

NOTICE

RSC's ANNUAL CLEAN-UP

Monday 7th November 2022 until 11th November 2022

A thorough clean-up of all laboratories, instrument rooms, service areas, workshops and offices must be carried out across buildings 136, 137 and 138. Each team or research group is required to cease all experimental work from Monday 7th November in order to carry out the clean-up.

Tasks normally performed during the annual clean-up have been divided into "essential tasks" to be completed by all groups, and "tasks that should be done where necessary" (see list below).

Please refer to the relevant static RA for the annual cleanup process (Figtree Task Assessment # 9AR0000018, RSC RA 00013) as there have been a number of minor incidents during past cleanup events. In the event of a chemical spill, RSC will follow the chemical spill response procedure in the RSC Emergency Response Plan (access *via* the [RSC WHS Noticeboard](#) under section "RSC Emergency Response")

CLEAN-UP (7th November – 11th November)

All work shall cease until the essential tasks have been addressed appropriately in each area. Group members shall check with their academic group leaders whether the condition of their work areas meets the below requirements before any work can be resumed (not necessarily at the end of the week; can be earlier). Academic Group Leaders shall inspect the lab and office areas before allowing any work to be resumed. A range of inspection items required by [ANU's WHS Management System Handbook \(chapter 4.1\)](#) have been incorporated in the below clean-up inspection checklist.

This list must be signed off by the Group/Team Leader responsible for the area scanned and emailed back to the RSC WHS Officer, rsc.safety-officer@anu.edu.au by COB on Monday 14th November.

For all clean-up activity, please remember that a high volume of hazards such as hazardous chemicals, sharps, dust etc. will be encountered. Ensure that all standard laboratory principles are applied, including suitable PPE such as lab coats, safety glasses, gloves, and solid footwear. PPE such as lab coats, safety glasses, disposable gloves, cut-proof gloves, and dust masks is available at RSC stores.

(A) Essential tasks			
Group Leader (GL):		Labs/offices checked (list all that have been checked):	
	Task	Comments	Checked by GL (Initials)
1	ELECTRICAL EQUIPMENT a) Electrical equipment and other general items (both office and laboratory equipment, both RSC and personal items) must be thoroughly cleaned and examined for faults (cracks, heat damage, exposed wires), and the necessary action taken for repair/disposal. <input type="checkbox"/> b) Check the testing tags on a few items – does it appear that the testing team has tested and tagged in your area? <input type="checkbox"/> c) Equipment with " Do not use " or " danger " tags must not be used at all and either submitted for repair or disposed of. Equipment without a tag must not be plugged in at all ("no tag, no use"). Travel adapters are not to be used. <input type="checkbox"/> d) Only the red heavy duty heat guns with temperature adjustment are allowed for use in experimental areas. Fires have been caused by use of lower quality "household" type heat guns that can be purchased from tool marts. <input type="checkbox"/>		

