**WORKPLACE INSPECTION CHECKLIST GROUNDS, BUILDINGS, EXTERIORS, WALKWAYS**

*To be customised to suit specific site environment*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME OF WORKSITE / LOCATION: | DATE: | | | | | | |
| AREA INSPECTED: | INSPECTED BY: | | | | | | |
| STAIRS AND LANDINGS | YES | | NO | | N/A | ACTION / COMMENTS | |
| Adequate lighting installed and operational? |  | |  | |  |  | |
| Good visual contrast between steps? |  | |  | |  |  | |
| Handrails where appropriate properly secured? |  | |  | |  |  | |
| Slip resistant strips on edge of steps & in good condition? |  | |  | |  |  | |
| ASBESTOS | YES | | NO | | N/A | ACTION / COMMENTS | |
| Current Asbestos Register in place (reviewed within the last 5 years) |  | |  | |  |  | |
| Current Asbestos Management Plan in place (reviewed within the last 5 years) |  | |  | |  |  | |
| Signs warning of presence of asbestos clearly visible & in good condition? (could be single at entrances or multiple on material) |  | |  | |  |  | |
| Material sealing asbestos is in good condition (i.e. paint)? Free from any visible damage likely to allow the release of asbestos fibres? |  | |  | |  |  | |
| Equipment is not stored against or in proximity to asbestos, where storage is likely to cause damage resulting in the release of asbestos fibres? |  | |  | |  |  | |
| Annual asbestos check has been completed by competent personnel? |  | |  | |  |  | |
| GAS CYLINDERS | YES | | NO | | N/A | ACTION / COMMENTS | |
| Are gas cylinders properly secured to prevent tipping? |  | |  | |  |  | |
| Are the gas cylinders equipped with pressure regulator valves? |  | |  | |  |  | |
| Are the cylinders within the expiry date shown? |  | |  | |  |  | |
| SAFETY SIGNS | YES | | NO | | N/A | ACTION / COMMENTS | |
| Clearly visible? |  | |  | |  |  | |
| In good condition? |  | |  | |  |  | |
| CAR PARKS | YES | | NO | | N/A | ACTION / COMMENTS | |
| Surface of car park & driveways free of potholes? Cracks? and other trip hazards? |  | |  | |  |  | |
| Adequate lighting? |  | |  | |  |  | |
| Traffic control signs clearly displayed & in good condition? |  | |  | |  |  | |
| Drainage grates in good condition? |  | |  | |  |  | |
| Drainage adequate? |  | |  | |  |  | |
| EXTERNAL PEDESTRIAN AREAS | YES | | NO | | N/A | ACTION / COMMENTS | |
| Pathways free from cracks? Holes? Projections? and other trip hazards? |  | |  | |  |  | |
| Adequate lighting? |  | |  | |  |  | |
| Pathways free of fungus & other slip hazards? |  | |  | |  |  | |
| Steps & changes of levels clearly identified with canary yellow paint? |  | |  | |  |  | |
| Handrails in good condition? |  | |  | |  |  | |
| Drainage grates in good condition? |  | |  | |  |  | |
| Drainage adequate? |  | |  | |  |  | |
| GARDENS AND SURROUNDS | YES | | NO | | N/A | ACTION / COMMENTS | |
| Walls, gates and fences in good order without gaps or protrusions? |  | |  | |  |  | |
| Gardens well maintained? – Debris, fallen branches removed? Lawns mowed regularly? |  | |  | |  |  | |
| Gardens free from sharp objects? (broken glass, metal, wood splinters, syringes etc.) |  | |  | |  |  | |
| Hoses properly stored when not in use? |  | |  | |  |  | |
| Trees free of dead / dying & damaged branches? |  | |  | |  |  | |
| ELECTRICAL | YES | | NO | | N/A | ACTION / COMMENTS | |
| Electrical cabinets secured? |  | |  | |  |  | |
| Overhead cabling cannot be struck by vehicles? |  | |  | |  |  | |
| 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. | |  | |  | | |  |