Laboratory Self-Audit Checklist

Laboratory Room No:

Name of Laboratory Supervisor: Date:

| **QUESTION** | **Compliant**  **Y or N** | Your comments/ concerns | Audit |
| --- | --- | --- | --- |
| **OEHS / ENVIRONMENTAL POLICY** |  |  |  |
| Are workers made aware of OEHS policies within University? |  |  |  |
| Is the Laboratory Safety Manual present/accessible? |  |  |  |
| **OPERATING PROCEDURES** |  |  |  |
| **(a) Safe Working** |  |  |  |
| Are safe working procedures followed by laboratory workers? |  |  |  |
| Does the group carry out its own regular inspections and/or audits? How Often? |  |  |  |
| Does the laboratory have someone actively responsible for health & safety? |  |  |  |
| Are accidents and near miss incidents including relatively minor ones reported (Incident Report Form /Hazard Management Log) and investigated? |  |  |  |
| Are heating mantles used to heat flammable liquids? |  |  |  |
| **(b) Out of hours control** |  |  |  |
| Is there an After Hour Experiment Log Book available? |  |  |  |
| Are the lab workers using After Hour Experiment Log Book? |  |  |  |
| Who is monitoring After Hour Experiment Log Book? |  |  |  |
| Are there always two laboratory workers present after hours? |  |  |  |
| Is security maintained during the after hours? (Are external doors left locked?) |  |  |  |
| **(c) Housekeeping** |  |  |  |
| Is there dangerous clutter in lab (floor, fume hood, sinks and fridge)? |  |  |  |
| Is there a regular housekeeping program in place? |  |  |  |
| Are cupboards tidy - no material in hazardous condition? |  |  |  |
| Are bins being used for correct purpose? |  |  |  |
| **(d) Emergency procedures** |  |  |  |
| Are the emergency procedure plan in the lab? |  |  |  |
| Are laboratory workers aware of the emergency procedures? |  |  |  |
| Are the Emergency Exits to the lab clearly marked with easy access? |  |  |  |
| **PROGRAMS** |  |  |  |
| **(a) Training** |  |  |  |
| Have lab workers all completed the Departmental induction training? |  |  |  |
| Have the lab workers received adequate training for specific equipment? |  |  |  |
| Are workers discussing safety requirements with supervisors before commencing an action? |  |  |  |
| Is there an ongoing training program in place for lab workers? |  |  |  |
| **(c) Personal Protective Equipment (PPE)** |  |  |  |
| Do lab workers have easy access to PPEs? |  |  |  |
| Do lab workers use PPE? |  |  |  |
| Is PPE in good condition? |  |  |  |
| Is there special PPE available for particular action that may require it? (e.g. Cryogens) |  |  |  |
| Are there signs to indicate the necessary use of PPE (doors)? |  |  |  |
| **(d) Personal Exposure Monitoring / Health Surveillance** |  |  |  |
| Is there any action that requires personal exposure monitoring or health surveillance in the lab? |  |  |  |
| Is the appropriate monitoring and surveillance taking place? |  |  |  |
| **(e) Maintenance of Equipment** |  |  |  |
| Is there a schedule of maintenance for equipment? |  |  |  |
| Are maintenance records available? |  |  |  |
| **(f) Employee Consultation and Discussion** |  |  |  |
| Does the group have regular meetings to discuss lab procedures? |  |  |  |
| How often is the supervisor present in the laboratory? |  |  |  |
| Is there a continuous improvement program in the laboratory? |  |  |  |
| **(g) Document Control** |  |  |  |
| Are there any written procedures (SOP) specific to the lab? |  |  |  |
| How often are these procedures updated? |  |  |  |
| **HAZARDOUS MATERIALS MANAGEMENT** |  |  |  |
| **(b) Labeling** |  |  |  |
| Are all containers correctly labeled - on bench, in fridge, under/in fume hoods? (Risk phrases or codes etc.) |  |  |  |
| Are recognized food containers, paper cups, jam jars, etc. used as reagent or sample containers? |  |  |  |
