

*Safety and Health Office*  
**WORKPLACE SAFETY CHECKLIST**

**Location:**

**Date:**

**Inspected by:**

	YES	NO	N/A	ACTION REQUIRED	DATE TO BE COMPLETED
<b>WORK ENVIRONMENT</b> Ventilation Removal of fumes and dust Temperature and humidity control Noise levels Vibration Lighting <ul style="list-style-type: none"> <li>- general purpose</li> <li>- for a particular task</li> <li>- absence of glare</li> <li>- work area</li> <li>- corridors</li> <li>- exterior</li> </ul> Ergonomics <ul style="list-style-type: none"> <li>- layout of work area</li> <li>- furniture</li> </ul>					
<b>HYGIENE</b> Separate work and eating areas Drinking water Washing facilities Toilets Work clothes lockers and hanging areas Regularly cleaned area					
<b>HOUSEKEEPING</b> Storage <ul style="list-style-type: none"> <li>- racks, bins, shelves</li> <li>- aisles and walkways kept clear</li> <li>- neat and orderly</li> <li>- not too high</li> <li>- heavy items kept low</li> <li>- sufficient space to access items</li> </ul> Removal of combustibles Rubbish <ul style="list-style-type: none"> <li>- regularly removed</li> <li>- sufficient bins</li> <li>- separation of wastes</li> </ul>					

	YES	NO	N/A	ACTION REQUIRED	DATE TO BE COMPLETED
<b>TRAINING</b> Induction Task specific Process specific Management Refresher courses					
<b>EMERGENCY EQUIPMENT</b> Procedures Contact telephone numbers Safety Showers Eye wash units Breathing apparatus and/or respirators First Aid kit First Aid Officers           - name - location  Antidotes where applicable Torches Loud Hailer Emergency lighting					
<b>FIRE PROTECTION</b> Fire separation   - walls and floors - doors and windows - ceilings and ducts - vertical shafts  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  Fire hose reels Fire hydrants Automatic fire fighting system Access for Fire Brigade					
<b>EVACUATION</b> Procedures established Wardens appointed Display of floor plans and escape routes Practiced regularly (twice yearly) Communication system Exits       - unobstructed & open from inside					



	YES	NO	N/A	ACTION REQUIRED	DATE TO BE COMPLETED
<b>FLAMMABLE LIQUIDS</b> AS/NZS 1940 compliant Stored in a flammable liquids cabinet Quantities are not excessive Suitable containers Spark proof electrics Static energy control Class B fire extinguisher near by Correct signage Bunding					
<b>COMPRESSED GASSES</b> Reticulated from outside the building Number of cylinders inside rooms Cylinders secured Segregation of incompatible gases Transported on appropriate trolley Serviced regularly Tamper proof Correct signage Check lines carrying gas					
<b>ACIDS AND POISONS</b> Separate storage Corrosive/Acids cabinet Not excessive quantities Correctly signed Neutralising agents Decant in fume hood					
<b>HIGH HAZARD PROCESSES</b> Detailed preliminary studies Special protective equipment Independent assessment					
<b>PRESSURE EQUIPMENT</b> Legislation and code compliant Safety devices Regularly maintained Correct signage					

	YES	NO	N/A	ACTION REQUIRED	DATE TO BE COMPLETED
<b>ELECTRICAL EQUIPMENT</b> 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					
<b>CHEMICALS</b> Material Safety Data Sheets (MSDS) Register of chemicals Containers - suitable type - condition Correct labeling Only sufficient stock Storage - suitable - sufficient - location Segregation into classes Carriers for large bottles Fume cupboards - AS/NZS 2243(8) compliant - regularly tested - not used for storage of chemicals - condition Waste collection and disposal Spill kit - location - appropriate - easy access					
<b>MECHANICAL AND HEAT HAZARDS</b> 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					