Southern Cross University
HR Services

WHS self-assessment for office workers

Does your deemed workplace comply with the University's Workplace Health and Safety Policy and procedures?

1. Please read and answer each question. Upon completion, review the report with your supervisor and then sign it.
2. The checklist should be retained by your supervisor.

Note: Any response to the following questions should be discussed with your supervisor. Additional assistance is available through HR Services.

Name: .....

Position: .....

Work Unit: .....

Location: .....

WORKSTATION

1.	Does the office furniture comply with WHS/ergonomic standards?	☐ Yes	☐ No
2.	Is the desk the right height (68cm-71cm) and is the top the right size (150cmX90cm)?	☐ Yes	☐ No
3.	Is the chair height adjustable?	☐ Yes	☐ No
4.	Is the chair back adjustable?	☐ Yes	☐ No
5.	Does the chair have a 5-star base?	☐ Yes	☐ No
6.	Is the workstation adequate for the tasks being performed?	☐ Yes	☐ No

WORK SPACE - GENERAL

1.	Are all exits from the deemed workplace free of obstructions and tripping hazards?	☐ Yes	☐ No
2.	Is the carpet or tile in the workspace secure and free of tears, lumps and loose pieces?	☐ Yes	☐ No
3.	Is the workspace maintained within a comfortable temperature range, and is it well ventilated?	☐ Yes	☐ No
4.	Are phone lines and electrical cords secured and out of the way?	☐ Yes	☐ No
5.	Are materials arranged and/or stored within easy reach?	☐ Yes	☐ No
6.	Are the computer workstation and filing cabinets level and stable?	☐ Yes	☐ No
7.	Is there sufficient space, (minimum 2.3m^2 unencumbered) including walkways and storage, for the work to be performed comfortably?	☐ Yes	☐ No

WORK SPACE – ELECTRICAL

1.	Is electrical equipment free of obvious hazards?	☐ Yes	☐ No
2.	Are electrical cords double insulated and/or equipped with three prong plugs?	☐ Yes	☐ No
3.	Are there enough electrical outlets in the work area with sufficient electrical capacity to avoid overloading?	☐ Yes	☐ No
4.	Are surge protectors, with a built-in circuit breaker, used for computers, fax machines and printer?	☐ Yes	☐ No

5. Are electrical enclosures and connections in good condition?	☐ Yes	☐ No
6. Is the use of power boards and extension cords minimised?	☐ Yes	☐ No

WORK SPACE - EMERGENCY PROCEDURES

1. Is there a smoke detector located within the deemed workplace and/or elsewhere within the premises?	☐ Yes	☐ No
2. Are stairs and pathways outside the premises in good condition and free of tripping hazards?	☐ Yes	☐ No
3. Are stairs with four or more steps equipped with handrails?	☐ Yes	☐ No
4. Are emergency phone numbers for Security clearly displayed?	☐ Yes	☐ No

WORK SPACE – NOISE

1. Is noise a distraction?	☐ Yes	☐ No

WORK SPACE – LIGHTING

Are lighting levels sufficient for the work being performed?	☐ Yes	☐ No
2. Are there shadows across the work surface?	☐ Yes	☐ No

COMMENTS:

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Signature of Employee: ..... Date: .....

Signature of Supervisor: ..... Date: .....

This document is to be retained by the work unit.

[Oct12]