



Workplace Inspection Checklist and Action Plan

This form is to be used when undertaking the six-monthly workplace inspections.

Instructions on completing form:

1. Answer each checklist question with 'yes', 'no' or 'N/A'. Each 'no' requires a risk rating, derived using the matrix on the page below. Further explanation should be input in the 'comment' section.
2. When the inspection is complete, enter the 'yes/no' answers onto this form and complete the scoring and the action list.
3. Score each section, with all 'yes' responses allocated a score of '1' and all 'no' responses allocated a score of '0'. The sections are totaled at the end of the checklist and are to be shown as a percentage.
4. Add all 'no' responses to the 'Action List' (page 12 of this form) and indicate an appropriate action.
5. After completing the action, note if the hazard / issue has now been resolved in the 'hazard resolved?' column.

Instructions for saving your completed form:

6. Select 'File' and then 'Print'
7. Using the drop-down menu next to the printer name, select 'Adobe PDF' as your 'Printer'
8. Change the orientation to 'Landscape'
9. Select 'Print'
10. Save the form as a PDF File in your chosen location.

Final Step:

11. Email the completed PDF file to Marsh mops.safety@marsh.com who will enter the data into a central risk register. Copy your employing Senator or Member into this email to ensure that they are aware of any identified issues or hazards

Workplace Inspection Checklist

Risk Matrix

Likelihood

- Almost certain - Event expected to occur most times during normal operations (e.g. once a year or more frequent)
- Likely - Will probably occur at some stage based on evidence of previous incidents (e.g. once every three years)
- Possible - Not generally expected to occur but may occur under specific circumstances (e.g. once every ten years)
- Unlikely - Conceivable but not likely to occur under normal operations; no evidence of previous events (e.g. once every 30 years)
- Very unlikely - Only ever occurs under exceptional circumstances (e.g. once every 100 years)

Consequences

- Negligible - No injury
- Minor - First aid or minor medical treatment only; No loss of time
- Moderate - Significant injury involving medical treatment or hospitalization and loss of time
- Major - Extreme injury; serious long-term illness
- Catastrophic - Fatality; permanent disability or disease

		Consequence				
		Negligible	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	11 Medium	16 High	20 High	23 Extreme	25 Extreme
	Likely	7 Medium	12 Medium	17 High	21 High	24 Extreme
	Possible	4 Low	8 Medium	13 Medium	18 High	22 High
	Unlikely	2 Low	5 Low	9 Medium	14 Medium	19 High
	Very Unlikely	1 Low	3 Low	6 Low	10 Medium	15 Medium

Checklist Risk Rating

L – Low, M – Medium, H – High, E – Extreme

Name of WHS Site Officer:	
Name of Emergency Officer:	
Name of Deputy Emergency Officer:	
Name of First Aid Officer:	
* If any of the above roles are vacant, please complete the online Corporate Responsibility Roles nomination Form.	
Employer:	
Date:	
Location address of work area inspected:	
Completed with Marsh Consultant? Y/N:	
Date of next inspection (please tick):	<input type="checkbox"/> H1 (Due within 2 months from email reminder); <input type="checkbox"/> H2 (Due within 2 months from email reminder)

No.	Checklist Question	Yes/No/ NA	Risk Rating (L, M, H, E)	If 'no' selected - Hazard Resolved?	Comment
1.0	Fire and Emergency				
1.1	Are all access and exit points readily accessible and clear of obstruction?				
1.2	Are emergency procedures (including emergency diagrams, flip charts and Emergency Response Procedures (ERP) Manual) visible and available for all employees to access?				
1.3	Where installed, is fire safety equipment (e.g. fire extinguisher/blanket etc.) accessible and clear of obstruction?				
1.4	Are directional exit lights illuminated?				
1.5	Where installed, have fire extinguishers been inspected within the last six months?				
1.6	Is there a designated Emergency Officer and Deputy Emergency Officer for the workplace (excluding offices in Parliament House)?				
1.7	Where installed, can the evacuation alarm be heard in all areas (e.g. fire alarm or smoke detector)?				
1.8	Has a Personal Emergency Evacuation Plan (PEEP) been completed for all staff with special needs (e.g. pregnancy, mobility, visual or hearing impairments) and is it up-to-date?				
	Section Score (Count the 'Yes' answers):	/ 8			Other Comments:

