

WHS WORKPLACE INSPECTION CHECKLIST

LOCATION: _____ **INSPECTED BY:** _____ **DATE:** _____

The inspection checklist is designed to help determine whether any hazards are apparent in the workplaces under the different elements (Its primary design is for Headquarters, Training Centres, Group Bases, Brigade Stations & Units). Any “no” answers will require clarification or rectification on the Hazard Register. The “Hazard Register” is a separate document on the checklist for local record. Simply note all the “no” answers in the order they occur and decide who will do what and by when. Hazards identified on the Register that have a risk rating higher than “Low” need to be entered onto the on-line hazard & incident reporting module (HIRM) for the ongoing hazard management

(L) Denotes legislative requirement

No	Element	Y	N	N/A	Comment / Hazard
1	Access & Egress				
1.1	Entrances & steps in good order (L)				
1.2	Entrances, doorways, stairs, steps etc free of obstruction (L)				
1.3	Aisles & walkways free of obstructions (L)				
1.4	Floor even and free of cracks, drip or hole etc (L)				
1.5	Floor coverings in good order				
1.6	Floors clean and not slippery (L)				
1.7	Workers with special needs or disabilities have safe access & egress (L)				
1.8					
1.9					
1.10					

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2	Building & its Precincts	Y	N	N/A	Comment / Hazard
2.1	External pathways free of tripping hazards. (L)				
2.2	External pathways well drained to prevent pooling of water (L)				
2.3	External steps and changes of level are clearly delineated (L)				
2.4	Hand rails installed at appropriate height (900 -1100 mm) where required (L)				
2.5	No risk of a person falling through a fragile surface (L)				
2.6	Adequate working space provided for the task being performed & emergency evacuation (L)				
2.7	Fixed anchorage or lifting points displays SWL (L)				
2.8	Storage shelving is designed and constructed to be without risk to the H&S of persons in the workplace (L)				
2.9	Fixed ladders, stairways & platforms conform to AS 1657 (L)				
2.10	Barriers are in place to prevent unauthorised people accessing ladders of elevated structures (eg radio towers etc) (L)				
2.11	Adequate external lighting both security & operational (L)				
2.12	Adequate internal lighting (L)				
2.13	Buildings that contain asbestos display warning signs (L)				
2.14					

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3.	Electrical	Y	N	N/A	Comment / Hazard
3.1	All power leads in good visible condition (L)				
3.2	All 240 volt electrical plant & extension leads have current electrical test tags (L)				
3.3	Plugs, sockets and switches in good visible condition (L)				
3.4	Electrical plant in good visible condition (L)				
3.5	Power leads are off the floor and or clear of walkways				
3.6	Sufficient power outlets available to limit the over use of power boards (L)				
3.7	Power boards are used in preference to double adapters				
3.8	Faulty electrical equipment is tagged out (L)				
3.9	Electrical circuits are RCD protected at switchboard (L)				
3.10	Portable RCDs are used where no fixed RCD is installed (L)				
3.11	Where installed emergency lighting is operational (L)				
3.12					
3.13					
3.14					

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4	Emergency & First Aid Facilities	Y	N	N/A	Comment / Hazard
4.1	Emergency exits defined (L)				
4.2	Defined external emergency exit doors open in the direction of egress if it serves a building (or part) with a floor area more than 200 ² metres (L BCA)				
4.3	Emergency evacuation plan displayed (excludes Brigade Stations & Units with a sole personnel access doors) (L)				
4.4	Appropriate portable fire extinguisher(s) readily available and properly installed. (L)				
4.5	Test tags on portable fire extinguishers current (6 monthly frequency) (L)				
4.6	First Aid Kit appropriate to the workplace readily available (COP First Aid in the Workplace) (L)				
4.7	First Aid Kit is identifiable with a white cross on green background that is prominently displayed on the outside (L)				
4.8	Contents of first aid kit clean and within their 'use by dates' (L)				
4.9	Contents of first aid kits maintained consistent with the Code of Practice (L)				
4.10	Location of first aid kit identified by suitable signage in accord with AS 1319 (L)				
4.11	At State & Regional Headquarters, State Training Centre & Group Bases the name of the designated First Aider(s) responsible for the site First Aid/facilities are displayed (L)				
4.12	First Aid Room (where provided e.g. STC) is maintained consistent with the Code of Practice (L)				
4.13	Deluge facilities provided based on the risk (e.g. STC) are maintained for operational readiness (L)				
4.14	Hose reels (where installed) have nozzle in captive interlock with isolation valve				

