

WORKPLACE INSPECTION CHECKLIST

ITEM	N/A	YES	ATTENTION REQUIRED
SAFETY NOTICEBOARD UPDATED			
CURRENT PROCEDURES ARE AVAILABLE TO WORKERS			
EMERGENCY CONTACTS DISPLAYED AND CURRENT			
FIRST AID KITS AVAILABLE AND RESTOCKED			
SITE SIGNAGE DISPLAYED AND LEGIBLE			
WALKWAYS AND ACCESS PATHS CLEAR			
PALLET RACKING FREE FROM DAMAGE			
MATERIAL SECURELY STORED			
WASTE REMOVED TO BINS			
GENERAL WASTE AND RECYCLABLES SEPARATED INTO APPLICABLE BINS			
ELECTRICAL EQUIPMENT TESTED & TAGGED			
FIRE EXTINGUISHERS AND EQUIPMENT AVAILABLE			
AREA AROUND FIRE EQUIPMENT CLEAR (1 M CLEAR ZONE)			
EMERGENCY EXITS UNOBSTRUCTED			
PPE AVAILABLE AND CORRECTLY STORED			
SAFETY DATA SHEETS AVAILABLE AND CURRENT			
CHEMICALS STORED CORRECTLY			
PLANT OPERATORS HAVE CURRENT HRW LICENSE			
DANGER/OUT OF SERVICE TAGS AVAILABLE			
MACHINE GUARDS ARE FITTED AND OPERATIONAL			
SPILL KITS AVAILABLE AND SERVICED			

HAZARDS IDENTIFIED	RATING	RECOMMENDED ACTIONS	TIMEFRAME	BY WHOM

INSPECTED BY :	DATE:
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NOTE: Hazards identified should be raised in the weekly toolbox meeting and actions reviewed the following week. Any items requiring action should be recorded in the C.I. Register.