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| **Workplace inspection team**: This workplace inspection checklist can be used to record a workplace inspection. Where used, the details of the workplace inspection can be entered into the Enterprise Risk Management System (ERMS)For use in conjunction with the *Health & Safety: Workplace monitoring and inspection requirements.***More help**: <https://safety.unimelb.edu.au/safety-topics/management-systems/monitor> or contact *ohs-enquiries@unimelb.edu.au**This information will be stored and used only in accordance with the university’s privacy policy:* [*https://policy.unimelb.edu.au/MPF1104*](https://policy.unimelb.edu.au/MPF1104) all fields indicated with this symbol are mandatory. All other fields are completed where relevant. |

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| **Workplace** |
| **Location** |
| Campus/Other:       | Buildings:       | Level:       | Room:       |
| **Business Unit** |
| Faculty/School:       | Department:       | Additional: |
| **Reference Information** (Additional information – free text) |
|       |
| **Checklist/Inspection Team and Dates** |
| **Audit Participants** |
|  |
|  **Actual Start and End Date for the Audit** |
| Actual Start Date:       | Actual End Date:       |

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| **Workplace Inspection Elements**Check appropriate box under each element. Details are required where “No” is checked |
| Access and EnvironmentArea is tidy and well kept. Floor is free of obstructions, slip/trip hazards. Access to work areas is suitable. Temperature is comfortable. Lighting and ventilation are adequate. Overhead objects are secure, inc. stored items, fittings and fixtures. Stand alone and fixed shelving, compactus and pallet racking appropriately used, maintained and in good condition. Noise level is acceptable/adequately controlled. Warning and safety signage in good condition.Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:**      |
| Emergency Procedures and EquipmentExit doors and paths unobstructed. First aid kits available/accessible and adequately stocked. Evacuation diagrams and emergency procedures available. Names and contacts of first aiders and wardens displayed. Emergency and hazard signage is clearly visible. Fire equipment available/accessible. Where applicable, emergency shower/eye wash and spill kits available/accessible.*Note:**Further information:* [*https://safety.unimelb.edu.au/emergency-and-business-resilience*](https://safety.unimelb.edu.au/emergency-and-business-resilience)*Basic first aid kit checklist -* [*https://safety.unimelb.edu.au/\_\_data/assets/word\_doc/0007/4587154/first-aid-kit-basic-contents.docx*](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4587154/first-aid-kit-basic-contents.docx)Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:**      |
| General FacilitiesWorkplace clean and functional, incl. toilets, change rooms, washing and dining facilities. Health & Safety posters and information are displayed.Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:** |
| Manual HandlingHazardous manual handling has been identified and adequately controlled. Repetitive manual handling tasks have been minimised. Frequently used items are accessible between knee and shoulder. Platforms, steps or portable ladders are available to access items stored on high shelves. Trolleys and load-shifting equipment available for heavy items and loads. Risk controls in place for handling live persons/animals.*Note:* *Hazardous manual handling includes: repetitive or sustained application of force; tasks that involve repetitive movements and awkward postures; repetitive movements; application of high force involving a single or repetitive use of force that it would be reasonable to expect that a person in the workforce may have difficulty undertaking; exposure to sustained vibration; handling live persons or animals; handling unstable or unbalanced loads or loads that are difficult to grasp or hold.*Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:** |
| ElectricalElectrical leads and equipment in good condition. Electrical leads are off the floor or placed away from walkway. Double adaptors are not in use. Switchboards secured/locked.Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:** |
| Plant and EquipmentPlant is clean and accessible for operators. Operating procedures/instructions displayed or available. Plant and equipment maintained and in good condition. Emergency stops routinely checked and operational. Plant guarding and interlocking operational. If applicable, plant locked/cannot be accessed when left unattended. Fridges and freezers routinely monitored and cleaned, and alarmed when holding research samples/high value materials.*Note:**Further information:* [*https://safety.unimelb.edu.au/hazard-topics/plant-and-equipment*](https://safety.unimelb.edu.au/hazard-topics/plant-and-equipment)Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:** |
| Chemicals and SubstancesChemical Inventory and current Safety Data Sheets (SDS) available. Chemical containers are labeled. Chemicals are stored correctly, segregated, and bunded to control leakage. Dangerous goods are appropriately segregated. No chemicals are stored in the bund of a dangerous goods cabinet. Gas cylinders are secured to prevent falling. Stored gas cylinders have adequate ventilation.*Note:**Further information:* [*https://safety.unimelb.edu.au/hazard-topics/chemical-management*](https://safety.unimelb.edu.au/hazard-topics/chemical-management)Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:** |
| Chemicals and SubstancesFume cupboards free of stored items, waste and clutter; inspected and performance test current (six monthly). Dangerous goods cabinets in good repair, self-closing and where appropriate are ventilated. Pipes and transfer systems labelled with contents and flow direction. Spray painting ventilation is adequate; respiratory equipment is available and maintained. Scheduled poisons are stored securely and managed in accordance with the poisons plan.Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:** |
| WasteWaste containers are provided and labeled appropriately (eg. Class diamond, cytotoxic, biological, water soluble). Waste is segregated and stored appropriately away from drains. Where applicable, waste is secured from unauthorised access.*Note:**Further information:* [*https://safety.unimelb.edu.au/hazard-topics/hazardous-waste*](https://safety.unimelb.edu.au/hazard-topics/hazardous-waste)Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:** |
| Personal Protective EquipmentRequired personal protective equipment (PPE) available, adequately stored and maintained. PPE signage requirements displayed.*Note:**Not Applicable for Office inspections*Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:** |
| BiologicalBenches and biological safety cabinets are clean. Biological safety cabinets – free of stored items, waste and clutter; inspected and performance test current (annually). Containers are adequately labeled and stored.Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:** |
| RadiationAppropriate radiation labeling and warning signage displayed. Radioactive sources are labeled and monitored for leakage. Records of isotope use are maintained. Radiation monitoring available for all applicable personnel. Where applicable, laboratory radiation certification is current.*Note:**Further information:* [*https://safety.unimelb.edu.au/hazard-topics/radiation*](https://safety.unimelb.edu.au/hazard-topics/radiation)Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:** |
| OtherIs the workplace free from other hazards?*Note:**Use this section to detail any other workplace hazards not already captured in the previous sections. Action items can be created for each item added.*Yes [ ]  No [ ]  Not applicable [ ]  |
| **Findings/Observations:**      | **Action Item:**      | **Person Responsible:**      | **Notes (if required):** |
| **Due date:** |
| **% Completed:** |

For use in conjunction with the [*Health & Safety: Workplace monitoring and inspection requirements*](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/4587013/workplace-monitoring-and-inspection-requirements.docx)*.*

For further information, refer to <https://safety.unimelb.edu.au/safety-topics/management-systems/implement> or contact your [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts).