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