

# SAMPLE WORKSPACE INSPECTION SHEET

Work area:

Date of inspection:

Person/s inspecting:

Rating: 1 = poor, 5 = excellent

Area	Rating	Actions Required	By Whom	By When	Action Completed
<b>Corridors/Stairs</b> No blind corners					
Hand rails accessible					
Anti-slip tread on stairs					
Stairs in good condition					
<b>Floors</b> Even/visible steps etc					
In good condition (no slip hazards)					
No spills					
<b>Work Area</b> Clean and tidy					
Equipment/paperwork put away					
<b>Storage</b> Items stored correctly					
Storage designed to minimise lifting problems					
Walking area clear					
<b>Electrical</b> Residual Current Devices (RCDs) fitted for moveable equipment and checked					
Equipment checked and has current inspection tag					
No damaged appliances, points, plugs or cords					
No cords on floors or across walkways					
<b>Equipment</b> In good condition (if unsafe take out of service)					
In use or stored appropriately					
Suitable for purpose use					
Maintenance checks/records up to date					
<b>Ventilation</b> Air vents, filters, extraction fans clean					
Servicing records kept up to date					
<b>Gas Cylinders</b> Cylinders secured					
Stored outside (minimum inside)					
Cylinders in use secured on trolley					
<b>Hazardous Substances</b> Material Safety Data Sheets (MSDS) available for all substances					
All containers clearly labelled					
Stored appropriately					
<b>Manual Handling</b> Unnecessary manual handling eliminated					

Staff trained in manual handling techniques					
Staff trained in mechanical aids					
<b>Lighting</b>					
Light fittings clean and working					
Work areas well lit					
Night lighting adequate					
Security lights working					
<b>Employee amenities</b>					
Toilets/hand basins are clean and soap available					
Lunch room clean					
<b>Safety signs</b>					
OHS policy displayed					
First aid, protective and fire equipment signs posted					
<b>Waste disposal</b>					
Bin regularly emptied and cleaned					
Food scraps in vermin proof bins					
<b>Infectious waste disposal</b>					
Sharps containers available (close to area of use)					
Infectious waste disposed of appropriately					
<b>Fire/Emergencies</b>					
Extinguishers in place, serviced/ not blocked					
Exits clearly marked/clear					
Exit/Emergency lights working					
Action cards/emergency numbers displayed					
Smoke detectors tested					
Fire blanket accessible					
Employees know procedure (ask a sample of staff)					
First aid kit available, well stocked and clean					
Records kept of first aid provided					
<b>Grounds</b>					
Paths even and obstruction free					
Garden sheds (if any) locked					
Easy access to grounds for residents and staff					

- On completion of the inspection, allocate and record actions.
- Forward the checklist to the facility manager/OHS Co-ordinator.
- Sign the sheet once tasks have been completed.
- Record identified hazards on the Hazard Log (include a review date).
- Record long-term actions on the OHS Action Plan.
- Monitor Checklist to ensure all actions have been implemented.

Acknowledgement:  
*Checklist taken from the Occupational Health and Safety in Residential Aged Care:  
 First Steps publication from the Department of Health and Aged Care: October 1999.*