Lab Inspection Checklist - General

JAMES COOK UNIVERSITY AUSTRALIA
Health, Safety and Environment

1.1 Principles of a Workplace Inspection

Workplace inspections are an important part of any work health and safety program. The inspection is carried out for the following reasons:

- To determine whether acceptable health and safety conditions are being achieved by measuring the health and safety standards found in a work area against predetermined standards.
- To monitor and evaluate the performance and compliance against organisational policy, procedures and other predetermined requirements.
- To identify hazards and workplace practices which have the potential to cause accidents and injury, and promote their resolution.

It is very important that those conducting an inspection and those in the area subject to the inspection understand the reasons for the inspection and are aware of measured achievement performance results.

The workplace inspection must be thorough, and the process must evaluate the relationship between the workplace, the people, the environment and the procedures being used.

1.2 Benefits of an Inspection

Workplace Inspections:

- Identify hazardous conditions and apply hazard control measures;
- Monitor and evaluate the effectiveness of health and safety practices and procedures;
- Improve health and safety practices and procedures;
- Measure safety performance;
- Check new facilities, equipment, processes etc;
- Collect information that identifies new safety initiatives etc;
- Maintain interest in health and safety through consultation; and
- Display supervisory commitment to health and safety.

It must be recognised that the full benefit of the inspection process can only be realised if action is taken based on the information collected.

1.3 Consultation

Workplace inspections are to be conducted by each business area in consultation with relevant workers.

For further information the consultation requirements, as specified by the Work Health and Safety Act, see the University's 'HSE Consultation Standard'

1.4 Hazard and Risk

A step-by-step process

A safe and healthy workplace does not happen by chance or guesswork. You have to think about what could go wrong at your workplace and what the consequences could be. Then you must do whatever you can (in

other words, whatever is 'reasonably practicable') to eliminate or minimise health and safety risks arising from your business or undertaking.

This process is known as risk management and involves the four steps set out below

Identify hazards – find out what could cause harm

Assess risks if necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening

Control risks – implement the most effective control measure that is reasonably practicable in the circumstances

Review control measures to ensure they are working as planned.

Risk management is a proactive process that helps you respond to change and facilitate continuous improvement. It should be planned, systematic and cover all reasonably foreseeable hazards and associated risks.

Consultation with workers and their health and safety representatives is required at each step of the risk management process. By drawing on the experience, knowledge and ideas of your workers you are more likely to identify all hazards and choose effective control measures.

When should a risk management approach be used?

Managing work health and safety risks is an ongoing process that is triggered when any changes affect your work activities. You should work through the steps in this Code when:

- Starting a new business or purchasing a business
- Changing work practices, procedures or the work environment
- Purchasing new or used equipment or using new substances
- Planning to improve productivity or reduce costs
- New information about workplace risks becomes available
- Responding to workplace incidents (even if they have caused no injury)
- Responding to concerns raised by workers, health and safety representatives or others at the workplace
- Required by the WHS regulations for specific hazards

How to identify hazards

Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people. Hazards generally arise from the following aspects of work and their interaction:

- Physical work environment
- Equipment, materials and substances used
- Work tasks and how they are performed
- Work design and management

The table below lists some common types of workplace hazards. Some hazards are part of the work process, such as mechanical hazards, noise or toxic properties of substances. Other hazards result from equipment or machine failures and misuse, chemical spills and structural failures.

A piece of plant, substance or a work process may have many different hazards. Each of these hazards needs to be identified. For example, a production line may have dangerous moving parts, noise, hazards associated with manual tasks and psychological hazards due to the pace of work.

