|  |
| --- |
| **off-campus facility health and safety checklist** |

For staff and students performing work off-campus in a hazardous facility – e.g. a laboratory, workshop, factory or office space.

In promoting a culture of safety, we expect that all staff and students experience a level of safety off-campus that is no less than what they would experience on-campus.

**SECTION 1.**

**Details of UTS staff/student**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Work phone:**  **Mobile:** |  |
|  |
| **Faculty/Unit:** |  | **Email:** |  |
| **Supervisor Name:** |  | **Work phone:**  **Mobile:** |  |
|  |
| **Email:** |  | **Email:** |  |

**SECTION 2.**

**Details of host facility**

|  |  |  |
| --- | --- | --- |
| **Name of host organisation:** |  | |
| **Address:** |  | |
|  | |
| **Telephone:** |  | |
| **Email:** |  | |
| **Summary of activities to be performed within the facility:**  **Type of facility:** |  | |
|  | |
|  | |
|  | |
| [ ] Laboratory | [ ] Factory |
| [ ] Workshop | [ ] Office |
| [ ] Other – please specify: | |
|  | |

**section 3**

**general workplace checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item to Inspect** | **Yes** | **No** | **N/A** |
| The workplace in good repair e.g. check for trip hazards, stairs in good repair, lighting covers and fittings are secure and furniture such as chairs are in good order and safe for use. | Yes | No | N/A |
| The work environment is comfortable? i.e. Temperature is maintained, lighting is adequate, glare is reduced, and area is free of odours and excessive noise. | Yes | No | N/A |
| There are emergency procedures in place for the workplace. Evacuation instructions are made available, emergency personnel nominated, fire extinguishers accessible. | Yes | No | N/A |
| Electrical equipment and switches are in good repair. Equipment and cords are maintained away from moisture, heat, chemicals etc. There is no visible signs of damage. | Yes | No | N/A |
| Computer workstations and chairs are adjustable and in good repair to provide adequate workstation comfort. | Yes | No | N/A |
| There are processes in place to report and manage incidents and accidents | Yes | No | N/A |
| There are adequate kitchen facilities for the hygienic preparation and storage of food including refrigeration, utensils, adequate washing facilities and rubbish disposal | Yes | No | N/A |
| Chemical storage and handling procedures are in place e.g. Chemicals labelled correctly, Safety Data Sheets (SDS) available, signage in storage areas, personal protective equipment made available, flammable liquid storage cabinets, combustible materials and ignition sources >3m away, adequate ventilation. | Yes | No | N/A |
| Hazardous waste is separated and labelled and there are procedures in place for the removal of hazardous waste. | Yes | No | N/A |
| Gas cylinders are stored safely with valves closed when not in use. Gas use is restricted to areas that are well ventilated. | Yes | No | N/A |
| There is safety signage and safe operating procedures which clearly outline the safe use of equipment. | Yes | No | N/A |
| Machines are adequately guarded to prevent contact, entanglement or other injury | Yes | No | N/A |
| There are controls in place for noisy equipment and personal protective equipment is made available. | Yes | No | N/A |
| **Name and signature of person completing checklist** | **Date Completed** | | |
|  |  | | |