This inspection checklist is provided by the University of Auckland’s Health, Safety and Wellbeing Service as a template for assessing University office areas. Users may need to amend it to fully address the specific requirements of the area that is being inspected.

If you cannot answer a question, have any queries or require further advice, contact your Health, Safety and Wellbeing Manager before proceeding. Once completed, this inspection form should be made readily available to all staff/students within the area/s.

*Note*: *If using the form for a suite of offices, please indicate the room number where there is an issue.*

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|  | AREA INSPECTED: | List the area(s) inspected. Areas such as multiple offices on a floor or within a small building MAY be grouped together to form a suite, so long as each area is inspected. | | | | |
|  | INSPECTION DATE: |  | | | | |
|  | INSPECTION TEAM: | Who carried out the inspection? | | | | |
| A | MANAGEMENT PROCEDURES AND ADMINISTRATION | | | | | Comments / Action required  (Identify specific room number / location) |
| A1 | Follow up. Have all actions from previous inspections and audits been completed? **If no**, add details at the end of this checklist. | Yes | No | Partial | N/A | Obtain copies of previous inspections, which should be filed in a safety document folder. See if any items that needed to be followed up are still outstanding, and if they are, add the details in the “other remarks, findings and information” section on the last page of this checklist. |
| A2 | Policy. Are copies of the following documents readily accessible to staff? (a) the University Health, Safety and Wellbeing Policy and associated guidance  (b) The school/service’s health, safety and wellbeing documents/rules/procedures? | Yes | No | Partial | N/A | Check to see whether there are copies of the University’s safety policy on display. At the very least, everyone should be aware of how to find it on-line.  Other safety documents should be filed in a safety document folder. |
| A3 | Evaluation. Is there evidence of previously conducted safety surveys or regular safety checks? | Yes | No | Partial | N/A | There should be copies of annual or monthly checks in a safety document folder. Check to see whether they have been conducted according to the area’s inspection schedule/plan. |
| A4 | Hazards and Risk. Where required, is access to work areas restricted to authorised people only? | Yes | No | Partial | N/A | Some areas are hazardous or have security implications, so only people that have had some form of induction or awareness training should be allowed access. There should be some form of barrier or locked access way to prevent unauthorised access. |
| A5 | Hazards and Risk. Have approved risk assessments been carried out within the last three years to identify hazards, assess the level of risk, and identify suitable control measures for all hazardous activities, including (but not limited to) significant hazards? | Yes | No | Partial | N/A | There should be a copy of the risk register in a safety document folder. If there are significant hazards, they will need to be clearly identified, and the risks associated with them need to be managed to an acceptable level. |
| A6 | Hazards and Risk. Are copies of the current risk assessments and relevant safety documentation readily accessible to those people exposed to significant hazards? | Yes | No | Partial | N/A | There should be a copy of the risk register in a safety document folder. Some equipment may need an appropriate Safe Work Instruction to be displayed nearby. |
| A7 | Information. Is induction and awareness training (particularly for work related upper limb disorders/Occupational Overuse Syndrome (WRULD/OOS involving computer workstations) being provided? | Yes | No | Partial | N/A | At a minimum, everyone in the office needs to be made aware of these so the risk of harm is minimised. |
| A8 | Information. Are procedures in place for the safe management of authorised visitors? | Yes | No | Partial | N/A | There should be some form of basic visitors brief. Visitors in hazardous or security sensitive areas should be escorted. |
| A9 | Information. Are procedures in place for the safe management of faculty commissioned contractors? | Yes | No | Partial | N/A | There should be some form of contractors brief to make them aware of the hazards on site, and they should tell you if they are about to do work that may expose your workplace to hazards (Such as hot work). |
| A10 | Information. Are procedures in place to liaise and communicate with DTZ/Property Services? | Yes | No | Partial | N/A | The contact number should be easy to find if there is a power cut or burst pipe. |
| A11 | Supervision. Are workshop Supervisors aware of their responsibilities as per the University Health, Safety and Wellbeing Policy? | Yes | No | Partial | N/A | Line manager and supervisor responsibilities are detailed in part 5 of the HSW Policy. |
| A12 | Supervision. Are procedures in place to safeguard lone workers and/or people conducting work outside of normal working hours? | Yes | No | Partial | N/A | Lone work should only be approved for low risk activities. |