No.	Checklist Question	Yes/No/ NA	Risk Rating (L, M, H, E)	If 'no' selected - Hazard Resolved?	Comment
2.0	First Aid				
2.1	Are the details on how to contact a First Aid officer clearly displayed and up-to-date?				
2.2	Are the details for incident and hazard reporting clearly displayed in the office? (See Appendix 1)				
2.3	Is the First Aid Kit accessible and a sign installed to display its location? (See Appendix 2)				
2.4	Is the First Aid Kit stocked as per the items listed in the 'First Aid and Supply List' and are all items in date?				
	Section Score (Count the 'Yes' answers):	/ 4			Other Comments:
3.0	Housekeeping and Layout				
3.1	Are all points of entry, exit and walkways free of obstructions?				
3.2	Are floor surfaces, including stairs, clean and in good condition?				
3.3	Are all handrails secure?				
3.4	Are drawers and filing cabinets closed when not in use?				
3.5	Is the work area free of sharp edges or surfaces that could cause injury during routine workplace activity?				
3.6	Is there an adequate system in place for waste disposal?				
3.7	Do all hazardous chemicals (including cleaning products) have a supplier's label and are they stored safely?				
	Section Score (Count the 'Yes' answers):	/ 7			Other Comments:

No.	Checklist Question	Yes/No/ NA	Risk Rating (L, M, H, E)	If 'no' selected - Hazard Resolved?	Comment
4.0	General Environment		Risk Rating		
4.1	Are all the lights installed in the work area operating?				
4.2	Where blinds are installed, are they functional?				
4.3	Is the area around photocopiers and printers ventilated?				
4.4	Where installed, are the office air-conditioning and/or heating systems operational?				
4.5	Is the working environment free of loud noise that could impact health (not discomfort issue)?				
4.6	Are there any issues or concerns in relation to leaks, wet spots or dampness in the workplace?				
	Section Score (Count the 'Yes' answers):	/ 6			Other Comments:
5.0	Amenities		Risk Rating		
5.1	Are toilet areas clean and stocked appropriately?				
5.2	Are water, soap and hand drying facilities available?				
5.3	Are kitchen areas kept clean?				
	Section Score (Count the 'Yes' answers):	/ 3			Other Comments:
6.0	Electrical (for equipment provided with the office, not personal items).		Risk Rating		
6.1	Are all plugs, sockets, power boards and cords in working order (i.e. cords not frayed, sockets operational) and secured?				
6.2	Has testing and tagging been completed in the last 12 months? (check 3-4 sample items)				

No.	Checklist Question	Yes/No/ NA	Risk Rating (L, M, H, E)	If 'no' selected - Hazard Resolved?	Comment
6.3	Have all double adaptors and 'piggyback' plugs been removed? All double adaptors will be removed by Testing & Tagging contractors during inspections.				
6.4	Is the use of extension cords limited to temporary use only?				
6.5	If power boards are in use, do they have overloading protection? (check 3-4 sample items)				
	Section Score (Count the 'Yes' answers):	/5			Other Comments
7.0	Manual Handling		Risk Rating		
7.1	Are items stored safely and securely, to ensure they are not at risk of falling or causing a manual handling injury? <ul style="list-style-type: none"> items stored securely and not at risk of falling heavy or bulky items stored at waist height or below frequently used items stored between knee and shoulder height where possible, reduce the weight of heavy items (e.g. splitting a box of paper into separate reams) 				
7.2	Does the office have adequate storage facilities (e.g. boxes not stored on floors)?				
	Section Score (Count the 'Yes' answers):	/ 2			Other Comments
8.0	Ergonomics		Risk Rating		
8.1	Is the workspace both on and under the desk free from clutter (e.g. adequate space under desk to sit comfortably)?				

No.	Checklist Question	Yes/No/ NA	Risk Rating (L, M, H, E)	If 'no' selected - Hazard Resolved?	Comment
8.2	Is the 'How to Access Ergonomic Services' poster displayed clearly in the office? (See Appendix 3)				
8.3	Is the 'Marsh Workstation Self Check Guide' poster displayed clearly in the office? (See Appendix 4)				
	Section Score (Count the 'Yes' answers):	/ 3			Other Comments:
9.0	Security		Risk Rating		
9.1	Are employees aware of the security process when locking up and leaving the office (e.g. after hours)?				
9.2	Have any security concerns been reported to the appropriate contact and recorded in Skytrust? (If no security concerns occurred than mark NA)				
9.3	Where installed, have operating and testing procedures been provided for duress alarms?				
9.4	Where installed, have all duress alarms been tested (in accordance with the procedures) to ensure they are operational and have staff been trained in their use?				
	Section Score (Count the 'Yes' answers):	/ 4			Other Comments:
10.0	Induction and Psychosocial				
10.1	Do all employees know how to report workplace bullying, harassment or other inappropriate behaviour (either by other members of the workplace or by constituents)				
10.2	Have all staff been advised of the services available through the Employee Assistance Program (TELUS Health)?				
	Section Score (Count the 'Yes' answers):	/2			

No.	Checklist Question	Yes/No/ NA	Risk Rating (L, M, H, E)	If 'no' selected - Hazard Resolved?	Comment
	<p>Total score:</p> <p style="text-align: center;">/ 44</p>	<p>Overall comments:</p>			

Workplace Inspection Action Plan

Please note that an action is required for each 'no' answer on the workplace inspection checklist.

WHS Site officers must either attempt to resolve the matter locally or advise the relevant contact – either Marsh, Ventia or their MaPS State Office. For the specific action required, please see the column *First Contact for Action* below to determine the relevant contact.

Following each inspection, WHS site officers are asked to collate all action items for each contact before referring action items arising out of this inspection. Please ensure a copy of the completed checklist is provided to your employing Parliamentarian.

Contact	Email	Phone
PWSS WHS	whs@pwss.gov.au	1800 747 977 Option 3
Marsh	Mops.safety@marsh.com	1300 418 288
Ventia	woag.thehub@ventia.com	1300 652 114
M&PS Australian Capital Territory	M&PS-ACT@finance.gov.au	02 6277 6087
M&PS New South Wales	M&PS-NSW@finance.gov.au	02 8289 9900
M&PS Northern Territory	MaPS-NT@finance.gov.au	08 8941 4133
M&PS Queensland	MaPSQld@finance.gov.au	07 3001 8900
M&PS South Australia	M&PSSA@finance.gov.au	08 8205 1000
M&PS Tasmania	mapstas@finance.gov.au	03 6231 0734
M&PS Victoria	MaPSVic@finance.gov.au	03 9660 6600
M&PS Western Australia	M&PS-WA@finance.gov.au	08 9260 5000
Department of Parliamentary Services IT Service Desk	2020@aph.gov.au	02 6277 2020
TELUS Health (EAP Provider)	https://www.telushealth.com/en-au	1300 360 364

Workplace Inspection Action Plan

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
1.0 Fire and Emergency					
1.1 Are all access and exit points readily accessible and clear of obstruction?	WHS Site Officer to clear any obstructions that can be undertaken easily. Contact Marsh for further information, or to report any issues that cannot be resolved locally if required: Mops.safety@marsh.com	Marsh		Ensure that access and exit points remain clear and accessible through spot checks and further inspections	
1.2 Are emergency procedures (including emergency diagrams, flip charts and ERP manual) visible and available for all employees to access?	A hard copy of the ERP Manual is to be printed from digital copy kept on Skytrust if not already available. Emergency Officer to contact Marsh if in need of amendments to diagrams or additional flip charts.	Marsh		Emergency evacuation diagram for the workplace is present and in working order, flip charts and ERP manual available and accessible.	
1.3 Where installed, is fire safety equipment (e.g. fire extinguishers/blanket etc.) accessible and clear of obstruction?	Emergency Officer to address any local issues (i.e. relocating a fire extinguisher that has been moved from its designated location). Where the issue cannot be addressed locally, Emergency Officer to advise Ventia.	Ventia		Fire extinguishers must only be moved from their designated location to control a fire.	
1.4 Are directional exit lights illuminated?	WHS Site Officer to report any faults to Ventia.	Ventia		Ventia to remedy any issues with exit lighting	
1.5 Where installed, have fire extinguishers been inspected within the last six months?	Emergency Officer to report any faults to Ventia.	Ventia		Ventia to remedy any issues	
1.6 Is there a designated Emergency Officer and Deputy Emergency Officer for the workplace (excluding offices in Parliament House)?	Where there is not a nominated Emergency Officer for the site, the WHS Site Officer should ask the Senator or Member, Office Manager or Chief of Staff to arrange the nomination of an Emergency Officer by completing the	WHS Site Officer		Each office must have an Emergency Officer and Deputy Emergency Officer nominated by the Senator or Member (excluding offices in Parliament	

Workplace Inspection Action Plan

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
	online Corporate Responsibility Roles nomination Form. If there is no Emergency Officer, any actions assigned to the Emergency Officer by this Action Plan should be performed by the WHS Site Officer.			House). Emergency Officers are trained by Marsh.	
1.7 Where installed, can the evacuation alarm be heard in all areas (e.g. fire alarm or smoke detector)?	Emergency Officer to advise Ventia. In some buildings, an audible alarm is not required by the Building Code of Australia. If an audible alarm is not installed in your building, there needs to be a system in place to alert all occupants of the building in the event of an emergency. If the Emergency Officer is not aware of an emergency notification system for your office, he or she should discuss the matter with Ventia.	Ventia		Ventia and/or Finance will liaise with the building owner to confirm that a system is in place to ensure that your office is notified promptly in case of an emergency. The Emergency Officer and WHS Site Officer will be advised of the outcome.	
1.8 Has a Personal Emergency Evacuation Plan (PEEP) been completed for all staff with special needs (e.g. pregnancy, mobility, visual or hearing impairments) and is it up to date?	Emergency officer to work with individuals to create PEEP where required. PWSS Academy: Disability confident managers e- learning program Disability Course	Emergency Officer			
2.0 First Aid					
2.1 Are the details on how to contact a First Aid officer clearly displayed and up-to-date?	First Aid officer to clearly display the names and contact details of all employees holding a current first aid certificate. Where there is not a nominated First Aid Officer for the site, the WHS Site Officer	First Aid officer		Names of all employees holding a current first aid certificate within the office clearly displayed.	

Workplace Inspection Action Plan

Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
	<p>should ask the Senator or Member, Office Manager or Chief of Staff to arrange the nomination of a First Aid Officer by completing the online Corporate Responsibility Roles nomination Form.</p> <p>If there is no First Aid Officer, any actions assigned to the First Aid Officer by this Action Plan should be performed by the WHS Site Officer.</p>				
2.2 Are details for incident & hazard reporting clearly displayed in the office? (See Appendix 1)	WHS Site Officer to advise employees of the procedures set out in Reporting an Incident or Hazard on the PWSS website and discuss those procedures with them.	WHS Site Officer		All staff aware of how to report an incident or hazard through Marsh.	
2.3 Is the First Aid Kit accessible and a sign installed to display its location? (See Appendix 2)	First Aid officer to ensure First Aid kit remains accessible and visible to all workers within the office.	First Aid officer		First Aid kit is accessible and visible to all workers within the office.	
2.4 Is the First Aid Kit stocked as per the items listed in First Aid Supply List and are all items in date?	Review the First Aid Supply List , on the PWSS website and replace missing or out of date items.	First Aid Officer		All items on the list of contents provided with the first aid kit are present and within their use-by-date.	
3.0 House Keeping and Layout					
3.1 Are all points of entry, exit and walkways free of obstruction?	<p>WHS Site Officer to remove clutter/obstruction from walkway area immediately.</p> <p>WHS Site Officer to advise staff via regular staff meeting or email to keep walkways clear.</p>	WHS Site Officer		Walkways are free of obstruction.	

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
3.2 Are floor surfaces, including stairs, clean and in good condition?	If floor or stairs are slippery, dirty, or in poor condition, WHS Site Officer to sign the area. Contact Ventia to arrange cleaner to attend and add any notes to cleaner communication book if issue persists. Contact Marsh for more information or to discuss a situation if required: mops.safety@marsh.com	WHS Site Officer Ventia Marsh		Floor or stairs are cleaned, repaired or replaced Particular situation is resolved.	
3.3 Are all handrails secure?	WHS Site Officer to report any faults to Ventia. Contact Marsh if more information is required on which matters should be reported: mops.safety@marsh.com	Ventia		Handrails are secured and safe. Ventia to remedy any issues.	
3.4 Are drawers and filing cabinets closed when not in use?	WHS Site Officer to: <ul style="list-style-type: none"> close drawers and filing cabinets at time of inspection advise staff via regular staff meeting or email to always close drawers/filing cabinets when not in use. 	WHS Site Officer		Hazard eliminated as staff routinely close drawers and filing cabinets.	
3.5 Is the work area free of sharp edges or surfaces that could cause injury during routine workplace activity?	WHS Site Officer to attempt to resolve issue locally by safeguarding sharp areas or surfaces. If unable to resolve locally, contact Ventia. Contact Marsh if more information is required on which matters should be reported: mops.safety@marsh.com	WHS Site Officer Ventia Marsh		Ventia to arrange repair or elimination of sharp surfaces.	
3.6 Is there an adequate system in place for waste disposal?	If unable to resolve locally, WHS Site Officer to report any faults to Ventia.	Ventia		Ventia to co-ordinate with cleaning/waste disposal company.	

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
3.7 Do all hazardous chemicals (including cleaning products) have a supplier's label and are they stored safely?	WHS Site Officer to put aside cleaning agents and store them as required, then leave note to correct labelling in cleaner communication book. If unsure of labelling or storage requirements, contact Ventia.	WHS Site Officer Ventia		Ventia to provide advice on appropriate storage and labelling as required.	
4 .0 General Environment					
4.1 Are all the lights installed in the work area operating?	WHS Site Officer to report any faults to Ventia. Contact Marsh for further information on which matters need to be reported: mops.safety@marsh.com	Ventia		Ventia to remedy any issues.	
4.2 Where blinds are installed, are they functional?	WHS Site Officer to advise State Office. Contact Marsh for further information on which matters need to be reported: mops.safety@marsh.com	State Office		This is a matter for the office to manage, in consultation with the State Office, within the physical constraints of the office.	
4.3 Is the area around photocopiers and printers ventilated?	WHS Site Officer to assess situation locally. Contact Marsh for further information on which matters need to be reported: mops.safety@marsh.com	WHS Site Officer		Marsh to provide advice regarding appropriate ventilation.	
4.4 Where installed, are the office air-conditioning and/or heating system operational?	WHS Site Officer to report any faults to Ventia	Ventia		Ventia to remedy any issues.	

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
4.5 Is the working environment free from loud noise that could impact health (not discomfort issue)?	WHS Site Officer to investigate source of noise and see if it can be eliminated or reduced locally. If not, refer to the State office. Contact Marsh for more information on which matters should be reported: mops.safety@marsh.com	State Office		State Office to investigate noise situation and if deemed necessary following assessment, explore solutions.	
4.6 Are there any issues or concerns in relation to leaks, wet spots or dampness in the workplaces?	WHS Site Officer to report any faults to Ventia	Ventia		Ventia to remedy any issues.	
5.0 Amenities					
5.1 Are toilet areas clean and stocked appropriately?	WHS Site Officer to leave note in cleaner communication book for resolution. Report any faults to Ventia.	WHS Site Officer Ventia		Ventia to remedy any issues. This may require the co-operation of the building owner where toilets are located in common areas.	
5.2 Are water, soap and hand drying facilities available?	WHS Site Officer to leave note in cleaner communication book for resolution. Report any faults to Ventia.	WHS Site Officer Ventia		Ventia to remedy any issues.	
5.3 Are kitchen areas kept clean?	WHS Site Officer to review situation and attempt to resolve locally by advising staff via regular staff meeting or email to maintain clean kitchen. If issue relates to cleaning contractors, WHS Site Officer to leave note in cleaner communication book for resolution. If unable to resolve escalate to Ventia.	WHS Site Officer / Ventia		Kitchen is kept clean by staff in office. Ventia to review condition of kitchen facilities, where the hazard relates to matters other than usage.	

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
6.0 Electrical					
<p>6.1 Are all plugs, sockets, power boards and cords in working order (i.e. cords not frayed, sockets operational) and secured?</p>	<p>WHS Site Officer to:</p> <ul style="list-style-type: none"> attempt to resolve trip hazards locally i.e. remove electrical cords from walkways or secure them (if possible) arrange replacement of power boards and extension cords that are not in safeworking order. <p>Faulty equipment that has been provided by Finance (for example: televisions, whitegoods) should be reported to the State office.</p> <p>Faulty IT equipment should be reported to DPS through the 2020 Service Desk on 02 6277 2020</p> <p>Other faulty electrical fixtures and equipment should be reported to Ventia.</p> <p>Contact mops.safety@marsh.com to discuss if required.</p>	<p>Marsh State Office Ventia</p>		All electrical items in working order and hazards eliminated.	
<p>6.2 Has testing and tagging been completed in the last 12 months? (check 3-4 sample items)</p>	<p>Any electrical items that are not clearly tested/tagged to be reported to Ventia.</p>	Ventia		Ventia to remedy any issues	
<p>6.3 Have all double adaptors and 'piggyback' plugs been removed? All double adaptors will be removed by Testing & Tagging contractors during inspections.</p>	<p>All double adaptors will be removed by WHS Site Officer. Please note: <i>All double adaptors will also be removed by Testing & Tagging contractors during inspections.</i></p>	WHS Site Officer		N/A	

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
6.4 Is the use of extension cords limited to temporary use only?	WHS Site Officer to monitor use of extension cords and try to limit their use. WHS Site Officer should attempt to resolve locally i.e. review whether an extension cord use is required and if so, ensure that it is not a trip hazard.	WHS Site Officer		N/A	
6.5 If power boards are in use, do they have overloading protection? (check 3-4 sample items)	WHS Site Officer to ensure that any power boards in use have overloading protection.	WHS Site Officer			
7.0 Manual Handling					
<p>7.1 Are items stored safely and securely, to ensure they are not at risk of falling or causing a manual handling injury?</p> <ul style="list-style-type: none"> - items stored securely and not at risk of falling - heavy or bulky items stored at waist height or below - frequently used items stored between knee and shoulder height - where possible, reduce the weight of heavy items (e.g. splitting a box of paper into separate reams) 	<p>WHS Site Officer to move or re- arrange items accordingly.</p> <p>Please contact MaPS to discuss any issues with storage facilities.</p> <p>Items such as election campaign material, fundraising material, or use of a private business to store merchandise, should not be stored in the office.</p>	WHS Site Officer / Marsh		<p>Matter to be resolved locally, within existing space available.</p> <p>PWSS Academy</p> <p>Correct manual handling and ergonomics in the workplace</p>	

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
7.2 Does the office have adequate storage facilities (e.g. boxes not stored on floors)?	WHS Site Officer to attempt to resolve locally in conjunction with those people working in the area. Items such as election campaign material, fundraising material, or use of a private business to store merchandise, should not be stored in the office. Contact Marsh for further information on manual handling and storage: mops.safety@marsh.com	WHS Site Officer		Matter to be resolved locally, within existing space available. Staff to access PWSS Academy Correct manual handling and ergonomics in the workplace	
8.0 Ergonomics					
8.1 Is the workspace, both on and under the desk, free from clutter (e.g. adequate space under desk to sit comfortably)?	WHS Site Officer to advise employee to clear workspace to facilitate correct ergonomic positioning. If unable to rectify issue, refer to Senator or Member or authorised person.	Marsh		N/A	
8.2 Is the 'How to Access Ergonomic Services' poster displayed clearly in the office? (See Appendix 3)	WHS Site officer to remind employees that they can request an ergonomic workstation assessment by emailing the WHS team at whs@pwss.gov.au or by calling 1800 747 977 Option 3.	WHS Site officer		N/A	
8.3 Is the 'Marsh Workstation Self Check Guide' poster displayed clearly in the office?	WHS Site officer to remind employees that they can request an ergonomic workstation assessment by emailing the WHS team at whs@pwss.gov.au or by calling 1800 747 977 Option 3.	WHS Site Officer			
9.0 Security					
9.1 Are employees aware of the security process when locking up and leaving the office (e.g. after hours)?	WHS Site Officer to develop security procedures for that location in conjunction with other relevant personnel at that location.	WHS Site Officer		N/A	

Workplace Inspection Action Plan

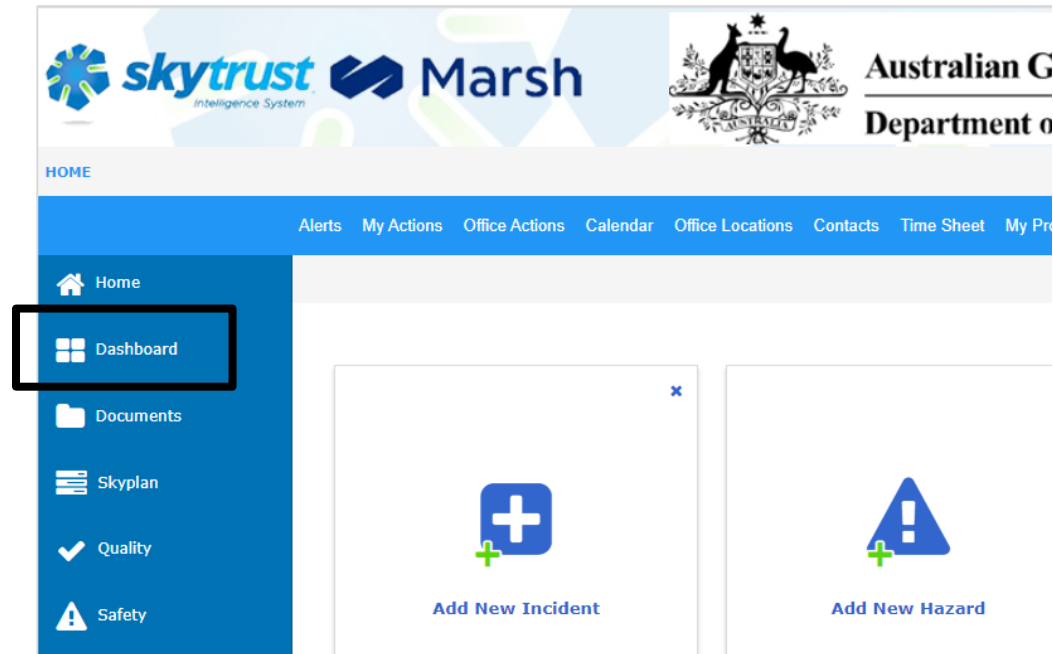
Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
9.2 Have any security concerns been reported to the appropriate contact and recorded in Skytrust? (If no security concerns occurred then mark N/A)	WHS Site Officer to attempt to resolve locally and if unable to, refer to your State Office.	WHS Site Officer State Office		State Office to assess the situation and implement solutions to ensure office security and employee safety.	
9.3 Where installed, have operating and testing procedures been provided for duress alarms?	WHS Site Officer to refer to operating and testing procedures for duress alarms (where installed).	WHS Site Officer State Office		WHS Site Officer to contact MaPS State Office to obtain operating and testing procedures	
9.4 Where installed, have all duress alarms been tested (in accordance with the procedures) to ensure they are operational and have staff been trained in their use?	WHS Site Officer to ensure testing of the duress alarm (where installed) is conducted in accordance with the procedures.	WHS Site Officer State Office		WHS Site Officer to conduct testing of the duress alarm (where installed).	
10.0 Psychosocial					
10.1 Do all employees know how to report workplace bullying, harassment or other inappropriate behaviour (either by other members of the workplace or by constituents)	WHS Site Officer to encourage employees to become familiar with information on the PWSS website about managing bullying, harassment or other inappropriate behaviour.	WHS Site Officer		N/A	
10.2 Have all staff been advised of the services available under the Employee Assistance Program (TELUS Health)?	WHS officer to advise staff of the availability of the EAP and provide contact details. https://www.telushealth.com/en-au 1300 360 364	WHS Site Officer		N/A	

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Hazard/Issue Identified	Action Required	First Contact for Action	Date Completed	Anticipated Final Control	Date Completed
WHS Site Officer to complete:					
Name:					
Location:					
Signature:					

Appendices

The following appendices are examples of what should be displayed in your offices. Copies of appendices 1,3 and 4 can be found on Skytrust by going to the 'Documents' tab on the left side menu on the Skytrust Homepage as shown below. Appendices 2 can be purchased from COS.



Appendix 1

Appendix 1

whs@pwss.gov.au

Hazard and Incident Reporting

All work-related incidents and hazards must be reported by:

- calling Marsh on 1300 418 288 or emailing mops.safety@marsh.com
- calling the WHS Team on 1800 747 977 (option 3)
- emailing whs@pwss.gov.au
- using the self-service portal [Skytrust](#).

If in doubt, report.

Some serious work-related incidents are notifiable under the Work Health and Safety Act 2011 (WHS Act) and must be reported to [Comcare](#) immediately.

Hazards

Hazards include:

- ergonomic hazards e.g. equipment layout, manual handling, lighting, noise, workstation design
- physical hazards e.g. electricity, heat, confined spaces, body stressing
- [psychosocial hazards](#) e.g. bullying and harassment, workplace violence, mental stress
- biological hazards e.g. mould, viruses, toxins from biological sources
- chemical hazards e.g. skin irritants, solvents.

On identifying a hazard, you should:

- eliminate the hazard if safe to do so e.g. clean up spilled water on floor
- warn your colleagues to reduce the risk of injury
- advise your WHS Site Officer who will assess whether an immediate local response is required e.g. limiting access to the area
- lodge a hazard report on [Skytrust](#).

Work-related incidents

Work-related incidents are those that occur while undertaking duties connected to your employment and include:

- injuries requiring first aid or medical treatment
- near misses (incidents that may have resulted in injury if not for a mitigating action or system)
- incidents requiring time off work
- psychological injury
- decreased capacity to perform normal duties, including where the initial cause was not connected with work.

It may be appropriate to report an incident that occurred outside of work if the incident is likely to affect your capacity to perform work.

Wherever practicable, the person involved in the incident should make the report. If they are unable to do so, the First Aid Officer, WHS Site Officer, a colleague or supervisor may contact the [WHS Team](#) on the injured person's behalf.

Any hazard that may have contributed to the incident should be reported through [Skytrust](#).

Notifiable incidents

The following incidents must be reported to [Comcare](#) immediately:

- death of a person
- serious injury or illness of a person
- dangerous incidents.

If in doubt, contact the [WHS Team](#) on 1800 747 977 (Option 3) or by email on whs@pwss.gov.au.

The site of a notifiable incident must not be disturbed until cleared by a Comcare Inspector except for a 'prescribed reason', such as to:

- assist an injured person
- remove a deceased person
- make the site safe or to minimise the risk of a further notifiable incident
- facilitate a police investigation.

Contact Comcare on 1300 366 979 if you are unsure whether an incident site needs to be preserved.

For more information on hazard and incident reporting, please visit the [PWSS website](#).

Appendix 2

The below sign is available for purchase through COS.



Appendix 3

Appendix 3

Working safely at your desk

PWSS offers workstation assessments, reasonable adjustments, WHS training, flu vaccinations and other services to prevent injury and illness.

