



# Laboratory and Workplace Inspections

## 1. Purpose

This document describes the procedure to be applied when conducting regular workplace inspections in the Department of Chemistry. These inspections are used to:

- identify, assess and control hazards
- ascertain the level of compliance with safe work systems and procedures
- implement changes to the work environment and practices to reduce risk
- allow staff and students to participate directly in the management of safety in their workplaces.

## 2. Scope

This procedure applies to the regular inspections of all workplaces used by staff and students associated with the Department of Chemistry. The documentation used in this procedure is, however, applicable to safety inspections that may be conducted at other times or for other reasons.

## 3. References

OHS 106 Risk Management Guidelines [http://staff.uow.edu.au/ohs/managingrisk/OHS106-Risk\\_Management\\_Guidelines.pdf](http://staff.uow.edu.au/ohs/managingrisk/OHS106-Risk_Management_Guidelines.pdf)

## 4. Definitions

*Inspection* – the identification of situations that do not comply with defined risk control standards. Such risk control standards are typically documented in an inspection checklist.

*Inspection Team* – contains at most three members. Two members are usually from the Department of Chemistry Safety Committee. Where possible, the third member will come from outside the Department.

*Laboratory supervisor* - (i) the academic staff member whose group use the room (ii) technical staff member nominated to be in charge of a laboratory; or (iii) a member of staff (such as a Research Fellow) designated by the academic staff whose group use the room.

## 5. Procedure

Departmental Laboratory Safety Inspections are carried out in **April** and **October** of **each year**.

### 5.1. Laboratory self-inspection checklists

The process begins with the Departmental OHS Facilitator issuing a request to complete the relevant self-inspection checklist/s. This request will also specify a date for the completion of the checklist, as well as an inspection timetable. A number of checklists are available (e.g. General Laboratory, Biosafety, Compressed Gas, Cryogen, Ionising Radiation, Workshop). These can be viewed at:-

<http://staff.uow.edu.au/ohs/managingrisk/inspections.html>

The laboratory supervisor carries out a laboratory self-inspection with the assistance of the research workers in the lab. The laboratory inspection should be undertaken as a group so that safety issues can be raised by individuals. The self-inspection represents a learning process that improves the safety awareness and competency of all research workers.

The completed form is signed and returned to the Departmental OHS Facilitator on or before the date specified at the time of the request. Concerns with the inspection timetable and the availability of laboratory personnel should also be identified at this time.

### 5.2. Inspection

On the date designated in the timetable, the inspection team will complete the Laboratory Safety Inspection in conjunction with laboratory personnel. All laboratory personnel are encouraged to participate in the inspection.

With reference to the checklist previously completed by the staff and students, the inspection team will consider the function and activities in the laboratory, discuss matters raised in the self-inspection with laboratory personnel, and may ask for evidence of compliance in certain instances.

A written report will be prepared within two weeks from the completion of the round of inspections. Actions will be outlined, where appropriate. The report for each laboratory will be sent to the Head of Department and to the Departmental Safety Committee for discussion and archiving, as well as to the laboratory supervisor.

If necessary, an immediate action request will be issued within the inspection report, where urgent action is needed within a specified time. In these cases a follow-up inspection will then take place to ensure appropriate action to achieve compliance has been taken.

### 5.3. Follow-up

Supervisors should review the inspection report in conjunction with laboratory personnel. Where necessary they should seek clarification on issues and suggested actions from the inspection team/Laboratory Manager/OHS Unit. They should then ensure that all appropriate actions are completed within the timeframe specified on the report and return a signed copy of the inspection report to the departmental OHS Facilitator.

A copy of the self-inspection checklist, report and follow up discussions is kept in the Departmental OHS Archive for a period of at least 5 years. A summary of the inspection reports is also passed on to the Faculty Workplace Advisory Committee.

### 5.4. Office Inspections

Office inspections are carried out annually by a team of two persons who are usually Safety Committee members. Although there is no requirement to complete a self-inspection checklist, office occupants are encouraged to review the checklist prior to the inspection.

A general report is issued to all members of the Department. If there any immediate concerns with a particular office, a specific request for action and a date for completion will be added to the general report and directed to the occupant(s) of the office.

## 6. Reference Personnel

All changes to this document shall be referred to the Departmental Safety Committee prior to implementation.

## 7. Documentation

<b>OHS Inspections</b> <a href="http://staff.uow.edu.au/ohs/managingrisk/inspections.html">http://staff.uow.edu.au/ohs/managingrisk/inspections.html</a>	
OHS 026	General Laboratory Checklist
OHS 226	BioSafety Checklist
OHS 227	Compressed Gas Checklist
OHS 228	Cryogen Checklist
OHS 229	Laser Checklist
OHS 225	Radiation Checklist
OHS 006	Office Checklist
OHS 034	Workshop Checklist
OHS 137	General Areas
OHS 173	IT Communications Area Checklist
	CHEM inspection report form