| A13 | Incident Reporting. Are procedures in place for reporting incidents such as accidents, near misses, and instances of occupational ill health? | Yes | No | Partial | N/A | Are instructions for the use of the “Vault” Safety Reporting System available? If the workplace does not have intranet access, are there hard copies of incident reporting forms available? |
| A14 | Incident Reporting. Is there evidence of the reporting of incidents such as accidents, near misses, and instances of occupational ill health (Vault records or an accident register)? | Yes | No | Partial | N/A | Ensure that incident reports and near miss reports are sighted. |
| A15 | Incident Reporting. Is there evidence that incidents have been properly investigated and that arising recommendations have been implemented? | Yes | No | Partial | N/A | Ensure that the incident reports and near miss reports you sighted have been adequately investigated. Have the recommendations that were raised been carried out? |
| A16 | Emergency Planning. Is there an emergency response plan that caters for likely emergencies such as fire, earthquakes and bomb threats? | Yes | No | Partial | N/A | Copies of the University Emergency Response Procedures and a local evacuation plan should be displayed. |
| A17 | Emergency Planning. Is the location of all hazardous substance storage areas clearly marked on the emergency response plan? | Yes | No | Partial | N/A | This is so the Fire Service can easily identify where hazardous substances are kept during an emergency response. |
| A18 | Legal Requirements. Where necessary, has occupational health monitoring of staff been implemented via the University’s referral process? | Yes | No | Partial | N/A | Monitoring may be required if workers are in a noisy or contaminated environment. |
| B | HIGH PROFILE SIGNAGE | | | | | Comments / Action required  (Identify specific room number / location) |
| B1 | Is a hazardous substance summary and mandatory hazard pictograms displayed on the exterior of applicable access doors? | Yes | No | Partial | N/A |  |
| B2 | Is emergency instruction signage in place? | Yes | No | Partial | N/A |  |
| B3 | Are fire exits clearly identified? | Yes | No | Partial | N/A |  |
| B4 | Are evacuation instructions clearly displayed? | Yes | No | Partial | N/A |  |
| B5 | Are the locations of fire extinguishers, first aid kits, and other emergency equipment clearly identified? | Yes | No | Partial | N/A |  |

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| C | FIRST AID | | | | | Comments / Action required  (Identify specific room number / location) |
| C1 | Are there sufficient trained first aiders (1/20 staff) available or on call? | Yes | No | Partial | N/A | The names of first aiders may be recorded on the local evacuation plan. |
| C2 | Are there sufficient first aid notices (green on white) informing staff of how and where to gain first aid help? | Yes | No | Partial | N/A |  |
| C3 | Are first aid kits (appropriate for the work area) readily available? | Yes | No | Partial | N/A |  |
| C4 | Are first aid kits checked monthly to ensure that they are kept well stocked, with contents in good condition? | Yes | No | Partial | N/A | Make sure they haven’t been raided for supplies. Tamper seals should be intact. |
| D | FIRE SAFETY | | | | | Comments / Action required  (Identify specific room number / location) |
| D1 | Are potential ignition sources eliminated or minimised? | Yes | No | Partial | N/A | Check for overloaded power boards, and other obvious ignition sources. |
| D2 | Is there an approved fire emergency response plan? | Yes | No | Partial | N/A | An evacuation plan should be displayed near the exits. |
| D3 | Are there sufficient fire action notices to inform people of what to do in the event of fire? | Yes | No | Partial | N/A | These should be placed near manual fire call points and exits. |
| D4 | Do staff know what to do in the event of a fire? | Yes | No | Partial | N/A | Ask some people in the area if they know what to do. |
| D5 | Has a Fire Warden, and Deputy Fire Warden, been appointed to cover this area? | Yes | No | Partial | N/A | The names of fire wardens may be recorded on the local evacuation plan. |
| D6 | Are all smoke and fire doors kept closed when not in use? (except doors on magnetic catches linked to the fire alarm system) | Yes | No | Partial | N/A | Make sure doors aren’t held open by wedges or chocks. |
| D7 | Is fire fighting equipment readily available, and is the fire fighting equipment suitable for use with the likely types of fire (CO2 extinguishers for energised fires, foam for flammable liquids, fire blankets for kitchen areas, etc.)? | Yes | No | Partial | N/A | Make sure fire extinguishers haven’t been stolen or interfered with. (They should have witness tags/ties attached). Fire blankets are recommended where hot oil is used for cooking. |
| D8 | Are people working in this area familiar with the location of this equipment and how to use it? | Yes | No | Partial | N/A | Check whether people have attended fire extinguisher training. |
