

QF237

WORKPLACE INSPECTION CHECKLIST

INSTRUCTIONS

- To be undertaken “annually” this checklist provides guidance only, it is not intended as a definitive list for the identification of all hazards. Workers are encouraged to identify risks and hazards and eliminate those at the source or report them immediately so actions can be taken to prevent incident or harm.
- Note:** Before commencing this inspection please ensure any actions from the previous inspection have been addressed or rectified.

Date

**Workplace
Location**

Manager

Worker or HSR

Abbreviations: C = Conformance; NC = Non-conformance; NA = Not Applicable

Fire Safety and Emergency Response	C	NC	NA	Comments	Action taken
Emergency information (wardens/ first aid personnel) and evacuation routes are prominently displayed.					
The alarm can be heard in this area (when applicable).					
Doorways, walkways and evacuation exits are kept clear and free from hazards.					
Emergency lighting is available if necessary.					
Fire extinguisher is accessible and within inspection tag date					
An approved first aid kit is readily available and stocked appropriately.					

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Management Procedures	C	NC	NA	Comments	Action taken
Workers understand how to undertake a workstation assessment in order to minimise postural discomfort. (refer: ergonomic template)					
Workers know how to have building related faults or issues reported					

Building	C	NC	NA	Comments	Action taken
The area is clean and tidy.					
There is sufficient space for each person to perform their work safely.					
Ventilation is adequate for the environment.					
Furniture, Fixtures and Fittings	C	NC	NA	Comments	Action taken
Furniture is appropriate for task and in good condition.					
Lighting is appropriate for the work to be performed safely.					
Floor coverings are in good condition and free of obstruction.					

Storage	C	NC	NA	Comments	Action taken
Items are stored and handled in a safe manner. (Cannot fall)					
Free standing cupboards are placed appropriately /stable and do not hinder egress / access walkways.					
Waste containers are readily available and are labelled appropriately where necessary.					

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Storage	C	NC	NA	Comments	Action taken
Adequate storage provided for personal belongings.					
Utility/storage rooms are maintained and free from hazards					
Photocopier/s are maintained and are free from hazards					

Electrical	C	NC	NA	Comments	Action taken
Electrical equipment is in good condition and tagged / tested as required.					
Power boards, power cords and power outlets are in good condition.					
Residual Current Device (RCD) protection for portable equipment is available and checked.					
Electrical cables / cords are kept clear of walkways etc.					

Plant and Equipment	C	NC	NA	Comments	Action taken
Manuals are available for operating equipment and machinery (if applicable)					
All equipment is fitted with hazard identification signs if appropriate.					
Toner cartridges are supplied in a sealed state and disposed of correctly when replaced.					

Toilet Facilities	C	NC	NA	Comments	Action taken
Upstairs toilet facilities clean and in good condition (this includes disability access toilets on Ground Floor)					

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Toilet Facilities	C	NC	NA	Comments	Action taken
Items are available to maintain appropriate levels of hygiene.					

General	C	NC	NA	Comments	Action taken
Fridges are available for food and drinks and kept clean					
Hand washing facilities are clean / tidy.					
Drinking water and dining facilities are available in your area / theme.					
Other hazards such as sharps, glare, noise, fumes have been identified.					

Notes: Record any other issues and actions if required
