



## Workplace Safety Checklist.

Every workplace should carry out safety checks to ensure the workplace meets the basic requirements of safety standards. Regular workplace safety checks help to identify hazards or any potential hazards or risks. It is recommended that safety checks be performed regularly and after any works carried out within the workplace. ***Please note this checklist is not official legislation only a guide.***

### Housekeeping

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

Comments/Corrective Action Required:

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### Manual Handling

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|--|------------------------------|-----------------------------|
| Are work items that are regularly used within easy reach?                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is there sufficient area around machines or equipment to enable easy access? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are appropriate manual handling aids readily available?                      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments/Corrective Action Required:

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## Workplace Safety Checklist

### Storage of Goods

Are items placed neatly and securely on shelves? Yes  No

Are heavy items stored below shoulder height? Yes  No

Can items on high shelves be easily reached? Yes  No

Comments/Corrective Action Required:

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### Safety Signs

Are all exits clearly marked and free from obstruction? Yes  No

If no exit is in the immediate area, are there signs and arrows indicating the direction to exits? Yes  No

Is the location of the First Aid Kit clearly identified? Yes  No

Is the location of fire alarms and fire fighting equipment clearly identified? Yes  No

Are there any potentially hazardous areas that warnings are appropriate? Yes  No

Is the size of the sign appropriate to the environment, lighting and viewing distance? Yes  No

Comments/Corrective Action Required:

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## Workplace Safety Checklist

### Chemical & Dangerous Goods

- Are chemical and hazardous substances clearly labelled? Yes  No
- Are chemical and hazardous substances stored safely? Yes  No
- Is there adequate ventilation or an exhaust system? Yes  No
- Are Safety Data Sheets available and can workers easily access them? Yes  No

Comments/Corrective Action Required:

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### Electrical

- Have electrical appliances been inspected and tagged? Yes  No
- Are extension leads and power boards maintained in a safe operating condition? Yes  No
- Are the electrical fittings and electrical equipment regularly inspected and maintained? Yes  No
- Are switchboards in a safe operating condition and secured? Yes  No

Comments/Corrective Action Required:

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## Workplace Safety Checklist

### Machinery & Equipment

Are machine guards in place on all operating equipment? Yes  No

Are emergency stop buttons clearly visible and operational? Yes  No

Is personal protective equipment (e.g. Hearing protection, Eye protection, Head protection, and/or Gloves) adequately supplied? Yes  No

Comments/Corrective Action Required:

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### First Aid

Are First Aid Kits located in easily accessible and prominent areas? Yes  No

Are First Aid Kit contents clean and tidy? Yes  No

Are First Aid Kit contents within their expiry date? Yes  No

Are First Aid Kit contents full and/or suitably replenished? Yes  No

Comments/Corrective Action Required:

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If you have any questions or need any further information or assistance, please contact the Jabac Customer Service team on (03)9720 0700 or [info@jabac.com.au](mailto:info@jabac.com.au)