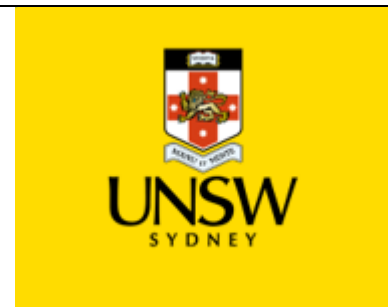


**HS048b**

**Workplace Health, Safety, Environment Inspection  
Checklist – For Laboratories, Workshop and Non-Office  
Work Environments**



<b>Building: Level/ Room:</b>	<b>Date:</b>	<b>Inspector/s:</b>	<b>Signature/s:</b>
<b>Responsible Person for area:</b> <i>(print name)</i>		<b>Responsible Person signature to signify this is an agreed record of inspection and corrective actions:</b>	
<b>Faculty/Division:</b>		<b>School/Divisional Unit:</b>	

This Checklist serves as a guide for inspections of laboratories, workshops, and non-office work environments.

Please complete all the questions by answering **Yes/No/Not Applicable/Unknown**.

If you answer **No** to a question, a Corrective Action needs to be recorded. Corrective Actions should be determined by the room/area manager/supervisor in consultation with inspectors. Corrective Actions must be recorded in [myUNSW](#) as Inspection findings.

If you answer **Unknown** to a question, you must provide an explanation (Add Comment).

**Refer to:** [HS312 Inspection Testing and Monitoring Procedure](#).

Item	Yes	No	N/A	Unknown	Corrective Action (CA) recommended and inspection comments (Add CA to <a href="#">myUNSW</a> )	Person responsible for CA
<b>1. HOUSEKEEPING AND ENVIRONMENT</b>						
1. Are work areas free of rubbish, obstruction, slip and trip hazards?						
2. Are floor coverings in good condition?						
3. Is storage avoided for heavy or frequently used items?						
4. Is stock or material stored appropriately and safely?						
5. Are doors fully functional?						
6. Are stairs, steps and handrails in good repair?						
7. Are all areas adequately lit?						
8. Are areas free from glare?						
9. Is there adequate ventilation?						
10. Are noise levels acceptable?						
11. Are domestic waste bins free of hazardous material?						
12. Are there good cleaning standards?						
13. Are all cords / wires out of the way?						
14. Is the UNSW Safety Hazards Poster on the door?						
15. Are all internal safety signs current, unobstructed, and in good condition?						

Item	Yes	No	N/A	Unknown	Corrective Action (CA) recommended and inspection comments (Add CA to <a href="#">myUNSW</a> )	Person responsible for CA
16. Are all unattended experiments signposted with hazards and contact details of the experiment owner?						
17. Does signage indicate where Personal Protective Equipment (PPE) is kept?						
<b>2. ERGONOMICS</b>						
1. Is there adequate clearance under bench surfaces to allow the operator to sit close to equipment without restriction?						
2. Is a height adjustable chair used when performing seated work at benches?						
3. Is the amount of work loaded into the safety cabinet(s)/fume hood(s) reduced to minimise the length of time spent working at the cabinet(s)/hood(s)?						
<b>3. MANUAL HANDLING</b>						
1. Has the need to lift, carry, push, or drag heavy loads been eliminated?						
2. Is suitable manual handling/lifting equipment available and in good condition?						
3. Are suitable ladders or safety steps available and in good condition?						
<b>4. CHEMICAL</b>						
1. Are appropriate physical controls available (e.g., ventilation, storage cupboards, fume hoods, eye wash stations, safety showers)?						
2. Are hazard signs and notices clearly displayed and relevant (e.g., safety hazard poster at entrance to area, GHS labelling used)?						
3. Are chemicals stored according to compatibility and Safety Data Sheets?						
4. Is storage in fume hoods prohibited and chemicals on the floor suitably contained (e.g., banded)?						
5. Are chemicals labelled according to the GHS requirements?						
6. Are gas cylinders secured to prevent the cylinder from falling and stored in an upright position?						
7. Are gas cylinders required to be stored outside the laboratory or gas sensors installed where necessary?						
8. Are gas regulators regularly inspected and tested according to the required schedule?						
9. Is suitable PPE available, stored appropriately, and in good condition?						
10. Are all hazardous chemicals disposed of according to chemical disposal guidelines (Check sinks for stains or erosion signs)?						
11. Are chemical spill kits available and fully stocked?						
12. Are safety showers and eyewash stations in working order, unobstructed, and tested monthly/weekly?						
13. Are fume cupboards within their test date (annual testing)?						

