

This Workplace Health and Safety (WHS) inspection checklist is designed to identify and put in place strategies to eliminate or control workplace hazards. The Head of Work Unit must ensure that all Workplace Inspection Checklists are retained and all corrective actions are followed through and completed. All Hazards are to be reported via the **RiskWare** system. Building/infrastructure issues are to be reported to Property Services for actioning via the **Archibus** system.

### Workplace Inspection Elements

You will need to check appropriate box under each element. Details are required where “**No**” is checked.

**Mandatory fields are marked with an asterisk (\*)**. All other fields are completed where relevant

More help: <https://www.scu.edu.au/secure/hr-services/information-for-safety-support-officers/> or contact [whs@scu.edu.au](mailto:whs@scu.edu.au)

Workplace			
*Location			
Campus/Other:	Building:	Level:	Room(s):
*Business Unit			
Faculty/Work unit:	Work group:	Additional:	
Reference Information (Additional information – free text)			
Inspection Team and Dates			
*Participant Names			
Management Representative/Manager/Supervisor/SSO present:		Other staff/students present:	
Staff from the work area present:			
*Dates (if completed in one day the Start/End dates will be the same)			
Start Date:		End Date:	

**Access and Environment Guidance**

Area is tidy and well kept. Floor is free of obstructions, slip/trip hazards. Access to work areas is suitable. Temperature is comfortable. Lighting and ventilation are adequate. Overhead objects are secure, including stored items, fittings and fixtures. Stand alone and fixed shelving, compactus and pallet racking appropriately used, maintained and in good condition. Noise level is acceptable/adequately controlled. Warning and safety signage in good condition.

Yes  No  Not applicable

*Findings/Observations (Area/room #):	*Corrective actions/RiskWare #/Archibus #	*Person Responsible:	*Due date
		*Not yet started/Underway/Completed	
		Notes (if required)	

**Emergency Procedures and Equipment Guidance**

Exit doors and paths unobstructed. First aid kits available/accessible, adequately stocked and contents “in date”. Evacuation diagrams and emergency procedures available. Names and contacts of first aiders and wardens displayed. Emergency and hazard signage is clearly visible. Fire equipment available/accessible and tested within the last 12 months. Where applicable, emergency shower/eye wash are accessible available/accessible and show evidence of weekly checking. Appropriate spill kits available in areas where chemical/biological materials used.

Yes  No  Not applicable

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		*Not yet started/Underway/Completed	
		Notes (if required)	

**Manual Handling**

Repetitive manual handling tasks have been minimized (storage/work design/planning). Frequently used items are accessible between knee and shoulder. Platforms, steps or portable ladders are available to access items stored on high shelves. Trolleys and load-shifting equipment available for heavy items and loads.

Yes  No  Not applicable

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		*Not yet started/Underway/Completed	
		Notes (if required)	

**Electrical Guidance**

Electrical leads and equipment in good condition. Electrical leads are off the floor or placed away from walkway. Double adaptors are not in use. Extension leads/power boards not used as permanent connections. Switchboards/Distribution cupboards secured/locked.

Yes  No  Not applicable

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		*Not yet started/Underway/Completed	
		Notes (if required)	

**Plant and Equipment Guidance**

Staff/students trained in use of plant and equipment and training records available. Maintenance/repair records available for all plant and equipment. Plant is clean and accessible for operators. Operating procedures/instructions displayed or available. Plant and equipment maintained and in good condition. Emergency stops routinely checked and operational. Plant guarding and interlocking operational. If applicable, plant locked/cannot be accessed when left unattended.

Yes  No  Not applicable

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		*Not yet started/Underway/Completed  Notes (if required)	

**Chemicals and Substances Guidance**

Chemical manifest up to date and audited regularly. Current safety data sheets (SDS) available. Scheduled Substances procedure in place if appropriate. Chemical containers are labelled as per the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). Chemicals are stored correctly, segregated and banded to control leakage. Dangerous goods are appropriately segregated e.g., corrosives stored separately to flammables. Gas cylinders secured to prevent falling. Stored gas cylinders have adequate ventilation. Gas regulators and supply systems maintained regularly; maintenance records available. Flashback arrestors in place for fuel gases/O<sub>2</sub>/compressed air gas lines and have been checked annually.

Yes  No  Not applicable

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**Chemicals and Substances Guidance**

Fume cupboards – free of stored items, waste and clutter; inspected and performance tested current (six monthly). Dangerous goods cabinets in good repair, self-closing and where appropriate are ventilated. Scheduled poisons are stored securely and managed in accordance with the Scheduled Substances Management Procedure. Appropriate Hazchem signage/Placarding in place. Chemicals kept in a stable environment. Adequate spill containment systems in place.

Yes  No  Not applicable

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		Notes (if required)	

**Chemicals and Substances Guidance**

Risk assessments and safe work procedures (SWP) available and in use for the use of chemicals. The risks posed by chemicals and their associated use been controlled. Asphyxiation hazards identified and mitigations in place. Fire and explosion risks been assessed.

Yes  No  Not applicable

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		Notes (if required)	

**Waste**  
 Waste containers are labelled appropriately with GHS and disposal labelling e.g. Class diamond, cytotoxic, biological, water soluble. Waste is segregated and stored appropriately away from drains. Where applicable, waste is secured from unauthorised access. Waste has not been allowed to accumulate. Waste is disposed of via the appropriate waste stream.

Yes  No  Not applicable

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		*Not yet started/Underway/Completed  Notes (if required)	

**Personal Protective Equipment**  
 Required personal protective equipment (PPE) available, adequately stored and maintained. PPE signage requirements displayed.

Yes  No  Not applicable

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**Other**

Is the workplace free from other hazards? Are BC2/PC2 inspections, regulatory requirements up to date? Radiation safety, biological safety - Benches and biological safety cabinets are clean. Biological safety cabinets – free of stored items, waste and clutter; inspected and performance test current (annually). Containers are adequately labelled and stored. Appropriate hygiene practices in place.

Yes  No  Not applicable

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**Head of Work Unit Declaration – The corrective action items in this inspection report are being addressed via the appropriate channels (e.g. Archibus/RiskWare)**

Head of Work Unit Name	
Head of Work Unit Signature	
Date	

Title	HIGH RISK AREAS WORKPLACE INSPECTION CHECKLIST			
Description	Safety Support Officer Checklist for high risk areas			
Created By	Workplace Health and Safety – HR Services			
Date Created	2023			
Maintained By	Workplace Health and Safety- HR Services			
Version Number	Modified By	Modifications Made	Date Modified	Status
V1	Michael Karkkainen	Initial draft based on Uni Melb document.	26/06/2023	Draft
V2	Michael Karkkainen	Draft updated from feedback obtained from FSE staff	27/07/2023	Draft
V3	Jessica Arana	Draft formatting updated	04/10/2023	Final
V4	Michael Karkkainen	Formatting updated	07/11/2023	Final