

Work Health Safety & Wellbeing Workplace Inspection/Audit Checklist - Office Environment

Primary Details	
Inspected by:	Supervisor:
School/Business Unit/Institute:	
Building Location:	
Campus:	Inspection Date:

Item	Outcome	Comment
1. Working Environment (slips & trips, lighting, electrical, environmental)		
1.1. Are walkways clear of obstructions and free of any damage (that may cause a hazard or injury)		
1.2. Are floor coverings in good condition and free of any damage (that may cause a hazard or injury)		
1.3. Is the temperature/air flow/humidity acceptable throughout the area		
1.4. Is lighting adequate for tasks performed		
1.5. Are light covers and fittings secure and free from damage		

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1.6. Is the noise level acceptable and controlled		
1.7. Are recycling bins and general waste bins provided/emptied and are regularly cleaned		
1.8. Are electrical leads, plugs, sockets and switches in sound condition		
1.9. Has portable electrical equipment been tagged and tested		
1.10. Is the area free of personal appliances		
2. Manual Handling		
2.1. Are frequently used items stored at an appropriate height		
2.2. Are heavy items stored at waist height		
2.3. Are step platforms/step ladders available, and undamaged to access items stored on high shelving		
2.4. Are trolleys available to move heavy items (Trolleys from labs not to be used in office)		
2.5. Staff are trained in manual handling relative to their role		
3. Ergonomics (chairs, workstation setup, computers, phones)		
3.1. Are all office chairs fit for purpose and in sound working condition		
3.2. Are staff aware how to adjust their chairs and set up their computers (keyboards, mouse etc)		
3.3. Ergonomic equipment (footrests, document holders, screen risers) available where required		

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3.4. Adequate desk size is provided and is fit for purpose		
4. Emergency Preparedness (evacuation maps, first aid lists)		
4.1. Emergency evacuation plans displayed in prominent places and visible		
4.2. Staff are aware of and trained in emergency evacuation plans including alarms, exits, routes and meeting locations		
4.3. Are fire extinguishers easily accessible		
4.4. Are emergency exits clearly marked and free from obstruction		
4.5. Do the tags on the fire extinguishers indicate they have been tested in the last 6 months		
4.6. Is the area equipped with an audible emergency alarm		
4.7. Are first aid kits available, accessible		
4.8. Are first aid kits adequately stocked and checked monthly		
4.9. Is a correct list of wardens (first aid, Emergency Wardens and HSRs) displayed on the noticeboard or on WHS&W webpage		
4.10. Does the emergency lighting system work		
5. WHS Consultation (awareness of committee members, committee minutes, issue resolution)		
5.1. Are staff aware of where to access WHS policies and procedures		

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5.2. Is a list of WHS Committee members displayed on noticeboards or WHS&W webpage		
5.3. Are staff aware they can access details for HSRs, WHS committee members and minutes from the WHS&W webpage		
5.4. Are staff aware they are obliged to report ALL incidents, injuries, hazards and near misses to their supervisor as soon as possible		
5.5. Are staff aware of where to access accident/injury/incident forms to report ALL incidents, injuries, hazards and near misses as soon as possible		
6. Office Equipment		
6.1. Are filing cabinet draws kept closed and in good working order		
6.2. Office equipment provided (e.g. shredders, guillotines, compactus) in good working order and guarded if required		
7. Working outside of bandwidth hours		
7.1. Are staff aware of the contact number for security		
7.2. Are staff aware of after-hours access protocols		
8. Utilities (kitchen, dining, toilets)		
8.1. Are kitchen / kitchenette facilities clean and functional		
8.2. Are toilet areas clean and functional		

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8.3. Are chemicals (e.g. cleaning equipment) labelled, stored appropriately		
9. Standard Operating Procedures (SOP's) (e.g. use of compactus, guillotine and shredders)		
9.1. Risk assessments available for all tasks/equipment where required		
9.2. Are SOPs displayed where required and are staff aware of these		

Summary of Actions to be taken	Person Responsible	Proposed Action by date	Actual completion date

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Guidance Notes for Office Inspection/Audit Checklist

Health and Safety Representatives (HSRs) or other designated employees can attend the inspection if they wish, and best practice is to complete this checklist on the day of inspection.

- 1.9. Equipment that is tagged and tested will have a tag attached to the cord with an expiry date. Please note, if equipment is less than 12 months old, Tagging and testing is not required. For any equipment that requires tagging and testing please contact OEC to arrange yearly tagging and testing.
- 1.10. The use of personal appliances requires approval from your supervisor and such equipment is subject to tagging and testing by the Business Unit.
- 2.3. Ensure step ladders have a safe working load of minimum 120kgs.
- 3.2. Please refer to the Ergonomic Self-Assessment Checklist available on WHS&W webpage located on the right-hand side in the red box:
https://www.westernsydney.edu.au/whs/whs/health_and_safety_topics/workplace_ergonomics/request_an_ergonomic_assessment
- 4.2. Fire drills are considered a form of training regarding the evacuation plans. Procedures are available on the WHS&W webpage.
- 4.5. Tagging and testing of fire extinguishers are arranged 6 monthly by OEC.
- 4.6. Audible emergency alarm/speakers are visible.
- 4.8. First Aid Officers are responsible for the monthly replenishment of the first aid kits and to complete the log indicating this has been completed.
- 4.10. This should be evident during the day as they are always lit up.
- 7.1. Campus Safety and Security should be advised if remaining after hours and called at the time of departure. In the event of an emergency/first aid requirements CSS should be contacted for afterhours assistance.
- 7.2. The protocols can vary by School/Business Unit/Institute; however, all staff should make CSS aware if they are accessing facilities after hours. Refer to the afterhours access and safety policy.
- 9.2. A SOP should be in place for any equipment where there is a potential risk of injury.