| **(c) MSDS**  Where do lab workers access MSDS? |  |  |  |
| Are hardcopy MSDS stored in the lab and easily accessible? |  |  |  |
| How often are hardcopy MSDS updated? |  |  |  |
| Does the lab have an up-to-date inventory of its chemicals? |  |  |  |
| **(d) Storage & Handling** |  |  |  |
| Are gas cylinders securely chained to wall / bench; away from heat sources? |  |  |  |
| Are there any empty gas cylinders in the lab? |  |  |  |
| Are gas supply valves closed when not in use? |  |  |  |
| Are solvents stored correctly? (Seek advice if unsure) |  |  |  |
| Do solvent cabinets have keys? Are cabinets locked out of hours? |  |  |  |
| Are corrosives stored correctly not more than 1 meter above the floor level and preferably in spill trays? |  |  |  |
| Are other classes of chemicals stored according to class (or alphabetically) |  |  |  |
| Are incompatible chemicals e.g. acetic acid and nitric acid stored apart? |  |  |  |
| Are reagent bottles stored very high or low? |  |  |  |
| Are there spill trays for the storage of liquids? |  |  |  |
| Are there any Class 1 carcinogens, mutagens or teratogens stored in the lab (not permitted unless approved)? |  |  |  |
| Do the reagent and sample refrigerators have any food/ drinks stored in them? |  |  |  |
| Are the refrigerators being used for solvent storage flame proofed? |  |  |  |
| Are records of use and disposal of toxic/radio chemicals kept? |  |  |  |
| Are safe decanting procedures in place? |  |  |  |
| Are protective gloves specifically selected for individual chemicals? |  |  |  |
| **(e) Fume Cupboards** |  |  |  |
| Are fume hoods working in compliance with the rules? |  |  |  |
| When were fume hoods last tested? |  |  |  |
| Are fume hoods cluttered? |  |  |  |
| Are there NO ignition sources near hazardous atmospheres? |  |  |  |
| **(f) Plant & Equipment** |  |  |  |
| Are warning labels/operating procedures visible near equipment? |  |  |  |
| Are power points overloaded? |  |  |  |
| Is electrical equipment well insulated & regularly tested? |  |  |  |
| Are guards present on mechanical equipment? |  |  |  |
| **(g) Waste Disposal and Recycling** |  |  |  |
| Are any solvents being recycled? |  |  |  |
| Are enough residue containers present in the lab? Are they removed regularly? |  |  |  |
| Are solvent and solid residues labeled? |  |  |  |
| Is the glass bin easily identified? |  |  |  |
| Are normal waste bins (non-glass bins) free of hazardous material? |  |  |  |
| Are acids and alkalis neutralized and/or before disposal down the sink? |  |  |  |
| **(h) Emergency Equipment** |  |  |  |
| Is a First aid kit accessible? Where? |  |  |  |
| Is a Spill kit available? |  |  |  |
| Is a Fire blanket accessible? |  |  |  |
| Is a Fire Extinguisher Accessible/in order? |  |  |  |
| Safety Shower – is it working and accessible? |  |  |  |
| Eye wash hose - regularly tested, accessible and working? |  |  |  |
| **DESIGN & LAYOUT** |  |  |  |
| **(a) Access & Egress** |  |  |  |
| Are there two exits to the lab |  |  |  |
| Are exits/entrances readily accessible |  |  |  |
| Are corridors/walking areas adequate for number of people using the area? |  |  |  |
| **(b) Bench /Desk space** |  |  |  |
| Are benches in good condition? |  |  |  |
| Are desks located in the laboratory? |  |  |  |
| Does any apparatus or material project beyond a shelf or bench top? |  |  |  |
| **(c) Floor/Lighting and Ventilation** |  |  |  |
| Are the floor coatings in good condition, not slippery or being dislodged? |  |  |  |
| Is the lab regularly cleaned? |  |  |  |
| Is there adequate lighting and cross room ventilation? |  |  |  |

**Supervisor to sign and date the document when completed.**

**Supervisors Name:**

**Signature: Date:**