|  |
| --- |
| **Inspection Details** |
| Inspection date |  | Management Representative |  |
| Inspection area/s |  | Staff Representative/s |  |

|  |
| --- |
| Please report building & facility maintenance issues that are NOT a safety hazard directly to EBE maintenance@une.edu.au. There are prompts within the checklist as a guide.\* DSMS refers to the Digital Safety Management System |

|  |  |  |
| --- | --- | --- |
| **Work Environment – Inside and Outside/Offices and Workshops** | **Yes** | **No** |
| Visible damage to infrastructure such as walls, ceilings, floors, doors and fixed heating is reported directly to EBE maintenance@une.edu.au |  |  |
| Work areas clean |  |  |
| Bins available and emptied regularly |  |  |
| Domestic waste is disposed of appropriately in bins supplied, to prevent health issues relating consumption by rodents or insects |  |  |
| Hording is not evident |  |  |
| Floors clean, dry and free of refuse |  |  |
| Floor coverings (including mats at doorways) do not pose any trip or health hazards |  |  |
| Stairs clean, dry and free of refuse |  |  |
| Walkways and stairs clear of obstructions |  |  |
| Stairs have handrails |  |  |
| Floors/footpaths/work areas of an even surface |  |  |
| There is adequate working space |  |  |
| UV protection is provided for outdoor tasks routinely performed by staff |  |  |
| Adequate safety signage is in place |  |  |
| Exposure to moving machinery/plant/equipment is eliminated or controlled |  |  |
| Exposure to falling objects (from shelves or elevated work platforms) is eliminated or controlled |  |  |
| Noise levels are controlled so that workers do not have to shout to be heard |  |  |
| Are there any moisture/rain water leaks causing mould or a slip hazard? |  |  |
| Ventilation is adequate/comfortable for Workers in all seasons |  |  |
| Airborne contaminants/odours are controlled |  |  |
| Restricted areas are secure |  |  |
| Hazardous areas clearly defined |  |  |
| Vehicle traffic areas and loading docks are clear and functional. |  |  |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Lighting** | **Yes** | **No** |
| Is there adequate lighting for tasks performed? |  |  |
| Is task lighting required? |  |  |
| Are light covers in place and clean or otherwise report to EBE maintenance@une.edu.au |  |  |
| Are light bulbs requiring replacement reported to EBE maintenance@une.edu.au |  |  |
| Is there any glare from lighting or windows that makes work spaces difficult to work in? |  |  |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Electrical Safety**  | **Yes** | **No** |
| Are all UNE supplied assets registered with the School or Directorate and have current electrical test and tag (retest date is still current)? |  |  |
| Are personal electrical appliances approved for use on campus by UNE and the item recorded with a current test & tag on the School or Directorate electrical test & tag register. |  |  |
| Plugs, cables, sockets, switches in good condition |  |  |
| Extension leads and power boards in a safe operating condition and free of damage |  |  |
| Power boards are suitable for situation and each socket is individually switched to prevent arcing (double adaptors not recommended). No piggy backing power boards. |  |  |
| Electrical leads positioned to avoid tripping and damage risks |  |  |
| Mobile electrical devices such as battery chargers are checked and free of damage including all laptops, tablets and phone chargers |  |  |
| All static power connections are free of dust build up |  |  |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Storage Areas** | **Yes** | **No** |
| Storage is adequate storage so there is no clutter or hording in work spaces |  |  |
| Designated storage areas are fit for purpose  |  |  |
| Storage racks — secure and bolted |  |  |
| Storage areas clear of rubbish |  |  |
| Storage areas are adequately ventilated |  |  |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Manual Handling** | **Yes** | **No** |
| Repetitive movement tasks are eliminated or other controls are in place |  |  |
| Over reaching/strained positions are eliminated or other controls are in place |  |  |
| Heavy lifting is eliminated or other controls are in place |  |  |
| Heavy objects are stored at approximately waist height if possible |  |  |
| Trollies are available for transporting heavy items (and the trolley is in good working order with surfaces suitable for trolley use) |  |  |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Lifting Equipment** | **Yes** | **No** |
| Is all required lifting equipment on an up to date lifting equipment register and maintained |  |  |
| Chains, slings and blocks in good condition and within inspection date |  |  |
| Chains, slings and blocks stored neatly |  |  |
| Pendant controls clear and legible |  |  |
| Overhead travel areas/paths clear |  |  |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Plant, Tools and Equipment** | **Yes** | **No** |
| Is there a SWMS or SOP in place for all mobile and fixed plant? |  |  |
| Correct selection and use for workers tasks (observed at time of inspection) |  |  |
| In good, clean working condition |  |  |
| Stowed adequately when not in use |  |  |
| Adequate equipment/plant/machinery guarding in place |  |  |
| Necessary PPE is available and in good working order |  |  |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Staff Amenities** | **Yes** | **No** |
| Toilets/washrooms accessible and clean |  |  |
| Washroom consumables available for good hygiene practices |  |  |
