

Workplace Inspection Program

August 2011

Inspection Reference Sheets

Workplace inspections are planned, systematic appraisals of the workplace, which:

- identify health and safety hazards;
- identify where workplace environmental impacts can be reduced
- assess and control risks;
- ensure a safe and healthy working environment;
- minimise environmental risks of maintenance/research/teaching activities in technical areas; and
- assist in complying with occupational health, safety and environmental legislation.

During inspections, health, safety and environmental issues can often be identified and resolved before any harmful event takes place. Regular inspections of the workplace also allow discussion with staff and students on health, safety and environmental issues.

To comply with Monash University OHS & Environmental policies, inspections of all areas should take place at least twice a year.

Inspection program

1. Inspection program:

- ◆ Divide each department/school/area into sections to be inspected
- ◆ Determine the team to inspect each section.

It is advisable that the majority of team members have completed the Monash University Workplace Inspection training program coordinated through the Staff Development Unit prior to undertaking workplace inspections.

- ◆ Determine the timetable to complete two inspections in the year

2. Reference sheets are available from OH&S providing guidance on the hazards to be identified during inspections. They need not be used as a definitive checklist unless desired. The reference sheets cover areas such as:

- ◆ Public areas
- ◆ Offices
- ◆ Laboratories
- ◆ Workshops
- ◆ Studios

3. Recording the outcomes of inspections

- ◆ Record the results of inspections on '**Inspection worksheets**':
 - Describe any hazard/problem/(s) identified for each room inspected
 - Describe any potential or adverse environmental impact/(s) for each room inspected
 - Outline the preventative/corrective action (Actions)
 - Nominate the person responsible for follow up (Responsibility)
 - Provide a realistic date by which the actions should be completed/implemented
- ◆ Following completion, copies of the Inspection Worksheets are provided to those responsible for follow up actions.
- ◆ When all actions have been completed, a copy of the form is then returned to the Safety Officer, with evidence of completion of actions attached, eg copies of BEIMs requests, emails, purchase orders.
- ◆ Following each round of inspections, the completed '**Summary of inspections**' form should be forwarded to the local safety officer, local OHS&E committee chairperson and to the OH&S branch.

Inspection Reference Sheets

1. GENERAL: ALL AREAS

1.1 Emergency procedures

Evacuation procedures are clearly displayed
Emergency floor plans are clearly displayed
Emergency contact numbers are clearly displayed
Emergency numbers are current
Emergency exits are clear
Emergency lighting is provided in:

- areas where there is no natural lighting
- escape routes including stairwells
- public areas

1.2 Egress & evacuation

Exit doors are marked and clearly visible
Exit doors can be opened from the inside (no padlocks)
Exit corridors and doors are clear of obstructions, including stored materials or equipment.
Exit ladders and catwalks are clear of obstructions
Exit lights are provided, including directional indicators where required

1.3 First aid

A first aid kit is available
Lists of trained first aid people and contact numbers are displayed
Lists of first aid people are current
Cabinets and contents are clean, orderly and properly stocked
Notices indicating location of each kit are on display

1.4 Fire extinguishers

Fire extinguishers are located in easy to see locations
Fire extinguishers are marked for the types of fires to be fought
Fire extinguishers have been inspected/tagged within the last 6 months
All fire extinguishers and safety blankets are within the certification or use by date
Fire hoses are conveniently located in major corridors
Sprinkler system is operational (sprinkler heads free from damage)
Overhead sprinkler/detectors are clear of obstructions, stores, etc

1.5 Floors & aisles

The floor surface is even (no cracks or holes)
Openings in the floor are protected
The area is free of tripping hazards
Aisles are of sufficient width (At least 0.8m in offices, 1m elsewhere)
Floors and aisles are clear of rubbish, materials and equipment
There are no electrical cords lying across walkways

1.6 Stairs & landings

A stair safety checklist is available from OHSE
There are no worn or broken treads on stairs
Handrails are in good repair
Non-skid strips on stairs are in good condition
Landings are clear of obstructions
Emergency exit stairs are adequately lit
There is no storage of materials, equipment in emergency exit stairs

