# Workplace Inspection Checklist



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| **Date of inspection** |  | **Time of inspection** |  |
| **Area inspected:** |  | | |
| **Inspected by:** |  | | |

| Issue | **Yes** | **No** | **Action To Be Taken** | **Date Completed** |
| --- | --- | --- | --- | --- |
| **1. Work Environment** |  |  |  |  |
| 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 (ergonomic)? |  |  |  |  |
| Passageways stairways clear of obstructions |  |  |  |  |
| Floors of an even surface |  |  |  |  |
| Is there adequate working space? |  |  |  |  |
| **2. Lighting** | | | | |
| Is there adequate lighting for tasks performed? |  |  |  |  |
| Is task lighting required? |  |  |  |  |
| Are light covers in place and clean? |  |  |  |  |
| **3. First Aid Facilities** | | | | |
| Are adequate first aid facilities provided (eg first aid kit, first aid room)? |  |  |  |  |
| Are first aid facilities clearly labeled? |  |  |  |  |
| List of current first aiders and contact details |  |  |  |  |
| First aid reporting form available |  |  |  |  |
| Emergency numbers displayed |  |  |  |  |
| **4. Emergency Response** | | | | |
| 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 6 monthly |  |  |  |  |
| Regular emergency drills performed |  |  |  |  |
| Staff trained in the use of fire extinguishers |  |  |  |  |
| No smoking signs displayed |  |  |  |  |
| List of fire wardens displayed |  |  |  |  |
| **5. Stacking and Storage** | | | | |
| 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** |
| --- | --- | --- | --- | --- |
| **6. Electrical Installations** | | | | |
| 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 1 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. |  |  |  |  |
| **7. Portable Electrical Equipment** | | | | |
| 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? |  |  |  |  |
| **8. Ladders** | | | | |
| Ladders inspected and in good condition |  |  |  |  |
| No splicing or repairs |  |  |  |  |
| Properly secured — top and bottom |  |  |  |  |
| Non slip feet fitted |  |  |  |  |
| Extend past landings by 1 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 |  |  |  |  |
| **9. Plant Safety** | | | | |
| 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) |  |  |  |  |

| Issue | **Yes** | **No** | **Action To Be Taken** | **Date Completed** |
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| **10. Gas Cylinders** | | | | |
| Stored upright |  |  |  |  |
| Maintenance/Inspection up to date |  |  |  |  |
| Stored in fire resistant and well ventilated areas |  |  |  |  |
| Clear separation between full and empty cylinders |  |  |  |  |
| **11. Workplace Substances** | | | | |
| Containers clearly identified |  |  |  |  |
| Chemicals safely stored |  |  |  |  |
| Spill trays provided |  |  |  |  |
| Proper types and number of fire extinguishers |  |  |  |  |
| Personal protective Equipment available |  |  |  |  |
| Personal Protective Equipment provided |  |  |  |  |
| Material Safety Data Sheets/Safety Data Sheets available |  |  |  |  |
| Workplace substance register available |  |  |  |  |
| Staff trained in chemical safety |  |  |  |  |
| Spill kits available |  |  |  |  |

| Issue | **Yes** | **No** | **Action To Be Taken** | **Date Completed** |
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| **Staff Facilities** | | | | |
| Toilets, washrooms accessible and clean |  |  |  |  |
| Washroom consumables available for good hygiene practices |  |  |  |  |
| Meal areas accessible, comfortable, clean and hygienic |  |  |  |  |
| Potable water is readily available |  |  |  |  |
| Meal areas sufficiently removed from workplace activities |  |  |  |  |
| Lighting sufficient |  |  |  |  |
| **Other issues identified:** | | | | |
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Return Completed form to [Insert Position (e.g. CEO/Director/Owner)]