

# OH&S – WORKPLACE INSPECTION CHECKLIST

The Geelong College Work Health Safety Committee and Departmental Staff regularly inspects the work activity(s) and work area and provides a completed Workplace Inspection Checklist to The Risk & Compliance Officer.

General Health and Safety Checklist					
Name:.....					
Description:.....					
Worksite Location:..... Date:.....					
Persons completing inspection:.....					
Item No/No's Inspected:.....					
Item	Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
<b>Health &amp; Safety Systems</b>					
Incidents reported online					
Induction records					
Workplace inspection records					
Emergency procedures					
Training records					
Documented safe work procedures					
Protective clothing & equipment records					
MSDS available					
H&S representatives appointed					
Management safety representative appointed					
Item	Correct Yes No N/A	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
<b>2. Housekeeping</b>					
Work areas free from rubbish & obstructions					
Surfaces safe and suitable					
Free from slip/trip hazards					
Floor openings covered					
Stock/material stored safely					
<b>AISLES</b>					
Unobstructed and clearly defined					
Adequate lighting					
Vision at corners					
Wide enough					
<b>3. Electrical</b>					
No broken plugs, sockets, switches					
No frayed or defective leads					
Power tools in good condition					
No work near exposed live electrical equipment					
Tools and leads inspected and tagged					
No strained leads					
No cable-trip hazards					
Switches/circuits identified					
Lock-out procedures/danger tags in place					
Earth leakage systems used					

Start/stop switches clearly identified					
Switchboards secured					
Appropriate firefighting equipment					
<b>4. Mobile Plant and Equipment</b>					
Plant and equipment in good condition					
Daily safety inspection procedures/checklists					
Fault reporting/rectification system used					
Operators trained and licensed					
Warning and instructions displayed					
Warning lights operational					
Reversing alarm operational					
Satisfactory operating practices					
Item	Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
Fire extinguisher					
Tyres satisfactory					
SWL of lifting or carrying equipment displayed					
<b>5. Machinery and Workbenches</b>					
Adequate workspace					
Clean and tidy					
Free from excess oil and grease					
Adequately guarded					
Warnings or instructions displayed					
Emergency stops appropriately placed and clearly identifiable					
Operated safely and correctly					
WORKBENCHES					
Clear of rubbish					
Tools in proper place					
Duckboards or floor mats provided					
<b>6. Hazardous Substances</b>					
Stored appropriately					
Containers labelled correctly					
Adequate ventilation/exhaust systems					
Protective clothing/equipment available/used					
Personal hygiene - dermatitis control					
Waste disposal procedures					
Material safety data sheets available					
Chemical handling procedures followed					
Chemical register developed					
Appropriate emergency/first aid equipment - shower, eye bath, extinguishers					
Hazchem signing displayed					
<b>7. Welding</b>					
Gas bottles securely fixed to trolley					
Welding fumes well ventilated					
Fire extinguisher near work area					
Only flint guns used to light torch					
Flash back spark arresters fitted					
Vision screens used for electric welding					
Item	Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
LPG bottles within 10 year stamp					
PPE provided and worn					

Hot Work permit system used					
<b>8. Excavations</b>					
Shoring in place and in sound condition					
Excavation well secured					
Signage displayed					
Banks battered correctly and spoil away from edge					
Clear and safe access around excavation					
Separate access and egress points from excavation					
Safe work procedure in place					
<b>9. Prevention of Falls</b>					
All work platforms have secure handrails, guarding or fence panels					
Harness and lanyard or belts provided					
All floor penetrations covered or barricaded					
Unsafe areas signposted and fenced					
Safe work procedure in place					
<b>10. Stairs, steps and landings</b>					
No worn or broken steps					
Handrails in good repair					
Clear of obstructions					
Adequate lighting					
Emergency lighting					
Non-slip treatments/treads in good condition					
Kick plates where required					
Clear of debris and spills					
Used correctly					
<b>11. Ladders</b>					
Ladders in good condition					
Ladders not used to support planks for working platforms					
Correct angle to structure 1:4					
Extended 1.0 metre above top landing					
Straight or extension ladders securely fixed at top					
<b>Item</b>	<b>Correct Yes No n/a</b>	<b>Action Priority 1 2 3</b>	<b>Action By</b>	<b>Close Out By</b>	<b>Close Out Date</b>
Metal ladders not used near live exposed electrical equipment					
<b>12. Personal Protection</b>					
Employees provided with PPE					
PPE being worn by employees					
Sunscreen and sunglasses provided					
Correct signage at access points					
<b>13. Manual Handling</b>					
Mechanical aids provided and used					
Safe work procedures in place					
Manual handling risk assessment performed					
Manual handling controls implemented					
<b>14. Workplace Ergonomics</b>					
Workstation and seating design acceptable					
Ergonomic factors considered in work layout and task design					

Use of excessive force and repetitive movements minimised					
Appropriate training provided					
<b>15. Material Storage</b>					
Stacks stable					
Heights correct					
Sufficient space for moving stock					
Material stored in racks/bins					
Shelves free of rubbish					
Floors around stacks and racks clear					
Drums checked					
Pallets in good repair					
Heavier items stored low					
No danger of falling objects					
No sharp edges					
Safe means of accessing high shelves					
Racks clear of lights/sprinklers					
<b>16. Confined Spaces</b>					
Risk assessment undertaken					
Communication and rescue plan in place					
Safety equipment in good working condition					
<b>Item</b>	<b>Correct Yes No n/a</b>	<b>Action Priority 1 2 3</b>	<b>Action By</b>	<b>Close Out By</b>	<b>Close Out Date</b>
Suitable training provided to employees					
Confined Space permit used					
<b>17. Lasers</b>					
Operator has laser operator licence					
Signage displayed					
Laser not used in a manner to endanger other persons					
<b>18. Demolition</b>					
Risk assessment undertaken in advance					
Access prevented to demolition area					
Overhead protection in place					
Protection of general public					
Safe work procedure in place					
<b>19. Public Protection</b>					
Appropriate barricades, fencing, hoarding, gantry secure and in place					
Signage in place					
Suitable lighting for public access					
Footpaths clean and free from debris					
Dust and noise controls in place					
Site access controlled					
Traffic control procedures in place					
Public complaints actioned					
<b>20. Amenities</b>					
Washrooms clean					
Toilets clean					
Lockers clean					
Meal rooms clean and tidy					
Rubbish bins available - covered					
<b>21. First Aid</b>					
Cabinets and contents clean and orderly					

Stocks meet requirements					
First aiders names displayed					
First aiders location and phone numbers					
Qualified first aider(s)					
Record of treatment and of supplies dispensed					
<b>Item</b>	<b>Correct Yes No n/a</b>	<b>Action Priority 1 2 3</b>	<b>Action By</b>	<b>Close Out By</b>	<b>Close Out Date</b>
<b>22. Lighting</b>					
Adequate and free from glare					
Lighting clean and efficient					
Windows clean					
No flickering or inoperable lights					
Emergency lighting system					
<b>23. Fire Control</b>					
Extinguishers in place					
Firefighting equipment serviced/tagged					
Appropriate signing of extinguishers					
Extinguishers appropriate to hazard					
Emergency exit signage					
Exit doors easily opened from inside					
Exit pathways clear of obstruction					
Alarm/communication system - adequate					
Smoking/naked flame restrictions observed					
Minimum quantities of flammables at workstation					
Flammable storage procedures					
Emergency personnel identified and trained					
Emergency procedures documented - issued					
Emergency telephone numbers displayed					
Alarms tested					
Trial evacuations conducted					
Personnel trained in use of firefighting equipment					

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

VERSION No: \_\_\_\_