1.7 Signage

Appropriate warning and information signage is displayed
Signage is in good condition
Signage is clearly visible

1.8 Work environment

1.8.1 Lighting

Lighting levels are sufficient and not excessive for:

- general tasks
- movement throughout the workplace
- tasks that have specific lighting requirements

Glare from both external and internal light is controlled

Light fittings, including diffusers, reflectors, tubes/bulbs, are clean and in good condition

Light switches zoned correctly for safety and energy efficiency

1.8.2 Noise

Exposure to noise is prevented

Photocopiers are located away from personal workstations

1.8.3 Ventilation/Thermal comfort

General ventilation provisions are sufficient

Temperature & humidity control is sufficient

1.9 Waste management

There are sufficient and appropriate waste disposal containers

Contents of recycling and waste to landfill bins are appropriate to reduce cross contamination and to maximise recycling opportunities

Bins are routinely emptied

Hazardous waste is appropriately stored and labelled

Individual under desk landfill bins are available

1.10 Housekeeping

Access and egress routes are well defined and kept clear at all times

Desktops, benches and working surfaces are clean and free from clutter, scrap and waste materials

The area is free of accumulated equipment, stores, rubbish, etc

Combustible or flammable materials are a safe distance from heating appliances, e.g. room heaters, stoves in kitchens, or heat-generating devices, e.g. photocopiers, laminators, equipment and machinery

1.11 Handling & storage of materials

Mechanical aids or equipment are available for handling materials

Materials are stored on shelves or in storage rooms, as appropriate

Storage of heavy items above shoulder height is avoided

Stored material is secured to prevent shifting/falling

Storage units are free of rubbish

Storage units are properly constructed and secured to prevent falling

Storage rooms are neat and tidy

1.12 Hygiene

Clean and separate meal rooms are provided

Drinking water is readily available

Adequate washing facilities are provided

There are sufficient toilets

Lockers or hangers provided for work-clothes

Staff amenities are kept clean

1.13 Environmental Sustainability

1.13.1 Recycling and waste reduction

Paper recycling wheelie bins (240L) are present and appropriately signed

Bottle and can recycling bins are available in central office areas (kitchens and meeting places)

Paper recycling boxes are easily accessible to staff

Recycling facilities are available wherever waste to landfill bins are placed

Printer and toner cartridge recycling box is available in the area

Bokashi bucket (or compost bin) is optional in office kitchens

1.13.2 Housekeeping

Reuse of stationery and equipment is available in all office stationery cupboards
Printers defaulted to duplex (double side printing)
Once-used paper trays are available within work areas
Once used paper available in (at least) one office printer
Durable crockery and cutlery are accessible to all staff and visitors

1.13.3 Energy Efficiency

'Lights out' stickers are placed at/on light switches
Electrical equipment, including computers, is switched off when not in use
'Power management' settings are enabled on computers (to power off after half an hour when not in use)
Energy reminder stickers are on computer monitors (to be turned off when not in use)
There are no additional heaters in air conditioned areas
Where additional heating is required, energy efficient low wattage panel heaters are in use
The work place is not excessively heated or cooled
Timers are in place on electrical appliances to minimise operation outside of business hours
There is sufficient lighting on/off control switches to ensure adequate local control of lighting and to optimise energy efficiency

1.13.4 Water


Taps, toilets and other water-based units are free of leaks
All plumbing fittings are e labelled/signed with appropriate water saving messages
Plumbing fittings should not cause splashing when used normally as splashing is an indicator of excessive flow rates
'Wet-line' stickers to notify Facilities and Services of leaking taps are present

2. OFFICE AREAS

2.1 Office layout

The layout of work areas is suitable for tasks
There is sufficient area in which to work
The potential for interruption of work is minimised
Appropriate mechanical handling equipment is provided, where required

2.2 Electrical equipment

There are sufficient general purpose outlets (GPOs) for the equipment and appliances
All switches, plugs & GPOs are in good condition
Double adaptors & piggy-back plugs are not in use
Extension leads are only used for temporary, short-term power connections
Power boards with overload protection are used if sufficient GPOs are not available
Equipment and appliances, including cords and leads, are in good condition
Equipment and appliances are earthed or double insulated. Look for the double insulation symbol 
on the specification plate
Fittings are protected against external damage
Electrical equipment is tested at appropriate intervals
See 1.13.3

2.3 Work stations

The [Computer user guidelines](#) on the OH&S web site provide information on workstation set up.

