

Workplace Inspection Checklist

Date	
Time	
Area	
Inspector/s	

The Inspectors shall not limit themselves to only those items on the checklist rather the entire work area should be reviewed for all health and safety hazards.

Tick box if situation controlled

Cross box if situation requires attention.

Complete Corrective Action Report for issues which cannot be corrected immediately.

<input type="checkbox"/>	Previous Corrective Action Report reviewed	YES	NO
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Categories	✓✗	Comments
Floors		
Floors even and in good condition		
No slips, trips or fall hazards		
Clear of oil/grease/other liquids		
Clear of stock/materials		
Doorways		
Not obstructed		
Correctly signed		
Fire doors not propped open, blocked or locked		
Stairways/Steps		
Adequate Illumination		
Free of trip, slip and fall hazards		
Steps deep enough and anti-slip treads		
Handrails in good condition		
No broken/chipped edges		
Landings clear of obstructions		
Storage Areas		
Floor free of objects		
No evidence of damage to storage racks		

Categories	✓✗	Comments
Ease of accessing objects		
No evidence of inappropriate lifting		
Appropriate step ladders(s) available		
Toilets/Washrooms		
Hygienic and Tidy		
Adequate ventilation		
Suitable hand washing and drying facilities		
Fire Equipment		
Not obstructed		
Correctly signed and positioned		
Locking devices/seal unbroken		
Inspection tags present and checked within 6 months		
Exit Lights working		
Emergency Lights working		
Fire Alarms working		
Power Outlets, Cords and Boards		
No double adaptors		
No piggy back plugs		
Power cords covered if across walkways (trip hazard)		
Electrical services appear in good condition		
Earth Leakage Protection		
Switchboards free of obstruction, storage or waste material		
Ladder and Steps		
Rubber safety feet fitted		
No broken or missing rungs or other defects		
Work Benches/Desks		
Clear and uncluttered		
Sufficient space		
Work height comfortable		
No sharp edges		
Drawers closed		
Broken pallets/loose boards		
Machinery / Equipment		
Securely placed (not able to fall)		
No sharp edges		
No exposed power/energy sources		
Noise levels controlled		
Staff trained in correct use		

Categories	✓✗	Comments
Pre-operating instructions available		
Warnings and instructions displayed		
Office chairs height and back adjustments - 5 star base		
Even weight distribution filing cabinets		
No damage to furniture/fittings		
Work Practices		
Correct use of P.P.E.		
Smoking rules adhered to		
Correct manual handling procedure		
Clear aisle access		
Evacuation procedure known		
Evacuation Procedure Practiced		
First Aid Attendant(s) known		
First aid kit adequately stocked and clearly marked		
Hazard and incident reporting procedure known		
Chemicals		
M.S.D.S. available at point of use		
Correct labelling		
Hazardous liquids adequately bunded		
Gas bottles adequately secured		
No leaking containers		
Chemical spill equipment available		
Grounds		
No pot holes/open drains/ raised drain grates		
Handrails and bollards installed where required		
Level Paving		
Vegetation kept under control		
No pedestrian/vehicle blind spots		
Compliance with parking rules		
Regular removal of waste		
Correct storage of waste – away from building		
EPS Sandwich Panels		
No evidence of damaged panel		
All penetrations adequately repaired		
Core material <u>not</u> exposed		

Corrective Actions			
Action	Person Responsible	Date Completed	Initials

Have all faults been reported to the Business Unit Manager? Y / N

Have corrective actions been raised for all deficiencies? Y / N

Have all deficiencies from previous inspection been rectified? Y / N

Details: _____

Inspector's Signature: _____ Date: ____/____/____

Manager's Signature: _____ Date: ____/____/____