

Audit Details

Audit:	
Schedule Name:	
Purpose:	Checklist for walk around inspection Clinical Research See alternative checklist: Go See Fix - Laboratory Go See Fix - General Go See Fix - Workshop
Location:	
Business Unit:	University Of Tasmania
Audit Team Members:	
Audit Start / End Date:	

Answer	Findings/Observations	Evidence Sighted	Recommendation
1.Emergency Procedures			
Firefighting			
<p>Is all firefighting equipment and signage up to date, as follows?</p> <p>Are fire extinguishers currently serviced and tagged (within last 12 months)? Is there appropriate signage for extinguishers and hose reels? Is fire equipment, including fire blankets accessible and free from obstruction? Are smoking/naked flame restrictions observed? Are minimum quantities of flammable substances being used in the work area? Are overhead sprinklers unobstructed?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Signage			
<p>Is the signage in the clinical facility effective in communicating safety messages, taking into account user cohort?</p> <p>Is there adequate safety signage at the entrance of high risk areas? Are Safe Work Procedures posted in close proximity to potential hazardous apparatus and substances?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Emergency, First Aid and Medical Equipment			
<p>Are all emergency and first aid arrangements in place, as follows?</p> <p>Is there a list of trained first aid officers and emergency contacts displayed and current, including the location of the nearest AED? Are all first aid kits visible and readily accessible? Are exit doors marked, opening from inside, emergency lights working and clearly visible? Are safety showers and eye wash stations tested (tagged)and working? Are Evacuation Maps posted on inside of exit doors? Emergency Wardens up to date?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Security			
<p>Are the security measures in the clinical facility maintained, as follows?</p> <p>Are premises secure during minimum staff shifts, for example, overnight and on weekends?</p>			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<p>Is there sufficient site access control, with swipe cards, lockable doors and windows? Is there an alarm system connected and functional? Is lighting around the facility adequate to allow safe access at all times? Is appropriate signage in place? Are duress alarms available, or is SafeZone app used?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<h2>2. General Housekeeping</h2>			
<h3>Building Access</h3>			
<p>Is building access clear and safe, as follows? Stairs, elevated areas, handrails and loading bays and ramps in good order? Building and perimeter is clear of clutter, rubbish and slip or trip hazards? Foot traffic areas are in good condition and free of residues and slip and trip hazards? Aisles and hallways are unobstructed and wide enough to allow access and cleaning? Lifts are in good condition and functional?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<h3>Waste disposal</h3>			
<p>Is waste stored and disposed of appropriately? Sorting of waste is evident including landfill, hard rubbish, toxic waste, sharps, biological waste and recycling? Waste is appropriately stored to eliminate hazardous manual handling, slips and trips, falling objects and needle-stick injury? Waste is removed at the correct frequency, and not accumulating? Unused research drugs and packaging are disposed of according to regulation?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<h3>Storage</h3>			
<p>Are storage areas well-organised, tidy and safely managed? Dangerous goods and hazardous substances stored appropriately? Stored materials secured to prevent shifting/falling? Storage racks are load rated and labelled? Is there a safe way of accessing shelves above standing reach? Free of rubbish, clutter, slip and trip hazards? Heavier items stored between knee and shoulder height?</p>			

Answer	Findings/Observations	Evidence Sighted	Recommendation
Research drugs are stored and controlled according to regulations?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Furniture and Fittings			
<p>Furniture and room fittings such as seating, wall fixtures, workbenches and floor and window treatments are in good order, as follows:</p> <p>Upholstery and mechanism of chairs is in good order and appropriate for the task? All wall and ceiling fixtures secured and in good repair? There is enough space between and underneath furniture and fittings to allow manual handling of materials and cleaning? The floor and window coverings are functional and clean? All doors and windows are in working order?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Lighting			
<p>Lighting is adequate to allow safe work and access inside and outside the clinical facility and storeroom, as follows?</p> <p>Are lights working and light fittings including diffusers, reflectors, tubes/bulbs clean and in good order? Is task lighting adequate for safe work?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Electrical			
<p>Electrical safety is well-managed, as follows?</p> <p>All electrical equipment (including medical electrical items) tested at appropriate intervals and carrying up to date tags? Heaters are safely located, in working order and have a current (last 12 months) test and tag? Battery chargers are well-ventilated? Leads are in good order, not stretched, bundled or compressed? There are enough power points for equipment - no multiple adaptors used? The light switches and power points are in good order?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<p>Are Residual Current Devices and Emergency shut-off switches installed and functional?</p> <p>Is all electrical equipment protected with RCDs?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Where external power points and switches are present, are these weatherproof and in good condition?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>3. Clinical Facility Specific</p>			
<p>Accessing Goods at Height</p>			
<p>Ladders are in good condition, functional and free from damage, wear, cracks/breaks, or grease/spills, as follows:</p> <p>Are ladders checked and noted on a site Ladder Register, labelled with a site sticker and date of check?</p> <p>Are ladders stored safely?</p> <p>Where ladders are in use, are staff and students inducted into correct working at heights procedure?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Storage above shoulder height is managed, as follows:</p> <p>Heavy items or dangerous goods stored below shoulder height?</p> <p>Adequate step stools, platforms or platform ladders provided?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Hazardous Substances and Radiation</p>			
<p>Chemicals are well-managed and properly stored, as follows:</p> <p>Are chemicals labelled and stored appropriately?</p> <p>Chemical storage containers appropriately labelled (e.g., flammables, corrosives)?</p> <p>Is there appropriate bunding and spill containment?</p> <p>Are all chemical store refrigerators for flammables spark-proof?</p> <p>Is chemical waste appropriately labelled?</p>			

