

Last update: 25 June 2016

FACULTY / OTHER AREA (FOA) INFORMATION

Date: 3/9/2020

Building: PK Plumbing Office	Location: 15 Carrington Street Darlington Point 2706
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INSPECTED BY:

Supervisor: (name and signature)	OHS Management Rep: (name and signature)	Employee HSR: (name and signature)
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Advise HWS Plan coordinator when inspection has been completed

ELEMENT	Y/N/NA	COMMENTS / HAZARDS
Y = Up to standard (adequate), N = Below standard (action required), NA = Not Applicable		
1 LAYOUT		
1.1 Area is tidy and well kept		
1.2 Adequate storage area provided		
1.3 Floor is free of obstructions and not-slippery		
1.4 Floor coverings in good condition		
1.5 Floors are even: maximum vertical lip less than 5 mm		
1.6 Aisles are sufficiently wide and clear for traffic		
1.7 Stairs in good condition with non-slip surface/edge		
1.8 Handrails in place and in good condition		
1.9 Outdoor paths are reasonably even: footpath lip exceeding 10 mm should be marked or actioned		
Actions: (include person responsible and target completion date)		
2 ENVIRONMENT		
2.1 Temperature is comfortable		
2.2 Lighting is adequate		
2.3 Lighting covers and fittings are secure		
2.4 Area is free from odours		
2.5 Noise level is acceptable/adequately controlled		
2.6 Ventilation is adequate		
Actions: (include person responsible and target completion date)		
3 EMERGENCY PROCEDURES		

ELEMENT	Y/N/NA	COMMENTS / HAZARDS
Y = Up to standard (adequate), N = Below standard (action required), NA = Not Applicable		
3.1 Written procedures posted		
3.2 Extinguisher of appropriate type easily accessible		
3.3 Tag on extinguisher has been checked in the last 6 months		
3.4 Visitor Emergency Guides are available (where required)		
3.5 Alarm can be heard in the area (if applicable)		
3.6 Escape routes are clear		
3.7 Emergency and hazard signage is clearly visible		
3.8 Evacuation drills carried out		
Actions: (include person responsible and target completion date)		
4 FIRST AID FACILITIES		
4.1 Kits accessible within 5 minutes		
4.2 Kits are stocked and contents are in-date		
4.3 Names and contacts of first aiders displayed		
Actions: (include person responsible and target completion date)		
5 GENERAL FACILITIES		
5.1 Washing facilities are clean and functional		
5.2 Lockers or equivalent available for staff		
5.3 Toilets and showers are clean and maintained		
5.4 Ready access to cool drinking water		
5.5 HWS posters and information are displayed (including information on Employee Assistance - EAP)		
Actions: (include person responsible and target completion date)		
6 MANUAL HANDLING		
6.1 Frequently used items are within easy access between knee and shoulder		
6.2 Heavy items stored at waist height		
6.3 Stepladders or safe steps are available to access items stored on high shelves		
6.4 Trolleys are available for heavy items and loads		
6.5 Stored items adequately secured and stable		

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Actions: (include person responsible and target completion date)		
7 ENVIRONMENTAL ISSUES		
7.1 Recycling posters and information displayed		
7.2 Paper, Toner and Commingle recycling bins are provided		
7.3 Notice to encourage double sided photocopying and printing is displayed		
Actions: (include person responsible and target completion date)		
8 ELECTRICAL SAFETY		
8.1 Portable equipment has current test tags		
8.2 Power leads in good condition		
8.3 Power leads are off the floor or placed away from walkways		
8.4 Power boards used (not double adaptors)		
8.5 Faulty equipment is tagged out		
Actions: (include person responsible and target completion date)		
10 CHEMICAL ASPECTS		
10.1 SDS available for any hazardous chemicals		
10.2 Containers are labelled with chemical name and Class diamonds		
10.3 Chemicals are stored appropriately		
Actions: (include person responsible and target completion date)		
11 EQUIPMENT		
11.1 Area around equipment are clean		
11.2 Access to equipment is clear		
11.3 Chairs and other furniture are in good condition and fit for purpose		
11.4 Plant and equipment maintained and in good condition		
11.5 No sharp edges protruding into aisles or walkways		

ELEMENT	Y/N/NA	COMMENTS / HAZARDS
Y = Up to standard (adequate), N = Below standard (action required), NA = Not Applicable		
11.6 Frequently used photocopiers and printers kept in well ventilated areas		
Actions: (include person responsible and target completion date)		
12 KITCHEN AND EATING AREAS		
12.1 Fridge clean and operational		
12.2 Microwave position at suitable height, clean and operational?		
12.3 Oven/stove clean and operational?		
12.4 Other equipment maintained and clean		
12.5 Area is free from pests or evidence thereof?		
12.6 Eating areas clean, hygienic and adequately serviced		
Actions: (include person responsible and target completion date)		

Other Comments:

General Recommendations: