**RESIDENCES/WARDENS QUARTERLY HEALTH & SAFETY INSPECTION REPORT**

This Rhodes University **CHECKLIST** [*la*st *updated* ***2018-12-13***] can be downloaded at[**www.ru.ac.za/safety/checklists**](http://www.ru.ac.za/safety/checklists)

Wardens send report to Hall Warden/Administrator to keep on file for at least 3 years, & cc: **safety@ru.ac.za**

by no later than **20 March** (Term 1), **20 June** (Term 2), **20 August** (Term 3), **20 November** (Term 4).

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| **Hall & Residence:** |  | **Which term does report refer to? (1/2/3/4):**  |  |
| **Warden** **Name Surname:** |   | ***SIGNED by Warden:*** |   | **Date:** |   |
| **Person doing report****Name Surname:****Contact****email address & tel:** |   |  ***SIGNED by person doing report*:** |  | **Date:** |   |
|  | **Copy of this report sent to SHE Office -** **safety@ru.ac.za** **- on date:** |  |

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|  For GUIDING INFO,pleasego to the website links provided below **↓** **1. BUILDING STRUCTURE & FACILITIES**  | **Concern** + **action taken** - givedetails + corrective actions, e.g. repair, requisition number, training, etc**↓** | **Responsibility***who will ensure action* **↓** |
| 1.1 | **BUILDING**: Any visible safety hazards/risks? For repairs please see www.ru.ac.za/facilitiesmanagement/services  |  |  |
| 1.2 | **FLOORS**: Any visible safety hazards/risks to cause slipping/tripping? |  |  |
| 1.3 | **STAIRWAYS**: Steps (if any) clearly visible, not slippery or damaged. Secure hand rails in place?  |  |  |
| 1.4 | **FACILITIES & HYGIENE**: Ventilation & Lighting sufficient? All areas clean, hygienic? |  |  |
| 1. **EQUIPMENT & SAFETY INFO: Concern** + **action** ↓ **Who will ensure action** ↓
 |
| 2.1 | **MACHINERY & PORTABLE ELECTRICAL EQUIPMENT** (e.g. fridge, air con, toaster, iron, kettle, washing machine, drier, heater, etc): All in safe working order, no visible damage, plugs & cords ok? Please see www.ru.ac.za/safety/resources/electrical |  |  |
| 2.2 | **SAFE WORKING PROCEDURES**: Printed instructions visible for users of equipment &/or chemicals, with guidance/ training given? Please see www.ru.ac.za/safety/resources/practices  |  |  |
| 2.3 | **SAFETY** **DISCUSSION**: Safety, health and environmental concerns discussed in regular res meetings?  |  |  |
| 2.4 | **REPORTING PROCEDURES**: Residents know how to report any unsafe/unhealthy conditions or accidents? Please see [www.ru.ac.za/safety/incidents](http://www.ru.ac.za/safety/incidents)  |  |  |
| **3. FIRST AID: Concern** + **action** ↓ **Who will ensure action** ↓ |
| 3.1 | **FIRST AID BOX**: a. Present & contents up to date? Please see [www.ru.ac.za/safety/firstaid/firstaidbox](http://www.ru.ac.za/safety/firstaid/firstaidbox) b. Residents told where it is? |  |  |
| 3.2 | **FIRST AIDERS**: *Visible* contact details of Health Care Centre + closest RU First Aiders\* readily available? \*All listed at www.ru.ac.za/safety/firstaid/rufirstaiders  |  |  |
| **4. FIRE SAFETY: Concern** + **action** ↓ **Who will ensure action** ↓ |
| 4.1 | **FIRE DRILLS**: Details of recent fire drill: a. date & time; b. evacuation time; c. numbers (e.g. present/total; slept through; bins outside doors); d. comments & corrective action. e. IF automatic alarm: did CPU receive alarm signal?Please see [www.ru.ac.za/safety/fire/firedrills](http://www.ru.ac.za/safety/fire/firedrills) |  |  |
