FLINDERS UNIVERSITY IS A FRESH AIR ZONE.
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INTRODUCTION

Flinders University is committed to meeting the standards required by the Work Health and Safety Act 2012.

Registration
Before starting work, any contractor engaged to undertake work on University premises must register their business with Flinders University and all workers must have completed the University online induction.

All contractors undertaking work on sites under the management and control of Flinders University must register their business with the University.

Contractor registration is the process to verify and document that the proposed contractor meets the safety and insurance standards required by the University.

The registration process establishes that the proposed contractor has, where relevant, the following:

i. insurances - Public Liability/Workers Compensation and Professional Indemnity

ii. appropriate competencies (qualifications, licenses, registration with appropriate authorities and experience), and

iii. risk management documentation to demonstrate safety practices, where required.

Contractors are required to hold

- workers’ compensation insurance
- $20m in public liability insurance
- applicable licences
- other insurances such as Professional indemnity as required.

NOTE: It is the responsibility of the contractor to maintain the currency of the above required information in order remain on the University Contractor Register. Expiration of insurance currency will remove the contractor from the Register and as such they will no longer be permitted to be engaged to work on any University sites.
Induction is a two stage process.
The first is the Flinders University Online Induction which is a general induction and the second is a site-specific induction.

1. Online Contractor Induction
In order to work at Flinders University all relevant contractors must complete the mandatory University Online Induction prior to coming on site.

The online induction is presented as a series of topics containing key information about the University and requirements for conduct while working on our sites.

This online induction must be completed by each individual worker and is valid for 12 months.

2. Site Specific Work Area Induction
A site-specific work area induction must be completed prior to commencing work on site and a copy of the completed induction submitted to the University person and signed by both the contractor and the University responsible person.

A local area induction must be given to the contractors before they begin their work using the work area induction form. to record the details given. This is an opportunity to identify the hazards/unsafe behaviours that may exist in the workplace and to discuss and agree upon the controls to be applied.

Electronic sign in/sign out
a. The sign in/out process is to allow the University to identify contractors who are onsite and validate they have completed the online induction and obtained an electronic contractor pass.

b. In the event of an emergency situation on site the sign in/out process allows the University Emergency Response Team to rapidly identify and communicate with all contractors onsite.

b. All contractors who are authorised to work at a Flinders University site are required to electronically sign in on arrival and sign out on completion of work.

c. On request contractors will be issued relevant keys or passes at the relevant site sign in point.

d. Upon request from a Flinders University staff member, a contractor must provide electronic evidence via their mobile sign in device that they are authorised to work on Flinders sites.
CONTRACTOR SAFETY MANAGEMENT AT FLINDERS UNIVERSITY

Flinders University has developed and documented a Contractor Safety Management Procedure which clearly outlines the responsibilities and work health and safety requirements when contractors are engaged by the University.

The Contractor Safety Management Procedure apply to all University staff who engage companies/organisations and/or individuals under a consultancy, contract or agreement where the University pays the other party to do something and/or provide goods or services, and all contractors, principal contractors, consultants and sub-contractors who are engaged by the University.

Section 10. of the Contractor Safety Management Procedure states the following in regard to contractors responsibilities

**Contractors:**

i. **must not**, through their acts or omissions, do anything that will put at risk their own health, safety or wellbeing or that of any other persons

ii. **must** comply with relevant health and safety policies and procedures as stipulated by the University, including emergency, risk management and incident reporting procedures

iii. as a minimum, **must meet** Regulations, Australian Standards and Codes of Practice relevant to the work they are undertaking

iv. **must** be in possession of all current permits, registrations and any other licensing and competencies required to perform the work and must provide copies of these documents to the University during the registration process or as requested

v. **in discussion** with the University responsible person, for medium or high-risk work, are expected to undertake a pre-work assessment of the extent and nature of the work, services, products and materials that will be required. This assessment should identify any safety issues associated with the task prior to starting the work