Item	Yes	No	N/A	Unknown	Corrective Action (CA) recommended and inspection comments (Add CA to <a href="#">myUNSW</a> )	Person responsible for CA
14. Are fire extinguishers which are appropriate for the chemicals available nearby (located 3-10 meters from fume cupboard)?						
15. Are flammable dangerous goods cabinets kept 3 meters from ignition sources (if not ventilated)?						
16. Are fridges/freezers used to store flammables intrinsically safe?						
17. Is the bunding in dangerous goods cabinets kept empty (i.e., no containers stored in it)?						
18. Are all chemical containers securely closed to prevent vapour and odour release (e.g., use parafilm)?						
<b>5. BIOLOGICAL</b>						
1. Are all procedures that generate aerosols done in a Biological Safety Cabinet (BSC)?						
2. Are only tested and certified BSC's used?						
3. Are laboratory gowns with elastic cuffs and gloves used for work at the BSC?						
4. Is all furniture, including chairs, non-absorbent?						
5. Are gloves worn when handling infectious materials?						
6. Is all PPE removed and hands washed before leaving the laboratory?						
7. Are dedicated hand-wash sinks available?						
8. Is there hands-free operation of hand-wash sinks in operation in PC2 labs?						
9. Are laboratory gowns/coats stored appropriately (not over-lapping, not over chairs)?						
10. Are UNSW procedures for waste segregation and handling followed?						
11. Are disinfectants labelled with expiry date and hazard information?						
12. If used, is the antiseptic handwash within expiry date?						
13. Are biological and cytotoxic (where relevant) spills kit available, signposted, and fully stocked?						
14. Sharps are not exposed, and blade removal devices are available?						
<b>6. EQUIPMENT (PLANT)</b>						
1. Are all machines guarded when required?						
2. Is the working area for fixed plant clearly marked?						
3. Are Safe Work Procedures displayed for all equipment?						
4. Is PPE stored appropriately, in good condition and appropriately labelled for the relevant equipment?						
5. Are emergency stop buttons easily accessible and clearly labelled?						
6. Is plant inspected, tested, and maintained in accordance with legislation or manufacturer's recommendations?						

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7. Where required, do operators have current high-risk work licences (e.g., forklift, cranes, hoists, rigging/dogging)?						
8. Are any dangerous/obsolete plant tagged out or removed from service?						
<b>7. RADIATION</b>						
1. Are there current Radiation Safety Committee project approvals for all activities in the Radiological laboratories?						
2. Is all radiation apparatus registered?						
3. Is equipment to be used in radioactive areas labelled and used only for that purpose?						
4. Are personal dosimeters provided and worn as appropriate?						
5. Are suitable contamination monitoring instruments provided, maintained, and calibrated?						
6. Are radiation working areas segregated from other laboratory areas and labelled?						
7. Is all radiation work conducted in secondary containment facilities (e.g., spill trays)?						
8. Are remote handling tools such as forceps used to maximise distance, and reduce dose?						
9. Does labelling include: compound, isotope, activity, date, username, and trefoil symbol?						
10. Is suitable shielding used for experimental and waste storage areas?						
11. Are UNSW procedures for waste segregation and handling followed?						
12. Are radioactive substances securely stored separately from other substances?						
<b>8. EMERGENCY</b>						
1. Is a first aid kit easily accessible and clearly labelled?						
2. Are the contents of the first aid kits clean and within date?						
3. Do fire sprinklers have at least 500mm of clear space beneath and around?						
4. Are fire exits clearly marked and unobstructed?						
5. Are current emergency control team contact details displayed?						
6. Are emergency procedures current and displayed?						
7. Are fire extinguishers appropriate, unobstructed, 6-monthly inspected and clearly marked?						
<b>9. GENERAL</b>						
1. Are all electrical portable items tested and tagged?						
2. Are electrical power boards raised off the floor, but not hanging from the cord?						
3. Double-adaptors and/or international adaptors are not in use?						
4. Are all hoses in good condition, and wired or clamped in place (e.g., cooling water, gas)?						

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<b>10. WASTE MANAGEMENT</b>						
1. Is there no evidence of excess quantities of accumulated waste?						
2. Are all liquid waste containers (including those in fume hoods) banded to >120% of volume?						
3. Are waste containers appropriately and securely labelled <b>while in use</b> in the laboratory?						
4. Are incompatible hazardous wastes segregated appropriately?						
5. Where 15L white buckets are in use, are lids securely sealed when full?						
6. Is the container AND the lid of the 15L white buckets containing waste labelled?						
<b>11. COMMENTS OR ADDITIONAL ITEMS</b>						
Add any further comments or actions that may be required?						

*This completed Checklist should be entered into myUNSW as a New Inspection*