WHS Hazard Inspection Checklist

This form is to be used by all Crew Members when undertaking a workplace hazard inspection. Complete and sign this form as part of your WHS risk assessment procedure.

| **Activity** | **Details** | **Yes, No, Not Applicable (N/A)?** | **Possible Risks** |
| --- | --- | --- | --- |
| **Asbestos** | Loose or flaking insulation on pipes, etc. |  |  |
| **Boilers, heaters, vats, pressure vessels** | Flammable materials stored separately |  |  |
| Obvious mechanical deficiencies |  |  |
|  | Properly certificated |  |  |
| **Chemical storage** | Decontamination materials as required |  |  |
|  | Ease of access |  |  |
|  | First aid materials |  |  |
|  | Material safety data sheets (MSDS) |  |  |
|  | Proper separation and containment |  |  |
|  | Safe storage (i.e. free of heat and moisture) |  |  |
| **Dust and fumes** | Extraction or ventilation systems |  |  |
|  | Protection against dust and fumes |  |  |
|  | Warning notices |  |  |
| **Electrical** | Broken or cracked switchboxes |  |  |
|  | Broken plugs |  |  |
|  | Frayed cords, exposed conductors |  |  |
|  | Metallic appliances properly earthed |  |  |
|  | Unmarked, uncoloured push-buttons and switches |  |  |
| **Emergency exits** | Clear of obstruction |  |  |
|  | Clearly signed |  |  |
| **Fire extinguishers** | Action in case of fire: clear and visible notices |  |  |
|  | All extinguishers currently tested and tagged |  |  |
|  | Direct phone dial-out after hours |  |  |
|  | Easily accessible, areas not blocked |  |  |
|  | Extinguishers properly fixed |  |  |
|  | Position properly signed |  |  |
|  | Proper type for hazard |  |  |
| **First aid** | Adequate number of kits and contents |  |  |
|  | Clear identification |  |  |
|  | Easily accessible: not locked, or locked away |  |  |
|  | Rest area with a bed, basin and hot and cold water |  |  |
|  | Flammable materials and dangerous goods |  |  |
|  | All containers labelled correctly and clearly |  |  |
|  | Provision to prevent spillage |  |  |
|  | Quantities not exceeded |  |  |
|  | Storage certificated under Dangerous Goods Act |  |  |
|  | Warning signs, hazardous accident procedures displayed |  |  |
| **Floors** | Inadequate drainage |  |  |
|  | No provision for cleaning spills adequately |  |  |
|  | Non-slip finish |  |  |
|  | Oily or greasy |  |  |
|  | Stopping ramps with handrails, or slippery surface |  |  |
|  | Threadbare, frayed carpeting or other hazards |  |  |
|  | Wet and slippery |  |  |
| **Lighting** | Electric light fittings dirty |  |  |
|  | Flickering fluorescent lights |  |  |
|  | Lighting inappropriate for task |  |  |
|  | Natural lighting not being fully used, dirty windows |  |  |
|  | Poorly located, casting shadows or creating glare |  |  |
|  | Wrong colour tint for work involved |  |  |
| **Machine and equipment guarding** | Shaft ends, pulleys, vee belts, crushing points, gears, etc. covered |  |  |
|  | Dangerous or moving parts accessible |  |  |
|  | Warning signs |  |  |
| **Physical environment** | Aisles and working areas cluttered |  |  |
|  | Employees close to noise sources (e.g. photocopying room) where they are likely to be disturbed by noise and/or fumes |  |  |
|  | Inadequate distance between employees or equipment and machines |  |  |
|  | Low ceilings or door jambs |  |  |
|  | Uneven surfaces |  |  |
|  | Unguarded lift shafts |  |  |
| **Piping (gas, water, high pressure, etc.)** | All pipes colour-coded or labelled |  |  |
| Dents |  |  |
|  | Insulated or protected where necessary |  |  |
|  | Leaks or drips |  |  |
|  | Obvious corrosion |  |  |
|  | Properly supported |  |  |
| **Staircases, passageways and platforms** | Handrails loose or non-existent |  |  |
| Loose rungs or holding bolts |  |  |
|  | No anti-slip treads |  |  |
|  | No ‘fall-back’ protection on high ladders |  |  |
|  | No proper ladders to platforms |  |  |
|  | Platforms too narrow, no anti-slip surface |  |  |
|  | Stair treads loose or uneven |  |  |
| **Storage areas** | Easy access |  |  |
|  | Proper labelling of all contents |  |  |
|  | Racks and bins fixed solidly |  |  |
|  | Safe access to high shelves |  |  |
|  | Warning signs for dangerous goods |  |  |
| **Tanks, pits and trenches** | Adequate free-flowing or forced ventilation |  |  |
| Cave-in protection |  |  |
|  | Free of noxious liquids and fumes |  |  |
|  | Safety ropes and ladders |  |  |
|  | Warning signs |  |  |
|  | Workmate ‘standing by outside’ procedure |  |  |
| **Tidiness and cleanliness** | Debris and waste material from work not regularly cleaned up |  |  |
| Fire exits and fire-fighting equipment blocked by rubbish or clutter |  |  |
|  | Inadequately cleaned washroom facilities |  |  |
|  | Loose paper, wood or packaging |  |  |
|  | Overflowing rubbish containers |  |  |
|  | Rubbish lying around |  |  |
| **Ventilation and air-conditioning** | Adequacy of natural ventilation: can windows be opened easily? |  |  |
| Does air-conditioning work? |  |  |
| **Work posture** | Chairs, seats, stools, work benches obviously not suited to worker |  |  |
|  | Correct manual handling technique |  |  |
|  | Obvious poor posture and work heights, either standing or sitting |  |  |
|  | Over-reaching required |  |  |

(Source: adapted from Cole: Management theory and practice, 4th Edition, Pearson Australia, 2010, ISBN: 978 144 2503 122, p1033-p1335)

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| Name: | [Name of person completing this inspection] |
| Signature: |  |
| Date: | Click here to enter the date. |
| Submitted to Manager | Upon completion please email to Julia Stickler |