

## Appendix 1 - General Workplace Health & Safety Workplace Inspection - Audit

Question	Response	Details
<b>1.0 - Previous inspection</b>		
1.1 - Has the last inspection been reviewed?		
1.2 - Are there any outstanding actions?		
<b>2.0 - Fire Prevention</b>		
2.1 - Evacuation plan displayed and understood by all employees?		
2.2 - Evacuation procedures discussed regularly? (3 to 4 times a year)		
2.3 - Extinguishers in place, clearly marked for type of fire?		
2.4 - Extinguishers recently serviced? (Check 6 monthly punch mark on tabs.)		
2.5 - Extinguishers clear of obstructions?		
2.6 - Extinguisher no more than 1200mm max height & base not lower than 100 mm?		
2.7 - Indicator signs 2.1m above floor level?		
2.8 - Adequate direction notices for fire exits?		
2.9 - Exit doors easily opened from inside?		
2.10 - Exits clear of obstructions?		
2.11 - Fire alarm system functioning correctly?		

## Appendix 1 - General Workplace Health & Safety Workplace Inspection - Audit

Question	Response	Details
<b>3.0 - General Lighting</b>		
3.1 - Good natural lighting?		
3.2 - Reflected light from walls & ceilings not causing glare to employees?		
3.3 - Light fittings clean and in good condition?		
3.4 - Emergency exit lighting operable?		
<b>4.0 - Building Safety</b>		
4.1 - Floor surfaces even and uncluttered?		
4.2 - Entry and walkways kept clear?		
4.3 - Walkways adequately and clearly marked?		
4.4 - Intersections kept clear of boxes etc?		
4.5 - Stair and risers kept clear?		
4.6 - Are liquid spills removed quickly?		
4.7 - Are railings in good condition?		
4.8 - Are fall preventive measures in place and used where gaps occur in railings?		
4.9 - Are footpaths in good condition?		
4.10 - Furniture in sound condition?		
4.11 - Loading area clean and tidy?		

## Appendix 1 - General Workplace Health & Safety Workplace Inspection - Audit

Question	Response	Details
<b>5.0 - Work Benches</b>		
5.1 - Clear of rubbish?		
5.2 - Tools not in use kept in place?		
5.3 - No damaged hand tools in use?		
5.4 - No damaged power tools in use?		
5.5 - Work height correct for the type of work and the employee?		
5.6 - No sharp edges?		
<b>6.0 - Rubbish Removal</b>		
6.1 - Bins located at suitable points around site?		
6.2 - Bins emptied regularly?		
6.3 - Oily rags and combustible refuse in covered metal containers?		
<b>7.0 - Storage Design and Use</b>		
7.1 - Materials stored in racks and bins wherever possible?		
7.2 - Storage designed to minimise lifting problems?		
7.3 - Floors around racking clear of rubbish?		
7.4 - General condition of racks and pallets?		

## Appendix 1 - General Workplace Health & Safety Workplace Inspection - Audit

Question	Response	Details
<b>8.0 - Machines</b>		
8.1 - Are they kept clean?		
8.2 - Are the floors around the machines kept clean?		
8.3 - Guards in good condition?		
8.4 - Starting and stopping devices within easy reach of operator?		
8.5 - Waste / off cuts removed and stored safely?		
8.6 - Drip pans on floor to prevent spillage?		
8.7 - Adequate work space?		
8.8 - Is lighting adequate?		
8.9 - Noise levels controlled?		
8.10 - No bending or stopping required?		
8.11 - Duck-boards in good repair?		
8.12 - Operators trained / inducted into the operation of the machines?		
8.13 - Is the training recorded?		
8.14 - Do operators comply with the training?		
8.15 - Are lockout procedures implemented and followed?		
8.16 - Are gas bottled secured?		

## Appendix 1 - General Workplace Health & Safety Workplace Inspection - Audit

Question	Response	Details
<b>9.0 - Electrical Safety</b>		
9.1 - Safety switched installed?		
9.2 - Safety switches tested every 6 months and tests recorded?		
9.3 - No double adapters used?		
9.4 - Portable equipment tested and tagged?		
9.5 - No broken plugs, sockets or switches?		
9.6 - No power leads across walkways?		
9.7 - No frayed or damaged leads?		
9.8 - No strained leads?		
9.9 - Portable power tools in good condition?		
9.10 - Where required are emergency shut-down procedures in place?		
<b>10.0 - Chemical Safety</b>		
10.1 - Hazardous Substance Register complete and available?		
10.2 - Material Safety Data Sheets available for all chemicals?		
10.3 - Risk assessments completed for hazardous substances?		

## Appendix 1 - General Workplace Health & Safety Workplace Inspection - Audit

Question	Response	Details
10.4 - All containers labelled correctly?		
10.5 - Unused substances disposed of?		
10.6 - Do special storage conditions apply?		
10.7 - If applicable are special storage conditions followed?		
10.8 - Workers trained in the use of hazardous substances?		
10.9 - If required is PPE available?		
10.10 - Is adequate ventilation provided?		
10.11 - Are eye washes and showers easily accessed?		
<b>11.0 - Ladders</b>		
11.1 - Are all ladders Industrial strength? (Non household rated, check label.)		
11.2 - Are ladders in good condition?		
11.3 - If used for electrical work are they non conductive? (Wood or fibre glass)		
11.4 -Used according to instructions?		
11.5 - For extension ladders are ropes, pulleys and treads in a good state of repair?		

## Appendix 1 - General Workplace Health & Safety Workplace Inspection - Audit

Question	Response	Details
<b>12.0 - First Aid Facilities</b>		
12.1 - Are cabinets and contents clean and orderly?		
12.2 - Are contents regularly checked?		
12.3 - No contents past their expiry date?		
12.4 - Cabinets clearly labelled?		
12.5 - Is there easy access to cabinets?		
12.6 - Employees aware of location of first aid cabinet?		
12.7 - Are first aid officers accessible?		
12.8 - Are emergency numbers displayed?		
<b>13.0 - Office Hazards</b>		
13.1 - Condition of filing cabinets?		
13.2 - Condition of chairs? (Five star bases)		
13.3 - Desks in good condition? (No damage.)		
13.4 - Screen Based Equipment positioned to reduce glare from windows etc?		
13.5 - Photocopiers positioned to avoid fumes?		
13.6 - Tasks designed to prevent Workplace Overuse Syndrome? (Breaks included.)		

## Appendix 1 - General Workplace Health & Safety Workplace Inspection - Audit

Question	Response	Details
13.7 - Air conditioning systems regularly maintained?		
13.8 - Stable non-slip floor coverings in good condition?		
<b>14.0 - Vehicle Condition</b>		
14.1 - Schedule maintenance performed?		
14.2 - Condition of tyres?		
14.3 - Brake performance?		
14.4 - Lights? (Check operation of brake, indicator and reversing lights)		
14.5 - Condition of drivers seat?		
14.6 - Condition of other seats?		
14.7 - First aid kit supplied and adequate?		
14.8 - Storage provisions?		
<b>Sign Off</b>		
On site representative		
Auditor's signature		