



Corrective Action Plan

Org Unit / Location:	Recover OHC Level 7 Herston	Audit / Inspection Date:	13 th September 2016
Head of Section:	Michael Sullivan	Safety Advisor (WHSC):	Deon Scott, Suzanne O'Hagan, Natalie Wildermuth Anne Tobin and Leanne Ritchie
Facility Manager:	Alison Freriks	Safety Rep (HSR):	Alison Freriks

Notes:

- Refer to [PPL 2.30.01 Occupational Health and Safety Risk Management](#) to determine risk rating/priority.
- Corrective Action Plan should be submitted to the relevant Faculty/Institute/Division OHS Committee, and remain on agenda until all matters are resolved.

Item	Recommendations (Identified Hazards / OHS System Deficiencies)	Proposed Corrective Action (by audited area)	Priority (Risk Rating)	Person Responsible for follow-up	Nominated Completion Date	Status
1.0	Management -Is the OHS Policy for the University prominently displayed on a local notice board?	Display UQ OHS Policy on dedicated Safety Notice board	Low			
1.1	Management- Are there written safe operating procedures or risk assessments?	Develop risk assessments for activities carried out	High			
2.0	Training- Are all new workers required to participate in a local site induction and complete the UQ 'New Worker OHS Induction Checklist'?	Develop local site induction checklist and implement 'UQ New worker OHS Induction Checklist' Go To UQ OHS website http://www.uq.edu.au/ohs/SYS/OHS-NewWorkerInduction.pdf	High			
7.0	Housekeeping- Are sufficient storage, racks and bins provided?	Relocated boxes stored with 'Luke's paperwork' to the faculty	Mod			

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9.0	Special work procedures- Are there procedures for out-of-hours or working alone?	Develop working afterhours procedure	Mod			
11.0	Electrical Equipment - Has electrical equipment been safety tested in accordance with legislative and UQ requirements?	Arrange for equipment to be tested and tagged. Note are is RCD protected	Mod			
16.0	Emergency Equipment – Are emergency contact phone numbers displayed?	Display UQ Emergency procedure cards with contact details for fire wardens and first aid officer within the area	High			
17.0	Egress & Evacuation- Are emergency procedures displayed?	Display UQ emergency procedure cards in the work place	High			
17.1	Egress & Evacuation- Are emergency floor plans displayed?	Emergency floor plans to include location of first aid kit	Mod			
17.2	Egress & Evacuation- Are emergency wardens appointed?	Emergency wardens to be appointed	High			
17.3	Egress & Evacuation- Are emergency exits kept clear?	Door to fire emergency exit not clearly signed. Need 'emergency exit' sign on door. Fire extinguisher sign not highly visible.	High			
17.4	Egress & Evacuation- Is there emergency lighting?	Egress & Evacuation- two sets of lights not working in stair well. Door is an entrapment point back into recover	High			