Yes

■ No



Does your deemed workplace comply with the University's Workplace Health and Safety Policy and procedures?

- 1. Please read and answer each question. Upon completion, review the report with your supervisor and then sign it.
- 2. The checklist should be retained by your supervisor.

Not ass	te: Any response to the following questions should be discussed with your sup istance is available through HR Services.	ervisor.	Additiona
Nar	me:		
Position:			
Work Unit:			
Location:			
WORKSTATION			
-	Dead the affine fourth we assess with WIIC/array against the adapta		Т-
1.	Does the office furniture comply with WHS/ergonomic standards?	Yes	□ No
2.	Is the desk the right height (68cm-71cm) and is the top the right size (150cmX90cm)?	Yes	□ No
3.	Is the chair height adjustable?	Yes	□ No
4.	Is the chair back adjustable?	Yes	□ No
5.	Does the chair have a 5-star base?	☐ Yes	□ No
6.	Is the workstation adequate for the tasks being performed?	☐ Yes	□ No
WORK ORACE, OFNERAL			
WORK SPACE - GENERAL			
1.	Are all exits from the deemed workplace free of obstructions and tripping hazards?	☐ Yes	□ No
2.	Is the carpet or tile in the workspace secure and free of tears, lumps and loose pieces?	Yes	No No
3.	Is the workspace maintained within a comfortable temperature range, and is it well ventilated?	Yes	□ No
4.	Are phone lines and electrical cords secured and out of the way?	Yes	□ No
5.	Are materials arranged and/or stored within easy reach?	Yes	□ No
6.	Are the computer workstation and filing cabinets level and stable?	☐ Yes	□ No
7.	Is there sufficient space, (minimum 2.3m² unencumbered) including walkways and storage, for the work to be performed comfortably?	Yes	□ No
WORK SPACE – ELECTRICAL			
4	To electrical equipment free of challeng hazarda?		
1.	Is electrical equipment free of obvious hazards?	Yes	No
2.	Are electrical cords double insulated and/or equipped with three prong plugs?	Yes	No No
3.	Are there enough electrical outlets in the work area with sufficient electrical capacity	Yes	□ No

Are surge protectors, with a built-in circuit breaker, used for computers, fax

machines and printer?

WHS self-assessment **HR Services** 5. Are electrical enclosures and connections in good condition? Yes ☐ No 6. Is the use of power boards and extension cords minimised? Yes ☐ No **WORK SPACE - EMERGENCY PROCEDURES** 1. Is there a smoke detector located within the deemed workplace and/or elsewhere Yes □ No within the premises? Are stairs and pathways outside the premises in good condition and free of tripping Yes 2. ☐ No 3. Are stairs with four or more steps equipped with handrails? Yes ☐ No 4. Yes Are emergency phone numbers for Security clearly displayed? ☐ No **WORK SPACE - NOISE**

Are lighting levels sufficient for the work being performed? 2. Are there shadows across the work surface? COMMENTS:

This document is to be retained by the work unit.

Is noise a distraction?

WORK SPACE - LIGHTING

Signature of Employee:

Signature of Supervisor:

[Dec13]

Yes

Date:

Date:

☐ No