

WORKPLACE ASSESSMENT CHECKLIST

Department/Area:..... Assessors:..... Date:.....

Criteria	Yes	No	N/A	Comments/Action Required	Time Frame
OSH MANAGEMENT SYSTEMS					
MANAGEMENT COMMITMENT					
1.				Managers and employees understand and accept their responsibilities under the OSH Act.	
2.				Managers and Supervisors at all levels are actively involved in safety management.	
3.				Competent person coordinates safety management activities.	
4.				There is an up-to-date University OSH Policy in your area	
5.				All employees know about the OSH Policy	
6.				Adequate resources are provided for safety management.	
7.				Employees are provided sufficient time to perform tasks related to OSH	
8.				Employees are made accountable for safety and health in their area of responsibility.	
PLANNING					
1.				The OSH needs for your area are planned at least annually	
2.				There are specific OSH objectives set	
3.				OSH performance is measured	
4.				Specialist OSH expertise is employed when required	
5.				OSH Plans and objectives are assessed at least annually	
6.				Recommendations to improve safety management are acted upon	
7.				Relevant OSH information is readily accessible	
8.				Management only use contractors that operate in a safe manner	
9.				Contractors are managed to ensure safety standards are maintained	
10.				Visitor safety is ensured	
11.				OSH systems are in place for employees with special needs	
12.				Emergency procedures are available	

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CONSULTATION					
1. Management and employees understand the requirement to consult on safety and health matters					
2. Consultative systems are established (eg SHRs and committees) and Effective					
3. Employees are consulted regarding OSH Planning					
4. Employees are consulted regarding managing hazards in the workplace					
5. Employees are consulted regarding OSH training needs					
6. The consultative mechanisms in your area are evaluated					
HAZARD MANAGEMENT					
1. Managers and employees understand and act on the legislative requirement to reduce risk in the Workplace					
2. There is an effective process for reporting workplace incidents/Hazards					
3. Work-related incidents and hazards are investigated					
4. Work areas are regularly inspected/assessed for OSH					
5. Your area's hazards are identified					
6. Risks are assessed for identified Hazards					
7. Work tasks are evaluated using Job Safety Analysis					
8. Control of risk is planned in accordance with risk assessments					
9. Risk control measures implemented are effective					
10. Risk controls are introduced in accordance with the 'hierarchy of controls'					
11. The effectiveness of risk controls is evaluated					
12. Risk controls are corrected when they are not effective					
13. Tasks and areas are assessed when work arrangements are changed					
TRAINING					
1. Management and employees understand the requirements for OSH Training					
2. Management have identified the OSH training needs of employees					
3. Training is planned according to the needs analyses					
4. OSH training has clear objectives					
5. Appropriate OSH training is provided					
6. OSH training is evaluated					
7. All employees are able to follow emergency procedures					

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	WORKPLACE ENVIRONMENT FIRE AND ELECTRICAL SAFETY					
1	Is there an Emergency Poster (Dial 5 – Curtin) (Dial 333 – Murdoch) visible in the area					
2	Have all staff received fire safety and evacuation training?					
3	Staff are aware of procedures and know emergency personnel?					
4	Has a fire/evacuation drill been conducted in the last 12 months?					
5	Are staff aware of the location and type of fire fighting equipment available in the area?					
6	Is the access to all fire fighting equipment clear?					
7	Are all fire exit routes:					
	i) clearly signed? ii) Exit signs light? iii) clear of obstruction? iv) Not locked					
8	Overhead sprinklers/detectors clear of obstructions, stores etc.					
9	Is there a requirement for a first aid kit in the area?					
10	Do staff know first aid/emergency medical procedures					
11	Are there sufficient sockets for equipment location and usage?					
	ELECTRICAL SAFETY					
1	Has all electrical equipment been checked and approved prior to going into service?					
2	Equipment has current test tags?					
3	Are all leads and flexes:					
	i) in good condition? ii) of appropriate length? iii) safely positioned or rendered safe?					
4	Are there sufficient sockets for equipment location and usage?					
5	Powerboards used, not adaptors					
6	Power leads kept clear of floor					
7	Extension leads are used only for temporary power supply					
8	Tags (out of service/danger) used on faulty equipment					
	FURNITURE/EQUIPMENT					
1	Is all furniture in good repair?					
2	Is the furniture provided suitable for the tasks?					
3	Is the chair easily adjusted from a seated position?					
4	Can user get close to the workstation without impediment					

