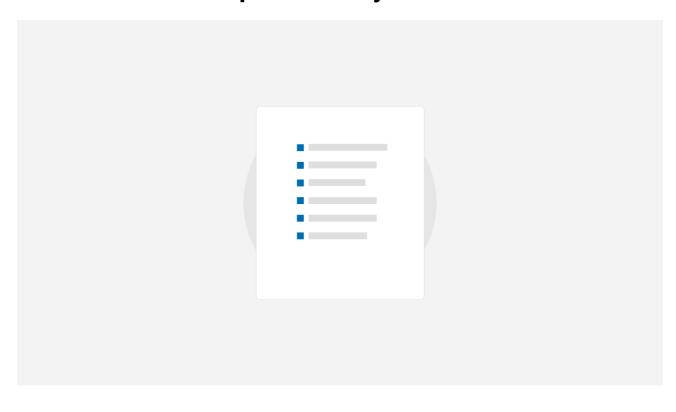
## **Workplace Safety Checklist**



## 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?
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?  Make and Share Free Checklists

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