2.3.1 Chair

The chair has a five point base
The chair is fully adjustable, if appropriate
The chair has adequate lumbar support
The chair is in good condition
The chair moves easily on floor surface
The chair is well padded

2.3.2 Footrest

Footrests are available if required

2.3.3 Desk/Benches

Work surfaces [desks, benches] are set up at the appropriate height:
– 710–720 mm for seated work
– 900 –1000mm for standing work
There is sufficient room for the tasks carried out
Frequently used items are within the primary reach zone of the user
The work surface has useable, uncluttered space

2.3.4 Computer equipment

The computer screen is at arm's length from the user
The computer screen is at the correct height for the user
The computer screen is directly in front of the user
The computer screen is positioned to minimise glare
Position of keyboard correct for current user
The keyboard is flat
The mouse is used at the same height as keyboard
See 1.13.3

2.3.5 Clearance

There is clear access to the workstation
There is free space to a depth of 1m behind the workstation
There is adequate space at rear and side of chair to allow free unrestricted movement.
There is sufficient knee space

3. LABORATORY AREAS

3.1 Laboratory facilities (general)

Access to laboratory is restricted to appropriate personnel
Appropriate PPE is available and in use
(minimum PPE includes safety glasses, laboratory coat or gown and closed toe shoes)
Safe work procedures are displayed next to equipment
Warning signs for radiation, biological or other hazards are prominently posted
Food and drink are not stored or consumed in laboratories


3.2 Housekeeping

Benches only occupied by chemicals/equipment 'in use'
Storage of items on floors is kept to a minimum
Storage of heavy items above shoulder height is avoided
Aisles/exits clear
Spill kits, supplies and decontamination material are available for the hazards present
Spill procedures are clearly displayed

3.3 Waste management

All waste is disposed of appropriately
Hazardous or EPA prescribed wastes contained within bunded areas that do not drain to storm water or sewer
Hazardous waste is clearly labelled with waste description, biohazard symbols if required and date produced. The waste label includes the waste generator contact details (name, department/school/unit and contact number) and if the waste has had any on-site treatment or testing
Wastes are segregated according to hazard, treatment requirements and to optimise recycling opportunities
Wastes are stored in 'fit for purpose' containers that are able to withstand storage conditions and transport
Wastes are stored at appropriate temperatures
There are sufficient and appropriate waste disposal containers
Wastes are disposed of regularly and volumes are kept to a minimum

3.4 Electrical equipment

Laboratory equipment, including cords and leads, are in good working order
There are sufficient general-purpose outlets (GPOs) for the equipment
Double adaptors & piggy-back plugs are not in use
Extension leads are only used for temporary, short-term power connections
Power boards with overload protection are used if sufficient GPOs are not available
Fittings are protected against external damage
Equipment and appliances are earthed or double insulated. Look for the double insulation symbol 
on the specification plate
Equipment that may be left on unattended has a manually resetting over-temperature cut-off switch fitted
Electrical equipment is tested at appropriate intervals
See 1.13.3

3.5 Special equipment

3.5.1 Refrigerators/freezers/cool rooms

Refrigerators, freezers, cool rooms are appropriately labelled (eg intrinsically safe)
Freezer and cool rooms have well-maintained emergency door releases
Flammable liquids are only stored in fridges/freezers that are intrinsically safe
Seals on doors are in good condition

3.5.2 Fume cupboards

Fume cupboards are appropriate for the type of hazard (ie radiation, biological, etc)
The fume cupboard is used with the sash at or below the recommended height
The leading edge of the fume cupboard is clear of equipment and other items
The area behind the main work area is clear

The fume cupboard is free of clutter and large equipment

The doors and windows within 1 m of the cupboard are closed when the cupboard is used
Emergency switches are clearly identified for power and gas supply
The fume cupboard has been inspected and certified within the last 12 months

