|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| General Workplace Inspection Checklist | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Key:** | 1 | 2 | 3 | 4 | 5 |
| Poor Satisfactory Good | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **STORAGE** | 1 | 2 | 3 | 4 | 5 |
| 1. Materials stored in racks and bins wherever possible |  |  |  |  |  |
| 2. Storage designed to minimise lifting problems (between knee and shoulder) |  |  |  |  |  |
| 3. Easy access for people and equipment |  |  |  |  |  |
| 4. Floors around racking or shelves clear of rubbish |  |  |  |  |  |
| 5. General conditions of racks and pallets |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **FLOORS OF WALKWAYS** | 1 | 2 | 3 | 4 | 5 |
| 6. Oil and grease cleaned up |  |  |  |  |  |
| 7. Floors kept dry |  |  |  |  |  |
| 8. Entry and across walkways kept clear |  |  |  |  |  |
| 9. No electrical leads, hoses or cables crossing walkways |  |  |  |  |  |
| 10. Walkways clearly marked |  |  |  |  |  |
| 11. Vehicles separated from footways |  |  |  |  |  |
| 12. Unobstructed vision at intersections |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **STAIRS, LADDERS AND PLATFORMS** | 1 | 2 | 3 | 4 | 5 |
| 13. Steps firm |  |  |  |  |  |
| 14. Anti-slip treads |  |  |  |  |  |
| 15. Firm handrails |  |  |  |  |  |
| 16. Ladder rungs and bolts firm |  |  |  |  |  |
| 17. Fallback protection on high ladders |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **LIGHTING** | 1 | 2 | 3 | 4 | 5 |
| 18. Adequate illumination for each task |  |  |  |  |  |
| 19. Good natural lighting |  |  |  |  |  |
| 20. Good light reflection from walls and ceilings |  |  |  |  |  |
| 21. No glare |  |  |  |  |  |
| 22. Light fittings clean and in good condition |  |  |  |  |  |
| 23. Emergency lighting operable |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **ELECTRICAL** | 1 | 2 | 3 | 4 | 5 |
| 24. No broken plugs, sockets or switches |  |  |  |  |  |
| 25. No frayed or damaged leads |  |  |  |  |  |
| 26. Portable power tools in good condition |  |  |  |  |  |
| 27. No temporary leads on floor |  |  |  |  |  |
| 28. Emergency shutdown procedures in place |  |  |  |  |  |
| 29. Circuit breakers installed |  |  |  |  |  |
| 30. Controls clearly marked and accessible |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **RUBBISH** | 1 | 2 | 3 | 4 | 5 |
| 31. Bins located at suitable points |  |  |  |  |  |
| 32. Bins emptied regularly |  |  |  |  |  |
| 33. Oily rags and combustible refuse in covered metal containers |  |  |  |  |  |
| 34. Waste from work regularly cleaned up |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **WORK BENCHES** | 1 | 2 | 3 | 4 | 5 |
| 35. Clear of rubbish |  |  |  |  |  |
| 36. Tools not in use kept in place |  |  |  |  |  |
| 37. No damaged hand tools |  |  |  |  |  |
| 38. No damaged power tools |  |  |  |  |  |
| 39. Work height right for each worker |  |  |  |  |  |
| 40. No sharp edges |  |  |  |  |  |
| 41. No bending, reaching, twisting required |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **HAZARDOUS SUBSTANCES** | 1 | 2 | 3 | 4 | 5 |
| 42. MSDS for all chemicals |  |  |  |  |  |
| 43. Containers clearly labelled |  |  |  |  |  |
| 44. Special storage conditions complied with |  |  |  |  |  |
| 45. Disposal of chemical waste |  |  |  |  |  |
| 46. Warning signs |  |  |  |  |  |
| 47. All users trained |  |  |  |  |  |
| 48. Adequate ventilation and extraction |  |  |  |  |  |
| 49. Fume hoods and spray booths working properly |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **VEHICLES** | 1 | 2 | 3 | 4 | 5 |
| 50. Operators trained |  |  |  |  |  |
| 51. Regularly maintained |  |  |  |  |  |
