



## 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.			
<b>STEP 1</b> Record any Identified hazards within specific areas, on inspection checklist.			
<b>Location – General work area</b>			<b>NOTES</b>
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			



## Workplace Inspection Checklist

### 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		



## Workplace Inspection Checklist

### 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

# Workplace Inspection Checklist

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## Workplace Inspection Checklist

### 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			
<b>IDENTIFIED HAZARDS</b>				
<b>Hazard</b>	<b>Risk</b>	<b>Risk Controls required</b>	<b>By whom</b>	<b>By When</b>
	High			
	Medium			
	Low			
	High			
	Medium			
	Low			
	High			
	Medium			
	Low			
	High			
	Medium			
	Low			
	High			
	Medium			
	Low			
	High			
	Medium			
	Low			
	High			



## Workplace Inspection Checklist

	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.



## Workplace Inspection Checklist

**TRIM M11/37959 *Worksite Inspections Register.***

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