3.5.3 Biosafety Cabinets

The biosafety cabinet is clean and free of clutter (ie routine cleaning performed recently)
The biosafety cabinet has been inspected and certified within the last 12 months

3.6 Chemicals (general)

3.6.1 Chemical management

A register of chemicals is available
MSDS are available for chemicals
Documented risk assessments are available for chemical use
Carriers are provided for large containers (>2L)
Unattended reactions are clearly signed

3.6.2 Labelling of chemicals

Chemicals in use or storage labelled clearly and unambiguously
All reused containers have label removed or completely covered
Decanted chemicals are labelled

3.6.3 Chemical storage

The Monash University posters [Storing dangerous goods in laboratories, studios & workshops](#) and [General chemical storage guidelines for laboratories/studios/workshops](#) provide information on storage and segregation of chemicals and dangerous goods.

Chemicals not in use are placed in correct storage location
Chemical stocks are kept to a minimum
The levels of dangerous goods are within Monash University's [Storing dangerous goods in laboratories, studios & workshops](#) limits
Incompatible classes of chemicals are segregated
Chemical containers are of the correct type and in good condition
No food containers are in use for the storage of chemicals
Unsealed containers of flammable waste are stored in fume cupboards or ventilated cupboards

3.6.3.1 Storage on open shelving

All containers are < 5 kg or 5L in size
On shelves > 1.5 m high all glass containers are < 1 kg or 1 L
The shelving is chemically resistant to the chemicals stored

3.6.3.2 Storage in fire-proof cabinets

All containers in cabinets are <25 L in size
The self-closing mechanisms of the doors are operating correctly
Incompatible chemicals stored in the same cabinet have separate spill containment

3.6.3.3 Storage in ventilated cupboards

All containers in cupboards are < 2 kg or 2L in size
Incompatible chemicals stored in the same cabinet have separate spill containment
Ventilation is sufficient to prevent build up of offensive odours

3.7 Chemicals (specific)

3.7.1 Compressed & fuel gases

All the cylinders inside rooms are connected for use (ie no laboratory storage)
Gas cylinders are each securely chained with individual chains secured around the body of the cylinder and the chain ends attached to 2 separate securing points
Cylinders, pipes & valves are protected from mechanical damage
Strength of hoses & clamps attached to gas cylinder regulators are sufficient for maximum regulator delivery pressure
Flashback arresters are used in fuel gas supply lines
Non-return (check) valves are fitted to all processes that exceed cylinder pressure
There is a cylinder trolley available for carrying cylinders

3.7.2 Cryogenic liquids

Cryogenic liquids are located in well-ventilated areas

Containers used for cryogenic liquids are designed for that purpose

3.8 Biological hazards

Documented risk assessments for use of biological hazards are available
Laboratory doors are closed when work is in progress
Hand washing facilities are available.
Biological materials are clearly labelled, dated and appropriately stored
Appropriate disinfectants are available
Appropriate waste handling procedures are in place (autoclaving, disinfecting etc)
Biohazardous waste and sharps bins are provided, where necessary
Separate facilities are provided for animal storage, cleaning, examination, etc
No items are stored on floors

3.9 Ionising radiation hazards

3.9.1 Unsealed sources

Documented risk assessments and safe work procedures for use of ionising radiation are available
Work surfaces are impervious (wooden benches and tiled surfaces are unsuitable)
Hand washing facilities are available
Appropriate shielding material is available
Secondary containment is available and utilised (i.e. spill trays)
All sources of ionising radiation are labelled and stored in secure locations
All storage locations of ionising radiation are labelled
Appropriate monitoring equipment is available.
Decontamination/emergency procedures are clearly displayed

3.9.2 Sealed sources

Documented risk assessments and safe work procedures for use of ionising radiation are available
Hand washing facilities are available
Appropriate shielding material is available
All sources of ionising radiation are labelled and stored in secure locations
All storage locations of ionising radiation are labelled
Appropriate monitoring equipment is available
Sealed radiation sources are maintained in good order

