



Individual Lab Chemical Safety Audit

Building: _____ Inspected by: _____

School/Discipline: _____ Signature: _____

Location: _____ Date: _____

	Comment
General	
Are safety procedures and policies readily available in the workplace?	
Are people aware of them?	
Are they followed?	
-general	
-specific hazards -substances	
-processes/techniques	
-apparatus	
Have all personnel had inductions? (Site + work area/s, equipment)	
Are there records of this?	
How would you report a hazard / near miss / accident /injury?	
Is there anything in this work area you feel uneasy about the safety of?	
Has it been reported / queried?	
What was the outcome?	
Is there a register of hazardous substances?	
Where is it?	
Where do you find MSDSs?	
Have risk assessments been performed?	
Are risk assessments and MSDS up to date?	
Is safety equipment appropriate, accessible, conspicuous, regularly tested (records kept where appropriate), and have personnel been trained in its use?	
-Fire extinguishers/blankets	
-Chemical spill kit	
-First Aid kit	
-PPE (face shield, respirator, SCBA, gloves, labcoat, apron, etc)	
-Deluge shower	
-Eyewash	
-Other...(antidotes, etc)	
Are exits clear, unobstructed, and signposted?	
Are contact details (including A/H) on the doors of the work area?	
Are hazards and precautions displayed on the door to the area?	
Are they up to date?	
When was the last formal inspection of the area?	
Are there records of it?	
What improvements were suggested, if any?	
Have they been actioned?	
Is there signage to prohibit foodstuffs / chewing gum etc?	

When was the last cleanout of the area?	
Is footwear / eye protection / protective clothing required?	
Is the requirement signposted near the point of entry?	
Is PPE etc. provided for visitors?	
Is it used properly?	
Are winchester or other safety carriers available?	
Are they used?	
Where is the nearest	
-first aid kit	
-fire blanket	
-fire extinguisher	
-emergency exit	
-telephone	
-first aid officer	
-fire warden	
-fire hose	
-chemical spill kit	
Refrigerators	
-no unmodified domestic fridges in labs (fire/explosion hazard)	
-lab fridges labelled <i>not for food / medicines / drinks (+picto)</i>	
-food fridges labelled <i>not for chemicals / samples etc (+picto)</i>	
-fridges used to store chemicals / DG externally labelled to clearly identify hazard	
Chemical storage	
-appropriate segregation	
-minimum quantities in work areas	
-old / unused materials disposed of	
-unstable materials identified and checked / disposed of	
-no explosives	
-bundling adequate and suitable	
-DG licence required? (using storage factors)	
-stocktakes conducted?	
Labelling	
-all chemicals, decanted solutions, wash bottles etc labelled IAW WA OHS Regs 1996	
-Wastes appropriately labelled prior to disposal	
-labels removed from empty cleaned containers before disposal	
Solvent and chemical cabinets	
-needed but not provided?	
-ventilated to outside?	
-used?	
-contain incompatible materials?	
-More needed? (or more shelves in existing ones)	
-no ignition sources nearby	
-locked if appropriate	
-in good repair / self closing	
-cleaned out / stocktakes done	
-appropriately located	
Class 1.X 1.1 Flammable Gas	
1.2 Non flammable gas	
1.3 Toxic Gas	
-cylinders held outside whenever possible (in minimum quantities indoors). The smallest suitable cylinder should be used (rather than G size)	
-correct orientation for liquefied gases	

-cylinders individually secured (chained)	
-segregated properly	
-ignition / heat sources	
-old / unwanted / unlabelled / leaking cylinders disposed of	
-toxic gases used and stored in appropriate ventilated enclosures	
-valve caps and plugs used on toxic gas cylinders	
-regulators appropriate for type, flow and pressure of gas used	
-no grease on fittings	
-suitable trolley used for transport of cylinders	
-respirators / SCBA required?	
Class 2 Flammable liquids	
-minimum quantities	
-in ventilated flammables cabinet where possible	
-winchester / safety carriers used	
-extinguishers appropriate for fuel load / hazards	
-fire blanket available	
-segregated	
Class 3.X 3.1 Flammable Solid	
3.2 Spontaneously Combustible	
3.3 Dangerous When Wet	
-Minimum quantities	
-significant quantities stored in purpose built ventilated cabinets	
-segregated / appropriate storage (away from water for class 4.3, some 4.2)	
-used and stored over metal / fire resistant bunding tray	
-clean dry sand or suitable alternative available for fires and spills	
-personnel know how to deal with spill / fire	
-shower suitable, available, signposted, conspicuous, tested, working	
-plastic containers checked for embrittlement	
Unstable substances	
-identified	
-formic acid	
-H ₂ O ₂	
-organic peroxides	
-peroxidisable substances	
-azides	
-chlorates, perchlorates, perchloric acid	
-organic nitro compounds	
-other	
-held in minimum quantities	
-old stocks disposed of	
-procedures in place to check stocks regularly for decomposition and dispose of material after a specified period of time or on signs of deterioration	
-containers appropriate (vented if necessary)	
-safe working procedures identified and used	
-appropriate bunding	
-appropriate engineering controls / PPE	

COMMENTS