

A photograph of a modern, multi-story building with a glass facade, identified by the 'UTS' logo on its upper levels. The building is set against a clear blue sky.

V3 UTS Office and General Work Area Safety Inspection Checklist - V3 - duplicate

Document No.

v16052014

Conducted on

18 Nov 2016 03:16 PM

Select Area to be Inspected

FEIT.enviro

Location

test location

Name of person completing the checklist

David Lloyd-Jones

Email of person submitting checklist (for email notification)

a

Email of Supervisor (for email notification)

a

Names of personnel involved in inspection

no smart fields in this audit

Completed on

18 Nov 2016 03:19 PM

Score

5/14.0 - 35.71%

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 - 2/4 50.00%

Question	Response	Details
Office equipment		
Is equipment such as photocopiers, printers etc. located at a reasonable distance from staff?	No	Test notes
Has broken or faulty equipment been disposed?	Yes	
Are guillotines and shredders operated safely and regularly maintained?	No	More test notes
Slips and trips, electrical and lighting		
Are walkways free of trip hazards (e.g. electrical cords and other clutter)?	Yes	
Are stair treads in good condition?	N/A	
Do floors have even surfaces (no lifted carpet or holes)?	N/A	

Health and Safety Management

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?	N/A	
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?	N/A	
Do staff know to report hazards, accidents and near misses to their supervisor as soon as possible?	N/A	
Is health and safety information included in staff induction?	N/A	
Is health and safety information included in staff induction?	N/A	
Is health and safety information included in staff induction?	N/A	
Is health and safety information included in staff induction?	N/A	
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?	N/A	
Have academic staff been encouraged to complete the "Health and Safety for Supervisors" online training?	N/A	
Have support staff supervisors been encouraged to complete the "Health and Safety for Supervisors" online training?	N/A	

Hazard Programs

Question	Response	Details
Manual Handling		
Is work organised to limit unnecessary or excessive bending and the need to transport heavy loads?	N/A	
Is there adequate space for tasks to be carried out?	N/A	
Are trolleys available for transporting heavy loads? Is the trolley/s in good repair? Is the trolley storage location relayed to staff?	N/A	
Is the "Tips for Manual Handling" poster on display?	N/A	
Are frequently used and heavier items stored between mid-thigh and shoulder height?	N/A	
Is stored material secured to prevent shifting/falling?	N/A	
Have staff received appropriate training in manual handling?	N/A	
Computer and Workstation Setup		
Do staff know how to adjust their workstation, computer monitor and chair height for ergonomic comfort?	N/A	
Is information available to help staff (and students) set up their workstations and perform regular stretch breaks?	N/A	
Cash handling		
Has action been taken to eliminate cash handling?	N/A	
Have risk assessments been completed for all cash handling tasks and action taken to reduce the risk of robbery?	N/A	
Have staff handling cash been trained in robbery safety?	N/A	

Question	Response	Details
Working alone		
Do all staff required to work outside normal working hours know about after-hours access, air conditioning and security arrangements?	N/A	

UTS Health and Safety Procedures - 0/1 0.00%

Question	Response	Details
Emergencies		
Are emergency evacuation procedures posted in the main work areas?	N/A	
Is the emergency telephone number '6' clearly displayed (e.g. stickers on phones, coasters, phone lists etc.)?	N/A	
Are emergency wardens trained, identified and available in an emergency?	N/A	
Are staff aware of the Security number to be used in an emergency when an internal phone is not available?	N/A	
Check the tags attached to fire extinguishers - have the fire extinguishers been inspected within the last nine months?	N/A	
Are overhead sprinklers and smoke detectors clear of obstructions, stores, etc.?	N/A	
Are fire extinguishers easily accessible and signposted?	N/A	
Are the exit doors suitable for people with limited mobility?	N/A	
Have all staff seen the 'Escape from UTS' video?		
Accident / Incident and Hazard Response		
Are staff aware that hazards, accidents and incidents are reported using the Hazard and Incident Reporting Online (HIRO) system?	N/A	
First Aid		
Is a First Aid Officer readily available during normal work hours, bearing in mind that all Security officers are first aid trained?	N/A	

Question	Response	Details
Are posters/notices indicating the contact details of the First Aid Officers on display?	N/A	
Are the contact details of First Aid Officers up to date on the First Aid posters?	N/A	
Are the First Aid Officers keeping their first aid kit stocked and aware that they should never store medication (including Aspirin, Panadol or other headache preparations or pain killers of any kind)?	N/A	

Sign off

Question		Response	Details			
Person completing this inspection						
Name:		test name of person completing				
Signature:						