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| WHS Inspection Form |

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| 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.**

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

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