**WORKPLACE INSPECTION CHECKLIST**

This template is intended to assist member businesses develop their own workplace checklist. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the checklist. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced health, safety and wellbeing and workplace relations advisors can assist members with a range of health, safety, wellbeing, employment, human resources and industrial relations issues.

Our experienced health, safety and wellbeing and workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide health, safety and wellbeing consulting and training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Advice Line on **(03) 8662 5222.**

**Disclaimer**

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WORKPLACE INSPECTION CHECKLIST

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of inspection** |  | **Time of inspection** |  |
| **Area inspected:** |  | | |
| **Inspected by:** |  | | |

| Issue | **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 (ergonomics)? | ❒ | ❒ |  |  |
| Passageways stairways clear of obstructions | ❒ | ❒ |  |  |
| Floors have an even surface | ❒ | ❒ |  |  |
| Is there adequate working space? | ❒ | ❒ |  |  |
| **2. Lighting** | | | | |
| Is there adequate lighting for tasks performed? | ❒ | ❒ |  |  |
| Is task lighting required? | ❒ | ❒ |  |  |
| Are light covers in place and clean? | ❒ | ❒ |  |  |
| **3. First Aid Facilities** | | | | |
| Are adequate first aid facilities provided (e.g. first aid kit, first aid room)? | ❒ | ❒ |  |  |
| Are first aid facilities clearly labelled? | ❒ | ❒ |  |  |
| 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 6 monthly | ❒ | ❒ |  |  |
| 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 | ❒ | ❒ |  |  |
|  |  |  |  |  |

Additional hazard categories should be added as required such as Electrical, Plant/Equipment, Chemicals, Biological Hazards, etc.