vi. where identified in the Requirements for Contractor Engagement Guide, **must provide evidence of risk management documentation** relevant to the site and the work being undertaken. This may be via various forms e.g. a job safety analysis (JSA), safe work procedure (SWP), safe work method statement (SWMS) or other relevant risk management documentation that covers the work and location(s) that the contractor has been engaged for. Examples of the level of documentation required is set out in the Requirements for Contractor Engagement Guide

vii. **must not access** areas or begin work unless they have been given an induction and it is recorded via a site specific Work Area Induction checklist

viii. **must not enter areas** that are signed authorised access only unless specific access has been obtained e.g. from laboratory safety supervisor or manager

ix. **must implement** all control methods identified in the safety/risk management documents, including those identified in any Permits/Permission to Proceed.

x. **mobile plant and pedestrian traffic** in the workplace must be controlled (including clear vehicle paths, physical barriers and/or traffic controllers established).

xi. **must assess and manage** the impact of their work on adjacent areas of the University and manage risks, including noise, dust and fumes, accordingly
xii. **must have in place** processes to manage, store, move and dispose of waste and construction materials.

xiii. must ensure any observed Hazards or Incidents are reported immediately via the

- University Incident/Hazard reporting system,
- to the University responsible person and
- where relevant via their own company’s reporting system, and

xiv. **Upon request from a Flinders University staff member**, a contractor must provide electronic evidence via their mobile sign in device that they are authorised to work on Flinders sites.

**SITE RULES AT FLINDERS UNIVERSITY**

- Work areas to be kept clean and tidy at all times to prevent danger to the health and safety of others.
- Clear the site of all equipment, debris, rubbish and spillage at suitable times during and at the end of each day and at the end of the carrying out of the work.
- University waste bins are not to be used for the disposal of contractors waste.
- Contractors are to arrange to dispose of all waste or excavated material.
- Contractors must not use University drains for waste disposal.
- Contractors must dispose of all waste in accordance with Environment Protection Act guidelines
- Use personal protective equipment in accordance with manufacturer’s instructions, as directed and as advised by site signage.
- Report all hazards and incidents as described incident reporting section.
- No smoking anywhere onsite except in designated areas.
- No alcohol or drugs (prescription excepted) to be consumed on any Flinders site.
- Illegal drugs (possession or use) on any Flinders University site may reported to the Police.
- Aggressive behaviour such as bullying, fighting, harassment of any kind will be not be acceptable on any Flinders university site
- Contractors must leave all site amenities in a clean, tidy and hygienic state after use.

**Flinders University Code of Conduct**

Our values of integrity, excellence, innovation and courage set the foundation for our [Code of Conduct](#). The code is applicable to full time, part time, casual and visiting staff, contractors, consultants, and volunteers, and aims to foster a culture of courtesy and respect.

Please familiarise yourself with our expectations and your responsibilities.
INCIDENT REPORTING
All hazards, incidents and injuries must be reported to the relevant University manager or supervisor as soon as reasonably possible.

Managers and supervisors are required to use FlinSafe Public Portal to formally record hazards, incidents and injuries relating to University activities.

Records can be created on behalf of others, including students, contractors or visitors.

All incidents must be formally recorded within 24 hours of the incident occurring.

The following is the procedure for a definite or suspected notifiable incident.

Report incident via FlinSafe Public Portal
ASBESTOS MANAGEMENT

Flinders University has a procedure on the identification and management of asbestos and asbestos containing material (ACM).

The Asbestos Safety Management Procedure.

The University has a developed, implemented and maintains an Asbestos Management Plan as required under regulations 429 and 430 Work Health and Safety Regulations (NT &SA 2012).

Asbestos Management Plan

Work with or removal of asbestos

The University has a comprehensive register of all identified asbestos and ACM in the University buildings. This register should be used to identify possible locations of asbestos and ACM.

University Asbestos Register

Please note: The notice requirement is 10 business days.

Before a Flinders University asbestos permit is authorised, copies of the following documents are required on site:

- The asbestos removal notification from SafeWork SA.
- Asbestos removal control plan (ARCP)
- The Safe Work Procedures for the proposed work.
- A site specific Safe Work Method Statement/JSA
- The removalist’s licence to remove asbestos.
- The removalist’s current insurance cover for asbestos removal.
- The current training records for staff undertaking the removal work.

Further Information

See the University Asbestos Management Plan
WORK PERMITS AND PERMISSION TO PROCEED PROCESS

Permits and Permission to proceed (PtoP) is a risk management tool used to manage high risk activities within the education or research working environment of the Flinders University.

Permits

Permits have varying minimum notice requirements from 2 to 10 business days depending on the complexity of the permit to work task.

Permits and any supporting documentation (JSA, SWMS, etc) are to be completed by the supervisor or worker directly involved in the task and submitted to Flinders University. Permits are to be completed and authorized prior to the task being undertaken. Approved permits will be valid for the day(s) and time(s) displayed on the document only.

Permits apply to the following work:

- Isolations
- Confined Space Entry
- Asbestos Work

For further information and or to download relevant Permit documents visit the Contractor Information page.

Permission to proceed (PtoP)

PtoP process applies to the following work:

- **Hot work**
  
  A hot work permission to proceed is to be completed and sent in for authorisation at least 2 business days prior to any work being undertaken involving any:

- **Excavation and earthworks**
  
  An excavation permission to proceed is to be completed, sent in for authorisation at least 5 business days prior to any work being undertaken

- **Working at heights**
  
  A working at heights permission to proceed is to be completed and sent in for authorisation at least 5 business days prior to any work being undertaken involving any

The PtoP process focuses on the University’s business continuity and public safety. The aim of the PtoP is to form a ‘perimeter of protection’ agreement between the organisation undertaking an approved task and the University. This document does not preclude the implementation of other risk management processes or legislative obligations to be undertaken by the engaged organisation or their sub-contractors.

PtoP process applies to any worker undertaking a task issued by the Flinders University that meets the PtoP definition.

For assistance with the process please refer to the permission to proceed application process.

For further information and or to download relevant PtoP documents visit the Contractor Information page.
PLANT INFORMATION, OUT OF SERVICE, ISOLATION & PERSONAL DANGER TAGS

The purpose of this sheet is to provide practical information on the Plant Information, Out Of Service and Personal Danger Tags so as to avoid any possible confusion and provide a minimum standard for personal safety and plant protection. This is of particular importance where different trades or multi-skilled workers collaborate on routine installation, maintenance and repair work.

- All information placed on the various tags must be printed in ink, not pencil.
- All tags are single use only. When removed they must be torn in half and discarded appropriately.
- These are the minimum University requirements to be adhered at all times while working on any University controlled sites.

1. INFORMATION TAG

An Information Tag is blue and white in colour. It is used to provide instructional information only.

It should clearly describe the equipment it is referring to and be attached in a conspicuous situation for its intended purpose.

It can be placed by anybody who feels there is a need to supply information to other users of the equipment or asset.

It can be removed by anyone who has confirmed the information is no longer relevant or the same information is supplied by a more permanent method - e.g. signage.

Information Tags are NEVER to be used as an Out of Service or Danger Tag.

<table>
<thead>
<tr>
<th>INFORMATION</th>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DO NOT REMOVE THIS TAG!</td>
<td>DO NOT REMOVE THIS TAG!</td>
</tr>
<tr>
<td>NAME:</td>
<td>NAME:</td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td>SIGNATURE:</td>
</tr>
<tr>
<td>COMPANY:</td>
<td>COMPANY:</td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
<td>PHONE NUMBER:</td>
</tr>
<tr>
<td>DATE:</td>
<td>DATE:</td>
</tr>
</tbody>
</table>

SEE OTHER SIDE

2. OUT OF SERVICE TAG

An Out of Service Tag is highlighted in black and yellow on a white background.

