# Science Laboratory Inspection Checklist

| Date |  |
| --- | --- |
| School/area |  |
| **Conducted by** |  |
| **Assisted by** |  |

Tailor **Section 1** to your school environment (i.e., remove irrelevant items) and use it to conduct quarterly inspections with assistance from the school health and safety representative (where elected) and appropriate staff. **Section 2** must be used to detail any hazards identified in Section 1.

* Complete quarterly workplace safety inspections for all relevant areas using the workplace inspection checklists.
* Photos may be taken to document and monitor hazards.
* If ‘No’ is recorded, document all identified hazards in Section 2, the Reporting Plan section of this form.
* Reporting Plan items must then be discussed, entered as a hazard and managed in eduSafe Plus. Refer to eduSafe Plus [how to guide](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/eduSafe_Plus_Project/Docs_For_DOMAIN_USERS/eduSafe%20Plus%20Guide%20-%20How%20to%20report%20a%20workplace%20hazard.pdf) for entering workplace hazards.

Section 1 – Inspection Checklist

| Ref No. | Inspection Item | Yes | No | N/A |
| --- | --- | --- | --- | --- |
| 1. Preventing slips trips and falls
 |
| 1.1 | Entrance, doorways, and floors are kept free from obstruction e.g., boxes. |  |  |  |
| 1.2 | Floors are in good condition with no cracks, dips, holes, tears, or rips. |  |  |  |
| 1.3 | Floors are clean (e.g., no rubbish) and not slippery. |  |  |  |
| 1.4 | Computer and other electrical leads and cables are kept clear of pathways and walkways. |  |  |  |
| 1.5 | Electrical cords are kept away from traffic areas to prevent trip hazards. |  |  |  |
| 1.6 | Furniture is in good condition (e.g., no damage, seating is securely fixed to chair legs/bases). |  |  |  |
| 1. **Manual handling and storage**
 |
| 2.1 | Items are stored so that they are not at risk of falling. |  |  |  |
| 2.2 | Storage racks/shelves are in good condition (e.g., no bowed shelves). |  |  |  |
| 2.3 | Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height). |  |  |  |
| 2.3 | Step ladder is available and in good condition. |  |  |  |
| 2.4 | Step ladder Safe Work Procedure (SWP) is displayed next to the step ladder storage area. |  |  |  |
| 2.5 | Trolleys are available and in good condition. |  |  |  |
| 2.6 | S.M.A.R.T. lifting poster is displayed in relevant areas. |  |  |  |
| 1. **Good housekeeping**
 |
| 3.1 | Appropriate waste containers are readily available and appropriately labelled, e.g., chemical waste, general waste, recyclable waste, etc. |  |  |  |
| 3.2 | Sinks are free from debris and other material. |  |  |  |
| 3.3 | Work benches are clean and free from debris. |  |  |  |
| 3.4 | Food or drinks are not stored in laboratory fridges and freezers. |  |  |  |
| 3.5 | ‘No eating or drinking’ signage is clearly displayed and legible. |  |  |  |
| 1. **Electrical safety and plant safety**
 |
| 4.1 | Electrical points are in good condition. |  |  |  |
| 4.2 | Power boards with safety switches are used and are not connected in a “piggyback” manner. |  |  |  |
| 4.3 | Electrically powered equipment has been tested and tagged (unless new) and are within date (ensure tag is intact). |  |  |  |
| 4.4 | Damaged or faulty items of equipment have been electrically isolated and tagged out. |  |  |  |
| 4.5 | Appropriate Safe Work Procedures are displayed next to static pieces of equipment. |  |  |  |
| 4.6 | Damaged or faulty items of machinery has ‘Out of service’ and/or ‘Danger - do not operate’ tags attached. |  |  |  |
| 4.7 | Maintenance records are retained for plant and equipment servicing and repairs. |  |  |  |
