

9. WORK AREA SAFETY & ENVIRONMENT INSPECTIONS

Regular inspections of offices, work areas and computer labs for compliance with safety and environmental criteria are an important part of the Department of Mathematics and Statistics' Environment and Safety Program. The environment / safety inspection checklist is designed to aid workers in identifying areas that need attention.

Inspection Schedule

- once per year for all offices, work areas and computer labs

Work Areas and Supervisors

Department of Mathematics and Statistics Work Area	Work Area Supervisor	Deputy Work Area	Location of EMS Documentation
General Office, Thomas Cherry & Staff Tea Room	Paula King		General Office (G30)
I.T. & Computer Labs (inc. 2 nd floor)	Theo Pham	Jeff Briffa	Computer Room (G56)
Statistical Consulting Centre, Applied Statistics & 107	Ian Gordon	Deborah Maillardet	Room 109
Mathematics & Statistics Learning Centre	Rob Maillardet	TBA	Casual Tutors Room (G51)
Graduate Student Rooms (G69, 210, 222, 223)	Sanming Zhou		General Office (G30)
Continuum Modelling (inc G27, G28)	John Sader	TBA	General Office (G30)
Operations Research	Heng-Soon Gan	Olivia Madill	Room 143
Stochastic Processes	Aihua Xia	Matthew Simpson	General Office (G30)
Statistical Mechanics	Peter Forrester	Omar Foda	General Office (G30)
Algebra Topology	Lawrence Reeves	Alex Ghitza	General Office (G30)
Library	Alan Burns	N/A	Library

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Work Area Environment and Safety Inspections: Procedure

1. The Dept Safety Officer will e-mail all Work Area Supervisors two weeks in advance of the inspection deadline requesting them to hold a work area safety meeting, collectively fill out the inspection checklist, and file it in the work area safety folder. The current checklist to be used should be downloaded from the Department of Mathematics and Statistics Environment and Safety Website ([Forms for Downloading](#))
2. The Safety Officer will ensure all work area records are checked one week after the inspection deadline to ensure inspection has been completed and documented
3. The Chair, Dept EHS Committee will report to the Head of Department (via Departmental Committee) on compliance.

Work Area Environment and Safety Inspection Checklist and Meeting: Procedure

1. The Work Area Supervisors complete the Work Area Environment and Safety Inspection checklist
2. Record details of any non-conformances or matters requiring action in the Actions Table on the checklist
3. Determine what corrective actions are required, designate someone to be responsible for ensuring actions are completed, and set a date for completion. **(If any corrective action requires expertise or resources not available in the work area, it must be referred to the Dept Safety Officer for resolution)**
4. Ensure that all corrective actions from the previous work area inspection are completed, or note progress on actions still outstanding
5. Discuss other relevant Environment, Health and Safety issues
6. File completed Checklist and any records/notes of other matters discussed in the Work Area Environment and Safety Folder
7. Notify Work Area personnel in writing of any changes to policy or procedures

Building Inspections

The building inspection is completed by a nominated academic representative, and includes:

- the non-office areas for Exit signs (are they illuminated),
- fire extinguishers (have they been inspected in the last six months as indicated by the responsible authority punching the tag), similarly for the "garden fire hoses"
- Is there any furniture or other material in the narrow hallways that would impede egress.
- Is everything generally in an orderly state?
- Check that the first aid box in the staff tearoom has been checked at the beginning of each quarter.
- Check that the emergency intercom in the ground floor walkway works properly.
- A report to the Safety Officer on the outcome of the inspection.

(Note that the Library does not now come under this inspection and similarly other adjacent areas to the Richard Berry building or external operations controlled from there).

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