

## Workplace Inspection Checklist

Item	Yes	No	N/A
<b>1 Fire</b>			
- Extinguishers are in place			
- Are clearly marked			
- Have been serviced in the past 6 months			
- Area around extinguisher is clear for a 1 meter radius			
- Fire exit signs are in working order			
- Exit doors are not blocked			
- Exit doors can easily be opened			
- Fire alarm is in working order			
- Emergency plan is displayed			
- Emergency drill carried out within the last 6 months			
<b>2 Electrical</b>			
- No broken plugs, sockets or switches			
- No frayed or damaged leads			
- Portable power tools in good condition			
- No temporary leads on the floor			
- Testing and tagging of electrical items has been attended within the last 12 months			
<b>3 General Lighting</b>			
- There is adequate illumination in working areas			
- There is good natural lighting			
- There is no direct or reflected glare			
- Light fittings are in good working condition and are clean			
- Emergency lighting is operational			
<b>4 Walkways</b>			
- No oil or grease			
- Walkways are clearly marked			
- Walkways are clear of obstructions			
- There is unobstructed vision at intersections			
- Stairs not blocked and are in good condition			
<b>5 Rubbish</b>			
- Bins are located at suitable points			
- Bins are not overflowing			
- Bins are emptied regularly			
<b>6 Work Benches</b>			
- Clear of rubbish			
- Tools are stored properly			
- Adequate work height			
- No sharp edges			
<b>7 Storage</b>			
- Materials stored in racks in a safe manner			
- Pallets are in good condition (no broken wood)			
- Floor around racking is clear of rubbish or obstacles			
- Racking is in good condition, no damaged uprights, beams etc			
<b>8 Chemicals</b>			
- SDS for all chemicals			
- SDS Register is available and up to date			
- Containers are clearly and accurately labelled			
- All chemicals are stored in accordance with the SDS			
<b>9 First Aid</b>			
- First aid kits and contents clean and orderly			
- First aid kit is adequately stocked (as per the Schedule in the kit)			
- Easy access to first aid kits			
- All employees are aware of location of first aid kits			
- At least one worker on site with current Senior First Aid cert			
<b>10 Floors</b>			
- Even surface with no large cracks, holes or trip hazards			
- Floors are not obstructed			
- Floors are free from grease, oil, etc			

<b>11 Office</b>			
- No exposed leads			
- Air conditioning working adequately			
- Filing cabinets are stable and in good repair			
- Workers' chairs at correct height (knees at right angles, feet flat)			
- Workers' monitors correct distance (arms length away when seated)			
- Workers' monitors correct height (eyes in line with top of screen)			
- Workers' mouse located beside keyboard (allows relaxed arms and wrists)			
- Workers' keyboard located near edge of desk (allows relaxed arms)			
<b>12 Machines</b>			
- Power equipment maintenance carried out			
- Power equipment clean			
- All guarding in place and interlocks working			
<b>13 Display Material</b>			
- WHS policy statement signed by Managing Director and displayed on notice boards			
- Return to work program signed by Managing Director and displayed on notice boards			
- "No smoking" signs are displayed			
- "Staff only" or "Restricted area" signs are displayed in relevant areas			
- "Report that Hazard" poster displayed			
- "Manual Handling" poster is displayed in warehouse area			
- Safety noticeboard is available and up to date			
<b>14 WHS Information</b>			
- WHS Manual available to workers			
- Incident report form available			
- Hazard report forms available			
- Emergency evacuation plan displayed			
- Training records up to date			
<b>Additional comments or actions required:</b>			
Signed: _____ Date: _____ Copies sent to: _____			