2	<p>BUILDING INFRASTRUCTURE</p> <p>a) Please report faulty switches, power points, light fittings and any other laboratory and office fittings in need of maintenance using the SHM ticketing system (https://servicedesk.anu.edu.au/sp). <input type="checkbox"/></p>		
3	<p>EMERGENCIES AND EGRESS</p> <p>a) Remove all superfluous materials from floors, desks, lab benches etc., e.g. dispose of packaging material from equipment purchases where possible. <input type="checkbox"/></p> <p>b) All corridors (wet and dry) and passageways are emergency exit pathways and must not be obstructed or have trip hazards in them. Isles at least 600 mm wide. <input type="checkbox"/></p> <p>c) All doors, first aid equipment, and emergency systems (safety showers, emergency buttons, etc.) must be clearly visible and freely accessible. Sprinkler heads are exposed (i.e. not obstructed) <input type="checkbox"/></p> <p>d) Fire extinguishers: correct type for work in the area, signposted, clearly visible, and accessible. <input type="checkbox"/></p> <p>e) Floors are even and free from slip/trip hazards. Openings in floors are protected. <input type="checkbox"/></p> <p>f) Hand washing facility is generally clean and tidy <input type="checkbox"/></p>		
4	<p>FUME CUPBOARDS (FCs) AND LAMINAR FLOW CABINETS (LFCs)</p> <p>a) It is a statutory requirement that all fume cupboards are cleaned out thoroughly at least once a year, so this <i>must</i> be done as part of the annual clean-up and includes all surfaces, sinks, sashes, and area <i>underneath</i> fume cupboard base plates. Remove the base plate and ensure any material (foil, pipette tips, septa) that could block sinks is removed from sinks inside the fume cupboard. Careful: Older base plates have sharp edges. It is recommended you use cut-proof gloves. <input type="checkbox"/></p> <p>b) Some FCs have thin/warped base plates in them still. Adequate replacement plates are available. If your base plate hasn't been changed previously, please talk to the RSC Facilities Manager. <input type="checkbox"/></p> <p>c) Physical sash stops are generally in place and only removed temporarily where specific manipulations within the FC require this. <input type="checkbox"/></p> <p>d) All FCs/LFCs are clean and tidy. <input type="checkbox"/></p> <p>e) FCs are not used for long-term chemical storage (other than chemicals that are regularly used, e.g. squirt bottles). <input type="checkbox"/></p>		
5	<p>WASTE</p> <p>a) Arrangements must be made for the recovery or disposal of all residues (talk to your senior group members/Technical Officers). Residues for disposal must be appropriately labelled (including DGC) to notify officers and contractors of associated hazards (for waste disposal arrangements, see section below). Open or broken containers will not be accepted for disposal – all chemical material must be fully contained to avoid risk of contamination. <input type="checkbox"/></p> <p>b) Ensure all waste containers (including those remaining in labs) are appropriately labelled (sharps, flammable/halogenated liquids, glass waste, silica waste, aqueous waste, biohazards etc.) <input type="checkbox"/></p> <p>c) Bio-hazard waste bins and bags are available (if required). <input type="checkbox"/></p> <p>d) Cytotoxic drug waste bins and bags are available (if required). <input type="checkbox"/></p>		
6	<p>CHEMICAL STORAGE</p> <p>a) Keep chemicals outside chemical storage cabinets to an absolute minimum. Benches must not be used for chemical storage. <input type="checkbox"/></p> <p>b) Keep a particular eye on solvent loads. Stockpiling of solvents to avoid more frequent trips to the stores is to be discouraged. Cabinets underneath sinks are not suitable for chemical storage, including washing acetone/ethanol. <input type="checkbox"/></p> <p>c) Ensure chemicals (particularly liquids) are appropriately banded to avoid the spread of chemical spills in the event of primary container breakage. <input type="checkbox"/></p>		

	<p>d) Don't store chemicals of incompatible dangerous goods classes (DGCs) in the same tray. Mark storage trays (bunds) with the DGC that it's for (preferably using a coloured DGC sticker/label). <input type="checkbox"/></p> <p>e) A number of oxidising cabinets were distributed in 2019/2020. Please maximise their use to keep oxidisers separate from other chemicals. <input type="checkbox"/></p> <p>f) Keep nitric acid in its own storage cabinet (sharing a cabinet with other groups makes sense. A number of corrosive cabinets for nitric acid storage have been distributed in the RSC on each level. <input type="checkbox"/></p> <p>g) All experimental areas are free of food and drinks. <input type="checkbox"/></p> <p>h) Chemicals should not be kept on floors. Where this is not avoidable due to, e.g., equipment configuration (such as HPLC waste), all such chemicals must be banded and labelled correctly. <input type="checkbox"/></p> <p>i) Ensure chemical cabinets are clean, tidy, and serviceable. <input type="checkbox"/></p> <p>j) Ensure chemicals are stored under appropriate conditions (e.g. refrigerated where needed, or ventilated, away from sunlight etc.) <input type="checkbox"/></p> <p>k) All shelves, cupboards, and drawers must be cleaned thoroughly. <input type="checkbox"/></p>		
7	<p>GENERAL STORAGE</p> <p>a) Heavy items stored below shoulder level. <input type="checkbox"/></p> <p>b) Items are stored in a way that doesn't allow them to easily fall/break</p> <p>c) Cardboard boxes are prone to absorbing liquids easily, i.e. are poor choices for storage containers in labs, where minor spills or floods can occur. Reconsider cardboard use where possible and replace with plastic boxes. Where cardboard boxes are kept, they should not sit on the laboratory floors. In cold rooms, cardboard should be avoided altogether (mould formation and absorption of moisture from condensation). <input type="checkbox"/></p>		
8	<p>BENCHTOP OVENS FOR DRYING GLASSWARE</p> <p>a) Ensure a catch tray at the bottom is in place – do not use without such tray (unplug and mark “out of operation” until base tray is in place). <input type="checkbox"/></p> <p>b) These ovens are not intrinsically safe – ensure that all flammable materials are kept away from it. Glassware with solvent residues must not be put inside or on top of the ovens. <input type="checkbox"/></p> <p>c) Only inert solids such as silica, alumina, KBr, molecular sieves etc. are allowed in these ovens and must be clearly labelled. <input type="checkbox"/></p>		
9	<p>SAFETY DATA SHEETS (SDS)</p> <p>a) All hazardous chemicals require an up-to-date vendor/manufacturer SDS (<5 years old). These must be recorded in ChemWatch. Avoid printed SDSs. <input type="checkbox"/></p> <p>b) If you hold chemicals that are not yet on ChemWatch, initiate the process of having them uploaded. See RSC's ChemWatch Guide for details. <input type="checkbox"/></p>		
10	<p>MERCURY VACUUM GAUGES</p> <p>a) Following an unanswered call for interest, mercury vacuum gauges have been phased out at RSC. If you still have one or more in your area, please ensure residual mercury is contained fully (i.e. cap the outlet at the back) and prepare for disposal (double-bag). <input type="checkbox"/></p> <p>b) If your group intends to keep using them, please complete a static RA for its use first and notify rsc.safety-officer@anu.edu.au and rsc.trainingofficer@anu.edu.au once the RA is finished. <input type="checkbox"/></p>		
11	<p>SINKS AND DRAINS</p> <p>a) Ensure you minimise potential for ANY hazardous material (including flammable liquids) going down drains. Keep hazardous chemicals away from sinks. <input type="checkbox"/></p> <p>b) Containers for rinsing acetone must be housed in bunding, same as base baths, so that secondary containment is warranted. <input type="checkbox"/></p> <p>c) Ensure bunding is free of cracks/holes – replace if you notice damage. <input type="checkbox"/></p>		

