School of Molecular Sciences
Laboratory Safety and Environment Checklist

QUARTERLY WORK AREA SAFETY INSPECTION (QWASI)

1. The Work Area Supervisor (or nominated Deputy) convenes a meeting of all available work area personnel prior to the inspection deadline
2. Work through the checklist and note any items that are incomplete or require action.
3. Record details of any incomplete items or matters requiring action in the Corrective Actions Table
4. Determine what corrective actions are required, designate someone to be responsible for ensuring actions are completed, and set a date for completion
   (If any corrective action requires expertise or resources not available in the work area, it must be reported in writing to the Departmental Safety Officer for resolution)
5. Ensure that all corrective actions from the **previous** work area inspection are completed, or note progress on actions still outstanding
6. Discuss other relevant Environment, Health and Safety issues
7. File completed Checklist and any records/notes of other matters discussed in the Safety Folder in the laboratory
8. Notify Departmental Health and Safety Representative/Lab Manager in writing of any changes to policy or procedures

Area inspected _____ **Date** _____

List of personnel present at inspection / meeting _____

_____

_____

Corrective Actions

- ☐ Corrective actions identified in previous inspections have been discussed; outstanding items have been added to the Corrective Actions of this checklist
- ☐ Unresolved issues have been referred to the Safety Officer, Health and Safety Representative or Biochemistry OHS Committee

Laboratory Induction and Safety Training

- ☐ All staff and students have received safety induction before commencing work, and have signed induction/authorisation documents
- ☐ Safety training needs have been determined for all work area personnel
- ☐ Safety training identified has been completed or scheduled

Laboratory members know:

- ☐ location of nearest fire blanket, and fire extinguisher, its type and suitability
- ☐ names of local evacuation personnel (Fire Wardens/Building Wardens/Floor Wardens)
- ☐ name of La Trobe University Safety Officer
- ☐ name of Departmental Health and Safety representative (HSR)
- ☐ how to report hazards, incidents and near misses in the work place
- ☐ location of eye wash/safety shower and how to use it
- ☐ location of Spill Kits and how to use them
- ☐ location of Emergency Information Sheet (includes names of first aiders)
- ☐ location of nearest first aid kit
- ☐ location of LTU Medical Centre

Emergency procedures

- ☐ Personnel have been trained in how to respond to an evacuation alarm
- ☐ The alarm can be heard in the area
- ☐ All personnel have received training in handling chemical spills, fires, gas leaks, biohazard spills, and electrical emergencies
- ☐ Fire extinguisher is close by and accessible
- ☐ Fire extinguisher is checked 6 monthly
- ☐ Lab has an emergency plan for major incidents
- ☐ The evacuation route is in good order
- ☐ Emergency and hazard signs are clearly visible

Biochemistry Safety Website

- ☐ All staff and students are aware of the Biochemistry OHS Website and it is accessible from the Homepage.

Layout

- ☐ Work areas are clean, tidy and well kept
- ☐ Aisles and doorways are clear
- ☐ The floor is free from obstructions
- ☐ There is adequate storage area available

Environment

- ☐ Temperature conditions are comfortable
- ☐ Light levels are adequate
- ☐ Noise levels are acceptable
- ☐ Ventilation is adequate

General Facilities

- ☐ Washing facilities are adequate
- ☐ Lockers are available

Laboratory Documentation

- ☐ Task risk assessments have been completed for potentially hazardous laboratory procedures
- ☐ All laboratory personnel are aware of safe work procedures for hazardous tasks
- ☐ There are documented procedures and 'permit to work' systems for tasks assessed as high risk, if applicable.

Chemicals / Hazardous Substances / Dangerous Goods

- ☐ Chemicals are segregated by hazard class for storage and correctly labelled (including class diamonds); segregation is also practised at the work bench. Information is available from: http://www.workcover.vic.gov.au/vwa/publica.nsf/InterPubDocsA/4BEA3C02182FD0864A2567B0000A0CD7/$FILE/A3Poster.pdf
- ☐ All hazardous substances are included in the Chemical Register on wspo (lab personnel to check)
- ☐ Risk assessments have been completed for hazardous substances (see Risk Assessment Form on Biochemistry OHS web site.)

