OFFICE/WORKSTATION SAFETY INSPECTION CHECKLIST
School of Accounting, UNSW
Quadrangle Building

A. Office/Workstation Checklist

• Area is tidy and well kept
• Adequate storage area provided and used
• Floor space is clear of objects/debris
• Floor coverings in good condition
• Cabinet tops are free of hazardous items and not used for storage
• Work area is clear of electrical leads/network cables
• Filing cabinets/desk drawers closed when not in use

B. Environment

• Temperature is comfortable
• Lights are working and adequate
• Ventilation is adequate
• Noise level is acceptable

C. Workstation Ergonomics

• Computers safely & appropriately situated on desks
• Keyboard located at front edge of desk
• Document holder available and used appropriately if reading from documents
• Mouse just next to and at same level as keyboard
• Footrest available and used if feet not able to be flat on floor
• Chair (5 star) has easily adjustable height and back support
• Eyes level with top of the monitor when neck in neutral position
• Equipment in frequent use located within easy reach (phone)
• Workstation area clear of cups/glasses/food items

D. Electrical Safety

• All electrical appliances have current test tags
• Electrical plugs/cords are not visibly or physically damaged, and kept clear of walkways
• Double adapters/piggy back plugs not used
• Only power boards with safety switches and overload protection are used
• Extension cords used for temporary installations only
• Electrical appliances used in a safe working area (e.g. heaters/fans)
• Red power outlets used for computers only

Comments:

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Name: Room No: OHS Officer or Supervisor:
Date: Date:
Signature: Signature: