COMMUNICATIONS INSPECTION CHECKLIST

**Inspection Team Members:**

<table>
<thead>
<tr>
<th>Building/Room No.:</th>
<th>Supervisor:</th>
<th>Inspection Date:</th>
</tr>
</thead>
</table>

**Instructions:**

- Boxes to be marked ticked (✓) as items are sighted or with a cross (X) if not present. Otherwise NA indicates the item is not applicable to this laboratory. Any question marked with a cross requires a corrective action.
- Any corrective actions which cannot be immediately resolved are to be entered into the SafetyNet Hazard-Incident Report Form at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and timeframes.

<table>
<thead>
<tr>
<th>NO.</th>
<th>QUESTION</th>
<th>✓</th>
<th>X</th>
<th>NA</th>
<th>CORRECTIVE ACTION</th>
<th>SAFETYNET REFERENCE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Plant</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Are floors, passageways, access and egress points clear of objects, debris &amp; electrical leads?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Are safe operating procedures/warning signs clearly visible?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Are machines adequately guarded/protected to prevent contact, entanglement or damage?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Are lighting levels satisfactory for operators to utilise equipment safely?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Are there any sources of excessive noise in the immediate work area or from an external source?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6</td>
<td>Are devices adequately and correctly labeled?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>Is cabling tidy?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Emergency Response</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Is emergency exit signage adequate?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Is emergency exit signage functioning correctly?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Are appropriate fire extinguishers visible?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Are fire extinguishers clear of obstructions?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Have fire extinguishers/ equipment been service in previous 6 months?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>Is the University Hazard Identification signage clearly displayed – shows hazards within the work area, precautionary measures required, workshop supervisor details and emergency contacts?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>General Safety</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Are dust/ventilation systems working adequately?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Are electrical appliances correctly tagged?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>