

Workplace Safety Checklist



Housekeeping

- ☐ Are floor surfaces free of water, oil or other fluids?
- ☐ Are floor surfaces even? (e.g. no loose tiles or carpet that is torn or has ridges)
- ☐ Are walkways and doorways clear of boxes, extension cords and litter?
- ☐ Are stairways kept clear of boxes, equipment and other obstructions?
- ☐ Are work areas, walkways and stairs well lit?
- ☐ Are work stations tidy and well-maintained?
- ☐ Are emergency procedures clearly displayed?

Manual Handling

- ☐ Are work items that are regularly used within easy reach?
- ☐ Is there sufficient area around machines or equipment to enable easy access?
- ☐ Are appropriate manual handling aids readily available?

Storage

- ☐ Are items placed neatly and securely on shelves?
- ☐ Are heavy items stored below shoulder height?
- ☐ Can items on high shelves be easily reached?

First Aid

- ☐ Are First Aid Kits located in easily accessible and prominent areas?
- ☐ Are First Aid Kit contents clean and tidy?
- ☐ Are First Aid Kit contents within their expiry date?
- ☐ Are First Aid Kit contents full and/or suitably replenished?

Safety Signs

- ☐ Are all exits clearly marked and free from obstruction?
- ☐ If no exit is in the immediate area, are there signs and arrows indicating the direction to exits?
- ☐ Is the location of the First Aid Kit clearly identified?
- ☐ Is the location of fire alarms and fire fighting equipment clearly identified?
- ☐ Are there any potentially hazardous areas that warnings are appropriate?
- ☐ Is the size of the sign appropriate to the environment, lighting and viewing distance?

Electrical

- ☐ Have electrical appliances been inspected and tagged?
- ☐ Are extension leads and power boards maintained in a safe operating condition?
- ☐ Are the electrical fittings and electrical equipment regularly inspected and maintained?
- ☐ Are switchboards in a safe operating condition and secured?

Machinery and Equipment

- ☐ Are machine guards in place on all operating equipment?
- ☐ Are emergency stop buttons clearly visible and operational?
- ☐ Is personal protective equipment (e.g. Hearing protection, Eye protection, Head protection, and/or Gloves) adequately supplied?

Chemical and Dangerous Goods

- ☐ Are chemical and hazardous substances clearly labelled?
- ☐ Are chemical and hazardous substances stored safely?
- ☐ Is there adequate ventilation or an exhaust system?
- ☐ Are Safety Data Sheets available and can workers easily access them?

