

## Workplace Inspection Checklist and Action Plan

This form is to be used when undertaking the quarterly workplace inspections.

### Instructions on completing form:

1. Answer each checklist question with 'yes' or 'no'. Each 'no' requires a risk rating, derived using the matrix on the page below. Further explanation should be input in the 'comment' section.
2. When the inspection is complete, enter the 'yes/no' answers onto this form and also complete the scoring and the action list.
3. Score each section, with all 'yes' responses allocated a score of '1' and all 'no' responses allocated a score of '0'. The sections are totaled at the end of the checklist and are to be shown as a percentage.
4. Add all 'no' responses to the 'Action List' (page 7 of this form) and indicate an appropriate action.
5. After completing the action, note if the hazard / issue has now been resolved in the 'hazard resolved?' column.

### Instructions for saving your completed form:

6. Select 'File' and then 'Print'
7. Using the drop-down menu next to the printer name, select 'Adobe PDF' as your 'Printer'
8. Change the orientation to 'Landscape'
9. Select 'Print'
10. Save the form as a PDF File in your chosen location.

### Final Step:

11. Email the completed PDF file to JLT ([mops.safety@jlta.com.au](mailto:mops.safety@jlta.com.au)), who will enter the data into a central risk register. Copy your employing Senator or Member into this email to ensure that they are aware of any identified issues or hazards

# Workplace Inspection Checklist

## Risk Matrix

### Likelihood

- Almost certain - Event expected to occur most times during normal operations (e.g. once a year or more frequent)
- Likely - Will probably occur at some stage based on evidence of previous incidents (e.g. once every three years)
- Possible - Not generally expected to occur but may occur under specific circumstances (e.g. once every ten years)
- Unlikely - Conceivable but not likely to occur under normal operations; no evidence of previous events (e.g. once every 30 years)
- Very unlikely - Only ever occurs under exceptional circumstances (e.g. once every 100 years)

### Consequences

- Negligible - No injury
- Minor - First aid or minor medical treatment only; No loss of time
- Moderate - Significant injury involving medical treatment or hospitalization and loss of time
- Major - Extreme injury; serious long term illness
- Catastrophic - Fatality; permanent disability or disease

		Consequence				
		Negligible	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	11 Medium	16 High	20 High	23 Extreme	25 Extreme
	Likely	7 Medium	12 Medium	17 High	21 High	24 Extreme
	Possible	4 Low	8 Medium	13 Medium	18 High	22 High
	Unlikely	2 Low	5 Low	9 Medium	14 Medium	19 High
	Very Unlikely	1 Low	3 Low	6 Low	10 Medium	15 Medium

<b>Name of WHS Site Officer:</b>	
<b>Name of Emergency Officer:</b>	
<b>Name of Deputy Emergency Officer:</b>	
<b>Name of First Aid Officer:</b>	
<b><i>*If any of the above roles are vacant, please arrange for form 144 <a href="#">'WHS Roles Nomination'</a> to be completed for that role and sent to <a href="mailto:MOPSWHS@finance.gov.au">MOPSWHS@finance.gov.au</a></i></b>	
<b>Employer:</b>	
<b>Date:</b>	
<b>Location address of work area inspected:</b>	
<b>Date of next inspection (please tick):</b>	<input type="checkbox"/> Q1 (Due by 31 <sup>st</sup> March); <input type="checkbox"/> Q2 (Due by 30 June); <input type="checkbox"/> Q3 (Due by 30 September); <input type="checkbox"/> Q4 (Due by 31st December)

No.	Checklist Question	Yes/No	Risk Rating (L, M, H, E)	If 'no' selected - Hazard Resolved?	Comment
<b>1.0</b>	<b>Fire and Emergency</b>				
1.1	Are all access and exit points readily accessible (clear paths of egress and no locks restricting them)?				
1.2	Are emergency exit points clearly marked and in the location shown on the evacuation diagram for the workplace?				
1.3	Are emergency procedures available for all employees to access?				
1.4	Where installed, is fire safety equipment e.g.: fire extinguisher/blanket accessible and in their designated location?				
1.5	Are illuminated directional exit lights operational, and positioned to lead occupants to their nearest exit from any area of the office?				
1.6	Where installed, have fire extinguishers been inspected within the last six months?				
1.7	Is there a designated Emergency Officer and Deputy Emergency Officer for the workplace (excluding offices in Parliament House)?				
1.8	Has the Emergency Officer and Deputy Emergency Officer received training in the past 6 months (face-to-face or online)?				
1.9	Has the emergency evacuation plan been tested within the last 12 months?				
1.10	Where installed, can the alarm be heard in all areas?				
1.11	Has a Personal Emergency Evacuation Plan been completed for all staff with special needs (e.g. pregnancy, mobility, visual or hearing impairments) and is it up to date?				
	<b>Section Score (Count the 'Yes' answers):</b>	<b>/ 11</b>			<b>Other Comments</b>

