



UTS Office and General Work Area Safety Inspection Checklist

Document No.

v16052014

Conducted on

11 Nov 2016 02:54 PM

Select Area to be Inspected

HRU.floor

Location

davids desk

Name of person completing the checklist

David Lloyd-Jones

Email of person submitting checklist (for email notification)

joe@uts.edu.ai

Completed on

11 Nov 2016 02:55 PM

Score

22/39.0 - 56.41%

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.

Table of Contents

UTS Office and General Work Area Safety Inspection Checklist - 22/39.0	
- 56.41%	1
Disclaimer	2
Confidentiality Statement	2
WORK ENVIRONMENT - 9/21 42.86%	4
Office equipment	4
Slips and trips, electrical and lighting	4
HEALTH AND SAFETY MANAGEMENT - 2/2 100.00%	5
Consultation and Communication	5
Training and Induction	5
HAZARD PROGRAMS - 4/4 100.00%	6
Manual Handling	6
Computer and Workstation Setup	6
Cash handling	6
Working alone	6
UTS HEALTH AND SAFETY PROCEDURES - 3/3 100.00%	7
Emergencies	7
Accident / Incident and Hazard Response	7
First Aid	7
SIGN OFF	8
Person completing this inspection	8

Work Environment - 9/21 42.86%

Question	Response	Details		
Office equipment				
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.	No			
Rate priority	High			
Contact ...				
Has broken or faulty equipment been disposed?	No			
Rate priority	High			
Contact Central Services for disposal on ext. 7485.				
Is equipment such as photocopiers, printers etc. located at a reasonable distance from staff?	No			
Rate priority	High			
Are guillotines and shredders operated safely and regularly maintained?	No			
Rate priority	Low			
Slips and trips, electrical and lighting				
Tick if this category is NOT applicable.				
Do floors have even surfaces (no lifted carpet or holes)?	Yes			
Are stair treads in good condition?	Yes			
Are walkways free of trip hazards (e.g. electrical cords and other clutter)?	Yes			

Health and Safety Management - 2/2 100.00%

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

Hazard Programs - 4/4 100.00%

Question	Response	Details
Manual Handling		
Check if this bit does not apply.	<input checked="" type="checkbox"/>	
Computer and Workstation Setup		
Check if this bit does not apply	<input checked="" type="checkbox"/>	
Cash handling		
Check if this bit does not apply	<input checked="" type="checkbox"/>	
Working alone		
Check if Working Alone does not apply	<input checked="" type="checkbox"/>	

UTS Health and Safety Procedures - 3/3 100.00%

Question	Response	Details
Emergencies		
	<input checked="" type="checkbox"/>	
Accident / Incident and Hazard Response		
	<input checked="" type="checkbox"/>	
First Aid		
	<input checked="" type="checkbox"/>	

Sign off

Question		Response	Details			
Person completing this inspection						
Name:		david testing				
Signature:						