3.9.3 X-ray apparatus or sealed source apparatus

Documented risk assessments and safe work procedures for use of ionising radiation are available
Appropriate shielding material is available
Appropriate monitoring equipment is available
Appropriate fail-safe devices to prevent accidental exposure are in place
Appropriate labelling (including registration labels) are in place

3.10 Ultraviolet radiation

Appropriate shielding &/or interlocks are in place (eg interlocks on germicidal lamps; and protective shields on transilluminators)
Additional PPE is available (i.e. additional skin and eye protection may be required)

3.11 Lasers

Access to Class 3 or Class 4 lasers is controlled
Beam stops are installed and access to the beam is restricted
Appropriate fail-safe devices to prevent accidental exposure are in place
Documented risk assessments and safe work procedures for use of lasers are available
Warning signs are clearly displayed
Wavelength-specific eye protection is readily available for laser operators

3.12 Environmental issues

Chemical containers are cleaned prior to recycling or disposal:

- Triple rinsed with labels and lids removed before placement in the bottle and can recycling bins
- Containers with oily or persistent residues are washed with detergent and labels removed before placing in the bottle and can recycling bins; or

Contaminated glassware that is not cleaned as above is treated as a prescribed industrial waste

There is no evidence of incorrect disposal down sinks, ie discoloration, staining, odorous sinks, etc
There are no odours, dust or smoke in the area
All service areas, where chemicals are used and dispensed or where wastes are stored are suitably
bunded/protected from leakage into storm water or sewer drains
All electrical equipment, including computers, are switched off when appropriate
See 1.13.1

4. WORKSHOPS

4.1 General safety

Records of risk assessments are available for all:

- plant, machinery, equipment
- tasks within the workplace

Safe operating instructions are available and current for plant, machinery, equipment and tasks

Warning signs for hazards are prominently posted

Combustible or flammable materials are kept a safe distance from heating appliances and all forms of hot work, e.g. gas cutting, grinding, welding, open flame

Ovens and furnaces are fitted with flues or extraction hoods to remove fumes and heat

Portable ladders, including stepladders, extension ladders, trestle ladders, are in good condition and correctly stored

Vacuum and pressure equipment are provided with appropriate control devices, relief valves, guards, barriers, etc

Materials handling devices, including trolleys, pallet trucks, lift trucks, hoists, cranes, etc. are provided and are maintained in good condition

Materials subject to spontaneous combustion such as oily rags & paint rags are placed in approved oily waste cans that are emptied daily

4.2 Housekeeping

Benches only occupied by chemicals/equipment 'in use'

Storage of heavy items above shoulder height is avoided

Aisles/exits clear

Spill kits, supplies and decontamination material are available for the hazards present

Spill procedures are clearly displayed

4.3 Waste management

All waste is disposed of appropriately

Hazardous or EPA prescribed wastes contained within bunded areas that do not drain to storm water or sewer

Hazardous waste is clearly labelled with waste description, biohazard symbols if required and date produced. The waste label includes the waste generator contact details (name, department/school/unit and contact number) and if the waste has had any on-site treatment or testing

Wastes are segregated according to hazard, treatment requirements and to optimise recycling opportunities

Wastes are stored in 'fit for purpose' containers that are able to withstand storage conditions and transport

Wastes are stored at appropriate temperatures

There are sufficient and appropriate waste disposal containers

Wastes are disposed of regularly and volumes are kept to a minimum

4.4 Floors

Floors are clean and free from slipping and tripping hazards, eg spilt liquid, swarf, material off cuts, damaged floor surfaces

Floors that are not insulated are provided with footboards, mats or similar protection for operators at benches and other workstations

Storage of items on floors is kept to a minimum

4.5 Electrical equipment

There are sufficient general purpose outlets (GPOs) for the equipment, machinery and power tools


All switches, plugs & GPOs are in good condition

Double adaptors & piggy-back plugs are not in use

Extension leads are only used for temporary, short-term power connections

Power boards with overload protection are used if sufficient GPOs are not available

Electrical equipment, machinery and power tools, including cords and leads, are in good condition

Electrical equipment, machinery and power tools are earthed or double insulated. Look for the double insulation symbol on the specification plate 

Residual current devices are provided and used when operating portable power tools and equipment

