OFFICE INDUCTION RISK ASSESSMENT AND CONTROL FORM

This form is to be discussed and completed with all workers including volunteers in attendance. All workers must be taken through the Office induction risk assessment and control process. All staff once inducted and aware of the worksite provisions, hazards and control measures must sign this form in the space provided, this control form will be binding for the period of employment or volunteer time that is carried out. Any new risk identified should be added to this form and the OH&S Officer informed. The completed form must be signed and returned to the OH&S Officer.

IF INSPECTION REVEALS THAT WORK CANNOT BE PERFORMED SAFELY, DO NOT PROCEED UNTIL ACTION IS TAKEN TO ENSURE THE SAFETY OF ALL INVOLVED

Job Location : CLARENCE LANDCARE OFFICE Date :

OFFICE WORKER

GENERAL OFFICE INDUCTION - HAZARD IDENTIFICATION AND RISK CONTROL CHECK LIST

Audit	Please appropriate box	Yes	No	NA
ACCIDENT & EMERGENCY				
1.	Is a first aid kit available at the office ?			
2 .	Are you aware of the location of the first aid kit?			
3.	Are you aware of the safe assembly area for emergencies? In the event of an emergency, all staff, volunteers should make their way down the stairs, through to the back of the building and meet in the car park near McPhee Printing. All staff/volunteers should be accounted for			
4.	Are you aware of accident / emergency procedures?			
SAFETY				
5.	Filing Cabinets – do not have more than one draw open at the same time			
6.	Electrical cords – ensure that immediate work area is free from cords, books on floor, materials etc.			
7.	Maintain the workplace in a safe condition			
8.	Entrances/Exits clear of materials, equipment and leads			
9.	Ensure correct height of equipment for safe use ?			
10.	Drinks at the workstation – ensure that all drinks are kept away from computer equipment and electrical plugs.			
SLIPS / TRIP / FALL HAZARDS / MANUAL HANDLING				
11.	Have uneven surfaces in the office been identified? Floor should be level.			
12.	Spilled Liquids mopped up immediately			
13.	Ensure that cords and leads and any other materials are free from walking areas			
14.	Moving boxes or equipment – ensure that you lift no more than 12 kg lift by bending and using your knees.			
15.	High shelves – removing boxes, files etc – ensure that a step ladder is available to remove these from above reaching distance, the ladder is placed on an even surface, do not climb on shelves or stand on chairs.			
EQUIPMENT				
16.	Is all equipment suitable and in good working order?			
17.	Shredder operation – ensure hands are kept well clear of cutter deck, turn power off before removing shredded paper.			
18.	Photocopier – ensure that lid is kept closed whilst copying			
Rest Breaks				
19.	Ensure that every 45 minutes you get up from the chair and walk around, engage in a different task for 5 minutes.			

ALL STAFF/VOLUNTEERS IN THE OFFICE HAVE PARTICIPATED IN AND ACKNOWLEDGE THIS ASSESSMENT

Name	Signed	Date	Time