No.	Checklist Question	Yes/No	Risk Rating (L, M, H, E)	If 'no' selected - Hazard Resolved?	Comment
	<b>Section Percentage:</b>	%			
<b>2.0</b>	<b>First Aid</b>				
2.1	Are the names and locations of the First Aid officer clearly displayed and in date, excluding offices in Parliament House?				
2.2	Are employees aware of how to report an incident through JLT?				
2.3	Is the First Aid kit accessible in an uncluttered location and a sign installed to display its location?				
2.4	Is the First Aid kit stocked as per the items listed in the 'First Aid and Supply List' and are all items in date?				
	<b>Section Score (Count the 'Yes' answers):</b>	<b>/4</b>			<b>Other Comments</b>
	<b>Section Percentage:</b>	%			
<b>3.0</b>	<b>Housekeeping and Layout</b>				
3.1	Is the work area tidy, organised and free of trip hazards?				
3.2	Are all points of entry, exit and walkways free of obstructions?				
3.3	Are floor surfaces, including stairs, clean and in good condition?				
3.4	Are all handrails secure?				
3.5	Are drawers and filing cabinets closed when not in use?				
3.6	Is the work area free of unsecured sharp edges or surfaces that could cause injury in the course of routine workplace activity?				
3.7	Is there an adequate system in place for regular waste disposal?				
3.8	Are cleaning agents labelled and stored safely?				

No.	Checklist Question	Yes/No	Risk Rating (L, M, H, E)	If 'no' selected - Hazard Resolved?	Comment
3.6	Are items stored safely and securely, to ensure they are not at risk of falling, creating a trip hazard or manual handling injury?				
	<b>Section Score (Count the 'Yes' answers):</b>	<b>/ 6</b>			<b>Other Comments</b>
	<b>Section Percentage:</b>	%			
<b>4.0</b>	<b>General Environment</b>	<b>Yes/No</b>	<b>Risk Rating</b>		
4.1	Are the lights installed in the work area all operating?				
4.2	Can natural light be controlled with blinds or other means?				
4.3	Are all ventilation systems installed in the work area operational?				
4.4	Is the area around photocopiers and printers ventilated?				
4.5	Where installed, are the office air-conditioning and/or heating systems operational?				
4.6	Is the working environment free of distracting or loud noise				
4.7	Is the workplace free of any leaks, wet spots, dampness, or odours from plumbing or weather events?				
	<b>Section Score (Count the 'Yes' answers):</b>	<b>/ 7</b>			<b>Other Comments</b>
	<b>Section Percentage:</b>	%			
<b>5.0</b>	<b>Amenities</b>	<b>Yes/No</b>	<b>Risk Rating</b>		
5.1	Are toilet areas clean and stocked appropriately?				
5.2	Are water, soap and hand drying facilities available?				
5.3	Are kitchen areas kept clean?				
	<b>Section Score (Count the 'Yes' answers):</b>	<b>/ 3</b>			<b>Other Comments</b>
	<b>Section Percentage:</b>	%			
<b>6.0</b>	<b>Electrical</b>	<b>Yes/No</b>	<b>Risk Rating</b>		