Fittings are protected against external damage

Electrical equipment is tested at appropriate intervals

4.6 Machinery/Equipment

Machines are appropriate for use in the workplace in which they are installed, eg flame proof wiring, floor loading considerations, noise, vibration, etc

Machines are constructed and installed in accordance with relevant Australian Standards

Machines are guarded to protect operators and others from harmful contact, entanglement, flying objects, etc. and to prevent damage to property

Plant, machinery and equipment are provided with:

- emergency stops
- isolation and lockout devices

There is sufficient clearance around machines for operators and general movement within the proximity of the machines:

- For operators, not less than 1000 mm
- Non-operating space adjacent to machines, not less than 800 mm

4.7 Non-powered hand tools

Correct hand tools are provided for the tasks that are performed in the workplace

Hand tools are in good condition

Hand tools are stored appropriately when not in use

4.8 Personal protective equipment

Eye protection is provided and is used, especially for impact tasks, eg using a hammer on a cold chisel

Long hair is restrained to avoid entanglement in rotating equipment

Operators of machinery wear clothing that provides full coverage of the body, including arms and legs

Gloves are worn if appropriate for the particular task or tool

Hearing protection is worn according to task, tool and workplace conditions

4.9 Welding

Hot Work Permits are issued if required in accordance with the Monash University Hot Work Permit Procedure

Hoses and welding leads are in good condition

Routine welding work is carried out in a well-maintained welding booth

Screens are provided for any welding outside a welding booth

Ventilation is sufficient to remove welding fumes

Personal protective equipment:

- Face shields with filter lens for electric welding are clean, in good condition and stored correctly when not in use
- Leather gloves, fire resistant gauntlets, eg Kevlar, are worn for hand and arm protection
- Overalls, aprons, welding jackets are used for body protection
- Safety shoes/boots, spats are worn for foot protection
- Hard hats are worn if working in a construction zone or if others are working overhead

4.10 Chemicals (general)

4.10.1 Chemical management

A register of chemicals is available

MSDS are available for chemicals

Documented risk assessments are available for chemical use

Carriers are provided for large containers (>2L)

4.10.2 Labelling of chemicals

Chemicals in use or storage labelled clearly and unambiguously

All reused containers have label removed or completely covered

Decanted chemicals are labelled

4.10.3 Chemical storage

The Monash University posters [Storing dangerous goods in laboratories, studios & workshops](#) and [General chemical storage guidelines for laboratories/studios/workshops](#) provide information on storage and segregation of chemicals and dangerous goods.

Chemicals not in use are placed in correct storage location

Chemical stocks are kept to a minimum

The levels of dangerous goods are within Monash University's [Storing dangerous goods in laboratories, studios & workshops](#) limits

Incompatible classes of chemicals are segregated

Chemical containers are of the correct type and in good condition
No food containers are in use for the storage of chemicals

4.10.3.1 Storage on open shelving

All containers are < 5 kg or L in size
On shelves > 1.5 m high all glass containers are < 1 kg or 1 L
The shelving is chemically resistant to the chemicals stored

4.10.3.2 Storage in fire-proof cabinets

All containers in cabinets are <25 L in size
The self-closing mechanisms of the doors are operating correctly
Incompatible chemicals stored in the same cabinet have separate spill containment

4.10.3.3 Storage in ventilated cupboards

All containers in cupboards are < 2 kg or L in size
Incompatible chemicals stored in the same cabinet have separate spill containment
Ventilation is sufficient to prevent build up of offensive odours

4.11 Compressed & fuel gases

All the cylinders inside workshops are connected for use
Gas cylinders are each securely chained with individual chains secured around the body of the cylinder and the chain ends attached to separate securing points
Gas cylinders are at least 3 m away from ignition sources, where possible
Cylinders, pipes & valves are protected from mechanical damage
Strength of hoses & clamps attached to gas cylinder regulators are sufficient for maximum regulator delivery pressure
Flashback arresters are used in fuel gas supply lines
Non-return (check) valves are fitted to all processes that exceed cylinder pressure
There is a cylinder trolley available for carrying cylinders

4.12 Environmental issues

Chemical containers are cleaned prior to recycling or disposal:

