**WORKPLACE INSPECTION CHECKLIST MAINTENANCE**

*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? | [ ]  | [ ]  | [ ]  |       |
| Smoke & Fire detectors regularly tested /inspected (6 monthly) | [ ]  | [ ]  | [ ]  |       |
| 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? | [ ]  | [ ]  | [ ]  |       |
| Floors free from defects, clear of leads, cables etc.? | [ ]  | [ ]  | [ ]  |       |
| Glass in door panels & other 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? | [ ]  | [ ]  | [ ]  |       |
| 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? | [ ]  | [ ]  | [ ]  |       |
| 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 in storage areas are free of rubbish & packing? | [ ]  | [ ]  | [ ]  |       |
| Storage areas uncluttered? | [ ]  | [ ]  | [ ]  |       |
| 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? | [ ]  | [ ]  | [ ]  |       |
| MACHINERY | YES | NO | N/A | ACTION / COMMENTS |
| Operator only areas clearly marked? | [ ]  | [ ]  | [ ]  |       |
| Operator controls clearly identified & in good condition? | [ ]  | [ ]  | [ ]  |       |
| Guards correctly fitted, where required? | [ ]  | [ ]  | [ ]  |       |
| Warning devices operational? | [ ]  | [ ]  | [ ]  |       |
| Emergency stops / safety interlocks fitted and regularly checked, where applicable? |  |  |  |  |
| Risk assessments conducted, where applicable? | [ ]  | [ ]  | [ ]  |       |
| Safe Operating Procedures clearly displayed (where practicable)? | [ ]  | [ ]  | [ ]  |       |
| Ignition and machine keys (e.g. chuck) removed when not in use? | [ ]  | [ ]  | [ ]  |       |
| Free from obvious defects e.g., fluid leaks, missing panels? | [ ]  | [ ]  | [ ]  |       |
| Lockout/tag out equipment readily available if required? | [ ]  | [ ]  | [ ]  |       |
| 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?  | [ ]  | [ ]  | [ ]  |       |
| PERSONNEL PROTECTIVE EQUIPMENT (PPE) | YES | NO | N/A | ACTION / COMMENTS |
| PPE Register in place? |  |  |  |  |
| PPE in use where required? | [ ]  | [ ]  | [ ]  |       |
| PPE correctly stored when not in use? | [ ]  | [ ]  | [ ]  |       |
| PPE clean & maintained in good condition? | [ ]  | [ ]  | [ ]  |       |
| SECURITY | YES | NO | N/A | ACTION / COMMENTS |
| Security lights functional? | [ ]  | [ ]  | [ ]  |       |
| External doors and windows operate securely with ease? | [ ]  | [ ]  | [ ]  |       |
| Locks to external doors & windows easy to operate? | [ ]  | [ ]  | [ ]  |       |
| External doors & windows lock securely? | [ ]  | [ ]  | [ ]  |       |
| External self-closing doors shut fully? | [ ]  | [ ]  | [ ]  |       |
| OTHER: |
|       |
|       |
|       |
| CORRECTIVE ACTIONS |
| Complete action plan below to implement additional controls strategies needed to further minimise the risk. |
| List the corrective actions | Priority(H, M, L) | By Whom | By When |
| 1.       |       |       |       |
| 2.       |       |       |       |
| 3.       |       |       |       |