| Meal areas accessible, comfortable, clean and hygienic |  |  |
| Refrigerators and food storage areas are clean and free of expired food |  |  |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **WHS Notice Boards** | **Yes** | **No** |
| Are there WHS notice boards\* in the work space that all staff can see? |  |  |
| Is the SafeWork NSW ‘If you get injured at work’ poster on each WHS notice board? |  |  |
| WHS notice boards should be clearly delegated as such, with no other materials on the board. |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **First Aid Facilities** | **Yes** | **No** |
| First Aid kit easily accessible and signposted  |  |  |
| First Aid supplies within their use by date |  |  |
| Are there adequate\*\* trained first aid personnel in the work area? |  |  |
| First Aid Officers displayed with contact numbers |  |  |
| There is a first aid kit that can be easily carried to assembly points in the event of evacuation |  |  |
| \*\* As a rule of thumb, there should be 1 First Aider for 50 occupants in low risk environments and 1 First Aider for 25 occupants in high risk environments and should take account of staff absenteeism and after hours utilisation of work areas. |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Emergency Preparedness** | **Yes** | **No** |
| Are evacuation plans:* Prominently displayed where staff and visitors will see?
* Accurately positioned so the map corresponds to position?
* Up to date (reflect floor plan, taking renovations/modifications in to account)?
 |  |  |
| Warden details are up to date and displayed on the WHS notice board |  |  |
| Is there a designated Assembly Point and is it known by staff? |  |  |
| Have you confirmed with the emergency wardens they have had their training in the last twelve months? |  |  |
| Has there been an evacuation drill conducted in the last 12 months? |  |  |
| Exit signs are lit and directions to exits are in place |  |  |
| Exit doors easily opened from the inside |  |  |
| Emergency exits, fire extinguishers and hoses unobstructed |  |  |
| Extinguishers in place, clearly marked for the type of fire, and serviced 6 monthly  |  |  |
| Emergency exits and stairs are free from obstructions |  |  |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Chemicals and Other Hazardous Substances** | **Yes** | **No** |
| Are there any chemicals/substances that are not for typical domestic use or greater than typical domestic size?  |  |  |
| If yes, are these chemicals registered in ChemWatch\*? |  |  |
| All substances are clearly labelled https://www.safework.nsw.gov.au/\_\_data/assets/pdf\_file/0016/50083/Labelling-of-workplace-hazardous-chemicals-COP.pdf |  |  |
| Gas cylinders clearly labelled, chained and separated during storage, and at least 3m away from ignition sources |  |  |
| Gas cylinders are transported appropriately with manual handling aides  |  |  |
| All chemicals/hazardous substances are appropriately stored and separated where necessary |  |  |
| There are adequate waste disposal methods available and used |  |  |
| Appropriate signage is in place |  |  |
| Safety showers are available and are operational |  |  |
| Safety Showers are subject to regular testing and within 12-month date |  |  |
| Spill kits are available, adequately sized based on potential containment needs and maintained  |  |  |
| Bunding volume is sufficient based on Chemwatch inventory and bunding integrity meets requirements |  |  |
| \*ChemWatch is managed by Safety Advisor, Hazardous Substances and can be contacted on rhelfer@une.edu.au.  |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Welding and Cutting**  | **Yes** | **No** |
| Welding shields provided in welding areas |  |  |
| All leads, hoses, fittings, regulators undamaged |  |  |
| Flashback arrestors meet Australian standards & are replaced every 12 months or current annual testing records by a competent person are availableThis must be confirmed for all oxy-acetylene & flammable gas applications |  |  |
| Correct fire extinguishers nearby |  |  |
| Flammable materials/substances protected/isolated |  |  |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Other** |
| Safety hazard Identified |  | Control Measure | \*DSMS No. |
|  |  |  |  |
|  |  |  |  |



|  |
| --- |
| **Sign Off** |
| **Sign off from workplace inspection participants indicates agreement with the contents of this document. Sign off is also required by the person responsible for the control measures and subsequent review of control measures (to ensure they are adequate and effective in their intent).** |
| Name | Signature | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Management Review** |
| **The relevant manager must review this risk assessment and ensure control measures are reasonably practicable and implemented, specific to the work environment under their control.** |
| Review | Response |
| Are planned control measures reasonably practicable? |  |
| Are planned control measures sufficient to mitigate risk (based on your knowledge, experience and review of this workplace inspection)? |  |
| Are there any changes to planned control measures? |  |
| Are further controls required in the future? |  |
| Is a formal risk assessment required? |  |
| Name | Signature | Date |
|  |  |  |

|  |
| --- |
| ***Records Storage Instructions*** |
| *All completed forms are to be stored in TRIM Record Number A16/3850/8 for record retention. Only the People and Culture Team is able to view records in this container.* |