

**LA TROBE UNIVERSITY  
PLANNED INSPECTION CHECKLIST  
OFFICE AREAS**

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**Area and location of inspection:**

**Date of Inspection:**

**People responsible for inspection:**

<b>ITEM</b>	<b>OK</b>	<b>PROBLEM</b>	<b>ACTION TO BE TAKEN</b>
<b>1 Safety management system</b>			
Is the OHS Policy displayed?			
Are emergency procedures displayed?			
Are health and safety representative known?			
Are Health and safety Minutes available?			
Is the hazard/ incident report procedure in place?			
Are staff inducted?			
Other			
<b>2. Housekeeping and storage</b>			
Is the area generally tidy and clean?			
Is waste routinely disposed of?			
Large or heavy items stored to minimize manual handling?			
Photocopying and printing paper adequately stored?			
Staplers, knives, stapler removals stored to minimize risks?			
Filing cabinets stable?			
Is a trolley available to move equipment around?			

ITEM	OK	PROBLEM	ACTION TO BE TAKEN
Other			
<b>Work Environment</b>			
Is ventilation adequate?			
Is there a comfortable temperature?			
Is lighting suitable for all tasks and are all light tubes working?			
Is noise controlled?			
Is the floor in good condition?			
Are walkways free from cables?			
Are windows and window sills clean/ free from pigeon droppings?			
Other			
<b>4. First aid and emergencies</b>			
Are first aid kits available and stocked?			
Are trained first aiders available?			
Are first aid kits accessible?			
Are fire extinguishers/hoses accessible and serviced?			
Are emergency exits signed and unobstructed?			
Has there been a recent fire drill?			
Are building wardens identifiable?			
Are emergency numbers available?			

ITEM	OK	PROBLEM	ACTION TO BE TAKEN
<b>5.Hazardous substances</b>			
Are there any hazardous substances on site? If Yes are there MSDS available?			
Are cleaning chemicals stored appropriately and are they labeled?			
Other			
<b>6.Electrical equipment</b>			
Is electrical equipment tagged and tested.			
Are electrical cords in good condition?			
Are staff located near multiple electrical or computer cables?			
Are power outlets overloaded?			
Are electrical cords over stretched?			
Are portable heaters fan type with an automatic cut out?			
Does equipment have operating instructions available?			
<b>7. Welfare facilities</b>			
Adequate and clean toilet facilities provided?			
Are eating areas clean?			
Is clean drinking water provided?			
Is refuse emptied regularly?			
Other			
<b>8.Ergonomics</b>			
Do the chairs have adequate back support and height adjustment?			

ITEM	OK	PROBLEM	ACTION TO BE TAKEN
Is there adequate work space?			
Is the workstation set up to avoid over reaching?			
Is a document holder provided where appropriate?			
Are foot stools provided where required?			
When working on a computer are eyes level with the top of the screen?			
Are pauses and exercise breaks taken?			
Are staff trained in to adjust their workstation and chair?			
Is there adequate leg and foot room under the desk?			
Other			
<b>9. External Building</b>			
Are parking bays clearly marked and maintained, no pot holes?			
Are traffic and pedestrian signs placed and appropriate?			
Are paths clear of rubbish, leaves, and moss?			
No overhanging or broken branches?			
Are walking paths intact, no uneven or raised pavers?			
Are there any traffic hazards?			
Is lighting adequate at night?			

ITEM	OK	PROBLEM	ACTION
Other			

**On completion of the checklist**

- Check that all items have been checked and documented. If an item is not applicable mark N/A next to the item.
- Rectify any items if possible immediately
- Review the inspection with your manager/supervisor
- Place maintenance request order if applicable and mark on the checklist.
- Discuss the inspections at your next safety meeting.