|  |  |  |  |
| --- | --- | --- | --- |
| College / Portfolio: |  | School / Work Unit: |  |
| **Location(s) Inspected:** |  | **Date of Inspection:** |  |
| **Inspection Team:** |
| **Name:** |  | **E number:** |  | **Name:** |  | **E number:** |  |
| **Name:** |  | **E number:** |  | **Name:** |  | **E number:** |  |

***Add more rows as required***

| # | Elements | Answer | Comment / Hazard / Action | Person Responsible | Due Date | Date Completed |
| --- | --- | --- | --- | --- | --- | --- |
| **1.0** | **Housekeeping** |
| **1.1** | Are all walkways / aisles clear of obstructions? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **1.2** | Is there adequate storage in work area? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.0** | **Environmental** |
| **2.1** | Is the lighting at a suitable level for the work being performed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.2** | Is the temperature at a comfortable level? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.3** | Is the noise below the acceptable RMIT standard?(85db over 8hrs and 140db peak) | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.4** | Are the floors in good condition? (e.g. carpet, edging tiles, spills cleaned) | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.0** | **Chemicals** |
| **3.1** | Are all chemicals labelled as per GHS guidelines? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.2** | Are chemicals stored in accordance with RMIT processes? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.3** | Are chemicals stored in suitable and appropriate storage cupboards for the DG Class & which meet the Australian Standard? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.4** | Are there separate storage cupboards for specific DG Classes of chemicals stored? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.5** | Is there physical segregation for incompatible chemicals of the same DG class (e.g. acids and alkalis) | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.6** | Are Safety Data Sheets (SDSs) available and current for all chemicals? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.7** | Are designated storage areas signed appropriately? (e.g. Pictograms) | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.8** | Are spill kits suitable, available, stocked and appropriately signed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.9** | Have chemicals been risk assessed where required? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **4.0** | **Manual Handling** |
| **4.1** | Are there any manual tasks that people find physically difficult to do? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **4.2** | Have manual handling risk assessments been conducted for all manual handling tasks/ activities undertaken within the area? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **4.3** | Is there manual handling equipment available suitable for the manual handling tasks in the area? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.0** | **Mechanical (plant and equipment)** |
| **5.1** | Has all plant & equipment been maintained and in good condition? (check logbooks) | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.2** | Are emergency stops in place where required and appropriately signed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.3** | Are guards in place on the plant and equipment where required? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.4** | Have risk assessments been conducted on all plant & equipment? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.5** | Are isolation tags, locks and associated isolation equipment available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.6** | Are plant and equipment fitted with isolation capable controls? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.7** | Is there an isolation SOP for each plant and equipment in the area? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.8** | Have staff / students / third parties been trained in the isolation SOPs and records of training kept? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.9** | Are all staff and students trained to use the plant / equipment and records of training kept? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.10** | Have safe work instructions been developed and readily available for staff and students? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.0** | **Electrical** |
| **6.1** | Is all portable electrical equipment tested and tagged? (including leads and power boards) | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.2** | Is the testing and tagging date current? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.3** | Is all electrical equipment maintained in good condition? (including power points, condition of extension cords etc.) | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.4** | Is there clear access to any electrical cupboards/ distribution boards? And are they locked? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.5** | Are double adaptors used? (double adaptors should NOT be used) | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.6** | RCD protection fitted in the work area. | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.0** | **Emergency** |
| **7.1** | Are all first aid kits stocked as per the label and contents are in date? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.2** | First aid kits are accessible and signed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.3** | Have all fire extinguishers been inspected and tagged in the last 6 months? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.4** | Are fire extinguishers appropriately signed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.5** | Are fire extinguisher types suitable for the plant, equipment and area? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.6** | Are fire extinguishers accessible? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.7** | Are all staff and students trained to use fire extinguishers and records of training kept? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.8** | Are all emergency exits clear of obstructions? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.9** | Are all emergency exits signs illuminated? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.10** | Are all emergency exits signs tested as required and logbooks available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.11** | Are all emergency lights tested as required and logbooks available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.12** | Are staff aware of emergency procedures and local first aiders/fire wardens? (sample staff members) | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.13** | Names and contacts of first aiders/fire wardens are displayed and current? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **8.0** | **Personal Protective Equipment (PPE)** |
| **8.1** | Is suitable PPE available? (e.g. noise protection) | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **8.2** | Is there appropriate signage indicating PPE requirements? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **8.3** | Is there adequate storage available for all PPE? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **8.4** | Is PPE maintained in good condition? (check records) | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **8.5** | Are people trained in the use of PPE and records kept? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **9.0** | **Other** |
| **9.1** |  | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |