



# UTS Office and General Work Area Safety Inspection Checklist

**Document No.**

v16052014

**Conducted on**

26 Oct 2016 10:07 AM

**Select Area to be Inspected**

SCIENCE.CMB

**Location**

test 1, 2

**Name of person completing the checklist**

David Lloyd-Jones

**Email of person submitting checklist (for email notification)**

d

**Email of Supervisor (for email notification)**

d

**Names of personnel involved in inspection**

d

**Completed on**

26 Oct 2016 10:12 AM

**Score**

9/30.0 - 30.00%

**Disclaimer**

The assessors believe the information contained within this risk assessment report to be correct at the time of printing. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

Information on the latest workers compensation and OHS / WHS laws can be found at the relevant State WorkCover / WorkSafe Authority.

**Confidentiality Statement**

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so.

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## Work Environment - 5/6 83.33%

Question	Response	Details
<b>Office equipment</b>		
Check if this category is NOT applicable.		
Is equipment such as photocopiers, printers etc. located at a reasonable distance from staff? Note observation or suggested action below.	Yes	
Has broken or faulty equipment been disposed?	Yes	
Is equipment such as photocopiers, printers etc. located at a reasonable distance from staff?	Yes	
Are guillotines and shredders operated safely and regularly maintained?	Yes	
<b>Slips and trips, electrical and lighting</b>		
Tick if this category is NOT applicable.	<input checked="" type="checkbox"/>	

## Health and Safety Management - 2/2 100.00%

Question	Response	Details
<b>Consultation and Communication</b>		
	<input checked="" type="checkbox"/>	
<b>Training and Induction</b>		
	<input checked="" type="checkbox"/>	

## Hazard Programs - 1/10 10.00%

Question	Response	Details
<b>Manual Handling</b>		
Check if this bit does not apply.	<input checked="" type="checkbox"/>	
<b>Computer and Workstation Setup</b>		
Check if this bit does not apply		
Do staff know how to adjust their workstation, computer monitor and chair height for ergonomic comfort?		
Is information available to help staff (and students) set up their workstations and perform regular stretch breaks?		
<b>Cash handling</b>		
Check if this bit does not apply		
Has action been taken to eliminate cash handling?		
Have risk assessments been completed for all cash handling tasks and action taken to reduce the risk of robbery?		
Have staff handling cash been trained in robbery safety?		
<b>Working alone</b>		
Check if Working Alone does not apply		
Do all staff required to work outside normal working hours know about after-hours access, air conditioning and security arrangements?		

## UTS Health and Safety Procedures - 0/3 0.00%

Question	Response	Details
<b>Emergencies</b>		
<b>Accident / Incident and Hazard Response</b>		
<b>First Aid</b>		

## Sign off

Question		Response	Details			
<b>Person completing this inspection</b>						
Name:		DLJ test				
Signature:						