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| **REFURBISHED WORKPLACE PREOCCUPATION INSPECTION** |

**The following has been developed to assist managers/supervisors occupying a newly refurbished workplace using an Infrastructure Project Manager (PM). Using this template demonstrates that work health and safety risks are being managed. The template should be completed by a representative of the school/area occupying the space and the PM. Advice on the use of this template can be requested from** **hswteam@adelaide.edu.au****.**

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| **School/Branch** |  | **Date** |
| **Location of room, building** |  |
| **Person representing School/Area on the project working group** |  |
| **Person who will be supervising/managing the area going forward** |  |
| **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.

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| **Step 1: Prior to moving into a refurbished location**  |
| 1 | [ ]  | The workplace was physically checked by the parties listed above on / / and[ ]  assessed as fit for purpose for the activities to be conducted; or[ ]  modifications/changes or defects to the building fabric, fixtures, fittings were identified and have been provided to the project manager to correct. |
| 2 | [ ]  | Where co-location arrangements apply, 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.[ ]  potential risks identified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  no potential risks. |
| 3 | [ ]  | Where co-location arrangements apply, the workers/students who share a workplace have been informed by the school/area occupying the space of any of their activity that may impact the safety or activities of any adjoining workplaces.[ ]  Yes: Risk Assessment/Safety Management Plan provided *(attach any documents).*[ ]  No. Not required. No activities will impact on the safety of any other person. |
| 4 | [ ]  | Access restrictions to hazardous plant/equipment/chemicals/substances are in place. (Note: Access to the workplace outside normal hours should be arranged through Security).[ ]  not applicable  |
| **Comments/Actions** |  |
| **Step 2: Pre-occupation, installation and set- up (i.e. prior to commencement of any work related activity)** |
| 5 | [ ]  | Supervisor/Manager is satisfied that plant/equipment, or any other item/substance required for their activities and installed as part of the project is/are fit for purpose.[ ]  not applicable  |
| 6 | [ ]  | Plant/equipment has been installed and tested by a competent person.[ ]  not applicable  |
| 7 | [ ]  | Supervisor/Manager holds required registration, licences and/or permits for chemicals, plant/equipment, radiation, high risk work etc as required. (Contact hswteam@adelaide.edu.au for assistance if required.)[ ]  not applicable  |
| **Comments/Actions** |  |

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| **Step 3: Hazard Management** |
| 8 | [ ]  | The supervisor/manager has identified the hazards associated with any activity(s) and:[ ]  a risk assessment(s) has been completed (if required) in accordance with the HSW [Hazard Management](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hazard-management-handbook-chapter) procedure;[ ]  control measures are in place to ensure that the risk is eliminated or reduced as far as reasonably practicable;[ ]  emergency and contingency arrangements are in place or available nearby e.g. first aid kits, trained first aiders and wardens. (Note: information is available for [First Aid Assessments](https://www.adelaide.edu.au/hr/hsw/hsw-policy-procedures-handbook/first-aid-handbook-chapter) and [Warden Networks](https://www.adelaide.edu.au/hr/hsw/hsw-policy-procedures-handbook/emergency-management-handbook-chapter).) |
| 9 | [ ]  | Where required, Safe Operating Procedure(s) have been documented where instruction (level 2 information, instruction, training) is required as a control measure.[ ]  not required |
| 10 | [ ]  | Processes have been developed for the [provision of information instruction and training](https://www.adelaide.edu.au/hr/hsw/hsw-policy-procedures-handbook/hsw-information-instruction-training-handbook-chapter) for workers/students to the area of work where required; including local induction, task specific activities, emergency management, and the management of records.[ ]  Documented process in place which includes Hazard Register, Risk Assessment(s), SOP(s), Induction template/info [ ]  Other arrangement (please specify) |
| **Comments/Actions** |  |

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| **Following the occupation of the workplace** |
| 11 | [ ]  | Supervisors/managers 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. |
| 12 | [ ]  | A process is in place to ensure plant/equipment is managed in accordance with the HSW Handbook process [Plant/Equipment Safety Management](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/plant-equipment-safety-management-handbook-chapter) to ensure the appropriate testing, maintenance and cleaning is completed.[ ]  Equipment requiring maintenance and/or testing has been added to the relevant database/record.[ ]  not applicable |
| **Comments****/Actions** |  |

**All actions should be monitored to completion by the Supervisor/manager and any** [safety issue](#safetyissue) **reported in the University** [online reporting system](https://www.adelaide.edu.au/hr/hsw/unisafe)**.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / /**

**Signed by Supervisor/Manager of the area**

**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 hswteam@adelaide.edu.au