| 4.8 | Noise is at a level where a conversation can be had without raised voices. |  |  |  |
| 1. **Lighting**
 |
| 5.1 | There is adequate lighting to work safely. |  |  |  |
| 5.2 | Lighting is in good working order (e.g., no flickering or blown bulbs). |  |  |  |
| 5.3 | Light covers are in place and not damaged. |  |  |  |
| 5.4 | Blinds and curtains can be drawn to reduce glare. |  |  |  |
| 5.5 | Blind cords are secured with fixed chain/cord safety hooks. |  |  |  |
| 1. **Preparing for emergencies**
 |
| 6.1 | Door locks can be easily opened. |  |  |  |
| 6.2 | Doors open and close/slide freely. |  |  |  |
| 6.3 | Doors to laboratory and chemical storerooms are able to be locked to prevent unauthorised access. |  |  |  |
| 6.4 | A spill kit is available and accessible. |  |  |  |
| 6.5 | A fire blanket is available, accessible and has been tested in the last 6 months (check tag). |  |  |  |
| 6.6 | Fire extinguishers are conveniently located, secure and clearly signposted. |  |  |  |
| 6.7 | Fire extinguishers have been tested in the last 6 months and tagged appropriately (check tag). |  |  |  |
| 6.8 | Emergency Evacuation Plan is clearly displayed and legible. |  |  |  |
| 6.9 | Emergency exit door(s) are clearly signposted, illuminated, and unobstructed. |  |  |  |
| 1. **First Aid, emergency eye wash and safety shower**
 |
| 7.1 | First aid kit/cabinet is available and accessible. |  |  |  |
| 7.2 | Emergency eye wash stations and showers are in close proximity to stored chemicals, dangerous goods, hazardous materials and substances. |  |  |  |
| 7.3 | The safety shower is working and accessible (e.g., free from obstruction and trip hazards). |  |  |  |
| 7.4 | Eye wash stations are working and readily accessible with pathways free of obstruction and trip hazards. |  |  |  |
| 7.5 | The eye wash nozzle is free from airborne contaminates.  |  |  |  |
| 7.6 | Eye wash stations and safety showers are flushed (at least weekly) regularly to eliminate contaminants and records kept. |  |  |  |
| 7.7 | Eye wash stations and safety showers are annually inspected and tested by a qualified technician. |  |  |  |
| 7.8 | The safety shower handle/pull rod is readily accessible from a standing level. |  |  |  |
| 7.9 | Safety shower and eye wash station signage is clear, intact, and legible. |  |  |  |
| 1. **Chemical management**
 |
| 8.1 | Chemicals are segregated in storage per [Chemical Storage Guidance](https://www.education.vic.gov.au/hrweb/Documents/OHS/guid1chemst.docx). |  |  |  |
| 8.2 | Adequate storage cabinets are provided; are fire resistant and vented. |  |  |  |
| 8.3 | Flammables and corrosives are stored in correctly labelled cabinets |  |  |  |
| 8.4 | Flammable storage cabinets are vented, kept closed at all times, with no obstructions to the vents. |  |  |  |
| 8.5 | Chemical dispensing is undertaken in a designated and controlled area. |  |  |  |
| 8.6 | Chemicals are stored in appropriately labelled containers i.e., that were not previously food or beverage containers.  |  |  |  |
| 8.7 | Bunding or spill trays are utilised for storage of liquids. |  |  |  |
| 8.8 | Safety carriers are provided for the transportation of Winchesters and residue containers transported using carriers. |  |  |  |
| 8.9 | ‘No eating or drinking’ signage is clearly displayed and legible in chemical storage areas. |  |  |  |
| 8.10 | A hazardous and dangerous goods register is maintained and readily available. |  |  |  |
| 8.11 | Safety Data Sheets (SDSs) are available to view. |  |  |  |
| 8.12 | Waste disposal containers are segregated according to Dangerous Good class. |  |  |  |
| 8.13 | Hazardous chemical waste is collected and disposed of by a licensed chemical waste disposal company. |  |  |  |