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5	Chemicals in the Workplace	Y	N	N/A	Comment / Hazard
5.1	An inventory (list) of chemical on site maintained (L)				
5.2	Safety Data Sheets can readily obtained for hazardous substances if required (Adelaide Fire or Regional Ops) (L)				
5.3	Regional Hazardous Substance Register, with risk assessments maintained. (applicable to Region HQ) (L)				
5.4	Hazard Substance Register, with risk assessments maintained. (applicable to STC) (L)				
5.5	All containers are labelled with chemical name & relevant risk phrase / symbols (L)				
5.6	Chemicals are stored appropriate to the risk. (e.g. separated / bunded / flammable cabinets etc) (L)				
5.7	Gas cylinders stored up right and securely in well ventilated area (L)				
5.8	Gas cylinders within test date (L)				
5.9	An outer warning placard sign displayed where 50 litres or more of petrol are stored on the premise (ie Hazchem & hazardous class) (L)				
5.10	An outer warning placard sign displayed where 1000 litres or more of diesel are stored on the premise (ie Hazchem & hazardous class) (L)				
5.11	An outer warning placard sign displayed where any combination of diesel or petrol stored on the premise exceeds 1000 litres (ie Hazchem & hazardous class) (L)				

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6.	Storage / Human Factors	Y	N	N/A	Comment / Hazard
6.1	Frequently used items are stored within easy access (between knee & shoulder)				
6.2	Heavy items that are manually handled are stored at waist height (L)				
6.3	Stored or stacked items are prevented from falling. (L)				
6.4	Mechanical aids available to move heavy loads. (L)				
6.5	Safe-step or step ladder available for access to <u>small items</u> stored on high shelves. (L)				
6.6	Hand tools and power tools are securely and safely stored				
6.7	Office chairs have a AFRDI ⁽¹⁾ rating of 5 or 6				
6.8	Braked castors ⁽²⁾ are fitted to office chairs used on hard surfaces (L)				
6.9	Sufficient leg room beneath the desk				
6.10	Frequently used items located with comfortable reach				
6.11	Computer and other cables are secure beneath the work surface				
6.12					
6.13					

⁽¹⁾ AFRDI is the Australasian Furnishing Research and Development Institute providing standards, testing, product certification. Further info available at <http://www.furntech.org.au/index.php/commercial-furniture/height-adjustable-swivel-chairs.html>

⁽²⁾ Features an internal brake which prevents wheels from rolling freely when the user stands up. Allows smooth effortless chair rolling while seated. Minimises chair movement when no weight is applied.

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7	Personal Protective Equipment & Clothing	Y	N	N/A	Comment / Hazard
7.1	PPE/C appropriate to the risk is provided to individuals (L)				
7.2	PPE/C is stored appropriately (L)				
7.3	PPE/C is maintained in good condition ((L)				
7.4	Supplies of disposable PPE is readily available (L)				
7.5	Safety harnesses marked with year & month of manufacture (shall not be more than 10 years old) (L)				
7.6	All components of protective helmets show no signs of damage or deterioration (harnesses to be replaced, if shell showing sign of damage or deterioration – helmet to be withdrawn from service & destroyed) (L)				
8.	Amenities				
8.1	Washing facilities are clean and functional (L)				
8.2	Clean and functional toilet facilities available (L)				
8.3	Females are provided with adequate & hygienic sanitary disposal (L)				
8.4	Adequate supply of cool & potable drinking water available (L)				
8.5	Lockers or equivalent for storage of personal gear				
8.6	Meal rooms where provided are clean and tidy (L)				
8.7	Rubbish bins are available and covered (L)				
8.8	Vermin or pest control evident where required.				

