HS Hazard Inspection Quick Checklist 2019

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| Work Health and Safety Hazard Inspection Summary | | | | | | | |
| **Location details:** | | | | | **Date of Inspection:** | | |
| **Inspection undertaken by:** | | | **Accompanying Manager:**  **Accompanying HSR:** | | | | |
| **Reference Number** | **Identified Hazard/Issue** | **Location** | **Recommended Control Measure** | **Priority** | **To be endorsed by Station Manager** | | |
| **To be actioned by:** | **Completion Date:** | **Review Date:** |
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| Quick Hazard Inspection Checklist | |
| **Area Assessed:** |  |
| **Date:** |  |
| **Item** | **Comments** |
| **Are the following safe and fit for purpose? Answering “No” will require corrective action stated in Comments** | |
| **1. Buildings**   * air-conditioning * ventilation * adequate lighting * glare problems * ergonomics * amenities clean * amenities serviceable * slip/trip hazards * electrical testing/tagging * smoke alarms * fire extinguishers * safety signage/ information |  |
| **2. Chemicals**   * appropriately stored * excess quantities beyond immediate use * decanted materials labelled * Safety Data Sheets available * spills procedure * first aid * PPE |  |
| **3. All Electrical**   * leads, plugs, switches in good condition * leads safely positioned; any temp leads; tagged * tagging current * RCD testing |  |
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| **4. Fire & Emergencies**   * fire extinguishers/hoses checked and serviceable * exit signage * exits clear * signage of HSRs, FAOs, Fire Wardens * designated assembly areas |  |
| **5. First Aid**   * first aid kits adequately stocked * first aid kits clearly located * first aid room adequately stocked * FAO appointed and trained |  |
| **6. Workshops**   * machine guarding in place * safety lockout procedures observed * walkways clear * waste disposal * housekeeping * storage * maintenance * electrical * battery recharging area * designated noise zones * PPE |  |

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| **7. Walkways, stairs and landings**   * surface in good condition * no clutter, trip hazards * rails stable |  |
| **8. Storage and manual handling**   * adequate for needs; items appropriately stored * safe work method statements for hazardous tasks * loads configured to reduce risk * lift equipment provided and serviceable * training in manual tasks |  |
| **9. Stock work**   * safe access * protective railing * stairs, handrails and ramps in good condition * mustering routes established * communication * PPE * workers trained * workers supervised |  |

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| **10. Noise**   * PPE available for designated noise zones |  |
| **11. Security**   * visitor procedures * signage * lighting |  |
| **12. Miscellaneous (list)** |  |

References

Australian Government.Comcare.(2016).Comcare: Work Health and Safety (WHS) Management Plan Template

Retrieved from: <https://www.comcare.gov.au/__data/assets/pdf_file/0008/145286/WHS_123a_04706_May17_v1fill-b66aa8587c8c4523af9505ce097736d4.pdf>