

WORKPLACE INSPECTION (CHECKLIST)

Date of inspection		Time of inspection
Area inspected		
Inspected by		

ISSUE	N/A	Yes	No	Action to be taken	Date completed
1. Work environment					
Work areas clean					
Floors clean, dry and free of refuse					
Stairs clean, dry and free of refuse					
Bins available and emptied regularly					
Is the work height/position awkward or difficult (not ergonomic)?					
Passageways and stairways clear of obstructions					
Floors of an even surface					
Is there adequate working space?					
2. Lighting					
Is there adequate lighting for tasks performed?					
Is task lighting required?					
3. First Aid Facilities					
Are adequate first aid facilities provided (e.g. first aid kit, first aid room)?					

Are first aid facilities clearly labeled?					
List of current first aiders and contact details					
First aid reporting form available					
Emergency numbers displayed					
4. Emergency Response					
Are emergency response procedures displayed and up to date?					
Are staff trained in emergency procedures?					
Is there a designated assembly point?					
Exit signs and directions to exits					
Exit doors easily opened from the inside					
Emergency exits, fire extinguishers and hoses unobstructed					
Extinguishers in place, clearly marked for the type of fire, and serviced every six months					
Regular emergency drills performed					
Staff trained in the use of fire extinguishers					
"No Smoking" signs displayed					
List of fire wardens displayed					
5. Stacking and Storage					
Adequate storage facilities					
Storage racks — secure and bolted					
Storage racking checked regularly					
Pallets in good condition					

6. Electrical Installations					
Adequate wiring, well insulated					
Fuses provided					
Fire hazards checked					
Electrical danger signs posted					
Correct fire extinguishers available					
Power points free of obvious defects					
Clear space in front of switchboards of at least one metre					
Switchboard door capable of being locked to prevent unauthorised access					
Electrical installations and electrical equipment inspected, tested and maintained. Refer to AS/NZS 3760					
7. Portable Electrical Equipment					
Plugs, cables, sockets, switches in good condition					
Extension leads and power boards in a safe operating condition					
Portable outlet devices suitable (double adaptors & piggy back plugs not recommended)					
Electrical equipment inspected, tested and tagged in accordance with AS/NZS 3760					
Electrical leads positioned to avoid tripping and damage risks					
Are earth leakage circuit breakers installed?					
Are safety switches used?					

8. Ladders					
Ladders inspected and in good condition					
No splicing or repairs					
Properly secured — top and bottom					
Non-slip feet fitted					
Extend past landings by one metre					
Constructed of sound materials					
Located on firm footing					
Free of debris and materials					
Metal ladders not used for electrical tasks					
Step ladders fully open when in use					
9. Plant Safety					
Prescribed plant is registered					
Machine guards in place					
Plant risk assessments conducted					
Machinery in good condition					
Safe operating procedures displayed					
Are out of service/danger tags available?					
Plant regularly maintained					
Are records of inspections, maintenance and repairs kept?					
Personal Protective Equipment provided					
Safety signs displayed					

Plant operators have national certification (where needed)					
10. Gas Cylinders					
Stored upright					
Maintenance/Inspection up to date					
Maintenance/Inspection up to date					
Clear separation between full and empty cylinders					
11. Workplace Substances					
Containers clearly identified					
Chemicals safely stored					
Spill trays provided					
Proper types and number of fire extinguishers					
Personal Protective Equipment provided					
Material Safety Data Sheets/Safety Data Sheets available					
Workplace substance register available					
Staff trained in chemical safety					
Spill kits available					
12. Staff Facilities					
Toilets, washrooms accessible and clean					
Washroom consumables available for good hygiene practices					
Meal areas accessible, comfortable, clean and hygienic					

Potable water is readily available					
Meal areas sufficiently removed from workplace activities					
Lighting sufficient					
13. Other issues identified:					



TOP TIP – Your Industry Training Consultant and the ASA Contact Hub are your main points of contact to guide you and support you on the journey.

Call us on **1300 363 831**.