

WHS Checklist

The Parramatta College OH&S Hazard Identification Checklist

Name: _____ Course: _____ Course Code: _____ Venue: _____ Start date: ____/____/____

Please check the following before each class and sign at the bottom of the column. If you believe you have an immediate OH&S Risk please follow the options as set out in your OH&S Procedure sheet. There is space on the back of this form to record hazards.

Session	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Items and Hazards First Lesson - Have you: <ul style="list-style-type: none"> Mentioned No Smoking Policy? Mentioned Parking options? Mentioned location of Toilets? Enquired about any Medical conditions? Mentioned Ergonomic cautions? Mentioned Evacuation Procedure? Located the nearest fire exits? Located the nearest fire extinguishers? 	Yes/No 	There is no need to check these items after the first lesson. ← The remaining items must be checked EACH LESSON. ↓			Emergency Contacts (if you have no venue caretaker): <ul style="list-style-type: none"> School Security – 1300 880 021 Emergency Hotline – 000 Terrie – 0417 258 596 			
Every Lesson - Check: <ul style="list-style-type: none"> Are the entrances/steps to the room clear and in good order? Are the floor coverings safe (not slippery, no cracks, holes etc)? Is the lighting adequate? Are you using safe desks & chairs? Are exit signs operating? Are the fire exits accessible & uncluttered? Is equipment safe? (If applicable) Is safety equipment available & used? (if applicable) - footwear, eyewear etc Is the electrical wiring safe (Check for loose covers or wires, frayed or defective leads, broken fittings)? 	Yes/No 	Yes/No 	Yes/No 	Yes/No 	Yes/No 	Yes/No 	Yes/No 	
Date Checked								
Signature								

Page 1 of 2 Last printed 22/07/2010 12:24:00 PM Q:\OH&S and Workcover\OH&S Hazard Identification Checklist May 2010\OH&S Hazard identification tool ALL VENUES - teachers BLAVAL.doc

The WHS checklist is in your roll folder, behind your roll, or in your plastic box.

Your completed WHS checklist is evidence that you have fulfilled two important aspects of your WHS responsibilities - informing students about good health and safety practice and checking for hazards. Return it with your roll at the end of term.

YOU MUST CHECK YOUR CLASSROOM EVERY WEEK.

YOU MUST TICK OR CROSS, SIGN AND DATE EVERY WEEK.

- First lesson**
 - Talk about evacuation, fire exits, smoking, parking, toilets, relevant medical conditions, WHS in your subject
 - Check entrances, floors, lighting, furniture, exit signs
 - Tick or cross the boxes
 - Sign and date the column
- Every class**
 - Check entrances, floors, lighting, furniture, exit signs
 - Tick or cross the boxes
 - Sign and date the column
- If you find hazards** cross the box and write more **on the back of the form**. Tell your caretaker or contact us on admin@parramattacollege.com.au or 9687 2072.
- If you have **suggestions about better WHS** write them on the back of the form.
- In emergencies, evacuate the room and tell your caretaker or **ring the emergency number in your mobile phone**.

**TELL US ABOUT ANY HAZARDS, INJURIES OR DAMAGE
AS SOON AS YOU IDENTIFY THEM**