

FACILITIES MANAGEMENT

Hazard Identification Checklist Pack

Date: Time: am/pm

Location of Inspection

Inspected by (1) (2)

PRINT

PRINT

Signatures (1): (2)

These 3 checklists are **only guides or prompts** for the identification of Hazards and Risks in all Facility Management work areas, including maintenance workshops, cleaning facilities, bookshop, general office environments and landscaping workshops.

Persons undertaking these inspections should use the listed safety points to help look for safety hazards. Not every statement or prompt must have a full answer.

However, **ALL** safety or environmental hazards or unsafe behaviour observed should be **recorded and dealt with in a timely way**.

The inspection procedure includes the use of the **Core safety checklist and one or both of the other 2 specialised checklists** – for office or computer workstations, or for workshops [non office areas]. Core safety checklist is applicable to all workplaces.

Issues that are not applicable should be marked as such with a cross in the checkbox next to the safety criteria heading.

An inspection should be initiated at least once every 3 months, by the WH & S representative or WH & S committee member. Where a committee member represents multiple work groups or a large work area /group, at least one inspection for each separate work group or section of the work area, should be undertaken each year.

- Inspections shall be undertaken by the WH & S Representative or WH & S Committee member **and** the supervisor for the area.
- Using each section as a guide, note any hazard or issue that is not being managed or controlled appropriately.
- Rectify minor or low risk issues *during inspection with the staff concerned eg: moving cords, minor storage issues*. Record that this has been done.
- At the end of inspection, supervisor and WH & S representative shall review all other non compliant or abnormal safety issues identified.
- Using the risk matrix, assess the risk levels of each non compliance or uncontrolled hazard identified.
 - Consider the frequency of persons coming into contact with this hazard – days per wk, times per day
 - What the consequences might be – personal injury, environmental damage, associated costs or losses to replace or repair – how severe the outcome.
 - What systems are currently in place, how effective are they or what other information is required?
- Decide what attention or control is required and priority level. In some instances more detailed risk assessment may be required eg: sampling, measurement etc.
- If unable to fix the problem locally, refer the matter and a copy of the report to the next level of management and/or FM's Senior Technical Officer WH & S for assistance.

Risk Matrix Rank

Action priority

Injury or Incident Consequences →	Extreme	Major	Moderate	Minor
Likelihood ↓				
Very likely	1	2	3	4
Likely	2	3	4	5
Unlikely	3	4	5	6
Very Unlikely	4	5	6	7

1 , 2 or 3	Extreme – high risk, senior management attention needed to do something about these risks immediately
4 or 5	Do something about these risks as soon as practical. Don't ignore.
6 or 7	Low level risks, manage through lower order risk control options

See full criteria description on last page of each specialised checksheet

QUT FACILITIES MANAGEMENT

Hazard Identification Checklists –Core safety

To be applied across all FM work areas.

Core safety	OK	Not OK	Details / Observations	Action to be taken
A. Fire Safety			<i>Vary checks on different fire equipment each inspection,</i>	
1. All fire system Inspections are current – [6 monthly] <ul style="list-style-type: none"> • Fire extinguishers • Hose reels 2. All fire equipment has location marker clearly displayed. 3. Access to all fire equipment is clear - extinguishers & hoses				
B. Emergency Evacuation				
1. Evacuation maps/ diagrams & instructions are current & clearly displayed in work area. 2. Emergency exits & egress paths are clear of obstructions or stored items. 3. Egress travel paths & stairways are safe design and in good condition. 4. Emergency exit lights are clearly visible [do not press buttons to test] 5. Assembly areas are allocated, sign posted and understood by staff 6. Building warden identity is clearly displayed 7. At least one evacuation drill has occurred in previous yr.				
C. First Aid				
1. A first aid kit is available for each work area / group 2. First aid kit is checked regularly, restocked and cleaned. [Note date of last check] 3. Kit has proper first aid signage or labels. 4. Kit contents contain only appropriate first aid equipment [no medications]				
5. First aid personnel identified and contact numbers clearly displayed. 6. If no first aider – a person is nominated to monitor kit. 7. Emergency phone numbers are displayed clearly. 8. All first aid treatments and injuries are recorded and original sent to HSAS annually. 9. A sharps disposal container is provided.				

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Hazard Identification Checklists –Core Safety

Core safety	OK	Not OK	Details / Observations	Action to be taken
D. Communication				
1. A noticeboard or other display is provided for this work area. 2. Basic emergency information is displayed including: <ul style="list-style-type: none"> <input type="checkbox"/> QUT WH & S Policy <input type="checkbox"/> WHSO <input type="checkbox"/> WHSR <input type="checkbox"/> First aid officer/s <input type="checkbox"/> Building or area floor warden <input type="checkbox"/> Emergency evacuation plan &/or procedures 				
E. Electrical [general]				
1. Random checks on “specified” electrical equipment shows testing and tagging on required basis.[Elect Safety Reg] 2. Unsafe electrical equipment is not used and removed or tagged <i>Out Of Service</i> . 3. No piggy back plugs or double adaptors used. 4. Clear access [1mt] available to switchboards. 5. Switchboards are locked, in good condition and clearly marked. 6. Area is protected by Safety Switches [RCD] .				
F. Material handling & storage			<i>Stacking & storage prevents manual handling injuries</i>	
1. Materials are stacked correctly to prevent objects falling. 2. Racks or bins used where possible. 3. Easy access to stored items [floor clear of trip items] 4. Shelving capacity meets needs of stored mass– sufficient amount, strength, adequate fixing to wall, freestanding. 5. Commonly used or heavy items stored between mid thigh and shoulder height. 6. Mechanical lifting aids available and in good condition– eg: trolleys, levers, drum lifters 7. Waste bins are provided and emptied regularly. 8. Work or storage floor areas are clear of clutter and waste.				