact RPO for assistance)					
9	Does the lab contain any Uranium or Thorium isotopes? If yes, has the RPO been informed?					
10						

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	Hazardous Substances - Lasers	Yes / No / NA	Issues	Action by	Action By Date	Priority
1	Is there a class 3 or class 4 laser system in the lab?		If Yes. Answer the following questions. Otherwise skip through to next section			
2	Have all registered users undertaken laser safety training and eye mapping?					
3	Is appropriate signage in place?					
4	Are only properly trained personnel able to access the laser system?					
5	Are appropriate engineering controls (e.g. enclosures, interlocks, beam stops) in place?					
6	Is appropriate PPE available (laser goggles, protective clothing) and is it being used?					

	Equipment and processes - Prompts	Yes / No / NA	Issues	Action by	Action By Date	Priority
7	Are all machines adequately Guarded (ie gears, spindles, micro switched etc)					
8 9	Are Emergency stops fitted to machinery? If not is the work area protected by an Emergency Stop button?					
10	Is equipment in good operating order?					
11	Are "Apparatus in Use" forms available and utilised?					
12	For equipment that may be unattended, is a thermal cut-off switch fitted? (where temperature exist)					
13	Does all electrical equipment have Australian Plugs? (Travel adaptors are not to be in use)					

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	Equipment and processes - Prompts	Yes / No / NA	Issues	Action by	Action By Date	Priority
1	<p>Have Safe Working Instructions & Risk Assessments been uploaded into the Safety Database?</p> <p>NOTE: MSE will be migrating over to SARAH for RA/SWIs in Sept 2017. Existing RA/SWI in the Safety Database will be valid until Sept 2018.</p>					
2	<p>Are Safe Working Instructions and Risk assessments in date. (OHS Database: <i>If the expiry date is highlighted in Orange then the document must be reviewed as soon as possible. If the expiry date is highlighted in Red then the task/procedure covered cannot be performed until the document has been reviewed</i>)</p> <p>Note: When reviewing a document the latest format and issue must be used</p>					
3	<p>If applicable, is the MSE Instrument Database being used for instrument bookings?</p>					
4	<p>Is the Lab Authorised Users List:</p> <ul style="list-style-type: none"> • Displayed prominently • Up-to-date • Loaded in the safety Database (Optional) 					
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6						
7	<p>Is the Laboratory Protocol displayed and up-to-date?</p>					
8	<p>Does the Laboratory contain any fridges and/or freezers. If "Yes" then:</p> <ul style="list-style-type: none"> • Free from and labelled to prohibit foodstuffs? • If flammables are stored within, is the appliance intrinsically safe? • Ensure each Fridge / freezer is sequentially serial numbered using the lab number as a prefix (eg 100/1, 100/2 etc) • List all serial numbers in the "Issues column" 					
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12	<p>Fume Cupboards:</p> <ul style="list-style-type: none"> • Is there a copy of the "Use of Fume Cupboards" information sheet displayed near the fume cupboard 					
13						

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14	<ul style="list-style-type: none"> Are the guidelines being followed (eg: equipment placement and location within the cupboard) If a scrubber system is NOT present is the cupboard labelled "Not for Perchloric Acid use" 					
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	Manual Handling & Storage- Prompts	Yes / No / NA	Issues	Action by	Action By Date	Priority
1	Are safe loading practices used with hand and power trucks, skids, or pallets?					
2	Is there good storage for equipment, tools, samples, stock, ingredients and product?					
3	Are items stored so that they will not fall onto people? eg. goods cannot fall from shelves or raised platforms and scaffolding.					
4	Are storage areas safe and accessible eg. Lifting between knees and shoulders only?					
5	Are Items stored in areas that do not interfere with other operations or workers?					
6	Are shelf racks and pallets in good condition?					
7	Are heavy or bulky goods in area purchased in small and manageable quantities?					
8	Do workstations have adequate Lighting, Ergonomic Furniture, clearance etc?					

	PPE & Signage - Prompts	Yes / No / NA	Issues	Action by	Action By Date	Priority
9	Are all medium to high level hazards in the area identified by signage?					
10	Is all supplied general area PE required in good condition?					
11	Is signage present in lab relevant, clear and in good condition?					
12	Where PPE is required is it being used?					
13	Where PPE is not in use has a risk assessment been written negating the need?					

- Record any other issues not listed directly onto the Workplace Inspection Action Plan