

APPENDIX B

DUTIES CARRIED OUT BY THE CHEMISTRY SAFETY AUDITOR

Make a verbal report as required to a representative of the Safety Committee about the annual audit in November of the following items. [NB. The list excludes items audited for electrical safety or as sources of radiation.].

1. Fire alarms: Check the written records held in the Science Caretakers' office of the weekly testing scheduled by Estates and Facilities' Electricians. Report significant irregularities to the Chemistry Health & Safety Coordinator.
2. Fire blankets: Make a visual check only, without removal, report on the Estates and Buildings K2 System of any defects, or absence of evidence of a recent service by the contractor.
3. Fire doors: Check that those not closed automatically during an alert are labelled as fire doors and are self-closing. Notify E & F *via* the K2 System, if any faults are found.
4. Fire exits: Check they are all clear with easy access and that they are not sticking. Request any repairs by E & F *via* the K2 System.
5. Fire extinguishers: Check that they are of the correct type, are supported properly, easily detached from the bracket, have unbroken seals and are in the correct location. Liaise with the Estates and Facilities representative and notify any defects, or absence of evidence of a recent service by the contractor.
6. Registered Step Ladders: Check on location, fitness for purpose and tag number.
7. First Aid Stations: Request a report from Miss Kerry Strong, who checks that the stations have more than the minimum quantities of the prescribed contents.
8. Fume cupboards: Report cupboards that are unduly untidy and dirty. At a user's request, report on the K2 System of any attention required.
9. Piped lab gases: Make an annual snapshot inspection of the external gas cylinder systems used by research groups (visible only). Report defects to the appropriate research-group leader, or the Safety and Research Technician.
10. Hazardous-equipment register: Record location, identity marks and professional inspections of registered lifting equipment and pressurised liquid nitrogen vessels. Report shortcomings to the Safety and Research Technician.
11. Personal Protection Equipment: Include a report about the location, testing and replacement of respiratory protection equipment.

12. Showers and eyewash stations: Check on water supply, wash out the hose and spray head, check for leaks. Report deficiencies to E & F via the K2 System.
13. Signs and Labels: Order and affix new signs to ensure compliance. Ensure that each room controlled by the Board has an approved notice bearing clear instructions for action to be taken when fire occurs.
14. Solvent bins and cupboards: Check on location, fitness for purpose, appropriateness of use and labelling. Report deficiencies to the Safety and Research Technician.

P A Hofmann
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