

Workplace Inspection Checklist

	Item	Yes	No	N/A
1	Fire			
	- 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			
	- Date of last fire evacuation drill			
2	Electrical			
	- 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 completed			
3	General Lighting			
	- 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			
4	Walkways			
	- 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			
5	Rubbish			
	- Bins are located at suitable points			
	- Bins are not overflowing			
	- Bins are emptied regularly			
6	Work Benches			
	- Clear of clutter			
	- Tools are stored properly			
	- Adequate work height			
	- No sharp edges			
7	Storage			
	- Materials stored in racks in a safe manner			
	- Pallets are in good condition (no broken wood)			
	- Floor around racking is clear of clutter			
	- Racking is in good condition, no damaged uprights, beams etc			
8	Chemicals			
	- MSDS for all chemicals			

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	- MSDS Register is available and up to date			
	- Containers are clearly and accurately labelled			
	- All chemicals are stored in accordance with the MSDS			
9	First Aid			
	- First aid kits and contents clean and orderly			
	- First aid kit is adequately stocked			
	- Easy access to kit			
	- All employees are aware of location of first aid kits			
	- At least one employee on site with current Senior First Aid cert			
10	Floors			
	- Even surface with no large cracks, holes or trip hazards			
	- Floors are not cluttered			
	- Floors are free from slip hazards			
11	Office			
	- No exposed leads			
	- Air conditioning working adequately			
	- Filing cabinets are stable and in good order			
	- Office machinery regularly serviced			
12	Machines			
	- Power equipment maintenance carried out			
	- Power equipment clean			
	- All guarding in place			
13	Display Material			
	- OHS policy signed and up to date			
	- OHS policy is displayed			
	- No smoking signs are displayed			
	- Restricted only signs are displayed			
	- PPE signs are displayed			
	- Safety noticeboard is available and up to date			
14	OHS Information			
	- OHS Manual available to employees			
	- Incident report form available			
	- Hazard report forms available			
	- Emergency evacuation plan displayed			
	- Training records up to date			

Additional comments or actions required:		
Signed:	Date:	Copies sent to: