**WORKPLACE INSPECTION CHECKLIST GROUNDS, BUILDINGS, EXTERIORS, WALKWAYS**

*To be customised to suit specific site environment*

|  |  |
| --- | --- |
| NAME OF WORKSITE / LOCATION:       | DATE:       |
| AREA INSPECTED:       | INSPECTED BY:       |
| STAIRS AND LANDINGS | YES | NO | N/A | ACTION / COMMENTS |
| Adequate lighting installed and operational? | [ ]  | [ ]  | [ ]  |       |
| Good visual contrast between steps? | [ ]  | [ ]  | [ ]  |       |
| Handrails where appropriate properly secured? | [ ]  | [ ]  | [ ]  |       |
| Slip resistant strips on edge of steps & in good condition? | [ ]  | [ ]  | [ ]  |       |
| ASBESTOS | YES | NO | N/A | ACTION / COMMENTS |
| Current Asbestos Register in place (reviewed within the last 5 years) | [ ]  | [ ]  | [ ]  |       |
| Current Asbestos Management Plan in place (reviewed within the last 5 years) |  |  |  |  |
| Signs warning of presence of asbestos clearly visible & in good condition? (could be single at entrances or multiple on material) | [ ]  | [ ]  | [ ]  |       |
| Material sealing asbestos is in good condition (i.e. paint)? Free from any visible damage likely to allow the release of asbestos fibres? | [ ]  | [ ]  | [ ]  |       |
| Equipment is not stored against or in proximity to asbestos, where storage is likely to cause damage resulting in the release of asbestos fibres? | [ ]  | [ ]  | [ ]  |       |
| Annual asbestos check has been completed by competent personnel? | [ ]  | [ ]  | [ ]  |       |
| GAS CYLINDERS | YES | NO | N/A | ACTION / COMMENTS |
| Are gas cylinders properly secured to prevent tipping? | [ ]  | [ ]  | [ ]  |       |
| Are the gas cylinders equipped with pressure regulator valves? | [ ]  | [ ]  | [ ]  |       |
| Are the cylinders within the expiry date shown?  | [ ]  | [ ]  | [ ]  |       |
| SAFETY SIGNS | YES | NO | N/A | ACTION / COMMENTS |
| Clearly visible?  | [ ]  | [ ]  | [ ]  |       |
| In good condition? | [ ]  | [ ]  | [ ]  |       |
| CAR PARKS | YES | NO | N/A | ACTION / COMMENTS |
| Surface of car park & driveways free of potholes? Cracks? and other trip hazards? | [ ]  | [ ]  | [ ]  |       |
| Adequate lighting? | [ ]  | [ ]  | [ ]  |       |
| Traffic control signs clearly displayed & in good condition? | [ ]  | [ ]  | [ ]  |       |
| Drainage grates in good condition? | [ ]  | [ ]  | [ ]  |       |
| Drainage adequate? | [ ]  | [ ]  | [ ]  |       |
| EXTERNAL PEDESTRIAN AREAS | YES | NO | N/A | ACTION / COMMENTS |
| Pathways free from cracks? Holes? Projections? and other trip hazards? | [ ]  | [ ]  | [ ]  |       |
| Adequate lighting? | [ ]  | [ ]  | [ ]  |       |
| Pathways free of fungus & other slip hazards? | [ ]  | [ ]  | [ ]  |       |
| Steps & changes of levels clearly identified with canary yellow paint? | [ ]  | [ ]  | [ ]  |       |
| Handrails in good condition? | [ ]  | [ ]  | [ ]  |       |
| Drainage grates in good condition? | [ ]  | [ ]  | [ ]  |       |
| Drainage adequate? | [ ]  | [ ]  | [ ]  |       |
| GARDENS AND SURROUNDS | YES | NO | N/A | ACTION / COMMENTS |
| Walls, gates and fences in good order without gaps or protrusions? | [ ]  | [ ]  | [ ]  |       |
| Gardens well maintained? – Debris, fallen branches removed? Lawns mowed regularly? | [ ]  | [ ]  | [ ]  |       |
| Gardens free from sharp objects? (broken glass, metal, wood splinters, syringes etc.) | [ ]  | [ ]  | [ ]  |       |
| Hoses properly stored when not in use? | [ ]  | [ ]  | [ ]  |       |
| Trees free of dead / dying & damaged branches? | [ ]  | [ ]  | [ ]  |       |
| ELECTRICAL | YES | NO | N/A | ACTION / COMMENTS |
| Electrical cabinets secured? | [ ]  | [ ]  | [ ]  |       |
| Overhead cabling cannot be struck by vehicles? | [ ]  | [ ]  | [ ]  |       |
| OTHER: |
|       |
|       |
|       |
| CORRECTIVE ACTIONS |
| Complete action plan below or use sites corrective action system to implement controls to eliminate or minimise the risk. |
| List the corrective actions | Priority(H, M, L) | By Whom | By When |
| 1.       |       |       |       |
| 2.       |       |       |       |
| 3.       |       |       |       |