

Chemical Audit Checklist

This form is to be used in conjunction with: HS332 [Hazardous Chemical Procedure](#) and HS308 [Audit Procedure](#)

If you find any deficiencies during this audit please enter them into [myUNSW](#) as a workplace inspection

Audit completed by: {name}

Date:

Lab. number.

Heading	Requirement	Check (Y/N)
1. Purchasing	1.1 Is there a system for screening new purchases of chemicals prior to their arrival?	
	1.2 Can a substance be rejected, or substituted for safer alternative, if it is too toxic or if the existing risk controls are inadequate?	
	1.3 Is Jaggaer CIM being used to create requisitions so that high risk material can be flagged? [otherwise a pre-purchase checklist is being used?]	
	1.4 Is there an approval process in place for the purchase and use of all Schedule 8 or Schedule 9 drugs as required by the Department of Health?	
	1.5 Is SafeWork NSW authorisation obtained to use, handle or store prohibited or restricted carcinogens?	
2. Register and SDSs	2.1 Is the chemicals register kept up to date? <i>[Note: this task occurs automatically for work units using Jaggaer CIM]</i>	
	2.2 Are Safety Data Sheets readily accessible? Are they less than 5 years old (electronic and printed versions?) and GHS compliant	
3. Gases and Cryogenics	3.1 Are all size D, E, F & G gas cylinders individually restrained?	
	3.2 Are gas regulators inspected annually and rebuilt/refurbished five yearly?	
	3.3 Are flammable gases fitted with a flash back arrester?	
	3.4 Is a gas detection and alarm systems installed as determined by risk?	
	3.5 Has a risk assessment been conducted to establish that the quantity of gas (including cryogenics) stored in the laboratory is safe (if gas monitoring is not in place)?	
4. Inspection, Testing and Monitoring (ITM)	4.1 Is there an Inspection, Testing and Monitoring schedule for equipment used in the laboratory e.g. fume cupboard, bio-safety cabinet, gas monitoring, etc.?	
	4.2 Is the fume cupboard within its test date?	
	4.3 Is electrical testing and tagging conducted at the required frequency on relevant portable electrical equipment?	
5. Labeling	5.1 Does labelling for decanted and in-house mixtures meet minimum requirements including: identifier and concentration, hazard pictogram and/or hazard statement?	
	5.2 Is pipework or tubing carrying hazardous chemicals labelled to be easily identified at appropriate intervals?	
6. Risk mgt and SWPs	6.1 Are risk management forms completed for tasks involving chemicals?	
	6.2 Is there a process to review the risk management for such tasks?	
	6.3 Are Safe Work Procedures documented for all hazardous tasks?	
7. Training	7.1 Is training provided to all persons who work with chemicals?	
	7.2 Are training records maintained?	
	7.3 Are records maintained to show workers have been trained on a SWP?	
8. Storage	8.1 Are containers used for storing chemicals compatible with the chemical being stored and appropriate for the use?	
	8.2 Are substances that have different physical hazards kept segregated during storage (including the use of bunds)?	
	8.3 Are Australian Standard approved cabinets used where there are significant quantities of hazardous chemicals with physical hazards being stored (e.g. flammables, toxics or corrosives)?	
	8.4 Are such cabinets located away from doorways?	
	8.5 Is storage in work areas and on benches kept to a minimum?	
	8.6 Are flammables kept 3m away from ignition sources including Australian Standard approved cabinets? (unless a hazard zone assessment has been done that allows less distance)	

	8.7 Are toxic substances kept locked up and cyanides further restricted to users only?	
	8.8 Is there an intrinsically safe cold storage available for flammables if required?	
	8.9 Is chemical storage in fume cupboards prohibited or monitored to be kept to a minimum?	
	8.10 Are regular checks conducted on those chemicals requiring particular measures such as substances requiring to be kept wetted, substances that can form organic peroxides over time in storage or any other substances that have the potential to become unstable or explosive over time in storage? E.g. Picric acid HS717	
	8.11 Are storage areas regularly checked to ensure disposal is organized for chemicals reaching their expiry dates or where containers are deteriorating?	
9. PPCE	9.1 Has the required Personal Protective Clothing and Equipment been identified for the laboratory and tasks?	
	9.2 Are checks carried out to ensure that PPCE is worn and is appropriate for the task?	
	9.3 Are designated storage areas for PPCE available?	
10. Waste	10.1 Is chemical waste collected for safe disposal?	
	10.2 Are liquid wastes segregated and banded (if required)?	
	10.3 Is waste stored in appropriate containers and location and correctly labelled?	
11. Emergency	11.1 Are potential emergency situations identified and procedures written (e.g. gas leaks, freezer failure, chemical spills)?	
	11.2 Are safety showers and eye washes available and checked weekly (or their required risk assessed frequency)?	
	11.3 Is first aid equipment and enough trained first aiders provided?	
	11.4 Are appropriate chemical spill kits available for the chemicals in use/storage?	
	11.5 Are the emergency contacts for the laboratory up to date?	
	11.5 Is there adequate PPCE available to cope with cleaning up a spill e.g. goggles, full length gloves, respirator with suitable cartridges, gum boots?	

Notes for any non-conformances if required: *(Remember: add corrective action to myUNSW and assign action)*

Item Number	Specific comment / action /observation etc.