



Australian Government
Aboriginal Hostels Limited

Occupational Health and Safety

Workplace Inspections **Hostel Inspection Checklist**

Workplace Inspections

Workplace inspections are an essential tool for monitoring workplace conditions and the health and safety of staff and clients. Regular workplace inspections allow hazards to be identified and provide a means of checking compliance with set working procedures. The Occupational Health and Safety Policy underpins AHL's Corporate Plan 2006 – 2008 through a strategy to maintain a safe work and service delivery environment consistent with the provisions of the AHL/Comcare Employer Statement of Commitment.

Responsibility for Workplace Inspections

Each Hostel Manager, Regional Manager and Divisional Manager has the responsibility to ensure that regular inspections of their workplaces occur and that adequate records of these inspections (including action arising from these inspections) are maintained.

How often do inspections have to take place?

As a minimum, a workplace inspection should occur at least every six months according to AHL Service Level Agreements (SLA). It is suggested that inspections occur before OH&S Committee meetings so that the results of the inspection can be provided to the Committee.

Who does the inspection?

Each manager (or his/her delegate) should conduct the inspection accompanied at least once a year by the Health and Safety Representative (HSR) or Deputy HSR (DHSR) or Regional Manager or RAO. A manager's delegate cannot be the HSR or employee representative. The delegate must have some managerial or supervisory role.

The second inspection can be conducted by the Hostel Manager or Assistant Hostel Manager in conjunction with one of the other hostel employees.

How are the inspections conducted?

The inspection team should use the AHL Health and Safety Checklist and systematically tour the entire premises and its grounds. The inspection team should take the opportunity to query whether staff have any OH&S issues that they would like to raise and these comments should be recorded. Once the inspection is completed, both officers conducting the inspection should sign the checklist if they are satisfied that it covers the issues identified during the inspection.

What happens next?

The completed checklist will be used to prepare an Action Plan to identify the issues that need to be addressed as well as reporting tool to the SLAs. Where a manager cannot address the issues, this should be noted in the Action Plan and recommendations on their suggested resolution should be forwarded to the relevant Regional or Divisional Manager.

The Action Plan should be sent to the regional office and placed on the Workplace Inspections Register for the region. Managers receiving recommendations regarding workplace inspections should respond within 14 days.

A copy of the Action Plan should be sent to central Office to National OH&S Officer.

The original Health and Safety Checklist should be filed at the workplace to be used for the second workplace inspection.

Do you meet ALL the requirements of these questions? <i>If NO, then place the issue on an Action Plan.</i>		Date of Inspection		Date Action Completed		Date of Inspection		Date Action Completed	
A	MANAGEMENT OF OHS								
Maintaining a healthy and safe workplace is the responsibility of all employees in cooperation with each manager and supervisor in workplaces under their management. Managers and supervisors are therefore accountable for workplaces under their control.		YES	NO			YES	NO		
1	Has the hostel a supply of the AHL OHS Brochure, to give to all employees at induction?								
2	Have all employees had an OHS Induction? <i>Please show documented evidence. Eg written records.</i>								
3	Do managers and employees understand their OHS responsibilities?								
4	Have 6 monthly OHS inspections been conducted over the past 12 months? <i>Please advise date</i>								
5	In the case of serious incidents does the Hostel Manager know the Comcare reporting timeframes?								
6	All employees must complete a work related accident form when incidents occur. Are all staff aware of, and know how, to fill out an AHL Incident/Accident form?								
B	IDENTIFICATION OF HAZARDS - WORK AREA GENERAL								
It is the policy of AHL to promote and maintain the highest standard of health, safety and welfare of all employees and hostel residents through:									
<ul style="list-style-type: none"> Identifying and evaluating health hazards related to AHL's activities; Coordinating programs to eliminate or control such hazards; and Immediately reporting knowledge of hazards to individuals or groups who have the potential of being exposed to the hazard and to report the hazard to AHL management. (Refer to 1.1.6 AHL OH & S Manual) 									
7	Are doorways, walkways, and pathways clear of obstructions?								
8	Are floor surfaces in the buildings in good condition?								
9	Are ground surfaces around the building in good condition?								
10	Are general vehicle traffic areas designed for safe vehicle access?								
11	Are fences, gates, ramps, stairways etc maintained?								
12	Is there a kitchen where employees can prepare/eat meals?								
13	If so is the kitchen and its equipment clean and in good working order?								
C	SAFETY OF PLANT AND EQUIPMENT								
Documented work practices should be developed for all items of plant and equipment especially where the misuse of a piece of plant could result in a fatality or serious injury. Ventilation and cooling systems should be in good working order so as to minimise heat stress and the degree of noise generated by machinery.									
14	Is regular, documented maintenance carried out on all plant and equipment? <i>eg White- goods such as washing machines, dryers, fridges and/ or office equipment, garden equipment such as lawnmowers.</i>								
15	Is all equipment in good working order and condition?								
16	Are air conditioning systems regularly checked and maintained?								