- Triple rinsed and labels and lids removed before placing in the bottle and can recycling bins
- Containers with oily or persistent residues are washed with detergent and labels removed before placing in the bottle and can recycling bins; or

Contaminated glassware that is not cleaned as above is treated as a prescribed industrial waste
There is no evidence of incorrect disposal down sinks, ie discoloration, staining, odorous sinks, etc
There are no odours, dust or smoke in the area

All service areas, where chemicals are used and dispensed or where wastes are stored are suitably bunded/protected from leakage into storm water or sewer drains

Swarf and other metal off cuts, oils and solvents are collected for recycling. The collected materials are stored in suitable and clearly labelled containers. Wastes and materials for recycling are regularly collected

Equipment, including computers, are switched off when not in use

See 1.13.1

5. STUDIOS

5.1 Studio facilities (general)

Access to studio is restricted to appropriate personnel
Warning and information signs are prominently posted
Appropriate PPE is available for tasks and in use
Safe work procedures are displayed next to equipment/hazardous procedures
Appropriate safety equipment is readily available for use
Adequate ventilation is available for art processes producing airborne contaminants
Food and drink are not stored or consumed in studios


5.2 Housekeeping

Benches only occupied by chemicals/equipment 'in use'
Storage of items on floors is kept to a minimum
Storage of heavy items above shoulder height is avoided
Aisles/exits clear
Spill kits, supplies and decontamination material are available for the hazards present
Spill procedures are clearly displayed
There is no accumulation of material representing excessive fire loads
Materials subject to spontaneous combustion such as oily rags & paint rags are placed in approved oily waste cans that are emptied daily

5.3 Waste management

All waste is disposed of appropriately
Hazardous or EPA prescribed wastes contained within bunded areas that do not drain to storm water or sewer
Hazardous waste is clearly labelled with waste description, biohazard symbols if required and date produced. The waste label includes the waste generator contact details (name, department/school/unit and contact number) and if the waste has had any on-site treatment or testing
Wastes are segregated according to hazard, treatment requirements and to optimise recycling opportunities
Wastes are stored in 'fit for purpose' containers that are able to withstand storage conditions and transport
Wastes are stored at appropriate temperatures
There are sufficient and appropriate waste disposal containers
Wastes are disposed of regularly and volumes are kept to a minimum

5.4 Electrical equipment

Studio equipment, including cords and leads, is in good working order
There are sufficient general purpose outlets (GPOs) for the equipment
Double adaptors & piggy-back plugs are not in use
Extension leads are only used for temporary, short-term power connections
Power boards with overload protection are used if sufficient GPOs are not available
Equipment and appliances are earthed or double insulated. Look for the double insulation symbol 
on the specification plate
Residual current devices are provided and used when operating portable power tools and equipment
Fittings are protected against external damage
Equipment that may be left on unattended has a manually resetting over-temperature cut-off switch fitted

5.5 Chemicals (general)

5.5.1 Chemical management

A register of chemicals is available
MSDS are available for chemicals
Documented risk assessments are available for chemical use
Carriers are provided for large containers (>2L)
Unattended reactions are clearly signed

5.5.2 Labelling of chemicals

Chemicals in use or storage labelled clearly and unambiguously
All reused containers have label removed or completely covered
Decanted chemicals are labelled

5.5.3 Chemical storage

The Monash University posters [Storing dangerous goods in laboratories, studios & workshops](#) and [General chemical storage guidelines for laboratories/studios/workshops](#) provide information on storage and segregation of chemicals and dangerous goods.

