

## 9. Biological Laboratory Inspection Checklist

Element	Compliance requirement	Result (compliant, partially or non-compliant)
Immunity	All personnel that perform high risk tasks or routinely enter the laboratory are protected from contracting Q Fever or Australian Bat Lyssavirus (ABLV) through proof of immunity.	
	Personnel that occasionally enter the laboratory for short term and low-risk tasks or contractors either wear a P2 mask or show proof of immunity.	
	Proof of immunity is through the provision of a registration number for the Q Fever register or documentation from a doctor.	
Outside Laboratory	Signage outside the door identifies the biological risk within the laboratory and the need to wear a P2 mask or provide proof of immunity prior to entry.	
	P2 masks are provided outside the entry door to the laboratory.	
	Access through the door of the laboratory is restricted with key or access card to control unauthorised access.	
Entry	Entry door closes automatically, and locks.	
	Separate handwashing sink is provided at entry, with antibacterial handwashing soap.	
	An atrium is identified as a clean area for donning and doffing PPE and is separated from the operational area.	
	Atrium contains clean laboratory coats and PPE that is protected from splashes and spills.	
	Atrium contains a storage cabinet for personal items to remain outside of operational areas.	
	No food is permitted inside laboratory and drinks are available only in the clean area.	
	The clean zone and operational areas are clearly marked.	
Personal Protective Equipment (PPE)	Disposable laboratory coats or cotton laboratory coats that are laundered in a commercial laundry designed to decontaminate the coat, are provided in the clean area.	
	Gloves in a range of sizes to allow a good fit are provided in the clean area and throughout the laboratory.	
	Safety glasses and/or face shield are provided within the clean area. Prescription safety glasses should be made available to workers who regularly need to wear safety glasses.	
	Aprons are provided for high-risk work that would heavily contaminate laboratory coats and clothing underneath.	
	Thermo-insulated gloves and coats for work within walk in freezer (if applicable).	
	Foot covers are available to protect shoes from biological material.	
Surfaces	Floor surface is made from water impervious material that is resistant to chemicals.	
	Walls are covered with an impervious material, resistant to water and chemicals.	
	All equipment and surfaces are metal or chemical resistant plastic.	
	Surfaces are clean with no residual biological matter.	

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Equipment	All fume cupboards, fume hoods and local exhaust ventilation equipment has been inspected and tested within the previous 6-months.	
	All equipment in the laboratory is designed for laboratory use, with no domestic appliances used available for use.	
	Large equipment with complex systems each have a Standard Operating Procedure (SOP) developed for use.	
	No processes that would aerosol biological matter are used within the laboratory, i.e. no drilling or powered cutting equipment.	
	Vacuum cleaner type “H” is used for laboratory purposes, and a vacuum cleaner not used for surface cleaning.	
	Compressed air is not used for cleaning activities.	
	All computer and/or laptop keyboard and mouse is covered and protected from splashes, reducing contamination and facilitating cleaning processes.	
Refrigerator and Freezer	Fridges and freezers have biological hazard signage.	
	Walk-in freezer has an operational emergency escape bolt.	
	Walk-in freezer has an operational alert bell.	
	Workers do not enter the walk-in freezer without another person in the laboratory or without informing a person nearby with a timeframe to note their return.	
	Back-up power is available for fridges and freezers that store items that have zoonotic risk.	
	Warning systems are installed on cold storage equipment to monitor freezer temperature levels.	
	All fridges and freezers have an inventory identifying the contents of the fridge or freezer, when it was collected and who owns it.	
	Walk in freezer is well organised with shelving and sufficient airflow to avoid icing over.	
	Fridge and freezers are well maintained with good seals and low levels of icing.	
Chemicals	All chemicals are assessed to determine which meet the classification of “hazardous”.	
	All hazardous chemicals have a Safety Data Sheet (SDS) that was issued less than 5 years ago.	
	Each hazardous chemical has a risk assessment for the use of the chemical completed within the previous 5 years	
	All hazardous chemicals are labelled if not entirely used during the shift.	
	All liquid hazardous chemicals are stored within a bunded container sufficient to capture container contents.	
	All chemicals are stored according to segregation requirements. Flammable liquids are kept separated from incompatible chemicals.	
	Significant quantities of flammable chemicals or corrosive chemicals are stored within the appropriate chemical cabinet.	
Cleaning	Chemicals used for cleaning and decontamination are appropriate and will kill the zoonotic organisms present in the laboratory.	

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	Cleaning equipment including mops, buckets, squeegees, wet brushes are identified with colour or other label as identifying its use in the laboratory only and are kept within the laboratory.	
	A decontamination process and chemicals are provided for all equipment that is removed from the laboratory.	
	A foot bath or shoe cleaning process is implemented for all personnel leaving the operational area.	
	A cleaning schedule has been determined and monitored for completion, identifying the cleaning dates and person.	
	Laboratory personnel clean the laboratory, external or contract cleaners do not enter or clean the laboratory area.	
Waste	Clinical waste receptacles are provided for all biologically contaminated waste and the bins are identified with appropriate signage.	
	Clinical waste is double bagged and kept frozen and secured until pick up.	
	Sharps waste receptacles are provided for all used needles, scalpels and other sharps, with appropriate signage.	
	General waste receptacles are provided in the clean zone and does not contain contaminated waste or sharps.	
	Chemical waste, clinical waste and sharps waste are collected by accredited and licensed waste collection contractors.	
Induction and Training	Appropriately qualified personnel provide detailed training for personnel performing complex or high-risk tasks within the laboratory.	
	All personnel entering the laboratory receive training in entry restrictions and PPE requirements.	
	All visitor and contractor entry is approved as a business need and are provided with induction.	
	Induction and training records are available for review.	
Emergency	An evacuation diagram is installed within the laboratory.	
	Laboratory workers are instructed to respond to an alert tone by putting away specimens, securing clinical waste and cleaning.	
	Fire extinguisher/s are located in the laboratory as per fire safety requirements, with a clearance zone of 1m.	
	Fire extinguishers are tested every 6 months, by a qualified provider and records of testing are kept.	
	An emergency shower and eyewash is installed at a central point, with a clearance zone of 1m.	
	The Emergency shower and eyewash is tested every 6 months by a qualified provider and records of testing are kept.	
	Spill kits are kept for chemical and biological spills.	
	First aid kit/s are provided, signage is installed identifying the location of the first aid kit.	
	First aid kits are resupplied regularly, so that there are no out-of-date or used up items.	
	Emergency isolation button is installed to electronically isolate key GPOs or electrical equipment.	