

**LA TROBE UNIVERSITY
WORKPLACE INSPECTION CHECKLIST**

Date:

Area(s) Inspected:

(Building, room number, lab etc)

Inspection team:

	OK	PROBLEM	ACTION
1 Safety Management System			
OH&S Information ie Policy Displayed?			
Are emergency procedures & list of emergency personnel displayed?			
Are H&S Representatives known?			
Are H&S Committee minutes available?			
Are staff aware of the Hazard/Incident report procedure?			
Are all staff inducted in Health and safety issues?			
Other			
2. Housekeeping and storage			
Are areas tidy?			
Are general areas clean?			
Is general waste disposed of appropriately?			
Are storage stacks stable and suitable?			
Are there any exposed sharp edges?			
Are materials stored in appropriate racks, bins, or cupboards?			

	OK	PROBLEM	ACTION
Is shelving stable?			
Floor clear of rubbish?			
Is there a possibility of items falling from a height?			
Is there adequate clearance for people, equipment and trolleys?			
Are corridors clear?			
Ladders/steps available and appropriate for tasks?			
Other			
3. Work Environment			
Adequate ventilation?			
Comfortable temperature?			
Lighting suitable for the task?			
Noise controlled?			
Floor surfaces in good condition?			
Satisfactory layout of workplace?			
Walkways free of cables and leads?			
Dust hazards controlled?			
Portable heaters fan type with automatic thermal cut out?			
Cool Rooms emergency release mechanism operational. Has the low oxygen detector and alarm been regularly maintained?			
Other			

	OK	PROBLEM	ACTION
4. First Aid and Emergencies			
Are First Aid kits stocked and suitable for hazards present?			
Are trained first aiders available and known to staff?			
Are first aid kits accessible, clearly signed and routinely checked?			
Are Emergency eye wash and showers available, accessible, clean and in good working order?			
Fire extinguishers / hoses accessible appropriately signed and tested 6 mthly?			
Are all emergency exits / doors signed and unobstructed?			
Are all emergency exits unlocked from inside?			
Has there been a recent fire drill?			
Are Building Wardens identified?			
Are Emergency numbers displayed?			
Fire isolated stairwell clear of storage?			
Other			

	OK	PROBLEM	ACTION
5. Laboratories			
Are all flames extinguished when lab, unattended?			
Are all flammable liquid wastes correctly disposed of?			
Is fire fighting equipment available?			
Is eye protection worn?			
Are enclosed shoes worn in laboratories?			
Is all long hair tied back?			
Are winchester bottles carried in appropriate carriers?			
Are employees logging in when working after hours or in isolated areas?			
Are benches clean and free of chemicals and apparatus that are not being used?			
Are fume cupboards regularly maintained?			
No chemicals stored in fume cupboards?			
Fume cupboard sashes closed whenever possible? Are sashes clean?			
Are appropriate spill kits available, labelled and maintained?			
Are hand washing facilities available?			

	OK	PROBLEM	ACTION
Are sharps disposed of in sharps bins?			
Are flammable liquids decanted in fume cupboards?			
Are flammable solvents placed near electrical sockets or other potential ignition sources?			
Is eating/drinking allowed in labs?			
Are flammable liquids stored correctly?			
Are cylinders transported on appropriate trolleys?			
Is broken glass disposed of appropriately?			
All portable electrical equipment tested and tagged?			
Are Residual Current Devices installed?			
Procedures in place for unattended apparatus?			
Other			
6. Hazardous Substances & Dangerous Goods			
Chemical Register kept and current?			
Are Material Safety Data Sheets available for all chemicals and current to last 5 years?			
Is a list maintained of old (removed) chemicals?			

	OK	PROBLEM	ACTION
Have risk assessments been undertaken on all chemicals in use or stored? Are these accessible?			
Is information on Dangerous Goods storage requirements displayed?			
Are all chemicals stored correctly including gases (Class 2 stored way from heat source)?			
Are Dangerous Goods stored appropriately? (cylinders stored securely, flammable substances in fire proof cabinets?)			
No ignition sources within 3 metres of flammable cabinets?			
Flammable cabinet doors close securely?			
Flammable cabinet vents are clear from obstruction?			
No chemicals stored in bonded area of flammable cabinets (on the floor of cabinet)?			
Is the quantity of Dangerous Goods stored kept to a minimum?			
Are packages containers kept securely closed when not in use?			
Are packages stored to prevent leakage?			
Are all substances labelled including waste?			
HAZCHEM signage in place and legible?			

	OK	PROBLEM	ACTION
Is personal protective clothing and equipment available, appropriate for the task and maintained?			
Eye wash facilities available and operational, clean and signed?			
Are procedures in place for cleaning re-usable containers? Are empty containers removed?			
Other			
10. Biological Hazards			
Procedures for safe handling and storage of biologically hazardous materials?			
Disposal materials for contaminated items material?			
Personal protective clothing and equipment available and in good condition?			
Are disinfectants available?			
Lab coats worn?			
Processes in place to launder lab coats?			
Other			
7. Plant and Equipment			
Is all plant listed in a department register?			

	OK	PROBLEM	ACTION
Have risk assessments been undertaken on all plant? Are these accessible?			
Guarding and warning signs in place?			
Plant and equipment clean?			
Is housekeeping maintained around plant?			
Electrical cords fittings appear in good condition? No trip hazards?			
Is electrical equipment tagged and inspected regularly?			
Power outlets not overloaded?			
Emergency stops easy to access?			
Safe operating instructions available and displayed near plant?			
Controls easy to reach and clearly marked?			
Protective equipment available, used and in good condition?			
Conveyors, cables, ropes, chains and slings in good condition?			
Are operators trained?			
Restricted access areas identified?			
Other			
7. Welfare facilities			

	OK	PROBLEM	ACTION
Adequate and clean toilet facilities provided?			
Separate and clean eating place available?			
Refuse containers provided and emptied daily?			
Clean drinking water provided?			
Refrigerator available for perishable food storage?			
Facility for storage of personal belongings?			
Windows and ledges clean?			
Other			
8. Ergonomics Office and Lab			
'5' legged ergonomic chairs supplied for office?			
Adequate workspace?			
Work surface (bench or desk) height allows normal body posture?			
Workstation set up to avoid reaching?			
Document holder, foot stool provided if required?			
Repetitive actions minimised?			
Top of computer screens at eye level?			

	OK	PROBLEM	ACTION
Computer monitors directly in front not at an angle to operator?			
Eye and exercise pauses undertaken?			
Mechanical aids provided (trolleys)?			
Steps available to reach heights?			
Overhead storage away from overhead fans?			
Other			
9. Car Parking & Grounds			
Bays and lanes clearly marked and maintained, surfaces even?			
Traffic signs adequately placed and in good order?			
Area paths a free from rubbish and obstruction, leaves, uneven pavers)?			
Adequate lighting for night use?			
Are branches broken or overhanging?			
Other			

Please note the above checklist should be used as a prompt when undertaking a walk through inspection.

On completion of the checklist

1. Check that all items have been checked and documented. (Add an extra sheet if required). If an item is not applicable mark N/A next to item.
2. Rectify any items if possible, immediately.
3. If a maintenance work order has been placed, document date submitted and number if applicable.
4. Review inspection with your manager, discuss issues that need to be resolved and if applicable outline an action plan including time limits to control identified hazards.
5. Ensure that the manager signs the checklist
6. Discuss the inspections at your next safety meeting.

Signed:

Position:

Date: