

Section 355 - Hazard Inspection Checklist – Buildings & Surrounds



Location:	
Date:	
Conducted by:	

A hazard inspection refers to a systematic assessment of a specific area, environment, or workplace to identify potential hazards or dangers that could lead to accidents, injuries, damage, or other undesirable outcomes. The primary goal of a hazard inspection is to recognize and document potential risks so that appropriate measures can be taken to mitigate or eliminate them, thereby ensuring the safety of people and property.

ITEM	Yes	No	N/A
Fire Protection			
Have Fire extinguisher tests been conducted in the last 6 months? What is the date of last test _____			
Is fire equipment marked with a location marker? (above the fire extinguisher)			
Are all fire extinguishers accessible and clear from obstruction?			
Emergency Evacuation			
Are written plans in place and current?			
Are assembly areas allocated and understood?			
Are warning systems clear and audible in all areas?			
Are all exits kept clear?			
Are instructions given to people who use/hire the premises?			
First Aid			
Are there sufficient first aid kits at the site?			
Are first aid kits checked on a regular basis?			
Is all content in date? (Check expiry dates)			
Do the contents of kits agree with contents list?			
Are all injuries reported and recorded? (View book or form)			
When first aid equipment is used, is it recorded?			
Is a sharps kit available?			
Is a first aid sign displayed above the kit?			
Electrical			
Is electrical equipment tested and tagged on a regular basis? (Check some tags) Date of test/20.....			
Is the stage and kitchen areas protected by RCDs?			

ITEM	Yes	No	N/A
Electrical (Continued)			
Are RCDs manually tested to ensure correct operation? Date of test/20.....			
Are correct power boards used? (no double adaptors or piggyback plugs)			
Is clear access provided to switchboards?			
Are switchboards in good condition? <input type="checkbox"/> No holes on covers <input type="checkbox"/> Marking of circuit breakers (legend)			
Are light switches, light fittings or power points free from damage?			
Are hire electrical equipment (urns, stage lighting, ovens) tested and tagged before each hire?			
Is there sufficient lighting throughout the premises?			
Are all stage lights secured by a safety chain?			
Signage			
Are signs in good condition? (not faded and clearly visible)			
Are sufficient signs in use, both internally and externally, including information signs, first aid signs and general signs?			
Personal Protective Equipment			
Is appropriate PPE available and being used correctly?			
Are all PPE maintained and in good condition?			
Hazardous Chemicals			
Have all chemicals been identified?			
Are chemicals stored correctly?			
Are containers well marked/labelled correctly?			
Are all household chemicals clearly labelled and in their original containers? (e.g. not transferred to other containers such as food containers and drink bottles)			
Is there appropriate ventilation for both use and storage?			
Are Safety Data Sheets (SDSs) provided and available to all volunteers? (e.g. cleaning products)			
Is there a hazardous chemicals register available on site? (Check if several hazardous chemicals found in the workplace are in the register).			

ITEM	Yes	No	N/A
Machinery			
Is all machinery and equipment maintained? Are workers properly trained/inducted whom use machinery and equipment? List Machinery on site <input type="checkbox"/> Eg Blowers Do workers who require personal protective equipment (PPE) know how to use it properly?			
Hand Tools			
Are hand tools in good condition? (Check some items)			
Are handles or shafts free from splits, deep cuts or damages?			
Are hand tool heads checked regularly to ensure they are secured?			
Are rattle guns spring clips in good condition?			
Portable Power Tools			
Are portable power tools in good condition?			
Are adequate storage facilities provided?			
Do staff use the power tools correctly with RCDs?			
Are all guards in place?			
Internal Environment			
Are floor surfaces even			
Is all furniture in safe condition for normal use?			
Are stairways and aisles kept clear?			
Are the aisles marked and visible?			
Do lighting levels appear to be satisfactory?			
External Environment			
Are walkways clear and in good condition? Are there any holes or trip hazards on people may walk?			
Are parking areas well marked and lit?			
Is fencing in good condition?			
Are plants, trees and shrubs pruned to maintain good visibility?			
Are roadways in good condition and signs provided where necessary?			
Is housekeeping in good order?			
Are paths and external stairs in good condition?			

ITEM	Yes	No	N/A
Access			
Do stairways, landings and ramps have well-secured handrails from top to bottom and railings that comply with the Building Code? (minimum 125mm gap)			
Do all steps, ramps and landings have sufficient lighting above them?			
Have all obstructions that could cause a person a trip been identified and corrected?			
Have all restrictions to access for any patrons been identified and rectified? (e.g. disabled persons, mothers with prams, children, elderly etc)			
Have any rips, stretches or damage in floor coverings that may pose a trip hazard been identified and rectified?			
Are appropriate actions taken for areas where floors becoming slippery when wet?			
Have any obstructions that restrict access to doorways, steps and halls been removed?			
General			
Are all work areas maintained in a clean and tidy state? <input type="checkbox"/> Workshop <input type="checkbox"/> Storage Areas <input type="checkbox"/> Other			
Are there adequate storage facilities?			
Do staff use good stacking and storage practices?			
Is the correct lifting equipment available and being used for lifting activities?			
Are staff using the correct manual handling techniques when lifting materials?			
Are items stored in their designated areas in the storage facilities provided?			
Are aisles kept clear at all times? (i.e. no trip hazards)			
Are incident/injury forms available?			
Are hazard report forms available?			
Does regular waste removal occur?			
Amenities			
Are the following facilities provided adequately? <input type="checkbox"/> Female Toilets <input type="checkbox"/> Male Toilets			
Notice Board			
Is the WH&S Policy displayed?			

Other Hazards (not included in this checklist)			

For all unfavourable responses that cannot be corrected on the spot, generate one or more corrective actions designed to rectify the situation, and prevent it recurring.

Corrective Action	Allocated To (Person)	Due By (Date)
Management Committee Use: <i>Sign when all corrective actions have been completed:</i>		