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<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Chemical handling information is up to date and readily available, as follows:</p> <p>Are Safety Data Sheets (SDS) available for hazardous chemicals? Is chemical inventory (including all hazardous substances) available and present, either online or as a hard copy? Are the approved methods/procedures of disposal of all chemicals used in the clinical facility signed/available and followed at all times? Do records of induction include Chemical safety?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Gas cylinders and gas lines are well-managed and in good order, as follows:</p> <p>Are all gas cylinders segregated by Dangerous Goods class with correct separation distances? Are all gas lines free of leaks, kinks or signs of wear and tear? Are all gas cylinders securely fastened/chained in holders both the clinical area and in a storage area/bunker? Are there specialised trolleys available to move gas cylinders? Are all cylinders (full or empty) at least 3 metres from any potential ignition source?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Minimum quantities of hazardous substances are maintained, as follows:</p> <p>Flammable substances in open spaces is kept to a minimum? Is storage of chemicals in fume cupboards kept to a minimum?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>The laboratory is prepared for remedial action in case of breakage, spillage or leak, as follows:</p> <p>Is there a spill kit and a control plan in place? Are fume cupboards used with the sash at the correct height? Are cryogenics used in well-ventilated areas? Are sharps bins and broken glass receptacles near users?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<p>Scheduled drugs and poisons are well-managed according to regulations, as follows:</p> <p>Are licences and permits current? Are storage facilities and containers adequate and do they meet security requirements? Are personnel appropriately trained and approved users? Are records of storage, use and disposal maintained?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Ionising and Non-Ionising Radioactive materials and sources are well-managed according to regulations, as follows:</p> <p>The facilities are licensed and/or approved? There is a radiation safety officer? Exposure is adequately monitored? Dosimeters are provided to Radiographers? There is adequate signage indicating the location and precautions in presence of radiation hazards?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>3. Clinical Facility Specific</p>			
<p>Personal Protective Equipment (PPE)</p>			
<p>Fit-for-purpose PPE for the work functions/tasks has been identified and provided, as follows:</p> <p>Is PPE checked, in date, and in adequate supply? All PPE supplies are clean and stored in facilities and within reach before hazard location? All users trained in the correct use of the PPE provided (e.g. gloves, hearing protection, lab coats)? Is appropriate PPE signage in place? Are staff, students and others modelling correct use of PPE, as observed during this inspection?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>PPE is well-managed and used appropriately to control exposure to hazards, as follows:</p> <p>Lab coats clean and stored appropriately? Are safety glasses stored appropriately? Are appropriate gloves available? Are eye washes and safety showers easily accessible?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<input type="checkbox"/> N/A			
Clinical Facility Powered Plant and Equipment			
<p>Powered plant and equipment are well-maintained,as follows:</p> <p>All machines adequately protected and guarded to prevent hazardous contact, entanglement or damage? Machine/plant safe operating procedures (SOP) are current and on display? Are there emergency shut-down buttons available on equipment? Body protected or cardiac protected, patient contact equipment is managed according to Australian Standards and manufacturer instructions? Machines have manufacturer compliance and record plates?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Manual Handling and Lifting Equipment			
<p>Mechanical aids such as hoists and trolleys are managed safely and well-maintained, as follows:</p> <p>Manual handling risk assessments are performed and available? Safe Work Procedures (SWP) are available, relevant and accessible to users? Safe Work Procedures (SWP) are displayed? Trolleys and hoists in good condition, wheels, brakes, etc? Assisted devices for transferring patients are in use and well maintained?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Extraction and Fume Cabinets			
<p>Extraction, ventilation and fume cabinets are safely managed and well-maintained, as follows:</p> <p>Fume and biosafety cabinets are fit for purpose and have been inspected and certified within the last 12 months? Safe Operating Procedures are accessible to users? Power points are located outside the chamber? Areas underneath are clean and tidy? Cabinets are free from excess clutter and not being used for chemical storage? Emergency switches are clearly identified for power and gas supply?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Noise			
<p>Hazardous noise is well-managed and hearing protection implemented?</p>			

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<p>Noise is eliminated or otherwise controlled at the source, where reasonably practicable? Noise is monitored and managed in the clinical facility? Hearing of users monitored and managed in the clinical facility where noise hazard is present? Signage and hearing protection is provided close to noise hazard?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Biological Safety</p>			
<p>Biological safety is well-maintained and safe operating procedures evident for managing biological hazards, as follows: Safe Operating Procedures are accessible to users? Users are informed about vaccinations recommended before entering a high-risk area? Access restrictions and security measures are in place? Biological waste is adequately disposed of, identifying routes and methods available in a Safe Work Procedure?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Clinical Hygiene</p>			
<p>Clinical Hygiene is well maintained as follows: Environmental monitoring is provided as required? Floor surfaces and patient contact equipment is free from holes and adhesives? A cleaning protocol is in place and is appropriate for the nature of work being performed? Frequency of cleaning is logged?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Securing confidential information</p>			
<p>Patient records are stored safely to ensure informational privacy as follows: Inspection highlights no confidential records in view? Conforming with ICH Good Clinical Practice Guidelines? The clinical environment provides patient privacy during examinations and interviews?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			