No.	Checklist Question	Yes/No	Risk Rating (L, M, H, E)	If 'no' selected - Hazard Resolved?	Comment
6.1	Are all plugs, sockets, power boards and cords in working order (i.e. cords not frayed etc.) and secured to avoid trip hazards?				
6.2	Have all double adaptors and 'piggy back' plugs been removed?  <i>All double adaptors will be removed by Testing &amp; Tagging contractors during inspections.</i>				
6.3	Is the use of extension cords limited to temporary use only?				
6.4	If power boards are in use, do they have overloading protection?				
	<b>Section Score (Count the 'Yes' answers):</b>	<b>/ 4</b>			<b>Other Comments</b>
	<b>Section Percentage:</b>	<b>%</b>			
<b>7.0</b>	<b>Manual Handling</b>	<b>Yes/No</b>	<b>Risk Rating</b>		
7.1	Are items stored safely and securely, to ensure they are not at risk of falling, creating a trip hazard or manual handling injury? <ul style="list-style-type: none"> <li>- items stored security and not at risk of falling</li> <li>- heavy or bulky items stored at waist height or below</li> <li>- frequently used items stored between knee and shoulder</li> <li>- where possible, reduce the weight of heavy items (e.g. splitting a box of paper into separate reams)</li> </ul>				
7.2	Does the office have adequate storage facilities?				
7.3	Have all employees required to undertake tasks involving manual handling completed the online manual handling training on Skytrust?				
	<b>Section Score (Count the 'Yes' answers):</b>	<b>/3</b>			<b>Other Comments</b>

No.	Checklist Question	Yes/No	Risk Rating (L, M, H, E)	If 'no' selected - Hazard Resolved?	Comment
	<b>Section Percentage:</b>	%			
<b>8.0</b>	<b>Ergonomics</b>	<b>Yes/No</b>	<b>Risk Rating</b>		
8.1	Is the work space both on and under the desk free from clutter?				
8.2	Have employees been made aware of how to set up their work station via the <a href="#">Workstation Setup and Ergonomic Assessment</a> module Skytrust?				
8.3	Has everyone in the office been advised they can complete an online ergonomic assessment via Skytrust, or how to arrange one in the office?				
8.4	Have employees been advised to take short, regular postural breaks from repetitive activities?				
	<b>Section Score (Count the 'Yes' answers):</b>	<b>/ 4</b>			<b>Other Comments</b>
	<b>Section Percentage:</b>	%			
<b>9.0</b>	<b>Security</b>	<b>Yes/No</b>	<b>Risk Rating</b>		
9.1	Are employees aware of the process when locking up the office?				
9.2	Have any concerns raised by employees about office security been reported to the appropriate contact?				
9.3	Where installed, have operating and testing procedures been provided for duress alarms?				
9.4	Where installed, have all duress alarms been tested (in accordance with the procedures) to ensure they are operational and have staff been trained on their use?				
9.5	Are all visitors or contractors asked to sign in/out when entering the office?				
	<b>Section Score (Count the 'Yes' answers):</b>	<b>/ 5</b>			<b>Other Comments</b>
	<b>Section Percentage:</b>	%			
<b>10.0</b>	<b>Psychosocial</b>				



No.	Checklist Question	Yes/No	Risk Rating (L, M, H, E)	If 'no' selected - Hazard Resolved?	Comment
10.1	Have all employees and volunteers been inducted into the workplace using the <a href="#">Induction Checklist</a> ?				
10.2	Do all employees have a clear understanding of the duties and expectations of their role?				
10.3	Have all employees completed the bullying and harassment training available on Skytrust?				
10.4	Do all employees know how to report workplace bullying, harassment or other inappropriate behaviour - either within the workplace or by constituents?				
10.5	Have all staff been advised of the availability of Employee Assistance Program (EAP) Services?				
	<b>Section Score (Count the 'Yes' answers):</b>	<b>/ 5</b>			<b>Other Comments</b>
	<b>Section Percentage:</b>	<b>%</b>			
		<b>Total score:</b> <b>/ 57</b>			
		<b>Percentage:</b> <b>%</b>			
	<b>Final Comments</b>				

## Workplace Inspection Action Plan

Please note that an action is required for each 'no' answer on the workplace inspection checklist.

WHS Site officers must either attempt to resolve the matter locally or advise the relevant contact – either JLT, JLL or their M&PS State Office, for the specific action required – please see the column *First Contact for Action* below to determine the relevant contact.

Following each inspection, WHS site officers are asked to collate all action items for each contact before referring action items arising out of this inspection.

Please ensure a copy of the completed checklist is provided to your employing Parliamentarian.

