**ECU Workplace Inspection Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Workplace Inspection Details** | | | |
| **School / Centre** |  | **Area / Business Unit** |  |
| **Campus** |  | **Date of Inspection** |  |
| **Location Inspected** |  | **Inspection Team members** |  |

Inspections may be signed off in the Sign-Off section below, or alternatively the completed inspection may be uploaded to Riskware to manage approvals and actions within the Riskware system.

For instructions on how to upload your inspection into Riskware, please visit [here](https://intranet.ecu.edu.au/__data/assets/pdf_file/0008/933614/Uploading-a-Hardcopy-Audit-or-Inspection.pdf).

|  |  |  |  |
| --- | --- | --- | --- |
| **Sign-Off *\*this sign off section may be skipped if the inspection is uploaded and approved in Riskware\**** | | | |
| **Inspector Details** | | **Acknowledgement of Inspection** | |
| **OSH Rep/Inspector Name** |  | **Person in control of the workplace1** |  |
| **Contact Number** |  | **Contact Number** |  |
| **Signature** |  | **Signature** |  |
| **Date** |  | **Date** |  |

Person in control of the workplace is the relevant Manager with authority over the area being inspected, this may be a Manager, Director, Dean, or member of the Executive team.  
  
Please send a copy of your completed inspection to your Local Work Health and Safety Committee Contact.

Boxes to be ticked as items are sighted (**🗸**)or not present (**🗴**), or otherwise **NA** indicates the item is not applicable to this area.

