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# Workplace Health and Safety Audit for the Hunter Region Landcare Network Office

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lighting is adequate and lights in good working order (including stairways, amenities etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
There is adequate ventilation (area is not too stuffy; no uncomfortable draft)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Noise levels are not excessive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Stairs are in good condition and anti-slip tread on steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical cords are adequately bundled and stored so as to prevent tripping, and are in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical power points are in good repair and not overloaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
There is adequate storage space to prevent clutter around the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Walkways, hallways and stairs are kept tidy and free from obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Area underneath workspaces / desks is kept free from objects and clutter so as to allow unrestricted movement around the workspace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Filing cabinets and shelves are secure and not likely to tip over	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Work areas uncluttered and free of rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
There are adequate provisions for waste disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storage designed to minimise manual handling problems (heavy items and frequently used items located between knee and shoulder height)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Loud photocopiers and printers area reasonable distance away from workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Photocopier and print cartridges properly disposed (or recycled where possible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Work Station</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Risk Score</b>	<b>Comments / Actions required</b>
Ergonomic chairs with adjustable height, back tilt and lumbar support are provided for workstations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Desktop space is sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Desktop set up allows the user to sit directly in front of the computer monitor without twisting or bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Frequently used items are located within easy reaching distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Computer monitors are positioned away from direct glare (of sunlight, reflections, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Computer screens are clear, legible and stable (ie, do not flicker)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Laptop docking stations and / or external keyboard, mouse and monitors are provided for laptop users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Telephone headsets are provided for frequent telephone users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>First Aid and Amenities</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Risk Score</b>	<b>Comments / Actions required</b>
Appropriate First Aid kit(s) available and easily locatable for staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
First aid supplies and injuries are monitored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency telephone numbers and names of first aiders displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Trained first aider available at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hygienic, clean and tidy bathrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hygienic, clean and tidy kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fridge and cooking appliances are clean, hygienic and tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate supply of drinking water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Storage</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Risk Score</b>	<b>Comments / Actions required</b>
Items stored correctly and neatly when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All containers correctly labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storage clear of lights and sprinklers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Fire and Emergency</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Risk Score</b>	<b>Comments / Actions required</b>
Extinguishers in place, clearly marked and serviced within the last 6 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate direction notices for fire exits and exit signs are clearly visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exit doors operating correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exits and emergency equipment clear of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency procedures displayed (including a diagram displaying the location of emergency exits, escape routes and assembly areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Other identified hazards</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Risk Score</b>	<b>Comments / Actions required</b>
Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## 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
<b>LIKELY (1)</b> Could occur frequently	High Risk	High Risk	Medium Risk
<b>MODERATE (2)</b> Could occur occasionally	High Risk	Medium Risk	Low Risk
<b>UNLIKELY (3)</b> 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
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

## 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 February 2015. 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 Landcare NSW or the user's independent advisor.

Landcare in a Box: an initiative of the National Landcare Network, resourced by the NSW Landcare Support Program and funded by NSW DPI.



Department of Primary Industries

