

WHS INSPECTION CHECKLIST FOR SIMULATION LEARNING ENVIRONMENTS

Simulation Learning Environments should be inspected at least every six months and provide Simulation Services staff with an opportunity to quickly identify and resolve hazards that could result in injuries or illness. Most of the issues that are identified in these inspections can be easily resolved, without the need for a [formal WHS risk assessment](#). Formal risk assessments are conducted whenever it is not immediately obvious what hazards and risks are associated with working activities, including equipment and chemicals, and/or the solutions are unclear.

Some issues may be resolved by submitting a Properties and Facilities request via [Service Central](#) and other issues may be resolved by collaborating with Nominated Supervisors.

Inspection Details

At least two members of the Simulation Services team should complete a WHS inspection by progressively working through the checklist and updating the Corrective Actions Plan, Appendix A, as outstanding issues are resolved.

Inspection Location:	Date: __/__/__
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INSPECTION TEAM	
1.	2.
3.	4.

✓ Tick the relevant Yes or No Column. Enter N/A into Comments, when question doesn't apply.

Applying Safe Operating Procedures (SOP)	Y	N	Comments
Are SOPs accessed and being applied whenever hazardous (could potentially cause injuries or illnesses) tasks are being performed? <i>Verify by asking Simulation Services staff when they last used and accessed the relevant SOPs.</i>			
Have all staff been trained in SOPs? <i>Verify that Simulation Services staff know how to access and apply the SOPs.</i>			
Have SOPs been developed for all hazardous (informed by WHS risk assessments) activities?			
Fire and Emergency Evacuations	Y	N	Comments
Are fire extinguishers/fire hose reels accessible to the work area?			
Have fire extinguishers been checked in the last 6 months? <i>Check the silver inspection tag, and verify the last inspection date is within the last six months (hole-punched within this timeframe).</i>			
Are sprinkler heads clear and unobstructed? <i>Sprinkler heads are located on the roof.</i>			
Is there an 'In an Emergency' poster displayed, on the walls within or near the work area?			
Is emergency information, including Evacuation Wardens, displayed on posters and visible to staff members?			
Fire and Emergency Evacuations (cont'd)	Y	N	Comments
Have emergency procedures been established for emergencies, including chemical spills?			
Have evacuation drills been conducted in the past 12 months?			

Emergency Exits	Y	N	Comments
Are exits/walkways/corridors clear of obstructions?			
Is there exit signage available and visible?			
Are fire exits free of obstructions?			
Are all exit doors unlocked?			
Chemical Safety	Y	N	Comments
Do Simulation Services staff know how to use <i>Chemwatch</i> ? <i>Ask Simulation Services staff whether they know how to access and use Chemwatch. If No: a Senior Simulation Officer should ensure that adequate training is provided in relation to the Scientific Services and Simulation Services Work Plan.</i>			
Is a chemical register easily accessible and positioned close to hazardous chemicals, including Australian Dangerous Goods? <i>The registers should be accessible to both the storage area and the area where they are used.</i>			
Are relevant summary, one page summary Safety Data Sheets (SDS) for hazardous chemicals, attached to the chemical register(s)? <i>Select five chemicals, including cleaning products, and verify whether they are classified as hazardous. If Yes: relevant SDS and safe work instructions (informed by WHS risk assessments) for these products should be attached to the paper-based version of the chemical register(s). To update the register within Chemwatch: record product information and the volumes stored.</i>			
Have safe work instructions, associated with using hazardous chemicals, been developed and are they easily accessible?			
Are labels attached to the hazardous chemicals? <i>Check at least three hazardous chemicals have labels attached. Conduct an online search for 'GHS labels' to find out about appropriate labels, which can be downloaded from Chemwatch.</i>			
Cleaning Products (Not Classified as Hazardous)	Y	N	Comments
Are all cleaning products clearly labelled?			
Have any of the cleaning products expired?			
Are all staff members trained in the appropriate cleaning procedures?			