| **No.** | **Question** | **🗸/🗴/NA** | **Corrective Actions** | **Responsible Person** | **Completion Date** |
| --- | --- | --- | --- | --- | --- |
| **1.0** | **Previous Inspection Details** |  |  |  |  |
| 1.1 | Has the previous inspection been reviewed? |  |  |  |  |
| 1.2 | Are all actions from the previous inspection completed? |  |  |  |  |
| 2.0 | **Emergency and Fire Prevention** |  |  |  |  |
| 2.1 | Emergency evacuation maps located near exit doors? |  |  |  |  |
| 2.2 | Staff aware of the emergency assembly area location? |  |  |  |  |
| 2.3 | Does the area have trained fire wardens? |  |  |  |  |
| 2.4 | Fire extinguishers and fire hose locations clearly marked, secured and clear of obstructions? |  |  |  |  |
| 2.5 | Fire extinguishers have been inspected and tagged within the last 6 months? *Check punch-out mark on tag.* |  |  |  |  |
| 2.6 | Exits are clear of obstructions? |  |  |  |  |
| 2.7 | Exit signs visible and working” |  |  |  |  |
| **3.0** | **First Aid Facilities** |  |  |  |  |
| 3.1 | Area has trained First Aid Officers and staff are aware of who they are? |  |  |  |  |
| 3.2 | Area has access to a First Aid Kit and the kit has been serviced and is well stocked? |  |  |  |  |
| 3.3 | Emergency numbers are displayed on the first aid kit? |  |  |  |  |
| **4.0** | **Floors & Stairwells** |  |  |  |  |
| 4.1 | Floors free from trip hazards? |  |  |  |  |
| 4.2 | Corridors clear of clutter and obstructions? |  |  |  |  |
| 4.3 | Floors and carpet free from fraying and damage? |  |  |  |  |
| 4.4 | Walls free of damage? |  |  |  |  |
| 4.5 | Walkways and/or footpaths in good condition? |  |  |  |  |
| 4.6 | Stairways and stairwells kept clean and clear of obstructions? |  |  |  |  |
| 4.7 | Stair handrails are in good condition? |  |  |  |  |
| **5.0** | **General Lighting** |  |  |  |  |
| 5.1 | Areas are well lit and all lights are working? |  |  |  |  |
| 5.2 | Reflected light from walls, ceilings, windows not causing glare for staff? |  |  |  |  |
| **6.0** | **Electrical Safety** |  |  |  |  |
| 6.1 | General Power Outlets (GPOs) in good order? Not cracked, broken plugs/switches |  |  |  |  |
| 6.2 | Power cords not damaged or frayed? |  |  |  |  |
| 6.3 | No power cords across walkways? |  |  |  |  |
| 6.4 | No double adaptors in use on GPOs or piggybacked power boards? |  |  |  |  |
| 6.5 | Electrical equipment *(including photocopiers, faxes, printers and shared white goods) in good working order?* |  |  |  |  |
| 6.6 | Portable electrical equipment tested and tagged? *Untested equipment is not to be used.* *Check for tag on the table with a test due date.* |  |  |  |  |
| 6.7 | Cords are stored correctly and not caught under or pinched by furniture? |  |  |  |  |
| 6.8 | Portable power tools in good condition? |  |  |  |  |
| **7.0** | **Kitchen and Meal Areas** |  |  |  |  |
| 7.1 | Area clean and hygienic? |  |  |  |  |
| 7.2 | Cupboards tidy and clean? |  |  |  |  |
| 7.3 | Rubbish bins regularly emptied and cleaned? |  |  |  |  |
| 7.4 | Fridge(s) clean and contain no expired food items? |  |  |  |  |
| 7.5 | Is microwave position at suitable height, clean and operational? |  |  |  |  |
| 7.6 | Fire Blanket available and inspected within last 6 months (check for punch out on yellow tag)? |  |  |  |  |
| **8.0** | **Bathrooms / Toilets** |  |  |  |  |
| 8.1 | No overflowing bins or rubbish? |  |  |  |  |
| 8.2 | Toilets and washbasins hygienic and clean? |  |  |  |  |
| 8.3 | Adequate bathroom supplies? *i.e toilet brushes, hand soap and hand towels or functioning electric hand dryer* |  |  |  |  |
| 8.4 | Area is well ventilated? |  |  |  |  |
| **9.0** | **Open Office and Work Areas** |  |  |  |  |
| 9.1 | Floors, Walls and Ceilings in good condition? |  |  |  |  |
| 9.2 | Furniture in good working order? |  |  |  |  |
| 9.3 | Bins clean and emptied regularly, including paper recycling bins? |  |  |  |  |
| 9.4 | Foodstuffs appropriately stored/disposed of? |  |  |  |  |
| 9.5 | Files and equipment stored safely in cupboards and shelves? |  |  |  |  |
| 9.6 | Frequently used items stored above knee height and below shoulder height? |  |  |  |  |
| 9.7 | Workstation ergonomic set ups are adequate? *For more information on correct ergonomic set up, visit the ergonomics page* [*here*](https://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/work-health-safety-and-wellness/ergonomics-and-manual-handling)*.* |  |  |  |  |
| **10.0** | **Hazardous Substance / Chemical Safety** |  |  |  |  |
| 10.1 | Hazardous substances register complete and available? *This should be available in Chemalert where hazardous substances are present* |  |  |  |  |
| 10.2 | Safety Data Sheets available for all chemicals and in date? *Must not be more than 5 years old.* |  |  |  |  |
| 10.3 | Are all containers of hazardous substances suitable, undamaged and labelled correctly? |  |  |  |  |
| 10.4 | Unused substances disposed of? |  |  |  |  |
| 10.5 | Are chemicals stored safely and compliant with any special storage conditions where applicable? |  |  |  |  |
| 10.6 | Are any gas cylinders appropriately secured?  *Eg chained, in cages* |  |  |  |  |
| 10.7 | Is adequate ventilation provided? |  |  |  |  |
| 10.8 | Are eye wash stations and safety showers easily accessible, serviced and checked and in good working order? |  |  |  |  |
| 10.9 | If required, is PPE available? |  |  |  |  |
| 10.10 | Are training/instructions provided including but not limited to any hazards and controls related to purchase, use, storage, maintenance of, PPE and disposal? |  |  |  |  |
| **11.0** | **Equipment and Ladders** |  |  |  |  |
| 11.1 | All lithium ion batteries in good condition, stored away from direct sunlight and free from damage? *Batteries should not be left on the charger continually after they have reached full charge.* |  |  |  |  |
| 11.2 | Are all trolleys and wheeled equipment (i.e carts, dollies, chairs etc) in good condition? |  |  |  |  |
| 11.3 | Storage furniture and equipment in good working order? |  |  |  |  |
| 11.4 | Are ladders in good condition? |  |  |  |  |
| 11.5 | If used for electrical work are they non-conductive? (Wood or fibre glass.) |  |  |  |  |
| 11.6 | For extension ladders are ropes, pulleys and treads in a good state of repair? |  |  |  |  |
| **12.0** | **Work Benches** |  |  |  |  |
| 12.1 | Work benches tidy and in good condition? |  |  |  |  |
| 12.2 | Tools not in use stored adequately? |  |  |  |  |
| 12.3 | Hand tools are in good condition? |  |  |  |  |
| 12.4 | Work height correct for the type of work and the employee? |  |  |  |  |
| 12.5 | No sharp edges exposed? |  |  |  |  |
| **13.0** | **Machines** |  |  |  |  |
| 13.1 | Is there a risk assessment/manual and safe operating procedure for relevant equipment / machinery? |  |  |  |  |
| 13.2 | Are the floors around the machines kept clean with adequate space between machines to enable their safe operation? |  |  |  |  |
| 13.3 | Guards fitted where required and in good condition? |  |  |  |  |
| 13.4 | Starting and stopping devices within easy reach of operator? |  |  |  |  |
| 13.5 | Fume/Dust/Chemical exposure managed? |  |  |  |  |
| 13.6 | Noise levels controlled to an acceptable level? |  |  |  |  |
| 13.7 | Ergonomic set up for use of the machines is adequate i.e no excessive bending or stooping required? |  |  |  |  |
| 13.8 | Safe operating procedures established for the use of hazardous machinery? |  |  |  |  |
| 13.9 | Operators trained/inducted into the operation of the machines and comply with relevant operating procedures? |  |  |  |  |
| 13.10 | Is the training documented / recorded? |  |  |  |  |
| 13.11 | Are lockout procedures implemented and followed where required? *Further information on lockout procedures available on the regulator* [*website*](https://www.commerce.wa.gov.au/sites/default/files/atoms/files/isolation_of_plant_0.pdf) |  |  |  |  |
| 13.12 | Are flashback arresters installed on all oxygen and acetylene welding/cutting equipment? |  |  |  |  |