SAFETY OF PLANT AND EQUIPMENT - continued		YES	NO		YES	NO	
17	Are plug, sockets, cords and switches in good condition? <i>Check for cracks, fraying, loose fittings, exposed wires</i>						
18	Are power boards replaced by fixed power points where practicable?						
19	Is all electrical equipment and leads tested and tagged per Australian Standard 3760, Ref page 22 and 25 of this checklist.						
20	Are employees trained in the use of equipment?						
D	MANUAL HANDLING						
AHL implements the requirements of the <i>National Standard for Manual Handling (NOHSC: 101, 1991)</i> . The objective of the policy is to eliminate manual handling and Occupational Overuse Syndrome (OOS) injuries within AHL by ensuring that risks are identified, assessed and controlled and appropriate training is provided to staff.							
21	Have management and employees had manual handling training?						
22	Are medium and high-risk manual handling tasks identified in the risk assessment?						
23	Staff follow manual handling requirements including using lifting equipment correctly?						
E	EMERGENCY PROCEDURES						
AHL Managers and staff have a responsibility to have knowledge of emergency procedures including plans/procedures for the evacuation of their workplace.							
24	Are fire and evacuation procedures in place and regularly tested? <i>eg fire plans posted and fire drills conducted regularly.</i>						
25	Have Fire wardens been trained in relevant procedures?						
26	Is there documented evidence of regular equipment maintenance and testing? <i>eg. fire extinguishers in place and clearly marked when last tested</i>						
27	Is emergency signage in place and as per Australian standards?						
28	Are emergency exits and evacuation gathering points clearly identified?						
29	Are there two trained certified first aid officers?						
30	Are all staff aware of emergencies procedure? <i>eg evacuation procedures, fire alarms and first aid etc</i>						
F	SECURITY						
AHL has a legal responsibility to provide a healthy and safe place of work.							
31	Do employees feel safe at work?						
32	Have employees been trained to handle difficult people?						
G	HAZARDOUS SUBSTANCES						
The objective of a hazardous substance check is to ensure all substances on the premises have been identified, that all substances are being used correctly, that a Material Safety data Sheet is available for each substance, that risk assessments have been conducted for each substance.							
33	Are there clear instructions about what chemicals are to be used for what tasks?						
34	Are cleaning supplies and equipment being stored appropriately?						

HAZARDOUS SUBSTANCES - continued		YES	NO		YES	NO	
35	A Material Safety Data Sheet (MSDS) is a collection of information on a specific substance that provides advice on the hazards related to the substance. MSDS information is usually found on the labelling. Are MSDS available for all chemicals in use?						
36	Are disused and discontinued chemicals are disposed of?						
37	Are chemicals being used (concentration, contact time) correctly?						
H CLEANING							
Cleaning must be undertaken in a regular and systematic way. Managers shall develop a documented cleaning program for their workplace. All safe working procedures relation to infection control guidelines must be complied with, including wearing/using appropriate protective equipment and practicing the highest standard of personal hygiene. All managers and staff must ensure training provided under this policy is undertaken and applied.							
Inspection of area and relevant documentation:							
38	Is the cleaning equipment designated for each area only being used for that area?						
39	Are cleaning materials being washed or discarded at the end of the shift, or when soiled?						
40	Does the cleaning schedule include routine and project cleaning to ensure all areas of the hostel are clean?						
41	Is there evidence that the cleaning is being completed according to the schedule?						
42	Do lounge, corridor and common areas other than residents' rooms look clean?						
43	Are residents' rooms clean?						
Feedback from cleaning staff:							
44	Cleaning staff have been orientated to their job?						
45	Cleaning staff are able to appropriately select equipment and cleaning products for particular jobs?						
46	Staff demonstrate safe use/storage of equipment and chemicals during and after use?						
47	Staff use appropriate Personal Protective Equipment?						
Laundry							
<i>Soiled</i> : - used, but not objectionably dirty. <i>Foul</i> : - soiled with blood or faeces. <i>Infected</i> : - contaminated with infectious organisms such as scabies, ring worms etc.							
48	Are there policies and procedures pertaining to laundry operations in place?						

