ENVIRONMENT, HEALTH & SAFETY WORKPLACE INSPECTION CHECKLIST

THE UNIVERSITY OF MELBOURNE

Office Areas

1. DIVISION/DEPARTMENT INFORMATION

DATE

Building: _____ Department: _____ Location: _____

2. INSPECTED BY

Supervisor: _____ (NAME / SIGNATURE) OHS Management Rep: _____ (NAME / SIGNATURE) Employee HSR: _____ (NAME / SIGNATURE)

Personnel working in area who were involved in the inspection:

_____ (NAME) _____ (NAME) _____ (NAME) _____ (NAME) _____ (NAME)

	ELEMENT	Y	N	N/A	COMMENTS/HAZARDS	PERSON RESPONSIBLE	DATE BY:
1	**Layout**						
1.1	Area is tidy and well kept	☐	☐	☐			
1.2	Adequate storage area provided	☐	☐	☐			
1.3	Floor is free of obstructions	☐	☐	☐			
1.4	Floor coverings in good condition	☐	☐	☐			
2	**Environment**						
2.1	Temperature is comfortable	☐	☐	☐			
2.2	Lighting is adequate	☐	☐	☐			
2.3	Lighting covers and fittings are secure	☐	☐	☐			
2.4	Area is free from odours	☐	☐	☐			
2.5	Noise level is acceptable/adequately controlled (L)	☐	☐	☐			
2.6	Ventilation is adequate	☐	☐	☐			
3	**Emergency Procedures**						
3.1	Written procedures posted	☐	☐	☐			
3.2	Fire Extinguisher easily accessible (L)	☐	☐	☐			
3.3	Tag on extinguisher has been checked in the last 6 months (L)	☐	☐	☐			

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	ELEMENT	Y	N	N/A	COMMENTS/HAZARDS	PERSON RESPONSIBLE	DATE BY:
3.4	Visitor Emergency Guides are available at reception areas	☐	☐	☐			
3.5	Alarm can be heard in the area	☐	☐	☐			
3.6	Escape routes are clear (L)	☐	☐	☐			
3.7	Emergency and hazard signage is clearly visible (L)	☐	☐	☐			
4	**First Aid Facilities**						
4.1	Kits accessible within 5 minutes (L)	☐	☐	☐			
4.2	Kits are stocked and contents are in-date (L)	☐	☐	☐			
4.3	Names and contacts of first aiders displayed (L)	☐	☐	☐			
5	**General Facilities**						
5.1	Washing facilities are clean and functional (L)	☐	☐	☐			
5.2	Lockers or equivalent available for staff (L)	☐	☐	☐			
5.3	Area is clean	☐	☐	☐			
5.4	Chemicals are labeled (L)	☐	☐	☐			
5.5	EHS posters and information are displayed (L)	☐	☐	☐			
6	**Manual Handling**						
6.1	Frequently used items are within easy access between knee and shoulder (PL)	☐	☐	☐			
6.2	Heavy items stored at waist height (PL)	☐	☐	☐			
6.3	Stepladders or safe steps available to access items stored on high shelves (PL)	☐	☐	☐			
6.4	Trolleys are available for heavy items and loads (PL)	☐	☐	☐			
7	**Environmental Issues**						
7.1	Recycling posters and information displayed	☐	☐	☐			
7.2	Paper, Toner and Commingle recycling bins are provided	☐	☐	☐			
7.3	Notice to encourage double sided photocopying and printing is displayed	☐	☐	☐			
8	**Electrical Safety**						
8.1	Portable equipment has current test tags	☐	☐	☐			
8.2	Power leads in good condition	☐	☐	☐			
8.3	Power leads are off the floor or placed away from walkways	☐	☐	☐			
8.4	Power boards used (not double adaptors)	☐	☐	☐			

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	ELEMENT	Y	N	N/A	COMMENTS/HAZARDS	PERSON RESPONSIBLE	DATE BY:
8.5	Faulty equipment is tagged out (L)	☐	☐	☐			
9	**Standard Operating Procedures (SOPs)**						
9.1	SOPs are displayed where applicable – eg SOP for use of compactus	☐	☐	☐			
9.2	Personnel working in inspection area are following applicable SOPs	☐	☐	☐			

KEY
(L): Legal requirement. There are specific legal requirements relevant to this inspection item.
(PL): Possible legal requirement. Refer to "Legal requirement" above.

OTHER COMMENTS

RECOMMENDATIONS

For use in conjunction with *Environment, Health & Safety Manual 13.1.New. EHS Workplace Inspection*. For further information, refer to http://www.pb.unimelb.edu.au/ehs/riskmanagement/wp_insp_cyclic_events.php3 or contact your EHS Adviser/Manager in the EHS Unit.

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