

Workplace Safety Checklist

Regular workplace safety checks ensure your workplace meets basic standards of safety. This checklist will help you evaluate how well you are currently managing safety in your workplace.

Housekeeping

- Are floor surfaces free of water, oil or other fluids? Yes No
- Are floor surfaces even? (e.g. no loose tiles or carpet that is torn or has ridges) Yes No
- Are walkways and doorways clear of boxes, extension cords and litter? Yes No
- Are stairways kept clear of boxes, equipment and other obstructions? Yes No
- Are work areas, walkways and stairs well lit? Yes No
- Are work stations tidy and well-maintained? Yes No
- Are emergency procedures clearly displayed? Yes No

Comments/Corrective Action Required: _____

Manual Handling

- Are work items that are regularly used within easy reach? Yes No
- Is there sufficient area around machines or equipment to enable easy access? Yes No
- Are appropriate manual handling aids readily available? Yes No

Comments/Corrective Action Required: _____

Storage

- Are items placed neatly and securely on shelves? Yes No
- Are heavy items stored below shoulder height? Yes No
- Can items on high shelves be easily reached? Yes No

Comments/Corrective Action Required: _____

First Aid

- Are First Aid Kits located in easily accessible and prominent areas? Yes No
- Are First Aid Kit contents clean and tidy? Yes No
- Are First Aid Kit contents within their expiry date? Yes No
- Are First Aid Kit contents full and/or suitably replenished? Yes No

Comments/Corrective Action Required: _____

Safety Signs

- Are all exits clearly marked and free from obstruction? Yes No
- If no exit is in the immediate area, are there signs and arrows indicating the direction to exits? Yes No
- Is the location of the First Aid Kit clearly identified? Yes No
- Is the location of fire alarms and fire fighting equipment clearly identified? Yes No
- Are there any potentially hazardous areas that warnings are appropriate? Yes No
- Is the size of the sign appropriate to the environment, lighting and viewing distance? Yes No

Comments/Corrective Action Required: _____

Electrical

- Have electrical appliances been inspected and tagged? Yes No
- Are extension leads and power boards maintained in a safe operating condition? Yes No
- Are the electrical fittings and electrical equipment regularly inspected and maintained? Yes No
- Are switchboards in a safe operating condition and secured? Yes No

Comments/Corrective Action Required: _____

Machinery and Equipment

- Are machine guards in place on all operating equipment? Yes No
- Are emergency stop buttons clearly visible and operational? Yes No
- Is personal protective equipment (e.g. Hearing protection, Eye protection, Head protection, and/or Gloves) adequately supplied? Yes No

Comments/Corrective Action Required: _____

Chemical and Dangerous Goods

- Are chemical and hazardous substances clearly labelled? Yes No
- Are chemical and hazardous substances stored safely? Yes No
- Is there adequate ventilation or an exhaust system? Yes No
- Are Safety Data Sheets available and can workers easily access them? Yes No

Comments/Corrective Action Required: _____

If you need assistance or have any questions please feel free to contact our friendly Customer Service Team on **1800 65 1173**.