

Western Sydney University Safety Inspection Checklist - Laboratory Environments

Useful Hint: To maximise the benefits that can be gained from a workplace inspection activity read the **Western Sydney University 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)							Insert other action	To be taken by whom	Date completed
	OK	Not OK	Repair/ Replace Equip	Refer to line manager for action	Refer to staff member for action	Refer to WHS consultative Committee &/or HSR	Contact WHS unit for Advice	Refer to CWF for action				
1.0 Safety Organisation												
A copy of WSU WHS Policy is accessible to & understood by staff												
WHS is an item of business on local staff &/or management meetings												
Staff are aware of & able to access their local WHS committee &/or representative												
Staff are aware of & trained in local emergency management procedures												
WHS Emergency Management posters displayed appropriately												
Staff are aware of WSU 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 WSU methodology												
A notice board is available to display relevant WHS for staff &/or students												

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2.0 General												
Staff/student induction & training procedures available & followed												
WSU 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												
3.0 Dangerous Equipment												
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											
4.0 Emergency Management											
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												
5.0 Ambient Comfort												
Lighting levels adequate for tasks performed												
Measures available to improve air temperature, air flow & humidity												
Noise, dust, fumes, vapours etc adequately controlled												
6.0 Chemical Substances												
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/manufacture) available for information											
PPE available, appropriate & used											
Procedure for disposing of chemical waste developed, known & followed											
7.0 Materials Manual Handling											
Appropriate training available & implemented											
Risk assessments carried out											
Equipment eg trolleys available, serviceable & regularly inspected											
Procedures for carrying out specific tasks known, understood & followed											
8.0 Electrical											
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											
9.0 Emergency Equipment											
Labelled, serviceable, accessible											
Eye washes & showers regularly tested											
Pointed out to students at beginning of semester											
10.0 Clothing & Equipment											
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											
11.0 Compressed Gases											
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											
12.0 Vacuum Equipment											
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											
13.0 Biological											
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		
14.0 Radiation											
All work is approved by the IBRSC											

All work complies with WSU 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/WHS Unit annually											
15.0 Exhaust Equipment & Filtration											
Serviceable, test date visible											
Sashes open & close freely											
High efficiency filtration installed, appropriate, sealed, dedicated & serviceable											
Discharge directly outside with effective dispersal											
16. Other Items (insert as required)											