



	<u>Item</u>	<u>Yes</u>	<u>No</u>	<u>Action Required</u>	<u>Person Responsible</u>	<u>Due Date</u>	<u>Action Completed</u> <u>Signature</u>
1	Emergency Preparedness						
	Extinguishers are in place and clearly marked						
	There is clear access to the extinguishers (nothing in front closer than 1meter)						
	Signage is in place to identify extinguishers and are in good condition						
	Fire exit signs are in working order						
	Exit doors are not blocked and can be easily opened						
	The fire alarm is in working order						
	An emergency evacuation plan is displayed						
	An Emergency drill has been conducted in the last 12 months						
2	Electrical Safety / Equipment / Tools						



There are no broken plugs, sockets or switches							
There are no frayed or damaged leads							
Portable power tools and equipment are in good condition							
There are no temporary leads on the floor							
Testing and tagging of electrical items has been undertaken within the last 12 months							
<b>3</b>	<b>Lighting and Work Areas</b>						
There is adequate illumination in working areas							
There is good natural lighting							
There is no direct or reflected glare							
Lights and light fittings are in good working condition and are clean							
Emergency lighting is operational							
<b>4</b>	<b>Walkways</b>						
There is no oil or grease in walkways							



Walkways are clearly marked						
Walkways are clear of obstructions						
There is unobstructed vision at walkway intersections						
Stairs are 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 Areas</b>					
Work areas are clear of rubbish						
Tools and equipment are stored properly						
Desks or benches are an adequate work height						
There are no sharp edges on desks or benches						
<b>7</b>	<b>Storage</b>					
Materials kept in racks or shelves are safely stored						



The floor around any racks or shelves is clear of rubbish or obstacles						
Racks and shelves are in good condition, sturdy and secure						
<b>8</b>	<b>Chemicals</b>					
There is a Safety Data Sheet (SDS) for all hazardous chemicals used in the workplace						
The Chemical Register is current and no SDSs are more than 5 years old						
All containers are clearly and accurately labelled						
PPE (Gloves, masks, aprons) for using chemicals is available and in good condition						
All chemicals are stored in accordance with their SDS						
<b>9</b>	<b>First Aid</b>					
First aid kits and their contents are clean and orderly						
First aid kits are adequately stocked (as per the Schedule in the kit)						



	First aid kits are easily accessed					
	All workers are aware of the location of first aid kits					
	At least one worker has current First Aid certification					
10	Floors					
	Floors have even surfaces with no large cracks, holes or trip hazards.					
	Floors are not obstructed					
	Floors are free from grease, oil, etc.					
11	Office					
	There are no exposed leads					
	Air conditioning is working adequately					
	Filing cabinets are stable and in good repair					
	Workers' chairs are at the correct height (knees at right angles, feet flat)					
	Workers' monitors are at the correct distance (arms-length away when seated)					



Workers' monitors are at the correct height (eyes in line with the top of screen)						
Workers' mouses are located beside their keyboard (allows relaxed arms and wrists)						
Workers' keyboards are located near the edge of their desks (allows relaxed arms).						
<b>12</b>	<b>Equipment and Tools</b>					
Leads, cords and connections are in good condition						
All powered equipment has a current Test and Tag						
Equipment is clean and stored appropriately, with no exposed sharp edges						
<b>13</b>	<b>Display Material</b>					
"Staff only" or "Restricted area" signs are displayed in relevant areas						
Any Safety Notices are current and contain accurate information						
<b>14</b>	<b>WHS Information</b>					



WHS Policies and Procedures and associated Safe Work Procedures are current and available to workers						
An Incident Report form is available						
The Emergency Management Plan is current and has been reviewed in the last 12 months						
The Incident Register has been reviewed in the last month						
The Risk Register has been reviewed in the last month						

**Additional comments or actions required:**

Inspection completed by:

Signed:



Date: