|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| College / Portfolio: | |  | | | | School / Work Unit: | |  | | |
| **Location(s) Inspected:** | |  | | | | **Date of Inspection:** | |  | | |
| **Inspection Team:** | | | | | | | | | | |
| **Name:** |  | | **E number:** |  | **Name:** | |  | | **E number:** |  |
| **Name:** |  | | **E number:** |  | **Name:** | |  | | **E number:** |  |

***Add more rows as required***

| **#** | **Elements** | **Answer** | **Comment / Hazard / Action** | **Person Responsible** | **Due Date** | **Date Completed** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.0** | **Housekeeping** | | | | | | |
| **1.1** | Are all walkways/aisles clear of obstructions? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **1.2** | Is there adequate storage in work area? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **2.0** | **Administration** | | | | | |
| **2.1** | Is there appropriate signage on entrances to labs and storage rooms/vessels (refer to Unit’s risk register): | | | | | |
| * Biological hazard symbol | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| * OGTR PC level sign | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| * PC Level signs for non-GMO labs | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| * Access restrictions | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| * Approved Arrangement signage for use of quarantine materials | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **2.2** | Are there current copies of: | | | | | |
| * SOP for work involving biological hazards? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| * RAs for work involving biological hazards? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| * BICON import permits for imported biological? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| * Licences for dealing with NLRD GMOs? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| * Wildlife trade permit for moving animals, plants or their products into or out of Australia? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| * Risk group register for microorganisms and diagnostic specimens? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| * Training records of Lab. personnel? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **2.3** | Are all cultures or bio- hazardous materials correctly labelled? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **2.4** | Have the online lab safety modules been completed and records been kept? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **2.5** | Approved Arrangements for Accredited Persons training completed, and records kept? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **3.0** | **Laboratory Procedures** | | | | | |
| **3.1** | Is the correct PPE and clothing available and being worn while working with biological hazards? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **3.2** | Are lab coats / gowns disinfected and washed regularly? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **3.3** | Is there a supply of hospital grade antiseptic for washing hands in the lab? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **3.4** | Do all staff remove PPE and then wash their hands before leaving the lab? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **3.5** | Is there a documented procedure for making up disinfectants? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **3.6** | Is diluted bleach stored away from heat and being kept in light proof containers with preparation date displayed? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **3.7** | Are doors being kept closed while carrying out work in PC2 labs? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **3.8** | Are sharps being disposed of in approved sharps containers? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **3.9** | Is contaminated/infectious waste being placed in relevant bin (Biohazard/autoclave) lined with an appropriate bag (biohazard/autoclave) then disposed of/autoclaved appropriately? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **3.10** | Are personnel aware of the correct procedures for dealing with a biological spill? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **3.11** | Is there a suitable biological spill kit available, stocked and signed? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **3.12** | Are biosafety cabinets used when there is a likelihood of aerosol production? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **4.0** | **Housekeeping and Equipment** | | | | | |
| **4.1** | All benches are clean and tidy? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **4.2** | Are all cabinets clean and tidy? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **4.3** | Are all containers labelled and stored correctly? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **4.4** | Equipment SOP/SWIs are available where applicable? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **4.5** | Personnel in inspection area are trained and records are kept? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **4.6** | Is equipment decontaminated on post use? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **4.7** | Are centrifuges fitted with either sealed rotors or safety cups where infectious material is being used? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **4.8** | Are there second containment vessels available for transporting viable microorganisms between labs? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **5.0** | **Waste Disposal** | | | | | |
| **5.1** | Waste containers are provided and properly labelled with the waste name and appropriate GHS / DG Class diamonds? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **5.2** | Disposal of chemical / biological waste are completed as per SOP/SWI? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **5.3** | Are sharps being disposed of in an approved sharps container? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **6.0** | **Biological Safety Cabinets** | | | | | |
| **6.1** | Are the cabinets free of waste and clutter? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **6.2** | Are the cabinets switched off when not in use? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **6.3** | Are biosafety cabinets certified annually and passed test? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **7.0** | **Physical Requirements** | | | | | |
| **7.1** | Are laboratory coat hooks provided: | | | | | |
| adjacent to the laboratory access (within the laboratory) | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| equal to or greater than the number of persons working in the laboratory? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **7.2** | Are protective covers provided for all keyboards on work benches? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **7.3** | PC/AA laboratory floors are free from damage. | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **7.4** | Laboratory chairs are non-absorbent and free from damage. | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **7.5** | Are separate work areas within the laboratory provided for reference documents, papers and writing space? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **7.6** | Are protective covers kept on keyboards which are located on work benches? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **7.7** | Are there hands-free basin mixers for handwashing near exits? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **8.0** | **Emergency** | | | | | |
| **8.1** | Are all first aid kits stocked as per the label and contents are in-date? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **8.2** | First aid kit signed and accessible? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **8.3** | Have all fire extinguishers been inspected and tagged in the last 6 months? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **8.4** | Are fire extinguishers appropriately signed? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **8.5** | Are fire extinguisher types suitable for the plant, equipment and area? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **8.6** | Are fire extinguishers accessible? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **8.7** | Are all staff and students trained to use fire extinguishers and records of training kept? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **8.8** | Are all emergency exits clear of obstructions? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **8.9** | Are all emergency exits signs illuminated? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **8.10** | Are staff aware of emergency procedures? (sample staff members) | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **8.11** | Names and contacts of first aiders/fire wardens are displayed and current? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **8.12** | Are the safety showers and eye wash stations tested every week as per the Australian Standards? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **9.0** | **Hazardous Chemicals** | | | | | |
| **9.1** | Chemical Inventory and SDSs are available? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **9.2** | Chemical Spill kits are suitable, available, stocked and signed? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **9.3** | Containers are labelled as per GHS guidelines. | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **9.4** | Are there separate storage cupboards for specific DG Classes of chemicals stored? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **9.5** | Is there physical segregation for incompatible chemicals of the same DG class (e.g. acids and alkalis) | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **9.6** | Gas cylinders stored securely and correctly? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **9.7** | Scheduled poisons stored securely and transaction records kept, if required. | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **9.8** | Have PPRA’s been completed for all hazardous chemicals before ordering? | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |
| **10** | **Other** | | | | | |
| **10.1** |  | ☐ Acceptable  ☐ Partially acceptable  ☐ Not acceptable  ☐…Not applicable |  |  |  |  |

***Add more rows as required***