

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				
- 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: