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

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

| **Item** | **Outcome****(Circle one)** | **Comment** |
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| 1. **Working Environment (slips & trips, lighting, electrical, environmental)**
 |
| 1. Are walkways clear of obstructions and free of any damage (that may cause a hazard or injury)
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are floor coverings in good condition and free of any damage (that may cause a hazard or injury)
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Is the temperature/air flow/humidity acceptable throughout the area
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Is lighting adequate for tasks performed
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are light covers and fittings secure and free from damage
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Is the noise level acceptable and controlled
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are recycling bins and general waste bins provided/emptied and are regularly cleaned
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are electrical leads, plugs, sockets and switches in sound condition
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Has portable electrical equipment been tagged and tested
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Is the area free of personal appliances
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. **Manual Handling**
 |
| 1. Are frequently used items stored at an appropriate height
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are heavy items stored at waist height
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are step platforms/step ladders available, and undamaged to access items stored on high shelving
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are trolleys available to move heavy items (Trolleys from labs not to be used in office)
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |   |
| 1. Staff are trained in manual handling relative to their role
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. **Ergonomics (chairs, workstation setup, computers, phones)**
 |
| 1. Are all office chairs fit for purpose and in sound working condition
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are staff aware how to adjust their chairs and set up their computers (keyboards, mouse etc)
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Ergonomic equipment (footrests, document holders, screen risers) available where required
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Adequate desk size is provided and is fit for purpose
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. **Emergency Preparedness (evacuation maps, first aid lists)**
 |
| 1. Emergency evacuation plans displayed in prominent places and visible
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Staff are aware of and trained in emergency evacuation plans including alarms, exits, routes and meeting locations
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are fire extinguishers easily accessible
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are emergency exits clearly marked and free from obstruction
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Do the tags on the fire extinguishers indicate they have been tested in the last 6 months
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Is the area equipped with an audible emergency alarms
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are first aid kits available, accessible
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are first aid kits adequately stocked and checked monthly
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Is a correct list of wardens (first aid, Emergency Wardens and HSRs) displayed on the noticeboard or on WHS&W webpage
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Does the emergency lighting system work
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. **WHS Consultation (awareness of committee members, committee minutes, issue resolution)**
 |
| 1. Are staff aware of where to access WHS policies and procedures
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Is a list of WHS Committee members displayed on noticeboards or WHS&W webpage
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are staff aware they can access details for HSRs, WHS committee members and minutes from the WHS&W webpage
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are staff aware they are obliged to report ALL incidents, injuries, hazards and near misses to their supervisor as soon as possible
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. 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
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. **Office Equipment**
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| 1. Are filing cabinet draws kept closed and in good working order
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Office equipment provided (e.g. shredders, guillotines, compactus) in good working order and guarded if required
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. **Working outside of bandwidth hours**
 |
| 1. Are staff aware of the contact number for security
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are staff aware of after-hours access protocols
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. **Utilities (kitchen, dining, toilets)**
 |
| 1. Are kitchen / kitchenette facilities clean and functional
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are toilets areas clean and functional
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are chemicals (e.g. cleaning equipment) labelled, stored appropriately
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. **Standard Operating Procedures (SOP’s) (e.g. use of compactus, guillotine and shredders)**
 |
| 1. Risk assessments available for all tasks/equipment where required
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |
| 1. Are SOPs displayed where required and are staff aware of these
 | SatisfactoryUnsatisfactoryNeeds ImprovementNot Applicable |  |

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| **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.

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| 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. |