

Biosafety Laboratory Audit Form

Audit Title

Template

Conducted on

3/28/13 2:51 PM

Completed on

3/28/13 2:53 PM

Disclaimer

The assessors believe the information contained within this risk assessment report to be correct at the time of printing. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

Information on the latest workers compensation and OHS / WHS laws can be found at the relevant State WorkCover / WorkSafe Authority.

Confidentiality Statement

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so.

Table of Contents

BIOSAFETY LABORATORY AUDIT FORM	1
Disclaimer	2
Confidentiality Statement	2
AUDIT	4
1. General Information	4
2. PPE/Personal Hygiene Practice	4
3. Emergency Management	4
4. Laboratory Equipment	5
5. Glassware & Sharps	5
6. Housekeeping	5
7. Chemical Storage	6
8. Waste Management	6
9. Biological Hazards	6
10. Record keeping/Training	7

Audit

Question	Response	Details
1. General Information		<i>Score (0/3) 0.0%</i>
a. Are hazard warning stickers and restricted access signs posted and legible?		
b. Is emergency contact information posted and legible at the lab entrance and near telephone (s) (i.e. supervisors name & #, dept. #, EHS # and 911)?		
c. Are all means of egress clear?		
2. PPE/Personal Hygiene Practice		<i>Score (0/6) 0.0%</i>
a. Is the appropriate PPE available (i.e. gloves, face shields, goggles, safety glasses, etc.)?		
b. Are safety glasses worn when hazards to the eye are present? (i.e. pressure hazards, centrifuges, chemicals, boiling liquids, bloodborne pathogens, UV light, or other hazardous processes stated in the CHP).		
c. Are goggles and face shields worn when splash hazards are present?		
d. Are gloves removed when leaving the laboratory (unless necessary)?		
e. Is eating and drinking prohibited in lab unless in designated "clean" area?		
f. Is proper attire worn (i.e. no sandals, or shorts without lab coat)?		
3. Emergency Management		<i>Score (0/4) 0.0%</i>
a. Are eyewash and showers available?		

Question	Response	Details
b. Have they been tested within the last 30 days?		
c. Is a spill kit available?		
d. Is a first aid kit available?		
4. Laboratory Equipment		<i>Score (0/5) 0.0%</i>
a. Is equipment maintained and in good condition?		
b. Is equipment used for designated purpose?		
c. Are 'out of order' signs placed on broken equipment?		
d. Are guards in place where required on equipment?		
e. Are refrigerators labeled "No Food or Drink"?		
5. Glassware & Sharps		<i>Score (0/3) 0.0%</i>
a. Is broken glassware and sharps properly disposed of?		
b. Is a sharps container available:		
c. Is the Sharps container changed on a regular basis to prevent the possibility of needle sticks?		
6. Housekeeping		<i>Score (0/6) 0.0%</i>
a. Are walkways, work areas, and equipment areas clean and free from clutter?		
b. Are spills cleaned up immediately? (visual inspection)		
c. Are floors clean (no evidence of spills)?		

Question	Response	Details
d. Are bench tops, biological safety cabinet, and fume hood surfaces clean?		
e. Are decontamination procedures written and are all laboratory personnel familiar with them?		
f. Is housekeeping managed in such a way that it does not pose a safety risk to laboratory personnel?		
7. Chemical Storage		<i>Score (0/4) 0.0%</i>
a. Are temporary use containers properly labeled?		
b. Are chemicals stored appropriately?		
c. Are flammable liquids stored in Flammable cabinets?		
d. Are corrosives properly segregated and stored appropriately?		
8. Waste Management		<i>Score (0/4) 0.0%</i>
a. Is biological lab waste autoclaved before disposal?		
b. Is chemical waste and sharps picked up regularly?		
c. Are waste bottles stored in such a way they cannot be kicked or knocked off a bench or shelf?		
d. Are waste bottles properly labeled?		
9. Biological Hazards		<i>Score (0/5) 0.0%</i>
a. Proper decontamination and spill procedures followed		
b. Are sharps are disposed of properly?		

Question	Response	Details
c. Procedures done with minimal aerosol production/biosafety cabinet used as appropriate?		
d. Do centrifuges have secondary containment with aerosol shield?		
e. Is the laboratory equipped to safely work with the agents classified at the designated biosafety level?		
10. Record keeping/Training		<i>Score (0/8) 0.0%</i>
a. Have lab personnel been trained in general laboratory safety?		
b. Have laboratory personnel been trained on all aspects of the Chemical Hygiene Plan?		
c. Are lab personnel knowledgeable about how to report an accident/injury?		
d. Has the laboratory specific Chemical Hygiene Plan been updated annually?		
e. Are exposure incident reports maintained and kept up-to-date?		
f. Are sharps injury logs maintained and kept up-to-date?		
g. Has the Annual Renewal of Protocol been filed?		
h. Is the Chemical Hygiene Plan available to all laboratory personnel?		
PI Signature		
IBC Auditor		
Members Present		