

Supervisor:			
Action Items	Completed		Not Applicable
	YES	NO	
Chemicals			

All chemicals used by the research team have been removed from refrigerators, area under sinks, fume hoods, cabinets, shelves and bench tops and either:

- Are awaiting disposal as per Griffith Chemical Waste Disposal procedure
- Have been deposited to the designated collection point

Refrigerators have been emptied, defrosted, and cleaned as applicable.			
Storage areas occupied by this research group have been cleaned: chemical residues, drips and spills are appropriately decontaminated and cleaned up.			
All materials involved in decontamination and cleaned up are labelled and packages as solid contaminated waste and disposed of as per Griffith guideline for the management of clinical and related waste.			
All bench tops have had disposable/lines covers removed from the work surface, and surfaces have been cleaned			
All keys to lockable chemical storage cabinets have been returned to the appropriate administrative officer			
All cupboards, cabinets, fridges, fume cupboards and lab benches are empty.			

Compressed Gas Cylinders

Cylinders are properly labelled and secured			
Cylinders not in use are disconnected and capped and returned to Science Store			

Arrangements have been made for disposal of gas cylinders

Arrangements have been made for radioactive materials to be removed/relocated as appropriate through Chemicals and Radiation Safety Specialist (crs@griffith.edu.au).

Return Fire Warden cap, key, lanyard to appropriate authority.			
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