

Monthly Workplace Inspection

Location:	Date
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ITEM	Y	N	ACTION TO BE TAKEN
1. HOUSEKEEPING			
Area clean			
Floors clean, dry and free of refuse			
Stairs clean, dry and free of refuse			
Tools in proper storage locations			
Scrap and rubbish bins emptied			
Passageways and walkways clear			
Spills cleaned up			
2. STACKING AND STORAGE			
Aisles clear			
Neat stacking of supplies			
Items clear of edges			
Storage racks - secure			
Neat stacking of supplies			
Pallets in good condition			
3. LIGHTING			
Lights working			
Covers in place			
Covers clean			
4. FIRST AID BOX			
Contents clean and in date			
First Aid instructions available			
Contents checklist available			
Sign posted			
List of current First Aiders			
First aid reporting form with each kit			
5. EMERGENCY RESPONSE			
Emergency response procedures displayed and up to date			
Emergency lighting operable			
6. FIRE EXTINGUISHERS			
Correct type			
Last six monthly check performed			
Correct pressure			
Hose in good condition			
Correctly located and accessible			
Sign posted			

7. FIRE HOSES			
Good condition of hose/nozzle			
Last six monthly check performed			
Correctly located and accessible			
Sign posted			
8. FIRE SAFETY			
No smoking signs posted			
Hydrants clear of obstructions			
List of Fire Wardens displayed			
9. TOILETS			
Clean and tidy			
Waste bins removed			
Sufficient soap, towels, and toilet paper			
Lights working			
10. ELECTRICAL INSTALLATIONS			
Adequate wiring, well insulated			
Fuses provided			
Fire hazards checked			
Electrical danger signs posted			
Correct fire extinguishers available			
Power points free of obvious defects			
Clear space in front of switchboards of at least 1 metre			
Switchboard door capable of being locked to prevent unauthorised access			
Electrical installations and electrical equipment inspected, tested and maintained. (Refer to AS/NZS 3760)			
11. PORTABLE ELECTRICAL EQUIPMENT			
Cords and plugs checked			
Extension leads and powerboards in a safe operating condition			
Portable outlet devices suitable (double adaptors and piggy back plugs not recommended)			
Electrical equipment inspected, tested and tagged in accordance with AS/NZS 3760			
Condition of equipment			
Electrical leads positioned to avoid tripping and damage risks			
Earth wire connected			
12. HAND TOOLS			
Stored neatly			
In good condition			
13. LADDERS			
Ladders inspected and in good condition			
No splicing or repairs			
Properly secured - top and bottom			
Non slip feet fitted			
Extend past landings by 1 metre			
Constructed of sound materials			
Located on firm footing			
Free of debris and materials			
Metal ladders not used for electrical tasks			
Step ladders fully open when in use			

14. SCAFFOLDING			
30 day scaffolding inspection performed by certified scaffolder			
Scaffold Tags in place and up to date			
Scaffolding free of tools			
15. CONVEYORS AND CABLEWAYS			
Good housekeeping			
All guards in place			
Lighting adequate			
Lanyards operational			
Regular inspections performed			
16. EXCAVATION AND SHORING			
Shoring to walls and faces of excavations of a depth greater than 1.5 metres			
Ladder access provided			
Spoil material away from edges			
Equipment at a safe distance from the edge			
Equipment ramps satisfactory			
17. COMPRESSED AIR AND PNEUMATIC TOOLS			
Equipment in good condition			
Safety chains fitted on bull hoses			
18. WELDING EQUIPMENT			
PPE available (cots, spats, gloves, face shield)			
Leads/connections in good condition			
Welding screens available			
Ventilation equipment available and in good condition			
Flash back arresters fitted to gas welding equipment			
Gauges and hoses stored separately			
Fire extinguishers of correct type nearby			
19. GAS CYLINDERS			
Stored upright			
Stored in fire resistant and well ventilated areas			
Clear separation between full and empty cylinders			
20. GRINDERS			
Guards in place and clean			
Stones dressed and gapped			
Face shield available and clean			
Safety signs in place			
Hearing protection available			
21. HAZARDOUS SUBSTANCES			
Containers clearly identified			
Proper storage practices observed			
No spills			
Proper types and number of fire extinguishers			
Personal protective equipment available			
Material safety data sheets available			
22. PERSONAL PROTECTIVE EQUIPMENT			
Proper type for purpose			
In good condition			
Storage location adequate			
Signs where needed to be worn			
Signs indicating storage location			

23. CRANES AND HOISTS			
Equipment regularly inspected and records maintained			
Safe working load displayed			
Equipment firmly supported			
Load charts fitted			
24. MACHINERY - GENERAL			
Regularly inspected			
All guards in place			
Adequate spacing around machinery			
Clean and free of unnecessary materials			
No dripping oil or grease			
Out of Service Tags on faulty or unsafe machinery			
Turned off at controls and mains when not in use			
25. BARRICADES AND SIGNS			
Barricades restrict access to hazardous areas such as excavations or overhead lifts			
Consist of railings, rope or plastic ribbon.			
Identified with signs and/or tags stating the reason for the barricade			
26. COMMENTS			

Inspected By:	
Inspectors Signature:	
Date:	