

NEW/LEASED/REFURBISHED WORKPLACE – SAFETY CHECKLIST

Please use the following prompts to assist you to meet your WHS Legislative requirements for consultation and hazard management. This template demonstrates that work health and safety risks are being managed. It is recommended that the template is completed in consultation with the Faculty/Branch [Health, Safety and Wellbeing Officer](#).

School/Branch		Date
Location of room, building		
Person completing checklist		
Activity to be conducted in the workplace		

Check each box as applicable i.e. once the requirement has been completed or indicate if not applicable.

Step 1: Prior to signing a new lease, or moving into a new location

1	<input type="checkbox"/>	The workplace has been physically checked / / and <input type="checkbox"/> assessed as fit for purpose for the activities to be conducted; or <input type="checkbox"/> modification/changes required to the infrastructure, fixtures, fittings to make it fit for purpose. If relevant <input type="checkbox"/> the changes have been identified/listed, costed and are viable <input type="checkbox"/> no modification/changes required.
2	<input type="checkbox"/>	The activities of adjoining workplaces have been identified to determine if there are any potential risks to the health and safety of any person and/or the proposed activity to be conducted in the space. <input type="checkbox"/> potential risks identified _____ <input type="checkbox"/> no potential risks
3	<input type="checkbox"/>	Stakeholders (e.g. workers, students, lessor, co-location arrangement where workers/students share a workplace) have been informed of any activity that may impact on the safety or activities of any other person/party. <input type="checkbox"/> Yes: Risk Assessment/Safety Management Plan provided (<i>attach any documents</i>) <input type="checkbox"/> No. Not required. No activities will impact on the safety of any other person.
4	<input type="checkbox"/>	Access requirements and any security arrangements have been communicated and agreed. (e.g. if activities require workers to access the workplace 24hr x 7days pw) <input type="checkbox"/> not applicable
Comments		

Step 2: Pre-occupation, installation and set up (i.e. prior to commencement of any work related activity)

5	<input type="checkbox"/>	Infrastructure/Property Management have been consulted where the installation of any plant/equipment is required (e.g. power, plumbing, building/wall/ceiling penetration) to ensure appropriate installation by a competent person e.g. electrician, plumber, builder. <input type="checkbox"/> not applicable
6	<input type="checkbox"/>	The plant/equipment or any other item/substance introduced as part of the activity/project is fit for purpose.
7	<input type="checkbox"/>	The plant/equipment has been appropriately installed and tested by a competent person.
8	<input type="checkbox"/>	A Certificate of Compliance or evidence of testing is held where relevant (e.g. electrical installations).
9	<input type="checkbox"/>	Registration, licences and/or permits are identified and obtained for chemicals, plant/equipment, radiation, high risk work etc as required. (Contact your local HSW Contact for assistance if required.)
Comments		

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Step 3: Hazard Management		
10	<input type="checkbox"/>	Hazards associated with the activity(ies) have been identified and: <ul style="list-style-type: none"> <input type="checkbox"/> a risk assessment(s) has been completed (if required) in accordance with the HSW Handbook chapter Hazard Management <input type="checkbox"/> control measures are in place to ensure that the risk is eliminated or reduced as far as reasonably practicable. <input type="checkbox"/> emergency and contingency arrangements are in place e.g. First Aid kits, trained First Aiders and Wardens
11	<input type="checkbox"/>	A Safe Operating Procedure(s) (or equivalent) has been documented where a proficiency is required as a control measure. <ul style="list-style-type: none"> <input type="checkbox"/> not required
12	<input type="checkbox"/>	A process has been developed for the local induction of workers/students to the area of work and the task specific activities, including the management of records where required. <ul style="list-style-type: none"> <input type="checkbox"/> Log book (e.g. which includes Hazard Register, Risk Assessment(s), SOP(s), Induction template/info <input type="checkbox"/> Other arrangement (please specify)
Comments		

Following the occupation of the workplace		
14	<input type="checkbox"/>	There is a system for ensuring the provision of HSW information, instruction and training of new workers/students in accordance with the HSW Handbook chapter.
15	<input type="checkbox"/>	Supervisors are aware of their WHS Legislative and HSW handbook responsibilities to monitor that activities are conducted in accordance with the control measures included on the Risk Assessment (e.g. Safe Operating Procedure, where applicable) and to consult with relevant workers/students or others impacted by the activities should they change over time.
17	<input type="checkbox"/>	Plant/Equipment will be managed in accordance with the HSW Handbook process Plant/Equipment Safety Management to ensure the appropriate testing, maintenance and cleaning is completed. <ul style="list-style-type: none"> <input type="checkbox"/> Equipment requiring maintenance and/or testing has been added to the relevant database/record.
Comments		

Name _____ / /

Signed by Head of School/Branch (or delegate)

This checklist should be filed (electronic or hard copy) with other Faculty/Branch HSW documents and be available on request for auditing purposes.

Further Information: Please contact a member of the Local [HSW Team](#).

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