| 1. **Gas safety**
 |
| 9.1 | Gas cylinders are stored upright, chained and supply valves are closed/capped when not in use. |  |  |  |
| 9.2 | Gas cylinders are stored away from ignition/heat sources and combustible material (at least 3 metres). |  |  |  |
| 9.3 | Gas cylinders are segregated by contents and legibly marked. |  |  |  |
| 9.4 | Gas cylinders are free from dents, corrosion and rust. |  |  |  |
| 9.5 | Gas cylinders have been pressure tested within the past 5 years (check date stamped on the gas bottle). |  |  |  |
| 9.6 | Hoses and connectors are in good condition. |  |  |  |
| 9.7 | Rooms gas isolation switch is in good working order. |  |  |  |
| 9.8 | Emergency stops are correctly labelled, unobstructed and intact. |  |  |  |
| 9.9 | Hose is free from cracks, holes, or pinch points. |  |  |  |
| 9.10 | The hose fits securely on the gas valve and Bunsen burner. |  |  |  |
| 1. **Autoclaves and centrifuges**
 |
| 10.1 | Autoclave(s) are clean and surrounding area is free from clutter or obstructions. |  |  |  |
| 10.2 | Autoclave(s) has been serviced in the last 12 months (check date on service label). |  |  |  |
| 10.3 | Centrifuge(s) operate with minimal noise and vibration. |  |  |  |
| 10.4 | Centrifuge(s) are regularly cleaned. |  |  |  |
| 10.5 | Centrifuge tubes are in good condition (e.g., no chips or cracks) and appropriately discarded if suspect or damaged. |  |  |  |
| 1. **Biological hazard safety**
 |
| 11.1 | Specimen jars are labelled, intact and legible. |  |  |  |
| 11.2 | Labelled biohazard waste disposal containers are being used (plastic, no more than 5 Litre maximum volume). |  |  |  |
| 11.3 | Sharps containers are provided and are in good condition, containers not filled overline. |  |  |  |
| 1. **Personal Protective Equipment (PPE)**
 |
| 12.1 | Appropriate PPE is available and in good condition (e.g., no damage). |  |  |  |
| 12.2 | PPE storage facilities are accessible and clean. |  |  |  |
| 12.3 | PPE storage facilities are clearly and legibly signposted. |  |  |  |
| 12.4 | Laboratory coats are clean and are worn and closed/buttoned whilst working in laboratory/science classroom environment. |  |  |  |
| 12.5 | Appropriate safety eye protection is maintained and used in identified and signposted areas. |  |  |  |
| 12.6 | Appropriate safety footwear is used in identified and signposted areas. |  |  |  |
| 1. **Ventilation and fume cupboards**
 |
| 13.1 | Windows are able to be easily opened and closed, locks are in good working order. |  |  |  |
| 13.2 | Fume cupboards are clean and not used for general storage. |  |  |  |
| 13.3 | Fume cupboards have been tested within the last 12 months check date on service label). |  |  |  |
| 13.4 | Ceiling tiles are in place and not damaged there is no sign of dampness (e.g., mould). |  |  |  |
| 13.5 | Rooms are a comfortable temperature.  |  |  |  |
| 13.6 | Air purifiers (if in use) are maintained as per [Operation and placement of air purifiers in schools](https://www2.education.vic.gov.au/pal/ventilation-air-purification/guidance/operation-and-placement-air-purifiers-schools). |  |  |  |

Section 2 – Reporting Plan

Provide further information on the identified hazards above, including its location and current condition. Escalate any hazards that pose an immediate danger with the principal. All identified hazards must be discussed with the principal, assigned a responsible person and entered into EduSafe Plus to be managed.

| Ref No. | Further detail and suggested solutions for discussion  | Date discussed with principal or delegate and HSR  | Entered into EduSafe Plus |
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