Hazard	Potential harm
Manual tasks	Overexertion or repetitive movement can cause muscular strain
Gravity	Falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death
Electricity	Potential ignition source. Exposure to live electrical wires can cause shock, burns or death from electrocution
Machinery and equipment	Being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries or death
Hazardous chemicals	Chemicals (such as acids, hydrocarbons, heavy metals) and dusts (such as asbestos and silica) can cause respiratory illnesses, cancers or dermatitis
Extreme temperatures	Heat can cause burns, heat stroke or fatigue Cold can cause hypothermia or frost bite
Noise	Exposure to loud noise can cause permanent hearing damage
Radiation	Ultra violet, welding arc flashes, micro waves and lasers can cause burns, cancer or blindness
Biological	Micro-organisms can cause hepatitis, legionnaires' disease, Q fever, HIV/AIDS or allergies
Psychosocial hazards	Effects of work-related stress, bullying, violence and work-related fatigue

How to assess risks

A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help you determine:

- How severe a risk is
- Whether any existing control measures are effective
- What action you should take to control the risk
- How urgently the action needs to be taken.

A risk assessment can be undertaken with varying degrees of detail depending on the type of hazards and the information, data and resources that you have available. It can be as simple as a discussion with your workers or involve specific risk analysis tools and techniques recommended by safety professionals.

How to do a risk assessment

All hazards have the potential to cause different types and severities of harm, ranging from minor discomfort to a serious injury or death.

For example, heavy liquefied petroleum gas (LPG) cylinders can cause muscular strain when they are handled manually. However, if the cylinder is damaged causing gas to leak which is then ignited, a fire could result in serious burns. If that leak occurs in a store room or similar enclosed space, it could result in an explosion that could destroy the building and kill or injure anyone nearby. Each of the outcomes involves a different type of harm with a range of severities, and each has a different likelihood of occurrence.

Work out how severe the harm could be

In most cases, incidents occur as a result of a chain of events and a failure of one or more links in that chain. If one or more of the events can be stopped or changed, the risk may be eliminated or reduced. One way of working out the chain of events is to determine the starting point where things begin to go wrong and then

consider: 'If this happens, what may happen next?' This will provide a list of events that sooner or later cause harm.

In thinking about how each hazard may cause harm, you should consider:

- The effectiveness of existing control measures and whether they control all types of harm,
- How work is actually done, rather than relying on written manuals and procedures
- Infrequent or abnormal situations, as well as how things are normally meant to occur.

Consider maintenance and cleaning, as well as breakdowns of equipment and failures of health and safety controls.

Work out the likelihood of harm occurring

The likelihood that someone will be harmed can be estimated by considering the following:

- How often is the task done? Does this make the harm more or less likely?
- How often are people near the hazard? How close do people get to it?
- Has it ever happened before, either in your workplace or somewhere else? How often?

You can rate the likelihood as one of the following:

- Almost certain - expected to occur in most circumstances
- likely - will probably occur in most circumstances
- Possible – might occur occasionally
- Unlikely – could happen at some time
- Rare – may happen only in exceptional circumstances

The level of risk will increase as the likelihood of harm and its severity increases.

Risk Matrix

The Risk Matrix is a simple tool that can be used for Risk Assessment. First determine the seriousness of the consequences, then the likelihood of them occurring. Using the Risk Matrix, find the intersection of the two to obtain the level of risk.

When using a Risk Matrix the concept of hazard and risk must be considered together. In many cases low risks may be overstated and high risks underestimated. For example, where a person conducts a process (e.g. using a hazardous substance or lifting a load) they often believe that they have more control over the process than is actually the case and therefore do not regard the risk of injury as being high. The issue of perception, skills and workplace experience can influence a judgement regarding risk and the likelihood of injury occurring

1.5 How to control risks

The most important step in managing risks involves eliminating them so far as is reasonably practicable, or if that is not possible, minimising the risks so far as is reasonably practicable.

In deciding how to control risks you must consult your workers and their representatives who will be directly affected by this decision. Their experience will help you choose appropriate control measures and their involvement will increase the level of acceptance of any changes that may be needed to the way they do their job.

