

## QUT FACILITIES MANAGEMENT

### *Hazard Identification Checklists – Office or workstation*

*For use in all FM offices, computer workstations, service areas and retail*

Office or Workstation safety	OK	Not OK	Details / Observations	Action to be taken
<b>G. Computer equipment &amp; desk/ workstation</b> <input type="checkbox"/> n/a				
<ol style="list-style-type: none"> <li>1. Screen based equipment is positioned to reduce glare from windows &amp; overhead lighting.</li> <li>2. "Occupational overuse syndrome" is managed through established safety practices or use of equipment eg: "Pacing software", regular micropauses &amp; breaks away from computer, work overloading and deadlines avoided or minimised, suitable ergonomic equipment in use, early reporting of symptoms encouraged by supervisors etc.</li> <li>3. Desk chairs are fully adjustable and sized to suit usual occupant eg: Seat pan size not overlarge or small, armrests not used for data entry tasks.</li> <li>4. Commonly used desk or work station items are within easy arms reach.</li> <li>5. Other ergonomic risks minimised eg:- constrained postures, frequent lifting, pushing, pulling, dragging of light loads in seated position, bending, reaching above shoulder heights or from ground level, twisting of back or body parts.</li> <li>6. There is adequate legroom under desk or benchtop.</li> <li>7. Document holders are provided if needed.</li> <li>8. Workstation / chair users have been instructed/ shown how to adjust chair and equipment as needed.</li> </ol>				
<b>H. Health &amp; hygiene [Amenities]</b> <input type="checkbox"/> n/a				
<ol style="list-style-type: none"> <li>1. Cleaning wipes provided for desktop items.</li> <li>2. Tissues provided to limit spread of communicable illnesses?</li> <li>3. Air conditioning systems are maintained and cleaned regularly.</li> <li>4. Kitchen area is clean and tidy and adequate cleaning equipment provided.</li> <li>5. Fridge, microwave and other food storage or cooking areas clean and operating correctly.</li> <li>6. Toilets and shower areas are kept clean and tidy.</li> <li>7. Satisfactory hand washing facilities provided– soap &amp; water available.</li> <li>8. Vermin and pests are controlled.</li> </ol>				

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<b>I. Work Area environment</b> <input type="checkbox"/> n/a				
<ol style="list-style-type: none"> <li>1. Adequate space for all operators provided.</li> <li>2. Floor surfaces are stable and non slip.</li> <li>3. Floor areas are maintained clean and tidy.</li> <li>4. Noise is not excessive in general working area.</li> <li>5. Noisy machines or printers are enclosed or noise /work interference is minimised for nearby staff eg: reschedule printing, sound absorbing or deflecting barriers</li> <li>6. Area around photocopiers is well ventilated.</li> <li>7. Lighting is adequate for type of work being undertaken in work area.</li> </ol>				
<b>J. Office plant &amp; electrical</b> <input type="checkbox"/> n/a				
<ol style="list-style-type: none"> <li>1. Electrical cords and cables do not pose trip hazards near desks, corridors etc.</li> <li>2. Excess cable or cords lengths are stored safely away from risk of liquid spills or other damage by mobile equipment.</li> <li>3. Office or work area is protected by safety switch – Type 1 or 2.</li> <li>4. If no safety switch protection for building, specified electrical equipment is tested &amp; tagged every 5 yrs. eg: powerboards or extension leads.</li> <li>5. Office stepladders, kick stools are provided and checked regularly to ensure safety for use.</li> <li>6. Common office safety practices are observed and encouraged eg: <ul style="list-style-type: none"> <li>• one filing drawer open at a time,</li> <li>• posture and breaks at computer workstation,</li> <li>• safe use of hot water urns, kettles, zip boilers.</li> <li>• trolleys used to move heavy or cumbersome items eg: boxes of paper, records , computers</li> </ul> </li> </ol>				
<b>K. Safety &amp; Security</b> <input type="checkbox"/> n/a				
<ol style="list-style-type: none"> <li>1. Adequate lighting within and around work area, building exits, pathways.</li> <li>2. Employees do not work alone or in isolation where possible. Personal safety &amp; emergency communication plans are in place and understood for lone workers eg: cleaners, security staff, late staying staff.</li> </ol>				

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3. Occupational violence risks from aggressive persons have been addressed eg: students, staff or external persons				
4. Car parks and transport facilities are well lit and secure.				
5. Security escort assistance available on campus for staff.				
6. Counselling and support service offered for affected staff.				

**Other safety hazards / risk issues not included on any checklist:**

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<sup>1</sup> **Specified Electrical Equipment** Refer Electrical Safety Regulation 2002

*For Office or Service work —a cord extension set or a portable outlet device with ratings of not more than 20 amps or is other electrical equipment with max rating of 20 amps, which is connected by flexible cord and plug to low voltage supply [ <1000 volts] **and** is moved during its normal use for the purpose of its use eg: vacuum cleaners, extension lead, powerboard.*

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## Hazard Identification Checklists – Office or workstation

**Risk Matrix**

**Action priority**

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

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

**Criteria Description**

<b>Very likely</b>	Will probably occur immediately or within a short period of time , has probably already occurred before	<b>Extreme</b>	May cause death or loss of facility or asset
<b>Likely</b>	Will probably occur in time	<b>Major</b>	Severe injury or illness or moderate- major property damage
<b>Unlikely</b>	Could eventually happen	<b>Moderate</b>	Minor (usually reversible) injury or illness resulting in days off work or minor property damage
<b>Very Unlikely</b>	Has potential to occur, but probably never will	<b>Minor</b>	Minor injury, first aid only

**Other safety issues not included on any checklist:**

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List further action required for any issues identified on any checklist.	Responsibility for corrective action	Due date	Work order #

**Dept or Section Manager Comments:**

**Date:** .....

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