

HAZARD INSPECTION CHECKLIST

Number: 187

Date:

Workplace inspections must be conducted on a regular basis. After completing this Checklist, assess each hazard's risk level using the Safety Risk Chart. Identified hazards must be prioritised and attended to accordingly. Complete an Action Order for all hazards identified and pass it on to the appropriate person or department for action.

General

	Y	N	IAR	Comment/Action
OHS and Health Act and Regs available				
OSH Policy posted in view on notice boards				
Access to warehouse is controlled				
Visitors are not exposed to hazards				

First aid

	Y	N	IAR	Comment/Action
First aid cabinets are in date				
First aid officers names and photos on cabinet				
Emergency phone numbers on cabinet				
CPR instructions on cabinet				
First aid book is being used				

Electrical hazards

	Y	N	IAR	Comment/Action
Only licensed electricians perform elec work				
All sockets and outlets in good order				
All leads, cords, cable ,sockets tagged				

Housekeeping

	Y	N	IAR	Comment/Action
All work areas clean and tidy				
Has waste been emptied				
Do sharp edges protrude into walkways				
No slip hazards (oil/water on floor)				
Pathways clear, no trip hazards				
There is adequate light				
Emergency exits marked and accessible				
Meals, toilets, locker room clean				
Soap and handtowels for dryers available/working				
Wheelie bins in place (not 44 gallon drums)				

Handling & storage materials

	Y	N	IAR	Comment/Action
Walkways and passage ways clear				
Pallets in good order				
Separation of vehicular traffic from warehouse area				
Adequate room to manoeuvre pallet jack and f/lifts				
Forklift fitted with seatbelts				
Reverse beepers working				
Flashing lights working				
Forklift dailychecklist performed				
Mezz floors in good order including stairs and rails				

Manual handling

	Y	N	IAR	Comment/Action
Prolonged bending avoided				
Prolonged reaching avoided				
Prolonged reaching above shoulder avoided				
Employees have received manual handling training				
Safety steps available (no milk crates)				

Tools

- Stored neatly
- Electrical cords in good order
- Electrical tools tagged
- All tools protected by earth leakage
- Machinery guards in place and or PPE available

Y	N	IAR	Comment/Action

Flammable substances

- All chemical labelled
- Incompatible chemical store separately
- MSDS information available

Y	N	IAR	Comment/Action

Fire protection and prevention

- Have employees been trained in for protection
- Fire wardens appointed
- Extinguishers, hose reels inspected within 6 mths
- Access to fire fighting equip clear
- No smoking policy in all buildings
- Simulated evacuation drill every 6 mths

Y	N	IAR	Comment/Action

Emergency procedure

- Fire and emergency procedure displayed
- Evac diagrams in place
- Procedure in place for chemical spills
- Muster point signed
- Emergency exits marked and clear

Y	N	IAR	Comment/Action

Vehicles

- Equipped with traffic management system
- PPE available
- First aid kit

Y	N	IAR	Comment/Action

Other

Y	N	IAR	Comment/Action

Print name of Inspector

Signature of Inspector

Date of inspection

IMPORTANT:

1. If you have ticked Immediate Action Required (**IAR**) then take whatever action is required to ensure there is no injury or loss. Take action. Advise the manager, place barriers, remove the hazard yourself immediately. Advise your Safety Officer.
2. Use the Safety Risk Chart as a guide to determine the risk level.
3. Complete a hazard alert if necessary.
4. If you have ticked No (**N**), complete an Inspection Action Order to eliminate the hazard nominating a time and date for completion
5. File completed Hazard Inspection Checklists and Inspection Action Orders for future reference and discussion at the next toolbox meeting.