Contact	Email	Phone
JLT	<a href="mailto:Mops.safety@jlta.com.au">Mops.safety@jlta.com.au</a>	1300 418 288
JLL	<a href="mailto:Mapspropertyhelpdesk@fived.com.au">Mapspropertyhelpdesk@fived.com.au</a>	1300 652 114
M&PS Australian Capital Territory	<a href="mailto:M&amp;PS-ACT@finance.gov.au">M&amp;PS-ACT@finance.gov.au</a>	02 6277 6087
M&PS New South Wales	<a href="mailto:M&amp;PS-NSW@finance.gov.au">M&amp;PS-NSW@finance.gov.au</a>	02 8289 9900
M&PS Northern Territory	<a href="mailto:M&amp;PS-NT@finance.gov.au">M&amp;PS-NT@finance.gov.au</a>	08 8941 4133
M&PS Queensland	<a href="mailto:M&amp;PSQld@finance.gov.au">M&amp;PSQld@finance.gov.au</a>	07 3001 8900
M&PS South Australia	<a href="mailto:M&amp;PSSA@finance.gov.au">M&amp;PSSA@finance.gov.au</a>	08 8205 1000
M&PS Tasmania	<a href="mailto:M&amp;PS-Tas@finance.gov.au">M&amp;PS-Tas@finance.gov.au</a>	03 6231 0734
M&PS Victoria	<a href="mailto:M&amp;PS-Vic@finance.gov.au">M&amp;PS-Vic@finance.gov.au</a>	03 9660 6600
M&PS Western Australia	<a href="mailto:M&amp;PS-WA@finance.gov.au">M&amp;PS-WA@finance.gov.au</a>	08 9260 5000
Department of Parliamentary Services 2020 Service Desk (IT)		02 6277 2020

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<b>1.0 Fire and Emergency</b>					
<b>1.1</b> Are all access and exit points readily accessible (clear and no locks restricting them)?	WHS Site Officer to clear any obstructions that can be undertaken easily. Contact JLT for further information if required: <a href="mailto:Mops.safety@jlta.com.au">Mops.safety@jlta.com.au</a> Report any issues that cannot be resolved locally to the M&PS State Office	JLT		Ensure that access and exit points remain clear and accessible through spot checks and further inspections.	
<b>1.2</b> Are emergency exit points clearly marked and in the location shown on the evacuation diagram for the workplace?	Emergency Officer to arrange for temporary signage and notify JLL.	JLL		Emergency signage that matches the evacuation diagram for the workplace is present and in working order.	
<b>1.3</b> Are emergency procedures displayed for all employees to access?	Emergency Officer to ensure that: <ul style="list-style-type: none"> <li>the emergency management plan for the office (prepared by JLT) is accessible within the office.</li> <li>the emergency evacuation diagram for the office is: <ul style="list-style-type: none"> <li>affixed to a wall within the office</li> <li>matches the layout of the office</li> <li>is legible.</li> </ul> </li> </ul>	JLL		Emergency Management Plan and Emergency Evacuation Diagram are accessible to all persons within the office.	
<b>1.4</b> Are fire extinguishers (where installed) accessible and in their designated location?	Emergency Officer to address any local issues (i.e. relocating a fire extinguisher that has been moved from its designated location). Where the issue cannot be addressed locally, Emergency Officer to advise JLL.	JLL		Fire extinguishers must only be moved from their designated location to control a fire.	
<b>1.5</b> Are illuminated directional exit lights operational, and positioned to lead occupants to their nearest exit from any area of the office?	WHS Site Officer to advise JLL.	JLL		JLL to assess whether lighting is adequate to ensure safe exit in case of emergency.	
<b>1.6</b> Where installed, have fire extinguishers been inspected within the last six months?	Emergency Officer to advise JLL.	JLL		All fire extinguisher inspections up to date.	

