UNIVERSITY OF WOLLONGONG AUSTRALIA

BIOSAFETY SELF-ASSESSMENT CHECKLIST

This checklist must be completed annually by the supervisor for each laboratory working with biologically hazardous materials (e.g. microorganisms / animals / plants / human specimens) to ensure that biosafety requirements are being implemented appropriately.

Inspection Team: _____

Laboratory Room No: _____ Laboratory Supervisor: _____ Inspection Date: _____

CRITERIA	YES	NO	N/A
RISK			
1. Have the risk groups for all biologically hazardous materials used in the laboratory been determined?	☐	☐	☐
2. Has the UOW Risk Group Register been completed for this laboratory and does it include all the risk groups as per Step 1 above?	☐	☐	☐
3. Has the completed Risk Group Register been filed with the school manager or equivalent?	☐	☐	☐
SIGNAGE			
4. Has the correct signage been placed outside the laboratory entrances indicating physical containment levels, entry requirements and warning symbols?	☐	☐	☐
5. Has the biohazard symbol been attached to equipment containing biological hazardous material? e.g. fridges, freezers, liquid nitrogen dewars.	☐	☐	☐
OGTR			
6. If working with GMOs, has the correct OGTR signage been placed on the laboratory entrances?	☐	☐	☐
7. Do Risk Assessments (RAs) and Safe Work Procedures (SWPs) for the OGTR PC2 laboratory identify reporting requirements to the OGTR for any unintentional release from the facility or during transportation from the facility?	☐	☐	☐
8. Are all storage vessels containing GMOs labelled with contact details of the person responsible for the dealings?	☐	☐	☐
9. Are there records of GMOs exact location?	☐	☐	☐
10. Have the appropriate OGTR approvals for all recombinant DNA procedures undertaken in the laboratory been obtained?	☐	☐	☐
Biosecurity / Department of Agriculture and Water Resources (Formally AQIS)			
11. If working with quarantineable material (deemed quarantineable by the DAWR as BC1 or BC2), is the facility certified?	☐	☐	☐
12. Are DAWR work practices being followed?	☐	☐	☐

CRITERIA	YES	NO	N/A
WORK PRACTICES			
13. Have correct work practices been followed for the type of work being performed in the laboratory (e.g. PC1 or PC2 work practices)?	☐	☐	☐
14. Have these work practices been documented on SafetyNet as an SWP?	☐	☐	☐
15. If working in a PC2 facility, has entry been restricted to only authorised users, and has a register listing all authorized persons been posted at the laboratory entrance?	☐	☐	☐
16. Does the laboratory have a safety manual specific to its needs?	☐	☐	☐
TRAINING			
17. Have all users of the PC2 facilities been trained to ensure they can work safely in the facility?	☐	☐	☐
18. Does the training include: ▪ laboratory induction ▪ training in handling pathogens ▪ correct use of personal protective clothing and equipment (PPCE) ▪ immunisation requirements ▪ operation of specific equipment ▪ emergency plans, spill cleanups (includes correct spill kits for each lab) ▪ biosafety training ▪ completing the online quiz if working in an OGTR laboratory ▪ animal handling courses where necessary ▪ ethics requirements	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
RECORD KEEPING			
19. Have training records been kept?	☐	☐	☐
20. Have immunisation records been kept (confidential material)?	☐	☐	☐
PURCHASING			
21. Was the containment level of the facility suitable for the risk groups of biologically hazardous materials being purchased / obtained?	☐	☐	☐
22. Have RAs been completed to identify and control any hazards before purchasing / obtaining biologically hazardous materials?	☐	☐	☐
RISK ASSESSMENTS AND SAFE WORK PROCEDURES			
23. Were RAs readily available and do they demonstrate that all biologically hazardous materials are being adequately controlled?	☐	☐	☐
24. Have RAs been approved by the laboratory supervisor?	☐	☐	☐
25. Were SWPs available for all standardised procedures carried out in the laboratory (SWPs must also be written for any equipment that generates aerosols such as vortexing, sonicating, pipetting)?	☐	☐	☐
26. Have SWPs been reviewed by competent personnel familiar with the procedures and approved by the laboratory supervisor?	☐	☐	☐
27. Are SWPs listed on SafetyNet?	☐	☐	☐

CRITERIA	YES	NO	N/A
IMMUNITY / HEALTH MONITORING			
28. Have laboratory personnel been informed of the potential risks when working with infectious or potentially infectious microorganisms while pregnant, considering pregnancy, immuno-compromised or immuno-suppressed?	☐	☐	☐
29. Have laboratory personnel provided immunisation records or signed a Decline of Immunisation form?	☐	☐	☐
30. Have workers working with Risk Group 3 and 4 human pathogens had an initial health assessment and follow up checks? Refer to the Air and Health Monitoring Guidelines.	☐	☐	☐
31. Have pregnant workers been informed of the risks of working with certain pathogens?	☐	☐	☐
32. Are staff working with animals?Have identified persons at risk of allergens been subject to ongoing health monitoring requirements? Refer to the Air and Health Monitoring Guidelines.	☐	☐	☐
BIOLOGICAL WASTE			
33. Have correct disposal procedures been used for biologically hazardous waste?	☐	☐	☐
34. Have Waste Tracking Logs been completed?	☐	☐	☐
LABORATORY DECOMMISSIONING			
35. Were staff familiar with PC2 laboratory decommissioning procedures?	☐	☐	☐
VISITORS AND CONTRACTORS			
36. Was there a laboratory induction for visitors and contractors to the laboratory?	☐	☐	☐
37. Was PPE available for visitors?	☐	☐	☐
TRANSPORT			
38. Were all laboratory personnel aware of the requirements for transporting biologically hazardous materials?	☐	☐	☐
39. Were laboratory personnel able to identify the people qualified to pack biologically hazardous materials for transport by road, rail or air?	☐	☐	☐
GENERAL			
40. Were all laboratory personnel aware of the current local biosafety representatives?	☐	☐	☐
41. Were laboratory personnel aware of biosafety information available on the WHS website?	☐	☐	☐
DEFINITIONS			
OGTR:Office of Gene Technology Regulator PC1/PC2:Physical Containment Level 1 or 2 GMO:Genetically Modified Organism AP:Approved Premises SWP:Safe Work Procedure RA:Risk Assessment DAWR:Department of Agriculture and Water Resources PPE:Personal Protective Equipment SafetyNet UOW online system for hazard and incident reporting			

The completed document must be filed in the local area WHS Records Index in accordance with the WHS Records Handling Guidelines.