



Workplace Inspection Checklist

Worksite Location		Date
Persons completing inspection		
When doing an inspection, refer to the last completed inspection report as a guide to problems previously identified and ensure they have been addressed since previous inspection.		
STEP 1 Record any Identified hazards within specific areas, on inspection checklist.		
Location – General work area		NOTES
GSCC “Safety Information Boards” on displaying		
OH&S policy displayed (M10/108568)		
WorkCover “If you are injured Poster” (M11/19262)?		
Health and Safety Representatives (HSR’s) displayed (M10/50794)		
Accident/Incident forms available? <i>Hard copies are only required where internet access is not available. If hard copies required place in GSCC “Safety Board”. (M10/102423)</i>		
Emergency Evacuation Procedures displayed		
Material Safety Data Sheets (MSDS’s) available		
MSDS’s are current (within 5 years of issue date).		
Chemicals kept in containers as provided by manufacturer		
Containers appropriately labelled		
Protective clothing/equipment (PPE)available/used		



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Location – Housekeeping and Storage areas		
Look at the physical environment of workers. It is important to not only Identify within areas the housekeeping practices of workers but also if a storage requirement for items is sufficient and used correctly.		
Storage areas sufficient?		
Work areas free from rubbish & obstructions		
Free from slip/trip hazards / Aisles unobstructed/Floors around shelves and racks clear		
Items stored correctly in storage areas. Heavier items stored correctly.		
Safe means of accessing high shelves		
Trolleys or lifting equipment available where required.		
Electrical Items Look at the all electrical equipment and leads.		
All electrical items tested and tagged		
No frayed or defective leads		
Power tools in good condition		
Power boards not overload		
Stairs, Steps And Landings Looking at entrances and exits.		
No worn or broken steps		
Handrails in place and in good repair		
Clear of obstructions		
Non-slip treatments/treads in good condition		



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WORKPLACE ERGONOMICS Looking at “office based” workstations.		
Workstation and seating appropriate for each individual employee		
Ergonomic factors considered in work layout and task design		
AMENITIES Looking at staff amenities		
Washrooms clean		
Meal rooms clean and tidy		
FIRST AID AND FIRE CONTROL Looking at emergency requirements.		
First aid kit in place, appropriate to workplace tasks		
Signs in place for location of First Aid Stations/Cabinets		
First aid officers in place		
First aid officers and Wardens details displayed		
First aid Record treatment book (M11/57320)		
Emergency exit signage/lighting working		
Extinguishers		
in place		
clear of obstructions		
serviced/tagged in date		



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Step 2 Enter all identified hazards into the below Inspection Report or into a facility Risk Register.

WORKPLACE INSPECTION REPORT

		Consequence				
		Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Likelihood	Almost Certain (5)	LOW	MEDIUM	HIGH	EXTREME	EXTREME
	Likely (4)	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
	Possible (3)	LOW	LOW	MEDIUM	HIGH	HIGH
	Unlikely (2)	LOW	LOW	LOW	MEDIUM	HIGH
	Rare (1)	LOW	LOW	LOW	MEDIUM	HIGH

Use the table to identify the “risk” of the identified hazard.

Likelihood = The probability of an injury.

Consequences = The possible result of the hazard.

IDENTIFIED HAZARDS

Hazard	Risk	Risk Controls required	By whom	By When
	High			
	Medium			
	Low			
	High			
	Medium			
	Low			
	High			
	Medium			
	Low			
	High			
	Medium			
	Low			
	High			



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	Medium			
	Low			
	High			
	Medium			
	Low			
IDENTIFIED HAZARDS				
Hazard	Risk	Risk Controls required	By whom	By When
	High			
	Medium			
	Low			
	High			
	Medium			
	Low			
	High			
	Medium			
	Low			
	High			
	Medium			
	Low			
	High			
	Medium			
	Low			
	High			



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	Medium			
	Low			
	High			
	Medium			
	Low			

Step 3 Provide completed document to facility manager or GSCC Responsible Officer to indorse

Facility manager or GSCC Responsible Officer signature

Date

Comments

Step 4 Trim document and work flow to appropriate persons for actions.

Trim Workplace Inspection Checklist and Report to container:

46/544/0010 within appropriate facility **sub container**

Workflow inspection report, with the required corrective actions to the person responsible for correcting the hazards

Step 5 Record date of inspection in the Work Place Inspection Register.



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TRIM M11/37959 *Worksite Inspections Register.*

Trim Reference	Issue Number:	Endorsed by	Page 8 of 8
M10/50803	2	The Executive	