**WORKPLACE INSPECTION CHECKLIST GENERAL OFFICE**

*To be customised to suit specific site environment*

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| --- | --- | --- | --- | --- |
| NAME OF WORKSITE / LOCATION: | DATE: | | | |
| AREA INSPECTED: | INSPECTED BY: | | | |
| FIRE / EMERGENCY | YES | NO | N/A | ACTION / COMMENTS |
| Firefighting equipment (extinguishers, blankets, hose reels) clearly visible and suitable signage in place? (distance visible from 20 m) |  |  |  |  |
| Is the access to the firefighting equipment (extinguishers, blankets, hose reels) unobstructed? (1 m square) |  |  |  |  |
| Firefighting equipment in place (extinguishers, blankets, hose reels), serviced within the last 6 months, tag stamped, correctly charged (fire extinguishers) & clearly marked for type of fire? |  |  |  |  |
| Sprinklers unobstructed? |  |  |  |  |
| Location of all emergency equipment including alarms, emergency shut off devices, showers, eye wash stations, spill kits etc. clearly visible and suitable signage in place? |  |  |  |  |
| Clear access is available to all emergency equipment, including alarms, emergency shutoff devices, showers, eye wash stations and spill kits etc.? |  |  |  |  |
| Are evacuation plans displayed? Are they current (within 5 year date)? Are fire extinguishers clearly marked on the evacuation plans? |  |  |  |  |
| Emergency lighting and exit signs functioning correctly? |  |  |  |  |
| Where a door is designated as an emergency exit, does it open outwards? If the answer is ‘No’ is there a device that enables the door to be held open? |  |  |  |  |
| Exit doors open easily from the inside, without a key? |  |  |  |  |
| Exits free from obstructions? (internally and externally) |  |  |  |  |
| Fire doors close properly? – (not chocked (wedged) open) |  |  |  |  |
| Emergency phone numbers clearly displayed? |  |  |  |  |
| Emergency warning system able to be clearly heard? |  |  |  |  |
| Floors free from defects, clear of leads, cables etc.? |  |  |  |  |
| Glass in door panels & other panels clearly marked? |  |  |  |  |
| FLOORS | YES | NO | N/A | ACTION / COMMENTS |
| Even surfaces? – No holes, defects etc.? |  |  |  |  |
| Carpet - good condition? No tears? Not bunched? Frayed? |  |  |  |  |
| Tiles – good condition? None loose? Missing? |  |  |  |  |
| Floor boards – good condition? Not loose, firmly secured? |  |  |  |  |
| Clear and unobstructed? Free of rubbish? |  |  |  |  |
| All spills cleaned up? |  |  |  |  |
| WALKWAYS / PASSAGES | YES | NO | N/A | ACTION / COMMENTS |
| Adequate lighting installed and operational? |  |  |  |  |
| Surface free from defects? |  |  |  |  |
| Free of obstructions? |  |  |  |  |
| Clear of leads? cables? etc. |  |  |  |  |
| Glass in door panels & panels clearly marked? |  |  |  |  |
| GENERAL LIGHTING | YES | NO | N/A | ACTION / COMMENTS |
| Adequate lighting for activities conducted? |  |  |  |  |
| Good natural lighting? |  |  |  |  |
| No direct or reflected glare? |  |  |  |  |
| Light fittings clean & in good repair? |  |  |  |  |
| All light bulbs / fluorescent tubes working correctly? |  |  |  |  |
| Light covers in place where there is a potential for damage/injury? |  |  |  |  |
| AMENITIES | YES | NO | N/A | ACTION / COMMENTS |
| Washrooms clean and tidy? |  |  |  |  |
| Toilets clean & tidy? |  |  |  |  |
| Is there adequate provision for sanitary disposal? |  |  |  |  |
| Are sanitary waste receptacles emptied regularly? |  |  |  |  |
| Adequate ventilation provided? |  |  |  |  |
| Lockers clean? |  |  |  |  |
| Meal rooms clean & tidy? |  |  |  |  |
| ELECTRICAL | YES | NO | N/A | ACTION / COMMENTS |
| No cracked or broken switches? |  |  |  |  |
| All plug in type electrical equipment fitted with a current inspection &  test tag? |  |  |  |  |
| No frayed or damaged leads? |  |  |  |  |
