|  |  |  |  |
| --- | --- | --- | --- |
| 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** | **Layout** |
| **1.1** | Area is tidy and well kept? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **1.2** | Adequate storage area provided? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **1.3** | Floor is free of obstructions? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **1.4** | Floor coverings are in good condition? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.0** | **Environment (working conditions)** |
| **2.1** | Temperature is suitable for the works being completed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.2** | Lighting is adequate for the works being completed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.3** | All lighting covers and fittings are secure? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.4** | Area is free from strong odours? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.5** | Noise level is acceptable/adequately controlled? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.6** | Ventilation is adequate in the area? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.0** | **Emergency Procedures** |
| **3.1** | Emergency Evacuation signs are posted in suitable locations? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.2** | Fire extinguisher of appropriate type easily accessible and labelled? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.3** | Fire extinguishers have been tested / tagged in the last 6 months? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.4** | Local Induction for all persons is completed (where required)? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.5** | Emergency Evacuation routes are clear and free from obstructions? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.6** | Emergency and hazard signage lit and clearly visible? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **4.0** | **First Aid Facilities** |
| **4.1** | First Aid kits accessible and signed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **4.2** | First Aid kits are stocked, and contents are in-date? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **4.3** | Names and contacts of first aiders are displayed and current? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.0** | **Welfare/hygiene**  |
| **5.1** | Washing facilities are clean and functional? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.2** | Lockers or equivalent available for staff outside the lab area? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.3** | Health, safety and wellbeing posters and information are displayed in a common area? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.0** | **Manual Handling** |
| **6.1** | Frequently used items are within easy access between knees and shoulders? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.2** | Heavy items are stored at waist height? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.3** | Stepladders or safe steps are available to access items stored on high shelves? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.4** | Trolleys are available for heavy items and loads? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.5** | Manual handling risk assessments completed where required | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.6** | Safe Work Instructions (SWI) / Safe Work Method Statements (SWMS) are available where applicable and communicated to staff and students? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.0** | **Electrical** |
| **7.1** | All plug-in electrical equipment has current test and tags? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.2** | All power leads are in good condition and free from damage? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.3** | Power leads are off the floor or placed away from walkways? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.4** | Power boards used (not double adaptors)? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.5** | Faulty equipment is locked/tagged out with an “out of service tag”? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.6** | “Out of Service” tags are available for use. | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.7** | RCD protection fitted in the lab. | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.8** | Emergency stop button is labelled and accessible (if present)? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **8.0** | **General Laboratories** |
| **8.1** | Warning and safety signage are in good condition? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **8.2** | Are the safety showers and eye wash stations tested as per the Australian Standards? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **8.3** | Procedures, plant and equipment manuals are current and available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **8.4** | Laboratory is free of food and drink? | [ ]  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** | Spill kits are suitable, available, maintained 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** | Chemicals are stored correctly, bunded and segregated from all drains? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **9.5** | Gas cylinders stored securely and correctly? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **9.6** | Scheduled poisons stored securely and transaction records kept, if required.  | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **9.7** | Have chemicals been risk assessed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.0** | **Plant/Equipment** |
| **10.1** | Area around plant/equipment clean and access to it is clear? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.2** | Plant/hazardous equipment is locked/cannot be accessed when left unattended? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.3** | Plant and equipment maintained and in good condition? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.4** | Emergency stops (where fitted) are in working condition? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.5** | Plant guarding in place where required? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.6** | Risk Assessments and SWI are completed and available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.7** | Personnel are trained and records are retained? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.8** | Has out of service/lock out tags available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **11.0** | **Fume Hoods** |
| **11.1** | Are the fume hoods free of dirt, waste and clutter? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **11.2** | Are they switched off when not in use (where they can be switched off)? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **11.3** | Are the fume hoods tested on a regular basis and passed the test? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **12.0** | **Biological Safety** |
| **12.1** | Benches are clean and free from clutter? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **12.2** | Biosafety cabinets are clean and tidy? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **12.3** | Biological Samples are labelled and stored correctly  | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **12.4** | SOP/SWI are available where applicable. | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **13.0** | **Waste Disposal** |
| **13.1** | Waste containers are provided and labelled with class pictograms? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **13.2** | Disposal of chemical or biological or radiation waste is completed as per correct procedures? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **13.3** | Waste disposal procedures are available where applicable and communicated to staff and students? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **13.4** | Personnel are trained with waste disposal procedure and records kept. | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **14.0** | **Radiation Safety** |
| **14.1** | Radiation Labelling and warning signage is displayed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **14.2** | Radioactive sources are labelled and monitored for leakage? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **14.3** | Radiation sources stored correctly. | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **14.4** | Records of isotopes and contamination surveys are kept? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **14.5** | SWIs and SOP are available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **14.6** | Personnel in inspection area are trained with records kept. | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **14.7** | Personnel are wearing radiation monitors/badges | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **15.0** | **Personal Protective Equipment (PPE)** |
| **15.1** | All PPE is correctly stored? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **15.2** | PPE is well maintained and in good condition? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **15.3** | Signage of PPE requirements clearly displayed and visible? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **15.4** | Required PPE available for use? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **15.5** | Personnel in inspection area are trained and records kept? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **16.0** | **Signage** |
| **16.1** | Does the lab have appropriate mandatory signage on the door? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **16.2** | Is there emergency direction signage? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **16.3** | Emergency and hazard signage are clearly visible | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **16.4** | Health and Safety Poster and information is displayed | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **17.0** | **Other** |
| **17.1** |  | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |

***Add more rows as required***