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| **TIR / IFP Office Site** |  |
| **Reason for Visit / Inspection** |  |

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| **Name(s) of person/s inspecting site** | **Signature** | | | | **Date** | **Time** |
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| **Observations** | | **Yes** | **No** | **N/A** | **Comment** | |
| Working Environment (trips, lighting, environment) | |  |  |  |  | |
| Are walkways clear of obstructions? | |  |  |  |  | |
| Is storage adequate and being used effectively? | |  |  |  |  | |
| Are floor coverings in good condition? | |  |  |  |  | |
| Is the temperature/air flow/humidity acceptable throughout the area? | |  |  |  |  | |
| Is lighting adequate for tasks performed | |  |  |  |  | |
| Are light covers and fittings secure and free from damage? | |  |  |  |  | |
| Is the area free from odours? | |  |  |  |  | |
| Is the noise level acceptable and controlled? | |  |  |  |  | |
| Are recycling bins provided and emptied regularly? | |  |  |  |  | |
| Are electrical leads, plugs, sockets and switches in sound condition? | |  |  |  |  | |
| Has portable electrical equipment been tagged  and tested? | |  |  |  |  | |
| Has the use of double adaptors been eliminated Is the area free of personal appliances (heaters etc)? | |  |  |  |  | |
| Manual Handling | |  |  |  |  | |
| Are frequently used items stored at an appropriate height? | |  |  |  |  | |
| Are heavy items stored at waist height? | |  |  |  |  | |
| Are stepladders available to access items stored on high shelving? | |  |  |  |  | |
| Are trolleys available to move heavy items? | |  |  |  |  | |
| Staff are trained in manual handling relative  to their role? | |  |  |  |  | |
| Risk assessments available for manual handling task? | |  |  |  |  | |
| Ergonomics | |  |  |  |  | |
| Appropriate ergonomic chairs are available for the work being performed? | |  |  |  |  | |
| Are staff aware how to adjust their chairs and set  up their computers (keyboards, mouse etc)? | |  |  |  |  | |
| Ergonomic equipment (footrests, document holders, screen risers) available where required? | |  |  |  |  | |
| Adequate desk space is provided (minimum 1600mm x 800mm)? | |  |  |  |  | |
| WHS Committee | |  |  |  |  | |
| Are staff aware of where to access WHS policies  and procedures? | |  |  |  |  | |
| Is a list of WHS Committee members displayed on  noticeboards in common areas? | |  |  |  |  | |
| Are minutes from the WHS meetings accessible? | |  |  |  |  | |
| Are staff aware they are obliged to report ALL incidents, injuries, hazards and near misses to their supervisor as soon as possible? | |  |  |  |  | |
| Are staff aware of where to access an accident/injury/incident form to report ALL incidents, injuries, hazards and near misses as soon as possible? | |  |  |  |  | |
| Emergency Preparedness | |  |  |  |  | |
| Staff are aware of and trained in emergency evacuation plans including alarms, exits, routes and meeting locations? | |  |  |  |  | |
| Are written procedures posted on noticeboards in common areas? | |  |  |  |  | |
| Are fire extinguishers easily accessible? | |  |  |  |  | |
| Are emergency exits cleared marked? | |  |  |  |  | |
| Are evacuation routes clear from obstruction Is the area equipped with an audible emergency  Alarms? | |  |  |  |  | |
| Are first aid kits available, accessible and adequately  Stocked? | |  |  |  |  | |
| Is a correct list of first aid staff displayed on noticeboards in common areas or on WHS webpage? | |  |  |  |  | |
| Is a correct list of emergency wardens displayed on noticeboards in common areas or on WHS webpages? | |  |  |  |  | |
| Are filing cabinet draws kept closed when not in use and not overloaded? | |  |  |  |  | |
| Office equipment provided (e.g. shredders, guillotines, compactus) in good working order and guarded if required? | |  |  |  |  | |
| Are toilets clean and functional? | |  |  |  |  | |
| Are kitchen facilities functional? | |  |  |  |  | |
| Are chemicals (e.g. cleaning equipment) labelled and stored appropriately? | |  |  |  |  | |
| Are staff working in the area aware of the SOPs? | |  |  |  |  | |

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| **Other Observations** | **Communicated to Whom to Action** |
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**Site Observations/ Inspections**

Upon visiting TIR / IFP Distribution Centres, Offices or Store Fit outs, the SHE04-03 Site Observation Form is to be completed by any Senior Management or other TIR / IFP personnel not directly associated with the site e.g. Directors, CEO, General Managers, Finance Manager, HR Manager, Admin etc. This form can be used at any time as an observation record.

This form ensures that safety and environmental procedures are being followed whilst not formally conducting an audit, it assists in the assurance of compliance across all work groups.

SHE04-03 Site Observation Form documents our Leader & HSR commitment in regard to onsite participation and visits.

These records inform the internal audit and related inspection processes.

All completed forms must be transmitted to the Site Manager and the SHE specialist for evaluation. Any identified hazards/non-conformances must be entered in the Incident & Hazard.