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5	Is all furniture used, stored and/or located safely?					
6	Is a footrest available when needed					
7	Are all staff sufficiently trained in the use of the furniture/equipment in the area?					
8	Is the photocopier easily accessible with space to manoeuvre around					
9	Is the printer, fax machine etc easily accessible					
10	Is there sufficient space to house all the equipment required in the area and still able to use it safely (ie hole punch, guillotine etc)					
	HOUSEKEEPING					
1	Are all passages sufficiently wide and clear to allow safe access and egress?					
2	Are all work areas kept clean and tidy?					
3	Is there sufficient filing and storage space?					
4	Are steps provided and kept in a safe condition?					
5	Is the floor free of obstructions.					
6	Is floor covering in good condition					
7	Is floor surface even?					
8	Are non-skid strips on stairs in good condition.					
9	Is waste rubbish/cardboard boxes removed daily.					
10	Are washing facilities adequate and maintained to an hygienic standard					
	ENVIRONMENT					
1	Are all work areas cleaned sufficiently and regularly?					
2	Are waste bins routinely emptied?					
3	Are there sufficient and appropriate containers for waste disposal/recycling?					
4	Does the lighting appear adequate for the tasks performed?					
5	Is glare & reflection controlled to an acceptable level?					
7	Is area lighting steady (ie no flickering light)?					
8	Is emergency lighting available in windowless rooms/stair wells?					
9	Are all light fittings and switches in good repair?					
10	Does the ventilation appear adequate in all areas and for all tasks performed?					
11	Is temperature comfortable?					
12	Is the area free from odours?					
13	Are the noise levels satisfactorily low?					
14	Are photocopiers located away from personal workstations?					

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	MANUAL HANDLING					
1	Have the staff been trained in manual handling procedures and assessment techniques?					
2	Do staff attend annual refresher sessions on manual handling?					
3	Are staff practising correct manual handling procedures?					
4	Is there sufficient space to perform all manual handling tasks?					
5	Is equipment/stock in regular use stored between mid thigh and shoulder height?					
6	Are step-ladders or stools used to access items stored on high shelves?					
7	Are repetitive operations minimized?					
8	Are trolleys available and used to transport items.					
	AREA/TASK SPECIFIC CRITERIA					
1	Are all chemicals appropriately labeled and stored safely?					
2	Is the Material Safety Data Sheet Register available and up to date?					
3	Are cleaning Chemicals labeled?					
	LABORATORY INSPECTIONS					
	GENERAL LABORATORY					
1	Is there an eye wash station?					
2	Is there an emergency shower?					
3	Risk assessments completed on Laboratory procedures?					
4	Are Staff/students trained in general laboratory procedures and safe work practices?					
5	Warning and Safety signage in place?					
6	Are procedure, plant & equipment manuals current and available?					
7	Food & Drink not permitted (and signed)					
8	Is enclosed Footwear worn (and signed)					
9	Have hazard assessments been conducted on plant using a checklist?					
10	If equipment is left on after hours has a contact/emergency details been provided?					
11	Have staff/students been trained in safe plant use?					
	CHEMICAL ASPECTS					
1	Are there written procedures for chemical handling, storage and spillage in place?					
2	Are staff/students aware of the procedures?					
3	Are staff/students trained in chemical handling and aware of chemical hazards?					
4	Is there a current chemical inventory and are MSDSs available?					

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5	Are spill kits available and regularly maintained?					
6	Are containers correctly labeled and with Class Diamonds?					
7	Are chemicals stored correctly?					
8	Are chemicals disposed of correctly?					
9	Are gas cylinders secured adequately?					
10	Are there procedures in place for transporting of chemicals across University grounds?					
11	Documented risk assessments completed for Hazardous Substances.					
FUME CUPBOARDS/HOODS						
1	Are they kept free of clutter ?					
2	Have they been inspected within the last 6 months?					
BIOLOGICAL SAFETY						
1	Are their adequate handling, sterilization and disposal procedures in place for biological materials?					
2	Are staff/students aware of procedures?					
3	Are benches disinfected regularly?					
4	Are cabinets cleaned regularly?					
RADIATION SAFETY						
1	Are radiation labeling and warning signage provided in radiation areas?					
2	Are written procedures in place for radioactive material handling, storage and spillage?					
3	Have staff/students been trained in relevant procedures.					
4	Are radioactive sources labeled and monitored for leakage?					
5	Are records of isotope use kept and maintained?					
6	Are monitor badges worn by staff/students?					
WASTE DISPOSAL						
1	Are there written procedures in place for handling and disposing of waste?					
2	Are staff/students trained in the procedures?					
3	Are waste containers labeled with Class Diamonds?					
4	Is waste segregated and stored away from drains?					
5	Are spill kits available?					
6	Is waste recycled wherever possible?					
7	Is regular waste disposal carried out to minimize waste on site?					
8	Are records of waste maintained?					
9	Are procedures in place for the transport of waste across University grounds?					

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1	PPE Is PPE provided where necessary and is it appropriate for the task?					
2	Is it correctly stored and maintained?					
3	Have the staff/students been trained in the use of PPE?					
4	Is PPE worn by staff/students?					
5	Does it comply with Australian Standards?					
6	Are records of supply kept?					