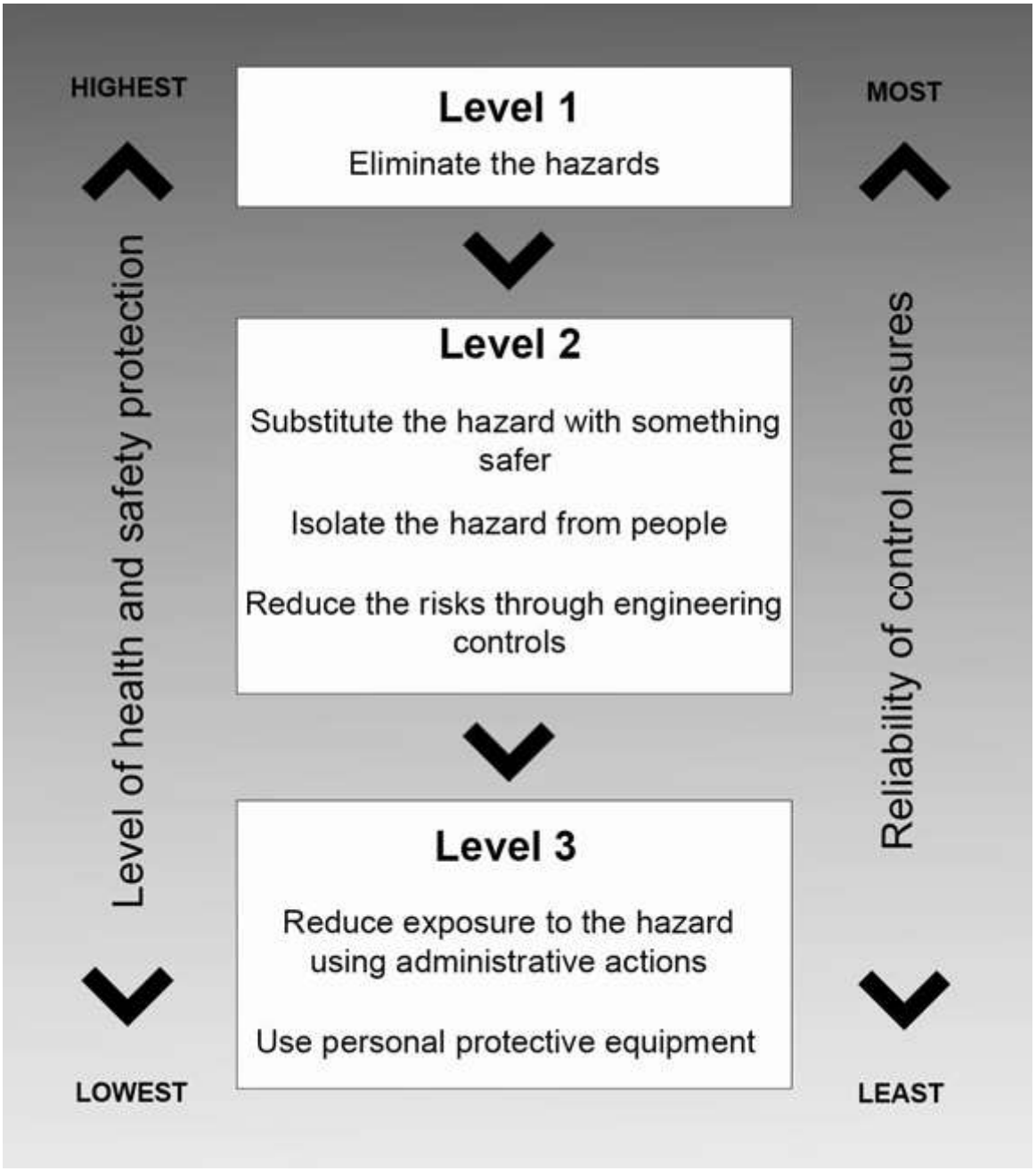
There are many ways to control risks. Some control measures are more effective than others.

You must consider various control options and choose the control that most effectively eliminates the hazard or minimises the risk in the circumstances. This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable.

Some problems can be fixed easily and should be done straight away, while others will need more effort and planning to resolve. Of those requiring more effort, you should prioritise areas for action, focusing first on those hazards with the highest level of risk.

1.6 Hierarchy of Control

Elimination	Removing the hazard or hazardous work practice from the workplace. The most effective control measure.
Substitution	Substituting or replacing a hazard or hazardous work practice with a less hazardous one.
Isolation	Isolating or separating the hazard or hazardous work practices from people not involved in the work or the general work areas from the hazard. Installing screens or barriers, or marking off hazardous areas can do this.
Engineering control	If the hazard cannot be eliminated, substituted or isolated, an engineering control is the preferred measure. This may include modifications to tools or equipment, providing guarding to machinery or equipment.
Administrative control	Includes introducing work practices that reduce the risk. This could include limiting the amount of time a person is exposed to a particular hazard.
Personal protective equipment	Should be considered only when other control measures are not practicable or to increase protection.