Anyone can place an Out of Service tag on equipment if they consider there is a risk of causing damage to materials, plant or personnel if operated.

The tag should be fully completed, signed and dated and attached in a suitable location to prevent its operation by others e.g. a faulty electrical appliance would have a tag placed within 30 cm of its power plug.

The person who has placed the tag should then notify University Operations by submitting a Service One request and providing relevant information in relation to the item Out Of Service.

- No one must attempt to operate Out of Service tagged plant.
- An Out of Service tag only indicates the plant is unsafe to operate. It does not indicate it is safe to work on. It is not to be used in place of a Personal Danger Tag.
- Only a Competent Person is permitted to remove an Out of Service Tag e.g. for an electrical appliance an electrician would be a competent person.
### 3. PERSONAL DANGER TAG (Lockout Tag)

The Personal Danger tag is coloured red and black on a white background.

It indicates that the plant to which the tag is attached is being worked on by the individual whose name appears on the tag.

Both sides of the tag must be completely filled in signed, dated and attached with a personal safety lock to all switches/valves or other means of operating or supplying an energy source to the plant.

Danger tags are used for the duration of the work to warn persons at the workplace that:
- the equipment is isolated or out of service
- the energy source must not be switched back on or reconnected
- reconnecting energy source may endanger the life of the worker(s) working on the equipment.

- Personal Danger Tags must be placed so that positive isolation is achieved. Emergency stop buttons and similar controls must not be used for isolation.
- The person whose name appears on the Personal Danger tag is the only person permitted to conduct work under its protection.
- You are not permitted to work under someone else’s Personal Danger tag or lock.
- A separate Personal Danger Tag must be attached by each person working on the plant.
- You may only remove your own Personal Danger Tag.
- Placing or removing Personal Danger Tags cannot be done for someone else.
- Each worker must remove their own Personal Danger tags and locks at completion of a task or if they are required to leave the work site for any reason.
- If the task is not complete the worker is required to place a completed Out of Service tag in its place.
EMERGENCY MANAGEMENT
Flinders University has developed, documented and implemented a Emergency Management Procedure which clearly defines the responsibilities and actions to

- safeguard the University’s people, property and operations in the event of an emergency
- enable effective management of emergencies at all University sites, and
- set out the requirement for Emergency Plans to be in place for each site under the management and control of the University within Australia.

These procedures apply to all staff, students, contractors, tenants, volunteers, visitors and controlled entities on sites under the management and control of Flinders University within Australia.

Find information on how to manage different emergency scenarios here.

FIRE AND SMOKE EMERGENCY

Remain calm. Don’t panic

Stop - Assess – Act

IN CASE OF FIRE
If you see fire or smoke, do not panic or shout.
Remain calm – remember RACE

RESCUE
Rescue any people in immediate danger (only if it safe to do so).

ALERT
Raise the alarm
- ring the Fire Service on 000 or operate the nearest Break Glass Fire Alarm
- notify University Security

CONTAIN
- If practicable, close all doors and windows to contain the fire (only if it safe to do so).
- Try to extinguish the fire using appropriate firefighting equipment only if you are trained and it is safe to do so

EVACUATE
- Evacuate the area using the nearest safest exit.
- Do not use lifts
- Follow directions of local wardens and or Security personnel

After carrying out RACE:

- Follow the instructions of your Fire Wardens, Security and Fire Service personnel.

*The Vice-Chancellor, Vice-President (Corporate Services) or other University Senior Executive delegate are the only officers authorized to send people home if the building is not fit to be reoccupied*
MEDICAL EMERGENCY

Remain calm. Don’t panic

Stop - Assess – Act
Assess the patient (apply DRSABCD – Refer Chart Below)

Ask yourself - what has happened? Can I be injured?

