

**OFFICE AND GENERAL WORK AREA SAFETY INSPECTION CHECKLIST**

This checklist covers the environment, health and safety (EHS) procedures expected in offices and general work areas (i.e. not laboratories or workshops). The checklist should be completed at least annually.

Faculty/Unit	
Department/School/Branch	
Building/Floor/Room(s)	
Date	
Name of person(s) completing the checklist	

Work through these questions, placing a check mark next to the appropriate box - if the answer is 'yes', then no further action is required. If the answer is 'no', then please note what you intend to do to fix the problem in the 'Action to be taken' section on page 3 of this checklist.

Work environment - slips and trips, electrical and lighting	Yes	No	N/A	If the answer is 'no' - then
Are walkways free of trip hazards (e.g. electrical cords and other clutter)?				Move or secure the offending cord or obstruction.
Do floors have even surfaces (no lifted carpet or holes)?				
Are stair treads in good condition?				Contact Building Services on ext 7477 or 7476 or send a maintenance request via the FMU website at www.fmu.uts.edu.au/works/maintenance-requests.html .
Are corridors, walkways and work areas adequately lit?				
Are window coverings available to minimise glare and reflection on computer screens?				
Are electrical sockets and switches in good repair?				
Are plug-in electrical equipment and electrical cords kept in good condition, away from exposure to moisture, heat, vibration, corrosive chemicals, physical abuse and dust?				Contact Safety & Wellbeing on ext 1063 to discuss doing a risk assessment on the equipment.
Has the use of double adaptors been eliminated?				Replace adaptors with power boards.
Is lighting appropriate for the task(s) being undertaken?				Contact Building Services on ext 7477 or 7476 or send a maintenance request via the FMU website at www.fmu.uts.edu.au/works/maintenance-requests.html if review required
Manual handling	Yes	No	N/A	If the answer is 'no' - then
Is work organised to limit unnecessary or excessive bending and the need to transport heavy loads?				Redesign the work area or the work, or call Safety & Wellbeing on ext 4540 for advice.
Is there adequate space for tasks to be carried out?				
Are trolleys available for transporting heavy loads? Is the trolley/s in good repair? Is the trolley storage location relayed to staff?				Consult with staff to determine the type of trolley needed... then purchase it. Inform staff of trolley location. Call Safety & Wellbeing on ext 4540 if you require assistance.
Is the "Tips for Manual Handling" poster on display?				Refer to the Safety & Wellbeing website at www.safetyandwellbeing.uts.edu.au/hazards/manual/precautions/
Are frequently used and heavier items stored between mid-thigh and shoulder height?				Reorganise storage areas if possible. If this is not possible, consider providing more space or reduce the amount stored.
Is stored material secured to prevent shifting/falling?				
Have staff received appropriate training in manual handling?				Contact Safety and Wellbeing on ext 4540 to discuss training needs.
Computers and workstation setup	Yes	No	N/A	If the answer is 'no' - then
Do staff know how to adjust their workstation, computer monitor and chair height?				Refer to the Safety & Wellbeing website at www.safetyandwellbeing.uts.edu.au/activities/computer/ or phone Safety & Wellbeing on ext 4540.
Is information available to help staff (and students) set up their workstations and perform regular stretch breaks?				

