**WORKPLACE INSPECTION CHECKLIST LAUNDRY**

*To be customised to suit specific site environment*

|  |  |
| --- | --- |
| NAME OF WORKSITE / LOCATION:       | DATE:       |
| AREA INSPECTED:       | INSPECTED BY:       |
| FIRE AND 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? | [ ]  | [ ]  | [ ]  |       |
| Doors easily secured for lock-ins? (no key required) | [ ]  | [ ]  | [ ]  |       |
| 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? | [ ]  | [ ]  | [ ]  |       |
| LAUNDRY – General / Biological | YES | NO | N/A | ACTION / COMMENTS |
| Is there a procedure for preventing sharp objects from being left in the laundry? | [ ]  | [ ]  | [ ]  |       |
| Is there adequate ventilation in the laundry? | [ ]  | [ ]  | [ ]  |       |
| Are portable air fans adequately guarded and properly grounded? | [ ]  | [ ]  | [ ]  |       |
| Are all employees handling dirty laundry wearing gloves, masks, caps and gowns? | [ ]  | [ ]  | [ ]  |       |
| Is there a required clean up procedure and disinfectant soap available in the laundry? | [ ]  | [ ]  | [ ]  |       |
| If a worker shifts from clean to dirty laundry or vice versa, does she or he change clothes in between? | [ ]  | [ ]  | [ ]  |       |
| Is dirty laundry picked up and sorted daily? | [ ]  | [ ]  | [ ]  |       |
| Are there special procedures for handling isolation room laundry? | [ ]  | [ ]  | [ ]  |       |
| Is isolation room laundry clearly labelled? | [ ]  | [ ]  | [ ]  |       |
| Are water soluble bags used for isolation laundry? | [ ]  | [ ]  | [ ]  |       |
| Are trolleys used for dirty laundry or clean laundry, never for both? | [ ]  | [ ]  | [ ]  |       |
| Are linen bags labeled “soiled” and “clean? | [ ]  | [ ]  | [ ]  |       |
| Are all trolley’s cleaned with a germicide on a regular basis? | [ ]  | [ ]  | [ ]  |       |
| Is the clean linen room kept dusted, vacuumed and clean? | [ ]  | [ ]  | [ ]  |       |
| 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? | [ ]  | [ ]  | [ ]  |       |
| Covers in place where there is a potential for injury? | [ ]  | [ ]  | [ ]  |       |
| 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? | [ ]  | [ ]  | [ ]  |       |
| FLOORING | YES | NO | N/A | ACTION / COMMENTS |
| Are non-slip mats or flooring provided in wet areas? | [ ]  | [ ]  | [ ]  |       |
| Do employees wear non-slip boots or shoes? | [ ]  | [ ]  | [ ]  |       |
| Even surfaces? – No holes, defects etc.? | [ ]  | [ ]  | [ ]  |       |
| Tiles – good condition? None loose? Missing? | [ ]  | [ ]  | [ ]  |       |
| Floor boards – good condition? Not loose, firmly secured? | [ ]  | [ ]  | [ ]  |       |
| Clear and unobstructed? Free of rubbish?  | [ ]  | [ ]  | [ ]  |       |
| All spills cleaned up? | [ ]  | [ ]  | [ ]  |       |
| 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. well clear of wet/damp conditions? | [ ]  | [ ]  | [ ]  |       |
| Residual Current Devices (RCD’s) or safety switches in place and used where required? | [ ]  | [ ]  | [ ]  |       |
| Electrical leads & extension cords not exposed to risk of damage from traffic, equipment, trolleys, sharp edges, weights etc.? | [ ]  | [ ]  | [ ]  |       |
| Electrical cabinets’ secured and unobstructed access available? | [ ]  | [ ]  | [ ]  |       |
| 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? | [ ]  | [ ]  | [ ]  |       |
| MANUAL HANDLING | YES | NO | N/A | ACTION / COMMENTS |
| Is there a trolley etc. 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? | [ ]  | [ ]  | [ ]  |       |
| OTHER: |
|       |
|       |
|       |
| 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.       |       |       |       |