



# UTS Office and General Work Area Safety Inspection Checklist

**Document No.**

v16052014

**Faculty / Unit**

Faculty / Unit

**School / Branch**

School / Branch

**Location: Building-Floor-Room e.g. CB01.04.080**

Location: Building-Floor-Room e.g. CB01.04.080

**Conducted on**

24 Nov 2015 11:40 AM

**Name of person completing the checklist**

Name of person completing the checklist

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

Email of person submitting checklist (for email notification)

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

Email of Supervisor (for email notification)

**Names of personnel involved in inspection**

Names of personnel involved in inspection

**Completed on**

24 Nov 2015 11:42 AM

**Score**

26/35.0 - 74.29%

**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 action.	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 - 17/22 77.27%

Question	Response	Details
Consultation and Communication		
Are staff consulted on the health and safety issues that affect them as part of regular meetings, communications and/or working groups?	No	
Talk to staff about health and safety risks and issues and how they might be resolved. Visit the Safety and Wellbeing website for guidance on effective health and safety consultation.		
Rate risk	4	
Training and Induction		
Are staff consulted on the health and safety issues that affect them as part of regular meetings, communications and/or working groups?	No	Response: Are staff consulted on the health and safety issues that affect them as part of regular meetings, communications and/or working groups?
E-mail a reminder to staff or include in the agenda for your next staff meeting. Display the “Safety and Wellbeing: Guide for Students and Staff” poster (available by emailing safetyandwellbeing@uts.edu.au) in the work area.		
Rate risk	5	
Do staff know to report hazards, accidents and near misses to their supervisor as soon as possible?	Yes	
Is health and safety information included in staff induction?	Yes	
Is health and safety information included in staff induction?	Yes	
Is health and safety information included in staff induction?	Yes	
Is health and safety information included in staff induction?	Yes	

Question	Response	Details
The "Safety and Wellbeing Essentials" online training module covers emergencies, first aid, accident reporting, ergonomic computer workstation setup and reducing manual handling risks. Have staff been encouraged to complete this training?	Yes	
Have academic staff been encouraged to complete the "Health and Safety for Supervisors" online training?	Yes	
Have support staff supervisors been encouraged to complete the "Health and Safety for Supervisors" online training?	Yes	

## Hazard Programs - 4/4 100.00%

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	<input checked="" type="checkbox"/>	
<b>Cash handling</b>		
Check if this bit does not apply	<input checked="" type="checkbox"/>	
<b>Working alone</b>		
Check if Working Alone does not apply	<input checked="" type="checkbox"/>	

## 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>		