Date / / Inspection by ……………………………………………………………………………………

**For each location (p.2-6), use the checklist below (if relevant to location) and write any issues found and actions to be taken.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Emergency Information Noticeboard** – outside Support Manager office | **Fire** | **Walkways** | | **Electrical** | |
| Use SF-18 Noticeboard Contents all Worksites | Extinguishers in place, clearly marked for type of fire and recently serviced | Entry and across walkways kept clear | | Leads tested and tagged | |
| **Workplace Health & Safety Noticeboard** – outside office 1 | Adequate direction notices for fire exits | No electrical leads crossing walkways | | No broken plugs, sockets or switches | |
| Use SF-18 Noticeboard Contents all Worksites | Exit doors easily opened from inside | Walkways adequately and clearly marked | | No frayed, strained or damaged leads | |
| **First Aid** | Exits clear of obstructions | Unobstructed vision at intersections | | No temporary leads on the floor | |
| Cabinets and contents clear and orderly | Fire alarm system functioning correctly | **Work Benches** | | Emergency shut-down procedures in place where relevant | |
| First aid cabinet clearly labeled & accessible | Fire instructions available and displayed | Tidy. Tools/equipment not in use put away | | **General Lighting** | |
| Employees aware of location of first aid cabinet | Regular fire drills carried out | Work height suitable to users | | Adequate lighting (natural or electric) | |
| Emergency numbers displayed | **Storage** | No sharp edges | | No direct or indirect glare | |
| Adequate stocks | Materials stored in racks and bins wherever possible | Work benches stable & in safe condition | | Light fittings clean and in good condition | |
| Snake bandage in first aid kit | General condition of racks and pallets | **Office Hazards** | | Emergency lighting operable if exists | |
| **Rubbish** | Floors around racking clear of rubbish | Chairs, desks no issues | |  | |
| Bins located at suitable points | Storage designed to minimise lifting problems, i.e. height between knee and shoulder | Glare from windows | |
| Bins emptied regularly | Measures designed to prevent Occupational Overuse Syndrome | |
| Air conditioning system maintained regularly | |
| **Location** | **Issue** | | **Action** | | **Action by** |
| **Front outside building**  **and car park** |  | |  | |  |
| **Emergency Assembly area** |  | |  | |  |
| **Carport** |  | |  | |  |
| **Foyer** |  | |  | |  |
| **Supports Manager Office** |  | |  | |  |
| **Reception Area** |  | |  | |  |
| **Location** | **Issue** | | **Action** | | **Action by** |
| **Reception Offices & Workstations**   * **Office Three** * **Office Four** * **Office Five** * **Office Six** * **Office Seven** |  | |  | |  |
| **Training Room** |  | |  | |  |
| **Cleaners Store Room** |  | |  | |  |
| **Mermaid Room** |  | |  | |  |
| **Accessible bathroom** |  | |  | |  |
| **Shark Room** |  | |  | |  |
| **Location** | **Issue** | | **Action** | | **Action by** |
| **Computer Room** |  | |  | |  |
| **Staff toilet amenities** |  | |  | |  |
| **Corridors** |  | |  | |  |
| **Admin Area / Finance Work Station** |  | |  | |  |
| **Offices**   * **Finance Manager** * **CEO** * **Office 1** * **Office 2** |  | |  | |  |
| **Main toilet facilities**  **Men’s/Women’s/locker area** |  | |  | |  |
| **Location** | **Issue** | | **Action** | | **Action by** |
| **Dolphin Room (nursery/craft)** |  | |  | |  |
| **Craft Store Room** |  | |  | |  |
| **Main Kitchen** |  | |  | |  |
| **Laundry** |  | |  | |  |
| **Team Leader Room** |  | |  | |  |
| **Outdoor Areas**   * **Paths** * **Gardens/Lawns** * **Sheds/Structures** * **Trees/Limbs** |  | |  | |  |
| **Location** | **Issue** | | **Action** | | **Action by** |
| **General** |  | |  | |  |
| **Exits throughout building**   * **Exits clear** * **Lighting Functioning** |  | |  | |  |
| **Portable** |  | |  | |  |

Reminder: Building Exits also need to be signed off in ESM folder.

Note: The Woodbox facility Workplace inspection will be done on SF-05 Workplace Inspection Checklist