

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 an electronic copy of this form (available on the intranet) 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 totalled 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.

Instructions for saving your completed form:

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

Final Step:

10. Email the completed PDF file to JLT (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

- Very likely (exposed to hazard continuously).
- Likely (exposed to hazard occasionally).
- Unlikely (could happen but only rarely).
- Highly unlikely (could happen, but probably never will)

Likelihood		Very Likely	Likely	Unlikely	Highly Unlikely
Consequences	Fatality	High	High	High	Medium
	Major Injuries	High	High	Medium	Medium
	Minor Injuries	High	Medium	Medium	Low
	Negligible Injuries	Medium	Medium	Low	Low

Consequences

- Fatality
- Major or serious injury (serious damage to health which may be irreversible, requiring medical attention and ongoing treatment).
- Minor injury (reversible health damage which may require medical attention but limited ongoing treatment). This is less likely to involve significant time off work.
- Negligible injuries (first aid only with little or no lost time).

Workplace Inspection Checklist

Name of WHS Site Officer:	
Date:	
Location address of work area inspected:	
Date of next inspection:	

No.	Checklist Question	Yes/No	Risk Rating (H, M, L)	Comment
1.0	Fire and Emergency			
1.1	Are all access and exit points readily accessible (clear and no locks restricting them)?	Select	Select	
1.2	Are emergency exit points clearly marked and in the location shown on the evacuation diagram for the workplace?	Select	Select	
1.3	Are emergency procedures available for all employees to access?	Select	Select	
1.4	Where installed, are fire extinguishers accessible and in their designated location?	Select	Select	
1.5	Is emergency lighting, or an exit light, installed in windowless rooms/stair wells?	Select	Select	
1.6	Where installed, have fire extinguishers been inspected within the last six months?	Select	Select	
1.7	Is there a designated Emergency Officer for the workplace?	Select	Select	

Workplace Inspection Checklist

No.	Checklist Question	Yes/No	Risk Rating (H, M, L)	Comment
1.8	Are all employees aware of the emergency procedures for the workplace?	Select	Select	
1.9	Has the emergency evacuation plan been tested within the last 12 months?	Select	Select	
1.10	Where installed, can the alarm be heard in all areas?	Select	Select	
	Section Score (Count the 'Yes' answers):	0 / 10		Other Comments
	Section Percentage:	0%		
2.0	First Aid			
2.1	Are the names and locations of the First Aid officer (or WHS Site Officer where there is not a separate first aid officer for the site) clearly displayed and in date?	Select	Select	
2.2	Are employees aware of how to report an incident through JLTResponse?	No	Select	
2.3	Is the First Aid kit accessible?	Select	Select	
2.4	Are the contents of the First Aid kit in date and stocked as per the list of items provided with the kit?	Select	Select	
	Section Score (Count the 'Yes' answers):	0 / 4		Other Comments
	Section Percentage:	0%		
3.0	Housekeeping and Layout			
3.1	Is the work area tidy, organised and free of trip hazards?	Select	Select	

Workplace Inspection Checklist

No.	Checklist Question	Yes/No	Risk Rating (H, M, L)	Comment
3.2	Are walkways uncluttered and free of obstruction?	Select	Select	
3.3	Are floor surfaces, including stairs, clean and in good condition?	Select	Select	
3.4	Are handrails, including on stairs, secure?	Select	Select	
3.5	Are drawers and filing cabinets closed when not in use?	Select	Select	
3.6	Is the work area free of unsecured sharp edges or surfaces that could cause injury in the course of routine workplace activity?	Select	Select	
3.7	Is there an adequate system in place for regular waste disposal?	Select	Select	
3.8	Are cleaning agents labelled and stored safely?	Select	Select	
3.9	Is the space available in the office being used in a way that provides for safe storage?	Select	Select	
3.10	Are items stored safely so they are secure and not at risk of falling?	Select	Select	
	Section Score (Count the 'Yes' answers):	0 / 10		Other Comments
	Section Percentage:	0%		
4.0	General Environment	Yes/No	Risk Rating	
4.1	Are the lights installed in the work area all operating?	Select	Select	