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<b>1.7</b> Is there a designated Emergency Officer and Deputy Emergency Officer for the workplace (excluding offices in Parliament House)?	Where there is not a nominated Emergency Officer for the site, the WHS Site Officer should ask the Senator or Member, Office Manager or Chief of Staff to arrange the nomination of an Emergency Officer. If there is no Emergency Officer, any actions assigned to the Emergency Officer by this Action Plan should be performed by the WHS Site Officer.	WHS Site Officer		Each office must have an Emergency Officer and Deputy Emergency Officer nominated by the Senator or Member (excluding offices in Parliament House). Emergency Officers are trained by JLT.	
<b>1.8</b> Has the Emergency Officer and Deputy Emergency Officer received training in the past 6 months (face-to-face or online)?	Emergency Officer to advise employees where the Emergency Management Plan and Emergency Evacuation Diagram for the office are displayed and discuss the emergency procedures with them.	Emergency Officer (or WHS Site Officer where there is not a nominated Emergency Officer for the site).		All occupants of a workplace must be made aware of the emergency procedures for the workplace.	
<b>1.9</b> Has the emergency evacuation plan been tested within the last 12 months?	Testing of the emergency evacuation plan is conducted by JLT. The Emergency Officer should advise JLL if a trial evacuation has not been conducted during the last 12 months.	JLL		Completion of a trial evacuation.	
<b>1.10</b> Where installed, can the alarm be heard in all areas?	Emergency Officer to advise JLL. In some buildings, an audible alarm is not required by the Building Code of Australia. If an audible alarm is not installed in your building, there needs to be a system in place to alert all occupants of the building in the event of an emergency. If the Emergency Officer is not aware of an emergency notification system for your office, he or she should discuss the matter with JLL.	JLL		JLL and/or Finance will liaise with the building owner to confirm that a system is in place to ensure that your office is notified promptly in case of an emergency. The Emergency Officer and WHS Officer will be advised of the outcome.	
<b>1.11</b>	Has a Personal Emergency Evacuation Plan been completed for all staff with special needs (e.g. pregnancy, mobility, visual or hearing impairments) and is it up to date?	Emergency Officer		Emergency officer to work with individuals to create Personal Emergency Evacuation where required	

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<b>2.0 First Aid</b>					
<b>2.1</b> Are the names and locations of the First Aid officer clearly displayed and in date, excluding offices in Parliament House?	First Aid officer to clearly display the names and contact details of all employees holding a current first aid certificate. A template is available from JLT.  Where there is not a nominated First Aid Officer for the site, the WHS Site Officer should ask the Senator or Member, Office Manager or Chief of Staff to arrange the nomination of a First Aid Officer.  If there is no First Aid Officer, any actions assigned to the First Aid Officer by this Action Plan should be performed by the WHS Site Officer.	First Aid officer		Names of all employees holding a current first aid certificate within the office clearly displayed.	
<b>2.2</b> Are employees aware of how to report an incident or hazard through JLT?	WHS Site Officer to advise employees of the procedures set out in <a href="#">Reporting an Incident or Hazard</a> on the WHS pages of the M&PS website and discuss those procedures with them.	WHS Site Officer		All staff aware of how to report an incident or hazard through JLT.	
<b>2.3</b> Is the First Aid kit accessible in an uncluttered location and a sign installed to display its location?	First Aid officer to ensure First Aid kit remains accessible and visible to all workers within the office.	First Aid officer		First Aid kit is accessible and visible to all workers within the office.	
<b>2.4</b> Are the contents of the First Aid kit in date and stocked as per the 'First Aid and Supply List', located online in the documents section of Skytrust.	Review the 'First Aid and Supply List', located online in the documents section of Skytrust, and replace missing or out of date items.	First Aid officer		All items on the list of contents provided with the first aid kit are present and within their use-by-date.	
<b>3.0 Housekeeping and Layout</b>					
<b>3.1</b> Is the work area tidy, organised and free of trip hazards?	WHS Site Officer to remove trip hazards immediately and request that employees tidy their work area. The WHS Site Officer should remind staff routinely via regular staff meetings or email to keep the work area tidy and organised.	WHS Site Officer		Work area is tidy, organised and free of trip hazards.	

