

Audit Details

Audit:	
Schedule Name:	
Purpose:	Generic checklist for workplace, storerooms or residential walk-around inspection Use alternative checklist for technical area inspection: Go See Fix - Laboratory Go See Fix - Workshop .
Location:	
Business Unit:	University Of Tasmania
Audit Team Members:	
Audit Start / End Date:	

Answer	Findings/Observations	Evidence Sighted	Recommendation
1. Emergency Procedures			
Firefighting			
<p>Are all firefighting equipment and signage up to date, as follows?</p> <p>Are there extinguishers and fire blankets supplied and appropriate for work area, such as kitchens, where required?</p> <p>Is Fire fighting equipment serviced/tagged within last 12 months?</p> <p>Is there appropriate signage for extinguishers and hose reels?</p> <p>Are fire equipment and exit doors accessible and free from obstruction?</p> <p>Are overhead sprinkler/detectors clear of obstructions?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Emergency, First Aid and Medical Equipment			
<p>Are all emergency and first aid arrangements in place as follows?</p> <p>Is there a list of trained first aid officers, contacts and fire wardens displayed and current, including the location of the nearest AED?</p> <p>Are all first aid kits visible and readily accessible?</p> <p>Are exit doors marked, opening from inside, emergency lights working and clearly visible?</p> <p>Are Evacuation Maps posted on inside of exit doors?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
2. General Housekeeping			
Building access and hallways			
<p>Is the building access free of obstruction and in good order, as follows?</p> <p>Stairs, elevated areas and handrails in good repair?</p> <p>Aisles and hallways unobstructed and of sufficient width to allow wheelchair access?</p> <p>Area tidy and free of obstruction such as slip/trip hazards (uneven floors, power leads, residues)</p> <p>Lifts are in good order and working</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Lighting			
<p>Is lighting adequate to allow safe work and access, as follows?</p>			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<p>Are lights working and light fittings including diffusers, reflectors, tubes/bulbs clean and in good order? Consider external lighting around pathways and entrance lobby.</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Ventilation, Temperature and Noise</p>			
<p>Is the environment well-controlled for ventilation, temperature and noise. Is the temperature in room/area appropriate and airflow is adequate? Are the windows operational to assist with ventilation and airflow? Is the area free from unpleasant odours?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>2. General Housekeeping</p>			
<p>Electrical</p>			
<p>Is electrical safety well-managed, as follows? Is eligible electrical equipment (including personal electrical items) tested at appropriate intervals and carrying up to date tags? Are heaters safely located and in working order and have a current (last 12 months) test and tag? Are battery chargers well-ventilated? Are leads in good order, not under strain, stretched, bundled or compressed? Are there sufficient power points for equipment? Are the light switches and power points in good order?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Kitchens and Bathrooms</p>			
<p>Are kitchens and bathrooms clean and in good order, as follows? Check stoves, fridges and microwaves positioned appropriately and are tested and tagged? Taps are easily turned on and off. Are cleaning products containing chemicals stored appropriately with safety data sheets? Are facilities free of biological hazards such as vermin and mould? Are hand towels and soap dispensers functional and with adequate supplies?</p>			
<input type="checkbox"/> Yes			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<input type="checkbox"/> No <input type="checkbox"/> N/A			
Waste disposal			
<p>Is there provision of adequate waste disposal?</p> <p>Is rubbish disposed of appropriately, with clearly labelled and managed recycling and landfill?</p> <p>Is there adequate provision for sanitary waste?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Storage and storerooms			
<p>Is storage well-managed with only necessary items kept, as follows?</p> <p>Dangerous goods and hazardous substances stored appropriately?</p> <p>Are the stored materials secured to prevent shifting/falling?</p> <p>Is there sufficient space to move materials?</p> <p>Heavier items stored between knee and shoulder height?</p> <p>Is there a safe means of accessing high shelves e.g. approved steps?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Furniture and room fittings			
<p>Are the furniture and room fittings in good order, as follows:</p> <p>Is the upholstery and mechanism of chairs and other furniture in good order?</p> <p>Is there adequate space around the rear and side of chairs to allow for unrestricted movement?</p> <p>Are there spaces between and under benches, cabinets and equipment so they are easily accessible for cleaning?</p> <p>Are floor and window coverings functional and clean?</p> <p>Are all doors in good working order?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			