|  |
| --- |
| WHS Inspection Form |

|  |  |
| --- | --- |
| Inspection Location: |  |
| Inspection Team (name/s): |  |
| Date:  |  |

**\*\*\*\*This document is to be used as a prompt only as some of the items identified may not be applicable.**

|  |  |  |  |
| --- | --- | --- | --- |
| Key areas/items to be reviewed | ☑ | 🗷 | Additional comments/description of the issue identified |
| Organisation & Administration |
| * WHS Policy Statement displayed
 | □ | □ |  |
| * Summary of Workers Comp Act displayed (applicable where the Ministry Unit employs staff)
 | □ | □ |
| * Return to Work Procedure displayed (applicable where the Ministry Unit employs staff)
 | □ | □ |
| * WHS contact details displayed?
 | □ | □ |
| * WHS a standing agenda item at all meetings?
 | □ | □ |
| * Incident & Hazard Reports details available?
 | □ | □ |
| * A documented induction program in place for all new employees, volunteers and contractors
 | □ | □ |
| * Injury Register is available/current (applicable where the Ministry Unit employs staff)
 | □ | □ |
| Other: | □ | □ |
| Housekeeping  |
| General maintenance:* Clean and tidy environment?
 | □ | □ |  |
| * Clean and hygienic amenities?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Waste Disposal:* Hazardous waste where applicable
 | □ | □ |
| * Satisfactory waste disposal (internal & external) arrangements are in place?
 | □ | □ |
| * Containers provided for smokers in designated making areas and emptied regularly (if applicable)?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Emergency Preparedness |
| Entry/Exit Access:* Entry/Exit area/s clear?
 | □ | □ |  |
| * Emergency lighting adequate and operating
 | □ | □ |
| * No locked or barred exits restricting escape?
 | □ | □ |
| * Flammable materials not located in exit areas?
 | □ | □ |
| * Emergency evacuation plans/maps posted for all areas?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Emergency Evacuation Plans: * Site specific Emergency Evacuation Plan current (reviewed within the last 12 months) and displayed in all exit areas?
 | □ | □ |  |
| * Assembly area for emergency evacuations clearly marked
 | □ | □ |
| * Emergency contact phone list current and available
 | □ | □ |
| * Site specific Fire drill attended on a regular basis (within the last 12 months at a minimum)
 | □ | □ |
| * Induction program covers emergency management procedures and all new staff (employees, volunteers and visitors, contractors) are made aware of this information
 | □ | □ |
| * Site specific Lockdown Plan in place and current
 | □ | □ |
| * Any other unsafe practices observed?
 | □ | □ |
| Security:* Vandal resistant security lights illuminate building perimeters (if applicable)
 | □ | □ |  |
| * Adequate locks on all external doors and windows
 | □ | □ |
| * A key register and the information kept is current
 | □ | □ |
| * Childproof locks fitted to gates where needed?
 | □ | □ |
| * Signs evident to indicate that security measures are in place where applicable?
 | □ | □ |
| * Walls, gates and fences in good order without gaps or protrusions?
 | □ | □ |
| * Emergency response procedures current for staff who work alone
 | □ | □ |
| * All office and meeting room doors are fitted with glass windows
 | □ | □ |
| * Any other unsafe practices observed
 | □ | □ |
| Personal Protective Equipment (hats, gloves, masks etc) |
| Personal Protective Equipment:* Appropriate equipment available for the task?
 | □ | □ |  |
| * Adequate stores of equipment available?
 | □ | □ |
| * Any other unsafe practices observed?
 | □ | □ |
| Facilities & Amenities  |
| Ventilation/Noise/Temperature:* Adequate/appropriate for the work environment and the number of staff who work in the area
 | □ | □ |  |
| * Air conditioning unit filters cleaned regularly (where applicable)
 | □ | □ |
| * Fans properly guarded
 | □ | □ |
| * Any other unsafe practices observed?
 | □ | □ |
| Floors:* Slip, trip or fall hazards
 | □ | □ |  |
| * Clean, tidy and free of hazards
 | □ | □ |
| * Non slip surfaces wherever possible
 | □ | □ |
| * Any other unsafe practices observed?
 | □ | □ |
| Aisles/Hallways:* Unobstructed passage ways
 | □ | □ |  |
| * Any other unsafe practices observed?
 | □ | □ |
| Stairs:* Sturdy railings on all open sides?
 | □ | □ |  |
| * Clear of any storage materials?
 | □ | □ |
| * Adequate lighting?
 | □ | □ |
| * No worn or damaged stair treads?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Kitchens/Lunch Rooms:* Stock stored appropriately
 | □ | □ |  |
| * Food is stored appropriately ie fridge
 | □ | □ |
| * Cooking facilities cleaned and in good working order
 | □ | □ |
| * Benches clean
 | □ | □ |
| * The inside of dishwasher/filter clean
 | □ | □ |
| * Sharp utensils are locked away (if applicable)
 | □ | □ |
| * PPE is worn (if applicable)
 | □ | □ |
| * Exhaust fans over cooking units are clean/regularly maintained
 | □ | □ |
| * Floors are in good condition
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Elevators:* Maintenance program in place and current?
 | □ | □ |  |
| * Emergency phone/alarm operational?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Car Parking & Pedestrian Areas:* Areas are well drained to prevent flooding?
 | □ | □ |  |
| * Driveways free from potholes, cracks and other trip hazards?
 | □ | □ |
| * Pathways free from over grown vegetation and other trip slip/hazards?
 | □ | □ |
| * Staff/Volunteers working after dark have parking available in an area close to the building entrance?
 | □ | □ |
| * Disability Parking available (where applicable)
 | □ | □ |
| * Potential vehicle damage areas, corners, guardrails and entrances effectively marked?
 | □ | □ |
| * Can traffic and people move about safely?
 | □ | □ |
| * Appropriate traffic signs/markers?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Shade:* Adequate protection from sun provided for outside activities?
 | □ | □ |  |
| * Sunscreen is accessible for staff and clients who are required to have exposure to the sun?
 | □ | □ |
| * Workers wear hats and other protective clothing when working outside?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Fixed Children’s Play Equipment:* Impact absorbing material under equipment with fall heights over 0.5m?
 | □ | □ |
| * Safe fall zone of impact absorbing material and free from other objects – 2.5m from perimeter of equipment?
 | □ | □ |
| * Maximum fall height not exceeding 2.5m?
 | □ | □ |
| * All accessible fully enclosed spaces over 600mm above ground level are less than 125mm and more that 230mm to avoid head entrapment?
 | □ | □ |
| * Guardrails with vertical or solid infill provided for platforms over 1m high?
 | □ | □ |
| * Equipment has no protruding bolts, nuts or splinters?
 | □ | □ |
| * Fenced play area (min height 1.5 metres) with child-proof gate?
 |  |  |
| * Regular checks of equipment are in place?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Garden Areas:* Gardens in good order – debris, fallen branches removed, lawns mown regularly?
 | □ | □ |
| * Gardens from of sharp objects (broken glass, mental, wood splinters, needles etc?)?
 | □ | □ |
| * Gardens do not protrude over pathways
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| First Aid |
| First Aid Kit/Box:* Are First Aid Kits available in all key areas?
 | □ | □ |  |
| * Where there is a first aid officer, they hold current qualifications?
 | □ | □ |
| * The contents of the First Aid kit reflects the activities performed in the area the kit is located?
 | □ | □ |
| * Are the First Aid kit contents complete, not out of date and regularly audited?
 | □ | □ |
| * Any other unsafe practices observed?
 | □ | □ |
| Fire Protection |
| * Fire extinguishing equipment available/freely accessible and mounted on the wall?
 | □ | □ |  |