| 4.2 | **EMERGENCY EVACUATION PLAN**: a. Is a detailed plan of action for emergency evacuation in place? Please get “Emergency Evacuation Plan of Action GENERIC‌” at www.ru.ac.za/safety/fire/evacuation b. Is the plan well displayed, have all residents been made aware of it? c. Checklist of residents readily accessible to emergency team?  |  |  |
| 4.3 | **FIRE SAFETY GUIDELINES & TALKS**: a. Fire safety info on display? b. When was a fire safety talk/demo held for all students? Please see www.ru.ac.za/safety/fire/firesafetytraining |  |  |
| 4.4 | **FIRE FIGHTING EQUIPMENT**: a. Extinguishers &/or fire hoses in place and accessible - also to people with disabilities? b. Signage present to indicates their position? c. Seals unbroken? d. Last service date? Please see www.ru.ac.za/safety/fire/extinguishers |  |  |
| 4.5 | **EMERGENCY EXITS**: a. Clearly marked (signage)? b. Kept clear of obstructions at all times. c. Can be opened in a single movement, not deadlocked? Please see www.ru.ac.za/safety/fire/evacuation |  |  |
| 4.6 | **EXIT ROUTES**: a. Clearly marked and kept clear at all times? b. Emergency lights present and in working order? Please see www.ru.ac.za/safety/fire/evacuation |  |  |
| 4.7 | **FIRE ALARM**: a. What device/method is used to warn residents to evacuate (automatic alarm/break glass/ whistle/hand bell/other)? b. *Visible* instructions on how to warn others or activate alarm in emergency? c. IF automatic: sensors in working order, not covered? Please see www.ru.ac.za/safety/fire/alarms |  |  |
| 4.8 | **POTENTIAL FIRE HAZARDS**: Please give careful thought to things that might be a fire hazard (e.g. faulty electrics, piles of boxes/papers, unauthorised cooking/heating appliances, etc) and confirm: a. action taken to ensure no fire hazards; & residents regularly reminded about b. safe use of electrical appliances & c. never tamper with *any* fire safety equipment. Please see www.ru.ac.za/safety/fire |  |  |
| **5. ENVIRONMENTAL RESPONSIBILITY: Concern** + **action** ↓ **Who will ensure action** ↓ |
| 5.1 | **ENVIRONMENTAL SUSTAINABILITY POLICY**: a. Residents made aware of policy? b. Enviro Rep makes visible efforts to involve residents saving water & electricity, reducing waste, etc? c. Water restrictions implemented when called for? Please see www.ru.ac.za/environment/policy … /environment/resources/water & Enviro Reps page: www.ru.ac.za/environment/students/enviroreps |  |  |
| 5.2 | **WASTE, RECYCLING, HAZMAT**: a. 2-bag system in place? BLUE bag = disposable, CLEAR bag = recycling. Please see www.ru.ac.za/groundsandgardens/services/recycling b. Are residents made aware that items like batteries, electronic equipment, broken glass, CFLs, blood, etc, are hazards? c. Are these collected separately and safely disposed of? Please see www.ru.ac.za/safety/resources/hazmat  |  |  |
| 5.3 | **HEALTH & WELLNESS**: a. Residents made aware that wellness issues increase likelihood of accidents? b. Made aware of services offered by Counselling Centre? Please see www.ru.ac.za/counsellingcentre c. Rights of non-smokers, *RU Smoking Policy* enforced? (smoking & butt disposal bin downwind & well away from doors, windows, aircon inlets).Please see www.ru.ac.za/safety/resources/smoking  |  |  |
| **6. ANY OTHER CONCERNS: Concern** + **action** ↓ **Who will ensure action** ↓ |
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Health & safety inspection and reporting is a legal requirement – Occupational Health and Safety Act (1993).

More info: RU Safety Health & Environmental (SHE) Office: 046 603 7205, safety@ru.ac.za or go to [www.ru.ac.za/safety](http://www.ru.ac.za/safety)