- [ ] Current Material Safety Data Sheets (MSDSs < 5 years old) are available for all hazardous materials. MSDSs are being acquired from the supplier at purchase and filed
- [ ] There are procedures for the safe transport of hazardous substances
- [ ] The contents of the Spill Kits have been checked. Each kit has a contents list, instructions for use, and a sticker to show that it has been checked
- [ ] Laboratory personnel have been trained in the use of the Spill Kits
- [ ] The Laboratory Spill Kits are suitable for the hazards in the laboratory
- [ ] Flammables are stored in an approved flammables cupboard
- [ ] Fume hoods are uncluttered; chemicals/waste are not being stored in the fume hood
- [ ] Hazardous chemicals are stored and decanted in spill trays, and are not stored or handled near drains
- [ ] Gas bottles are securely affixed to bench or wall
- [ ] Spare gas bottles are not stored in the laboratory
- [ ] Food or drink is not being consumed in the laboratory
- [ ] Cosmetics/make-up is not being applied in the laboratory

Computer/microscope work stations

- [ ] Work stations have been assessed using the WorkSafe Australia WorkStation Assessment Checklist on the LTU OHS website (http://www.latrobe.edu.au/ohs/Workstation_Ergonomics/assessment.html)
- [ ] Regular breaks are taken

Manual Handling (moving and handling heavy objects)

- [ ] Risk assessments are documented for tasks involving manual handling using the Manual Handling Risk Assessment and Control. (http://www.latrobe.edu.au/hr/forms/ohs.html)
- [ ] Training in manual handling is provided where necessary
- [ ] Manual handling has been considered in the storage of items eg. Heavy items are stored at waist height, step ladders are used, often used items within easy access
- [ ] Repetitive operations are minimised
- [ ] Trolleys are available and used to transport items

Biological Safety

- [ ] Training has been provided in the handling of hazardous biological material and Office of Gene Technology Regulations
- [ ] Appropriate sterilisation and disposal procedures are in place and known
- [ ] Cabinets are regularly cleaned and annually validated (NATA)
- [ ] There are procedures for emergencies involving hazardous biological material and these have been demonstrated and practiced

Radiation Safety

- [ ] Training has been provided in the handling of radioactive material
- [ ] Radiation labelling and warning signs are provided in areas where radiation is in use

- [ ] Written procedures for radioactive material handling, storage and spillage are in place
- [ ] There are procedures for emergencies involving radioactive material and these have been demonstrated and practiced

Waste

- [ ] Training has been provided in the storage and handling of hazardous waste
- [ ] Waste containers are provided, appropriately labelled and stored, and emptied regularly
- [ ] Written procedures for waste handling, storage and spillage are in place
- [ ] There are procedures for waste minimisation and recycling

Plant / Equipment

- [ ] Hazard assessments have been conducted on plant using the Plant Hazard Checklist Survey and Assessment Form. (http://www.latrobe.edu.au/hr/forms/ohs.html)
- [ ] Plugs and cords are in good condition
- [ ] Laboratory personnel are aware of the 'tagging' system for unsafe equipment
- [ ] Electrical equipment is not located near water outlets
- [ ] No double adaptors or piggy-back plugs
- [ ] Flammables are not stored in refrigerators and freezers (unless specially modified)
- [ ] Equipment left on overnight has contact and emergency details

Environmental Issues

- [ ] Use of energy sources minimised; electricity, gas and water
- [ ] Bins are provided for paper recycling
- [ ] Electronic mail is used when possible
- [ ] Toner cartridges are recycled
- [ ] Double-sided printing and photocopying is used

Field Work (Off-Campus Work) If applicable

- [ ] Laboratory members have read the University Off-Campus work guidelines
- [ ] Risk assessments are documented for field work
- [ ] Itineraries are prepared for field work; reporting procedures are followed

CORRECTIVE ACTIONS

Record details of corrective action required*	Who by?	When by?	Completed
Check hazardous chemical storage and labelling			
Check that MSDSs for hazardous chemicals are < 5 years old			
Check spill kit and record this on the kit			
Induct new staff and students and organise safety training			
Test safety showers and eye washes			

*** include any actions outstanding from last inspection**

Other matters raised in Safety meeting:

Signed: _____ **Laboratory Supervisor**