

**UNSW SCHOOL OF PHYSICS OHS MANAGEMENT SYSTEM**

<b>Name:</b>	<b>General 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 12</b> 21 September 2006

This document is a part of the School of Physics' Workplace Inspection Procedure. This Checklist reflects the general inspection and monitoring requirements applied to each area within the School. It must be completed by the Area OHS Supervisor or an appropriately trained person no later than the first week of February, May, August and November each year. This Checklist should assist the Area OHS Supervisors in conducting the Quarterly Workplace Inspection in their area.

- 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.

**GENERAL 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>
<b>Floors</b>		
Is the surface even without holes?		
Is the floor clean?		
Is the floor slip resistant?		

Inspected Item	<b>Rating</b> <ul style="list-style-type: none"> <li>• 1-20</li> <li>• N/A</li> <li>• Yes/No</li> </ul>	Comments
Is stock material out of way?		
Are floor openings covered or protected when not in use?		
<b>Doorways and aisles</b>		
Is the space clear of cases, material and rubbish?		
Is the space clear of trolleys, etc?		
Is the space clear of electrical leads?		
<b>Machines/equipment</b>		
Is there an adequate work space?		
Have you paid a special attention to areas around machines?		
Is the area around equipment clean?		
Is the area adequately guarded?		
Is the noise level satisfactory?		

Inspected Item	<b>Rating</b> <ul style="list-style-type: none"> <li>• 1-10</li> <li>• N/A</li> <li>• Yes/No</li> </ul>	Comments
<b>Work Benches</b>		
Are work benches clear of rubbish, tidy and uncluttered?		
Are unused tools put away?		
<b>Windows</b>		
Are windows clean, admitting plenty of daylight?		
Are the panes intact?		
Are the ledges free of dust, tins or rubbish?		
<b>Stairs and Landings</b>		
Are stairs and landings clean, free of oil and grease?		
Are handrails in good repair?		
Are landings clear of crates and other obstructions?		
<b>Ladders and Steps</b>		
Are the ladders stored in their proper place?		
Do steps have rubber safety feet where possible?		

Inspected Item	<b>Rating</b> <ul style="list-style-type: none"> <li>• 1-10</li> <li>• N/A</li> <li>• Yes/No</li> </ul>	Comments
Are the ladders and steps in good condition?		
<b>Storage</b>		
Is storage adequate and convenient?		
Is the storage located away from traffic areas?		
Are materials stored in racks and bins wherever possible?		
Are shelves stable with good foundations?		
Are the floors around storage cabinets, cupboards and shelves clear of rubbish?		
<b>Electrical</b>		
Is unused gear properly stowed?		
Is portable electrical equipment tested and tagged?		
Are plugs, sockets and switches intact?		
Are portable power tools in good condition?		

Inspected Item	<b>Rating</b> <ul style="list-style-type: none"> <li>• 1-10</li> <li>• N/A</li> <li>• Yes/No</li> </ul>	Comments
Are all leads defect free?		
Are leads away from traffic or access ways?		
Are electrical cords tagged and maintained?		
<b>Rubbish</b>		
Is the waste properly sorted into paper, chemical, hazardous, biological etc?		
Are bins located at suitable points?		
Are bins emptied regularly?		
Do you have oily rags and combustible refuse in covered metal containers?		
<b>Hygiene</b>		
Are eating areas clean and tidy?		
Are there adequate washing facilities with soap and towels; provision for regular cleaning?		
<b>First Aid</b>		
Is there First Aid cabinet with contents clean and orderly?		

Inspected Item	<b>Rating</b> <ul style="list-style-type: none"> <li>• 1-10</li> <li>• N/A</li> <li>• Yes/No</li> </ul>	Comments
Have any used materials been replaced?		
Are emergency numbers displayed on the cabinet?		
<b>General Lighting</b>		
Is there good natural lighting?		
Is there adequate artificial lighting?		
Are light fittings clean and in good repair?		
Is the lighting steady?		
Is the room colour suitable to provide light reflection from walls and ceilings?		
Are the rooms free from direct or reflected glare?		
<b>Indoor Climate</b>		
Is air temperature suitable?		
Is the protective clothing appropriate to heat load as well as safety considerations?		

Inspected Item	<b>Rating</b> <ul style="list-style-type: none"> <li>• 1-10</li> <li>• N/A</li> <li>• Yes/No</li> </ul>	Comments
Are there protective shields for heat sources?		
<b>Noise/Vibration</b>		
Is hearing protection available and worn appropriately?		
Is noisy machinery labelled with signs indicating requirement for hearing protection?		
Is the noise level below interference with alarm signals or other communication?		
Are shock absorbers in place to avoid unnecessary vibration?		
<b>Chemicals</b>		
Are all chemicals stored appropriately?		
Are all containers of hazardous substances adequately labelled?		
Have MSDSs been obtained for all chemicals and hazardous materials?		
Does the workplace have chemical inventory?		
Has an assessment of the risks of exposure to hazardous substances been carried out?		

<b>Inspected Item</b>	<b>Rating</b> • 1-10 • N/A • Yes/No	<b>Comments</b>
Have recommended control measures been put in place?		
Are there written Standard Operating Procedures for activities involving hazardous substances?		
Has air monitoring been scheduled and a competent person appointed to do it?		
Has a training program for people using hazardous substances been established?		
Have appropriate people been trained on hazardous substances?		
Have all the confined spaces on the site been identified and work procedures written down including 'permit to enter'?		
Have all necessary health checks been scheduled?		
Are dangerous goods stored in compliance with the Dangerous Goods Regulations?		
Have spill control procedures been established and documented?		
Are waste hazardous substances disposed of appropriately?		
Are there written procedures for disposing of hazardous substances?		

Inspected Item	<b>Rating</b> <ul style="list-style-type: none"> <li>• 1-10</li> <li>• N/A</li> <li>• Yes/No</li> </ul>	Comments
<b>General</b>		
Is housekeeping good throughout?		
Are there areas requiring clean-up or removal?		
Have the specific needs for testing, monitoring and inspecting been identified?		
Has the specific checklist been developed and updated?		
<b>Smoking</b>		
Do all employees understand smoking regulations?		
<b>Fire and emergency evacuation</b>		
Do fire sprinklers have at least 500mm of clear space beneath them?		
Are fire extinguishers in place?		
Are Exit doors easily opened from inside?		
Are Exits clear of obstructions?		
Do you have emergency lighting?		

Is your exit light illuminated?		
<b>Inspected Item</b>	<b>Rating</b> <ul style="list-style-type: none"> <li>• 1-10</li> <li>• N/A</li> <li>• Yes/No</li> </ul>	<b>Comments</b>
Is there a person trained to take responsibility in an emergency?		
Are the area specific instructions followed during emergency drills?		
<b>Manual Handling</b>		
Is manual handling performed infrequently or only for short time periods?		
Are loads moved or carried only over short distances?		
Is the load easy to handle without any awkwardness?		
Are awkward postures assumed infrequently or only for short periods?		
Is reaching above the shoulder infrequent and avoided?		
Is bending due to extended reach forward infrequent and avoided?		
Is twisting of the back infrequent or only for short periods?		

