Institute/Directorate/Centre:

**Campus, building and work area:**

Inspection conducted by:

Date:

| **ELEMENT** | **Y/N/NA** | **COMMENTS / HAZARDS** |
| --- | --- | --- |
| **Y = Up to standard (adequate), N = Below standard (action required), NA = Not Applicable** | | |
| **1 LAYOUT** |  |  |
| 1.1 Area is tidy and well kept |  |
| 1.2 Adequate storage area provided |  |
| 1.3 Floor is free of obstructions and not slippery |  |
| 1.4 Floor coverings in good condition |  |
| 1.5 Floors are even: maximum vertical lip less than 5 mm |  |
| 1.6 Aisles are sufficiently wide and clear for traffic |  |
| 1.7 Stairs in good condition with non-slip surface/edge |  |
| 1.8 Handrails in place and in good condition |  |
| 1.9 Outdoor paths are reasonably even: footpath lip exceeding 10 mm should be marked or actioned |  |
| Actions: (include person responsible and target completion date) | | |
| **2 WORK ENVIRONMENT** |  |  |
| 2.1 Temperature is comfortable |  |
| 2.2 Lighting is adequate |  |
| 2.3 Lighting covers and fittings are secure |  |
| 2.4 Area is free from odours |  |
| 2.5 Noise level is acceptable/adequately controlled |  |
| 2.6 Ventilation is adequate |  |
| Actions: (include person responsible and target completion date) | | |
| **3 EMERGENCY PROCEDURES** |  |  |
| 3.1 Up-to-date Local Emergency Instructions posted |  |
| 3.2 Extinguisher of appropriate type easily accessible |  |
| 3.3 Tag on extinguisher has been checked in the last 6 months |  |
| 3.4 Local staff know of Emergency Guides |  |
| 3.5 Alarm can be heard in the area (during tests) |  |
| 3.6 Escape routes are clear |  |
| 3.7 Emergency and hazard signage is clearly visible |  |
| 3.8 Evacuation drills carried out |  |
| Actions: (include person responsible and target completion date) | | |
| **4 FIRST AID FACILITIES** |  |  |
| 4.1 Kits accessible |  |
| 4.2 Kits are stocked, and contents are in-date |  |
| 4.3 Names and contacts of first aiders displayed |  |
| Actions: (include person responsible and target completion date) | | |
| **5 GENERAL FACILITIES** |  |  |
| 5.1 Hand washing facilities are clean and functional |  |
| 5.2 Lockers or equivalent available for staff |  |
| 5.3 Toilets are clean and maintained |  |
| 5.4 Ready access to cool drinking water |  |
| 5.5 HSW posters and information are displayed (including information on Employee Assistance - EAP) |  |
| Actions: (include person responsible and target completion date) | | |
| **6 MANUAL HANDLING** |  |  |
| 6.1 Frequently used items are within easy access between knee and shoulder |  |
| 6.2 Heavy items stored at waist height |  |
| 6.3 Stepladders or safe steps are available to access items stored on high shelves |  |
| 6.4 Trolleys are available for heavy items and loads |  |
| 6.5 Stored items adequately secured and stable |  |
| Actions: (include person responsible and target completion date) | | |
| **7 ENVIRONMENTAL ISSUES** |  |  |
| 7.1 Recycling posters and information displayed |  |
| 7.2 Recycling bins are provided |  |
| Actions: (include person responsible and target completion date) | | |
| **8 ELECTRICAL SAFETY** |  |  |
| 8.1 Portable equipment has current test tags |  |
| 8.2 Power leads in good condition |  |
| 8.3 Power leads do not interfere with walkways |  |
| 8.4 Power boards not overloaded |  |
| 8.5 Faulty equipment is tagged out |  |
| Actions: (include person responsible and target completion date) | | |
| **10 CHEMICAL ASPECTS** |  |  |
| 10.1 SDS available for any hazardous chemicals |  |
| 10.2 Containers are labelled with chemical name and precautions for handling |  |
| 10.3 Chemicals are stored appropriately |  |
| Actions: (include person responsible and target completion date) | | |
| **11 EQUIPMENT** |  |  |
| 11.1 Area around equipment are clean |  |
| 11.2 Access to equipment is clear |  |
| 11.3 Chairs and other furniture are in good condition and fit for purpose |  |
| 11.4 Plant and equipment maintained and in good condition |  |
| 11.5 No sharp edges protruding into aisles or walkways |  |
| 11.6 Frequently used photocopiers and printers kept in well ventilated areas |  |
| Actions: (include person responsible and target completion date) | | |
| **12 KITCHEN AND EATING AREAS** |  |  |
| 12.1 Fridge clean and operational |  |
| 12.2 Microwave position at suitable height, clean and operational |  |
| 12.3 Oven/stove clean and operational |  |
| 12.4 Other equipment maintained and clean |  |
| 12.5 Area is free from pests or evidence thereof |  |
| 12.6 Eating areas clean, hygienic and adequately serviced |  |
| Actions: (include person responsible and target completion date) | | |