



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

SAFE@WORK

GENERAL AREAS INSPECTION CHECKLIST

Inspection Team Members: _____

Room No(s): _____ Supervisor: _____ Inspection Date: _____

Instructions:

- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the SafetyNet Hazard-Incident Report Form at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write “Completed” in the column with the heading “SAFETYNET REF.NO”.
- If a maintenance number has been identified please enter the BEIMS number in the column with the heading “SAFETYNET REF.NO”.

| Criteria | ✓ | X | NA | Corrective Action | SafetyNet Ref. No. |
|--|--------------------------|--------------------------|--------------------------|-------------------|--------------------|
| Work Environment | | | | | |
| The general area is tidy and free of obstruction and mess. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Spaces between and under benches, cabinets and equipment are accessible for cleaning. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Walkways/floor areas are clear of obstructions and trip hazards (e.g. electrical cords). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Floor surfaces/coverings are even, not slippery and are in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Stair treads are in good condition (no worn or broken treads). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Handrails present, secure, and in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Landings are clear of obstruction. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Lighting adequate and operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Temperature is comfortable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Area is free from odours | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Noise level is acceptable or controlled to an adequate level | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Ventilation is adequate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Signage | | | | | |
| First aid signage is visible and contains details of first aid officers for the area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| An Emergency Evacuation Diagram (from FMD) is located in the near vicinity and is clearly displayed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Exit signs are in place and illuminated. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Building warden signage is visible and contains details of building wardens for the area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Emergency Requirements | | | | | |
| Exit doors are marked, clearly visible and can be opened from inside (no pad-locks). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Exit corridors are clear of obstructions (including outside of the building). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

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| A first aid kit is located in the near vicinity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Fire equipment (fire blanket, extinguisher, hose reel) is accessible and clear of obstruction. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Fire equipment (fire blanket, extinguisher, hose reel) have been inspected/tagged within the last 6 months. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Overhead sprinklers and detectors are clear of obstruction. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Electrical | | | | | |
| Electrical equipment tested, tagged and in date. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| All power leads, outlets and switches are in good condition (not broken). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Hazardous Manual Tasks | | | | | |
| Frequently used items within easy reach between knee and shoulder height, heavy items stored at waist height. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Step ladders or stools are accessible to access items stored on high shelves if required and are in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Materials handling equipment available for heavy or awkward items and loads | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Personal Protective Equipment | | | | | |
| PPE is available and in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| PPE is stored appropriately. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Signage of PPE requirements displayed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Chemical | | | | | |
| Chemicals stored in appropriate containers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Containers are labelled correctly (e.g. not handwritten, label contains minimum chemical name and GHS pictogram). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Chemicals are stored according to compatibility. Compatibility chart is readily available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Dangerous goods cabinets are used and maintained in accordance with the relevant Australian Standard including: <ul style="list-style-type: none"> • Self-closing and close fitting doors • Locking automatically (flammable) • Locking mechanism in 2 or more places (flammable/corrosive) • Self-releasing locking mechanism (oxidizing agents and organic peroxides) • Clearance from ignition/heat sources (flammable, oxidizing agents, organic peroxides) • Bunding • Ventilation • Other specific requirements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Maximum volumes of chemicals in laboratory inventory has been checked (and recorded) against ChemAlert stock holdings in the past 12 months | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| There is bunding or spill trays for the storage of hazardous liquids. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Spill kits are available and maintained. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Refrigerators used to store flammable materials are intrinsically safe. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Refrigerators are suitably labeled (e.g. no food, no drink, no flammables, biohazard). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Segregated waste disposable containers are available and labelled correctly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Materials that are subject to spontaneous combustion, such as oily rags and paint rags, placed in approved oily waste cans that are emptied daily. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

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| Compressed Gas | | | | | |
| Compressed gas cylinder contents are appropriately identified. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Cylinders are secured appropriately by bracket or chain. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| All cylinders are at least 3m away from ignition sources, combustible material and are stored according to dangerous goods class with compatible gases. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Empty cylinders are separated from full cylinders and clearly labelled. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Appropriate resources (eg. cylinder trolley) are available for transporting gas cylinders. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| The regulator is appropriate for the gas being used (e.g. stainless steel for corrosive gases, brass for non-corrosive gases). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Gas lines are labelled and free of leaks, kinks, signs of wear & tear. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Gas use is confined to areas with good local exhaust ventilation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Cylinders, pipes and valves are protected from mechanical damage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Common Teaching Area | | | | | |
| Windows and blinds are in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| There is no excess furniture that needs to be removed from the area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Furniture is in good condition with no signs of damage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Skirting boards adequately cover floor areas to contain leads. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| An Emergency Evacuation Diagram (from FMD) is located the common teaching area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Office | | | | | |
| Office furniture is free of damage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Material handling aids (ladders, stools) are available to access items stored on high shelves. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Manual handling aids are available if required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Communications | | | | | |
| Machines are adequately guarded / protected to prevent contact, entanglement or damage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Devices are correctly labelled. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Cabling in the area is tidy. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Dust/ventilation systems are working as designed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Kitchen/Food Preparation Areas | | | | | |
| Drains (floor and sink) clear and free flowing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Taps free from drips | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Fridge clean and operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Microwaves are positioned at suitable height, are clean and are operational. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Oven/stove clean and operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Area free from pests or evidence thereof | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Bench work heights are appropriate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| All utensils, equipment and stock are stored adequately. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| All cleaning products are stored separately from foodstuffs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

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|------------------------|---|---|----|-------------------|--------------------|
| Other Comments: | | | | | |
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