Laundry - continued		YES	NO		YES	NO	
49	Does the hostel identify (for example, coloured bags) and separate infectious linen from other laundry items in accordance with infection control guidelines?						
50	If an external laundry service is used is there a service agreement in place?						
51	Does the service agreement with the external laundry service address quality issues?						
52	Are the practices of the external laundry contractor consistent with the service agreement?						
53	Does the hostel have appropriate storage facilities for linen?						
54	Is the laundry environment clean and free from clutter?						
Feedback from cleaning staff:							
55	Have staff been adequately trained in safe working procedures and informed of any health and safety hazards that may be associated with the work they are required to perform? <i>i.e.: laundry skills, how to use and care for the equipment (clean lint traps), potential infectious hazards and techniques to prevent the spread of micro-organisms in the environment, as well as safe and appropriate handling procedures for soiled and clean linen, the need to report all infections, the need to wear appropriate protective clothing, the need for personal hygiene.</i>						
Observation of Staff Practice							
56	Soiled linen is not held against the staff member's clothing.						
57	Laundry staff wear good quality gloves and a waterproof apron while carrying out their duties.						
58	Good hand-washing facilities are available (in the vicinity of the laundry) and used.						
I	KITCHEN AND FOOD PREPARATION						
Kitchen and food preparation are subject to regulatory controls and standards. Managers should be aware of the National Food Safety Standards and should ensure that the requirements of this legislation and regulations are complied with in their workplace. Documented safe working procedures and cleaning procedures must be maintained for each kitchen on AHL premises.							
Purchase, Receipt and Storage of Goods							
59	Once delivered, is food placed into suitable storage quickly?						
60	Is the shelf life of goods delivered sufficient to ensure they are used before expiry?						
61	Is the Goods Receivable Record Sheet being documented and actioned as required?						
62	Are cold storage temperatures adequate for the fridge 5°C or less and freezer -15°C or less?						
63	Is there adequate storage for the range of foods stored?						
64	Is cooked/prepared food covered and labelled?						
65	Food must be stored in such a way as to minimise the risk of spoilage and infection by microorganisms. Are there measures to reduce the risk of chemical or physical contamination e.g. stored in sealed containers?						
66	Are procedures for stock rotation in place? Are there any foods beyond their use by date?						

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Preparation		YES	NO		YES	NO	
67	Is food prepared according to the menu and recipes?						
68	Are work surfaces, utensils and equipment clean?						
69	Is cross contamination avoided e.g. <i>Correct coloured chopping board used? Correct utensils used?</i>						
70	Is packaging suitably disposed of – clean as you go?						
Cooking							
71	Is cross contamination avoided after cooking?						
72	Are cooking procedures scheduled to avoid unnecessary delays?						
73	Is the cooking and temperature measuring equipment accurate – evidence of 6 monthly calibrations?						
Distribution includes serving/delivery of meals to residents							
74	Are there steps taken to prevent chemical or physical contamination? <i>Eg lids/covers</i>						
Distribution includes serving/delivery of meals to residents							
75	Is food temperature appropriate during distribution (cold food <5°C, hot food >60°C and frozen food hard)?						
Personal Hygiene							
76	Are hand washing and drying facilities adequate, including hands free bin?						
77	Are there suitable first aid facilities (<i>waterproof, coloured Band-Aids</i>)?						
Pest Control							
78	Is there a monitoring procedure for pests in place?						
79	Is it evident that pest problems are reported and timely action taken?						
Waste Disposal							
80	Are waste disposal bins suitable?						
81	Are waste areas and bins cleaned regularly?						
82	Is waste collected routinely?						
Cleaning							
83	Managers must have documented cleaning programs for their kitchens. Refer to Minimum Cleaning Requirements Attachment B AHL OH & S Manual. Are cleaning procedures in place for utensils, equipment, kitchen and dining areas?						
84	Are the cleaning practices according to procedures?						
85	Are steps taken to prevent re-contamination of equipment or surfaces?						
86	Kitchens must be maintained in a clean and tidy condition at all times. Is the kitchen clean including all equipment and work surfaces?						
Feedback from staff:							
87	Is there evidence that issues related to food safety are raised, discussed and required action implemented?						
88	Have staff had training for their food service role?						
89	Is there evidence that the cook provides staff with ongoing education as required?						

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All staff are required practice personal hygiene and to wear appropriate protective equipment:		YES	NO		YES	NO	
90	Do staff wear hats or cap whilst in the kitchen area?						
91	Do kitchen staff wear enclosed footwear?						
92	Is long hair tied back away from face?						
93	Apron changed after leaving kitchen area						
94	Gloves are worn and changed when appropriate						
95	Are staff washing their hands routinely and appropriately?						

Inspection 1

Performed by:

Print Name

Signature

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Date

Print Name

Signature

-----/-----/-----
Date

Inspection 2

Performed by:

Print Name

Signature

-----/-----/-----
Date

Print Name

Signature

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Date

