

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

Question	Response	Details
1.0 - Previous inspection		
1.1 - Has the last inspection been reviewed?		
1.2 - Are there any outstanding actions?		
2.0 - Fire Prevention		
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?		