| All electrical cables tied or positioned as to prevent anyone tripping  over them? |  |  |  |  |
| Electrical tools and appliances in good condition? |  |  |  |  |
| No double adaptors or piggy back plugs in use? |  |  |  |  |
| Power boards have overload protection (normally a small push button  near where the lead is) and powerboards/appliances etc. not  suspended from leads? |  |  |  |  |
| No strained leads? |  |  |  |  |
| Electrical leads, tools, appliances etc. clear of wet/damp conditions? |  |  |  |  |
| Residual Current Devices (RCD’s) or safety switches in place and used  where required? |  |  |  |  |
| Electrical leads & extensions not exposed to risk of damage  from traffic, equipment, trolleys sharp edges, weights etc.? |  |  |  |  |
| Electrical cabinets’ secured and unobstructed access available? |  |  |  |  |
| HOUSEKEEPING | YES | NO | N/A | ACTION / COMMENTS |
| Work areas kept clean & tidy? |  |  |  |  |
| Does the standard of cleaning appear satisfactory? |  |  |  |  |
| Sufficient waste containers? And emptied regularly? |  |  |  |  |
| Materials & equipment stored safely? E.g. heavy items at waist height? |  |  |  |  |
| Floors are free of rubbish & packing? |  |  |  |  |
| Storage areas uncluttered? |  |  |  |  |
| WORKSTATION LAYOUT – ERGONOMICS | YES | NO | N/A | ACTION / COMMENTS |
| Adequate space between furniture? |  |  |  |  |
| All items in good condition? |  |  |  |  |
| Desk or bench top correct height for work performed? |  |  |  |  |
| Chair correctly adjusted for user? |  |  |  |  |
| Do chairs have suitable glides or castors (5 wheels) to suit floor  surface? |  |  |  |  |
| Cables secured behind work surface? – well clear of feet? |  |  |  |  |
| Footrest available if required? |  |  |  |  |
| Computer screen at correct height? |  |  |  |  |
| HAZARDOUS CHEMICALS | YES | NO | N/A | ACTION / COMMENTS |
| Hazardous Chemical Register available? |  |  |  |  |
| Chemicals are clearly labelled? |  |  |  |  |
| Chemicals stored in designated storage areas? |  |  |  |  |
| Decanted bottles containing hazardous or other substances are labelled? |  |  |  |  |
| PPE available, maintained and good working order? |  |  |  |  |
| Storage areas clean and dry? |  |  |  |  |
| Safety Data Sheets (SDS’s) available? |  |  |  |  |
| Hazardous chemicals risk assessed, where required? |  |  |  |  |
| Spill Kit available? |  |  |  |  |
| Is there sufficient number of type cabinets for storage of chemicals? |  |  |  |  |
| MANUAL HANDLING | YES | NO | N/A | ACTION / COMMENTS |
| Is there a trolley or similar readily available to move heavy items? |  |  |  |  |
| Is there a suitable step ladder / stool readily available when reaching items in high places? Is the step ladder minimum 120 kg rated? |  |  |  |  |
| Is the equipment provided in good working order? |  |  |  |  |

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| SECURITY | | YES | | NO | | N/A | ACTION / COMMENTS | |
| Security lights functional? | |  | |  | |  |  | |
| External doors and windows shut and lock securely with ease? | |  | |  | |  |  | |
| Locks to external doors & windows easy to operate? | |  | |  | |  |  | |
| External self-closing doors shut fully? | |  | |  | |  |  | |
| Alarm Systems are operable? clear sounding? | |  | |  | |  |  | |
| WHS&IM Policy | | YES | | NO | | N/A | ACTION / COMMENTS | |
| Current CSH&W SA Policy statement signed & displayed in prominent  location? | |  | |  | |  |  | |
| OTHER: | | | | | | | | |
|  | | | | | | | | |
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| CORRECTIVE ACTIONS | | | | | | | |
| Complete action plan below or use sites corrective action system to implement controls to eliminate or minimise the risk. | | | | | | | |
| List the corrective actions | | Priority  (H, M, L) | | By Whom | | | By When |
| 1. | |  | |  | | |  |
| 2. | |  | |  | | |  |
| 3. | |  | |  | | |  |