	d) HAZARDOUS CHEMICALS MUST NOT BE RELEASED INTO DRAINS. Oils, pipette tips, sample vials, lids etc. destroy the pH dosing system – prevent those from entering drains. Non-hazardous (!) aqueous solutions must be at pH 6-8 before released into drains. If in any doubt about composition of such aqueous solutions, dispose <i>via</i> RSC chemical waste stream instead. Heavy fines and maintenance costs can occur. <input type="checkbox"/>		
(B) Tasks that should be done where necessary			
	Task	Comments	Checked by GL (Initials)
12	<p>REFRIDGERATORS/FREEZERS (ALL EXPERIMENTAL AREAS)</p> <p>a) Refrigerators/freezers must be cleaned out and defrosted. <input type="checkbox"/></p> <p>b) External signage with contact details and hazard information must be reviewed and updated where needed. <input type="checkbox"/></p> <p>c) All chemicals stored in fridges and freezers must be labelled appropriately. <input type="checkbox"/></p> <p>d) Chemicals that have exceeded their typical shelf life are to be disposed of. <input type="checkbox"/></p> <p>e) Non-intrinsically safe fridges/freezers are labelled “Not intrinsically safe – no storage of flammable materials. No food or drinks to be stored”. Check their contents and ensure no flammable materials are contained within. <input type="checkbox"/></p> <p>f) All intrinsically safe fridges/freezers labelled “Intrinsically safe chemical fridge/freezer. No food or drinks to be stored”. NOTE: Any fridge with internal thermostat is NOT intrinsically safe. <input type="checkbox"/></p> <p>NOTE: It is critical that the cooling cycle for chemicals is not interrupted as this may increase risk of adverse reactions such as autoxidation or spontaneous polymerisation. Therefore, keep chemicals cool at all times (decant into another fridge/freezer, or use ice where appropriate). Don't allow chemicals to sit at room temperature for extended periods of time. <input type="checkbox"/></p>		
13	<p>MANUAL HANDLING AND WORKSTATIONS</p> <p>a) Are workstations set up ergonomically to suit prolonged lab/workshop use, e.g. chairs height-adjustable/the appropriate height and free of damage? <input type="checkbox"/></p> <p>b) Are carrying devices effective, safe and functional? <input type="checkbox"/></p> <p>c) Wire carriers are no longer used for chemical transport (please dispose). Use non-perforated rubber carriers. <input type="checkbox"/></p> <p>d) Trolleys used for transporting chemicals have bunding on them so spills can't spread and run onto the floor. <input type="checkbox"/></p>		
14	<p>GLASSWARE</p> <p>a) Clean surplus glassware is thoroughly cleaned and returned to appropriate store locations (alpha-, and beta-stores have been dismantled and are no longer available as storage locations) or made available to other groups (consider teaching or research groups that have only been established recently). <input type="checkbox"/></p> <p>b) Broken glassware is to be submitted for repair where this is economically viable, or disposed of. We have seen injuries from broken glassware that is continued to be used, often with potential for personal contamination to hazardous materials. <input type="checkbox"/></p> <p>c) Use red, labelled buckets for broken glass waste. <input type="checkbox"/></p>		
15	<p>CHEMICAL/BIOLOGICAL CONTAINERS AND LABELLING</p> <p>a) Examine all chemicals/biological materials to decide what is kept, relocated, combined, re-bottled, or disposed of. <input type="checkbox"/></p> <p>b) Replace worn or unreadable labels on chemical/biological containers (whether decanted or in original commercial container) with compliant labels (see instructions for printing labels directly from ChemWatch on the intranet: http://rsc.anu.edu.au/internal/index.php/docs/rsc-work-</p>		