Workplace Inspection Checklist

No.	Checklist Question	Yes/No	Risk Rating (H, M, L)	Comment
4.2	Can natural light be controlled with blinds or other means?	Select	Select	
4.3	Are all ventilation systems installed in the work area operational?	Select	Select	
4.4	Is the area around photocopiers and printers ventilated?	Select	Select	
4.5	Where installed, are the office air-conditioning and/or heating systems operational?	Select	Select	
4.6	Is the working environment free of distracting or loud noise (either internal or external)?	Select	Select	
	Section Score (Count the 'Yes' answers):	0 / 6		Other Comments
	Section Percentage:	0%		

Workplace Inspection Checklist

No.	Checklist Question	Yes/No	Risk Rating (H, M, L)	Comment
5.0	Amenities	Yes/No	Risk Rating	
5.1	Are toilet areas clean and stocked appropriately?	Select	Select	
5.2	Are water, soap and hand drying facilities available?	Select	Select	
5.3	Are kitchen areas kept clean?	Select	Select	
	Section Score (Count the 'Yes' answers):	0 / 3		Other Comments
	Section Percentage:	0%		
6.0	Electrical	Yes/No	Risk Rating	
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?	Select	Select	
6.2	Have all double adaptors and 'piggy back' plugs been removed? Please note: <i>All double adaptors will be removed by Testing & Tagging contractors during inspections.</i>	Select	Select	
6.3	Is the use of extension cords limited to temporary use only?	Select	Select	

Workplace Inspection Checklist

No.	Checklist Question	Yes/No	Risk Rating (H, M, L)	Comment
6.4	If power boards are in use, do they have overloading protection?	Select	Select	
	Section Score (Count the 'Yes' answers):	0 / 4		Other Comments
	Section Percentage:	0%		
7.0	Manual Handling	Yes/No	Risk Rating	
7.1	Are all heavy items stored at waist height or below?	Select	Select	
7.2	Are frequently used items stored between knee and shoulder height?	Select	Select	
7.3	Has manual handling training been provided to all employees required to undertake tasks involving manual handling?	Select	Select	
	Section Score (Count the 'Yes' answers):	0 / 3		Other Comments
	Section Percentage:	0%		
8.0	Ergonomics	Yes/No	Risk Rating	
8.1	Is the work space available in the office being used safely?	Select	Select	

Workplace Inspection Checklist

No.	Checklist Question	Yes/No	Risk Rating (H, M, L)	Comment
8.2	Is the work space both on and under the desk free from clutter?	Select	Select	
8.3	Has everyone in the office who may require an ergonomic assessment been advised of how to organise one?	Select	Select	
8.4	Have employees been made aware of how to set up their work station?	Select	Select	
8.5	Have employees been advised to take short, regular postural breaks from repetitive activities?	Select	Select	
	Section Score (Count the 'Yes' answers):	0 / 5		Other Comments
	Section Percentage:	0%		
9.0	Security	Yes/No	Risk Rating	
9.1	Are employees aware of the process when locking up the office?	Select	Select	
9.2	Have any concerns raised by employees about office security been reported to the appropriate contact?	Select	Select	
	Section Score (Count the 'Yes' answers):	0 / 2		Other Comments
	Section Percentage:	0%		

Workplace Inspection Checklist

No.	Checklist Question	Yes/No	Risk Rating (H, M, L)	Comment
10.0	Psychosocial			
10.1	Have all employees and volunteers been inducted into the workplace using the Induction Checklist ?	Select	Select	
10.2	Do all employees have a clear understanding of the duties and expectations of their role?	Select	Select	
10.3	Do all employees know how to report workplace bullying, harassment or other inappropriate behaviour - either within the workplace or by constituents?	Select	Select	
	Section Score (Count the 'Yes' answers):	0 / 3		Other Comments
	Section Percentage:	0%		
		Total score: 0 / 50		
		Percentage: 0%		

Final Comments

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, Five D or their M&PS State Manager, 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 to: JLT, Five D or their State Manager.