| * Fire extinguishers located close to chemical storage?
 | □ | □ |
| * Inspected and dated by fire safety professional?
 | □ | □ |
| * Fire equipment and location has appropriate signage?
 | □ | □ |
| * Fire Alarms working – battery replacement program in place
 | □ | □ |
| * Any other unsafe practices observed?
 | □ | □ |
| Manual Handling & Storage |
| Storage:* Tidy and below shoulder height?
 | □ | □ |  |
| * Any unsafe practices observed?
 | □ | □ |
| Manual Handling:* Are objects handled easy to grasp, have no sharp edges and are not hot, cold, slippery or bulky?
 | □ | □ |
| * Is lifting from ground level or above shoulder height avoided?
 | □ | □ |
| * Are there work areas, equipment and systems of work designed to eliminate sideways twisting of the body, excessive bending or reaching and sustained or repetitive movements?
 | □ | □ |
| * Are mechanical handling aids available?
 | □ | □ |
| * Is training provided where applicable?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Plant & Machinery |
| * Guards/Emergency stop buttons in place?
 | □ | □ |  |
| * Operators of machinery are properly trained to use equipment where applicable?
 | □ | □ |
| * Tools operational?
 | □ | □ |
| * Eye/ear protection available where applicable?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Electrical Equipment |
| * Test and tag program in place
 | □ | □ |  |
| * Electrical items tagged and within test date?
 | □ | □ |  |
| * Are there any double adaptors?
 | □ | □ |
| * Extension/computer cords secured and in good order?
 | □ | □ |
| * Any other unsafe practices observed?
 | □ | □ |
| Furniture & Fittings |
| * Are all furniture and fittings in good condition and in working order?
 | □ | □ |  |
| * Any other unsafe practices observed?
 | □ | □ |
| Vehicles |
| * Are First Aid Kits available in all vehicles?
 | □ | □ |  |
| * Are vehicles serviced regularly – as per their service book?
 | □ | □ |
| * Is there a regular vehicle Safety Check in place and current?
 | □ | □ |
| * Any other unsafe practices observed?
 | □ | □ |
| Hazard Material – Dangerous Goods & Chemicals  |
| Potentially Hazardous Chemicals: * An up to date chemical inventory completed and available?
 | □ | □ |  |
| * Is there appropriate signage?
 | □ | □ |
| * Material Safety Data Sheets available and current for chemicals?
 | □ | □ |
| * Staff trained in the safe use of chemicals if applicable?
 | □ | □ |
| * Chemicals disposed of appropriately?
 | □ | □ |
| * Adequate storage and venting available?
 | □ | □ |
| * Containers inspected for corrosion?
 | □ | □ |
| * Label on all substances?
 | □ | □ |
| * Spill kits available where appropriate?
 | □ | □ |
| * Safe manual handling processes in place?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Infection Control:* Specific training available where applicable?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Lighting |  |  |  |
| Lighting:* Illumination level sufficient for work?
 | □ | □ |  |
| * Emergency lighting operational?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Office Ergonomics |
| * Adjustable office chairs available and in good working condition?
 | □ | □ |  |
| * Desk’s correct height for work performed?
 | □ | □ |
| * Sufficient leg room under the desk?
 | □ | □ |
| * Computer monitors, keyboards and the mouse are set up appropriately for the user/s?
 | □ | □ |
| * Desk equipment is laid out to suit the user?
 | □ | □ |
| * Any unsafe practices observed?
 | □ | □ |
| Other additions |
|  | □ | □ |  |
|  | □ | □ |  |
|  | □ | □ |  |
|  | □ | □ |  |
|  | □ | □ |  |
|  | □ | □ |  |
|  | □ | □ |  |
|  | □ | □ |  |
|  | □ | □ |  |
|  | □ | □ |  |
|  | □ | □ |  |
|  | □ | □ |  |
|  | □ | □ |  |

|  |  |
| --- | --- |
| **Signature of person completing inspection:** |  |

All completed inspections are to be forwarded to the Ministry Unit Council for review, consideration and action where applicable.