	<p>health-safety/instructions-guidelines-general-procedures). See additional section on labelling below. All this applies to both laboratories and storage areas, so consider the chemicals that you may have stored in the building 35 stores still. NOTE: The bldg. 35 chemical stores are scheduled to be dismantled entirely. Please do not intend to store more in there. <input type="checkbox"/></p> <p>c) Broken containers (risk of leakage/contamination) or chemicals that have exceeded their shelf life are to be disposed of (check this list of time sensitive chemicals). A lot of groups hold peroxide forming chemicals and stabilised monomers susceptible to spontaneous polymerisation, so please ensure those that may not have been stored at appropriate conditions (e.g. fridge instead of freezer) and/or have exceeded the recommended life time are either checked for peroxides or disposed of. Peroxide testing strips are available from RSC Stores (bldg 138). Remind users of “test before use”. <input type="checkbox"/></p>		
16	<p>SIGNAGE</p> <p>a) Update/review all emergency contact details:</p> <ol style="list-style-type: none"> i. Emergency contact details on fridges/freezers; <input type="checkbox"/> ii. Details/user lists outside laboratory doors (see sketches of the lab in the document holders just outside the labs); <input type="checkbox"/> iii. Emergency contacts and hazard details outside high-hazard labs/areas. <input type="checkbox"/> <p>Templates for all three signage types are on RSC WHS Noticeboard under “Templates”: http://chemistry.anu.edu.au/whs-safety-noticeboard <input type="checkbox"/></p> <p>b) Check other signage in the area – still relevant and current, suitable for the hazards in the area? Free of damage and readable? <input type="checkbox"/></p> <p>c) Are reactions and equipment containing hazardous chemicals labelled (e.g. HPLC feed and waste bottles, risk assessments displayed for reactions left on over-night or running in reaction chambers such as the UV chamber or in microwaves, pressure lab, furnaces etc.) <input type="checkbox"/></p>		
17	<p>Chemicals not yet on the Chemical Management System (CMS) will have to be added to it. The quickest way to do this is to fill out this template for container upload. Contact RSC.Safety-Officer@anu.edu.au for advice. <input type="checkbox"/></p>		
18	<p>PERSONAL PROTECTIVE EQUIPMENT (PPE)</p> <ol style="list-style-type: none"> a) Review holdings of lab coats: Dispose of the ones that are not usable anymore, return all usable, washed lab coats that you don’t need for the number of people in your area to the RSC WHS Manager (bldg 137, L1, admin area). Please note: washing machine in building 138, level 2 is still once again operational. <input type="checkbox"/> b) Inspect all other PPE in your area. Dispose of/replace anything that’s damaged or no longer suitable for use (gloves, safety glasses, shields, hearing protection, laser glasses, etc.) and arrange replacement if needed. <input type="checkbox"/> c) Ensure PPE fits well (talk to your supervisor if you have questions) <input type="checkbox"/> d) Is hearing protection available for areas where noise is above nuisance level? Supervisors to arrange if hearing protection is needed. <input type="checkbox"/> e) Noise levels above 85 dB have to be assessed. Leave comments and talk to supervisor and WHS Manager if this may be the case. <input type="checkbox"/> 		
19	<p>FLAMMABLE CABINETS</p> <ol style="list-style-type: none"> a) Check the runners on flammable liquid cabinets. Ensure the cabinets open all the way. Talk to the Facilities team if that’s not the case. In some cases, the bearing balls could have moved out of alignment, which can be reset by opening the shelves with a bit of force a few times. <input type="checkbox"/> 		