Contact	Email	Phone
JLT	mops.safety@jlta.com.au	1300 880 777
Five D	Mapspropertyhelpdesk@fived.com.au	1300 652 114
M&PS Australian Capital Territory	M&PS-ACT@finance.gov.au	02 6277 6087
M&PS New South Wales	M&PS-NSW@finance.gov.au	02 8289 9900
M&PS Northern Territory	M&PS-NT@finance.gov.au	08 8941 4133
M&PS Queensland	M&PSQld@finance.gov.au	07 3001 8900
M&PS South Australia	M&PSSA@finance.gov.au	08 8205 1000
M&PS Tasmania	M&PS-Tas@finance.gov.au	03 6231 0734
M&PS Victoria	M&PS-Vic@finance.gov.au	03 9660 6600
M&PS Western Australia	M&PS-WA@finance.gov.au	08 9260 5000
Department of Parliamentary Services 2020 Service Desk (IT)		02 6277 2020

Workplace Inspection Action Plan

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
1.0 Fire and Emergency					
1.1 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: Mops.safety@jlta.com.au Report any issues that cannot be resolved locally to the State Manager.	JLT	D M Year	Ensure that access and exit points remain clear and accessible through spot checks and further inspections.	D M Year
1.2 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 Five D.	Five D	D M Year	Emergency signage that matches the evacuation diagram for the workplace is present and in working order.	D M Year

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
1.3 Are emergency procedures displayed for all employees to access?	Emergency Officer to ensure that: <ul style="list-style-type: none"> the emergency management plan for the office (prepared by First 5 Minutes) is accessible within the office. the emergency evacuation diagram for the office is: <ul style="list-style-type: none"> affixed to a wall within the office matches the layout of the office is legible. 	Five D	D M Year	Emergency Management Plan and Emergency Evacuation Diagram are accessible to all persons within the office.	D M Year
1.4 Are fire extinguishers (where installed) accessible and in their designated location?	Emergency Officer to address any local issues (ie relocating a fire extinguisher that has been moved from its designated location). Where the issue cannot be addressed locally, Emergency Officer to advise Five D.	Five D	D M Year	Fire extinguishers must only be moved from their designated location to control a fire.	D M Year
1.5 Is emergency lighting available in windowless rooms/stair wells?	WHS Site Officer to advise Five D.	Five D	D M Year	Five D to assess whether lighting is adequate to ensure safe exit in case of emergency.	D M Year

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
1.6 Where installed, have fire extinguishers been inspected within the last six months?	Emergency Officer to advise Five D.	Five D	D M Year	All fire extinguisher inspections up to date.	D M Year
1.7 Is there a designated Emergency Officer for the workplace?	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	D M Year	Each office must have an Emergency Officer and Deputy Emergency Officer nominated by the Senator or Member. Emergency Officers are trained by First Five Minutes.	D M Year
1.8 Are all employees aware of the emergency procedures for the workplace?	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).	D M Year	All occupants of a workplace must be made aware of the emergency procedures for the workplace.	D M Year

Workplace Inspection Action Plan

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<p>1.9 Has the emergency evacuation plan been tested within the last 12 months?</p>	<p>Testing of the emergency evacuation plan is conducted by First 5 Minutes. The Emergency Officer should advise Five D if a trial evacuation has not been conducted during the last 12 months..</p>	<p>Five D</p>	<p>D M Year</p>	<p>Completion of a trial evacuation.</p>	<p>D M Year</p>
<p>1.10 Where installed, can the alarm be heard in all areas?</p>	<p>Emergency Officer to advise Five D.</p> <p>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.</p> <p>If the Emergency Officer is not aware of an emergency notification system for your office, he or she should discuss the matter with Five D.</p>	<p>Five D</p>	<p>D M Year</p>	<p>Five D 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.</p>	<p>D M Year</p>

