

**UNSW SCHOOL OF PHYSICS OHS MANAGEMENT SYSTEM**

<b>Name:</b>	<b>Area Specific Inspection Checklist</b>	<b>Developed</b>	Galina Kaseko
<b>Approving authority:</b>	OHS Committee	<b>Date of Approval:</b>	January 2004
<b>Due for review:</b>	January 2005	<b>Last Amended:</b>	<b>Revision 1</b> 21 April 2004

This document is a part of the School of Physics' Workplace Inspection Procedure. This Checklist must reflect all specific hazards or working conditions associated with the particular area within the School. The Check Points must be identified based on the Register of Activities and Hazard Identification Table maintained in each area. The Area OHS Supervisors are responsible for compiling the Area Specific Inspection Checklist and keeping it up to date. If space is insufficient, add extra pages. This Checklist must be completed at the same time as the General Inspection Checklist, no later than the first week of February, May, August and November each year.

- Rate each of the Inspected Item on a scale of 1 to 10, N/A or Yes/No. Poor – 1-2; Mediocre – 3-4; Good – 5-7; Excellent – 8-10. Make comments where appropriate.
- Report any check points scored “poor” or “No” to the Chairman of OHS Committee immediately so that the appropriate actions shall be taken.
- File a record of the Quarterly Workplace Inspection locally. You will be required to produce a documented record of regular inspections to the OHS Committee members during the Annual Workplace Inspection.

**AREA SPECIFIC INSPECTION CHECKLIST**

<b>Date:</b>		<b>Time:</b>
<b>Area:</b>		<b>Area OHS Supervisor:</b>
<b>Inspected Item</b>	<b>Rating</b> • 1-10 • N/A • Yes/No	<b>Comments</b>