	<p>b) Make sure that all group members are aware that these cabinets are to be opened fully at each use (i.e. not only half way, enough to just get the bottle out). Otherwise misalignment of the ball bearings can occur and over time lead to the runners seizing up. <input type="checkbox"/></p>		
20	<p>UV AND LASER</p> <p>a) All laser setups have a completed RA and SWP signed off by the supervisor. The RA number is indicated on the laser setup. <input type="checkbox"/></p> <p>b) Appropriate warning signs and emergency contact details are displayed on the doors. <input type="checkbox"/></p> <p>c) Laser goggles are free of damage; damaged goggles are removed and replaced. <input type="checkbox"/></p> <p>d) Is adequate shielding provided? (e.g. interlocks, protective shields, beam stops). <input type="checkbox"/></p> <p>e) All hand-held UV lights for TLC viewing are located within viewing chambers/housing. <input type="checkbox"/></p> <p>f) Appropriate warning labels on all laser and UV sources. <input type="checkbox"/></p> <p>g) Access to laser labs is restricted and controlled. <input type="checkbox"/></p>		
21	<p>COMPRESSED GASES</p> <p>a) Any gas cylinders not actively being used are to be relocated to dedicated gas storage areas. <input type="checkbox"/></p> <p>b) Fume cupboards and gas cabinets are not meant for storage of gases that are not in use. <input type="checkbox"/></p> <p>c) Gas cylinders in labs, particularly outside of fume cupboards, must be avoided wherever possible. The dedicated gas cabinets must be used instead. <input type="checkbox"/></p> <p>d) Where gas cylinder in labs cannot be avoided for some reason, volumes must be kept to a minimum, particularly for flammable, corrosive and toxic gases (e.g. use small enough cylinder to fit inside a fume cupboard). <input type="checkbox"/></p> <p>e) All gas cylinders must be restrained (secured to wall, trolley or bench). G clamps with chain are not appropriate. <input type="checkbox"/></p> <p>f) Empty gas cylinders have been removed from lab areas for return/disposal. Full and empty cylinder are not mixed up. <input type="checkbox"/></p>		
22	<p>RISK ASSESSMENTS (RAs), SAFE WORK PROCEDURES (SWPs)</p> <p>1. Transfer of existing (WORD-based) static RAs Figtree This process has already commenced, and progress is tracked on RSC's static RA register (see columns D, E and F). Once an RAs have been transferred, the relevant supervisor will have to review their RAs and approve them (in Figtree). Approval requests are being sent to supervisors <i>via</i> email from whsincidents@anu.edu.au. Guidance that steps supervisors through the approval process can be found here. Please use this as an opportunity to review all RAs to ensure they are still accurate and reflect the actual processes that are covered by the RAs. Notifications will come through in an order triaged to prioritise those RAs that are due or overdue for review (required every 2 years for RAs with a residual risk rating of "medium").</p> <p>2. Ensuring all new static RSs are written directly in Figtree. We've been advised by WEG that the Figtree system will replace the WORD-based system, i.e. the WORD-based system will be phased out and <i>not</i> exist as an optional alternative. Because from here on all new static RAs must be put into Figtree's "Task Assessment" module directly, we have also put together this user guide on how this is done. Any questions with the new Task Assessment process can be directed to rsc.safety-officer@anu.edu.au</p> <p>Group leaders are to ensure that RAs for equipment/processes under their control are reviewed in line with the handbook. Examples are:</p> <ul style="list-style-type: none"> • Solvent distillations 		