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<b>3.2</b> Are walkways uncluttered and free of obstruction?	WHS Site Officer to remove clutter/obstruction from walkway area immediately. WHS Site Officer to advise staff via regular staff meeting or email to keep walkways clear.	WHS Site Officer		Walkways are free of obstruction.	
<b>3.3</b> Are floor surfaces, including stairs, clean and in good condition?	If floor or stairs are slippery or dirty, WHS Site Officer to sign the area and clean up spill and/or arrange for the floor or stairs to be cleaned. Contact JLT for more information: <a href="mailto:mops.safety@jlta.com.au">mops.safety@jlta.com.au</a> to discuss a situation if required. If floor or stairs are not in good condition refer matter to JLL.	WHS Site Officer Cleaner through communicationsbook. JLT  JLL		Floor or stairs are cleaned. Particular situation is resolved. Floor or stairs are repaired or replaced.	
<b>3.4</b> Are handrails secure?	WHS Site Officer to advise JLL. Contact JLT if more information is required on which matters should be reported:	JLL		Handrails are secured and safe.	
<b>3.5</b> Are drawers and filing cabinets closed when not in use?	WHS Site Officer to: <ul style="list-style-type: none"> <li>close drawers and filing cabinets at time of inspection</li> <li>advise staff via regular staff meeting or email to always close drawers/filing cabinets when not in use.</li> </ul>	WHS Site Officer		Hazard eliminated as staff routinely close drawers and filing cabinets.	
<b>3.6</b> Is the work area free of unsecured sharp edges or surfaces that could cause injury in the course of routine workplace activity?	WHS Site Officer to attempt to resolve issue locally by safeguarding sharp areas or surfaces. If unable to resolve locally, contact JLL. Contact JLT if more information is required on which matters should be reported: <a href="mailto:mops.safety@jlta.com.au">mops.safety@jlta.com.au</a>	WHS Site Officer  JLL  JLT		JLL to arrange repair or elimination of sharp surfaces.	
<b>3.7</b> Is there an adequate system in place for regular waste disposal?	If unable to resolve locally, WHS Site Officer to <a href="#">report</a> matter to JLL.	JLL		JLL to co-ordinate with cleaning/waste disposal company.	

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<b>3.8</b> Are cleaning agents labelled and stored safely?	WHS Site Officer to label cleaning agents and store them as required. If unsure of labelling or storage requirements, contact <a href="mailto:mops.safety@jlta.com.au">mops.safety@jlta.com.au</a>	JLT		JLT to provide advice on appropriate storage and labelling as required.	
<b>3.9</b> Are items stored safely and securely, to ensure they are not at risk of falling, creating a trip hazard or manual handling injury?	WHS Site Officer to identify alternative means of storage locally; and archive/dispose of redundant material. If unable to resolve, contact JLT.	WHS Site Officer		This is a local matter for the office to manage, within the physical constraints of the office.	
<b>4 .0 General Environment</b>					
<b>4.1</b> Are the lights installed in the work area all operating?	WHS Site Officer to advise JLL of any lighting faults. Contact JLT for further information on which matters need to be reported: <a href="mailto:mops.safety@jlta.com.au">mops.safety@jlta.com.au</a>	JLL		JLL to arrange repair or replacement of faulty lighting.	
<b>4.2</b> Can natural light be controlled with blinds or other means?	WHS Site Officer to advise Advice and Support Director. Contact JLT for further information on which matters need to be reported: <a href="mailto:mops.safety@jlta.com.au">mops.safety@jlta.com.au</a>	Advice and Support Director JLT		This is a matter for the office to manage, in consultation with the Advice and Support Director, within the physical constraints of the office.	
<b>4.3</b> Are all ventilation systems installed in the work area operational?	WHS Site Officer to advise JLL. Contact JLT for further information on which matters need to be reported: <a href="mailto:mops.safety@jlta.com.au">mops.safety@jlta.com.au</a>	JLL		JLL will investigate ventilation/airflow situation and if required, will consult with the building owner and/or Finance regarding solutions.	
<b>4.4</b> Is the area around photocopiers and printers ventilated?	WHS Site Officer to assess situation locally and determine whether photocopier and/or printer can be relocated to a better ventilated area. Refer to <a href="mailto:mops.safety@jlta.com.au">mops.safety@jlta.com.au</a> to discuss a situation if required.	WHS Site Officer			
<b>4.5</b> Where installed, are the office air- conditioning and/or heating system operational?	WHS Site Officer to advise JLL	JLL		JLL to arrange repair or replacement	

