UNIVERSITY
OF WOLLONGONG
AUSTRALIA

SAFE@WORK

ACCOMMODATION INSPECTION CHECKLIST

Inspection Team Members:

Building/Room No(s): **Supervisor:** **Inspection Date:** _____

Instructions:

- Boxes to be marked ticked as items are sighted or with a cross if not present. Otherwise, NA indicates the item is not applicable to this space. ***Any question marked with a cross requires a corrective action.***
- Any corrective actions which cannot be immediately resolved are to be entered into the SafetyNet Hazard-Incident Report Form at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column with the heading "SAFETYNET REF.NO".
- If a maintenance number has been identified please enter the BEIMS number in the column with the heading "SAFETYNET REF.NO".

Criteria	☐	X	NA	Corrective Action	SafetyNet Ref. No.
Work Environment					
The general area is tidy and free of obstruction and mess.	☐	☐	☐		
Spaces between and under benches, cabinets and equipment are accessible for cleaning.	☐	☐	☐		
Walkways/floor areas are clear of obstructions and trip hazards (e.g. electrical cords).	☐	☐	☐		
Floor surfaces/coverings are even, not slippery and are in good condition.	☐	☐	☐		
Stair treads are in good condition (no worn or broken treads).	☐	☐	☐		
Handrails present, secure, and in good condition.	☐	☐	☐		
Landings are clear of obstruction.	☐	☐	☐		
Lighting adequate and operational	☐	☐	☐		
Temperature is comfortable	☐	☐	☐		
Area is free from odours	☐	☐	☐		
Noise level is acceptable or controlled to an adequate level	☐	☐	☐		
Ventilation is adequate	☐	☐	☐		
Signage					
First aid signage is visible and contains details of first aid officers for the area.	☐	☐	☐		
An Emergency Evacuation Diagram (from IPD) is in the near vicinity and is clearly displayed.	☐	☐	☐		
Exit signs are in place and illuminated.	☐	☐	☐		
Building warden signage is visible and contains details of building wardens for the area.	☐	☐	☐		

Emergency Requirements					
Exit doors are marked, clearly visible and can be opened from inside (no pad-locks).	☐	☐	☐		
Exit corridors and stairwells are clear of obstructions (including outside of the building).	☐	☐	☐		
Criteria	**▯**	**X**	**NA**	**Corrective Action**	**SafetyNet Ref. No.**
A first aid kit is located in the near vicinity.	☐	☐	☐		
Fire equipment (fire blanket, extinguisher, hose reel) is accessible and clear of obstruction.	☐	☐	☐		
Fire equipment (fire blanket, extinguisher, hose reel) have been inspected/tagged within the last 6 months.	☐	☐	☐		
Overhead sprinklers and detectors are clear of obstruction.	☐	☐	☐		
Electrical					
Electrical equipment tested, tagged and in date.	☐	☐	☐		
All power leads, outlets and switches are in good condition (not broken).	☐	☐	☐		
Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	☐	☐	☐		
Hazardous Manual Tasks					
Frequently used items within easy reach between knee and shoulder height, heavy items stored at waist height.	☐	☐	☐		
Step ladders or stools are accessible to access items stored on high shelves if required and are in good condition.	☐	☐	☐		
Materials handling equipment available for heavy or awkward items and loads	☐	☐	☐		
Personal Protective Equipment					
PPE is available and in good condition.	☐	☐	☐		
PPE is stored appropriately.	☐	☐	☐		
Signage of PPE requirements displayed.	☐	☐	☐		
Chemical					
Chemicals stored in appropriate containers.	☐	☐	☐		
Containers are labelled correctly (e.g. not handwritten, label contains minimum chemical name and GHS pictogram).	☐	☐	☐		
Chemicals are stored according to compatibility. Compatibility chart is readily available.	☐	☐	☐		
Maximum volumes of chemicals in cleaner's stores inventory has been checked (and recorded) against ChemAlert stock holdings in the past 12 months	☐	☐	☐		
Materials that are subject to spontaneous combustion, such as oily rags and paint rags, placed in approved oily waste cans that are emptied daily.	☐	☐	☐		

Criteria	☐	X	NA	Corrective Action	SafetyNet Ref. No.
Laundry/Wet Areas					
Floor/area free from water and being wet	☐	☐	☐		
Dryer filter clean	☐	☐	☐		
Drains (floors and sink) clear and free flowing	☐	☐	☐		
Taps free from drips	☐	☐	☐		
Kitchen/Food Preparation Areas					
Drains (floor and sink) clear and free flowing	☐	☐	☐		
Taps free from drips	☐	☐	☐		
Fridge clean and operational	☐	☐	☐		
Microwaves are positioned at suitable height, are clean and are operational.	☐	☐	☐		
Oven/stove clean and operational	☐	☐	☐		
Area free from pests or evidence thereof	☐	☐	☐		
Bench work heights are appropriate.	☐	☐	☐		
All utensils, equipment and stock are stored adequately.	☐	☐	☐		
All cleaning products are stored separately from foodstuffs.	☐	☐	☐		
Drains (floor and sink) clear and free flowing	☐	☐	☐		
BBQ Area					
Cooking area clean and free from waste/rubbish	☐	☐	☐		
Area around BBQ free of grease	☐	☐	☐		
BBQ safe and in good condition	☐	☐	☐		
Gas supply secured to gas cooker/heater	☐	☐	☐		
External					
Seating available and safe	☐	☐	☐		
Tables safe and clean	☐	☐	☐		
Waste and cigarette butt bins available	☐	☐	☐		
Washing line safe and in good condition	☐	☐	☐		
Boundary fences safe and secure	☐	☐	☐		
Overhead structures safe and secure	☐	☐	☐		

Other Comments: