

Safety and Health Office
WORKPLACE SAFETY CHECKLIST

Location:

Date:

Inspected by:

	YES	NO	N/A	ACTION REQUIRED	DATE TO BE COMPLETED
WORK ENVIRONMENT Ventilation Removal of fumes and dust Temperature and humidity control Noise levels Vibration Lighting <ul style="list-style-type: none"> - general purpose - for a particular task - absence of glare - work area - corridors - exterior Ergonomics <ul style="list-style-type: none"> - layout of work area - furniture 					
HYGIENE Separate work and eating areas Drinking water Washing facilities Toilets Work clothes lockers and hanging areas Regularly cleaned area					
HOUSEKEEPING Storage <ul style="list-style-type: none"> - racks, bins, shelves - aisles and walkways kept clear - neat and orderly - not too high - heavy items kept low - sufficient space to access items Removal of combustibles Rubbish <ul style="list-style-type: none"> - regularly removed - sufficient bins - separation of wastes 					

	YES	NO	N/A	ACTION REQUIRED	DATE TO BE COMPLETED
TRAINING Induction Task specific Process specific Management Refresher courses					
EMERGENCY EQUIPMENT Procedures Contact telephone numbers Safety Showers Eye wash units Breathing apparatus and/or respirators First Aid kit First Aid Officers - name - location Antidotes where applicable Torches Loud Hailer Emergency lighting					
FIRE PROTECTION Fire separation - walls and floors - doors and windows - ceilings and ducts - vertical shafts Isolation of risk areas Fire detection system Alarm and Emergency Evacuation system Are Alarms audible in all areas Fire extinguisher - type - location - serviced - operator training Fire hose reels Fire hydrants Automatic fire fighting system Access for Fire Brigade					
EVACUATION Procedures established Wardens appointed Display of floor plans and escape routes Practiced regularly (twice yearly) Communication system Exits - unobstructed & open from inside					

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<p>PERSONNEL PROTECTION (consider correct selection, location, information and warning signs and maintenance) Coats/Overalls Eye protection Gloves Footwear Respirators Helmets Hearing Protection</p>					
<p>MANAGEMENT OS&H Policy displayed OS&H committee - employee representative - regular meetings Responsibilities defined Departmental Safety Officer (DSO) OS&H employee representatives Safety manual Qualifications and training of operators OS&H review of research projects Accident and incident reporting Hazard reporting and follow up Provision for visitors Provision for disabled Monitoring effectiveness of OS&H program</p>					
<p>WORK PRACTICES Avoid manual handling Use mechanical handling equipment Confined space procedures Permits - contractors - hot work - fire detection isolation Advice to cleaners and maintenance personnel Not working alone Fail-safe protection Fall protection</p>					

	YES	NO	N/A	ACTION REQUIRED	DATE TO BE COMPLETED
FLAMMABLE LIQUIDS AS/NZS 1940 compliant Stored in a flammable liquids cabinet Quantities are not excessive Suitable containers Spark proof electrics Static energy control Class B fire extinguisher near by Correct signage Bunding					
COMPRESSED GASSES Reticulated from outside the building Number of cylinders inside rooms Cylinders secured Segregation of incompatible gases Transported on appropriate trolley Serviced regularly Tamper proof Correct signage Check lines carrying gas					
ACIDS AND POISONS Separate storage Corrosive/Acids cabinet Not excessive quantities Correctly signed Neutralising agents Decant in fume hood					
HIGH HAZARD PROCESSES Detailed preliminary studies Special protective equipment Independent assessment					
PRESSURE EQUIPMENT Legislation and code compliant Safety devices Regularly maintained Correct signage					

	YES	NO	N/A	ACTION REQUIRED	DATE TO BE COMPLETED
ELECTRICAL EQUIPMENT AS/NZS 3000 compliant RCD's Qualified electrician used to install Regular maintenance Sufficient circuits and GPO's Protection of fittings against external damage Condition of plugs and leads Trailing leads					
CHEMICALS Material Safety Data Sheets (MSDS) Register of chemicals Containers - suitable type - condition Correct labeling Only sufficient stock Storage - suitable - sufficient - location Segregation into classes Carriers for large bottles Fume cupboards - AS/NZS 2243(8) compliant - regularly tested - not used for storage of chemicals - condition Waste collection and disposal Spill kit - location - appropriate - easy access					
MECHANICAL AND HEAT HAZARDS Guarding of machines Maintenance of machines Emergency isolation switches Cranes and hoists - serviced - marked Guard rails Ladders and steps Scaffolds Bays and screens for welding and grinding Ovens and furnaces Heating equipment					