

 <b>Charles Sturt University</b>	Form 4:	
	<b>Basic (generic) WHS Workplace Inspection Checklist</b>	
	Version: 4.0 June 2018	Next Review: June 2021

<b>Inspection Site: (incl shared zones)</b>		<b>Inspection Date:</b>
<b>Workplace Inspection Team:</b>		
<b>Name</b>	<b>Position</b>	

<b>Work Areas</b>	<b>Result</b>	<b>Comments</b>
Work surfaces are set up at appropriate height for tasks undertaken		
Layout of work area is suitable for tasks and reduces bending / twisting / overreaching		
Adequate rest breaks taken during repetitive tasks or those requiring sustained postures (eg sitting or standing)		
Heavy or frequently used items are stored at waist height		
Persons are protected from sharp objects		
Free standing fittings are secure and stable		
Serviceability of office equipment is appropriate (that is, equipment is fit for purpose)		
Windows are in a safe condition and where applicable operating appropriately		

<b>Manual Handling (MH)</b>	<b>Result</b>	<b>Comments</b>
All manual handling hazards are identified		
Risk assessments are carried out for all manual handling risks		
Appropriate MH equipment is provided		
Staff are trained to undertake the MH tasks associated with their work		
Staff use correct manual handling techniques for tasks		
Repetitive actions are minimised		
Rest breaks and preparatory exercises undertaken		
Adequate space for use of appropriate manual handling techniques or mechanical aids		
Adequacy and serviceability of lifting devices / stacking aids / trolleys / handcarts etc		
<b>Housekeeping</b>	<b>Result</b>	<b>Comments</b>
Floors, including aisles, passageways and landings - cleanliness and condition		
Access / egress points always kept clear		
Tidiness - storage areas		
Tidiness - work areas		
Tidiness - tea making / rest areas		
Provision of waste disposal with adequate servicing		

<b>Indoor Environment</b>	<b>Result</b>	<b>Comments</b>
Adequacy of ventilation / airflow		
Adequacy and suitability of lighting		
Glare levels satisfactory for tasks		
Temperature range comfortable		
No smoking policy maintained		
Noise levels meet standards		

<b>Access / Egress</b>	<b>Result</b>	<b>Comments</b>
Passageways - free from obstructions, electrical cords and other trip hazards		
Exits - accessible, signposted, adequately lit, not locked		
Adequacy of traffic flow		
Condition of floors, carpets, stair treads, handrails, landings, etc		

<b>First Aid, Hygiene and other Welfare provisions</b>	<b>Result</b>	<b>Comments</b>
First aid kit/s easily accessible and in prominent position		
First aid signage - posters, directional arrows prominently displayed		
First aid labels on wall mounted / portable first aid kits and first aid posters showing nearest first aid officers' names, locations and phone numbers are up-to-date		
<i>If first aid items are found to be unsatisfactory contact your area's first aid officer for actioning. Access lists of first aid officers by campus at <a href="http://www.csu.edu.au/division/hr/health-safety-wellbeing/first-aid">http://www.csu.edu.au/division/hr/health-safety-wellbeing/first-aid</a></i>		
Ablutions - adequacy		
Supply of running water, soap, towels, etc		
Areas for the storage of and consuming of food are provided and appropriate.		
Area for clothing storage (if required)		

<b>Emergency Procedures/Preparedness</b>	<b>Result</b>	<b>Comments</b>
Wardens have a hardcopy of the most current version of the Emergency Plan from FMCentral with their hat and vest.		
Emergency Plan provided to new staff as part of their induction.		
Warden and emergency contact details ( Emergency Plan summary sheet) readily available		
Emergency checklists readily available (suspicious mail poster, phone threat etc)		
An Emergency evacuation / trial evacuation practiced at least once per annum		
Emergency equipment available, accessible and tested, eg eye wash bottles or deluge showers		
If installed, alarms, sirens and signals are audible throughout all areas of the building		
If applicable, staff have been trained in the use of fire extinguishers		

Fire Safety	Result	Comments
Fire equipment serviceability		
Fire equipment adequacy		
Fire equipment accessibility		
Storage of flammable materials		
Evacuation diagrams installed and current		
Fire Exits are tested for serviceability		
For further information on fire safety and emergency planning please refer to: <a href="http://www.csu.edu.au/division/facilitiesm/emergency-planning">http://www.csu.edu.au/division/facilitiesm/emergency-planning</a>		