Workplace Inspection Action Plan

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
2.0 First Aid					
2.1 Are the names and locations of the First Aid officer clearly displayed and in date?	<p>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.</p> <p>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 an First Aid Officer.</p> <p>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.</p>	First Aid officer	D M Year	Names of all employees holding a current first aid certificate within the office clearly displayed.	D M Year
2.2 Are employees aware of how to report an incident or hazard through JLT Response?	WHS Site Officer to advise employees of the procedures set out in Reporting an Incident or Hazard on the WHS pages of the M&PS website and discuss those procedures with them.	WHS Site Officer	D M Year	All staff aware of how to report an incident or hazard through JLT Response.	D M Year
2.3 Is the First Aid kit accessible?	First Aid officer to ensure First Aid kit remains accessible to all workers within the office.	First Aid officer	D M Year	First Aid kit is accessible to all workers within the office.	D M Year

Workplace Inspection Action Plan

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<p>2.4 Are the contents of the First Aid kit in date and stocked as per the list of items provided with the kit?</p>	<p>First Aid officer to re-stock kit following each use, and to check for out of date items quarterly, in line with workplace inspections.</p>	<p>First Aid officer</p>	<p>D M Year</p>	<p>All items on the list of contents provided with the first aid kit are present and within their use-by-date.</p>	<p>D M Year</p>
<p>3.0 Housekeeping and Layout</p>					
<p>3.1 Is the work area tidy, organised and free of trip hazards?</p>	<p>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.</p>	<p>WHS Site Officer</p>	<p>D M Year</p>	<p>Work area is tidy, organised and free of trip hazards.</p>	<p>D M Year</p>
<p>3.2 Are walkways uncluttered and free of obstruction?</p>	<p>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.</p>	<p>WHS Site Officer</p>	<p>D M Year</p>	<p>Walkways are free of obstruction.</p>	<p>D M Year</p>

Workplace Inspection Action Plan

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<p>3.3 Are floor surfaces, including stairs, clean and in good condition?</p>	<p>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.</p> <p>Contact JLT for more information: Mops.safety@jlta.com.au Mops.safety@jlta.com.au to discuss a situation if required.</p> <p>If floor or stairs are not in good condition refer matter to Five D.</p>	<p>WHS Site Officer Cleaner through communications book.</p> <p>JLT</p> <p>Five D</p>	<p>D M Year</p>	<p>Floor or stairs are cleaned.</p> <p>Particular situation is resolved.</p> <p>Floor or stairs are repaired or replaced.</p>	<p>D M Year</p>
<p>3.4 Are handrails, including on stairs, secure?</p>	<p>WHS Site Officer to advise Five D.</p> <p>Contact JLT if more information is required on which matters should be reported: Mops.safety@jlta.com.au Mops.safety@jlta.com.au</p>	<p>Five D</p>	<p>D M Year</p>	<p>Handrails are secured and safe.</p>	<p>D M Year</p>
<p>3.5 Are drawers and filing cabinets closed when not in use?</p>	<p>WHS Site Officer to:</p> <ul style="list-style-type: none"> close drawers and filing cabinets at time of inspection advise staff via regular staff meeting or email to always close drawers/filing cabinets when not in use. 	<p>WHS Site Officer</p>	<p>D M Year</p>	<p>Hazard eliminated as staff routinely close drawers and filing cabinets.</p>	<p>D M Year</p>