	<ul style="list-style-type: none"> • Experiments using pressure equipment (hydrothermal, pressure reactor) • Equipment emitting hazardous radiation (UV, X-Ray, laser, microwave) • Centrifuges • Gas usage (e.g. CO) • Autoclaves • Processes involving open flames • Mechanical equipment/machinery such as presses, lathes, or mills • Biological processes • Lasers and laser facilities <p>Please discuss this with your group/team members and consider it when reviewing your equipment and processes.</p> <p>Equipment requiring a RA should have the static RA number/Task Assessment Key number displayed at the equipment or have a lab register/list of all the static RA numbers listed posted in a clearly visible location in the lab (Templates for both can be found on the WHS Noticeboard, RA sticker template here; RA lab register here) <input type="checkbox"/></p>		
23	<p>SHARPS</p> <p>a) Ensure sharps are stored safely (not exposed). <input type="checkbox"/></p> <p>b) Scalpel blades have been replaced by retractable knives wherever possible to reduce the potential for accidental cuts due to exposed blades in drawers. Please search your areas and dispose of any scalpel blades in the appropriate yellow sharps containers. Where scalpel blades are deemed necessary, ensure correct use and storage are documented in the relevant Ras/SWPs. Retractable knives are available from the RSC store. <input type="checkbox"/></p>		

CHANGED WASTE DISPOSAL TIMES during Clean up Week

To account for the increased load of chemical waste that is expected, the following arrangement will be in place for waste disposal through the clean-up week:

- Monday, 7th November, 15:00-15:30
- Tuesday, 8th November, 15:00-15:30
- Wednesday, 9th November, 15:00-15:30
- Thursday, 10th November, 15:00-15:30
- Friday, 11th November, 15:00-15:30

All waste must be fully contained (i.e. no broken or leaking containers, no exposed chemicals), and clearly labelled. Aqueous waste must indicate the pH on the label.

LABELLING OF CHEMICALS

All new chemicals arriving at the RSC must have GHS compliant labelling. Chemicals we are currently holding must have either GHS compliant labels (a lot of them already do since they have been bought within the last 3-4 years) or meet the minimum requirements outlined in the Code of Practice for "[Labelling of Workplace Hazardous Chemicals](#)". Those requirements are:

- Written in English;
- Product identifier (including all ingredients if it is not a neat chemical), i.e. IUPAC name, CAS name, or technical name;
- Hazard pictogram (GHS or ADG; not the old European pictograms) or hazard statements consistent with the classification of the chemical;

If you find chemicals without a label, either dispose of them as unknown solid/liquid or analyse the material and then re-label the containers with full labels (use ChemWatch to easily populate labels with H/P statements etc.). Do not affix labels based on assumptions.

If you find chemicals with a printed label that is not GHS compliant but is in English and shows the product identifier and the manufacturer, affix the correct Dangerous Goods Class (DGC) diamond sticker(s) to the container (check current SDS unless you are certain about the DGC). Wipe the container prior to affixing the DGC sticker since dust and grease will result in the label coming

off easily. Stickers can be retrieved from the front reception. Please do not take huge amounts and then have them lying around in the lab not being used as we will not have enough across the RSC for all labs to do this.

Examples of GHS pictograms:



Examples of DGC pictograms:



If you find chemicals with badly worn labels that are hard to read, replace them with a full label (ChemWatch). A label printer to print labels individually is located near the printer on L1 in building 138.

NOTE: Minimum labelling requirements are only sufficient as long as (i) the chemicals do not leave the RSC, and (ii) all workers handling the chemicals are aware of the associated hazards (i.e. have done a thorough risk assessment). Under other circumstances, the full label is required (i.e., in addition to the above: hazard and precautionary statements; Australian business name, address and telephone number of the manufacturer/importer; first aid; emergency procedures). So if you receive chemicals from outside the RSC, they must be labelled to GHS compliance, and if a chemical is transferred to another budget unit (school), then you have to ensure that a GHS compliant label is affixed. Non-hazardous substances also have to be labelled, either with the commercial label or a ChemWatch label, or with a “Non-hazardous chemical” sticker that states what is in the container, a date, and the user.

INSPECTIONS

Building inspections will be held over: 14th – 18th November 2022.

Inspections of all areas (offices, service areas, workshops, biochem and chem labs) will be done using ANU prescribed templates for [low-risk](#) (offices) and [high-risk](#) (workshops, experimental) area inspections once supervisors have signed off on their areas. The full ANU inspection checklist can be accessed *via* the [ANU WHS Management System Handbook](#).

STOCKTAKE OF CHEMICALS

It has been some time since the RSC was able to complete a School wide stocktake of the chemical inventory. With the recent decrease in staffing numbers it is unlikely we will be able to provide support with this process until the first half of 2023. Details to run this at a school-wide level will be circulated as soon as possible.