

Workplace Inspection - Laboratory

Managers / supervisors are responsible for ensuring that corrective actions are implemented within their area as per [Workplace Inspection procedures](#)

College / Portfolio	
Location (identify building, level, rooms):	
Date of inspection	

Name of person(s) conducting inspection:

Are there any actions/ issues from previous inspections requiring review?

No.	A. EMERGENCY REQUIREMENTS	Yes	No	N/A	Comments / Action required
A1	Are emergency site plans displayed and oriented to their position (i.e. nearby corridor)?				
A2	Are all emergency exits accessible, not blocked & uncluttered?				
A3	Is fire equipment accessible & unobstructed?				
A4	Are emergency exits(s) lights functional?				
A5	Has fire equipment been serviced within the last 6 months (check tag)?				
A6	Are the contact details of senior laboratory staff and emergency services displayed (e.g. radiation, chemical, laser)?				
A7	Do experiments or equipment involving hazards left unattended, or continuing after hours, have contacts and emergency procedures displayed?				
A8	Are appropriate spill kits present- signed, stocked & accessible?				
A9	Is an emergency shower accessible and tested at least monthly?				
A10	Is an emergency eye wash station accessible, tested or 'in date' if pre-packed?				
A11	Is the emergency isolation of laboratory power and gas clearly identified?				
A12	Is first aid available within 5 minutes?				
A13	Are first aid kits appropriately stocked and up-to-date?				
No.	B. SIGNAGE and PERSONAL PROTECTIVE EQUIPMENT (PPE)	Yes	No	N/A	Comments / Action required
B1	Is there placarding/ appropriate signage on the entrance to the laboratory showing safety symbols, hazards contained within and PPE requirements?				
B2	Is PPE made available, stored correctly and maintained in good condition?				
B3	Lab coats – is there adequate hanging space and is there a program in place to have them regularly laundered?				
B4	If PPE is available, is it of the correct type and have people been trained in correct use where relevant?				
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 via chemwatch or other register?				

C2	Are chemicals stored safely and according to compatibility?				
C3	Is there an excess of chemicals stored in the laboratory?				
C4	Are hazardous liquids stored in bunding or spill trays and are these adequate to contain any spill?				
C5	Are approved cabinets used to store flammables, corrosives and oxidising substances?				
C6	Are all flammables stored away from ignition sources?				
C7	Are toxics and scheduled substances stored in locked cabinets?				
C8	Are refrigerators used to store chemicals suitably labelled e.g. biohazard, no food, no drinks, no flammables etc.?				
C9	Are refrigerators/freezers used to store flammable liquids intrinsically safe and labelled accordingly?				
C10	Are all chemical containers labelled correctly including those that have been decanted?				
C11	Is the room where chemicals are stored adequately ventilated?				
C12	Are appropriate procedures and practices in place to prevent exposure to chemical hazards?				
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	Are all waste containers and stored safely, in appropriate containers and excess waste not allowed to build up?				
D3	Are compliant sharps containers/ glass bin provided?				
No.	E. ELECTRICAL HAZARDS				
E1	Are power points, boards, cords and light switches free of visible defects or overload? (No double adaptors or piggy back plugs)				
E2	Are power boards fitted with a resettable overcurrent protection device? (reset button)				
E3	Is there an adequate number of power points? (No double adaptors, or piggy back plugs)				
E4	Are electrical appliances free from visible damage? (switches, buttons, casing)				
E5	Are all electrical items used or stored in a safe manner e.g. not a risk of being tripped over or damaged / cut?				
E6	Are all electrical items marked either "New to Service" or have been tested, tagged and in date?				
E7	Is any electrical equipment used in wet areas appropriately protected e.g. IP rated				
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	Is there safe access around equipment?				
F5	Does high risk equipment have interlocks?				
F6	Are emergency stops visible and easily accessible?				
F7	Are displayed safe work procedures in date?				
No.	G. FUMEHOODS/ BIOSAFETY CABINETS	Yes	No	N/A	Comments / Action required
G1	Have fume cupboards been tested, passed in date?				
G2	Are fume cupboards free of excess waste and clutter?				
G3	Is any electrical equipment used in a fume cupboard only plugged into fume cupboard power points?				
G4	Have biosafety and laminar flow cabinets been tested, passed and are they in date?				
G5	Do biosafety and laminar flow cabinets have interlocks in place on doors to prevent exposure to UV lights?				
No.	H. BIOLOGICAL SAFETY				
H1	Are there appropriate procedures in place for handling, storing and disposing of biological materials?				
H2	Are there processes in place to prevent exposure to biologicals including from sharps and aerosol production?				
H3	Is appropriate decontamination of work surfaces practice?				
No.	I. LASERS, ULTRAVIOLET AND RADIATION				
I1	Is access to the facility or apparatus controlled?				
I2	Are there appropriate shielding and/or interlocks in place?				
I3	Are warning signs clearly displayed (including experiments)?				
I4	Is wavelength specific eye protection readily available for laser operators?				
I5	Are radiation, sources, apparatus and facilities licenced?				
I6	Are emergency procedures and contact details displayed?				
I7	Where unsealed radiation sources are used, are there appropriate spill materials provided?				
I8	Is registration current on the equipment requiring it?				
No.	J. CRYOGENS				
J1	Are cryogenic liquids located in well ventilated areas?				
J2	Are containers used for cryogenic liquids designed for that purpose?				
J3	Are transporting devices in good condition?				
J4	Is appropriate PPE i.e. cryogenic gloves and a face mask provided?				
J5	Where required, are sensors in place, tested and with a current calibration date and are there response protocols in place?				
No.	K. COMPRESSED GASES				
K1	Is there a suitable trolley available for transporting cylinders and are the wheels of the device in good condition?				
K2	Are all gas cylinders securely chained?				
K3	Is the regulator in good condition and compliant for the gas being used? (as per AS 4332)				

K4	Are incompatible gases appropriately segregated (refer to AS 4332)?					
K5	Is the storage area adequately ventilated and secure?					
K6	Are plumbed gas lines labelled?					
K7	Are gas lines and fittings free of: <ul style="list-style-type: none"> • Wear and tear? • Kinks? 					
K8	Is gas leak detection protocol in place?					
K9	Where required, are sensors in place, tested and with a current calibration date and are there response protocols in place?					
No.	L. GENERAL HAZARDS	Yes	No	N/A		Comments / Action required
L1	Is the lighting adequate for work being performed?					
L2	Are all work areas clean and tidy?					
L3	Are all windows/ doors/ ceilings in good condition and intact?					
L4	Is the air flow appropriate, and the environment free of fumes or smells?					
L5	Is furniture in good condition?					
L6	Are there adjustable work chairs/ stools available where sitting work is performed?					
L7	Are suitable and sufficient facilities provided for storage?					
L8	Are all materials and equipment stored safely?					
L9	Is there adequate space for all movements involving manual handling tasks including around equipment?					
L10	Is appropriate manual handling aid equipment provided e.g. step ladder, trolley?					
L11	Are there adequate hand washing facilities provided?					
No.	M. HYGIENE - OUTSIDE THE LABORATORY					
M1	Are there clean and separate eating/ drinking areas people can readily access outside of the laboratory??					
M2	Are there adequate washing and toilet facilities provided?					
No.	N. OTHER HAZARDS					
N1						
N2						