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| General WHS Inspection Checklist  **WHS-PRO-CHK-029a** |  |
| *Electronic copies of this checklist are current. All other copies are uncontrolled and currency can only be assured at the time of printing* | |

JCU is committed to continually improving the health, safety, and wellbeing of all who work at JCU and/or may be impacted by the work of JCU. Workplace inspections are a proactive way of identifying hazards and monitoring the effectiveness of hazard controls. This checklist has been developed to assist workers to identify and address hazards in their work area.

For more information regarding conducting workplace audits and inspections see [WHS PRO 029 Workplace Audit and Inspection Procedure](https://www.jcu.edu.au/policy/university-management/whs-management/whs-pro-029-workplace-audit-and-inspection-procedure)

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| AUDIT INFORMATION |

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| Area audited: | Date: |
| Supervisor: |  |
| Audit undertaken by: | |

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| questions |

Please tick (ü) relevant box and provide any additional comments as required:

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| **Work environment/layout/design** | Yes | No | N/A | Comments |
| Is the temperature comfortable? |  |  |  |  |
| Is lighting adequate for the tasks being undertaken?  *(Consider: work areas, walkways, stairs etc.)* |  |  |  |  |
| Glare from external and/or internal surfaces is controlled? |  |  |  |  |
| Is work area design appropriate for work being undertaken?  *(Consider: space needed to undertake activities, proximity of frequently used or difficult to move items, proximity to other activities that may not be compatible etc.)* |  |  |  |  |
| Are there any structural issues in the work area, fittings, or fixtures? *(eg broken furniture, cracked ceiling tiles etc.)* |  |  |  |  |
| Is there adequate ventilation? |  |  |  |  |
| Is furniture in good condition? |  |  |  |  |
| Are desks and chairs suitable for the occupant? |  |  |  |  |
| Are ceilings in good condition and intact? |  |  |  |  |
| Are materials and equipment stored safely? |  |  |  |  |
| Staff are inducted on local workplace and personal security protocols? |  |  |  |  |
| Other *(please specify)*: |  |  |  |  |
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| **Housekeeping** | Yes | No | N/A | Comments |
| Are floors and walkways (including stairs) free from slips, trips and fall hazards? |  |  |  |  |
| Are general work areas free from obstructions? |  |  |  |  |
| Are filing cabinets and drawers closed when not in use? |  |  |  |  |
| Is mould evident? |  |  |  |  |
| Are any hazardous substances stored and used appropriately? *(Contact* [*safety@jcu.edu.au*](mailto:safety@jcu.edu.au) *if you are unsure of the requirements for hazardous substances)* |  |  |  |  |
| Other *(please specify)*: |  |  |  |  |
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| **Ergonomics/manual handling/storage** | Yes | No | N/A | Comments |
| Are all staff provided with an ergonomic workstation/area? |  |  |  |  |
| Staff understand how to adjust their workstation in order to minimise postural discomfort?  [(WHS-PRO-GUI-002f seated Workstation Setup Guideline)](https://www.jcu.edu.au/__data/assets/pdf_file/0020/716240/WHS-PRO-GUI-007b-Seated-Workstation-Setup-Guideline_2021.pdf)  [(WHS-PRO-GUI-002g -Standing Workstation Setup Guideline)](https://www.jcu.edu.au/__data/assets/pdf_file/0007/716245/WHS-PRO-GUI-002g-Standing-Workstation-Setup-Guideline_24-2.pdf) |  |  |  |  |
| Are staff aware of the workstation self-assessment checklist?  [(WHS-PRO-CHK-002b)](https://www.jcu.edu.au/__data/assets/pdf_file/0018/121437/WHS-PRO-CHK-002b-Ergonomic-Workstation-Self-Assessment.pdf) |  |  |  |  |
| Have employees been advised to take short, regular postural breaks from repetitive activities?  [(WHS-PRO-GUI-002j)](https://www.jcu.edu.au/__data/assets/pdf_file/0004/716233/WHS-PRO-GUI-007f-Activity-Based-Work-Guideline_v20-2.pdf) |  |  |  |  |
| Is there adequate storage space provided? |  |  |  |  |
