

# WORKPLACE INSPECTION CHECKLIST

<b>Date of inspection</b>		<b>Time of inspection</b>
<b>Area inspected:</b>		
<b>Inspected by:</b>		

ISSUE	N/A	Yes	No	Action to be taken	Date completed
<b>1. Work Environment</b>					
Work areas clean					
Floors clean, dry and free of refuse					
Stairs clean, dry and free of refuse					
Bins available and emptied regularly					
Is the work height/position awkward or difficult (not ergonomic)?					
Passageways and stairways clear of obstructions					
Floors of an even surface					
Is there adequate working space?					
<b>2. Lighting</b>					
Is there adequate lighting for tasks performed?					
Is task lighting required?					
<b>3. First Aid Facilities</b>					
Are adequate first aid facilities provided (e.g. first aid kit, first aid room)?					

ISSUE		Yes	No	Action to be taken	Date completed
Are first aid facilities clearly labeled?					
List of current first aiders and contact details					
First aid reporting form available					
Emergency numbers displayed					
<b>4. Emergency Response</b>					
Are emergency response procedures displayed and up to date?					
Are staff trained in emergency procedures?					
Is there a designated assembly point?					
Exit signs and directions to exits					
Exit doors easily opened from the inside					
Emergency exits, fire extinguishers and hoses unobstructed					
Extinguishers in place, clearly marked for the type of fire, and serviced every six months					
Regular emergency drills performed					
Staff trained in the use of fire extinguishers					
"No Smoking" signs displayed					
List of fire wardens displayed					
<b>5. Stacking and Storage</b>					
Adequate storage facilities					
Storage racks — secure and bolted					
Storage racking checked regularly					
Pallets in good condition					

ISSUE	Yes	No	Action to be taken	Date completed
<b>6. Electrical Installations</b>				
Adequate wiring, well insulated				
Fuses provided				
Fire hazards checked				
Electrical danger signs posted				
Correct fire extinguishers available				
Power points free of obvious defects				
Clear space in front of switchboards of at least one metre				
Switchboard door capable of being locked to prevent unauthorised access				
Electrical installations and electrical equipment inspected, tested and maintained. Refer to AS/NZS 3760				
<b>7. Portable Electrical Equipment</b>				
Plugs, cables, sockets, switches in good condition				
Extension leads and power boards in a safe operating condition				
Portable outlet devices suitable (double adaptors & piggy back plugs not recommended)				
Electrical equipment inspected, tested and tagged in accordance with AS/NZS 3760				
Electrical leads positioned to avoid tripping and damage risks				
Are earth leakage circuit breakers installed?				
Are safety switches used?				

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<b>8. Ladders</b>				
Ladders inspected and in good condition				
No splicing or repairs				
Properly secured - top and bottom				
Non-slip feet fitted				
Extend past landings by one metre				
Constructed of sound materials				
Located on firm footing				
Free of debris and materials				
Metal ladders not used for electrical tasks				
Step ladders fully open when in use				
<b>9. Plant Safety</b>				
Prescribed plant is registered				
Machine guards in place				
Plant risk assessments conducted				
Machinery in good condition				
Safe operating procedures displayed				
Are out of service/danger tags available?				
Plant regularly maintained				
Are records of inspections, maintenance and repairs kept?				
Personal Protective Equipment provided				
Safety signs displayed				
Plant operators have national certification (where needed)				

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<b>10. Gas Cylinders</b>				
Stored upright				
Maintenance/Inspection up to date				
Stored in fire-resistant and well-ventilated areas				
Clear separation between full and empty cylinders				
<b>11. Workplace Substances</b>				
Containers clearly identified				
Chemicals safely stored				
Spill trays provided				
Proper types and number of fire extinguishers				
Personal Protective Equipment provided				
Material Safety Data Sheets/Safety Data Sheets available				
Workplace substance register available				
Staff trained in chemical safety				
Spill kits available				
<b>12. Staff Facilities</b>				
Toilets, washrooms accessible and clean				
Washroom consumables available for good hygiene practices				
Meal areas accessible, comfortable, clean and hygienic				

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Potable water is readily available				
Meal areas sufficiently removed from workplace activities				
Lighting sufficient				
<b>13. Other issues identified:</b>				