



School Laboratory Checklist

All questions must be answered	Yes	No
<i>Administrative miscellaneous</i>		
Does the Science Department have a written policy for OHS risk management?		
Has a formal risk assessment of all laboratory hazards been undertaken?		
Has the risk assessment taken into account hazards not specific to laboratories, but which may be exacerbated by laboratory conditions, for example: <ul style="list-style-type: none"> ▪ Computer workstations? ▪ Electricity? ▪ Machinery and equipment? ▪ Manual handling? ▪ Noise? ▪ Slips and trips? 		
Have control measures been determined and implemented?		
Has expert advice from external sources been obtained where appropriate?		
Are control measures monitored and reviewed for their effectiveness?		
Have standard operating procedures specific to each laboratory been developed and are they readily available?		
Are safety rules clearly displayed in each laboratory?		
Are staff (and students) consulted about OHS in the laboratory?		
Are staff and students adequately trained in laboratory safety procedures?		
Are staff provided with ongoing training in OHS and laboratory safety?		
Are laboratories inspected regularly?		
Is all food and drink prohibited in laboratories?		
Are 'No smoking' signs prominently displayed?		
Is use of pipettes by mouth prohibited?		
Are gas taps labelled?		
Are all safety and warning signs clearly visible?		
Are pressure vessels certified, and is each certificate clearly visible near the vessel?		
Is personal protective equipment (eg glasses, gloves, shoes, coats, eg.) provided?		
Are staff and students adequately supervised to ensure safe work procedures are followed?		
Are all accidents and incidents in the laboratory reported, investigated and recorded?		
Are records of the risk management program, inspections, audits, investigations and inventories, etc. kept up-to-date?		
<i>Housekeeping</i>		
Are floors kept clean, dry and free from slip/trip hazards?		
Is each laboratory checked to ensure that old equipment, stores, rubbish etc. are not allowed to accumulate?		
Is shelving stable, free of extraneous material and not too high?		
Are walkways free from obstruction?		
<i>Emergencies</i>		
Do the school's emergency procedures take into account all possible emergencies, which might involve laboratories?		
Is a qualified first aid officer at the school?		
Is there a first aid kit/cabinet in each laboratory?		
Is the first aid kit/cabinet accessible to staff and stocked with appropriate and up-to-date supplies?		
Is suitable emergency and fire fighting equipment (eg. extinguishers, overhead sprinklers, smoke detectors, respirators) provided for each laboratory?		
Is this equipment checked regularly to ensure it is in good working order?		
Are staff trained in the use of this equipment?		
	Yes	No
Are exits and corridors kept clear of obstruction and unlocked?		

Are emergency exits provided in adequate numbers, illuminated and signposted?		
Have emergency procedures been practised in the last 12 months?		
Environmental		
Are waste management procedures in place?		
Is tipping of waste down sinks prohibited?		
Are waste types segregated and stored correctly?		
Are approved Australian Quarantine and Inspection Services (AQIS) biological waste procedures and containers in place?		
Are noise levels acceptable?		
Are all lights working and is there adequate lighting for the tasks performed?		
Is workspace adequate for all tasks performed?		
Is ventilation adequate?		
Chemical safety		
Is there an up-to-date inventory of all chemicals stored or used in the laboratory?		
Are material safety data sheets (MSDS) supplied with chemicals?		
Are MSDS available in all laboratories?		
Are all chemical containers clearly labelled?		
Are chemicals stored in compatible containers?		
Are incompatible chemicals segregated in storage areas?		
Are procedures in place for the safe handling of hazardous chemicals?		
Do all staff and students who use chemicals wear appropriate personal protective equipment, according to the relevant MSDS?		
Is leakage of chemicals onto storage shelving prevented/controlled?		
Is storage of chemicals in fume cupboards prohibited?		
Do staff and students know what to do in the event of a chemical spill or other chemical emergency?		
Compressed gases (cylinders)		
Are MSDS available for all classes of compressed gases used in the laboratories?		
Is the gas name label clearly legible on the shoulder of each cylinder?		
Are cylinders secured to walls or trolleys by brackets or chains?		
Are fuel cylinders kept separate from oxidising cylinders?		
Are empty cylinders kept separate from full cylinders and clearly identified?		
Are cylinder valves closed when cylinders are not in use?		
Are staff (and students) aware of testing procedures for gas leaks?		
Is there adequate ventilation in the laboratories where gas cylinders are located?		
Where fume cupboards are installed, has expert advice on their safe use been obtained, and are safe work procedures being observed?		
Biological safety		
Are contaminated waste procedures developed and followed?		
Are procedures regarding the use of sharps (needle, syringes, pipettes, scalpels, razors, broken glass etc.) in place to minimise the risk of cuts, sticks and infection?		
Are disposable gloves readily available for handling specimens?		
Are containers correctly and legibly labelled?		
Are work surfaces decontaminated after use?		
Is the production of aerosols minimised and contained?		
Do staff and students know what to do in the event of an emergency involving hazardous biological materials?		