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9	Plant & their Precincts	Y	N	N/A	Comment / Hazard
9.1	Plant in safe operational condition (L)				
9.2	Operational control clearly marked (L)				
9.3	All safety features operational (interlocks, warning devices etc) (L)				
9.4	Adequate work space around fixed plant (L)				
9.5	Guards or covers to dangerous moving parts in place (L)				
9.6	Tools are stored appropriately				
9.7	Vehicles maintained in roadworthy condition (L)				
9.8	All portable metal ladders are in good condition and are marked with the name of the Australian manufacturer or importer and identified as an 'industrial' and its 'load rating' (L)				
9.9					
9.10					
9.11					
9.12					
9.13					
9.14					

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10	Traffic Management	Y	N	N/A	Comment / Hazard
10.1	Appropriate car parking provisions are provided to allow safe movement of vehicle and people (L)				
10.2	The movement of vehicle entering or leaving workplace is regulated by signs, barriers or warning devices to reduce the risk to emergency services personnel and or the public (L)				
10.3					
10.4					
10.5					

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11	Records	Y	N	N/A	Comment / Hazard
11.1	Asbestos Register on site and updated annually (L)				
11.2	Electrical Test Register (L)				
11.3	Record of RCD trip testing (L)				
11.4	Vehicle maintenance records (L)				
11.5	Vehicle stowage / checklist				
11.6	CABA maintenance records as per AS 1715 (L)				
11.7	CABA wearer cards maintained				
11.8	HAZMAT – Protective Suits - history records as per AS/NZS 4501.1 (HAZMAT Brigades & CBRN Units) (L)				
11.9	Chemical inventory (L)				
11.10	Safety harness & life line, ropes inspection record as per AS 1891.4 (L)				
11.11	Anchorage inspection record as per AS 1891.4 (L)				
11.12	Record of Brigade / Unit training activities				
11.13					
11.14					
11.15					



Location_____

1 of 2

HAZARD REGISTER

Location _____

Hazard No	Date Ident.	Nature and location of Hazard	Risk Rating			Describe the temporary or permanent Control measure	By Whom	Hazard with risk rating higher than Low entered on HIRM (Y)	Dated Completed
			L	C	RR				

Hazard / Risk Assessment

Risk Likelihood Rating - Table 1

Likelihood Rating	Probability Descriptor
A Almost Certain	Is expected to occur in most circumstances – 95% + chance
B Likely	Will probably occur in most circumstances – 75 – 95% chance
C Possible	Might occur at some time – 25 – 75% chance
D Unlikely	Could occur at some time – 5 – 25% chance
E Rare	May occur only in exceptional circumstances – less than 5% chance

Risk Consequence Rating – Table 2

Consequence Level	Impact Descriptors
1 Insignificant	Incident without injury or only first aid treatment
2 Minor	Minor injury requiring medical treatment
3 Moderate	Serious injury requiring hospitalisation for medical treatment
4 Major	Loss of life or serious permanent injury
5 Severe	Multiple deaths

Risk Rating Matrix – Table 3

Likelihood <i>(How likely is it that the risk will occur?)</i> <i>Refer Table 1</i>	Consequence (Severity of Impact) <i>(What will happen if the risk does occur)</i> <i>Refer to Consequence Rating - Table 2</i>				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
5 Almost Certain	Medium	High	High	Extreme	Extreme
4 Likely	Medium	Medium	High	High	Extreme
3 Possible	Low	Medium	Medium	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Medium	Medium

Hazard / Risk Assessment

Risk Evaluation – Table 4	
Risk Rating	Control Priority - <i>Refer to Outcome of Table 3</i>
Extreme	Urgent - requires immediate attention to eliminate or control the risk (Senior Executives informed)
High	High – requires attention by senior management to address the risk
Medium	Medium – requires the attention of line management to address the risk
Low	Control with local administrative action

Hierarchy of Control Definitions

Term	Meaning
Elimination:	Remove the Hazard from the workplace.
Substitution:	Use a less Hazardous chemical, machine etc.
Engineering:	Redesign the machine or design safety guards.
Administration:	Rotation of personnel, work procedures, FGP's, signage.
Personal Protective Equipment:	Provide appropriate clothing, hearing/eye/respiratory protection.

Note: *Elimination is the most effective form of controlling risks. Other measures minimise the risk or provide less effective or backup solutions. Emphasis should be put on the hazard, not the worker. The most effective controls are those that allow for human error. Controls that focus solely on changing human behaviour to prevent an accident are likely to fail because the potential for human error can not be eliminated.*