| D9 | Are people aware of the nearest and alternate fire exit routes? | Yes | No | Partial | N/A | Ask some people in the area if they know what to do. |
| D10 | Have PEEPS (Personal Emergency Evacuation Plans) been developed for any person with disabilities? | Yes | No | Partial | N/A | Verify that people who need assistance have an escape plan and specialised equipment. |
| D11 | Is there evidence that the PEEPS that have been developed for any person with disabilities have been successfully practised? | Yes | No | Partial | N/A | Verify that the escape plan has been practised. |
| D12 | Is a biannual (semester) fire drill carried out and recorded? | Yes | No | Partial | N/A | There should be documented records. |
| D13 | Are the monthly checks being undertaken? | Yes | No | Partial | N/A | There should be documented records. |
| E | HYGIENE CONTROL | | | | | Comments / Action required  (Identify specific room number / location |
| E1 | Are there adequate washing facilities, with soap and towels/dryers? | Yes | No | Partial | N/A | Are the washing facilities clean and is there hand cleanser available? |
| E2 | Are there facilities available within or near this area where people can eat and/or drink, and do these facilities include an adequate supply of wholesome water for drinking or filling kettles etc? | Yes | No | Partial | N/A | Basically, is there a place where people can eat and drink so they can take anti-fatigue breaks? Is the water clean, potable and free from bad tastes? |
| E3 | Are those areas clean, and expired foodstuffs regularly disposed of? | Yes | No | Partial | N/A | Check the fridges for mouldy food and ovens and microwaves for cleanliness. |
| E4 | Is there provision for the storage of outdoor wet/weather clothing so that slip hazards are eliminated? | Yes | No | Partial | N/A |  |
| F | GENERAL OFFICE AREA | | | | | Comments / Action required  (Identify specific room number / location) |
| F1 | Are the interior surfaces, structures and equipment suitable for the work being undertaken? | Yes | No | Partial | N/A | Internal walls and surfaces should be easily cleaned. |
| F2 | Are floor coverings intact and non-slip? | Yes | No | Partial | N/A |  |
| F3 | Are worktops intact and easily cleaned? | Yes | No | Partial | N/A |  |
| G | OFFICE HOUSEKEEPING | | | | | Comments / Action required  (Identify specific room number / location) |
| G1 | Are floors clean? | Yes | No | Partial | N/A |  |
| G2 | Are worktops clean? | Yes | No | Partial | N/A |  |
| G3 | Are all exits, gangways and work areas clear of obstructions, clutter, and tripping/slipping hazards e.g. cables, stock, rubbish, junk, etc.? | Yes | No | Partial | N/A |  |
| H | ENVIRONMENTAL CONDITIONS | | | | | Comments / Action required  (Identify specific room number / location) |
| H1 | Is the general level of lighting within the office adequate? | Yes | No | Partial | N/A | Light levels should be comfortable for the work being undertaken, glare and other effects should be minimised. Measurements using light meters can be conducted by the HSW Service if requested. |
| H2 | Are ambient temperatures in the office suitable? | Yes | No | Partial | N/A | Temperatures are subjective, but should be comfortable for the majority of people in the workshop. |
| H3 | Is general ventilation of the office suitable? | Yes | No | Partial | N/A | Ventilation should be such as to minimise fumes, vapours or smells. Measurements using gas tubes or other equipment can be conducted by the HSW Service if requested. |
| H4 | Are levels of glare controlled to a reasonable level? | Yes | No | Partial | N/A | Sources of glare and reflection may only be apparent in different seasons and at different times of the day (e.g. early morning). |
| I | NOISE | | | | | Comments / Action required  (Identify specific room number / location) |
| I1 | Is there an excessive or uncomfortable noise level within the office? (Guide: is it necessary to raise one’s voice substantially to speak to someone 2 metres away?) | Yes | No | Partial | N/A | Hearing protection must be worn if noise levels are above 85dB (a). |
| I2 | If so, has noise monitoring been requested and carried out, and where necessary, suitable controls have been implemented? | Yes | No | Partial | N/A | Measurements and noise mapping using noise meters can be conducted by the HSW Service if requested. |
| J | EQUIPMENT | | | | | Comments / Action required  (Identify specific room number / location) |
| J1 | Have all staff using office equipment received suitable instruction and where necessary, training? | Yes | No | Partial | N/A | Complex or potentially hazardous equipment may require the user to be trained. If so, check training records or authorisation sheets. |
| J2 | Is office equipment suitably placed to avoid overcrowding and anchored (where applicable) to ensure stability? | Yes | No | Partial | N/A |  |
| J3 | Has all [portable electrical equipment been tested](http://www.safety.ed.ac.uk/policy/part3/part3.shtm#62) and labelled with the date of test as per NZS3760? | Yes | No | Partial | N/A | Check electrical cords on portable equipment for tags, and make sure they are within test date. Are plugs and leads serviceable? |
