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**Work Health and Safety Assessment**

**for the community environmental group’s office**

**Template 002**

**VERSION** 3-Q1 1.3.2016

|  |  |  |
| --- | --- | --- |
| Area inspected | Date of inspection | Time of inspection |
| Person inspecting (1) | (2) | (3) |

**Instructions**

1. Physically inspect your workplace using the checklist below. For any hazards not listed, add them to the blank section at the bottom of the checklist. Where a hazard exists, tick the NO box.
2. For those areas marked NO, use the risk assessment matrix on page 3 to determine the risk score.
3. Once the risk score is calculated, use the legend at the end of the matrix to determine what further action is required.
4. For hazards which require further action, identify and document corrective actions that will eliminate or minimise the risk of the hazard (including the allocation of the responsibility for implementing the corrective action and the timeframe for completion).
5. Once corrective actions have been fully implemented, the workplace inspection can be signed off and then distributed to the relevant parties.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General Work Environment** | **Yes** | **No** | **N/A** | **Risk Score** | **Comments / Actions Required** |
| Ambient temperature is comfortable |[ ] [ ] [ ]   |  |
| Lighting is adequate and lights in good working order (including stairways, amenities, etc) |[ ] [ ] [ ]   |  |
| There is adequate ventilation (area is not too stuffy; no uncomfortable draft) |[ ] [ ] [ ]   |  |
| Noise levels are not excessive |[ ] [ ] [ ]   |  |
| Stairs are in good condition and anti-slip tread on steps |[ ] [ ] [ ]   |  |
| Electrical cords are adequately bundled and stored so as to prevent tripping, and are in good repair |[ ] [ ] [ ]   |  |
| Electrical power points are in good repair and not overloaded |[ ] [ ] [ ]   |  |
| There is adequate storage space to prevent clutter around the workplace |[ ] [ ] [ ]   |  |
| Walkways, hallways and stairs are kept tidy and free from obstructions |[ ] [ ] [ ]   |  |
| Area underneath workspaces / desks is kept free from objects and clutter so as to allow unrestricted movement around the workspace |[ ] [ ] [ ]   |  |
| Filing cabinets and shelves are secure and not likely to tip over |[ ] [ ] [ ]   |  |
| Work areas uncluttered and free of rubbish |[ ] [ ] [ ]   |  |
| There are adequate provisions for waste disposal |[ ] [ ] [ ]   |  |
| Storage designed to minimise manual handling problems (heavy items and frequently used items located between knee and shoulder height |[ ] [ ] [ ]   |  |
| **General Work Environment** | **Yes** | **No** | **N/A** | **Risk Score** | **Comments / Actions Required** |
| Loud photocopiers and printers area reasonable distance away from workers |[ ] [ ] [ ]   |  |
| Photocopier and print cartridges properly disposed (or recycled where possible) |[ ] [ ] [ ]   |  |
| **Work Station** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
| Ergonomic chairs with adjustable height, back tilt and lumbar support are provided for workstations |[ ] [ ] [ ]   |  |
| Desktop space is sufficient |[ ] [ ] [ ]   |  |
| Desktop set up allows the user to sit directly in front of the computer monitor without twisting or bending |[ ] [ ] [ ]   |  |
| Frequently used items are located within easy reaching distance |[ ] [ ] [ ]   |  |
| Computer monitors are positioned away from direct glare (of sunlight, reflections, etc) |[ ] [ ] [ ]   |  |
| Computer screens are clear, legible and stable (ie, do not flicker) |[ ] [ ] [ ]   |  |
| Laptop docking stations and / or external keyboard, mouse and monitors are provided for laptop users |[ ] [ ] [ ]   |  |
| Telephone headsets are provided for frequent telephone users |[ ] [ ] [ ]   |  |
| **First Aid and Amenities** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
| Appropriate First Aid kit(s) available and easily locatable for staff |[ ] [ ] [ ]   |  |
| First aid supplies and injuries are monitored |[ ] [ ] [ ]   |  |
| Emergency telephone numbers and names of first aiders displayed |[ ] [ ] [ ]   |  |
| Trained first aider available at all times |[ ] [ ] [ ]   |  |
| Hygienic, clean and tidy bathrooms |[ ] [ ] [ ]   |  |
| Hygienic, clean and tidy kitchen |[ ] [ ] [ ]   |  |
| Fridge and cooking appliances are clean, hygienic and tidy |[ ] [ ] [ ]   |  |
| Adequate supply of drinking water |[ ] [ ] [ ]   |  |
| **Storage** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
| Items stored correctly and neatly when not in use |[ ] [ ] [ ]   |  |
| All containers correctly labelled |[ ] [ ] [ ]   |  |
| Storage clear of lights and sprinklers |[ ] [ ] [ ]   |  |
| **Fire and Emergency** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
| Extinguishers in place, clearly marked and serviced within the last 6 months |[ ] [ ] [ ]   |  |
| Adequate direction notices for fire exits and exit signs are clearly visible |[ ] [ ] [ ]   |  |
| Exit doors operating correctly |[ ] [ ] [ ]   |  |
| Exits and emergency equipment clear of obstructions |[ ] [ ] [ ]   |  |
| Emergency procedures displayed (including a diagram displaying the location of emergency exits, escape routes and assembly areas) |[ ] [ ] [ ]   |  |
| **Other identified hazards** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
| Click here to enter text. |[ ] [ ] [ ]   |  |
| Click here to enter text. |[ ] [ ] [ ]   |  |
| Click here to enter text. |[ ] [ ] [ ]   |  |
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**Risk Assessment Matrix**

**Risk Score = Consequence x Likelihood**

|  |  |
| --- | --- |
| **LIKELIHOOD** | **CONSEQUENCE** |
| **MAJOR (A)**Permanent injury or fatality, high financial loss, significant property or equipment damage long term environmental harm | **MODERATE (B)**Lost time injury or restricted capacity for work injury, medium financial loss, medium property or equipment damage, short term environmental harm | **MINOR (C)**First aid or medical treatment only injury, low financial loss, minimal property or equipment damage, no environmental harm |
| **LIKELY (1)**Could occur frequently | High Risk | High Risk | Medium Risk |
| **MODERATE (2**) Could occur occasionally | High Risk | Medium Risk | Low Risk |
| **UNLIKELY (3)**Could occur at some time | Medium Risk | Low Risk | Low Risk |

**Legend:**

**Low risk:** Acceptable risk and no further action required as long as risk has been minimised as much as possible

**Medium risk:** Further action required to minimise risk

**High risk:** Unacceptable risk and further URGENT attention required to minimise risk

**Recommended Corrective Actions for Identified Hazards**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hazard identified | Corrective Action Required | Risk Rating  | Management Approval | Person Responsible | Target Completion Date | Date Completed |
|  |  |  |[ ]   |  |  |
|  |  |  |[ ]   |  |  |
|  |  |  |[ ]   |  |  |

**Workplace Inspection Closed**

A workplace inspection can only be closed once the corrective actions have been implemented and monitored.

|  |  |
| --- | --- |
| Name:  | Position:  |
| Signature: | Date:  |

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of QWALC or the user’s independent advisor.

 

*Landcare in a Box:* an initiative of the National Landcare Network resourced by Landcare NSW and funded originally by NSW DPI.