

Seawolf Building Co.

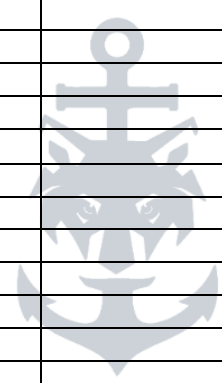
Workplace Inspection Checklist

Site Location: _____

Date of Inspection: _____

Workplace Inspection Calendar completed by: _____

	Item	Yes	No	N/A
1	Fire			
	• Extinguishers are in place			
	• Are clearly marked			
	• Have been serviced within the last 6 months.			
	• Area around the extinguisher is clear for a 1-meter radius			
	• Fire exit signs are visible			
	• Fire exit signs are in working order			
	• Exit doors are not blocked			
	• Exit doors can easily be opened			
	• Fire alarm is in working order			
	• Emergency plan is displayed			
	• Emergency drill carried out within the last 6 months			
2	Electrical			
	• No broken plugs, sockets or switches			
	• No frayed or damaged leads			
	• Portable power tools in good condition			
	• No temporary leads on the floor			
	• Testing and tagging of electrical items has been attended within the last 12 months.			
3	General lighting			
	• There is adequate illumination in working areas			
	• There is good natural lighting			
	• There is no direct or reflected glare			
	• Light fittings are in good working condition and are clean			
	• Emergency lighting is operational			
4	Walkways			
	• No oil or grease			
	• Walkways are clear of obstruction			
	• Walkways are clearly marked			
	• There is unobstructed vision at intersections			
	• Stairs not blocked and are in good condition			
5	Rubbish			
	• Bins are located at suitable points			
	• Bins are not overflowing			
6	Work benches			
	• Clear of rubbish			
	• Tools are stored properly			
	• Adequate work height			
	• No sharp edges			
7	Storage			
	• Materials stored in racks in a safe manner			
	• Pallets are in good condition (no broken wood)			
	• Floor around racking is clear of rubbish or obstacles			
	• Racking is in good condition, no damaged uprights, beams etc			
8	Chemicals			
	• SDS for all chemicals			
	• SDS Register is available and current			
	• Containers are clearly and accurately labelled			
	• All chemicals are stored in accordance with the SDS			



	Item	Yes	No	N/A
9	First aid			
	<ul style="list-style-type: none"> • First aid kits and contents clean and orderly • First aid kit is adequately stocked (as per the schedule in the kit) • Easy access to first aid kits • All workers are aware of location of first aid kits • At least one worker on site has a current senior first aid certificate 			
10	Floors			
	<ul style="list-style-type: none"> • Even surface with no large cracks, holes or trip hazards • Floors are not obstructed • Floors are free from grease, oil etc 			
11	Office			
	<ul style="list-style-type: none"> • No exposed leads • Air conditioning working adequately • Filing cabinets are stable and in good repair • Workers' chairs at correct height (knees at right angles. Feet flat) • Workers' monitors correct distance (arms length away when seated) • Workers' monitors correct height (eyes in line with top of screen) • Workers' mouse located beside keyboard (allows relaxed arms and wrists) • Workers' keyboard located near edge of desk (allows relaxed arms) 			
12	Machines			
	<ul style="list-style-type: none"> • Power equipment maintenance carried out as per 12. Plant Maintenance • Power equipment clean • All guarding in place and interlocks working 			
13	Display Material			
	<ul style="list-style-type: none"> • WHS Policy statement signed by the Managing Director and displayed on notice boards • Return to Work Program signed by Managing Director and displayed on notice boards • "No Smoking" signs are displayed • "Staff only" or "Restricted Area" signs are displayed in relevant areas • "Manual Handling" poster is displayed in warehouse area • Safety notice board is available and current 			
14	<ul style="list-style-type: none"> • WHS Information • WHS Manual is available to workers • Injury/Incident Report form is available • Injury / Incident reporting forms are available • Hazard reporting forms are available • Site emergency plan is displayed 			
15	<ul style="list-style-type: none"> • Additional items for review 			

Additional comments or actions required:
Copies sent to:



Signed by Employee carrying out Workplace Inspection: _____

Date: _____

Signed by Managing Director: _____
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 BUILDING CO.
 Date: _____