**WORKPLACE INSPECTION CHECKLIST TOILET / SHOWER BLOCK**

*To be customised to suit specific site environment*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME OF WORKSITE / LOCATION: | DATE: | | | | | | |
| AREA INSPECTED: | INSPECTED BY: | | | | | | |
| HOUSEKEEPING - TOILETS | YES | | NO | N/A | | ACTION / COMMENTS | |
| Toilet paper in place and available? |  | |  |  | |  | |
| Doors that lock? |  | |  |  | |  | |
| Toilets flush properly? |  | |  |  | |  | |
| Taps that work properly? |  | |  |  | |  | |
| Toilet seats not cracked? |  | |  |  | |  | |
| Soap dispensers in place? |  | |  |  | |  | |
| Paper towel or hand dryers in good working order? |  | |  |  | |  | |
| Bins emptied daily? |  | |  |  | |  | |
| Privacy? |  | |  |  | |  | |
| LIGHTING | YES | | NO | N/A | | ACTION / COMMENTS | |
| Are lights working correctly e.g. not flickering? |  | |  |  | |  | |
| Are the lights clean? |  | |  |  | |  | |
| Is the lighting considered adequate? |  | |  |  | |  | |
| Are all fluorescent light covers in place where there is a potential for injury? |  | |  |  | |  | |
| FIRE / EMERGENCY | YES | | NO | N/A | | ACTION / COMMENTS | |
| Are current evacuation plans displayed? |  | |  |  | |  | |
| Are entrances and exits free from obstruction? |  | |  |  | |  | |
| Can the evacuation alarm be heard in and near the toilet areas whenever sounded? |  | |  |  | |  | |
| GENERAL | YES | | NO | N/A | | ACTION / COMMENTS | |
| Is there at least one toilet available per 15 persons located in this area at a particular time? (applies to staff toilets only) |  | |  |  | |  | |
| Is at least one hand washing facility available per 15 persons located in this area at a particular time? (applies to staff toilets only) |  | |  |  | |  | |
| Are walkways at least 600mm wide? |  | |  |  | |  | |
| Is the standard of cleaning satisfactory? |  | |  |  | |  | |
| Is there adequate provision for sanitary waste disposal? |  | |  |  | |  | |
| Are sanitary waste receptacles emptied regularly? |  | |  |  | |  | |
| FLOORING | YES | | NO | N/A | | ACTION / COMMENTS | |
| Does the floor have an even, unbroken (slip-resistant where necessary) surface? |  | |  |  | |  | |
| Is the floor surface in this area suitable? |  | |  |  | |  | |
| Are wet areas adequately drained and kept clear and clean? |  | |  |  | |  | |
| Are warning signs used when necessary to warn of wet floor? |  | |  |  | |  | |
| STORAGE | YES | | NO | N/A | | ACTION / COMMENTS | |
| Is the area free of stored equipment/materials? |  | |  |  | |  | |
| If cleaning materials are kept in this area, are they kept in locked cupboards? |  | |  |  | |  | |
| Do storerooms have signs prohibiting entry of unauthorised personnel and/or are locked? |  | |  |  | |  | |
| ELECTRICAL | YES | | NO | N/A | | ACTION / COMMENTS | |
| Where hand dryers are powered through a cord and plug to a 240volt power supply are they tested and tagged by a competent person at least annually? |  | |  |  | |  | |
| SHOWER BLOCK | YES | | NO | N/A | | ACTION / COMMENTS | |
| Do shower heads flow freely? |  | |  |  | |  | |
| Do taps open & close easily and are they not damaged? |  | |  |  | |  | |
| Is there adequate drainage? |  | |  |  | |  | |
| Is safety glass fitted to glass panel doors? |  | |  |  | |  | |
| Is safety glass fitted to floor length glass windows? |  | |  |  | |  | |
| Are large glass panels in doors, partitions and windows marked to indicate glass is present? |  | |  |  | |  | |
| HAZARDOUS CHEMICALS | YES | | NO | N/A | | ACTION / COMMENTS | |
| Is the use of deodorant blocks kept to a minimum? |  | |  |  | |  | |
| All chemicals used for cleaning purposes have a current Safety Data Sheet (SDS)? |  | |  |  | |  | |
| 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. | |  | | |  | |  |