



Australian Government
Aboriginal Hostels Limited

Occupational Health and Safety

Workplace Inspections **Office 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 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 two staff members within the division or regional office..

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. Where the issues cannot be addressed, 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 or relevant division and placed on the Workplace Inspections Register for the division/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 your office a supply of, or access to 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 Regional or Divisional 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? | | | | |
| | Is access to fixed plant and machinery without obstructions? | | | | |
| 8 | Are floor surfaces in the buildings in good condition? | | | | |
| 9 | Is there a kitchen where employees can prepare/eat meals? | | | | |
| 10 | 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. | | | | | |
| 11 | Is regular, documented maintenance carried out on all plant and equipment? <i>eg computers, fax machine, photocopiers, printers etc</i> | | | | |
| 12 | Is all equipment in good working order and condition? | | | | |
| 13 | Is the photocopier area ventilated? | | | | |
| 14 | Are self-contained toner cartridges supplied in a sealed state? | | | | |
| 15 | Are Material Safety Data Sheets for the handling of cartridges located near the equipment? | | | | |
| 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? | | | | | | |
| 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 lifting equipment/goods 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? | | | | | | |
| 33 | Are staff aware as to how to set alarm or disarm alarm if required to work outside of normal office hours? | | | | | | |
| G | ERGONOMICS | | | | | | |
| Ergonomics is about maximising human performance by preventing workplace behaviours that lead to injuries. Ergonomic is about matching equipment to the user and the task to the worker. | | | | | | | |
| 34 | Have all office employees had an ergonomic assessment done on their workstations? Has this been recorded? | | | | | | |
| 35 | Is mobile equipment (eg lap tops), seating and environmental control suitable? | | | | | | |
| 36 | Is lighting level suitable for all fixed and mobile tasks? | | | | | | |
| 37 | Are staff aware of ergonomics? | | | | | | |

Inspection 1

Performed by:

Print Name

Signature

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

Print Name

Signature

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

Inspection 2

Performed by:

Print Name

Signature

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

Print Name

Signature

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

