

Workplace Inspection Checklist

Workplace Details
Workplace:
Address:
Date of Inspection:
Person Completing Inspection:
Manager Signature:
Date received by Management: _____
New hazards added to the Risk Register? Y <input type="checkbox"/> N <input type="checkbox"/>

NB: This is a generic document and must be used as a guide only. It should be modified to suit unique conditions and any legislation applicable at your site.

WH&S Requirement	✓ x N/A	Comments / Corrective Actions	Completed (date/person)
Health and Safety Systems			
WHS Policy displayed on site			
WHS Notice Boards displays current information			
WHS policies and procedures are accessible at workplace			
Housekeeping			
Work areas free from rubbish and obstructions			
Free from slip/trip hazards			
Frequently accessed and heavy stock / material stored safety i.e. filing cabinets/compactors maintained, stored between knee and shoulder height etc			



WH&S Requirement	✓ x N/A	Comments / Corrective Actions	Completed (date/person)
Processes for removing and repairing damaged or faulty equipment are documented and implemented			

Aisles

Obstructed and clearly defined			
Adequate lighting			
Wide enough with vision at corners			

Floor

Carpets in good condition i.e. no lifted or worn surfaces			
Furniture and fittings in good condition			
Air vents clean and in good condition			
No sudden changes in floor surfaces without warning			
No slippery or steep surfaces i.e. wet areas or steep ramps			

Steps, Stairs and Landings

No observed worn or broken steps			
Stairs have handrails and are in good condition			
Clear of obstructions			
Adequate lighting			
Emergency lighting in place			



HR Tactics

HR Solutions for SME's

Non-slip treatments/treads in good condition			
Clear of debris and spills			
Building Exterior			
Entrance sliding doors in good condition and operating without risk			
Signage in good order and illuminated where required			
Clear access to building and emergency exits			
Satisfactory security measures			
Electrical			
No observed broken plugs, sockets, switches			
No observed frayed or defective leads			
General electrical equipment in good condition			
Tools, appliances and leads inspected and tagged.			
No observed cable-trip hazards			
Environment			
Lighting adequate and free from glare from natural light or overhead lights and no flickering lights.			
Noise at a comfortable level i.e. not disrupting work tasks			
Temperature and airflow at a comfortable level e.g. not too hot or cold			
Adequate ventilation around equipment i.e. photocopier			



HR Tactics

HR Solutions for SME's

Chemicals			
Stored appropriately e.g. locked cupboard			
Containers labelled correctly i.e. in original containers			
There are safe work procedures for using chemicals, e.g. for glues, paints			
Waste disposal procedures in place			
Safety data sheets available			
Amenities			
Washrooms/toilets clean and tidy			
Meal rooms/kitchen clean and tidy			
Rubbish bins available			
First Aid			
First aid signage displayed and suitable			
Cabinets and contents clean and orderly			
Stocks meet requirements			
Record of treatment and of supplies dispensed			
First aid kit regularly inspected			
Mobile & Remote Work			
Are there appropriate procedures to ensure that mobile or remote workers have access to clean drinking water, toilets, dining facilities, hygienic storage of food and water, and emergency and first aid assistance?			
Can mobile or remote workers access emergency communications that are			



reliable in their location, such as a satellite or mobile phone?			
Emergency Plans			
Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures?			
Is the plan accessible to all workers?			
Are workers, managers and supervisors instructed and trained in the procedures?			
Has someone with appropriate skills been made responsible for specific actions in an emergency (e.g. Appointment of an area warden)?			
Is someone responsible for ensuring workers and others in the workplace is accounted for in the event of an evacuation?			
Are emergency contact details (relevant to the types of possible threats, e.g. fire, police, poison information centre) displayed at the workplace in an easily accessible location?			
Are contact details up to date?			
Is there a mechanism, such as a siren or bell alarm, for alerting everyone in the workplace of an emergency?			
Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points?			
If there is a site plan, is it displayed in key locations throughout the workplace?			



HR Tactics

HR Solutions for SME's

Are procedures in place for assisting mobility-impaired people?			
Does the workplace have first aid facilities and emergency equipment to deal with the types of emergencies that may arise?			
Is the fire protection equipment suitable for the types of risks at the workplace (e.g. foam or dry powder type extinguishers for fires that involve flammable liquids)?			
Is equipment easily accessible in an emergency?			
Are workers trained to use emergency equipment (e.g. fire extinguishers, chemical spill kits, breathing apparatus, lifelines)?			
Have you considered neighbouring businesses and how you will let them know about an emergency situation should one arise?			
Have you considered the risks from neighbouring businesses (e.g. fire from restaurant/takeaway food outlets)?			
Are emergency practice runs (e.g. evacuation drills) regularly undertaken to assess the effectiveness of the emergency plan?			
Is someone responsible for reviewing the emergency plan and informing staff of any revisions?			



HR Tactics

HR Solutions for SME's



HR Tactics

HR Solutions for SME's