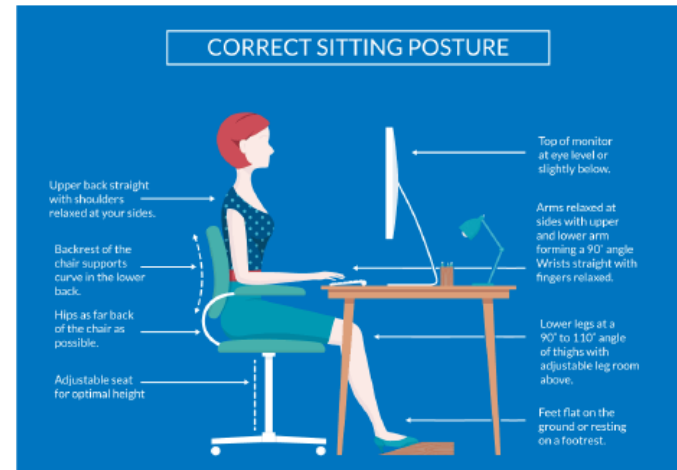
Preventing injuries and illness is an important part of protecting ourselves and those around us. Making small changes to the way we think and the way we do things can make all the difference.

A proactive approach can assist employers find and fix workplace hazards before workers are hurt and can be effective at reducing injuries, illnesses, and fatalities.

There are several ways that you can ensure that your workstation is set up correctly to minimise the risk of sustaining an injury.

- Complete the online Workstation set up and ergonomic assessment module available on the [PWSS Academy](#). If you don't have a login for the Academy, please email training@pwss.gov.au.
- Use the [online ergonomic self-assessment tool](#). If you don't have a login for Skytrust, please email mops.safety@marsh.com.
- Request a virtual or in-person ergonomic workstation assessment by contacting the PWSS WHS team. The team can be contacted by email at whs@pwss.gov.au or by phoning 1800 747 977 (Option 3).

If working from home, the [Working from home Workstation Setup Guide](#) developed by SafeWork Australia is a useful resource to ensure that your home office environment is safe and any potential hazards are identified and managed. If you are having concerns with your home setup, please contact the [PWSS WHS team](#).



Appendix 4

MOPS | WORK, HEALTH & SAFETY

SEATED WORKSTATION

- 1. Chair/Desk**
 - Position Lumbar support in lower back curve
 - Spine (low and middle back) is fully supported
 - Shoulder are relaxed, elbows bent and forearms supported on desk
 - Legs are supported by chair with 2-4cm gap between the knees and front of the chair
- 2. Feet**
 - Flat on floor or supported by footrest
- 3. Keyboard/Mouse**
 - The distance between the keyboard/mouse and desk edge should provide enough space to allow support of the forearms on the work surface
 - Hands and wrists in a neutral position
- 4. Keyboard**
 - Keep keyboard flat
- 5. Monitor**
 - Place the screen approximately an arms length away. Position your screen (height and angle) so that your neck is in a neutral position and at a comfortable viewing distance
 - The position of your monitor should avoid direct glare on the screen
 - When using multiple screens consider placement based on usage (i.e. primary screen closer to centre of view)
- 6. Documents**
 - Place between the keyboard and monitor
- 7. Reach sectors**
 - Vary hand use for tasks as able (e.g. swap mouse side, position telephone on opposite side to mouse)
 - Commonly used items should be within comfortable arm reach

NEED ASSISTANCE?
If you have a query about your ergonomic arrangements or the online ergonomic self-assessment questionnaire, please contact Marsh
ergonomics@marsh.co.uk
 1300 418 288

MOPS | WORK, HEALTH & SAFETY

STANDING WORKSTATION

When using a standing workstation apply the following:

- Ensure shoulders are relaxed, elbows bent and forearms supported on desk
- Apply principles for keyboard, mouse, monitor and document holder as per overleaf
- Alternate posture regularly and within tolerances at all times. Aim to sit/stand for no longer than 45mins-1hour at any one time.
- Whilst standing shift weight side to side or heels to toe to reduce strain on legs and back
- Ensure comfortable footwear is worn when standing at all times, no high heels or very thin soled shoes.

MAKE TIME TO STRETCH

Chin Tuck
Look straight ahead. Move chin backwards with chin parallel to the floor.
Repeat 5-10 times.

Lower Back
Stand up. Support your low back with both hands and gently arch back. Hold for 5-10 seconds.

Shoulder Stretch
Take your ear towards your shoulder. Straighten your opposite arm, take fingers towards the ceiling.

Wrist, Hand and Arms
Straighten arms in front. Hold for 5-10 seconds. Interlace fingers, palms outward.

THE MESSAGE IS TO MOVE

- Every 20 minutes, look at something 20 feet away for at least 20 seconds
- Try standing or walking during meetings
- Use the stairs instead of the lift
- Set reminders to get up and move more frequently
- Stand when using the phone - walk or do stretches if you have a wireless headset
- Walk to colleagues rather than using phone or email
- Stand at an elevated surface whilst reading from documents
- Use tasks such as collecting printing, using the bathroom, and filling up water bottles as opportunities to move
- Have lunch away from your desk
- Use a central bin, rather than have one at your desk.

NEED ASSISTANCE?
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 1300 418 288