| Are items stored appropriately? (*eg heavy items between knee and shoulder height, items stored after use, stored items accessible etc.*) |  |  |  |  |
| Are items stored neatly and securely on shelves? |  |  |  |  |
| Can items on high shelves be easily reached? |  |  |  |  |
| Are shelves overloaded or appear to be stressed in any way? (e.g. bending due to weight of load) |  |  |  |  |
| Is there sufficient space for walkways through an area? |  |  |  |  |
| Other *(please specify)*: |  |  |  |  |
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| **Electrical** | Yes | No | N/A | Comments |
| Are there personal electrical items in the workplace? |  |  |  |  |
| Are all power outlets, switches and leads in good condition? |  |  |  |  |
| Is electrical equipment in good condition and with an RCM symbol? (regulatory compliance mark) |  |  |  |  |
| Is there any piggy backing of electrical leads and/or power boards? |  |  |  |  |
| Are portable electrical items (<17KG) tested and tagged? |  |  |  |  |
| Other *(please specify)*: |  |  |  |  |
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| **Kitchen areas** | Yes | No | N/A | Comments |
| Is kitchen equipment clean and operational? |  |  |  |  |
| Is the microwave at the appropriate height for retrieval of hot items and cleaning? |  |  |  |  |
| Is there dish and hand washing facilities in reasonable proximity to food preparation areas? |  |  |  |  |
| Is the refrigerator operating well, in good condition and free of mould/unattended food? |  |  |  |  |
| Hot and cold water available for personal consuming? |  |  |  |  |
| Other *(please specify)*: |  |  |  |  |
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| **Personal Protective Equipment (PPE)** | Yes | No | N/A | Comments |
| If PPE is required, is it provided? |  |  |  |  |
| Other *(please specify)*: |  |  |  |  |
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| **Emergency** | Yes | No | N/A | Comments |
| Are emergency site plans displayed and oriented to their position (i.e. nearby a corridor)? |  |  |  |  |
| Are all fire exits accessible, not blocked & uncluttered? |  |  |  |  |
| Is fire equipment accessible & unobstructed? (2m clear around the exists and 1m clear around equipment) |  |  |  |  |
| Are emergency exit lights functional? |  |  |  |  |
| Has fire equipment been serviced within the last 6 months (check tag)? |  |  |  |  |
| Are staff aware of the Security number to be used in an emergency when an internal phone is not available? |  |  |  |  |
| Are staff aware of how to report an incident through RiskWare? |  |  |  |  |
| Is there any occupants with special needs, mobility? Do they have a PEEP? |  |  |  |  |
| Other *(please specify)*: |  |  |  |  |
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| Other Hazards | Yes | No | N/A | Comments |
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**Action Plan**

If any hazards were identified, please list them in the hazard column below. In accordance with the [**WHS**](https://www.jcu.edu.au/policy/university-management/whs-management/whs-pro-029-workplace-audit-and-inspection-procedure)**-PRO-029 Workplace Audit and Inspection Procedure**  identified hazards should be analysed and appropriate controls determined. The person/s responsible for actioning or Implementing these controls should be identified, as should the time frame for the completion of control implementation.

**Points to consider when formulating actions/controls:**

* Actions/controls must be realistic and achievable and must not introduce additional hazards;
* Any actions/controls must be in accordance with relevant legislation and USC policies, procedures and guidelines;
* Responsibility for actioning an item cannot be delegated to a person from another department without liaison with, and consent, of that person.

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| **Hazard** | **Action / control** | **Responsible person** | **Date to be actioned by** |
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This checklist can be stored locally to support future inspections or stored and completed within RiskWare.

Contact the WHS unit for further information – [safety@jcu.edu.au](mailto:safety@jcu.edu.au)