Work Health & Safety Inspection Checklist
Office Environment

WESTERN SYDNEY UNIVERSITY

Inspection Team Members:

Manager / Supervisor of Area: _____   Name of person completing the checklist: _____

Building: _____   Building Level: _____   Inspection Date: _____

Instructions for checklist completion:

- All items should be answered Yes / No or N/A.
- If an item is answered as "No" then details of the non-conformance should be provided, the risk of the hazard assessed, recommended corrective actions identified, the individual responsible for ensuring the corrective action is undertaken is identified and a date for completion identified. Further information about risk assessment processes can be found on the WHS webpages for "Risk Assessment and Management".
- Any corrective actions which are not able to be immediately resolved are to be reported to the WHS unit by completing an Accident/Incident/Injury/Hazard Notification Form.
- Any corrective actions which are raised with Capital Work & Facilities (CWF) should have the CWF Work Request Number recorded on the checklist.

Item	Response	Non-confirming (include details)	Corrective Action (include details)	Person Responsible	Date Completed
Working Environment (slips & trips, lighting, electrical, environmental)					
Are walkways clear of obstructions	☐ Yes ☐ No ☐ N/A				
Is storage adequate and being used effectively	☐ Yes ☐ No ☐ N/A				
Are floor coverings in good condition	☐ Yes ☐ No ☐ N/A				
Is the temperature/air flow/humidity acceptable throughout the area	☐ Yes ☐ No ☐ N/A				
Is lighting adequate for tasks performed	☐ Yes ☐ No ☐ N/A				

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Are light covers and fittings secure and free from damage	☐ Yes ☐ No ☐ N/A				
Is the area free from odours	☐ Yes ☐ No ☐ N/A				
Is the noise level acceptable and controlled	☐ Yes ☐ No ☐ N/A				
Are recycling bins provided and emptied regularly	☐ Yes ☐ No ☐ N/A				
Are electrical leads, plugs, sockets and switches in sound condition	☐ Yes ☐ No ☐ N/A				
Has portable electrical equipment been tagged and tested	☐ Yes ☐ No ☐ N/A				
Has the use of double adaptors been eliminated	☐ Yes ☐ No ☐ N/A				
Is the area free of personal appliances (heaters etc)	☐ Yes ☐ No ☐ N/A				
Manual Handling					
Are frequently used items stored at an appropriate height	☐ Yes ☐ No ☐ N/A				
Are heavy items stored at waist height	☐ Yes ☐ No ☐ N/A				
Are stepladders available to access items stored on high shelving	☐ Yes ☐ No ☐ N/A				
Are trolleys available to move heavy items	☐ Yes ☐ No ☐ N/A				

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Staff are trained in manual handling relative to their role	☐ Yes ☐ No ☐ N/A				
Risk assessments available for manual handling tasks	☐ Yes ☐ No ☐ N/A				
Ergonomics (chairs, workstation setup, computers, phones)					
Appropriate ergonomic chairs are available for the work being performed	☐ Yes ☐ No ☐ N/A				
Are staff aware how to adjust their chairs and set up their computers (keyboards, mouse etc)	☐ Yes ☐ No ☐ N/A				
Ergonomic equipment (footrests, document holders, screen risers) available where required	☐ Yes ☐ No ☐ N/A				
Adequate desk space is provided (minimum 1600mm x 800mm)	☐ Yes ☐ No ☐ N/A				
Emergency Preparedness (evacuation maps, first aid lists)					
Emergency evacuation plans and alarms are developed, implemented and tested	☐ Yes ☐ No ☐ N/A				
Staff are aware of and trained in emergency evacuation plans including alarms, exits, routes and meeting locations	☐ Yes ☐ No ☐ N/A				
Are written procedures posted on noticeboards in common areas	☐ Yes ☐ No ☐ N/A				
Are fire extinguishers easily accessible	☐ Yes ☐ No ☐ N/A				

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Are emergency exits cleared marked	☐ Yes ☐ No ☐ N/A				
Do the tags on the fire extinguishers indicate they have been tested in the last 6 months	☐ Yes ☐ No ☐ N/A				
Are evacuation drills conducted regularly	☐ Yes ☐ No ☐ N/A				
Are evacuation routes clear from obstruction	☐ Yes ☐ No ☐ N/A				
Is the area equipped with an audible emergency alarms	☐ Yes ☐ No ☐ N/A				
Are first aid kits available, accessible and adequately stocked	☐ Yes ☐ No ☐ N/A				
Is a correct list of first aid staff displayed on noticeboards in common areas or on WHS webpage	☐ Yes ☐ No ☐ N/A				
Is a correct list of emergency wardens displayed on noticeboards in common areas or on WHS webpages	☐ Yes ☐ No ☐ N/A				
Does the emergency lighting system work	☐ Yes ☐ No ☐ N/A				
Is the fire compliance notice current	☐ Yes ☐ No ☐ N/A				
Are academic staff aware of their responsibilities in the event of an emergency if they are teaching a class	☐ Yes ☐ No ☐ N/A				

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WHS Consultation (awareness of committee members, committee minutes, issue resolution)					
Are staff aware of where to access WHS policies and procedures	☐ Yes ☐ No ☐ N/A				
Is a list of WHS Committee members displayed on noticeboards in common areas	☐ Yes ☐ No ☐ N/A				
Are staff aware they can access details for HSRs, WHS committee members and minutes from the WHS web pages	☐ Yes ☐ No ☐ N/A				
Are staff aware they are obliged to report ALL incidents, injuries, hazards and near misses to their supervisor as soon as possible	☐ Yes ☐ No ☐ N/A				
Are staff aware of where to access an accident/injury/incident forms to report ALL incidents, injuries, hazards and near misses as soon as possible	☐ Yes ☐ No ☐ N/A				
Office Equipment					
Are photocopiers located an appropriate distance from workstations	☐ Yes ☐ No ☐ N/A				
Are filing cabinet draws kept closed when not in use and not overloaded	☐ Yes ☐ No ☐ N/A				

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Office equipment provided (e.g. shredders, guillotines, compactus) in good working order and guarded if required	☐ Yes ☐ No ☐ N/A				
Working alone					
Are staff aware of the contact number for security	☐ Yes ☐ No ☐ N/A				
Is lighting adequate from the office to the car park	☐ Yes ☐ No ☐ N/A				
Are staff aware of after hours access protocols	☐ Yes ☐ No ☐ N/A				
Are staff aware of after hours air conditioning settings	☐ Yes ☐ No ☐ N/A				
Are staff aware of after hours first aid arrangements	☐ Yes ☐ No ☐ N/A				
Utilities (kitchen, dining, toilets)					
Are kitchen / kitchenette facilities clean and functional	☐ Yes ☐ No ☐ N/A				
Are toilets areas clean and functional	☐ Yes ☐ No ☐ N/A				
Are lockers available for staff where required	☐ Yes ☐ No ☐ N/A				
Are chemicals (e.g. cleaning equipment) labelled and stored appropriately	☐ Yes ☐ No ☐ N/A				
Standard Operating Procedures (SOP's) (eg use of compactus, guillotine, shredders, use of PPE for some machinery in office)					

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Risk assessments available for all tasks/equipment where required	☐ Yes ☐ No ☐ N/A				
Are SOPs displayed where required	☐ Yes ☐ No ☐ N/A				
Are staff working in the area aware of the SOPs	☐ Yes ☐ No ☐ N/A				

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

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