

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.

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.

Step 1: Prior to moving into a refurbished location											
1	<input type="checkbox"/>	The workplace was physically checked by the parties listed above on / / and <input type="checkbox"/> assessed as fit for purpose for the activities to be conducted; or <input type="checkbox"/> modifications/changes or defects to the building fabric, fixtures, fittings were identified and have been provided to the project manager to correct.									
2	<input type="checkbox"/>	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. <input type="checkbox"/> potential risks identified _____ <input type="checkbox"/> no potential risks.									
3	<input type="checkbox"/>	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. <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 restrictions to hazardous plant/equipment/chemicals/substances are in place. (Note: Access to the workplace outside normal hours should be arranged through Security). <input type="checkbox"/> not applicable									
Comments											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Actions</th> <th style="width: 35%;">What</th> <th style="width: 35%;">Who</th> <th style="width: 20%;">When</th> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> </tr> </table>				Actions	What	Who	When				
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Step 2: Pre-occupation, installation and set- up (i.e. prior to commencement of any work related activity)											
5	<input type="checkbox"/>	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. <input type="checkbox"/> not applicable									
6	<input type="checkbox"/>	Plant/equipment has been installed and tested by a competent person. <input type="checkbox"/> not applicable									
7	<input type="checkbox"/>	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.) <input type="checkbox"/> not applicable									
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Step 3: Hazard Management

8	<input type="checkbox"/>	The supervisor/manager has identified the hazards associated with any activity(s) and: <input type="checkbox"/> a risk assessment(s) has been completed (if required) in accordance with the HSW Hazard Management procedure ; <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 or available nearby e.g. first aid kits, trained first aiders and wardens. (Note: information is available for First Aid Assessments and Warden Networks .)								
9	<input type="checkbox"/>	Where required, Safe Operating Procedure(s) have been documented where instruction (level 2 information, instruction, training) is required as a control measure. <input type="checkbox"/> not required								
10	<input type="checkbox"/>	Processes have been developed for the provision of information instruction and training for workers/students to the area of work where required; including local induction, task specific activities, emergency management, and the management of records. <input type="checkbox"/> Documented process in place which includes Hazard Register, Risk Assessment(s), SOP(s), Induction template/info <input type="checkbox"/> Other arrangement (please specify)								
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Following the occupation of the workplace

11	<input type="checkbox"/>	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	<input type="checkbox"/>	A process is in place to ensure plant/equipment is managed in accordance with the HSW Handbook process Plant/Equipment Safety Management to ensure the appropriate testing, maintenance and cleaning is completed. <input type="checkbox"/> Equipment requiring maintenance and/or testing has been added to the relevant database/record. <input type="checkbox"/> not applicable								
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All actions should be monitored to completion by the Supervisor/manager and any [safety issue](#) reported in the University [online reporting system](#).

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

HSW Handbook	Workplace Monitoring	Effective Date:	14 December 2022	Version 2.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	14 December 2025	Page 2 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			