



UQ OHS Workplace Assessment Inspection Checklist

Audit Title: UQ OHS Workplace Assessment Inspection Checklist (v2.1, 3 July 2012)
SHRS INSPECTION 2016

Campus / Location / Site:
SHRS building 84

Org Unit / Facility / Work Group:
SHRS

Area / Facility Manager:
Deon Scott

Date of Inspection:
29 Mar 2016 11:13 AM

Conducted by:
Leanne Ritchie

Completed on
11 Aug 2017 04:15 PM

Score
65.5/74.0 - 88.51%



Management - 7.5/9 83.33%

Question	Response	Details
Is the OHS Policy for the University prominently displayed on a local notice board?	Conformance	
Is there a dedicated Safety Coordinator?	Conformance	
Is the work group represented on an OHS Committee?	Conformance	
Are there written safe operating procedures or risk assessments?	Partial Conform	
Is the area aware of specific safety guidelines & procedures?	Conformance	
Are key safety rules displayed in work areas?	Conformance	
Are checks made on qualifications & training of operators?		
Are accidents and incidents reported and recorded on the UQ online Injury, Illness and Incident Reporting System?	Conformance	
Is there an effective system for reporting & correcting hazards?	Conformance	


Training - 3.5/4 87.50%

Question	Response	Details
Have all workers completed the UQ online "General Workplace Safety Training" module?	Conformance	
Are all workers required to complete Annual Fire Safety Training?	Partial Conform	
Are all new workers required to participate in a local site induction, and complete the UQ "New Worker OHS Induction Checklist"?	Conformance	
Is training provided specific to the individual workplace?	Conformance	

Work Environment - 2.5/3 83.33%

Question	Response	Details
Do the general ventilation provisions appear sufficient?	Conformance	Room 207 air conditioning unit is accessible and also filters need cleaning. Signage for hearing protection and no access. Decibel reading approximately 90db
<div style="display: flex; justify-content: space-around;">   </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Appendix 1 Appendix 2 </div>		
Are local exhaust systems installed to remove harmful gases, vapours, fumes & dusts?	Not Applicable	
Are local exhaust systems regularly checked?	Not Applicable	
Is exposure to noise prevented?	Conformance	
If workers are exposed to noise, are they on the Hearing Testing Program?	Not Applicable	
Are workers protected from vibration risk?	Not Applicable	
Is lighting sufficient? (general purpose and task specific)	Partial Conform	

Ergonomics - 3.5/4 87.50%

Question	Response	Details
Is layout of the work area suitable for tasks?	Conformance	
Are appropriate manual handling controls in place?	Conformance	Recommend setting maximum number of chairs in stack
 <p>Appendix 3</p>		
Are excessively repetitive tasks avoided?	Partial Conform	Procedures in place to manage repetitive tasks.
Is appropriate manual handling equipment provided?	Conformance	

Amenities - 4.5/5 90.00%

Question	Response	Details
Are separate & clean meal-rooms provided?	Conformance	
Is drinking water readily available?	Conformance	
Are washing facilities adequate?	Conformance	
Are toilets sufficient?	Conformance	
If required, are lockers or hangers provided for work clothes?	Not Verified	
Are staff amenities kept clean?	Partial Conform	Sharps bin in toilet on level 3 needs replacing as it is full

Personal Protective Equipment (PPE) - 4/4 100.00%

Question	Response	Details
Has the need for PPE has been assessed?	Conformance	
if PPE is required, has it been provided?	Conformance	
Is training provided on the use of PPE?	Conformance	
Is PPE maintained and stored correctly?	Conformance	

Housekeeping & Waste Management - 4/4 100.00%

Question	Response	Details
Are sufficient storage, racks and bins provided?	Conformance	
Is there a system for the safe disposal of general waste?	Conformance	
Is there a system for the safe disposal of chemical waste?	Conformance	
Is training provided on waste disposal procedures?	Conformance	
Are fume cupboards kept uncluttered?	Not Applicable	

Floors & Asiles - 4/5 80.00%

Question	Response	Details
Is the flooring structurally sound?	Conformance	
Is the floor surface even?		Level 6 and level 8 outdoor areas. Areas secure to prevent access. Level 6 to be refurbished shortly.
Is the floor clear of waste, oil & water?	Conformance	
Is the area free of tripping hazards?	Conformance	
Are aisles of sufficient width?	Conformance	
Are aisles marked? E.g. workshops, walkways?	Not Applicable	


Special Work Procedures - 3/3 100.00%

Question	Response	Details
Is there a permit & induction procedure for external contractors?	Conformance	P&F contractors
Is specific OHS advice provided to cleaners & maintenance personnel entering biological or chemical laboratories?	Conformance	
Are special procedures in place for hot work?	Not Applicable	
Are special procedures in place for confined spaces?	Not Applicable	
Are special procedures in place for working at heights?	Not Applicable	
Are there procedures for out-of-hours or working alone?	Conformance	HOS sign off for after hours access

