

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.

# V2 UTS Office and General Work Area Safety Inspection Checklist - V2

**Document No.**

v16052014

**Conducted on**

12 Dec 2016 10:55 AM

**Select Area to be Inspected**

HRU.floor

**Location**

Proposed Action, not nested

**Name of person completing the checklist**

David Lloyd-Jones

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

q

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

q

**Names of personnel involved in inspection**

david

**Completed on**

12 Dec 2016 10:57 AM

**Score**

17/23.0 - 73.91%

**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 - 4/5 80.00%

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?	Yes	
Review relocation options		
Has broken or faulty equipment been disposed?	Yes	
Contact Central Services on ext. 7485		
Are guillotines and shredders operated safely and regularly maintained?	Yes	
Make manufacturers advice regarding the safe operation of machines		
<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>		
Check if this category is NOT applicable.	<input checked="" type="checkbox"/>	
<b>Training and Induction</b>		
Check if this category is NOT applicable.	<input checked="" type="checkbox"/>	

## Hazard Programs - 4/4 100.00%

Question	Response	Details
<b>Manual Handling</b>		
Check if this category is NOT applicable.	<input checked="" type="checkbox"/>	
<b>Computer and Workstation Setup</b>		
Check if this category is NOT applicable.	<input checked="" type="checkbox"/>	
<b>Cash handling</b>		
Check if this category is NOT applicable.	<input checked="" type="checkbox"/>	
<b>Working alone</b>		
Check if this category is NOT applicable.	<input checked="" type="checkbox"/>	

## UTS Health and Safety Procedures - 3/3 100.00%

Question	Response	Details
<b>Emergencies</b>		
Check if this category is NOT applicable.	<input checked="" type="checkbox"/>	
<b>Accident / Incident and Hazard Response</b>		
Check if this category is NOT applicable.	<input checked="" type="checkbox"/>	
<b>First Aid</b>		
Check if this category is NOT applicable.	<input checked="" type="checkbox"/>	

## Sign off

Question		Response	Details			
<b>Person completing this inspection</b>						
Name:		David Lloyd-Jones				
Signature:						