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".
- When using the PDF version of this form, please mark any N/A sections using the "Select here if this section is not applicable" checkbox.

Section 1 – Work Environment

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
The general area is tidy and free of obstruction and mess.	☐	☐	☐		
Spaces between and under benches, cabinets and equipment are accessible for cleaning.	☐	☐	☐		
Walkways/floor areas are clear of obstructions and trip hazards (e.g. electrical cords).	☐	☐	☐		
Floor surfaces/coverings are even, not slippery and are in good condition.	☐	☐	☐		
Stair treads are in good condition (no worn or broken treads).	☐	☐	☐		
Handrails present, secure, and in good condition.	☐	☐	☐		
Landings are clear of obstruction.	☐	☐	☐		
Lighting adequate and operational	☐	☐	☐		
Temperature is comfortable	☐	☐	☐		
Area is free from odours	☐	☐	☐		
Noise level is acceptable or controlled to an adequate level	☐	☐	☐		
Ventilation is adequate	☐	☐	☐		

Section 2 – Signage

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
First aid signage is visible and contains details of first aid officers for the area.	☐	☐	☐		
An Emergency Evacuation Diagram (from FMD) is located in the near vicinity and is clearly displayed.	☐	☐	☐		
Criteria	**✓**	**X**	**NA**	**Corrective Action**	**SafetyNet Ref. No.**
Exit signs are in place and illuminated.	☐	☐	☐		

Building warden signage is visible and contains details of building wardens for the area.	☐	☐	☐		

Section 3 – Emergency Requirements

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
Exit doors are marked, clearly visible and can be opened from inside (no pad-locks).	☐	☐	☐		
Exit corridors and stairwells are clear of obstructions (including outside of the building).	☐	☐	☐		
A first aid kit is located in the near vicinity.	☐	☐	☐		
Fire equipment (fire blanket, extinguisher, hose reel) is accessible and clear of obstruction.	☐	☐	☐		
Fire equipment (fire blanket, extinguisher, hose reel) have been inspected/tagged within the last 6 months.	☐	☐	☐		
Overhead sprinklers and detectors are clear of obstruction.	☐	☐	☐		

Section 4 – Electrical

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
Electrical equipment tested, tagged and in date.	☐	☐	☐		
All power leads, outlets and switches are in good condition (not broken).	☐	☐	☐		
Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	☐	☐	☐		

Section 5 – Hazardous Manual Tasks

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
Frequently used items within easy reach between knee and shoulder height, heavy items stored at waist height.	☐	☐	☐		
Step ladders or stools are accessible to access items stored on high shelves if required and are in good condition.	☐	☐	☐		
Materials handling equipment available for heavy or awkward items and loads	☐	☐	☐		

Section 6 – Personal Protective Equipment (PPE)

Select here if this section is not applicable ☐

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
PPE is available and in good condition.	☐	☐	☐		
PPE is stored appropriately.	☐	☐	☐		
Signage of PPE requirements displayed.	☐	☐	☐		

Section 7 – Chemical

Select here if this section is not applicable ☐

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
Chemicals stored in appropriate containers.	☐	☐	☐		
Containers are labelled correctly (e.g. not handwritten, label contains minimum chemical name and GHS pictogram).	☐	☐	☐		
Chemicals are stored according to compatibility. Compatibility chart is readily available.	☐	☐	☐		
Dangerous goods cabinets are used and maintained in accordance with the relevant Australian Standard including: • Self-closing and close fitting doors	☐	☐	☐		
Criteria	**✓**	**X**	**NA**	**Corrective Action**	**SafetyNet Ref. No.**

• 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					
Maximum volumes of chemicals in laboratory inventory has been checked (and recorded) against ChemAlert stock holdings in the past 12 months	☐	☐	☐		
There is bunding or spill trays for the storage of hazardous liquids.	☐	☐	☐		
Spill kits are available and maintained.	☐	☐	☐		
Refrigerators used to store flammable materials are intrinsically safe.	☐	☐	☐		
Segregated waste disposable containers are available and labelled correctly.	☐	☐	☐		
Materials that are subject to spontaneous combustion, such as oily rags and paint rags, placed in approved oily waste cans that are emptied daily.	☐	☐	☐		

Section 8 – Compressed Gases

Select here if this section is not applicable ☐

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
Compressed gas cylinder contents are appropriately identified.	☐	☐	☐		
Cylinders are secured appropriately by bracket or chain.	☐	☐	☐		
All cylinders are at least 3m away from ignition sources, combustible material and are stored according to dangerous goods class with compatible gases.	☐	☐	☐		
Empty cylinders are separated from full cylinders and clearly labelled.	☐	☐	☐		
Appropriate resources (e.g. cylinder trolley) are available for transporting gas cylinders.	☐	☐	☐		
The regulator is appropriate for the gas being used (e.g. stainless steel for corrosive gases, brass for non-corrosive gases).	☐	☐	☐		
Gas lines are labelled and free of leaks, kinks, signs of wear & tear.	☐	☐	☐		
Gas use is confined to areas with good local exhaust ventilation.	☐	☐	☐		
Cylinders, pipes and valves are protected from mechanical damage.	☐	☐	☐		

Section 9 – Common Teaching Areas

Select here if this section is not applicable ☐

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
Windows and blinds are in good condition.	☐	☐	☐		
There is no excess furniture that needs to be removed from the area.	☐	☐	☐		
Furniture is in good condition with no signs of damage.	☐	☐	☐		
Skirting boards adequately cover floor areas to contain leads.	☐	☐	☐		

Section 10 – Office

Select here if this section is not applicable ☐

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
Office furniture is free of damage.	☐	☐	☐		
Material handling aids (ladders, stools) are available to access items stored on high shelves.	☐	☐	☐		
Manual handling aids are available if required.	☐	☐	☐		

Section 11 – Communications

Select here if this section is not applicable ☐

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
Machines are adequately guarded / protected to prevent contact, entanglement or damage.	☐	☐	☐		
Devices are correctly labelled.	☐	☐	☐		
Cabling in the area is tidy.	☐	☐	☐		
Dust/ventilation systems are working as designed.	☐	☐	☐		

Section 12 – Kitchen/Food Preparation Areas

Select here if this section is not applicable ☐

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
Drains (floor and sink) clear and free flowing	☐	☐	☐		
Taps free from drips	☐	☐	☐		
Fridge clean and operational	☐	☐	☐		
Microwaves are positioned at suitable height, are clean and are operational.	☐	☐	☐		
Oven/stove clean and operational	☐	☐	☐		
Area free from pests or evidence thereof	☐	☐	☐		
Bench work heights are appropriate.	☐	☐	☐		
All utensils, equipment and stock are stored adequately.	☐	☐	☐		
All cleaning products are stored separately from foodstuffs.	☐	☐	☐		

Section 13 – Other Comments