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<p>3.6 Is the work area free of unsecured sharp edges or surfaces that could cause injury in the course of routine workplace activity?</p>	<p>WHS Site Officer to attempt to resolve issue locally by safeguarding sharp areas or surfaces.</p> <p>If unable to resolve locally, contact Five D.</p> <p>Contact JLT if more information is required on which matters should be reported: Mops.safety@jlta.com.au Mops.safety@jlta.com.au</p>	<p>WHS Site Officer</p> <p>Five D</p> <p>JLT</p>	<p>D M Year</p>	<p>Five D to arrange repair or elimination of sharp surfaces.</p>	<p>D M Year</p>
<p>3.7 Is there an adequate system in place for regular waste disposal?</p>	<p>If unable to resolve locally, WHS Site Officer to report matter to Five D</p>	<p>Five D</p>	<p>D M Year</p>	<p>Five D to co-ordinate with cleaning/waste disposal company.</p>	<p>D M Year</p>
<p>3.8 Are cleaning agents labelled and stored safely?</p>	<p>WHS Site Officer to label cleaning agents and store them as required. If unsure of labelling or storage requirements, contact Mops.safety@jlta.com.au Mops.safety@jlta.com.au</p>	<p>JLT</p>	<p>D M Year</p>	<p>JLT to provide advice on appropriate storage and labelling as required.</p>	<p>D M Year</p>
<p>3.9 Is the space available in the office being used in a way that provides for safe and effective storage?</p>	<p>WHS Site Officer to identify alternative means of storage locally; and archive/dispose of redundant material.</p> <p>If unable to resolve, contact JLT.</p>	<p>WHS Site Officer</p>	<p>D M Year</p>	<p>This is a local matter for the office to manage, within the physical constraints of the office.</p>	<p>D M Year</p>

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
3.10 Are items stored safely so they are secure and not at risk of falling?	WHS Site Officer to move items that are at risk of falling and store appropriately. If adequate storage is not available, refer to State Manager.	WHS Site Officer	D M Year	This is a local matter for the office to manage, within the physical constraints of the office.	D M Year
4 .0 General Environment					
4.1 Are the lights installed in the work area all operating?	WHS Site Officer to advise Five D of any lighting faults. Contact JLT for further information on which matters need to be reported: mops.safety@jlta.com.au @jlta.com.au	Five D	D M Year	Five D to arrange repair or replacement of faulty lighting.	D M Year
4.2 Can natural light be controlled with blinds or other means?	WHS Site Officer to advise State Manager. Contact JLT for further information on which matters need to be reported: mops.safety@jlta.com.au	State Manager JLT	D M Year	This is a matter for the office to manage, in consultation with the State Manager, within the physical constraints of the office.	D M Year
4.3 Are all ventilation systems installed in the work area operational?	WHS Site Officer to advise Five D. Contact JLT for further information on which matters need to be reported: mops.safety@jlta.com.au	Five D	D M Year	Five D will investigate ventilation/airflow situation and if required, will consult with the building owner and/or Finance regarding solutions.	D M Year

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
4.4 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 mops.safety@jlta.com.au to discuss a situation if required.	WHS Site Officer	D M Year		D M Year
4.5 Where installed, are the office air-conditioning and/or heating system operational?	WHS Site Officer to advise Five D	Five D	D M Year		D M Year
4.6 Is the working environment free from distracting or loud noise (either internal or external)?	WHS Site Officer to investigate source of noise and see if it can be eliminated or reduced locally. If not, refer to State Manager. Contact JLT for more information on which matters should be reported: mops.safety@jlta.com.au	State Manager	D M Year	State Manager to investigate noise situation and if deemed necessary following assessment, explore solutions.	D M Year

Workplace Inspection Action Plan

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
5.0 Amenities					
5.1 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 Five D	Five D	D M Year	Five D 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.	D M Year
5.2 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 Five D.	WHS Site Officer	D M Year	Five D to review cleaning arrangements to ensure that there is water, soap and hand drying facilities available.	D M Year
5.3 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 Five D.	WHS Site Officer / Five D	D M Year	Five D to review condition of kitchen facilities, where the hazard relates to matters other than usage .	D M Year

