# General workplace inspection checklist

*INSERT ORGANISATION* inspects the work activity(s) and work area on a weekly basis as part of our ongoing commitment to reducing the risk of injury to people (staff and public) and damage to equipment or the general environment.

It is the intention that all items identified for correction during the course of each workplace inspection are actioned in accordance to the action priority timeframes. Where this is not possible, all appropriate steps will be taken to minimise the risk until the item is effectively actioned.

The manager (or most senior representative/nominee on the site) will review this inspection, confirm all action items are addressed and sign off on the last page.

Where items remain, these will be listed on the last page of this inspection checklist with brief details of the action progress and expected timeframe.

When using this checklist on a principal contractor or clients site, a copy should also be provided to them for their records.

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| **Workplace inspection** | | | |
| **Workplace:** |  | **Date:** |  |
| **Inspected by** |  | **Signature:** |  |

| **Item** | **Item Correct**  Yes  No  n/a | **Action Priority**  1 = Immediate  2 = within 1 day  3 = with 1 week | **Action By**  **(Responsible for)** | **Comments** | **Close Out By**  **(who)** | **Close Out Date** |
| --- | --- | --- | --- | --- | --- | --- |
| **Buildings / Ablution facilities**   * Buildings free from damage * Crib facilities in place and maintained in good condition * Sufficient for number of personnel onsite | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Access/Egress**   * Access paths clear * Access paths defined (signage tape, other) * Prohibited areas display warning signs and barricaded | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Dust/Air Quality**   * Dust suppressed/watered down * Stock piles protected from wind * Plant & equipment maintained to minimise emissions | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Electrical**   * Electrical equipment tested & tagged * Register of tagging current * Portable generator fitted RCD * Portable Residual Current Device (RCD) tested/ tagged | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **First Aid/Emergency/Injury**   * First aid kit provided * Kit stocks refreshed * First Aid Officer identified and available * Evacuation procedure in place * Emergency contacts displayed * Fire extinguisher/equipment available | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Manual Handling**   * Trolleys/aids available / in use * SWMS identifies manual handling hazards and is followed * Training/job rotation undertaken | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Hazardous Substances/Dangerous Goods**   * Register current * MSDS available * SWMS lists precautions for use * Storage area bunded * Refuelling SWMS in place and followed | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Work at Height**   * Perimeter protection * Handrails in place * Penetrations covered * Fall restraint/arrest system in use * Employees trained in use of falls restraint/arrest * SWMS in place and followed | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Housekeeping**   * Materials stacked * Work area lit * Bins available & in use / not over flowing * Signage in place * Leads suspended / not running over sharp edges * Walkway/stairs/work area clear | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Noise**   * Plant & equipment maintained * Site hours observed * Noisy works identified * Hearing protection used (listed in SWMS) | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Personal Protective Equipment**   * Used when required (listed on SWMS) * Correctly used by employees (trained) * Maintained in good condition | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Plant & Equipment**   * Plant register current * Maintenance records provided * Daily log book completed * Operator ticketed/competency verified * SWMS in place and being followed | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Public protection**   * Work area secure / separated from public * Traffic Management Plan in place and all employees aware of it. * Overhead protection provided where dropped objects possible | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Stormwater/run off**   * Silt control fences in place * Stormwater inlets protected * Discharges contained, e.g. pump out, slurry/other | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Training**   * All employees have:   - General industry (safety awareness) training  - Site specific induction training  - Work activity (SWMS) training | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Vegetation**   * Fencing around drip line of retained trees * No material/equipment stored within drip line | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Waste Management**   * Waste reduction plan in place * Waste contractor records available * Bins for litter/cigarette butts/other provided * Hazardous wastes captured & correct disposal, e.g. paint sludge/ contaminated soil/other | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |
| **Other** | Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏  Yes 🞏 No🞏 n/a 🞏 | 1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏  1🞏 2 🞏 3 🞏 |  |  |  |  |

| **Action Items remaining Pending or Progressing** | **Item Correct**  Yes  No  n/a | **Action Priority**  1 = Immediate  2 = within 1 day  3 = with 1 week | **Action By**  **(Responsible for)** | **Comments** | **Close Out By**  **(who)** | **Close Out Date** |
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| ***All items noted for correction have been rectified (or are listed for progression and will be signed off as part of the future inspection action tracking )*** | | | |
| Name |  | Signed |  |
| Date |  | Time |  |