| 52. Operator position protected |  |  |  |  |  |
| 53. Noise levels controlled |  |  |  |  |  |
| 54. Only operated in appropriate areas |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TANKS, TRENCHES AND CONFINED SPACES** | 1 | 2 | 3 | 4 | 5 |
| 55. Free of poisonous fumes or liquids |  |  |  |  |  |
| 56. Adequate positive ventilation |  |  |  |  |  |
| 57. Buddy standing by |  |  |  |  |  |
| 58. Safety escape routes in use |  |  |  |  |  |
| 59. Warning signs |  |  |  |  |  |
| 60. Adequate shoring |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **OUTDOOR AREAS** | 1 | 2 | 3 | 4 | 5 |
| 61. Procedures in place to reduce work in sun and head |  |  |  |  |  |
| 62. Procedures in place to deal with sharps and other stray objects |  |  |  |  |  |
| 63. Adequate shade, rest and water |  |  |  |  |  |
| 64. Adequate personal protective clothing and equipment |  |  |  |  |  |
| 65. Adequate protection from live animals |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **MEDICAL AND BIOLOGICAL** | 1 | 2 | 3 | 4 | 5 |
| 66. Procedures in place to deal with sharps |  |  |  |  |  |
| 67. Procedures in place to dispose of biological waste |  |  |  |  |  |
| 68. Procedures in place to prevent contamination from biological samples |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **MACHINERY** | 1 | 2 | 3 | 4 | 5 |
| 69. Kept clean |  |  |  |  |  |
| 70. Adequately guarded |  |  |  |  |  |
| 71. Operators trained |  |  |  |  |  |
| 72. Start/stop switches clearly marked, in easy reach of operator |  |  |  |  |  |
| 73. Provision to store waste offcuts |  |  |  |  |  |
| 74. Adequate work space around machine |  |  |  |  |  |
| 75. Noise levels controlled |  |  |  |  |  |
| 76. Fumes and exhaust controlled |  |  |  |  |  |
| 77. Lighting satisfactory |  |  |  |  |  |
| 78. No bending, stooping or twisting required |  |  |  |  |  |
| 79. Regularly maintained |  |  |  |  |  |
| 80. Adequate lockout, tagout and isolation available and used |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **PIPING AND PRESSURE VESSELS** | 1 | 2 | 3 | 4 | 5 |
| 81. All pipes colour coded or labelled |  |  |  |  |  |
| 82. No leaks or drips |  |  |  |  |  |
| 83. No dents or obvious corrosion |  |  |  |  |  |
| 84. Properly supported |  |  |  |  |  |
| 85. Adequate insulation or protection |  |  |  |  |  |
| 86. Warning signs |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **OFFICES** | 1 | 2 | 3 | 4 | 5 |
| 87. Chairs suited to tasks and users |  |  |  |  |  |
| 88. Desks suited to tasks and users |  |  |  |  |  |
| 89. Measures to prevent occupational overuse syndrome in place |  |  |  |  |  |
| 90. Air-conditioning maintained regularly |  |  |  |  |  |
| 91. Clear, non-slip floors |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **FIRST AID** | 1 | 2 | 3 | 4 | 5 |
| 92. Kits and contents appropriate to the first aid assessment |  |  |  |  |  |
| 93. Easy access to kits |  |  |  |  |  |
| 94. Clearly labelled |  |  |  |  |  |
| 95. Emergency numbers displayed |  |  |  |  |  |
| 96. Accident records maintained |  |  |  |  |  |
| 97. Serious accidents reported to HSO |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **FIRE** | 1 | 2 | 3 | 4 | 5 |
| 98. Extinguishers clearly marked, in place, regularly serviced |  |  |  |  |  |
| 99. Clear exists |  |  |  |  |  |
| 100. Adequate pointers to fire exists |  |  |  |  |  |
| 101. Fire alarm system working |  |  |  |  |  |
| 102. Emergency evacuation procedures, including regular drills |  |  |  |  |  |
| 103. Employees trained |  |  |  |  |  |
|  |  |  |  |  |  |
| **Disclaimer** |  |  |  |  |  |
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