



WHS-FOR-030.3 General Workplace Inspection Checklist

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|----------------------------|--|
| Work Area Inspected | |
| Date | |

| Name | Position |
|-------------|-----------------|
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| Item No. | Summary of inspection Findings | Date Completed |
|-----------------|---------------------------------------|-----------------------|
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| Issued by | | | |
|------------------|--------------|---------|-------------|
| Name | Title | | Date |
| | | | |



WHS-FOR-030.3 General Workplace Inspection Checklist

Checklist

(S =satisfactory, U =unsatisfactory, N/A = not applicable)

| Housekeeping | | S | U | NA | Comments |
|---------------------------------------|--|----------|----------|-----------|-----------------|
| 1 | Bins located at suitable points | | | | |
| 2 | Bins emptied regularly | | | | |
| 3 | Spills cleaned up thoroughly | | | | |
| 4 | Work areas free from rubbish and obstructions | | | | |
| 5 | Free from slip/trip hazards | | | | |
| 6 | Floor opening covered | | | | |
| 7 | Stock/material stored safely | | | | |
| 8 | Access to walkways kept clear | | | | |
| 9 | Walkways free from obstructions | | | | |
| Storage | | S | U | NA | Comments |
| 10 | Materials stored in racks and bins wherever possible | | | | |
| 11 | Commonly used and heavy items stored between mid-thigh and shoulder height | | | | |
| 12 | Floors around racks, shelves, pallets etc. clear of rubbish | | | | |
| 13 | Racks, shelves, pallets, etc. kept in good condition | | | | |
| 14 | No danger of falling objects | | | | |
| 15 | No sharp edges | | | | |
| 16 | Safe means of accessing high shelves | | | | |
| 17 | Racks clear of lights/sprinklers | | | | |
| Chemicals/Hazardous Substances | | S | U | NA | Comments |
| 18 | All containers labelled correctly/unlabelled containers | | | | |
| 19 | Unused or unnecessary substances are disposed of in a safe manner | | | | |



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|----|---|----------|----------|-----------|-----------------|
| 20 | Special storage conditions followed where applicable | | | | |
| 21 | Necessary equipment for safe use of substances provided | | | | |
| 22 | Are there any signs of leaks where chemicals stored, of drums or containers | | | | |
| | Fire and Emergency | S | U | NA | Comments |
| 23 | Fire extinguishers recently serviced and tagged | | | | |
| 24 | Fire extinguishers not free standing, secured on wall | | | | |
| 25 | Is access to fire equipment free and unobstructed | | | | |
| 26 | Fire exits clearly marked | | | | |
| 27 | Exit doors easily opened and clear of obstructions | | | | |
| | Electrical | S | U | NA | Comments |
| 28 | Portable equipment and leads tested and tagged | | | | |
| 29 | No broken plugs, sockets or switches | | | | |
| 30 | No frayed or damaged leads | | | | |
| 31 | No temporary leads on floor | | | | |
| | General lighting | S | U | NA | Comments |
| 32 | Correct level of illumination for tasks | | | | |
| 33 | No direct or reflected glare | | | | |
| 34 | Light fittings clean and in good condition | | | | |
| 35 | Emergency lighting operable | | | | |
| | Walkways/Floors/Stairs | S | U | NA | Comments |
| 36 | Walkways adequately and clearly marked | | | | |
| 37 | Stairs and risers are in good repair | | | | |
| 38 | Floor surfaces even and uncluttered | | | | |

Please email completed document to safety@harbourtrust.gov.au and file for your own records.