



**Work Area** \_\_\_\_\_

**Date** \_\_\_\_\_

**Inspected By** \_\_\_\_\_

**Signature** \_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_

Description	✓ / ✘ / N/A	Actions to be taken
<b>Floors</b>		
Floor coverings secure and in good repair		
Entrance steps in good order		
Cords secured and clear of walkways		
Walkways and aisles unobstructed		
Stair treads secure and in good order		
Handrails secure		
Hard surfaces treated to reduce slips		
<b>Emergency Preparedness</b>		
Evacuation procedure posted in room		
Site floor plan posted in room		
Fire extinguisher and blankets accessible within reasonable distance		
Fire extinguishers and blankets signposted		
Fire extinguishers and blankets unobstructed		
Emergency exits unobstructed		
Emergency exits signposted		
Exit passageways/stairwells illuminated		
First aid kit signposted		
First aid kit – fully stocked and in-date		
Name and phone number of first aider displayed		

Description	✓ / ✘ / N/A	Actions to be taken
<b>Bathrooms and Toilets</b>		
Consist reasonable amount of toilets considering area and people capacity		
Hand washing facilities clean and in good order		
Disposable paper towels available		
Rubbish bin not full		
Toilets clean and in good order		
Ventilation adequate to dissipate odours		
<b>Security</b>		
Staff personal belongings stored out of sight		
Staff only areas demarcate		
Duress alarm system functional		
Security alarm system functional		
Reception desks clear of items capable of being used as weapons		
Alternative escape route available from reception areas		
Cash secured and out of site		
Cash storage limit observed		
<b>Electrical Equipment</b>		
Faulty equipment marked and withdrawn to prevent usage		
Electrical equipment free from visible defects (frayed or loose wiring, burn marks, water damage, damaged sockets)		
Adequate clearance around hot equipment to allow heat dissipation		
Cabling clear of walkways		
Lighting fixtures clear of obstructions and flammable items		

Description	✓ / ✘ / N/A	Actions to be taken
<b>General</b>		
Temperature between 20°-26° Celsius		
Good ventilation		
Ventilation and air-condition systems serviced regularly and maintained in a safe condition		
Rubbish stored in sanitary manner		
Access to drinking water for patrons		
Chair and table frames in good repair		
Upholstery free from cracks, tears and protrusions		
Table tops free from chips and cracks		
Table brakes operational and in good repair		
Clear access to equipment storage areas		
Manual handling aids in good repair		
<b>Office Equipment (N/A for Auditorium and Classrooms)</b>		
Supplies stored to prevent falling		
Steps or ladders available to reach higher objects		
Heavy objects stored at waist height		
Photocopier located in ventilated area away from workstations		
Guillotines guarded		
<b>Substances (N/A for Auditorium and Classrooms)</b>		
All substances recorded on register of substances		
MSDS available for all substances at place of use		
All containers labelled with manufacturers label		
Labels are legible		
Personal protective equipment signposted		
Personal protective equipment available		
Substances stored and used away from food preparation and eating areas		
Incompatible substances segregated		
Spill clean up equipment available		

<b>Computer workstations (N/A for Auditorium and Classrooms)</b>		
Chairs with seat height adjustment and lumbar height adjustment		
Chairs adjusted to suit users		
Keyboard and mouse positioned near front of desk		
Monitor adjusted to suit users		
Under-desk areas free from clutter		
<b>Kitchen Areas (N/A for Auditorium and Classrooms)</b>		
Chair and table frames in good repair		
Upholstery free from cracks, tears and protrusions		
Table tops free from chips and cracks		
Crockery free from chips and cracks		
Glassware free from chips and cracks		
Non-slip floor surfacing in good repair		
Floor free from water, soap build-up, grease and foodstuff		
Floor clear of obstructions		
Illumination level appropriate for tasks		
Rubbish stored in sanitary manner		
Sharp knives secured from public access		
<b>Other</b>		

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