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<b>4.6</b> Is the working environment free from distracting or loud noise?	WHS Site Officer to investigate source of noise and see if it can be eliminated or reduced locally. If not, refer to Advice and Support Director. Contact JLT for more information on which matters should be reported: <a href="mailto:mops.safety@jlta.com.au">mops.safety@jlta.com.au</a>	Advice and Support Director		Advice and Support Director to investigate noise situation and if deemed necessary following assessment, explore solutions.	
<b>4.7</b> Is the workplace free of any leaks, wet spots, dampness, or odours from plumbing or weather events?	WHS Site Officer to advise JLL	JLL		JLL to repair or arrange replacement	
<b>5.0 Amenities</b>					
<b>5.1</b> Are toilet areas clean and stocked appropriately?	WHS Site Officer to attempt to resolve locally using the process for communicating with their local cleaner. If unable to resolve locally, contact JLL.	JLL		JLL to review cleaning arrangements to ensure that toilet areas are clean and appropriately stocked. This may require the co-operation of the building owner where toilets are located in common areas.	
<b>5.2</b> Are water, soap and hand drying facilities available?	WHS Site Officer to review situation and attempt to resolve locally. If unable to resolve due to condition of facilities contact JLL.	WHS Site Officer		JLL to review cleaning arrangements to ensure that there is water, soap and hand drying facilities available.	
<b>5.3</b> Are kitchen areas kept clean?	WHS Site Officer to review situation and attempt to resolve locally by advising staff via regular staff meeting or email to maintain clean kitchen. If issue relates to cleaning contractors, WHS Site Officer to attempt to resolve locally using the process for communicating with their local cleaner. If unable to resolve due to condition of facilities contact JLL.	WHS Site Officer / JLL		JLL to review condition of kitchen facilities, where the hazard relates to matters other than usage.	



Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<b>6.0 Electrical</b>					
<p><b>6.1</b> Are all electrical items, including plugs, sockets, power boards and cords in working order (i.e. cords not frayed etc.) and secured to avoid trip hazards?</p>	<p>WHS Site Officer to:</p> <ul style="list-style-type: none"> <li>attempt to resolve trip hazards locally i.e. remove electrical cords from walkways or secure them (if possible)</li> <li>arrange replacement of powerboards and extension cords that are not in safe working order.</li> </ul> <p>Faulty equipment that has been provided by Finance (e.g. televisions, photocopiers, whitegoods) should be reported to the Advice and Support Director.</p> <p>Faulty IT equipment should be reported to DPS through the 2020 Service Desk on 02 62772020</p> <p>Other faulty electrical fixtures and equipment should be reported to JLL.</p> <p>If in doubt about where to report an electrical problem within the office, refer to <a href="#">Electorate Office</a> on the M&amp;PS website.</p> <p>Refer to <a href="mailto:mops.safety@jlta.com.au">mops.safety@jlta.com.au</a> to discuss a situation if required.</p>	JLL		JLL to arrange for review of electrical items with qualified contractor.	
<p><b>6.2</b> Have all double adaptors and 'piggy back' plugs been removed? Please note: <b>All double adaptors will be removed by Testing &amp; Tagging contractors during inspections.</b></p>	<p>All double adaptors will be removed by Testing &amp; Tagging contractors during annual inspections. <b>If there are insufficient power outlets, please contact your M&amp;PS State Manager to discuss.</b></p>	WHS Site Officer		N/A	
<p><b>6.3</b> Is the use of extension cords limited to temporary use only?</p>	<p>WHS Site Officer to monitor use of extension cords, and try to limit their use. WHS Site Officer should attempt to resolve locally i.e. review whether an extension cord use is required and if so, ensure that it is not a trip hazard.</p>	WHS Site Officer		N/A	

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
6.4 If power boards are in use, do they have overloading protection?	WHS Site Officer to ensure that any power boards in use have overloading protection.	WHS Site Officer		Relocation of power points to reduce need for extension cords.	
<b>7.0 Manual Handling</b>					
7.1 Are items stored safely and securely, to ensure they are not at risk of falling, creating a trip hazard or manual handling injury? items stored securely and not at risk of falling Heavy or bulky items stored at waist height or below Frequently used items stored between knee and shoulder Where possible, reduce the weight of heavy items (e.g. splitting a box of paper into separate reams)	WHS Site Officer to move or re-arrange items accordingly. Please contact M&PS to discuss any issues with storage facilities.	WHS Site Officer / JLT		Matter to be resolved locally, within existing space available. JLT can provide further information on efficient storage or training on manual handling.	
7.2 Does the office have adequate storage facilities?	WHS Site Officer to attempt to resolve locally in conjunction with those people working in the area. Contact JLT for further information on manual handling and storage: <a href="mailto:mops.safety@jlt.com.au">mops.safety@jlt.com.au</a>	WHS Site Officer		Matter to be resolved locally, within existing space available. JLT can provide further information on efficient storage or training on manual handling.	
7.3 Has manual handling training been provided to employees that are required to undertake tasks involving manual handling?	WHS Site Officer to refer employees to the 'Ergonomics and Manual Handling' <a href="#">on-line training</a> module.	WHS Site Officer		N/A	
<b>8.0 Ergonomics</b>					
8.1 Is the work space both on and under the desk free from clutter?	WHS Site Officer to advise employee to clear work space to facilitate correct ergonomic positioning. If unable to rectify issue, refer to Senator or Member or authorised person	JLT		N/A	