Manual Handling	Y	N	Comments
Are items in regular use within easy reach?			
Is there sufficient space around machines/equipment to enable easy access?			
Are appropriate manual handling aids (trolley/ladder/safety step) available for use by Simulation Services staff members?			
Are Simulation Services staff members trained in manual handling techniques, including the use of equipment? <i>Ask Simulation Services staff to verify that they are aware of these techniques.</i>			
Are staff members provided with adequate equipment and training to safely set-up and pack-down in the simulation learning environment?			
Is there sufficient storage space for bulky/heavy equipment?			
First Aid	Y	N	Comments
Are first aid kits and defibrillators (AEDs) available or accessible to the work area? <i>If No: contact local WHS Officer.</i>			
Is first aid signage displayed to indicate where first aid kits are stored?			
Have first aid kits been inspected or do they need to be restocked? <i>Please review the sticker on the first aid kit to verify that the kit was restocked by St Johns within the last twelve months. To identify whether any items need to be restocked, check the contents of the kit against Appendix 3, First Aid in the Workplace Code of Practice. Contact local concierge staff to restock first aid kits.</i>			
Is the poster in the work area that lists the contact details of staff First Aid Officers ? <i>If No, contact a relevant WHS Officer or compile from the hyperlinked listing, above.</i>			
Biological Safety	Y	N	Comments
Are contaminated waste procedures available and implemented?			
Are sharps stored appropriately?			
Are disposable gloves available for use in work area?			
Were staff and/or students observed wearing gloves, when handling sharps?			
Is appropriate decontamination of work surfaces in practice?			
Are hazardous waste containers used to dispose of sharps and other items?			

Housekeeping	Y	N	Comments
Is the floor in good condition and free of trip hazards?			
Are the aisles and walkways clear from obstructions, including trip hazards and sharps?			
Are there items, on shelves, which could fall from height?			
Are all fixtures/fittings/lighting in good working order?			
Are the waste disposable bins adequate and serviced?			
Electrical Items	Y	N	Comments
Are adequate power points available and unobstructed?			
Are switches, power points and power leads in good condition (no cracks, loose face plates)?			
Do any power leads present a trip hazard? <i>Power cord covers could be used to resolve this issue.</i>			
Are double adaptors or piggy back adaptors used in the work area (that could result in an overload and a potential fire)? <i>Submit a Service Central request to resolve this issue.</i>			
Has all electrical equipment been tested and tagged? <i>Check that the Next Due date, on the tag, is a future date.</i>			
Equipment	Y	N	Comments
Are operating instructions/safety signs adequate and clear?			
Responding to Incidents and Injuries	Y	N	Comments
Is an 'If You are Injured at Work' (worker's compensation) poster displayed in the working and learning area? <i>Contact relevant WHS Officer to resolve.</i>			
Do staff know how to access riskware , whenever a staff member, student or another person is impacted by an incident or injury, or identifies a hazard which should be resolved? <i>Go to www.acu.edu.au/292317 (login with ACU staff or student User ID and Password) and assign report to relevant staff member for management.</i>			
Personal Protective Equipment (PPE)	Y	N	Comments
Is PPE (gloves, plastic aprons, safety goggles and face masks) readily available when required?			
Are staff/students trained in correct use, storage and maintenance of PPE?			

Additional Comments

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Inspection sign off

✓ I have inspected this facility and will escalate issues for resolution so that we can continue to maintain our safe working and learning spaces. Staff members have been assigned to resolve outstanding issues (see Appendix A).

Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:

A copy of this inspection report should be sent to Manager, Simulation Services, and circulated to your local WHS Committee for their information and review.

Please submit a copy of this completed form to [Service Central](#) using the general enquiry form.

Appendix A: Corrective Actions Resulting from the WHS Inspection

Identified Hazard	Action(s) to Resolve Issue	Responsible	Target Resolution Date	Date Completed	Signature