

APPENDIX 3.3 OH&S AUDIT CHECKLIST FOR VOLUNTEERS

INTERNAL ENVIRONMENT

CORRIDORS/FLOORS/EXITS	YES/NO	COMMENTS	DATE TO BE ACTIONED
Entrances and steps in good repair			
All entrances, corridors and stairs/steps free from obstacles			
Carpets, floor coverings in good condition			
Floor level without defects or dips/rises/holes			
Floor clean and not slippery			
Wet floor signs used			
All electrical and computer cords tidy and away from walkways etc			
Lighting adequate in stairways			
Steps easy to see			
Steps are not slippery			
Steps are uniform in height and depth			

LIGHTING	YES/NO	COMMENTS	DATE TO BE ACTIONED
Lighting is adequate for all work areas			
Lighting is diffused to prevent glare			
Adequate work area lighting provided where low light museum lighting is in operation			
TOILETS			
Toilets are clean and free from obstacles			
Sanitary disposal bins provided			
Toilet locations are signed			
Single use towels or hand dryers installed			
Exhaust fans installed in toilets			
LUNCH AREAS			
Tea break and meals area provided			
Stove/microwave/appliances in good condition			
Fire blanket provided			
Hot water urns signed with caution notices			
Lockable storage for knives etc			
Garbage bins emptied/cleaned			
Refrigerated storage			

HAZARDOUS	YES/NO	COMMENTS	DATE TO BE ACTIONED
All chemicals and cleaning products stored in locked cupboards			
All staff/volunteers trained in correct use of all hazardous substances			
Protective equipment provided to staff/volunteers			
Material Safety Data Sheets for all hazardous substances kept			
FIRST AID			
First Aid kits available and maintained			
Injury reports kept			
List of qualified first aiders in organisation			
STORAGE AREAS			
Storage areas kept clean and tidy			
Floor area clear of obstacles			
Step ladders in good condition			
Heavy items stored at lower levels			

OFFICE AREAS/WORK AREAS	YES/NO	COMMENTS	DATE ACTIONED
Filing cabinets tilt proof or secured to prevent tipping			
Table/desk height suitable for work performed			
Desks/work areas tidy			
Computer/electrical cords tidy			
Computer monitors correctly positioned.			
Keyboard and mouse correctly positioned			
Clearance between furniture sufficient to allow staff to walk between			
Chairs are adjustable for both height and back rest			
ELECTRICAL			
Building electrical installations in good condition and checked regularly.			
All appliances in good working order			
All electrical cords in good condition; no kinks or exposed wires			
Extension leads and power boards in good condition and not overloaded			
All power points in good condition			
Adequate power outlets			

FIRE CONTROL	YES/NO	COMMENTS	DATE ACTIONED
Extinguishers in place			
Fire fighting equipment service/tagged			
Appropriate signing of extinguishers			
Extinguishers appropriate to hazard			
Emergency exit signage			
Exit doors easily opened from inside			
Exit pathways clear of obstruction			
Alarm/communication system - adequate			
Smoking/naked flame restrictions observed			
Minimum quantities of flammables at workstation			
Flammable storage procedures			
Emergency personnel identified and trained			
Emergency procedures documented – issued			
Emergency telephone numbers displayed			
Alarms tested			
Trial evacuations conducted			
Personnel trained in use of fire fighting equipment			

PHOTOCOPIERS/PRINTERS	YES/NO	COMMENTS	DATE ACTIONED
Copiers are located in a ventilated area			
Located away from staff/volunteers			

EXTERNAL ENVIRONMENT

BUILDING GROUNDS AND CAR PARKS	YES/NO	COMMENTS	DATE ACTIONED
Car parks well lit if used at night			
Staff/volunteer parking available close by			
Plantings do not provide hiding places for intruders			
Entrances and exits are clearly marked			
Disabled and No Parking areas clearly defined			
Pathways, steps and ramps clear of holes, obstacles			
Pathways and stairs well lit			
Steps are well defined and painted if necessary to indicate change of level			
Non-slip surfaces provided where necessary			
Signs indicating security arrangements are in place			
Walls, fences and gates in good condition			
Notice and display boards securely fastened			
Gardens maintained regularly			
Smoking receptacles provided when required			
Garbage bins emptied regularly			
Emergency assembly areas marked clearly			
Display boards (e.g. A-frame) placed in safe places			

EMERGENCIES

EMERGENCY AND EVACUATIONS	YES/NO	COMMENTS	DATE ACTIONED
Emergency procedures are established and conveyed to staff/volunteers			
All staff/volunteers are inducted in emergency procedures			
All fire equipment is checked regularly			
Floor plans showing exits, extinguishers and emergency assembly points			
A suitable alarm is in use, e.g. a whistle			
All emergency exits are unlocked and clear of obstructions			
Practice evacuations conducted 3 or 4 times a year			
Fire wardens are appointed where possible			
Duress alarms provided			
Safe assembly points in place			