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<b>8.2</b> Have employees been made aware of how to set up their workstation via the <a href="#">Workstation Setup and Ergonomic Assessment</a> module Skytrust?	WHS Site Officer to attempt to resolve locally. If unable to rectify issue, refer to JLT for an ergonomic assessment.	WHS Site Officer		N/A	
<b>8.3</b> Has everyone in the office been advised they can complete an online ergonomic assessment via Skytrust, or how to arrange one in the office?	WHS Site officer to remind employees that they can request an ergonomic assessment through JLT.	WHS Site officer		N/A	
<b>8.4</b> Have employees been advised to take short, regular postural breaks from repetitive activities?	WHS Site Officer to refer employees to the 'Ergonomics and Manual Handling' <a href="#">on-line training</a> module and once complete If any issues, enquire through: <a href="mailto:mops.safety@jlta.com.au">mops.safety@jlta.com.au</a>	WHS Site Officer			
<b>9.0 Security</b>					
<b>9.1</b> Are employees aware of the process when locking up the office?	WHS Site Officer to develop security procedures for that location in conjunction with other relevant personnel at that location.	WHS Site Officer		N/A	
<b>9.2</b> Have any concerns raised by employees about office security been reported to the appropriate contact?	WHS Site Officer to attempt to resolve locally and if unable to, refer to Advice and Support Director.	WHS Site Officer		Advice and Support Director to assess the situation and implement solutions to ensure office security and employee safety.	
<b>9.3</b> Where installed, have operating and testing procedures been provided for duress alarms?	WHS Site Officer to refer to operating and testing procedures for duress alarms (where installed).	WHS Site Officer		WHS site Officer to contact M&PS State Office to obtain operating and testing procedures	
<b>9.4</b> Where installed, have all duress alarms been tested (in accordance with the procedures) to ensure they are operational and have staff been trained on their use?	WHS Site Officer to ensure testing of the duress alarm (where installed) is conducted in accordance with the procedures.	WHS Site Officer		WHS Site Officer to contact testing of the duress alarm (where installed).	

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
9.5 Are all visitors or contractors asked to sign in/out when entering the office?	WHs Site Officer to develop system of signing visitors in and out of the office.	WHS Site Officer		All visitors to be signed in and out of office.	
<b>10.0 Psychosocial</b>					
10.1 Have all employees and volunteers been inducted into the workplace using the <a href="#">Induction Checklist</a> ?	WHS Site Officer to arrange induction for any workers within the office who have not yet been inducted.	WHS Site Officer		Induction provided routinely as each new worker commences.	
10.2 Do all employees have a clear understanding of the duties and expectations of their role?	WHS site officer to encourage employees to discuss their role directly with their supervisor/employing Senator or member	WHS Site Officer	Employees discuss their role routinely with their supervisor and/or employing Senator or Member.		
10.3 Have all employees completed the bullying and harassment training available on Skytrust?	WHS Site Officer to refer employees to the 'Workplace Bullying and Harassment' <a href="#">on-line training</a> module.	WHS Site Officer		N/A	
10.4 Do all employees know how to report workplace bullying, harassment or other inappropriate behaviour - either within the workplace or by constituents?	WHS Site Officer to encourage employees to become familiar with information on the M&PS website about managing bullying, harassment or other inappropriate behaviour.	WHS Site Officer		N/A	
10.5 Have all staff been advised of the availability of Employee Assistance Program (EAP) Services?	WHS officer to advise staff of the availability of the EAP and provide contact details.	WHS Site Officer		N/A	
<b>WHS Site Officer</b>					
<b>Name</b>					
<b>Office</b>			<b>Date</b>		