Cash handling	Yes	No	N/A	If the answer is 'no' - then
Has action been taken to eliminate cash handling?				Check the FSU website for options at www.fsu.uts.edu.au/about/index.html#cash_alternatives .
Have risk assessments been completed for all cash handling tasks and action taken to reduce the risk?				Contact Security (City campus) on ext 1169 to organise cash handling risk assessment assistance.
Have staff handling cash been trained in robbery safety?				Refer to the Safety & Wellbeing web page at www.safetyandwellbeing.uts.edu.au/activities/cash/responsibilities.html for frequency of training required. Contact Safety & Wellbeing on ext 1326.
EHS management, information, consultation and training	Yes	No	N/A	If the answer is 'no' - then
Has action been taken to reduce the risk of dangerous activities and tasks?				Contact Safety & Wellbeing on ext 1063 or 1342 for advice.
Do staff know to report hazards, accidents and near misses to their supervisor as soon as possible?				E-mail a reminder to staff or include in the agenda for your next staff meeting. Display the "Safety and Wellbeing: Guide for Students and Staff" poster (available from Safety and Wellbeing - call ext 4540) in the work area.
Is EHS information included in staff orientation?				Use the HR orientation resources at www.hru.uts.edu.au/start/setup.html . Local managers & supervisors should use the induction safety checklist available at www.safetyandwellbeing.uts.edu.au/forms/ .
Are staff consulted on EHS issues as part of regular meetings, communications and/or committees?				Talk to staff about EHS risks and issues and how they might be resolved.
The "EHS Essentials" safety training session covers emergencies, first aid, accident reporting, ergonomic computer workstation setup and reducing manual handling risks. Have staff been encouraged to attend?				For training course information, visit the Events section of the Safety & Wellbeing web site at www.safetyandwellbeing.uts.edu.au/ and check the Staff Notices (www.uts.edu.au/staff/notices/).
Have support staff supervisors attended the "EHS for Supervisors and Managers" training session?				
Have academic staff attended the "EHS for Academics" training session?				
Emergencies	Yes	No	N/A	If the answer is 'no' - then
Are emergency evacuation procedures posted in the main work areas?				
Is the emergency telephone number '6' clearly displayed (e.g. stickers on phones, coasters, phone lists, etc.)?				Contact the Essential Services Compliance Manager on ext 4689.
Are emergency wardens trained, identified and available in an emergency?				
Are staff aware of the Security number to be used in an emergency when an internal phone is not available?				Ask staff to add the free call Security number 1800 249 559 to their mobile phones' contact list.
Are fire extinguishers easily accessible and signposted?				Contact Building Services on ext 7477 or 7476 or send a maintenance request via the FMU website at www.fmu.uts.edu.au/works/maintenance-requests.html .
Check the tags attached to fire extinguishers - have the fire extinguishers been inspected within the last nine months?				
Are overhead sprinklers and smoke detectors clear of obstructions, stores, etc.?				
Are the exit doors marked, clearly visible and clear of obstructions?				Clear up and/or contact Building Services on ext 7477 or 7476.
Are the exit doors suitable for people with limited mobility?				Contact Building Services on ext 7477 or 7476 or send a maintenance request via the FMU website at www.fmu.uts.edu.au/works/maintenance-requests.html .

Emergencies continued.	Yes	No	N/A	If the answer is 'no' - then
Have all staff seen the 'Escape from UTS' video?				Send them a reminder and refer to www.fmu.uts.edu.au/security/emergencies/escape.html .
Accidents/incidents and first aid	Yes	No	N/A	If the answer is 'no' - then
Are staff aware that hazards, accidents and incidents can be reported using the Hazard & Incident Reporting Online (HIRO) system available from the Safety & Wellbeing web site?				Send them a reminder and refer to www.safetyandwellbeing.uts.edu.au .
Is a First Aid Officer readily available during normal work hours?				Check the First Aid Officer database at www.fao.uts.edu.au .
Are the contact details of your First Aid Officers up to date on the First Aid Officer database listing?				
Are posters/notices indicating the contact details of the First Aid Officers on display?				Ask the First Aid Officers to check the details on all First Aid Officer signs. Additional posters and notices are available from Safety & Wellbeing by calling ext 1102.
Are the First Aid Officers keeping their First Aid kit stocked and aware that they should never include medication (including Aspirin, Panadol or other headache preparations or pain killers of any kind)?				Ask the First Aid Officers to order missing supplies via the order form at www.safetyandwellbeing.uts.edu.au/first-aid/kits/ . Dispose of any medication appropriately.
Office equipment	Yes	No	N/A	If the answer is 'no' - then
Is equipment such as photocopiers, printers etc located at a reasonable distance from staff?				Review relocation options. If required, contact Building Services on ext 7477 or 7476 or send a maintenance request via the FMU website at www.fmu.uts.edu.au/works/maintenance-requests.html for assistance.
Has broken or faulty equipment been disposed of?				Contact Central Services for disposal on ext 7485
Are guillotines and shredders operated safely and regularly maintained?				Make manufacturer's advice regarding safe operation of machine(s) used in your area readily available to staff. If required, develop and display safe work method statements for machine(s) used in your area.
Working alone	Yes	No	N/A	If the answer is 'no' - then
Do all staff required to work outside normal working hours know about after-hours access, security, air conditioning and security arrangements?				Inform staff of procedures in place in your work area.

Signature of staff completing the checklist

Date

Signature of staff consulted for checklist

Date

Action to be taken	By whom?	By when?	Sign and date when action is completed

Sign when all required actions are complete.

Name of Supervisor/Manager

Signature

Date