

4.47g Walk through (Walk thru) inspection checklist –General

Walk though (Walk-thru) Inspections

Everyone is responsible for safety. An efficient safety system requires all persons to ensure that they have a safe environment. Familiarity with a specific location can mean that people become risk blind and do not identify hazards. An unfamiliar environment may mean that hazard awareness is low and “ hidden” hazards are not identified.

A hazard is something, somewhere, some aspect of a system, or someone who has the potential to cause harm. The range of health and safety hazards in any location is broad. Fortunately in most environments most of the hazards have controls in place to minimise harm to persons or damage to property.

Walk thru inspections are a useful tool to ensure that the exposure to hazards is low. Although checklists are useful for initial inspections they often have limited affect if used regularly or if the hazards are not addressed when they are identified. The following checklist has been developed to identify a range of potential hazards. The list is too extensive to complete during any single walk through inspection. Items may be omitted depending on the specific environment or the list may be divided into subsets so that a certain group of hazards are the focus of a particular walk thru. It is recommended that Directorates or Schools customise the list to suit their needs. Please provide a copy of the amended document to the OHS Unit who will allocate an identifying form number. Items relating to a specific subset may be examined in detail e.g . 04.37a Gravity - slip trip and falls

Walk Thru location:

Conducted by:

Date : _____ Report sent WG Y N

Time : _____ to (circle) : Supervisor Y N

Are records for all walk thru’s available? YES NO

Are Action Plans developed after a walk thru has been undertaken? YES NO

	Yes	No	N/A	
ACCESS adequate access				
AIRBORNE CONTAMINANTS includes: - dusts eg. wood, asbestos, silica - gases eg. carbon monoxide - fumes eg. metal fume - vapours eg. solvents - mists eg. acids, solvents				
AMBIENCE. Is the décor and design uplifting Do staff appear to be happy , friendly , content Does workload appear excessive				

Biological (Microbial) Substances includes: - bacterial - fungal - viral - parasitic				
BODY STRESSING includes: - muscular stress while lifting, carrying or putting down objects - muscular stress while handling objects other than lifting, carrying or putting down - muscular stress with no objects being handled - repetitive movement, low muscle loading				
CONFINED SPACES				
ELECTRICAL includes: - contact with exposed wires - contact with high voltage Tagging and testing				
ERGONOMICS includes: - fatigue - workplace design (causing stress, errors) - chairs/ desks computer workstations				
FIRE & EMERGENCY Includes extinguishers (2 meter access clear) Wardens First aid Currency of evacuation/ documentation				
GRAVITY includes: - falls, trips and slips of a person - falling objects				
KINETIC ENERGY includes: - hitting objects with a part of the body - being hit by moving objects				
LEGAL (administration) COMPLIANCE ISSUES Includes registration & certification registers & risk assessments				

<p>emergency procedures & notification of incidents</p> <p>safe work method statements & permits to work</p>				
LIGHTING refers to adequate illumination				
<p>MECHANICAL PLANT refers to being caught between, struck by or against</p> <p>includes:</p> <ul style="list-style-type: none"> - mobile and fixed plant, and vehicles - powered equipment, tools and appliances - non-powered handtools, appliances and equipment 				
<p>MENTAL STRESS</p> <p>includes:</p> <ul style="list-style-type: none"> - bullying - workplace violence and security - shiftwork 				
<p>NOISE</p> <p>includes:</p> <ul style="list-style-type: none"> - exposure to single, sudden sound - long term exposure to sound 				
<p>RADIATION (ionising and non-ionising)</p> <p>includes:</p> <ul style="list-style-type: none"> - ultraviolet (UV) radiation - arc flashes - infrared radiation - microwaves - lasers - vibration to parts of the body only, such as hands 				
<p>RECORDS</p> <p>Induction</p> <p>Training</p> <p>Electrical register</p> <p>Chemical register</p>				
<p>SIGNAGE - Watching out for you</p> <p>-</p>				
<p>SKIN CONTACT</p> <p>includes:</p> <ul style="list-style-type: none"> - absorption eg. pesticides - corrosive eg. acid, alkali - defatting eg. solvents - photosensitisation eg. creosote affected skin exposed to sunlight 				

- allergic eg. nickel, epoxy				
SUBSTANCES includes: - single contact with chemical or substance - long term contact with chemicals or substances - insect and spider bites and stings - other unspecified contact with chemical or substance - fire and explosion MSDS registers Risk assessments				
TEMPERATURE EXTREMES includes: - Heat - contact with hot objects - exposure to environmental heat - Cold - contact with cold objects - exposure to environmental cold Airconditioning- uncontaminated air AS 3666				
VIBRATION includes: - whole of body vibration				
