

Section 355 General WHS Inspection Checklist



AREA OF INSPECTION	YES	NO	ACTION REQUIRED	
			IMMEDIATELY	TO BE SCHEDULED
BUILDINGS & HOUSEKEEPING				
Floors clean				
Toilets clean and hygienic				
No slips, trips or falls present				
Running water available				
Windows operational and lock				
Kitchen benches and cupboards tidy and clean				
Clear exits and walkways				
Surrounding grounds neat and tidy				
Unobstructed vision at intersections stairs/risers				
Fire Exit signs operable				
Exit doors easily opened from inside.				
Fire instructions available and displayed				
ELECTRICAL				
No broken plugs, sockets or switches.				
No frayed or damaged leads.				
No electrical leads across walkways				
No strained leads				
GENERAL LIGHTING				
Lighting adequate / operational				
Light fittings clean and in good condition				
CHEMICALS				
Containers clearly labelled				
Chemicals stored safely				

AREA OF INSPECTION	YES	NO	ACTION REQUIRED	
			IMMEDIATELY	TO BE SCHEDULED
FIRST AID				
Adequate stocks				
Easy access to cabinets				
Aware of location of first aid supplies				
Cabinet clearly labelled				
OUTDOOR AREAS - GENERAL ENVIRONMENT:				
Are there clear and unobstructed pathways and exits?				
Are there weather-related hazards (e.g., extreme heat, cold, rain) that need to be addressed?				
Are walking surfaces free from hazards such as loose gravel, uneven terrain, or ice?				
Are slip-resistant mats or surfaces used in areas prone to wet conditions?				
SIGNAGE & DOCUMENTATION				
Are emergency contact numbers and procedures prominently displayed?				
Are Accident Incident Near Miss Forms Available				
Are Hazard report forms available				

Comments / Action Required

<i>Note: Identify any unique hazards specific to your outdoor area</i>

Safety Inspection Completed

Name	
Signature	
Date	

Note: Please complete an inspection at least every month and keep on file should Lockhart Shire Council request it.