



Administration Space Inspection Report Form

This form is to be used in the following spaces:

Campus administration offices, academic offices, library and campus support services offices, student association offices and commercial space offices

Date	
Campus	
Inspection Location – Bldg and Room Name	

Inspection Team Members:

1	<i>Name of person doing inspection</i>	
2	<i>Name of Inspection Coordinator</i>	
3	<i>Name of Building OHS Representative</i>	
4	<i>Name of Building Property Facility Representative</i>	
5	<i>Name of Building Fire warden</i>	
	<i>Other Persons please state name below</i>	<i>State profession details below</i>
6		
7		

Instructions:

- Boxes in Inspection forms are to be marked (√) as items are sighted or with a cross (x) if not present. Otherwise NA indicates the item is **not applicable** to this area. Any items marked with a cross (x) requires a corrective action.
- Any corrective action which cannot be immediately resolved are to be entered into the Injury/ Hazard report form at the completion of the inspection to assess the risks and determine appropriate controls, responsibilities and timeframes.

You will need

- Building Floor Plan for this workplace including fire protection drawings
- Digital Camera
- Hardboard , Pen and writing materials

A	Workplace OHS Representative to Inspect & fill	√	x	NA	COMMENTS
	OHS Information				
01	Are health, safety and emergency information for this area clearly posted?				
02	How many workers occupy this workplace				
	Floors, Aisles, Stairs and Landings				
03	Do floors have even walking surfaces				
04	Do stairs and landings have handrails and antislip surfaces				
	Housekeeping				
05	Is general work areas neat and tidy				
06	Is there a cleaning schedule and cleaner for this workplace				
	Emergency Procedures				
07	Are Campus emergency numbers clearly displayed				
08	Are emergency evacuation instructions easy to understand and clearly displayed?				
	Doors & Exits				
09	Is Entrance doors easily opened ,are there door holders				
10	Is there emergency lights present in corridors and exit doors, is it working?				
11	Are exit signs/stickers in place and illuminated?				
12	Are exit doors marked and clearly visible?				
13	Are exit corridors & Stairways clear of obstruction?				
	Workstations				
14	Is workstation & office spaces suitable for staff				
15	Is workstations free of obstruction				
16	Is workstation furniture and PCs				
	First Aid				<i>State location below</i>
17	Is First Aid kit located in this area				
18	Is the First Aid Kit well stocked?				
19	Who is the registered first aider for this Kit				
20	Is there First Aid Emergency Procedure placed at this area, is names and contact numbers of first aid officers? Are the signs clearly displayed?				
	Waste Care				
21	Is Recycle Waste collection Signage & Instructions displayed				
22	Is Recycle Waste Bins available in this area				
23	Is Building Cleaner name and details displayed in this area				
	Staff Kitchen& Rest Area & Storage				
24	Is there a Staff Kitchen /Rest Area for this workplace				
25	Has this area received Pest Kill treatment				
26	Is Food preparation & storage facilities present				
27	Is washing area for utensils available				
28	Is Staff storage areas for personal items available				
	Storage				
29	Is office items stored safely and separately from work area				
30	Is there designated storage spaces in this workplace				

B	PROPERTY & FACILITIES Representative to Inspect & Fill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA	Comments Use back of this page if you need more space to write.
		Yes	<input checked="" type="checkbox"/>		
	SPACE AREA				
31	How many rooms are present in this work space?				
32	What is the occupied floor space area of this work space?				
	ELECTRICAL				
33	Are electrical items tested and tagged and in date?				
34	Are electrical sockets and switches working & safe				
35	Are sockets overloaded with adaptors & power boards				
36	Are there exposed or damaged electrical wires in this area				
37	Is main electrical switchboard locked and has Danger signs				
38	Are there loose ,unsafe electrical wires present in this area				
39	Is there Back Up Power Generation for this work area				
40	Is Electrical Hot water urns insulated well against water				
	LIGHT / ILLUMINATION				
41	Do all Lights and light switches work and are safe				
42	Is light level adequate for work in this area (Use Lux Meter)				
43	Is glare and reflection controlled to acceptable levels?				
44	Are there dark areas in this work area that need extra light				
	VENTILATION				
45	How many ceiling fans / air conditioners is present				
46	What is the last service date for air conditioners present				
47	Is there windows to allow natural ventilation				
48	Is this work area exposed to fumes and chemicals				
49	Is excessive heat a problem in this work area				
	WATER & SANITATION				
50	Are there adequate water taps & sinks for this work area				
51	Are Toilets adequate for the number of workers in this area				
52	Are toilets functioning well and hygienic ,are floors dry				
53	Is Toilets restricted to Staff only or open to public				
54	Is there emergency water storage & supplies for this area				
55	Is there adequate access of clients to drinking water here				
56	Is sanitary bins available in Female toilets				
57	Are toilet Paper and Hand Sanitiser suitably supplied here				
58	Is there stains on walls , urinals and toilet cistern bowls				
59	Are all toilet doors lockable to ensure privacy				
	STRUCTURAL				
60	Is walls , ceilings ,stairways and floors structurally intact				
61	Is walls ,doors, windows aesthetically painted and clean				
62	Is windows ,cabinet and door hinges working & closing well				
63	Is office furniture in a safe state				
64	Is staff meeting & eating facilities structurally intact				
65	Is work spaces insulated to be noise proof				
66	Is there any fire proof doors in this workplace				
67	Is walls to staff kitchen areas fire proof				

C	BUILDING FIRE WARDEN OR PROPERTY & FACILITIES Representative to Inspect & Fill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA	Comments Use back of this page if you need more space to write.
		Yes	<input checked="" type="checkbox"/>		
	Fire Extinguishers				
68	How many Dry Powder extinguishers are present in this work space?				
69	How many carbon di oxide extinguishers are present in this workplace?				
70	Do all these fire extinguishers have emblazon located in visible locations close to them?				
71	Have all these fire extinguishers been serviced in the past 6 months – check service tags				
72	Are any of these fire extinguishers missing from their locations				
	Fire Hose Reels				
73	How many fire hose reels are located in this work space				
74	Have all these fire hose reels been serviced in the past 6 months – check service tags				
75	Do any of these fire hose reels have missing parts eg. nozzles, hoses or covers				
76	Are any of these fire hose reels missing from their locations				
	Fire Blankets				
77	How many fire blankets are located in this workplace – check kitchen areas				
78	Have all these fire blankets been serviced in the past 6 months – check service tags				
	Fire Hydrants				
79	What is the closest fire hydrant to this workplace				
80	Have all these fire hydrants been serviced in the past 6 months – check service tags				
	Water Sprinkler Systems				
81	Does this workplace have water sprinkler systems				
82	Have these water sprinkler systems been serviced in the past 6 months – check service tags				
	Manual Call Points to activate Fire Alarms				
83	How many manual call points are located in this workplace				
84	Do all these manual call points have their transparency covers with them				
85	Is there any manual call points that are damaged or not working				
	FIRE INDICATOR PANEL (FIP)				
86	Where is the fire indicator panel for this workplace located				
87	What is the functional status of the FIP				
	FIRE ALARMS				
88	Where is the fire alarms for this workplace located				
89	Is this fire alarm audible to everyone in this workplace				

