

FORM A - Workplace Inspection Checklist

Date of Inspection: ____ / ____ / ____ Completed by: _____

To be Inspected: Church, Presbytery, Hall or Office (Please ✓)

Any × that cannot be immediately fixed must have a hazard report (Form B) completed

#	ITEM	✓	×	COMMENTS
	Fire Preparedness			
1	Fire extinguishers / blankets are in place and securely mounted			
	Have been serviced within the last 6 months			
	Area around the extinguisher is clear for a 1 meter radius			
	Fire exit signs are visible			
	Exit doors are not blocked/locked and can be easily opened			
	Potential fire ignition sources are eliminated or controlled			
	Fire alarm/smoke detectors are in working order			
	Where fitted, emergency lighting is operational			
	Evacuation Plan and Procedures are displayed			
	Fire evacuation drill are conducted at least annually			
	Electrical items			
2	No broken or damaged leads, plugs, sockets, lights or switches			
	No double adaptors or piggy back plugs			
	No temporary leads in inappropriate locations			
	General lighting			
3	There is adequate illumination in working areas			
	There is no direct or reflected glare			
	Light fittings are in good working condition and are clean			
	Lights capable of being bumped are guarded			
	Floors, work areas and walkways			
4	Floor coverings are in good condition and not slippery			
	Wet floor signs are posted during cleaning			
	Floors are clear of obstruction and trip hazards			
	Mats do not pose trip or slip hazards			
	Stairs not blocked and have sturdy hand railing			
	Rubbish			
5	Bins are located at suitable points			
	Bins are not overflowing or excessively heavy			
	Bins are emptied regularly			
	Work areas / Work stations			
6	Work areas / stations are clear of rubbish and clutter			
	Items are stored properly			
	There is adequate work heights and sufficient space / work area			
	There are no sharp edges			
	Storage			
7	Materials / items are stored in a safe manner with no leaning, bulging, collapsing or overloading of shelving /			
	Heavier items are stored between shoulder and knee height			
	Racking / shelving is in good condition, no sagging, no damaged uprights, beams, shelves etc.			
	Stored items will not interfere with fire sprinklers or light fittings			
	Adequate for the weight, size and quantity of articles stored			
	Chemicals			
8	Hazardous Substance Register is available and current			
	MSDS for all substances are available			
	JSA's for all substances classified as "hazardous" on MSDS			
	Containers are clearly and accurately labelled			
	All substances are stored in accordance with the MSDS			

Work Health & Safety (WHS)

#	ITEM	✓	✗	COMMENTS
9	First aid			
	First aid kit/s and contents clean and orderly			
	There is a Register of Injuries book			
	At least one person on site has a current senior first aid certificate			
10	Garage / Car park / Yards Clean, no rubbish, Parking clearly marked Lighting is operational			

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