

Office environment checklist

Church:

Name/place of worship:

Description of workplace (including tasks performed):

Assessed by:

Signature:

date:

Workstation ergonomics

- | | |
|--|---------------|
| 1. Workstations are assessed using the Office Work Space Checklist | Yes / No / NA |
|--|---------------|

Environmental issues

- | | |
|---|---------------|
| 1. Use of energy resources is minimised. | Yes / No / NA |
| 2. Recycling of used office supplies (i.e. paper, toner, cartridges etc). | Yes / No / NA |
| 3. Workspace has had an energy audit. | Yes / No / NA |
| 4. Email is used where possible. | Yes / No / NA |
| 5. Paper is reused for photocopying or printing drafts of reports etc. | Yes / No / NA |
| 6. Air conditioning is designed appropriately for building. | Yes / No / NA |
| 7. Lighting uses energy efficient bulbs. | Yes / No / NA |
| 8. Toilets have dual flushing facilities. | Yes / No / NA |

Emergency procedures

- | | |
|---|---------------|
| 1. Workers, volunteers and others are inducted and records are kept. | Yes / No / NA |
| 2. Written procedures are provided to all workers, volunteers and others. | Yes / No / NA |
| 3. Written procedures are posted in visibly prominent positions. | Yes / No / NA |
| 4. People are aware of procedures and know who emergency wardens are. | Yes / No / NA |
| 5. Extinguishers are present. | Yes / No / NA |
| 6. Extinguishers are serviced every 6 months. | Yes / No / NA |
| 7. If available, electronic alarms can be heard throughout the building. | Yes / No / NA |
| 8. Escape routes are in good order. | Yes / No / NA |
| 9. Emergency signage is clearly visible. | Yes / No / NA |

Manual handling

- | | |
|---|---------------|
| 1. Operations are assessed using the Manual Handling Tasks Checklist. | Yes / No / NA |
| 2. Often used items are in easy access between knee and shoulder. | Yes / No / NA |
| 3. Heavy items are stored at waist height. | Yes / No / NA |
| 4. Step ladders / stools are used to access items on high shelving. | Yes / No / NA |
| 5. Repetitive activities are minimised. | Yes / No / NA |
| 6. Regular rest breaks are taken. | Yes / No / NA |
| 7. Trolleys are available and used to transport items. | Yes / No / NA |

Electrical safety

- | | |
|--|---------------|
| 1. Equipment has current test tags. | Yes / No / NA |
| 2. Extension leads are used only for temporary power supply. | Yes / No / NA |
| 3. Power boards, not adaptors, are used. | Yes / No / NA |
| 4. Leads are kept clear of walkways. | Yes / No / NA |
| 5. Tags are used on faulty equipment. | Yes / No / NA |