

Workplace Assessment Checklist

Date inspected: _____

Person undertaking inspection: _____ Workplace: _____

1. Management

	Yes	No	n/a	Comments	Action
Is the OH&S policy for the University clearly understood?					
Is there a designated WH&S Officer?					
Is there an OH&S Committee?					
Is the OH&S policy for the organisational unit clearly understood?					
Are there written safe operating procedures or risk assessments?					
Is the area aware of specific safety guidelines & procedures?					
Are key safety rules displayed in work areas?					
Are checks made on qualifications & training of operators?					
Are accidents reported and recorded?					
What is the system for reporting & correcting hazards?					

2. Training

	Yes	No	n/a	Comments	Action
Is induction training provided on general OH&S policy etc? (This includes students)					
Is training provided specific to the individual workplace?					

3. Work environment

	Yes	No	n/a	Comments	Action
Do the general ventilation provisions appear sufficient?					
Are local exhaust systems installed to remove harmful gases, vapours, fumes & dusts? If they are installed, are they regularly tested?					
Is exposure to noise prevented? If workers are exposed, are they on the Hearing Testing Program?					
Are workers protected from vibration risk?					
Is lighting sufficient? (General purpose and task specific)					

4. Ergonomics

	Yes	No	n/a	Comments	Action
Is layout of work area suitable for tasks?					
Are appropriate manual handling controls in place?					
Are excessively repetitive tasks avoided?					
Is appropriate mechanical handling equipment provided?					
Are manual work tasks excessively repetitive or long in duration?					
Are there heavy or bulky loads handles?					
Are working postures static and awkward?					
Are there sustained exertions?					
Are there forceful exertions?					
Is work area design and layout suitable for manual tasks?					
Are there specific individual needs? (eg physical disability)					
Is appropriate mechanical handling equipment provided?					
Are appropriate manual handling controls in place?					

5. Amenities	Yes	No	n/a	Comments	Action
Are separate & clean meal-rooms provided?					
Is drinking water readily available?					
Are washing facilities adequate?					
Are toilets sufficient?					
Are lockers or hangers provided for work-clothes?					
Are staff amenities kept clean?					

6. Personal protective equipment (PPE)	Yes	No	n/a	Comments	Action
Has the need for protective equipment been assessed? If yes, has it been provided?					
Is training provided on the use of PPE?					

7. Housekeeping & waste management	Yes	No	n/a	Comments	Action
Are sufficient storage, racks or bins provided?					
Is there a system for the disposal of general waste ?					
Is there a system for disposal of chemical waste?					
Is training provided on waste disposal procedures?					
Are fume cupboards kept uncluttered?					

8. Floors & aisles	Yes	No	n/a	Comments	Action
Is the flooring structurally sound?					
Is the floor surface even?					

Is the floor clear of waste, oil & water					
Is the area free of tripping hazards?					
Are aisles of sufficient width?					
Are aisles marked? e.g. workshop walkways.					

9. Special work procedures

	Yes	No	n/a	Comments	Action
Is there a permit & induction procedure for outside contractors?					
Is specific OH&S advice provided to cleaners & maintenance personnel entering biological or chemical laboratories?					
What special procedures are in place for -					
• hot work?					
• confined spaces?					
• working at heights?					
Are there procedures for out-of-hours work or working alone?					

10. Mechanical & heat hazards

	Yes	No	n/a	Comments	Action
Is machine guarding adequate?					
Are there adequate guard rails on ramps & walkways?					
Do ladders and steps appear adequate?					
Is pressure equipment installed?					

Are the pressure relief valves, gauges and other safety systems regularly tested?					
Is electrical work carried out in accordance with the Electrical Safety Management Plan (ESMP)					

11. Electrical equipment

	Yes	No	n/a	Comments	Action
Are multi-outlet boards mounted clear of benches & floors, i.e. 300mm?					
Do multi-outlet boards have residual current devices?					
Are trailing leads eliminated?					

12. Chemicals (general)

	Yes	No	n/a	Comments	Action
Is there a register of chemicals? - Hazardous					
Are MSDS available for all chemicals e.g. Chemwatch					
Are containers and their labels complete & in good condition?					
Is the use of chemicals subject to risk assessment?					
Is general storage for chemicals sufficient, including security?					
Is there segregation of incompatible classes of chemicals?					
Is there a procedure for dealing with chemical spills?					

13. Flammable liquids

	Yes	No	n/a	Comments	Action
Are quantities of flammable liquids kept to within the storage limit?					
Are flammable liquids cabinets provided?					
Are they correctly used?					
Is flammable liquid use & storage well away from heat &					

ignition sources?					
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14. Compressed & fuel gases	Yes	No	n/a	Comments	Action
Is the number of cylinders inside rooms kept to a storage limit?					
Are incompatible gases segregated?					
Are cylinders securely restrained?					
Are gas systems periodically pressure & leak tested?					

15. Biological hazards (general)	Yes	No	n/a	Comments	Action
Does your laboratory require physical containment e.g. PC2?					
Is vaccination required?					
Are staff aware of access issues for non-laboratory staff?					
Is there a current IBC or OGTR number for Genetic Manipulation work?					
Are Biological Safety cabinets tested annually?					
Have staff been trained in transport requirements for infectious, diagnostic or genetically modified material?					
Is there an autoclave register of maintenance and faults?					
Are AQIS permits current?					

16. Emergency equipment	Yes	No	n/a	Comments	Action
Are emergency procedures available?					
Are emergency contact telephone numbers displayed?					

Is a safety shower and appropriate eye-wash unit provided?					
Is an eye wash unit (reticulated) provided?					
Are people provided with regular training in the use of safety equipment?					
Is all safety equipment periodically tested?					
Is a first aid kit available and regularly checked?					
Are there trained first aid officers?					

17. Egress & evacuation

	Yes	No	n/a	Comments	Action
Are evacuation procedures displayed?					
Are emergency floor plans displayed?					
Are emergency wardens appointed? Are they properly trained?					
Is fire & emergency training provided?					
Are regular emergency practices conducted?					
Are emergency exits kept clear?					
Is there emergency lighting?					

18. Fire protection

	Yes	No	n/a	Comments	Action
Are fire extinguishers provided? Are they adequate?					
Is there a fire detection system?					
Is the fire alarm audible in all rooms?					

Is the push-button alarm accessible?					
Is there clear access for the Fire Service?					