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
6.0 Electrical					
<p>6.1 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"> • attempt to resolve trip hazards locally i.e. remove electrical cords from walkways or secure them (if possible) • arrange replacement of powerboards and extension cords that are not in safe working order. <p>Faulty equipment that has been provided by Finance (for example: televisions, photocopiers, whitegoods) should be reported to the State Manager.</p> <p>Faulty IT equipment should be reported to DPS through the 2020 Service Desk on 02 6277 2020</p> <p>Other faulty electrical fixtures and equipment should be reported to Five D.</p> <p>If in doubt about where to report an electrical problem within the office, refer to Electorate Office Accommodation on the M&PS website.</p> <p>Refer to mops.safety@jlta.com.au to discuss a situation if required.</p>	Five D	D M Year	Five D to arrange for review of electrical items with qualified contractor.	D M Year

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
<p>6.2 Have all double adaptors and 'piggy back' plugs been removed? Please note: All double adaptors will be removed by Testing & Tagging contractors during inspections.</p>	<p>All double adaptors will be removed by Testing & Tagging contractors during annual inspections.</p> <p>Contact JLT for information on which matters should be reported: mops.safety@jlta.com.au</p>	WHS Site Officer	D M Year	N/A	
<p>6.3 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	D M Year	N/A	
<p>6.4 If power boards are in use, do they have overloading protection?</p>	<p>WHS Site Officer to ensure that any power boards in use have overloading protection.</p>	WHS Site Officer	D M Year	Relocation of power points to reduce need for extension cords.	D M Year
7.0 Manual Handling					
<p>7.1 Are all heavy items stored at waist height or below?</p>	<p>WHS Site Officer to resolve locally in conjunction with those people working in the area.</p> <p>Contact JLT for further information on manual handling and storage: mops.safety@jlta.com.au</p>	WHS Site Officer / JLT	D M Year	<p>Matter to be resolved locally, within existing space available.</p> <p>JLT can provide further information on efficient storage or training on manual handling.</p>	D M Year

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
7.2 Are frequently used items stored between knee and shoulder height?	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: mops.safety@jlta.com.au	WHS Site Officer	D M Year	Matter to be resolved locally, within existing space available. JLT can provide further information on efficient storage or training on manual handling.	D M Year
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' on-line training module.	WHS Site Officer	D M Year	N/A	
8.0 Ergonomics					
8.1 Is the working space available within the office being used safely and efficiently?	WHS Site Officer to attempt to resolve locally. If unable to rectify issue, refer to JLT Response for an ergonomic assessment.	JLT	D M Year	N/A	
8.2 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.	WHS Site Officer	D M Year	N/A	
8.3 Has everyone in the office who may require an ergonomic assessment been advised of how to organise one?	WHS Site officer to remind employees that they can request an ergonomic assessment through JLT.	WHS Site officer	D M Year		D M Year

Workplace Inspection Action Plan

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
8.4 Have employees been made aware of how to set up their work station?	WHS Site Officer to refer employees to the 'Ergonomics and Manual Handling' on-line training module and once complete If any issues, enquire through: mops.safety@jlta.com.au	WHS Site Officer	D M Year		D M Year
8.5 Have employees been advised to take short, regular breaks from repetitive postural activities?	WHS Site Officer to refer employees to the 'Ergonomics and Manual Handling' on-line training module and once complete If any issues, enquire through: mops.safety@jlta.com.au	WHS Site Officer	D M Year	N/A	
9.0 Security					
9.1 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	D M Year	N/A	
9.2 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 State Manager.	WHS Site Officer	D M Year	State Manager to assess the situation and implement solutions to ensure office security and employee safety.	D M Year

Workplace Inspection Action Plan

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
10.0 Psychosocial					
10.1 Have all employees and volunteers been inducted into the workplace using the Induction Checklist ?	WHS Site Officer to arrange induction for any workers within the office who have not yet been inducted.	WHS Site Officer	D M Year	Induction is provided routinely as each new worker commences.	D M Year
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	D M Year	Employees discuss their role routinely with their supervisor and/or employing Senator or Member.	D M Year
10.3 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	D M Year		D M Year

WHS Site Officer:

Name:	
Office:	
Date:	