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| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | Safety Inspection Checklist - General Low Risk Environments [***Managing Workplace Health and Safety Risks* Procedure**](http://w3.unisa.edu.au/safetyandwellbeing/SMS/procedures/managing_WHS_Risks.pdf) | **WHS16** **6 monthly**  |
| **Unit / Institute:** | **Inspection Location/s:** | **Date:** Click here to enter a date. | **Next inspection due:** Click here to enter a date. |
| **People conducting inspection (name/position):** |
| **Date of last inspection:** Are all previous inspection actions completed? Yes [ ]  No [ ]  If not, indicate reason and action to be taken. Click here to enter a date. |
| * This checklist covers low risk areas within a building, the building itself and its surrounds. Low risk areas include office spaces, general teaching areas (eg tutorial rooms), or laboratories not containing hazardous agents. *High risk environments are inspected 3 monthly using a WHS17 checklist.*
* The Hazard Register (WHS1) is the primary form for managing your workplace hazards. The main hazards for your workplace should be identified on the Register including those where the effectiveness of risk controls needs to be checked and monitored during regular workplace inspections.
* The purpose of an inspection is to find new hazards and/or ineffective risk controls and take action to eliminate or control the risks.
* Scheduled inspections are to be conducted by local supervisors and staff. Your campus WHS consultant can be invited to accompany you during the inspection.
* Don’t be bound by the questions on the checklist: look for anything that might be a safety issue. Add inspection items as required or cross out sections that do not apply.
* Obtain information by looking around and talking to people who are there at the time of the inspection, and checking any key documents readily at hand.
* Follow up all corrective actions. The WHS Consultant is available for advice.
* Please ensure all actions are addressed effectively, in a timely manner and records are placed onto SharePoint.
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| **Item No** | **Inspection items** | **🗸** **X** **NA** | **Opportunity for improvement** | **Person responsible for action** | **Action to be taken and****due date** | **Date action completed** |
| A | **Building & Precinct**  |
| A1 | **Inside** – are the following OK?* Floors/carpets – *in good condition, no tripping or slipping hazards*
* Walls & ceilings – *no water leaking, cracking, peeling paint, dirty*
* Stairs – *safe, clean, clear of any rubbish, lighting adequate*
* Light fittings and ceiling tiles – *appear secure*
* Pest control *– no signs of ants, birds, rats, mice, possums etc*
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| A2 | **Outside** – are the following OK?* The building – *cracking, gutters, leaks, noise etc*
* Footpaths
* Traffic safety around the building.
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| B | **Housekeeping** |
| B1 | **Floors** – *clean, dry, no clutter or trip hazards***Stairways, walkways, exits** *– free of obstruction, doors open easily* |  |  |  |  |  |
| B2 | **Work areas*** Uncluttered - *materials archived when no longer in use*
* No redundant equipment or substances
* No accumulated rubbish & items
* items stored appropriately e.g. heavy items between chest and hip height and light items above shoulder or below knee.
* If hazardous chemicals are found that are not general office or kitchen chemicals – remove unless risk assessed.
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| B3 | **Kitchen/Amenities*** Benches and sinks clean
* Kitchen chemicals are clearly labelled
* Gloves available eg for cleaning up broken glass
* Electrical cords not frayed/damaged or near water/sink
* Toilets/changerooms are clean and hygienic
* Schedule of regular fridge cleaning.
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| B4  | **Storage** areas* Clean and tidy
* No accumulated rubbish & old items that are no longer required
* No heavy material on shelving above approx.1.5 m high
* Items stored securely so they will not fall.
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| B5 | **Manual handling*** A range of hand and platform trolleys, lifters and step ladders are available suitable for the work environment and tasks
* Trolleys, pallet jacks, walkie- stackers and other manual handling aids are in good working condition
* Suitable ladders or step stools are available to reach items stored at height.
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| **C** | **Comfort -**  For ongoing lighting, noise, ventilation and air-conditioning issues please raise these with FMU by logging a Customer Service Request (CSR), and monitor progress. |
| C1 | **Lighting/illumination*** Levels are comfortable for the work undertaken
* No excessive glare or reflections
* Any diffuser covers are securely fixed
* Fluoro tubes and globes are operable.
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| C2 | **Noise levels** are comfortable |  |  |  |  |  |
| C3  | **Ventilation and air-conditioning*** Acceptable for occupants
* Photocopiers and printers are in well-ventilated areas.
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| D | **Emergency**  |
| D1 | First aid kits:* First aid sign displayed
* Clean, well-stocked, accessible
* First aid records are kept using form WHS11
* Kit is regularly maintained, eg kit contents checked to ensure adequate and within expiry dates and recorded on form WHS10.
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| D2 | List of First Aid Officers and Emergency Personnel (BEOs and EEOs) is prominently displayed and up to date. *Photos are encouraged.* |  |  |  |  |  |
| D3 | Fire equipment (extinguishers, fire blankets, hose reels)* In good condition and securely fixed
* Free from obstructions
* Fire extinguishers had 6-monthly service (check some tags)
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| D4 | Walkways and exits are clear of obstructions. |  |  |  |  |  |
| D5 | Emergency exits have illuminated signage. |  |  |  |  |  |
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| E | **Electrical equipment** |
| E1 | No visual signs of **damage or wear** to electrical equipment. |  |  |  |  |  |
| E2 | For electrical equipment identified on the local Hazard Register for testing and tagging, the t&t has been completed and is up to date. |  |  |  |  |  |
| E3 | **Portable electrical equipment used offsite (**eg events, fieldwork): Portable RCD available, testing and tagging conducted and current. |  |  |  |  |  |
| E4 | **Switches, power points, power boards and cords*** No cracks, no loose face plates, no ‘buzzing’
* Powerpoints are not overloaded with powerboards and/or current drawing items.
* Extension cords only in use for temporary installations or are tucked away so no trip hazard
* No power boards are plugged into power boards.
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| E5 | **Any damaged or non-operational equipment** is labelled as such and not able to be used/operated. There is a plan for its disposal or repair. |  |  |  |  |  |
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| F | **Low risk equipment & machinery** |
|  | ‘Low risk’ means that the hazards are low and familiar and low skill is needed to use the equipment safely, e*g office & kitchen equipment.* High risk: refer to WHS17 and/or WHS41. |
| F1 | Equipment is in good condition with no signs of undue wear and tear or damage. |  |  |  |  |  |
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| **G** | **Computer workstation ergomonics**  |
|  | Desk OK Chair OKLayout OKFoot rest Document Holder Mouse |  |
| G1 | General observation of work practices indicates good work station set up and posture adopted (as per diagram above).  |  |  |  |  |  |
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| **H** | **OTHER** general questions list below (as tailored to your local work environment) |
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**ADDITIONAL COMMENTS:**