# **Site Safety Inspection Form**

|  |  |
| --- | --- |
| Inspection completed by |  |
| Location |  |
| Date completed |  |

**Risk Rating Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood of an accident occurring as a result of this hazard** | **Potential consequence** | | | | |
| **Negligible** | **Minor** | **Moderate** | **Major** | **Extreme** |
| 1. Almost Certain | Medium | High | High | Very High | Very High |
| 1. Likely | Medium | Medium | High | High | Very High |
| 1. Possible | Low | Medium | Medium | High | High |
| 1. Unlikely | Low | Medium | Medium | Medium | High |
| 1. Rare | Low | Low | Low | Medium | Medium |

**Site Safety Inspection Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AREA** | **Likelihood** | **Consequence** | **Risk rating** | **Comments** |
| **Grounds** | | | | |
| Adequate exterior lighting provided and maintained. | Choose an item. | Choose an item. | Choose an item. |  |
| **Pathways** | | | | |
| Free from jagged or protruding surfaces/objects (including significant cracks). | Choose an item. | Choose an item. | Choose an item. |  |
| Wide enough for intended use (including wheelchair access). | Choose an item. | Choose an item. | Choose an item. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Steps, stairs, and ramps** | | | | |
| Handrails provided when there are more than two risers. | Choose an item. | Choose an item. | Choose an item. |  |
| Treads provided and maintained in good condition. | Choose an item. | Choose an item. | Choose an item. |  |
| Slope of ramp appropriate for wheelchair access. | Choose an item. | Choose an item. | Choose an item. |  |
| **Ground surfaces** | | | | |
| Free from jagged or protruding surfaces/objects. | Choose an item. | Choose an item. | Choose an item. |  |
| **Roof areas** | | | | |
| Access limited. | Choose an item. | Choose an item. | Choose an item. |  |
| Maintained in good order. | Choose an item. | Choose an item. | Choose an item. |  |
| Guttering securely attached, no build-up of leaves, etc. | Choose an item. | Choose an item. | Choose an item. |  |
| **Pool area** | | | | |
| Securely fenced to restrict non-supervised access. | Choose an item. | Choose an item. | Choose an item. |  |
| Chemicals correctly stored. | Choose an item. | Choose an item. | Choose an item. |  |
| **Clothesline** | | | | |
| Stable. | Choose an item. | Choose an item. | Choose an item. |  |
| Wires secured and taut. | Choose an item. | Choose an item. | Choose an item. |  |
| Height adjustable. | Choose an item. | Choose an item. | Choose an item. |  |
| Suitable access pathway. | Choose an item. | Choose an item. | Choose an item. |  |
| **Bathroom (all bathrooms in the house)** | | | | |
| Non-slip flooring. | Choose an item. | Choose an item. | Choose an item. |  |
| Change bench provided (where necessary). | Choose an item. | Choose an item. | Choose an item. |  |
| Bathing aids provided where appropriate. | Choose an item. | Choose an item. | Choose an item. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bathroom (all bathrooms in the house)** | | | | |
| Wastewater drain in floor. | Choose an item. | Choose an item. | Choose an item. |  |
| Adequate storage for linen and toiletries. | Choose an item. | Choose an item. | Choose an item. |  |
| Hoist provided (where necessary) | Choose an item. | Choose an item. | Choose an item. |  |
| Appliances (for example hair drier) kept away from water. | Choose an item. | Choose an item. | Choose an item. |  |
| Appliances kept out of reach of children. | Choose an item. | Choose an item. | Choose an item. |  |
| Exhaust fans functioning. | Choose an item. | Choose an item. | Choose an item. |  |
| **Toilet (all toilets in the house)** | | | | |
| Condition of floors, walls and ceiling. | Choose an item. | Choose an item. | Choose an item. |  |
| Condition of fittings and fixtures. | Choose an item. | Choose an item. | Choose an item. |  |
| **Lounge room** |  |  |  |  |
| Sufficient space for storage and movement. | Choose an item. | Choose an item. | Choose an item. |  |
| Lounge chairs suitable for needs of client AND caregiver. | Choose an item. | Choose an item. | Choose an item. |  |
| Television and Video (no piggyback plugs). | Choose an item. | Choose an item. | Choose an item. |  |
| **Laundry** | | | | |
| Detergents/soaps and other chemicals stored securely. | Choose an item. | Choose an item. | Choose an item. |  |
| Protective equipment and clothing available for chemical use. | Choose an item. | Choose an item. | Choose an item. |  |
| All chemicals stored in original container. | Choose an item. | Choose an item. | Choose an item. |  |
| Non-slip flooring. | Choose an item. | Choose an item. | Choose an item. |  |
| Washing machine / drier securely fixed in position. | Choose an item. | Choose an item. | Choose an item. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Laundry** | | | | |
| Adequate bench space for clothes sorting. | Choose an item. | Choose an item. | Choose an item. |  |
