



Safety and Health WORKPLACE SAFETY CHECKLIST

Location:

Date:

Inspected by:

	Yes	No	N/A	Action Required	Date to be completed
WORK ENVIRONMENT (Office / Site) Ventilation Removal of fumes and dust Temperature and humidity control Noise levels Vibration Lighting - general purpose - work area Ergonomics - layout of work area - furniture					
HYGIENE (Office / Site) Separate work and eating areas Drinking water Washing facilities Toilets Work clothes lockers and hanging areas Regularly cleaned area					
HOUSEKEEPING (Office / Site) Storage - racks, bins, shelves - walkways kept clear - not too high - heavy items kept low - sufficient space to access items Removal of combustibles Rubbish - regularly removed - sufficient bins - separations of wastes					
EMERGENCY EQUIPMENT (Office / Site) Procedures Contact telephone numbers First Aid kit First Aid Officers - name - location					
FIRE PROTECTION (Office / Site) Fire separation - walls and floors - doors and windows - ceilings and ducts Isolation of risk areas Fire detection system Alarm and Emergency Evacuation system Are Alarms audible in all areas Fire extinguisher - type - location - serviced - operator training Access for Fire Brigade					



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EVACUATION (Office / Site) Procedures established Wardens appointed Display of floor plans and escape routes Practiced regularly (once yearly) Communication system Exits - unobstructed & open from inside					
PERSONNEL PROTECTION (consider correct selection, location, information and warning signs and maintenance) Coats/Coveralls Eye protection Gloves Footwear Respirators Helmets Hearing Protection					
WORK PRACTICES (Site) Avoid manual handling Use mechanical handling equipment Confined space procedures Permits - contractors - hot work - fire detection isolation Advice to cleaners and maintenance personnel Not working alone Fail-safe protection Fall protection					
ELECTRICAL EQUIPMENT (Office / Site) AS/NZS 3000 compliant RCD's Qualified electrician used to install Regular maintenance Sufficient circuits and GPO's Protection of fittings against external damage Condition of plugs and leads Trailing leads					
MECHANICAL AND HEAT HAZARDS (Site) Guarding of machines Maintenance of machines Emergency isolation switches Cranes and hoists - serviced - marked Guard rails Ladders and steps Scaffolds Bays and screens for welding and grinding Ovens and furnaces Heating equipment					