

Laboratory Self-Audit Checklist

Bldg and Room No: _____

Person Conducting Audit: _____

Date: _____

QUESTION	Compliant Y or N	Concerns
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		

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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. Cryogenics)		
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) SDS		
Where do lab workers access SDS?		
Are hardcopy SDS stored in the lab and easily accessible?		
How often are hardcopy SDS updated?		
Does the lab have an up-to-date inventory of its		

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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?		

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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: _____