

GROUNDS QUARTERLY HEALTH & SAFETY INSPECTION REPORT

This Rhodes University CHECKLIST is kept up to date at www.ru.ac.za/safety/checklists

H&S Rep submit report to HOD/Manager to check & sign, keep on file for at least 3 years, & send a copy to safety@ru.ac.za by no later than **20 March** (Term 1), **20 June** (Term 2), **20 August** (Term 3), **20 November** (Term 4).

Dept/Division/Unit:			Which term does report refer to? (1/2/3/4):	
Name Surname of Health Safety Rep:		SIGNED by Rep :	Date:	
Name Surname HOD/Manager:		COUNTERSIGNED HOD/Manager:	Date:	
For Safety, Health & Environmental Office	Copy sent to safety@ru.ac.za (Yes/No):		Date Sent:	

OBSERVATION		Concern + action taken (note details + corrective actions, e.g. repair, requisition no., staff training, etc) ↓	Staff Responsible (for actions) ↓
1. BUILDING STRUCTURE & FACILITIES			
1.1	PATHWAYS & ROADS: <u>a.</u> No visible damage, holes, loose paving, protruding objects that could cause slipping / tripping? <u>b.</u> Any working trenches or holes secured to prevent accidental entry? <u>c.</u> Pedestrian crossings in all required areas, marked and signposted correctly?		
1.2	ACCESSIBILITY: Are there routes in all parts of campus that allow access for lawn mowers, wheelbarrows, bikes, wheelchairs, etc?		
1.3	BUILDING, FACILITIES & HYGIENE: <u>a.</u> Any visible safety hazards/risks? <u>b.</u> All areas & toilets clean, hygienic? Ventilation & Lighting sufficient? Ref: www.ru.ac.za/facilities/services (for repairs)		
1.4	DRAINAGE: Are all ditches & drains clear and in working order?		
1.5	PLANTS & WEEDS: <u>a.</u> Are actions taken to deal safely with broken and heavy/falling parts of plants? <u>b.</u> Do staff know illegal invasive alien weeds? <u>c.</u> Are all areas kept free of invasive alien weeds?		
1.6	WASTE MANAGEMENT: <u>a.</u> Do staff know 2-bag system (<u>blue</u> = disposable waste & <u>clear</u> = recycling)? <u>b.</u> Recycling collection works ok? Ref: www.ru.ac.za/groundsandgardens/services/recycling <u>c.</u> Campus Waste Collection Points kept clean & tidy? <u>d.</u> Garden refuse kept in suitable storage area?		
2. EQUIPMENT & SAFETY INFO:		Concern + action ↓	Who is Responsible ↓
2.1	MACHINERY & PORTABLE ELECTRICAL EQUIPMENT (e.g. chainsaw, leaf blower, lawnmowers, etc): All in safe working order, no visible damage, plugs & cords ok?		
2.2	SAFE WORKING PROCEDURES: Do staff receive safety training? <i>Printed</i> safe working procedures visible to all users of equipment and chemicals?		
2.3	MACHINE GUARDS: In use & sufficient?		
2.4	SAFETY SIGNS, NOTICES, LABELS: Safety signage in place wherever needed, and maintained?		
2.5	PPE: <u>a.</u> Personal Protective Equipment (safety shoes, hearing/hand/eye protection, etc) provided where required? <u>b.</u> Staff use PPE as required?		
2.6	LADDERS: If applicable, <u>a.</u> How many ladders in use? <u>b.</u> Maintained and in safe working order? <u>c.</u> Records kept of all ladder safety inspections? Ref: www.ru.ac.za/safety/resources/ladders		
2.7	VEHICLES: If applicable, <u>a.</u> How many RU vehicles in use? <u>b.</u> Maintained and in safe working order?		
2.8	SAFETY TALK: Safety, health and environmental concerns discussed in regular staff meetings?		
2.9	REPORTING PROCEDURES: <u>a.</u> Do staff know how to report any unsafe/unhealthy conditions or accidents? <u>b.</u> Any incidents		

	reported this term, and if so, were concerns attended to? Ref: www.ru.ac.za/safety/incidents		
3. FIRST AID:		Concern + action ↓	Person Responsible ↓
3.1	FIRST AID BOX: <u>a.</u> Present at Head Office and also in vehicles? <u>b.</u> All contents up to date? Ref: www.ru.ac.za/safety/firstaid/firstaidbox <u>c.</u> Staff told where kits are kept?		
3.2	FIRST AIDERS: <i>Visible</i> contact details of Health Care Centre + closest RU First Aiders* readily available? *All listed at www.ru.ac.za/safety/firstaid/rufirstaiders		
4. FIRE SAFETY: Ref: www.ru.ac.za/safety/fire + links		Concern + action ↓	Person who is Responsible ↓
4.1	FIRE DRILLS: Please provide details of recent fire drill - include: <u>a.</u> date & time; <u>b.</u> evacuation time; <u>c.</u> numbers (e.g. present /total); <u>d.</u> comments & corrective action.		
4.2	EMERGENCY EVACUATION PLAN: <u>a.</u> Is a detailed plan of action for emergency evacuation in place? Ref: "Emergency Evacuation Plan of Action GENERIC" at www.ru.ac.za/safety/fire/evacuation <u>b.</u> Is the plan well displayed, have all building occupants been made aware of it? <u>c.</u> Checklist of building occupants readily accessible to emergency team?		
4.3	FIRE SAFETY GUIDELINES & TALKS: <u>a.</u> Fire safety info on display? <u>b.</u> When was a fire safety talk/demo held for <u>all</u> employees?		
4.4	FIRE FIGHTING EQUIPMENT: <u>a.</u> Extinguishers &/or fire hoses in place and accessible - also to people with disabilities? <u>b.</u> Signage present to indicates their position? <u>c.</u> Seals unbroken? <u>d.</u> Last service date?		
4.5	FIRE ALARM: <u>a.</u> What device/method is used to warn occupants to evacuate (automatic alarm / break glass / whistle / hand bell / other)? <u>b.</u> If automatic: when was last signal test arranged with CPU? <u>c.</u> <i>Visible</i> instructions on how to activate alarm or warn others in an emergency?		
4.6	POTENTIAL FIRE HAZARDS: Have you given careful thought to things that might be a fire hazard (e.g. faulty electrics, piles of boxes/papers, flammable oil, heater/stove left on, etc)? Take action to sort it out!		
5. SOCIAL AND ECOLOGICAL JUSTICE:		Concern + action ↓	Person who is Responsible ↓
5.1	HEALTH & WELLNESS: <u>a.</u> Staff made aware of links between wellness issues and likelihood of accidents, and of services offered by Counselling Centre? Ref: www.ru.ac.za/counsellingcentre <u>b.</u> Are they made aware of rights of non-smokers, and smoking rules enforced? Ref: www.ru.ac.za/safety/resources/smoking		
5.2	HAZARDOUS MATTER: <u>a.</u> Are staff made aware that used batteries, engine oil, herbicides, pesticides, etc, are hazards? <u>b.</u> Are these collected separately and safely disposed of? Ref: www.ru.ac.za/safety/resources/hazmat		
5.3	ENVIRONMENTAL SUSTAINABILITY POLICY: <u>a.</u> Staff made aware of policy? <u>b.</u> Do they support efforts to save water and energy, and reduce waste? <u>c.</u> Water restrictions implemented when called for? www.ru.ac.za/environment/policy www.ru.ac.za/environment/resources		
6. ANY OTHER CONCERNS:		Concern + action ↓	Person Responsible ↓

Health & safety inspections are a legal requirement – OHS Act.

Last update nk/2018-03-07

More info: RU Safety Health & Environmental (SHE) Officer: 046 603 7205, safety@ru.ac.za or visit www.ru.ac.za/safety