

HS048a**Workplace Health and Safety Inspection Checklist – Office**

Building: Level/ Room:	Date:	Inspector/s:	Signature/s:
Responsible Person for area: <i>(print name)</i>		Responsible Person signature to signify this is an agreed record of inspection and corrective actions:	
Faculty/Division:		School/Divisional Unit:	

This Checklist serves as a guide for inspections of office-based areas.

Please complete all the questions by answering **Yes/No/Not Applicable/Unknown**.

If you answer **No** to a question, a Corrective Action needs to be recorded. Corrective Actions should be determined by the room/area manager/supervisor in consultation with inspectors. Corrective Actions must be recorded in [myUNSW](#) as Inspection findings.

If you answer **Unknown** to a question, you must provide an explanation (Add Comment).

Refer to [HS312 Inspection Testing and Monitoring Procedure](#) for more information.

Item	Yes	No	N/A	Unknown	Corrective Action (CA) recommended and inspection comments (Add CA to myUNSW)	Person responsible for CA
1. HOUSEKEEPING AND ENVIRONMENT						
1. Are work areas free of rubbish, obstruction, slip and trip hazards?						
2. Are floor coverings in good condition?						
3. Are all cords/wires out of the way?						
4. Is stock or material stored appropriately and safely?						
5. Are filing cabinets and desk drawers closed when not in use?						
6. Are doors fully functional?						
7. Are stairs, steps and handrails in good repair?						
8. Are all areas adequately lit?						
9. Are all areas free from glare?						
10. Is there adequate ventilation?						
11. Are noise levels acceptable?						
12. Are domestic waste bins free of hazardous material?						
13. Are cleaning standards good?						
2. ERGONOMICS						

Item	Yes	No	N/A	Unknown	Corrective Action (CA) recommended and inspection comments (Add CA to myUNSW)	Person responsible for CA
1. Is all furniture fit for purpose (e.g., UNSW approved office furniture)?						
2. Is all furniture in good repair?						
3. Is storage at height avoided for heavy or frequently used items?						
4. Is suitable equipment available and in good condition to reach items stored at height? (e.g., ladders, platform ladders, step ladders, safety steps, etc.)						
5. Is there unrestricted access to all workstations?						
3. MANUAL HANDLING						
1. Has the need to lift, carry, push, or drag heavy loads been controlled?						
2. Is suitable manual handling equipment available and in good condition? (e.g., is there a trolley available)						
3. Are suitable ladders and/or safety steps available and in good condition?						
4. ELECTRICAL						
1. Are electrical appliances tagged and within test date where required?						
2. Are all plugs, sockets, leads, cords, and switches in working order and not damaged?						
3. Are electrical appliances kept clear of wet areas?						
4. Are power boards fixed and used in preference to double adaptors?						
5. Are international plugs removed and replaced with compliant Australian plugs?						
6. Are RCD's (safety switches) installed where required?						
7. If heaters are used, are they selected to minimise the risk of fire?						
5. EMERGENCY						
1. Is a first aid kit easily accessible and clearly labelled?						
2. Are the contents of the first aid kits clean and within date?						
3. Do fire sprinklers have at least 500mm of clear space beneath and around?						
4. Are fire exits clearly marked and unobstructed?						
5. Are current emergency control team contact details displayed?						
6. Are emergency procedures current and displayed?						
7. Are fire extinguishers appropriate, unobstructed, inspected every 6 months and clearly marked?						
6. EQUIPMENT (PLANT)						

Item	Yes	No	N/A	Unknown	Corrective Action (CA) recommended and inspection comments (Add CA to myUNSW)	Person responsible for CA
1. Are hazard posters displayed for relevant office equipment (e.g., shredders, compactus, laminators)?						
2. Is there adequate, unrestricted access to frequently used office equipment?						
7. COMMENTS OR ADDITIONAL ITEMS						
Add any further comments or actions that may be required?						

The completed Checklist should be entered into myUNSW as a New Inspection