Electrical Safety	Result	Comments
Serviceability of light fittings		
Serviceability of power outlets		
Adequacy of power outlets (quantity and rating)		
No double adaptors, or "piggybacking"		
Serviceability of power leads, extension cords and powerboards. Note: Powerboards must have overload protection.		
Electrical equipment tested and tagged or risk assessment indicating test / tag not required (To access the electrical equipment risk assessment and other electrical safety resources click the following link <a href="http://www.csu.edu.au/division/facilitiesm/documents-forms/ohs">http://www.csu.edu.au/division/facilitiesm/documents-forms/ohs</a>		
Records kept relating to all inspections carried out on electrical equipment		
Labelling of outlets with panel and circuit breakers information for power isolation		
Accessibility of circuit breakers, fuses and main switches for power isolation		

Hand Tools	Result	Comments
Correct types being used		
Serviceability and condition		
Condition of air, electrical lines and fittings		
Adequacy of instruction and training provided for use of tools		
Risk assessment documentation readily available for all tool risks		
Standard Operating Procedures (SOP) up-to-date, readily accessible and enforced		
Adequate signage		

Plant / Machinery	Result	Comments
Register of all plant maintained		
Risk assessment documentation readily available for all plant / machinery risks		
Adequacy of guards		
Serviceability and condition		
Stability of machinery		
Operating controls protected from inadvertent operation		
Hazard areas clearly defined		
Adequacy of instruction and training provided for use of machines		
SOPs up-to-date, readily accessible and enforced		
Adequate signage		
Vibration and noise levels within limits		

Personal Protective Equipment (PPE)	Result	Comments
All PPE requirements are expressed in SOPs which are readily available		
All staff using PPE have been trained in the correct, use and storage of PPE used (training records should be maintained locally)		
Adequacy, condition and suitability of:		
• Eye protection		
• Hearing protection		
• Face shields		
• Gloves		
• Respirators		
• Safety shoes		
• Protective clothing		
Requirements for PPE enforced		

Storage Areas	Result	Comments
Accessibility and layout		
Defined areas		
Labelling of substances		
Ventilation		
Safety Data Sheet (SDS) provided for all hazardous substances		
All chemicals stored safely according to SDS e.g. cleaning chemicals, methylated spirits, photocopier toner		
Inventory kept of all chemicals, preferably on ChemWatch Manifest		
Amounts of hazardous substances stored outside of specialist dangerous goods cabinets must not exceed minor quantities (e.g. flammable substances 10L max container size 5L). For further information see <a href="http://www.csu.edu.au/_data/assets/pdf_file/0019/151624/Chemical-Storage-Guidelines.pdf">http://www.csu.edu.au/_data/assets/pdf_file/0019/151624/Chemical-Storage-Guidelines.pdf</a>		

Cleaning Areas	Result	Comments
Ventilation		
Storage of cleaning fluids - SDS available for hazardous substances		
Storage of disposal waste		
Condition of air hoses and fittings		
Availability of SOPs		
Escape routes available		

Lifting Devices	Result	Comments
Risk assessment documentation readily available for all lifting devices		
Serviceability of lifting devices record books and licenses		
SOPs readily available and current		
Labeling of load rating		
Serviceability of trolleys, handcarts etc		
Suitability and serviceability of step ladders / step stools etc		

General	Result	Comments
Adequacy of Unit's policies and procedures		
Adequacy of procedures for travel off campus (staff and students)		
Adequacy and availability of risk assessment documentation		
Adequacy and availability of SOPs		
Protocols sufficient for alerting others to action, eg spraying		
Procedures sufficient for after hours access		
Procedures sufficient for carrying of cash or valuables		
Procedures sufficient for health and safety of visitors to Unit		
Procedures sufficient for health and safety of engaged contractors		

Other	Result	Comments
Management of stress		
Management of violence and aggression		
Management of drugs and alcohol		
Management of Smoke Free Workplace		
Management of isolation		
Management of bullying and harrassment		
Management of fatigue		
Use of non-slip surfaces		
Vehicle - speed limitation adhered to		

**NOTE:**

Shared zones such as hallways, kitchens, meeting rooms must be inspected. It is up to each individual unit to work with other occupants to ensure all areas are inspected. Electrical Cupboards, plant rooms must be inspected by qualified staff in DFM. Please contact DFM to arrange

**Inspection Team Leader:**

**Printed Name** .....

**Signature**