

## Inaburra Work Experience Workplace Inspection Checklist

	Item	Yes	No	N/A
<b>1</b>	<b>Fire</b>			
	- Extinguishers are in place			
	- Extinguishers are clearly marked			
	- Have been serviced in the past 6 months			
	- Area around extinguisher is clear for a 1 meter radius			
	- Fire exit signs are in working order			
	- Exit doors are not blocked			
	- Exit doors can easily be opened			
	- Fire alarm is in working order			
	- Emergency plan is displayed			
<b>2</b>	<b>Electrical</b>			
	- No broken plugs, sockets or switches			
	- No frayed or damaged leads			
	- Portable power tools in good condition			
	- No temporary leads on the floor			
	- Testing and tagging of electrical items has been attended within the last 12 months			
<b>3</b>	<b>General Lighting</b>			
	- There is adequate illumination in working areas			
	- There is good natural lighting			
	- There is no direct or reflected glare			
	- Light fittings are in good working condition and are clean			
<b>4</b>	<b>Walkways</b>			
	- No oil or grease			
	- Walkways are clearly marked			
	- Walkways are clear of obstructions			
	- There is unobstructed vision at intersections			
	- Stairs not blocked and are in good condition			
<b>5</b>	<b>Rubbish</b>			
	- Bins are located at suitable points			
	- Bins are not overflowing			
	- Bins are emptied regularly			
<b>6</b>	<b>Work Benches</b>			
	- Clear of rubbish			
	- Tools are stored properly			
	- Adequate work height			
	- No sharp edges			
<b>7</b>	<b>Storage</b>			
	- Materials stored in racks in a safe manner			
	- Pallets are in good condition (no broken wood)			
	- Floor around racking is clear of rubbish or obstacles			
	- Racking is in good condition, no damaged uprights, beams etc			
<b>8</b>	<b>Chemicals</b>			
	- SDS for all chemicals			
	- SDS Register is available and up to date			
	- Containers are clearly and accurately labelled			
	- All chemicals are stored in accordance with the SDS			
<b>9</b>	<b>First Aid</b>			
	- First aid kits and contents clean and orderly			
	- First aid kit is adequately stocked (as per the Schedule in the kit)			
	- Easy access to first aid kits			
	- All employees are aware of location of first aid kits			
<b>10</b>	<b>Floors</b>			
	- Even surface with no large cracks, holes or trip hazards			

	- Floors are not obstructed			
	- Floors are free from grease,oil, etc			
	- No Water lying on the floor unattended			
<b>11</b>	<b>Office</b>			
	- No exposed leads			
	- Floors, aisles and passageways are clear of hazards			
	- Condition of floors and carpet is good, there are no trip hazards			
	- Temperature range comfortable			
	- Access and exit points are not blocked			
	- There is adequate air flows			
	- Air conditioning working adequately			
	- Filing cabinets are stable and in good repair			
	- Workers' chairs at correct height (knees at right angles, feet flat)			
	- Workers' monitors correct distance (arms length away when seated)			
	- Workers' monitors correct height (eyes in line with top of screen)			
	- Workers' mouse located beside keyboard (allows relaxed arms and wrists)			
	- Workers' keyboard located near edge of desk (allows relaxed arms)			
<b>12</b>	<b>Machines</b>			
	- Power equipment maintenance carried out			
	- Power equipment clean			
	- Standard Operating Procedure up to date and available to read through			
	- All guarding in place and interlocks working			
<b>13</b>	<b>Display Material</b>			
	- WHS policy statement signed by Managing Director and displayed on notice boards			
	- Return to work program signed by Managing Director and displayed on notice boards			
	- "No smoking" signs are displayed			
	- "Staff only" or "Restricted area" signs are displayed in relevant areas			
	- "Report that Hazard" poster displayed			
	- "Manual Handling" poster is displayed in warehouse area			
	- Safety noticeboard is available and up to date			
<b>14</b>	<b>Manual Handling</b>			
	- All manual handling hazards are identified			
	- Risk assessments are available for all manual handling risks			
	- Appropriate manual handling equipment is provided			
	- Staff have been trained to undertake the manual handling tasks			
	- Staff use correct manual handling techniques for tasks			
	- Repetitive actions are minimised			
	- Rest breaks and preparatory exercises undertaken			
	- Adequate space for manual handling has been provided			
<b>15</b>	<b>Hand Tools</b>			
	- Staff have been trained to use the tool effectively first			
	- Correct type of tool being used for the task			
	- Electrical lines have been checked before use			
	- Batteries have been checked before use			
	- Appropriate personal protection equipment is in place first			
<b>16</b>	<b>WHS Information</b>			
	- WHS Manual available to workers			
	- Incident report form available			
	- Hazard report forms available			
	- Emergency evacuation plan displayed			
<b>17</b>	<b>General</b>			
	- PPE equipment has been checked and is in workable condition			
	- Escape Routes and assembly points have been pointed out			
<b>Additional comments or actions required:</b>				
Signed: _____ Date: _____				