

Audit Details

Audit:	
Schedule Name:	
Purpose:	Checklist for walk around inspection of laboratory and storeroom See alternative checklist: Go See Fix - Workshop Go See Fix - General
Location:	
Business Unit:	University Of Tasmania
Audit Participants:	
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 laboratory working well to communicate 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 workshop or studio 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>Lighting</h3>			
<p>Is lighting adequate to allow safe work and access inside and outside the laboratory or storeroom, as follows? Are lights working and light fittings including diffusers, reflectors, tubes/bulbs clean and in good order? Is task lighting adequate for safe work in the laboratory or storeroom?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<h2>2. General Housekeeping</h2>			
<h3>Electrical</h3>			
<p>Is electrical safety well-managed, as follows? Is electrical equipment (including personal electrical items) tested at appropriate intervals and carrying up to date tags? Are heaters safely located and in working order and have a current (last 12 months) test and tag? Are battery chargers well-ventilated? Are leads in good order, not stretched, bundled or compressed? Are there enough power points for equipment - no multiple adaptors used?</p>			

Answer	Findings/Observations	Evidence Sighted	Recommendation
Are the light switches and power points in good order?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Are Residual Current Devices and Emergency shut-off switches installed and functional? Is all electrical equipment protected with RCDs?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Where external power points and switches are present, are these weatherproof and in good condition?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Waste disposal			
Is waste stored and disposed of appropriately? Separation of different types 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? Is there evidence that waste is removed at the correct frequency, and not accumulating?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Storage			
Are storage areas well-organised, tidy and safely managed? Dangerous goods and hazardous substances stored appropriately? Are stored materials secured to prevent shifting/falling? Are storage racks 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?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<input type="checkbox"/> N/A			
Furniture and Fittings			
<p>Are the furniture and room fittings such as seating, wall fixtures, workbenches and floor and window treatments in good order?</p> <p>Is the upholstery and mechanism of chairs in good order and appropriate for the task?</p> <p>All wall and ceiling fixtures secured and in good repair?</p> <p>Is there enough space between and underneath furniture and fittings to allow manual handling of materials and cleaning?</p> <p>Are the floor and window coverings functional and clean?</p> <p>Are all doors and windows in working order?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
3. Laboratory Specific			
Accessing Goods at Height			
<p>Are ladders in good condition, functional and are they free from damage, wear, cracks/breaks, or grease/spills?</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>Items appropriately stored?</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			
3. Laboratory Specific			
Hazardous Substances			
<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>			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<p>Are all chemical store refrigerators for flammables spark-proof? Is chemical waste appropriately labelled?</p>			
<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: 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 workshop 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: 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 laboratory 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: 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: 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			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<input type="checkbox"/> No <input type="checkbox"/> N/A			
<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>Radioactive materials and sources are well-managed according to regulations, as follows:</p> <p>Are the facilities licensed and/or approved? Is there a radiation safety officer? Is exposure adequately monitored?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>3. Laboratory Specific</p>			
<p>Personal Protective Equipment (PPE)</p>			
<p>Has fit-for-purpose PPE for the work functions/tasks been identified and provided, as follows:</p> <p>Is PPE checked, in date, and in adequate supply? Are all PPE supplies stored in facilities and within reach before hazard location? Are 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 during the laboratory or storeroom 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>			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Laboratory Powered Plant and Equipment			
<p>Are powered plant and equipment operated safely and well-maintained,as follows:</p> <p>Are all machines adequately protected to prevent hazardous contact, entanglement or damage? Are machine/plant specific operational risk assessments conducted and current? Are there emergency shut-down buttons available on equipment? Do machines have manufacturer compliance and record plates? Are machines appropriate for the area in use? Are machine/plant registers up to date?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Are machine users adequately inducted and supervised, with instructions readily available?</p> <p>Are all users appropriately trained and inducted in the use of laboratory powered equipment? Are all users appropriately supervised with the equipment to ensure proficient use? Are Safe Operating Instructions clearly displayed and accessible to users? Are other people in the vicinity of laboratory powered equipment protected from hazards such as radiation or fumes?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Manual Handling and Lifting Equipment			
<p>Are mechanical aids such as hoists and trolleys managed safely and well-maintained, as follows:</p> <p>Are manual handling risk assessments performed and available? Are Safe Work Procedures (SWP) available, relevant and accessible to users? Are Safe Work Procedures (SWP) communicated and being followed? Are trolleys and hoists in good condition, wheels, brakes, etc?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Is manual handling training provided? Are manual tasks appropriately risk-assessed? Is equipment ergonomically accessible and usable without strain?</p>			

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<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 laminar flow 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? Are emergency switches clearly identified for power and gas supply?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
3. Laboratory Specific			
Noise			
<p>Are noise hazards well-managed and hearing protection implemented?</p> <p>Is noise eliminated or otherwise controlled at the source, where reasonably practicable? Is noise monitored and managed in the laboratory? Is hearing of users monitored and managed in the laboratory, where required? Is hearing protection compliance monitored?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Biological Safety and Animals			
<p>Is biological safety well-maintained and safe operating procedures evident for managing biological hazards and live animals, as follows:</p> <p>Are Safe Operating Procedures accessible to users? Have users been inducted in all procedures? Are users informed about vaccinations recommended? Are adequate facilities available for animal accommodation? Are security measures required and adequate? Are animal ethics permits current? Is biological waste adequately disposed of?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<input type="checkbox"/> N/A			
Ionising and non-Ionising Radiation			
<p>Radioactive materials and sources are well-managed according to regulations, as follows:</p> <p>Are the facilities licensed and/or approved? Is there a radiation safety officer? Is exposure adequately monitored?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Lasers and other sources of electro-magnetic radiation are well-controlled according to current regulation, as follows:</p> <p>Is both the location and the laser equipment noted on the Laser Register? Are all laser warning symbols fixed, legible and clearly visible on equipment? Has the machine been serviced and guards maintained? Are Safe operating procedures and other controls to prevent exposure in place e.g. Isolation, PPE</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			