Level 1 control measures

The most effective control measure involves eliminating the hazard and associated risk. The best way to do this is by, firstly, not introducing the hazard into the workplace. For example, you can eliminate the risk of a fall from height by doing the work at ground level.

Eliminating hazards is often cheaper and more practical to achieve at the design or planning stage of a product, process or place used for work. In these early phases, there is greater scope to design out hazards or incorporate risk control measures that are compatible with the original design and functional requirements. For example, a noisy machine could be designed and built to produce as little noise as possible, which is more effective than providing workers with personal hearing protectors.

You can also eliminate risks by removing the hazard completely, for example, by removing trip hazards on the floor or disposing of unwanted chemicals.

It may not be possible to eliminate a hazard if doing so means that you cannot make the end product or deliver the service. If you cannot eliminate the hazard, then eliminate as many of the risks associated with the hazard as possible.

Level 2 control measures

If it is not reasonably practicable to eliminate the hazards and associated risks, you should minimise the risks using one or more of the following approaches:

- Substitute the hazard with something safer
- For instance, replace solvent-based paints with water-based ones.
- Isolate the hazard from people

This involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around exposed edges and holes in floors; use remote control systems to operate machinery; store chemicals in a fume cabinet.

- Use engineering controls

An engineering control is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery; install residual current devices (electrical safety switches); set work rates on a production line to reduce fatigue.

Level 3 control measures

These control measures do not control the hazard at the source. They rely on human behaviour and supervision, and used on their own, tend to be least effective in minimising risks. Two approaches to reduce risk in this way are:

- Use administrative controls

Administrative controls are work methods or procedures that are designed to minimise exposure to a hazard. For instance, develop procedures on how to operate machinery safely, limit exposure time to a hazardous task, use signs to warn people of a hazard.

Examples of PPE include ear muffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly.

- Use personal protective equipment (PPE)

Administrative controls and PPE should only be used:

- When there are no other practical control measures available (as a last resort)
- As an interim measure until a more effective way of controlling the risk can be used
- To supplement higher level control measures (as a back-up).

1.7 Application of Control Procedures

Control measures can be applied at three (3) places.

- At the source.
- Along the path to the worker.
- At the worker.

Typical control methods are:

At the Source

For example:

- Redesign of equipment or work process.
- Substitution using a safe alternative.
- Isolation/enclosure to ensure the hazard is separated from the worker

If control at the source is not reasonably practical, the next option to consider is the "control along the path." This involves breaking the path of transmission to the worker.

Along the Path to Worker

For example:

- Ventilation to remove fumes and dusts.
- Guarding to prevent contact.
- Insulation to prevent noise transmission.
- Wet methods to remove dust.
- Worker enclosures.

ONLY if controls at the source or along the path are unable to be implemented should the last resort of "control at the worker" be considered. This involves:

At the Worker

For example:

- Protective clothing and equipment including hearing protective devices, respirators, eye protection.
- Administrative controls, including job rotation, limited entry, permit to work systems etc.

1.8 How to ensure that controls remain effective

The following actions may help you monitor the control measures you have implemented and ensure that they remain effective:

- Accountability for health and safety – Accountability should be clearly allocated to ensure procedures are followed and maintained. Managers and supervisors should be provided with the authority and resources to implement and maintain control measures effectively.
- Maintenance of plant and equipment – This will involve regular inspection and testing, repair or replacement of damaged or worn plant and equipment. It includes checking that any control measures are suitable for the nature and duration of work, are set up and used correctly.
- Up-to-date training and competency – Control measures, particularly lower level controls, depend on all workers and supervisors having the appropriate competencies to do the job safely. Training should be provided to maintain competencies and to ensure new workers are capable of working safely.
- Up-to-date hazard information – Information about hazards, such as plant and substances, may be updated by manufacturers and suppliers and should be checked to make sure controls are still relevant. New technology may provide more effective solutions than were previously available. Changes to operating conditions or the way activities are carried out may also mean that control measures need to be updated.
- Regular review and consultation – Control measures are more effective where there is regular review of work procedures and consultation with your workers and their representatives.

