**GENERAL SAFETY INSPECTION CHECKLIST**

|  |
| --- |
| **General facilities** |
| Is the temperature and airflow in the area adequate? |
| Are photocopiers/printers located away from personal workstations? |
| Are there any sources of excessive noise? |
|  |
| **Housekeeping** |
| Is the area tidy and well kept? |
| Are there sufficient facilities to safely store all items? |
| Is the floor free of trip hazards? |
| Is furniture in good repair? |
|  |
| **Floors, Aisles, Stairs and Landings** |
| Do floors have even surfaces (no cracks or holes)? |
| Are stairs in good condition (no worn or broken treads)? |
| Are handrails in good condition and adequate? |
| Are nonskid strips provided and in good condition? |
| Are landings clear of obstructions? |
| Is there evidence of combustible items being stored under stairs or inside fire-protected stairwells? |
|  |
| **Electrical**  |
| Are electrical items tested, tagged and in date? |
| Are all power outlets and switches located adequately without creating hazards (e.g. tripping)? |
| Do power boards have overload protection and individual switched outlets? |
| Are electrical cable covers available for ad hoc use where loos cables are temporarily unavoidable? |
| Are permanent leads/cords properly managed to prevent tripping hazards (e.g. tucked away tidily under desks)? |
|  |
| **Manual Handling** |
| Are the storage areas suitable in all aspects (location, size, equipment, etc.)? |
| Are frequently used items within easy access between knee and shoulder? |
| Are heavy items stored at waist height? |
| Are step ladders or stools used to access items stored on high shelves? |
| Are trolleys available and used to transport items? |
|  |
| **Lighting** |
| Is there adequate lighting for the work being carried out? |
| Is glare and reflection controlled to acceptable levels? |
| Are luminaires and other overhead services easily and safely accessed for maintenance? |
|  |
| **Ergonomics** |
| Have workstations been set up correctly for each user? |
| Is space under the desk clear to allow leg room and symmetrical posture to access workspace on the desk? |
| Is there sufficient desk space for large documents, completed work or writing? |
|  |
| **Kitchen** |
| Is fridge clean and operational? |
| Is microwave position at suitable height, clean and operational? |
| Is oven/stove clean and operational? |
| Is equipment secured? |
| Are there adequate provisions for pest prevention and control? |
| Are hand-washing facilities separate from food preparation/cleaning areas? |
|  |
| **Hazardous Materials/Chemicals (e.g. Cleaning, laboratory, trades, industrial)** |
| Are chemicals stored and handled according to the Material Safety Data Sheets (MSDS) or manufacturer’s instructions? |
| Are there adequate facilities for safe storage of various classes of chemicals (e.g. flammable liquids, aerosol cans, incompatible chemicals, etc.)? |
| Are flammable (including LPGs on BBQs), explosive, toxic and asphyxiant gases stored outside? |
| Are BBQs stored, maintained and cleaned appropriately? |
| Is there a responsible person assigned to manage chemical safety in the facility? |
| Are there provisions for proper disposal of chemicals and/or storage of waste |
| Is there a register of hazardous materials & dangerous goods available for the facility? |
| - Central location, accessible/conspicuous |
| - Up to date (who is responsible) |
| - Includes risk assessments and MSDS |
| Are fume cupboards/local exhaust ventilation systems tested annually & passed? |
| Are clean-up procedures at end of work in place for all students / personnel? |
|  |
| **Central storage areas** |
| Are gas cylinders individually secured? |
| Are arrangements for deliveries of goods suitable? |
| Are sufficient quantities of DG held to require a licence? |
| Do current holdings and facilities comply with the licence (if applicable)? |
| Is access to chemical storage areas secure /restricted? |
| Are chemical storage areas correctly placarded under DG legislation? |
|  |
| **Waste disposal**  |
| Is a water authority permit required and available? |
| Are there adequate processes for the management of liquid wastes (what goes down the dsrain)? |
| Are there adequate processes for the management of solid waste (what goes in the bin)? |
| biohazardous waste / electrophoresis gels |
| chemical waste |
| Are there suitable procedures and equipment for empty containers / contaminated glassware? |
| Are special provisions for various classes of hazardous waste provided where required? |
| Are special provisions for sharps necessary and in place? |
|  |
| **Chemical spills** |
| Are adequate procedures in place? |
| Are spill kits provided where necessary? |
|  |
| **Information package for emergency services personnel**  |
| Location of major hazards (chemical stores, toxic gases, etc.) |
| Map |
| Key contacts |
| Location of fire services, stormwater drains, gas isolation valves |
| Updated frequently (who is responsible) |
|  |
| **Safety signage, including PPE requirements** |
| Enclosed footwear |
| Eye protection |
| Lab coats |
|  |
| **Written Safe Operating Procedures** |
| Are SOPs in place in appropriate locations, particularly for more hazardous processes, techniques, substances? |
| Are they up to date/regularly reviewed? |
| Are SOPs followed by facility users? |
|  |
| **PPE** |
| Available/provided and stored so as to maintain condition and cleanliness? |
| Suitable for purpose? |
| In good repair and clean |
| Conspicuously located/sign-marked |
| Instruction, supervision and training provided? |
|  |
| **Control of visitors** |
| Does a policy exist for the control of visitors within the facility? |
| Is the policy known and respected? |
| Is PPE provided to visitors/who is responsible for supply/acquisition? |
|  |
| **Emergency Procedures** |
| Are Local Emergency Instructions and Emergency Floor Plans clearly displayed? |
| Are emergency exit stairs adequately lit? |
| Are exit signs in place and illuminated? |
| Are exit doors marked and clearly visible? |
| Can exit doors always be opened from inside? |
| Are exit corridors clear of obstructions (including outside of the building)? |
|  |
| **Fire equipment** |
| Are appropriate fire extinguishers visible, sign-marked and easy to access? |
| Have fire extinguishers been inspected/tagged within the last 6 months? |
| Are fire extinguishers free from obstruction? |
|  |
| **First Aid** |
| Are First Aid kits accessible and the first aid officers identified?  |
| Are cabinets and contents clean, orderly and properly stocked? |
| Is the location of first-aid kits adequately sign-marked and shown on Emergency Floor Plans? |
|  |
| **Incidents/Injuries** |
| Are users instructed to comply with FedUni incident reporting requirements? |
| Are Injury report forms available for users of the facility? |