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. Fire and Emergency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Are emergency contacts and evacuation procedures clearly displayed?  |  |  |  |  |
| Are fire extinguishers easy to access and signage visible? |  |  |  |  |
| Have all fire extinguishers been checked and stamped within the last 6 months? |  |  |  |  |
| Are entrances and exits free from obstruction? |  |  |  |  |
| Emergency lighting and exit signs visible and functioning correctly? |  |  |  |  |
| Where a door is designated as an emergency exit, does it open outwards?  |  |  |  |  |
| Where a door is designated as an emergency exit can it be opened from the inside without a key? |  |  |  |  |
| Fire doors close properly – not chocked open |  |  |  |  |

**2. Housekeeping**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| Is the area tidy and well kept? |  |  |  |  |
| Are items stored safely to prevent them falling from heights? |  |  |  |  |
| If items are stored under workstations, are they stored in such a way to not create poor ergonomic practices?  |  |  |  |  |
| Is furniture maintained in a safe condition?  |  |  |  |  |
| Washrooms and toilets clean and tidy? |  |  |  |  |
| Kitchen/meals room clean and tidy?  |  |  |  |  |

**3. Floors, Aisles, Stairs and Landings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Is the floor free of tripping hazards (*eg: holes, damaged carpet, loose tiles etc)* |  |  |  |  |
| Are stairs in good condition and free of worn and/or broken treads? |  |  |  |  |
| Are handrails in good condition? *(loose bolts, cracked timber, broken welds)*  |  |  |  |  |
| Are landings clear of obstructions? |  |  |  |  |
| If fitted, are non-slip strips on stairs in good condition? *(eg not torn, loose, cracked etc)*  |  |  |  |  |
| Does the lighting appear adequate for the stairs/corridors/walkways?  |  |  |  |  |

**4. Hazardous Manual Tasks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| Are there trolleys readily available to move heavy and/or awkward items? |  |  |  |  |
| Are heavy items being stored at waist height? |  |  |  |  |
| Is the manual handling equipment being maintained in good order? *(eg sack truck, trolleys)*  |  |  |  |  |
| Are there compliant ladders available for accessing items stored at heights? *(ladders must be 120kg rated and meet the Australian Standard. Ladders over 3 steps high must be industrial rated)* |  |  |  |  |

**5. Electrical Safety**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| All plug in electrical equipment is fitted with a current inspection tag? |  |  |  |  |
| No cracked or broken switches? *(light, power & equipment)*  |  |  |  |  |
| All electrical cables are positioned to prevent damage and persons tripping?  |  |  |  |  |
| Have all double adaptors/piggy back plugs been removed from the site?  |  |  |  |  |
| The area has a tested Residual Current Device (RCD) in operation? *(check records to ensure testing has been carried out)*  |  |  |  |  |
| Do all power boards have overload protection and individually switched outlets? *(small button on the unit that trips if overloaded)*  |  |  |  |  |

**6. Hazardous Chemicals and Storage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Chemicals are clearly labelled and stored in appropriate containers? |  |  |  |  |
| Chemical storage cabinet doors working correctly? |  |  |  |  |
| Are chemicals stored in designated areas? |  |  |  |  |
| Storage areas are clean and dry?  |  |  |  |  |
| Is a spill kit available and accessible?  |  |  |  |  |
| Is the signage visible and in good condition?  |  |  |  |  |
| Safety Data Sheets (SDS) are available to staff and accessible?  |  |  |  |  |

**7. Lighting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| Does the lighting appear adequate for the task/s being undertaken?  |  |  |  |  |
| Are there any flickering lights which need replacing?  |  |  |  |  |
| Are there any fluro-light covers hanging loose, missing, or dislodged from the ceiling?  |  |  |  |  |

**8. Plant and Machinery**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| Are items of plant and equipment free of obvious defects and damage? *(fluid leaking, parts broken, knobs and switches damaged)*  |  |  |  |  |
| Are safe work procedures displayed and reviewed?  |  |  |  |  |
| Is the guarding on plant and equipment attached and functioning? |  |  |  |  |
| Are operational controls on plant and equipment clearly labelled to indicate their function? *(eg on/off and emergency stops)* |  |  |  |  |
| Is plant and equipment kept clean and free of debris? |  |  |  |  |
| Are electrical cords in good condition, not frayed and secured to prevent tripping?  |  |  |  |  |
| Is personal protective equipment (PPE) available to staff required to use plant and equipment? *(glasses, ear muffs, gloves, boots, etc)* |  |  |  |  |

**9. Biological Hazards**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| Are there safe work procedures in place for handling blood, body fluids and sharps/syringes? |  |  |  |  |
| Are impermeable sharps containers provided and used? |  |  |  |  |
| Is adequate personal protective equipment (PPE) available and used by workers? *(gloves, aprons etc)* |  |  |  |  |

**10. Ceilings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| Is any part of the ceiling sagging? |  |  |  |  |
| Are any of the nail heads visible or blistered? |  |  |  |  |
| Has the ceiling/cornice moved away from the wall? |  |  |  |  |

**Additional items specific to site**

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