1.9 How to review controls

The control measures that you put in place should be reviewed regularly to make sure they work as planned. Don't wait until something goes wrong.

There are certain situations where you must review your control measures under the WHS Regulations and, if necessary, revise them. A review is required:

- When the control measure is not effective in controlling the risk
- Before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control
- If a new hazard or risk is identified
- If the results of consultation indicate that a review is necessary
- If a health and safety representative requests a review.

You may use the same methods as in the initial hazard identification step to check controls. Consult your workers and their health and safety representatives and consider the following questions:

- Are the control measures working effectively in both their design and operation?
- Have the control measures introduced new problems?
- Have all hazards been identified?
- Have new work methods, new equipment or chemicals made the job safer?
- Are safety procedures being followed?
- Has instruction and training provided to workers on how to work safely been successful?
- Are workers actively involved in identifying hazards and possible control measures? Are they openly raising health and safety concerns and reporting problems promptly?
- Is the frequency and severity of health and safety incidents reducing over time?
- If new legislation or new information becomes available, does it indicate current controls may no longer be the most effective?

If problems are found, go back through the risk management steps, review your information and make further decisions about risk control. Priority for review should be based on the seriousness of the risk. Control measures for serious risks should be reviewed more frequently.

The University Health, Safety and Environment Unit is delegated the strategic responsibility for implementing, reviewing and amending the Workplace Inspection Guidelines and related documents as appropriate. University Business Units are responsible for the operational implementation and management.

Policy amendments will be undertaken in consultation with work health and safety working groups, Health and Safety Representatives (HSRs).

Inspection Details	
Inspection Date:	Inspection Team
Inspection Location: ☐CNS ☐TSVLE ☐ OFF-SITE _____	Manager: Lead:
Site Address: Building _____ Room_____	
Inspection Summary:	

Hazard Severity					
1 Already Rectified	2 Within 6 hrs	3 Within 24 hrs	4 Within 3 days	5 Within 1 week	6 Within 1 month

CHECK LIST						
No	**Item**	**Yes**	**No**	**N/A**	**Identified Hazard**	**HS**
1. Lab Entry						
1.1	Have you notified lab occupants, manager of entry *sign-in / sign-out requirements*	☐	☐	☐		
1.2	Is the door and locking mechanism working	☐	☐	☐		
1.3	Is the entry signage current and in good condition *Sign are not faded and worn*	☐	☐	☐		
1.4	Is there signage displaying entry requirements *PPE, lab rules, No food/ drinks*	☐	☐	☐		
1.5	Does signage display emergency contact details *Manager, Tech, HSR, Include A/H's Numbers*	☐	☐	☐		
1.6	Was there a contact person to induct you to lab *Occupant/s should give you a brief induction to lab (Hazards)*	☐	☐	☐		
1.7	Is there a Noticeboard *Safety notices, Safety recalls, Lab info*	☐	☐	☐		
2. Housekeeping						
2.1	Is the area clean, tidy and free of obstruction to general movable spaces	☐	☐	☐		
2.2	Are hand washing facilities clean and	☐	☐	☐		

