

# HAZARDOUS SUBSTANCES AUDIT – CHECKLIST

Not all sections will be applicable to all laboratories and workplaces in the Division of ICS.

Answering “no” to any of the questions indicates a need for corrective action to be identified and undertaken.

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## SAFETY AUDIT DETAILS

Location:

Date Audit Conducted

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## DETAILS OF PERSONS CONDUCTING THE AUDIT

Lead Auditor:

Telephone:

Laboratory Manager:

Telephone:

Name:

Telephone:

Name:

Telephone:

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## HAZARDOUS SUBSTANCES AUDIT – CHECKLIST

	ACTION FOR COMPLIANCE	YES	NO	ACTION REQUIRED/ COMMENT	PERSON RESPONSIBLE	DATE TO BE COMPLETED
HS01	Is there an up-to-date register of all hazardous substances used in the Laboratory/workplace?					
HS02	Are material safety data sheets (MSDS) available for all hazardous substances?					
HS03	Are there procedures for the introduction of a new substance into the area/lab?					
HS04	Are all staff, students & visitors who use the laboratory acquainted with MSDS's and trained to take necessary action in an emergency?					
HS05	Have risk assessments been completed for the hazardous substances held and used?					
HS05	Is the laboratory/area provided with adequate and suitable personnel protective equipment?					
HS06	Are all containers adequately labeled?					
HS07	Are all containers of hazardous substances suitable and undamaged?					

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	ACTION FOR COMPLIANCE	YES	NO	ACTION REQUIRED/ COMMENT	PERSON RESPONSIBLE	DATE TO BE COMPLETED
HS08	Are all chemicals safely stored?					
HS09	Are procedures in place to clean up spills?					
HS10	Are all areas in which hazardous substances are used or stored well ventilated?					
HS11	Are there easy to read warning signs in hazardous areas?					
HS12	Is regular atmospheric monitoring necessary? Is this in place?					
HS13	Is compatibility of dangerous goods considered when storing?					
HS14	Are the amounts of solvents used stored kept to a minimum?					
HS15	Are all gas cylinders suitably stored and secured?					

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HS16	Are fuel cylinders separated from oxidizing cylinders?					
HS17	Is there provision for fume cupboards for testing and analyzing?					
HS18	Are electrical services located outside the fume cupboard chamber?					
HS19	Are emergency isolation switches available and clearly identified?					
HS20	Is a CO2 fire extinguisher located near to the fume cupboard?					
HS21	Is the area free of flammable liquids?			If no, complete Flammable Liquids Checklist on p6 as part of this audit	Auditors	
HS22	Are all hazardous substances disposed of in a safe manner?					

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	<b>PERSONNEL PROTECTIVE EQUIPMENT</b>					
PE01	Are areas/tasks designated for use of PPE clearly marked/signed?					
PE02	Is appropriate PPE available?					
PE03	Is PPE worn in designated areas/tasks?					
PE04	Is PPE in good repair?					
PE05	Is regular maintenance carried out on PPE?					
PE06	Is training/instruction provided on the correct use and maintenance of PPE?					

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	<p><b>FLAMMABLE LIQUIDS CHECKLIST</b></p> <p><i>Storage of flammable chemicals must comply with Australian Standard AS1940:1993-Storage and Handling of Flammable and Combustible Liquids. For more information contact the OH&amp;S Manager.</i></p>					
	<b>Storage of minor amounts intended as day-to-day working stock:</b>					
FL1	Is the total quantity of flammable liquid less than 20L per 50m <sup>2</sup> of floor space?					
FL2	Are containers stored in a cool area, and away from ignition sources?					
FL3	Are containers kept closed when not in use?					
FL4	Is there room to open/decant flammable liquids away from ignition sources?					
FL5	Is the storage/decanting area clear of combustible waste materials and residues?					
FL6	Are flammable liquids stored and used away from escape routes?					

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FL7	Are relevant staff trained in the use and handling of flammable liquids?					
FL8	Are spills are cleaned up immediately? There is no evidence of unattended spills.					
<b>Storage of amounts between 20 and 250L: Storage Cabinets (tick if storage complies):</b>						
FL9	Is there is less than 250L aggregate of flammable and combustible liquid stored in any individual storage cabinet?					
<b>Cabinet construction &amp; placement:</b>						
FL10	Is cabinet constructed according to regulations: <i>double-walled sheet steel construction, gap not less than 40mm between the wall; gaps are either an air space or filled with non-combustible insulation; floor forms a liquid-tight compound at least 150mm deep. All shelves are perforated for free air movement.</i>					
FL11	Is the flammable liquid cabinet licensed with the appropriate authority?					

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FL12	Is the cabinet door self-closing, close-fitting and held shut at all times?					
FL13	Is each individual cabinet marked legibly with the maximum capacity of the cabinet, a Class label and words “no smoking no ignition sources”?					
FL14	Does the cabinet separation meet requirements: irrespective of occupancy, not more than one cabinet is installed in each 250m <sup>2</sup> of building area and the distance between any two cabinets is not less than 5m.					
FL15	Is the cabinet at least 3m from any ignition source?					
FL16	Is the cabinet is located (in relation to exits and stairways) such that the escape of persons will not be jeopardised in the event of fire?					
FL17	Is there at least one 20 B(E) powder extinguishers for each indoor flammable liquids cabinet?					