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# UNSW Medicine Taskforce Inspection Checklist

<i>Date of inspection</i>	
<i>School / Location(s)</i>	
<i>Lab representative(s)</i>	
<i>Inspectors</i>	
<i>Date of report</i>	

<b>General comments:</b>

Criteria	Observations
<b>Behaviour</b>	
• Safety Hazards Poster displayed and up-to-date	
• Required/correct PPE worn by all occupants, correct maintenance where needed	
• Work benches reasonably clean and tidy	
• Cardboard and polystyrene removed from laboratory areas, general avoidance of floor clutter (where possible)	
• Storage for personal items available outside of labs	
• Lab gowns reasonably clean and stored appropriately, nothing stored in lab gowns	
• Hand wash facility available / appropriate for tasks.	
• Signage indicating gloves on/off where applicable in laboratory spaces (e.g. doors)	
• Evidence of appropriate sharps use/storage/disposal	

<ul style="list-style-type: none"> <li>• Chemical/biological/domestic waste bins labelled and not over-filled</li> </ul>	
<b>Plant &amp; Equipment</b>	
<ul style="list-style-type: none"> <li>• Equipment has a SWP where applicable. (see HS327 Plant and Equipment Procedure - Section 3.3.3)</li> </ul>	
<ul style="list-style-type: none"> <li>• Sufficient space around plant to perform task</li> </ul>	
<ul style="list-style-type: none"> <li>• Manual handling awareness</li> </ul>	
<ul style="list-style-type: none"> <li>• Lock-out tags available (see HS327 Plant and Equipment Procedure – Section 3.3.6, 3.3.7)</li> </ul>	
<ul style="list-style-type: none"> <li>• Housekeeping/cleanliness in BSCs/Fume cupboards</li> </ul>	
<ul style="list-style-type: none"> <li>• Evidence of annual testing of fume cupboards/hoods, cabinets and autoclaves (can be provided before/after inspection) (EM to provide in some situations)***</li> </ul>	
<ul style="list-style-type: none"> <li>• Containment facility surfaces are non-porous</li> </ul>	
<ul style="list-style-type: none"> <li>• Gas regulators ITM*</li> </ul>	
<b>Hazardous substances</b>	
<ul style="list-style-type: none"> <li>• Gas alarm response plan on display</li> </ul>	
<ul style="list-style-type: none"> <li>• Dangerous Goods Cabinets clean (no spills or build-up of vapour)</li> </ul>	
<ul style="list-style-type: none"> <li>• Flammable DG Cabinets are 3m away from ignition sources (with exceptions)</li> </ul>	
<ul style="list-style-type: none"> <li>• Bunds used for storage</li> </ul>	
<ul style="list-style-type: none"> <li>• Appropriate labelling and storage of chemicals</li> </ul>	
<ul style="list-style-type: none"> <li>• Appropriate segregation of non-compatible chemicals</li> </ul>	
<ul style="list-style-type: none"> <li>• Emergency eye wash activated weekly and shower monthly</li> </ul>	
<b>Electrical</b>	
<ul style="list-style-type: none"> <li>• All electrical equipment stored appropriately, i.e. away from risk of damage from spills, etc.</li> </ul>	
<ul style="list-style-type: none"> <li>• Evidence of correct use of power boards</li> </ul>	
<ul style="list-style-type: none"> <li>• Inspection of condition of electrical cords/cables</li> </ul>	

Other items	Observation
SafeSys desktop audit (review of risk management documentation, to be conducted before inspection)	
Emergency – first aid kits	
Documented exit procedure and checklist (modified HS704) for staff/students	
Inward air flow (where applicable)	
<p data-bbox="113 745 225 781"><b><u>Notes:</u></b></p>	