This checklist can be customised to suit your site’s individual work environment and is suitable for all sectors.

|  |  |
| --- | --- |
| **Name of Site Location:** | **Date:** |
| **Area inspected:** | **Inspected by:** |

1. **Stairs and Landings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| If available on site, are the non-slip strips on stairs in good condition? *(eg not torn, loose, cracked etc)* |  |  |  |  |
| Are landings clear of obstructions?  |  |  |  |  |
| Are handrails and anchor bolts secure? *(eg the anchor nuts for the floor/wall brackets are tight)*  |  |  |  |  |
| Are the steps and changes in levels clearly defined?  |  |  |  |  |
| Are the stairs free of tripping hazards *(eg broken concrete, loose tiles etc)*  |  |  |  |  |
| Is there adequate lighting for the stairs and landings?  |  |  |  |  |

1. **Gardens and Surrounds**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Is the area kept clean and tidy? *(eg no dead tree branches, excessive garden debris, broken glass, metal, syringes etc)* |  |  |  |  |
| Are surfaces around the premises free of tripping hazards? *(eg loose pavers, uneven concrete, exposed tree roots, potholes)*  |  |  |  |  |
| Are the paths and walkways free of slip hazards? *(eg moss)*  |  |  |  |  |
| Are stormwater grates and irrigation covers in good condition and secured? *(eg not cracked/broken, loose or uneven)*  |  |  |  |  |
| Walls, gates and fencing in good condition?  |  |  |  |  |
| Are benches/seats in good condition? *(not cracked, splintered, damaged, loose bolts)*  |  |  |  |  |
| Lighting is working and adequate? |  |  |  |  |
| External power-points are in good condition?  |  |  |  |  |

1. **Storage and Signage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| Traffic and carpark signage clearly displayed and in good condition? |  |  |  |  |
| If relevant, are hazardous chemical signs clearly displayed and in good condition?  |  |  |  |  |
| Items are stored away to prevent tripping and contact with people? *(eg garden tools, maintenance equipment, power cords, BBQ and LPG cylinders)* |  |  |  |  |
| Garden hoses are correctly stored when not in use? |  |  |  |  |
| Are LPG bottles and other gas cylinders adequately secured, protected from damage and signage visible? *(eg vehicle damage)*  |  |  |  |  |

1. **Asbestos**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| Signs warning of asbestos are clearly visible and in good condition?  |  |  |  |  |
| Asbestos material appears to be in sound condition with no damage? *(eg there are no cracks, pieces missing or dislodged)*  |  |  |  |  |
| Equipment is not stored against, or in close proximity, to any asbestos product/s *(eg not rubbing against the asbestos)*  |  |  |  |  |

**Additional Items specific to site**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
|  |  |  |  |  |
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Notes:………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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