Mechanical & Heat Hazards - 2/3 66.67%

Question	Response	Details
Is machine guarding adequate?	Not Applicable	
Are there adequate guard rails on ramps & walkways?	Conformance	
Do ladders and steps appear adequate?	Conformance	
Is installed pressure equipment regularly maintained?	Not Applicable	
Are pressure relief valves, gauges and other safety systems regularly tested?	Not Applicable	
Is electrical work carried out in accordance with the Electrical Safety Management Plan (ESMP)?		P&F plan RCD in place test and tag conducted annually

Electrical Equipment - 3.5/4 87.50%

Question	Response	Details
Do multi-outlet boards have overload cut outs?	Conformance	
Do multi-outlet boards have individual switches?	Conformance	
Are trailing leads eliminated?	Partial Conform	Technician to visually inspect leads for damage when beds are repositioned or relocated
 <p>Appendix 4</p>		
Has electrical equipment been safety tested in accordance with legislative and UQ requirements?	Conformance	

Chemicals (general)

Question	Response	Details
Are hazardous chemicals used or stored in this area?	No	

Flammable Liquids

Question	Response	Details
Are flammable liquids used or stored in this area?	No	

Compressed & Fuel Gases - 4/4 100.00%

Question	Response	Details
Are compressed gases or fuel gases used in this area?	Yes	
Is the number of cylinders inside rooms kept to a storage limit? Minor storage maximum limits as water capacity per 200 square meters of floor area: 2.1 Flammable gas 500L 2.2 non-flammable, non-toxic gas. 2000L 2.2 with 5.1 subsidiary (oxidising gas) 1000L 2.3 Toxic gas. 50L	Conformance	
Are incompatible gases segregated?	Conformance	
Are cylinders securely restrained?	Conformance	
Are gas systems periodically pressure & leak tested?	Conformance	

Biological Hazards (general) - 4/4 100.00%

Question	Response	Details
Does this area involve work or storage with Biological Hazards and/or PC2 or higher labs?	Yes	
If your laboratory requires physical containment e.g. PC2, are permits and certifications current?	Not Applicable	
Has the need for vaccinations been assessed?	Conformance	
If vaccinations are required, are they provided prior to the commencement of activities?	Conformance	
Are staff aware of access issues for non-laboratory staff?	Conformance	
Is there a current IBC or OGTR number for Genetic manipulation work?	Not Applicable	
Are Biological Safety Cabinets tested annually?	Not Applicable	
Have staff been trained in transport requirements for infectious, diagnostic, or genetically modified materials?	Not Applicable	
Is there an autoclave register of maintenance and faults?	Conformance	
Are DAqB (formerly DAFF or AQIS) permits current?	Not Applicable	

Emergency Equipment - 3.5/6 58.33%

Question	Response	Details
Are emergency procedures available?	Conformance	
Are emergency contact phone numbers displayed?	Conformance	Lists to be updated level 6 student area
Is a safety shower and appropriate eyewash unit provided?	Not Applicable	
Are people provided with regular training in the use of safety equipment?		
Is all safety equipment periodically tested?		
Is a first aid kit available and regularly checked?	Partial Conform	Saline to be replaced. Expired feb 16
Are there trained first aid officers?	Conformance	

Egress & Evacuation - 7/7 100.00%

Question	Response	Details
Are evacuation procedures displayed?	Conformance	
Are emergency floor plans displayed?	Conformance	Requested in 2015 UQ Fire safety officer to update plans. Plans updated locally in 2016 as still waiting for central plans.
Are emergency wardens appointed?	Conformance	
Is fire and emergency training provided?	Conformance	
Are regular emergency practices conducted?	Conformance	Email staff following evacuation but UQ checklist not completed.
Are emergency exits kept clear?	Conformance	
Is there emergency lighting?	Conformance	

Fire Protection - 5/5 100.00%

Question	Response	Details
Are fire extinguishers provided?	Conformance	Fire hose reel level 2 not checked
Is there a fire detection system?	Conformance	
Is the fire alarm audible in all rooms?	Conformance	
Is the push-button alarm accessible?	Conformance	
Is there clear access for the Fire Service?	Conformance	

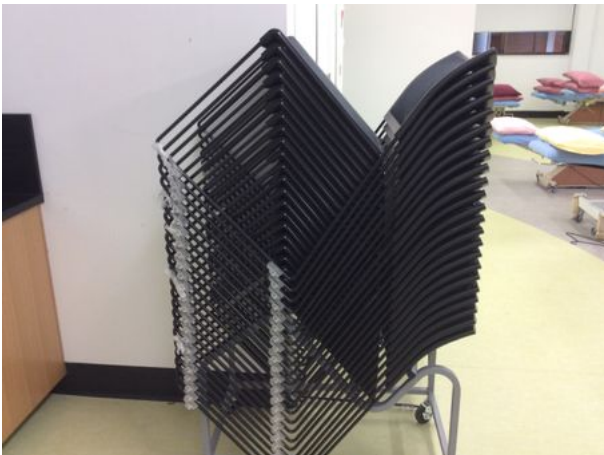
Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4