



Work Area _____

Date _____

Inspected By _____

Signature _____

Signature _____

Description	✓ / ✘ / N/A	Actions to be taken
Walkways and Stairs		
Surfaces in good repair and free from slip and trip hazards		
Steps in good order		
Walkways free of moss, mud, fungus, grass clippings		
Handrails secure		
Hard surfaces treated to reduce slips		
Lighting provided where walkways are in use after dark		
Rainwater drains clear of walkways		
Drains, pits and channels covered to prevent slips and falls		
Emergency Preparedness		
Exit paths free from obstruction		
Emergency assembly areas signposted		
Dead branches and leaf litter cleared to reduce bush-fire risk		
Security		
External access points secured out of operating hours		
Fences and gates in good repair		
Lighting provided for car parks in use after dark		
Bushes trimmed near buildings to minimise hiding spots		
Lighting operational and free from vandalism		
Child-proof locks fitted where appropriate		
External storage areas locked		
Security screens in good repair		

Traffic		
Speed limit signs posted		
Speed humps in good repair		
Disabled parking area designated		
No parking/No standing areas signposted		
Vehicles not parked in no parking zones		
Blind-spots minimised		
Driveways free from potholes		
Pedestrian walkways and crossings identified and segregated from traffic		
Potential vehicle damage areas, corners and guardrails clearly marked		
Grounds		
Gardens kept in good repair and fallen branches, grass clippings removed		
Gardens beds free from litter, broken glass, needles, metal debris		
Rubbish bins provided and regularly emptied		
Shade-cloths and awnings in good repair		
Garden furniture free from nails, splinters, protruding bolts		
Other		

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