| Trolley available for moving clothes basket. | Choose an item. | Choose an item. | Choose an item. |  |
| Wastewater drain in floor. | Choose an item. | Choose an item. | Choose an item. |  |
| Adequate ventilation to prevent build-up of condensation. | Choose an item. | Choose an item. | Choose an item. |  |
| **Kitchen/dining room** | | | | |
| Stove / oven / microwave securely fixed in position. | Choose an item. | Choose an item. | Choose an item. |  |
| Sharp objects (including knives) kept in secure storage. | Choose an item. | Choose an item. | Choose an item. |  |
| Nonslip floor surface. | Choose an item. | Choose an item. | Choose an item. |  |
| Detergents/cleaners/poisons stored away from foodstuffs. | Choose an item. | Choose an item. | Choose an item. |  |
| Protective equipment provided for chemical use. | Choose an item. | Choose an item. | Choose an item. |  |
| Cyclical removal and cleaning of filters in extraction hoods. | Choose an item. | Choose an item. | Choose an item. |  |
| First aid supplies accessible. | Choose an item. | Choose an item. | Choose an item. |  |
| Fire Blanket appropriately located. | Choose an item. | Choose an item. | Choose an item. |  |
| Location of nearest extinguisher clearly signposted. | Choose an item. | Choose an item. | Choose an item. |  |
| Electronically lit gas burners. | Choose an item. | Choose an item. | Choose an item. |  |
| Bench height appropriate to needs of users. | Choose an item. | Choose an item. | Choose an item. |  |
| All chemicals stored in original containers. | Choose an item. | Choose an item. | Choose an item. |  |
| All plastic bags securely stored. | Choose an item. | Choose an item. | Choose an item. |  |
| Pet feeding utensils kept separate from those used for humans. | Choose an item. | Choose an item. | Choose an item. |  |
| Good hygiene standards maintained. | Choose an item. | Choose an item. | Choose an item. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Kitchen/dining room** | | | | |
| Adequate storage provided. | Choose an item. | Choose an item. | Choose an item. |  |
| Free from infestation of rodents or insects. | Choose an item. | Choose an item. | Choose an item. |  |
| **Bedroom (all bedrooms in the house)** | | | | |
| Sufficient space for storage and movement. | Choose an item. | Choose an item. | Choose an item. |  |
| Bed height suitable for working needs of care giver. | Choose an item. | Choose an item. | Choose an item. |  |
| Condition of doors and windows. | Choose an item. | Choose an item. | Choose an item. |  |
| **Electrical systems** | | | | |
| Wiring maintained in good condition. | Choose an item. | Choose an item. | Choose an item. |  |
| Cords on all appliances safe to use. | Choose an item. | Choose an item. | Choose an item. |  |
| Power sockets / plugs secure and safe for use. | Choose an item. | Choose an item. | Choose an item. |  |
| Appliances safety stored. | Choose an item. | Choose an item. | Choose an item. |  |
| Appliances kept away from water. | Choose an item. | Choose an item. | Choose an item. |  |
| No overloading of power points. | Choose an item. | Choose an item. | Choose an item. |  |
| Electrical Safety Switch installed. | Choose an item. | Choose an item. | Choose an item. |  |
| Hard wired smoke detectors installed. | Choose an item. | Choose an item. | Choose an item. |  |
| **Windows/doors** | | | | |
| Sufficient doorway width for wheelchair access. | Choose an item. | Choose an item. | Choose an item. |  |
| Full height glazed doors clearly marked at eye level. | Choose an item. | Choose an item. | Choose an item. |  |
| Fly wire screens intact. | Choose an item. | Choose an item. | Choose an item. |  |
| No sticking doors or windows. | Choose an item. | Choose an item. | Choose an item. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Heating/cooling systems** | | | | |
| Guards provided around heaters where necessary. | Choose an item. | Choose an item. | Choose an item. |  |
| No portable bar radiators in use. | Choose an item. | Choose an item. | Choose an item. |  |
| Heaters used and maintained in line with manufacturer's instructions. | Choose an item. | Choose an item. | Choose an item. |  |
| Matches, lighters and igniters securely stored. | Choose an item. | Choose an item. | Choose an item. |  |
| Ducted heating grills in good condition. | Choose an item. | Choose an item. | Choose an item. |  |
| Adequate clearance for ceiling fans. | Choose an item. | Choose an item. | Choose an item. |  |
| **Passageways** | | | | |
| Wide enough for wheelchair and hoists. | Choose an item. | Choose an item. | Choose an item. |  |
| Floor coverings not a trips risk. | Choose an item. | Choose an item. | Choose an item. |  |
| Floor coverings suitable for wheelchair use. | Choose an item. | Choose an item. | Choose an item. |  |

|  |  |
| --- | --- |
| Other comments |  |
| Recommendations |  |

End of Site Safety Inspection Form