# Office and administration areas

This checklist has been developed to assist schools in addressing their hazard identification and reporting.

The checklist provides guidance only, it is not intended as a definitive list for the identification of all hazards. Staff are encouraged to make modifications to suit their specific environment. **Note:** there will be hazards/deficiencies not mentioned on the checklists that will need to be identified and managed.

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| **School or location (block/campus/room):** | |
| **Person/s completing checklist:** | **Date:** |
| **Fire safety and emergency response** | **Action if required** **(✓ if no action)** |
| Safety rules, emergency information and evacuation routes are prominently displayed. |  |
| The alarm can be heard in this area (when applicable). |  |
| Doorways, walkways and evacuation exits are kept clear and at least 600mm wide. |  |
| External exit doors can be opened from the inside without a key and emergency fire exits are signed. |  |
| Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type. |  |
| Emergency lighting is available if necessary. |  |
| An approved first aid kit is readily available and stocked appropriately. |  |
| **Management procedures** | **Action if required (✓ if no action)** |
| Staff understand how to adjust their workstation in order to minimise postural discomfort. |  |
| Staff are inducted on local workplace and personal security protocols |  |
| **Buildings** | **Action if required (✓ if no action)** |
| The area is clean and tidy. |  |
| There is sufficient space for each person to perform their work safely. |  |
| Floor surfaces are maintained in a safe condition and suitable for the type of activities conducted. |  |
| Walls, ceilings and roofs safe and in good condition. |  |
| Steps/stairs/ramps are in a safe condition with non-slip surface, and secure handrails where needed. |  |
| Doors, windows, locks and latches are in good condition and working order. |  |
| There is adequate ventilation. |  |
| There is adequate lighting to work safely. |  |
| **Furniture, fixtures and fittings** | **Action if required (✓ if no action)** |
| Furniture is safe and in good condition. |  |
| Light fittings/fixtures and ceiling fans are in good condition and working order. |  |
| Hanging displays are not hazardous. |  |
| Hallways are clear of obstructions. |  |
| **Storage** | **Action if required (✓ if no action)** |
| Required resources and equipment are stored safely. |  |
| Free standing shelves/cupboards/filing cabinets are secured to ensure stability. |  |
| Filing is not permitted to accumulate and material is archived regularly where relevant. |  |
| **Hazardous chemicals** | **Action if required (✓ if no action)** |
| Current (within five years) safety data sheets are readily available for hazardous chemicals. |  |
| Hazardous chemicals are stored and labelled appropriately. |  |
| **Electrical** | **Action if required (✓ if no action)** |
| Electrical equipment is in good condition, visually inspected before use and tested as required by the department’s electrical testing procedure. |  |
| Power boards, air pumps, power cords and power outlets are at least 200 mm above any source of water. |  |
| All new power boards purchased will have an overload switch. |  |
| All areas have Residual Current Device (RCD) protection. |  |
| Electrical cables/cords are kept clear of walkways etc. |  |
| **Plant** | **Action if required (✓ if no action)** |
| Manuals are available for operating equipment and machinery. |  |
| A maintenance register in place for all equipment and machinery that requires regular maintenance and servicing e.g. ladders/copiers. |  |
| All equipment is fitted with guarding where appropriate e.g. guillotines. |  |
| **Toilets** | **Action if required (✓ if no action)** |
| Toilet facilities clean and in good condition. |  |
| Items are available to maintain appropriate levels of hygiene. |  |
| **General** | **Action if required (✓ if no action)** |
| Other hazards such as sharps, glare, noise, fumes or vermin have been identified. |  |
| Hand washing facilities are available. |  |
| All gas pipes are clearly labelled. |  |
| Isolation valves are readily accessible and clearly labeled. |  |
| **Other Issues** | **Action if required (✓ if no action)** |
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