

H&S Rep take 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).

Building & Lab:			Which term does report refer to? (1/2/3/4):	
HOD / Manager Name Surname:		SIGNED by HOD/Manager:	Date:	
Health & Safety Rep Name Surname:		SIGNED by H&S Rep:	Date:	
Contact email address & tel:			Copy of this report sent to SHE Office - safety@ru.ac.za - on date:	

For GUIDING INFO , please go to the website links provided below ↓		Concern + action taken - give details + <u>corrective actions</u> , e.g. repair, requisition number, <u>training</u> , etc ↓	Staff Responsible <i>who will ensure action</i> ↓
1. BUILDING STRUCTURE & FACILITIES			
1.1	BUILDING: Any visible safety hazards/risks? For repairs please see www.ru.ac.za/facilitiesmanagement/services		
1.2	FLOORS: Any visible safety hazards/risks to cause slipping/tripping?		
1.3	STAIRWAYS: Steps (if any) clearly visible, not slippery or damaged. Secure hand rails in place?		
1.4	FACILITIES & HYGIENE: Ventilation & Lighting sufficient? All areas clean, hygienic?		
2. EQUIPMENT & SAFETY INFO:		Concern + action ↓	Person who is Responsible ↓
2.1	MACHINERY & PORTABLE ELECTRICAL EQUIPMENT (computers, printers, air con, etc): All in safe working order, no visible damage, plugs & cords ok? Please see www.ru.ac.za/safety/resources/electrical		
2.2	SAFE WORKING PROCEDURES: Printed instructions visible for users of equipment, with guidance/ training given? Please see www.ru.ac.za/safety/resources/practices		
2.3	REPORTING PROCEDURES: <u>a.</u> Visible instructions on how to report any unsafe/unhealthy conditions or accidents? <u>b.</u> Any issues/incidents reported this term, and if so, were concerns attended to? Please see www.ru.ac.za/safety/incidents		
3. FIRST AID:		Concern + action ↓	Person who is Responsible ↓
3.1	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		
3.2	EMERGENCY SERVICES: <i>Visible</i> RU Emergency Contact numbers? Please see www.ru.ac.za/safety/emergencies		
4. FIRE SAFETY:		Concern + action ↓	Person who is Responsible ↓
4.1	FIRE DRILLS: Details of recent fire drill: <u>a.</u> date & time; <u>b.</u> evacuation time; <u>c.</u> numbers (e.g. present /total); <u>d.</u> comments & corrective action; <u>e.</u> IF <u>automatic alarm</u> : did CPU receive alarm signal? Please see www.ru.ac.za/safety/fire/firedrills		
4.2	EMERGENCY EVACUATION PLAN: <u>a.</u> Is a detailed plan of action for emergency evacuation in place? Please get "Emergency Evacuation Plan of Action GENERIC" at www.ru.ac.za/safety/fire/evacuation <u>b.</u> Is the plan well displayed, have all occupants been made aware of it? <u>c.</u> Lab manager contact info readily accessible to emergency team?		
4.3	FIRE SAFETY GUIDELINES & TALKS: <u>a.</u> Fire safety info on	FIRE SAFETY GUIDELINES & TALKS: <u>a.</u> Fire safety info	

	display? <u>b</u> . When was a fire safety talk/demo held for <u>all</u> staff/students? Please see www.ru.ac.za/safety/fire/firesafetytraining	on display? <u>b</u> . When was a fire safety talk/demo held for <u>all</u> staff/students?	
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 indicate their position? <u>c</u> . Seals unbroken? <u>d</u> . Last service date? Please see www.ru.ac.za/safety/fire/extinguishers		
4.5	EMERGENCY EXITS: <u>a</u> . Clearly marked (signage)? <u>b</u> . Kept clear of obstructions at all times. <u>c</u> . Can be opened in a single movement, not deadlocked? Please see www.ru.ac.za/safety/fire/evacuation		
4.6	EXIT ROUTES: <u>a</u> . Clearly marked and kept clear at all times? <u>b</u> . Emergency lights present and in working order? Please see www.ru.ac.za/safety/fire/evacuation		
4.7	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> . <i>Visible</i> instructions on how to warn others or activate alarm in emergency? <u>c</u> . <u>IF automatic</u> : sensors in working order, not covered? Please see www.ru.ac.za/safety/fire/alarms		
4.8	POTENTIAL FIRE HAZARDS: Please give careful thought to things that might be a fire hazard (e.g. faulty electrics, piles of boxes/papers, heater left on under desk, etc) and confirm: <u>a</u> . no apparent fire hazards; & staff/students regularly reminded about <u>b</u> . safe use of electrical appliances & <u>c</u> . never tamper with <i>any</i> fire safety equipment. Please see www.ru.ac.za/safety/fire		
5. ENVIRONMENTAL RESPONSIBILITY:			
	Concern + action ↓	Person who is Responsible ↓	
5.1	ENVIRONMENTAL SUSTAINABILITY POLICY: <u>a</u> . Policy principles (includes efforts to save water and energy, and reduce waste) well displayed? <u>b</u> . Water restriction info well displayed when called for? Please see www.ru.ac.za/environment/policy & /resources/water		
5.2	WASTE, RECYCLING, HAZMAT: <u>a</u> . 2-bag system in place? BLUE bag = disposable, CLEAR bag = recycling. Please see www.ru.ac.za/groundsandgardens/services/recycling <u>b</u> . <i>Visible</i> instructions on how to dispose of used batteries, electronic equipment, and other hazardous waste? <u>c</u> . Are these collected separately and safely disposed of? Please see www.ru.ac.za/safety/resources/hazmat		
5.3	HEALTH & WELLNESS: <i>RU Smoking Policy</i> principles well displayed, to protect the rights of non-smokers (includes smoking & butt disposal bin <u>downwind</u> & well away from doors, windows, aircon inlets). Please see www.ru.ac.za/safety/resources/smoking		
6. ANY OTHER CONCERNS:			
	Concern + action ↓	Person who is Responsible ↓	

Health & safety inspection and reporting is a legal requirement – [Occupational Health and Safety Act \(1993\)](#).

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