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CHECK LIST						
No	**Item**	**Yes**	**No**	**N/A**	**Identified Hazard**	**HS**
	operational					
2.3	Are lab coats stored correctly and tidy *hanging, stored and soiled in separate area*	☐	☐	☐		
2.4	The Lab operating manuals available *SOP's, Risk Assessments, instruction manuals, chemical register, project register, PPE register, training register and stored away from main lab operating area*	☐	☐	☐		
3. PPE						
3.1	Is PPE available at entry point *When required, glasses, gloves etc*	☐	☐	☐		
3.2	Is the correct PPE available *Gloves (nitrile, neoprene, rubber) Eye (face, goggles, laser, glasses) Respiratory (organic, particle)Foot (rubber, wet, chemical)*	☐	☐	☐		
3.3	Is PPE maintained and stored correctly *stored away from chemicals and other environmental substances (some labs, PPE will need to be stored on the outside of lab)*	☐	☐	☐		
3.4	Are all persons wearing covered footwear	☐	☐	☐		
4. Emergency Preparedness						
4.1	Emergency exits not obstructed *2 m clearance*	☐	☐	☐		
4.2	First Aid Kit available, checked and sign posted	☐	☐	☐		
4.3	First Aiders Officers and First Aiders known	☐	☐	☐		
4.4	Is there a Building Warden *Do occupiers of room / building know the chief warden and other wardens?*	☐	☐	☐		
4.5	Has there been an emergency evacuation drill in the past 12 months	☐	☐	☐		
4.6	Firefighting equipment not obstructed *1 m clearance, includes fire extinguisher, fire hose, Sprinklers, Gas suppression, blankets, FIP's and MCP's*	☐	☐	☐		
4.7	Firefighting equipment inspected/tagged *every 6 months fire extinguisher, fire hose, blankets*	☐	☐	☐		
4.8	Sensors and alarms unobstructed and working *Scheduled tests, sensors not covered over*	☐	☐	☐		

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CHECK LIST						
No	**Item**	**Yes**	**No**	**N/A**	**Identified Hazard**	**HS**
4.9	Emergency Eyewash/ Shower free from obstruction *must have a clear path way from activity to Eyewash/ shower*	☐	☐	☐		
4.10	Emergency Eyewash/ Shower tested regularly *weekly, there are other tests done Annually, monthly, daily*	☐	☐	☐		
4.11	Breathing apparatus available and unobstructed	☐	☐	☐		
5. Facilities & Environment						
5.1	Is lighting sufficient Is *Check for glare , reflections, lux meter may be required to be more specific for tasks*	☐	☐	☐		
5.2	Is there is natural lighting *Are windows clean*	☐	☐	☐		
5.3	Do air conditioners get cleaned every 6 months	☐	☐	☐		
5.4	Is waste controlled adequately *bins emptied, bio-safety waste scheduled*	☐	☐	☐		
5.5	Are sinks, drains and pits kept clean and clear	☐	☐	☐		
5.6	Are users aware of Asbestos in this area *You must be aware of Asbestos in your area and what to do and what not to do*	☐	☐	☐		
5.7	Have noise levels been checked (85dB(A)over 8hours average(140dB(C)peak, less than 1 second exposure) AS1269)	☐	☐	☐		
6. Administration						
6.1	Have lab users completed training *Induction, FEP, Generic, Site, Activity*	☐	☐	☐		
6.2	Are Risk Assessments current *Lab risk Assessments are on RiskWare*	☐	☐	☐		
6.3	Are there SOP's for Plant & Equipment	☐	☐	☐		
6.4	Are the Safe Work Method Statements (SWMS) available *Only if there is High Risk Activities on RiskWare*	☐	☐	☐		
6.5	Are there any incidents related to Lab since last inspection? *Check RiskWare*	☐	☐	☐		

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CHECK LIST						
No	**Item**	**Yes**	**No**	**N/A**	**Identified Hazard**	**HS**
6.6	Are there any open incidents or Hazards *Check RiskWare*	☐	☐	☐		
6.7	Are there licences, permits, certificates as part of this lab and or activities performed *Radiation, Quarantine, Bio-safety, are these current?*	☐	☐	☐		
6.8	Is there a consultation process for area *is the a HSR and workgroup that represents this area, Do all persons get a say in any safely related issues?*	☐	☐	☐		
7. Plant and Equipment						
7.1	Electrical equipment is tested & tagged *5 year (insitu), 1 year (cord/ plug sets) 6 months (workshop & hire) and 3 months (hostile environment)*	☐	☐	☐		
7.2	Are electrical cords neat and secure *Cords on floor are covered, Power boards are not overloaded, NO double adapters*	☐	☐	☐		
7.3	Equipment assessable and fit for use *free from obstruction, maintained in good working order*	☐	☐	☐		
7.4	Equipment has safeguarding correctly fitted	☐	☐	☐		
7.5	Emergency stops fitted and working.	☐	☐	☐		
7.6	Fume hoods and biosafety cabinets clean and within test date	☐	☐	☐		
7.7	Ventilation not blocked *return air ducts, fume hoods, Dangerous Goods cupboards*	☐	☐	☐		
7.8	Are there pre-start checks being completed for plant *Autoclave, Lifting plant ATV's, trailers, small craft*	☐	☐	☐		
7.9	Are plant fail safe devices working (emergency accumulators, manual controls, manual shutdown, limit switches)	☐	☐	☐		
7.10	Is planted fitted with warning devices decals (flashing beacon/s, movement alarm, hi viz markers,)	☐	☐	☐		
7.11	Have any safety features been by-passed *not wearing seat belt, unplugged limit switch alarm*	☐	☐	☐		
7.12	Is there a procedure for defective plant (tag	☐	☐	☐		

