# Science

This checklist has been developed to assist schools in addressing their hazard identification and reporting.

The checklist provides guidance only, it is not intended as a definitive list for the identification of all hazards. Staff are encouraged to make modifications to suit their specific environment. **Note:** there will be hazards/deficiencies not mentioned on the checklists that will need to be identified and managed.

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| **School or location (block/campus/room):** | | |
| **Person/s completing checklist:** | **Date:** | |
| **Fire safety and emergency response** | **Action if required** **(✓ if no action)** | |
| Safety rules and evacuation routes are prominently displayed. |  | |
| The area has an audible evacuation alarm. |  | |
| Doorways, walkways and evacuation exits are kept clear and at least 600mm wide. |  | |
| External exit doors can be opened from the inside without a key and emergency fire exits signed |  | |
| Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type. |  | |
| Fire blankets are available as required and checked. |  | |
| **Management procedures** | **Action if required (✓ if no action)** | |
| Safe operating procedures are displayed with high risk equipment. |  | |
| Required personal protective equipment is available and in good condition. |  | |
| **Rooms** | **Action if required (✓ if no action)** | |
| The room is clean and tidy. |  | |
| There is sufficient space for each person to work safely. |  | |
| Floor surfaces are maintained in a safe condition and they are suitable for the type of activities conducted. |  | |
| Walls and ceilings are safe and in good condition. |  | |
| Steps/stairs/ramps are in a safe condition with non-slip surface, and secure handrails where needed. |  | |
| Doors, windows, locks and latches are in good condition and working order. |  | |
| There is adequate ventilation. |  | |
| Wall mounted coat hooks or other protrusions are not a hazard. |  | |
| There is adequate lighting to work safely. |  | |
| **Furniture, fixtures and fittings** | **Action if required (✓ if no action)** | |
| All furniture is safe and in good condition. |  | |
| Light fittings/fixtures and ceiling fans are in good condition and working order. |  | |
| Hanging displays are not hazardous. |  | |
| All water and gas taps are in good working order. |  | |
| Safety showers and eyewashes are in good condition, working order and clear of obstructions. Weekly testing (unless risk assessed) is logged and records are available. |  | |
| **Storage** | **Action if required (✓ if no action)** | |
| Shelving is compatible with the chemicals stored on it (e.g. wooden shelving is NOT used to store flammable liquids and solids or oxidisable materials. |  | |
| Required resources and equipment are stored safely. |  | |
| Free standing shelves/cupboards are secured to ensure stability. |  | |
| Storage areas are labelled appropriately. |  | |
| Storage methods are used that will eliminate or minimise accidents e.g. heavy objects stored between mid-thigh and shoulder height, etc. |  | |
| There is adequate ventilation in chemical storage areas. |  | |
| Fume hoods are serviced annually and are NOT used to store chemicals. |  | |
| **Hazardous chemicals** | | **Action if required (✓ if no action)** |
| Current (within five years) safety data sheets are readily available for hazardous chemicals. | |  |
| Are hazardous chemicals stored and labelled appropriately?   1. No banned substances are present. ❑ 2. Peroxidisable chemicals are managed according to stability and shelf life. ❑ 3. Chemicals are stored according to their separation and segregation requirements as described in their safety data sheet. ❑ 4. Chemicals are stored and used according to their safety data sheets ❑ 5. Flammable material is stored and handled in a safe manner. ❑ 6. Chemicals are not stored in classroom/laboratories. ❑ | |  |
| Expired and excess chemical supplies are disposed of correctly and in a timely manner (i.e. they are not permitted to accumulate over long periods). | |  |
| Chemical waste is managed as for hazardous chemicals and is disposed of in a timely manner. | |  |
| Spill control kits are in place (e.g. sand buckets, absorbents, neutralising agents). | |  |
| **Physics** | | **Action if required (✓ if no action)** |
| Physical apparatus is stored as far away as practicable from chemicals. | |  |
| Adequate control is maintained over liquid mercury. | |  |
| Radiation sources including sealed and unsealed radioactive sources, discharge tubes, x-ray apparatus and lasers are managed according to RPS18:   * correctly stored under lock and key * in good physical condition * recommended for use in schools. | |  |
| **Biology** | | **Action if required (✓ if no action)** |
| Staff and students are aware of no eating, drinking or chewing gum requirements. | |  |
| Correct hygiene practices are followed (e.g. hand washing, labcoats). | |  |
| Cuts and abrasions are covered adequately. | |  |
| Microbial cultures exposed to the atmosphere are no more than 15cm from the Bunsen flame. | |  |
| All precautions are taken in relation to bacterial cleansing of equipment. | |  |
| All contaminated waste is disposed of appropriately. | |  |
| Staff and students are aware of animal ethics guidelines and requirements. These guidelines are adhered to and records kept. | |  |
| **Electrical and gas** | | **Action if required (✓ if no action)** |
| Electrical equipment is in good condition and tested and tagged if required. | |  |
| All new power boards purchased will have an overload switch. | |  |
| The area has Residual Current Device (RCD) protection. | |  |
| Damaged equipment is removed from immediate service and tagged ‘out of service’ until repaired/replaced. | |  |
| Gas fittings are in good condition and inspected annually by a licenced contractor. | |  |
| Gas cylinders are stored in an upright position and chained to a wall or stand. | |  |
| Portable Bunsen burners are not used in curriculum activities | |  |
| Isolation switches for both gas and electricity are available in each laboratory and preparation area and are well labelled and fully operational. | |  |
| **General** | | **Action if required (✓ if no action)** |
| Hazards such as sharps, glare, fumes, noise or vermin have been identified and managed. | |  |
| Animal cages are clean and in good condition. | |  |
| Sink areas are clean and in good working order (e.g. no leaks). | |  |
| **Use the following space to record additional issues or hazards** | | **Action if required** |
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