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?

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