**DEPARTMENT INFORMATION**

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<tr>
<th>Building:</th>
<th>Richard Berry</th>
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<td>Inspected by:</td>
<td>__________________</td>
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<tr>
<td>Department:</td>
<td>Mathematics &amp; Statistics</td>
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<td>Signature:</td>
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<td>Room No:</td>
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### 1. OFFICE LAYOUT

1.1 Area is tidy and well kept  
1.2 Adequate storage area provided  
1.3 Floor is free of obstructions  
1.4 Floor coverings in good condition  

### 2. OFFICE ENVIRONMENT

2.1 Temperature is comfortable  
2.2 Lighting is adequate  
2.3 Area is free from odours  
2.4 Noise level is acceptable  
2.5 Ventilation is adequate  

### 3. EMERGENCY PROCEDURES

3.1 Staff are aware of procedures and know emergency personnel  
3.2 Alarm can be heard in the area  

### 4. FIRST AID FACILITIES

4.1 Location of kits is known to staff  
4.2 Staff know first aid personnel  

### 5. WORKSTATION ERGONOMICS

5.1 Workstation assessed using the Keyboard Workstation Assessment EHSM (Appendix A)*  
*Assessment required for new Staff or change of work area  

### 6. MANUAL HANDLING

6.1 Operations are assessed using The Manual Handling Checklist provided in the EHSM (Appendix A)  
6.2 Frequently used items are within easy access, between knee and shoulder  
6.3 Heavy items stored at waist height  
6.4 Step –ladders or –stools are used to access items stored on high shelves  
6.5 Repetitive operations minimised  
6.6 Regular rest breaks are taken  
6.7 Trolleys are available and used to transport items  

### 7. ENVIRONMENTAL ISSUES

7.1 Use of energy sources minimised – electricity, gas and water  
7.2 Electronic mail used when possible  
7.3 Double sided photocopying and printing used when possible  

### 8. OFFICE ELECTRICITY SAFETY

8.1 Equipment has current electrical test tags  
8.2 Extension leads are used only for temporary power supply  
8.3 Powerboards used, not adaptors  
8.4 Leads kept clear of walk ways  
8.5 “Caution Do Not Use” Tags placed on faulty equipment  
8.6 Visual inspection of accessible electrical plugs and leads are in good condition  

### 9. GENERAL FACILITIES

9.1 Cleaning of area is adequate  
9.2 Access to EHS information on noticeboards, email and web provided  

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**UNCONTROLLED DOCUMENT**  
Authorised: Mathematics & Statistics Head of Department/Dept EHS Committee  
Date: January 2005 – Version 4/05  
To be revised: January 2008  
Page 1 of 2
MATHEMATICS & STATISTICS
OFFICE / WORKSTATION / ENVIRONMENT / SAFETY CHECKLIST

This checklist is to be used in conjunction with the University of Melbourne Environment Health and Safety Procedure 3.2 Hazard Identification, Assessment and Control - Application.

10. NAMES OF PARTICIPANTS IN THE INSPECTION PROCESS:

11. ACTIONS

<table>
<thead>
<tr>
<th>*Record details of work required</th>
<th>Area/Room No.</th>
<th>Who by</th>
<th>When by</th>
<th>Comments</th>
<th>Completed date</th>
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* include any actions outstanding from last WAS Inspection

Signature of Person Responsible for Actions: ________________________________

Date of next Review: 12 months ________________________________