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CHECK LIST						
No	**Item**	**Yes**	**No**	**N/A**	**Identified Hazard**	**HS**
	and bag, quarantine area)					
7.13	Are calibrations in date *lab instruments may have to be calibrated annually*	☐	☐	☐		
7.14	Are ladders used correctly and fit for purpose *step, a-frame, platform are they being used for the right task, are they maintained*	☐	☐	☐		
8. Manual Tasks						
8.1	Are there mechanical lifting aids available	☐	☐	☐		
8.2	Do the lifting aids display a safe work load *rated capacity or a similar value of what it can safely lift (AS4991-2004(s)14.1b)*	☐	☐	☐		
8.3	Is there information available on hazardous manual tasks *posters, web, inductions*	☐	☐	☐		
8.4	Do items that need to be lifted have information in regard to weight, heavy end, fragile, specific handling info	☐	☐	☐		
8.5	Are heavy items stored at waist height	☐	☐	☐		
8.6	Are workstation assessments required	☐	☐	☐		
9. Chemical Management						
9.1	Is the lab registered on ChemWatch *Listed with current chemicals and manifest quantities*	☐	☐	☐		
9.2	Are hazardous chemicals, medicines and poisons stored/ Handled correctly *As per class, locked for certain medicines, Separated/ segregated, bunding, Haz Waste, Nitrogen Dewar's (lift lock-outs)*	☐	☐	☐		
9.3	Are spill kits regularly checked and replenished *Scheduled, Sealed, complete, appropriate to chemical*	☐	☐	☐		
9.4	Are gas bottles refrained from moving and inadvertent vehicle collision *fixed to wall, bollards installed , empty cylinders stored separately*	☐	☐	☐		
9.5	Are there Safety Data Sheets (SDS) available *Within 5 years, Australian contact details*	☐	☐	☐		
9.6	Are all containers labelled correctly *in English, product, manufacture details, hazard pictogram, hazard*	☐	☐	☐		

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CHECK LIST						
No	**Item**	**Yes**	**No**	**N/A**	**Identified Hazard**	**HS**
	statements, first aid, emergency procedures					
9.7	Refrigerators are suitable for lab *Do they need to be spark resistant, do not mix fridge with other hazards, labelled no food or drinks*	☐	☐	☐		
10. Quarantine						
10.1	Class ☐1 ☐2 ☐3 ☐ 4 ☐5 ☐6 ☐7 ☐8 ☐95	☐	☐	☐		
10.2	Are quarantine items physically isolated from other goods	☐	☐	☐		
10.3	Is there separation between waste and other goods	☐	☐	☐		
10.4	Is there a procedure to transfer quarantine items from one room to another? *From lab to autoclave (are items sealed?)*	☐	☐	☐		
10.5	Were there any non-compliances on last audit	☐	☐	☐		
11. OGTR						
11.1	Autoclave checks completed *Annual calibration, Monthly validation*	☐	☐	☐		
11.2	Is access to lab restricted *Signage, key, swipe card, time locks*	☐	☐	☐		
11.3	BSC inspected and tested *Annually, certificate displayed*	☐	☐	☐		
11.4	Pest control in place	☐	☐	☐		
11.5	Users current in Bio-safety training *1 year on-line, 3 years classroom based*	☐	☐	☐		
11.6	Screened barriers in place	☐	☐	☐		
12. Radiation						
12.1	Is there a current Radiation Safety Plan *Radiation Safety Officer (RSO)*	☐	☐	☐		
12.2	Is the a exposure program in affect *How many Radiation badges have been issued and what are the results?*	☐	☐	☐		
12.3	Is there an active radiation waste	☐	☐	☐		

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CHECK LIST						
No	**Item**	**Yes**	**No**	**N/A**	**Identified Hazard**	**HS**
	management procedure *What is done with old or unused radiation sources?*					
13. Laser						
13.1	Are class 3 lasers used *up to class 3A and Class 3B(restricted) can be used*	☐	☐	☐		
13.2	Is laser calibrated and labelled correctly *Calibration certificate and Laser warning signs*	☐	☐	☐		
13.3	Are laser operators trained *Class 2 and above shall have appropriate training (AS2397:1993 s3.2.1)*	☐	☐	☐		
13.4	Is there a certified Laser Safety Officer (LSO) *Class 2 and above shall have a LSO (AS2397:1993 s3.2.2)*	☐	☐	☐		
13.5	Are lasers located well above or well below eye level	☐	☐	☐		
14. Photo						
14.1	Is studio lighting controlled in relation to heat from light source *are lights turned off when not in us? Are power outlets used safely and nor overloaded*	☐	☐	☐		
14.2	Are there trip hazards from multiple cords controlled *are cords all over the studio, check ground to head height (can this be placed in a safer location)*	☐	☐	☐		
14.3	Are lab users aware of the visual coordination hazard with studio back drops *Wall to floor is continuous (place visual aids for reference .i.e. small coloured bean bags while not in use)*	☐	☐	☐		
14.4	Are tripods safety loaded to prevent overturning/ collapsing *tripods and heads will have a load rating*	☐	☐	☐		
14.5	Is there sufficient other lighting if studio is dark *Emergency or studio lighting may be enough if main lights are off for photographic effect*	☐	☐	☐		
15. Magnetic						
15.1	Are there electromagnetic, magnetic or electric fields *Is there a mechanical or visual exclusion zone*	☐	☐	☐		
15.2	Are there warning signs for Magnet *are building occupiers aware of magnet and hazards associated (field, quenching)*	☐	☐	☐		

Hazard Severity					
1 Already Rectified	2 Within 6 hrs	3 Within 24 hrs	4 Within 3 days	5 Within 1 week	6 Within 1 month

CHECK LIST						
No	**Item**	**Yes**	**No**	**N/A**	**Identified Hazard**	**HS**
16. Other						
16.1		☐	☐	☐		
16.2		☐	☐	☐		
16.3		☐	☐	☐		
16.4		☐	☐	☐		
16.5		☐	☐	☐		

Hazard Severity (HS)					
1 Already rectified	2 Within 6 hrs	3 Within 24 hrs	4 Within 3 days	5 Within 1 week	6 Within 1 month

Action Planning					
Item	Action Description	Hazard Severity	Assigned to	Due Date	Done
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Inspection Distribution list

☐HSE Unit ☐ Contractor ☐HSEC ☐Estate Office ☐IT&R ☐ HR

other_____

Inspection Sign Off				
Name	Position	Comments	Signature	Date
	Lead inspector			
	Manager			
	HSC Chair			
	HSE Unit Advisor			

Scan or upload into RiskWare

*This inspection must be kept for 2 years or 5 years if included into findings as part of an incident investigation

Administration

1.1 Approval Details

Standard Sponsor	Head, Health, Safety and Environment responsible for development, compliance monitoring and review
Approval Authority	Health, Safety and Environment Unit
Consultation Committee	HSE Unit, HSEAC Sub Committees and Divisional HSE Committees, HSE website
Approval date	24 November 2014 - date approved by the Approval Authority
Implementation date	24 November 2014 - date standard takes effect as outlined in Communication Plan
Date for next review	31 December 2015 - review shall be completed within 1 year of approval date
Contact Unit	safety@jcu.edu.au