

## WHS Inspection Checklist for Offices

Organisational units and WHS Committees use this checklist to conduct regular (at least every six months) WHS inspections of offices to identify and resolve hazards that could result in injuries or illness. Most of the issues that are identified in these inspections can be easily resolved, without the need for a formal WHS risk assessment. Some issues, such as fire and evacuation safety, and property issues, may be resolved by visiting [Service Central](#).

### Inspection Details

At least two staff members should complete a WHS inspection by progressively working through the checklist and updating the Corrective Actions Plan, Appendix A, as outstanding issues are resolved.


Campus:	Organisation unit:
Inspection Location:	Date: ___/___/___

INSPECTION TEAM	
1.	2.
3.	4.

✓ Tick the relevant Yes or No Column. Enter N/A into Comments, when question doesn't apply.

Office Safety and Ergonomics	Y	N	Comments
Are office chairs stable, adjustable and in good working condition?			
Is the layout of the work area suitable for tasks being performed and designed to reduce overreaching/awkward postures?			
Are heavy and frequently used items stored at waist heights?			
Are all items, within the work area, secure and stable?			
Are dual screens positioned at the same height with a small gap between the monitors?			
Is the height/width and depth of the work surface sufficient to work at workstations in an ergonomic way?			
Are appropriate ladders available to reach higher shelves? <a href="#">Click here</a> for guidance about ladder selection and safety			
Click here to view the <a href="#">Workstation Set Up Checklist</a> and <a href="#">Working Efficiently and Safety</a> for more guidance about ergonomics.			
Manual Handling Tasks (MH)	Y	N	Comments
Are frequently used items in easy reach, so that staff are not overstretching and straining their body?			
Are bulky/heavy objects stored at waist height?			
Is there sufficient space around furniture and equipment to enable easy access to frequently used, items?			
Are appropriate manual handling aids (trolley/safety step) available and in good working condition?			

<b>Housekeeping</b>	<b>Y</b>	<b>N</b>	<b>Comments</b>
Is the floor in good condition and free of trip hazards?			
Are carpet cord covers used? (if power cords run across the floor)			
Are items at height, or on shelves, stable?			
Are the aisles and walkways clear from obstructions or sharp edges?			
Are all fixtures/fittings/lighting in good working order?			
Are the waste disposable and recycling bins adequate and serviced?			
<b>Indoor Environment</b>	<b>Y</b>	<b>N</b>	<b>Comments</b>
Is the ventilation/air flow adequate within the work area?			
Is lighting suitable for tasks being performed in the work area?			
Are there any issues with the temperate control in the work area?			
Are any hazardous chemicals (incl. some household chemicals in commercial quantities) stored in the work area? If <b>Yes</b> : Has a chemical register been developed and are relevant Safety Data Sheets available to all users within the working or learning area?			
<b>Access/Egress</b>	<b>Y</b>	<b>N</b>	<b>Comments</b>
Are all passageways free from obstructions, electrical cords, and other trip hazards?			
Are exits clearly visible, unobstructed & adequately lit?			
<b>Fire and Evacuation Safety</b>	<b>Y</b>	<b>N</b>	<b>Comments</b>
Has the fire hose reels and extinguishers been inspected in the last six months? Guidance: the yellow maintenance tag should have been hole-punched, in a month, within the last six months.			
Is the fire equipment available in the work area appropriate and readily accessible?			
Are flammable materials, such as paint, stored securely?			
Are floor plans, with clearly marked emergency assembly points, and 'In an Emergency' posters displayed in the work area?			
Are the names of the trained Evacuation Wardens displayed in the work area?			
Have evacuation drills occurred within the area?			
Ask staff whether sirens and alarm signals are audible in the work area? Guidance: in multi-story buildings: alarms cascade down floors, to support an orderly and staggered evacuation.			

First Aid	Y	N	Comments
Are first aid kits available and accessible?			
Is there first aid signage to indicate where first aid kits are stored?			
Are the contents of the first aid kits depleted? <u>Guidance: Refer to Appendix A, First Aid Procedure, for a listing of the contents of kits)</u>			
Have the first aid kits in the area been inspected, within the last six months? Guidance: Refer to the last Date Serviced on the first aid kit.			
Is there a current poster, displayed in the area, which list the names and contact details of First Aid Officers? Guidance: Contact HR via <u>Service Central</u> about updating the poster.			
Electrical Items	Y	N	Comments
Are double adaptors used (or is piggy backing occurring)? If <b>Yes</b> , submit a Properties and Facilities request to <u>Service Central</u> to request alternative plugs. Guidance: If these appliances are not overload protected, during an overload, they can get warm or hot and can melt, and can create a fire.			
Are <u>Residual Current Devices (RCDs)</u> used whenever mobile electrical devices are used?			
Are power leads/extension cords/power boards in good working order? If <b>No</b> : remove and isolate this equipment from the work area.			
Has electrical equipment in the work area been tagged and tested? Guidance: Verify that the Next Due Date on the test tag is a future date.			Example of a tag 
Additional Comments			

<b>Name of Inspection team leader/representative:</b>	<b>Date:</b>	<b>Signature:</b>
<b>Name of manager within the work area: (Circulate this report to this staff member)</b>		

Please submit a copy of this completed form to Service Central using the general enquiry form.

## Appendix A: Corrective Actions Resulting from Inspection

Identified Hazard	Action(s) to Resolve Issue	Responsible	Target Resolution Date	Date Completed	Signature