Chemicals not in use placed in correct storage location

Chemical stocks are kept to a minimum

The levels of dangerous goods are within Monash University's [Storing dangerous goods in laboratories, studios & workshops](#) limits

Incompatible classes of chemicals are segregated

Chemical containers are of the correct type and in good condition

No food containers are in use for the storage of chemicals

Unsealed containers of flammable waste are stored in fume cupboards or ventilated cupboards

5.5.3.1 Storage on open shelving

All containers are < 5 kg or L in size

On shelves > 1.5 m high all glass containers are < 1 kg or 1 L

The shelving is chemically resistant to the chemicals stored

5.5.3.2 Storage in fire-proof cabinets

All containers in cabinets are <25 L in size

The self-closing mechanisms of the doors are operating correctly

Incompatible chemicals stored in the same cabinet have separate spill containment

5.5.3.3 Storage in ventilated cupboards

All containers in cupboards are < 2 kg or L in size

Incompatible chemicals stored in the same cabinet have separate spill containment

Ventilation is sufficient to prevent build up of offensive odours

5.6 Chemicals (specific)

5.6.1 Compressed & fuel gases

All the cylinders inside rooms are connected for use (ie no storage in studios)

Gas cylinders are each securely chained with individual chains secured around the body of the cylinder and the chain ends attached to 2 separate securing points

Gas cylinders are at least 3 m away from ignition sources, where possible

Cylinders, pipes & valves are protected from mechanical damage

Strength of hoses & clamps attached to gas cylinder regulators are sufficient for maximum regulator delivery pressure

Flashback arresters are used in fuel gas supply lines

Non-return (check) valves are fitted to all processes that exceed cylinder pressure

Gas use is confined to areas with good local exhaust ventilation

There is a cylinder trolley available for carrying cylinders

5.6.2 Flammable liquids

Quantities of flammable liquids are kept to a minimum

Flammable liquids are only stored in fridges/freezers that are intrinsically safe

Flammable liquid use and storage is kept well away from heat & ignition sources

Fire extinguishers (dry chemical or CO₂) are available

5.7 Environmental

Chemical containers are cleaned prior to recycling or disposal:

- Triple rinsed and labels and lids removed before placing in the bottle and can recycling bins
- Containers with oily or persistent residues are washed with detergent and labels removed before placing in the bottle and can recycling bins; or

Contaminated glassware that is not cleaned as above is treated as a prescribed industrial waste

There is no evidence of incorrect disposal down sinks, ie discoloration, staining, odorous sinks, etc

There are no odours, dust or smoke in the area

All service areas, where chemicals are used and dispensed or where wastes are stored are suitably bunded/protected from leakage into storm water or sewer drains

Swarf and other metal off cuts, oils and solvents are collected for recycling. The collected materials are stored in suitable and clearly labelled containers. Wastes and materials for recycling are regularly collected.

Equipment, including computers, is switched off when not in use

See 1.13.1

Inspection Worksheet

Details of Inspection

Campus: _____ Faculty/Division: _____

Department/School/Centre/Unit: _____ Building: _____

Other: _____

Date of inspection: _____

General description of area inspected, eg First floor of Building 99: _____

Assessment Team

Name	Signature
(Health & Safety Representative)	

Inspection program

1. Inspection program:

- ◆ Divide each department/school/area into sections to be inspected
- ◆ Determine the team to inspect each section.
It is advisable that the majority of team members have complete the Monash University Workplace Inspection training program coordinated through the Staff Development Unit prior to undertaking workplace inspections.
- ◆ Determine the timetable to complete two inspections in the year

2. Reference sheets are available from OH&S providing guidance on the hazards to be identified during inspections. They need not be used as a definitive checklist unless desired. The reference sheets cover areas such as:

- ◆ Public areas
- ◆ Offices
- ◆ Laboratories
- ◆ Workshops
- ◆ Studios

3. Recording the outcomes of inspections

- ◆ Record the results of inspections on '**Inspection worksheets**':
 - Describe any hazard/problem/(s) identified for each room inspected
 - Describe any potential or adverse environmental impact/(s) for each room inspected
 - Outline the preventative/corrective action (Actions)
 - Nominate the person responsible for follow up (Responsibility)
 - Provide a realistic date by which the actions should be completed/implemented
- ◆ Following completion, copies of the Inspection Worksheets are provided to those responsible for follow up actions. When all actions have been completed, a copy of the form is then returned to the Safety Officer, with evidence of completion of actions attached, eg copies of BEIMs requests, emails, purchase orders.
- ◆ Following each round of inspections, the '*Summary of inspections*' form should be completed and forwarded to the local safety officer local OHS&E committee chairperson and to OH&S on the Clayton campus