Call an ambulance (0) 000

State:

- Your contact number,
- Location, (building, floor level, room no.)
- Nature of emergency,
- Identify yourself.
- Ring University Security 8201 2880 (all security personnel are first aid trained and all security vehicles carry a defibrillator)

DANGER – to you and patient. always check the danger to you, any bystanders and then the injured or ill person. Make sure you do not put yourself in danger when going to the assistance of another person

RESPONSE of patient: is the person conscious? Do they respond when you talk to them, touch their hands or squeeze their shoulder.

SEND for assistance.

AIRWAY – is it clear and unobstructed? If the person is not responding and they are unconscious, you need to check their airway by opening their mouth and having a look inside. If their mouth is clear, tilt their head gently back (by lifting their chin) and check for breathing. If the mouth is not clear, place the person on their side, open their mouth and clear the contents, then tilt the head back and check for breathing.

BREATHING – is their chest rising? If breathing normally place in Recovery Position.

CPR – If NOT breathing commence CPR

Defibrillation – for unconscious adults who are not breathing, apply an automated external defibrillator (AED) if one is available. (University Security vehicles carry a defibrillator)
## Defibrillator Locations - Bedford Park

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>LOCATION</th>
<th>MODEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sturt West</td>
<td>Flinders Pantry Level 1</td>
<td>Schiller Easylife</td>
</tr>
<tr>
<td>Sturt North</td>
<td>Level 1- outside room N110</td>
<td>'Heartstart' Laerdal</td>
</tr>
<tr>
<td>Sturt Gymnasium</td>
<td>Inside gymnasium</td>
<td>Heartsave Samaritan 360P</td>
</tr>
<tr>
<td>Flinders Living</td>
<td>University Hall Foyer</td>
<td>'Heartstart' Laerdal</td>
</tr>
<tr>
<td>Alan Mitchell Sports Centre</td>
<td>Level 1- adjacent Lift</td>
<td>'Heartstart' Laerdal</td>
</tr>
<tr>
<td>Student Hub</td>
<td>Level 1-northern end adjacent lift</td>
<td>Schiller Easylife</td>
</tr>
<tr>
<td>Humanities</td>
<td>Rm 114-Archaeology Technical Office</td>
<td>Mediana Heart On</td>
</tr>
<tr>
<td>Humanities</td>
<td>Pharmacy-Level Zero Plaza</td>
<td>LifePak</td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>Level 3 Opposite room 3110</td>
<td>Schiller Easylife</td>
</tr>
<tr>
<td>Sir Eric Neal</td>
<td>Level 3 East Wing adjacent stairs</td>
<td>Schiller Easylife</td>
</tr>
<tr>
<td>Tonsley</td>
<td>Ground Level-adjacent lift and concierge desk</td>
<td>Defibtech-Lifeline</td>
</tr>
<tr>
<td>Mobile Units</td>
<td>Security vehicle No.1</td>
<td>'Heartstart' Laerdal</td>
</tr>
<tr>
<td>Mobile Units</td>
<td>Security vehicle No.2</td>
<td>Schiller Easylife</td>
</tr>
<tr>
<td>Mobile Units</td>
<td>Security vehicle No.3</td>
<td>Schiller Easylife</td>
</tr>
</tbody>
</table>
CONTRACTOR MONITORING AND EVALUATION VIA SITE SAFETY INSPECTIONS

- The University responsible person will monitor contractor activities in accordance with any regulatory requirements, risk management documentation, licensing, permits or permissions to proceed. This monitoring may be via a number of methods including random audits or site safety inspections.
- The University responsible person will provide contractors feedback if safety issues are identified.
- University staff must notify the University responsible person who engaged the contractor if any unsafe behaviours are being carried out by contractors.
- The University responsible person has the right to ask the contractor to stop work if they believe there is a risk to safety.