| J4 | Has all fixed wire electrical equipment been electrically tested and labelled with the date of test? | Yes | No | Partial | N/A | Check electrical cords on fixed equipment for tags, and make sure they are within test date. |
| J5 | If portable heaters are in use, are they suitable for the environment and in good condition? | Yes | No | Partial | N/A | The use of portable heaters should be discouraged. Ensure combustible surfaces and objects are no closer than 2m in front of fan heaters. |
| K | ACCESS EQUIPMENT | | | | | Comments / Action required  (Identify specific room number / location) |
| K1 | Are all ladders rated for industrial use and suitable for the tasks to be undertaken? (Compliant with AS/NZS 1892 and rated greater than 120kg) | Yes | No | Partial | N/A | All ladders should have an identification label stating that they are standards approved and rated for industrial use. Domestic ladders are not suitable. Ladders need to be long enough for the tasks they are being used for. |
| K2 | Are all ladders (including fixed ladders, step ladders and step platforms) listed in a local register/database? | Yes | No | Partial | N/A | All ladders and access equipment should be documented so that annual servicings can be recorded. |
| K3 | Are all ladders inspected on an annual basis and are these inspections logged in a local register/database? | Yes | No | Partial | N/A | 12 monthly inspections need to be documented in the access equipment register. |
| K4 | Are visual checks carried out by the user before use? | Yes | No | Partial | N/A | Check for damage, corrosion and degraded anti-slip surfaces. |
| K5 | Are users trained in the safe use of ladders? | Yes | No | Partial | N/A | Basic training should cover: selection, pre-use checks, safe use, positioning, anti-slip measures, access and egress. |
| L | LOCAL EXHAUST VENTILATION (LEV) | | | | | Comments / Action required  (Identify specific room number / location) |
| L1 | Where applicable, are suitable Local Exhaust Ventilation (LEV) systems available to remove hazardous or nuisance substances or materials? | Yes | No | Partial | N/A |  |
| L2 | Are those LEV systems labelled as having been inspected and tested within the past 12 calendar months? | Yes | No | Partial | N/A |  |
| M | STORAGE | | | | | Comments / Action required  (Identify specific room number / location) |
| M1 | Are cabinets and shelving uncluttered and securely fixed in place? | Yes | No | Partial | N/A |  |
| M2 | Are heavy items stored on/in low shelves or cupboards? | Yes | No | Partial | N/A |  |
| N | HAZARDOUS SUBSTANCES MANAGEMENT | | | | | Comments / Action required  (Identify specific room number / location) |
| N1 | Are hazardous substances used within the office? | Yes | No | Partial | N/A | High risk substances may require a HSNO handler/suitably trained office manager to be on call. |
| N2 | If so, are they managed in accordance with University Standards by a competent person? | Yes | No | Partial | N/A |  |
| O | SPILLS AND LEAKS | | | | | Comments / Action required  (Identify specific room number / location) |
| O1 | Is there an approved spill/leak emergency response plan for hazardous substances? | Yes | No | Partial | N/A | Generic Spill/leak plans are available on the HSW Service website. The plans should be laminated and affixed to spill kits and near shut-off valves. |
| O2 | If so, Is there evidence that the spill/leak emergency response plan has been practised in the last year? | Yes | No | Partial | N/A | Check to see whether the training has been documented. |
| P | WASTE MANAGEMENT | | | | | Comments / Action required  (Identify specific room number / location) |
| P1 | Are rubbish receptacles emptied regularly? | Yes | No | Partial | N/A |  |
| P2 | Are general rubbish receptacles free from hazardous wastes? | Yes | No | Partial | N/A |  |
| P4 | Is all hazardous waste transferred to an approved waste disposal contractor in accordance with the University standard? | Yes | No | Partial | N/A | Is there an appropriate storage area for hazardous waste to be collated? Are there procedures so that excessive amounts of waste do not build up? |
| P5 | Are procedures in place to correctly dispose of waste mechanical, electrical and electronic equipment (including decontamination where appropriate)? | Yes | No | Partial | N/A | Older, large electrical items may contain PCBs, which may require specialist disposal. Other items containing lithium or other substances might also need specialist disposal. Machines may be contaminated with oil, and other machines may need to be disabled before disposal. |
| OTHER REMARKS, FINDINGS AND INFORMATION | | | | | | Comments / Action required  (Identify specific room number / location) |
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Once the inspection is completed, those items which require remedial attention should be addressed and signed off. Copies of the inspection form and requests for remedial action should be retained on file.

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|  | NAME | SIGNATURE | DATE |
| Inspection carried out by: |  |  |  |
| Sighted by HoD |  |  |  |
| Sighted by HSW Service |  |  |  |
| Filed in Office HSW Folder |  |  |  |