

PLEASE TYPE or PRINT CLEARLY

RHODES UNIVERSITY – DEPT

HEALTH & SAFETY QUARTERLY INSPECTION REPORT

Working Draft

Submit on: **15th March, June, September, December.** OR hand in at your quarterly health & safety meetings,
to: RU Safety, Health & Environmental Officer (Estates Division, 35 South St) + copy to your head / manager / supervisor.

H&S Rep Name + Surname:	J Soap A Good	SIGNED:	<i>J Soap</i>	COUNTERSIGNED by Supervisor:	<i>A Good</i>
Building:	The Rectangle	Dept / Division:	Thesp & Erg Studies	Date:	09/03/2012
Received by Estates Division (SIGNED by Safety, Health & Environmental Officer):			<i>RU Safe</i>	Date:	<i>12 March 2012</i>

OBSERVATION		OK or N(=needs action)+Comments (please include brief details of action required / Requisition number - to Section, date, etc)	WHO will monitor this?
BUILDING STRUCTURES:			
1	BUILDING: No damage etc?	Leaking roof in places (ongoing issue) Have had to move lighting store as lights sitting in water	JS,AG,OC
2	FLOORS: No damage, holes, etc, to cause slipping/tripping?	Ok, 2 x slats need be repaired in movement room, received quote waiting on repairs	JS,AG
3	STAIRWAYS: Steps and hand rails firm?	Ok. Have reported carpet coming up on one of the stairs, carpet needs to be glued and a new rubber installed over. Requisition no: 9166186	JS,AG
4	LIGHTING: Sufficient? Maintained?	Ongoing - The glass casings in the bulbs in the ceiling houselights are falling out when the lights get hot and fallen 10m into the auditorium. Requisition no: 9158358, B Sparky has come around with a supplier to discuss the issue. Still waiting on a resolution re new type of bulb.	JS, AG
5	HYGIENE: All areas & toilets etc clean and hygienic?	Ok	
6	VENTILATION: Adequate?	Ok	
7	WASTE STORAGE: Suitable waste/recycling storage area?	Ok	
EQUIPMENT & SAFETY INFO:			
1	WASTE BINS: Suitable indoor waste/recycling containers?	Ok	
2	HAND TOOLS & PORTABLE ELECTRICAL EQUIPMENT: Not defective? Registered & checked?	Ok	
3	MACHINE GUARDS: In use & sufficient?	Ok	
4	AISLES: Demarcated with safety colour coding?	Ok	
5	LIFTING EQUIPMENT: Registered, serviced & safe?	Received quote from Theatre and Studio Engineering. Submitted recommendations to HoD. Had meeting with Facilities. Submission sent to the IPC for discussion on 15 March 2012 for funding	AG, AB,AS
6	LADDERS: All registered? Ladder safety inspection checklist completed every 3 months (last date)?	Ok – see separate ladder check list	
7	SAFETY SIGNS & NOTICES: Standard and maintained?	Have ordered signs form J Page, Requisition no: 9172145	AG
8	PPE: Personal Protective Equipment (safety shoes, hearing	Ok	

	protectors, hand / eye protection etc) provided & used as required?		
9	VEHICLES: Any RU vehicles used? In safe working order?	N/A	
10	SAFETY TALK: Safety discussed in regular meetings?	Ok	
11	TRAINING: Do occupants know about the safety aspects of all/any equipment used? Adequate safety training provided?	Ok	
12	MONITORING: Do all know about reporting procedures if unsafe/unhealthy conditions or incidents/accidents occur?	Ok	
13	EMERGENCY CONTACTS: Info present and visible? (see www.ru.ac.za/campusprotection/importantcontacts)	Ok signs up on all floors	
FIRST AID:			
1	FIRST AID BOX: Occupants made aware of its location? Contents maintained? www.ru.ac.za/estates/safety/firstaid/firstaidbox	Unofficial signs stating location on all floors	
2	FIRST AID: Occupants made aware of location of Health Care Centre & First Aiders in this area and other zones of campus? www.ru.ac.za/estates/safety/firstaid/rufirstaiders	The following permanent staff members are going on the 1 st Aid course in April: X Mnandi, J Soap, T Nkonka A Good will go on the course later in the year. Yes	AG, JS
FIRE SAFETY			
1	FIRE DRILLS: Have fire drills been held this year? When? Please give details (date, time, evacuation time + comments).	No: In the process of organising with the other various departments. Aim to hold one early in second term.	
2	FIRE EVACUATION PLAN: Building emergency evacuation procedures in place? On display & occupants made aware of it?	No – in the process of drawing up	AG
3	EMERGENCY EXITS: Accessible, clear of obstructions? Exit signs visible? Emergency key in break glass box (if applicable)?	Yes	
4	EXIT ROUTES: Occupants made aware of exit routes & stairs, and know these must be kept clear?	Yes/No (waiting on signage to be delivered)	
5	FIRE ALARM: Type? Occupants made aware of how to warn everyone in building / activate fire alarm if there is a fire? If automatic smoke alarm, when was last signal test?	Being installed, whether it is working do not know as never been tested. Still has not been tested. Have contact B Sparky, will do so on 17 March 2012.	
6	ASSEMBLY POINTS: Occupants made aware of suitable assembly points ±50 m away - for roll call after evacuation?	Yes	
7	EMERGENCY COORDINATOR(S): Building Emergency Coordinator + Assistants in place? Have lists of occupants?	In the process of co-ordinating: J Soap and A Good for ground floor, and X Mnandi for 1 st floor. Still waiting to hear from Academic Services and Corp School for their candidates.	
8	FIRE FIGHTING EQUIPMENT: Hand extinguishers / fire-hoses easily accessible? Seals unbroken? Service date? Occupants made aware of location & how to use?	Yes	
9	FIRE SAFETY GUIDELINES: Occupants made aware of these? (see www.ru.ac.za/estates/safety/firesafety)?	No – Have had meeting with SHE Officer to discuss evacuation procedures, in the process of drawing up evacuation plans	

10	POTENTIAL FIRE HAZARDS: No electrical faults or accumulation of combustible waste? Oils, solvents, flammable materials, etc marked, stored correctly & safely?	Yes	
GENERAL ENVIRONMENTAL HEALTH & SAFETY:			
1	ENVIRONMENTAL POLICY: Occupants are made aware of RU policy, wise use of energy, water, supplies & reducing waste? How? When? (see www.ru.ac.za/environment/policy & action - energywise & waterwise & recyclewise)	Yes – Email sent out to all staff on 12/12/11 and will remind each quarter.	
2	Occupants made aware of health & safety risks of unsafe hazardous waste disposal? e.g. solvents, engine oil, batteries. How? (see www.ru.ac.za/estates/safety/safepractices)	Yes – Email sent out to all staff on 12/12/11 and will remind each quarter.	
ANY OTHER CONCERNS:			

The Occupational Health and Safety Act (1993) (www.acts.co.za/ohs) states that health and safety must be monitored on a regular basis. RU Health & Safety Reps should conduct quarterly safety inspections using this checklist – which can be downloaded at www.ru.ac.za/estates/safety/safetychecklist

More info: www.ru.ac.za/estates/safety or RU Safety Health & Environmental (SHE) Officer: 046-603.7205 / safety@ru.ac.za