**Process for conducting & documenting worker site safety inspections**

**Select Worker**
- Contact worker and arrange meeting place
- Make introductions and explain monitoring process to worker(s)

**Conduct Inspection**
- Conduct inspection by following prompts in "Site Safety Inspection Checklist" - BPHWS-06
- Document observations
- Take photos/evidence as required (e.g. worksite, licenses)

**WHIS issue(s) identified**

**No Action Required**
- If everything is in order and no action required then progress to final documentation step

**Action Follow up**
- Monitoring team is responsible for ensuring any identified corrective actions are completed and signed off
- Once everything is in order and all actions complete then progress to final documentation step

**File Centrally**
- Save in folder for that specific company
- Create new folder if required
- *Click here for central location

1. Seven week cycle of site safety inspection
2. Monitoring teams required to perform at minimum – 2x Inspections
   * (1x Project & 1x Service Contractor)
3. Estimated time investment 1 hour every 7 weeks
4. Documents to filed electronically at central location
5. Report via PM and Central University WHS Committee meetings in order to review and share information
# Worker Site Safety Inspection Checklist

**BPWHS-06**

<table>
<thead>
<tr>
<th>Inspector Name</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flinders Employee or Contractor Name:</td>
<td>Business Name:</td>
</tr>
<tr>
<td>Flinders Site Supervisor:</td>
<td>Date Work Commenced</td>
</tr>
<tr>
<td>Project Title or Work Request No</td>
<td></td>
</tr>
</tbody>
</table>

## 1. Work Description and Location

## 2. Induction

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the worker completed the Flinders University Online Contractors’ Induction</td>
<td></td>
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<tr>
<td>Is the worker wearing a visible contractor workers pass which is current</td>
<td></td>
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<tr>
<td>Is the worker aware of Flinders Security contact number</td>
<td></td>
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</tbody>
</table>

## 3. Work Area

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the work area tidy and clear of slip, trip fall hazards</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Does the work area have appropriate signage, safety fencing barricades to restrict unauthorised access</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Has the worker referred to the University Asbestos Register?</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

## 4. Permits, Licences and Tag Out Documentation

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are Flinders work permit(s) required for work being undertaken</td>
<td></td>
<td></td>
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<tr>
<td>Is the worker fully compliant with the requirements of the permits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are isolations of plant/services compliant with Flinders tag out procedures</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Does worker have appropriate training, licences, tickets for the type of work being undertaken</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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### 5. Plant and other equipment

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do the workers tools and equipment appear to be appropriate for the task</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Is electrical equipment tested, tagged, current and in good condition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is portable electrical equipment connected to power by residual current device</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire equipment is clean and current checked within last 6 months</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All machinery and equipment appears to be in safe condition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate PPE is being utilised</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 6. Required Safety Documentation

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDS evident and current for all hazardous substance on site</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>JSA- site specific</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JSA- identified safety control measures in use</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For HRCW-SWMS available on site</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWMS-workers aware of and signed on</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWMS- identified safety control measures in use</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Take 5-risk and hazard assessment for task</td>
<td></td>
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</tr>
</tbody>
</table>

### 7. Action Required for Identified Non-conformances or Observations

Please attend to concerns detailed in Section 7 by Date:

Follow up will take place to ensure all identified issues have been addressed

#### Confirmation that action(s) has been completed to a satisfactory standard:

- **Inspector name:**
- **Inspector Signature:**
- **Date:**

On completion of the inspection submit electronically together with any supporting documentation/images by clicking on submit button:
**Smoke-free Workplace**

**Flinders University is a smoke-free workplace**

Flinders University is a smoke-free workplace with fresh air zones covering the majority of the Bedford Park site except for a small number of designated outdoor smoking areas. All other University sites are completely smoke-free.

Designated outdoor smoking areas will be clearly marked with signage indicating their location.

Smoking that occurs outside of the designated outdoor smoking areas is deemed to be occurring in a smoke-free fresh air zone and will be a breach of these procedures.

**Bedford Park Campus designated areas**

[Map image of designated areas]