

General Health and Safety Checklist

Responsible Manager: _____

OH&S Representative: _____

Worksite Location: _____ Date: _____

Persons completing inspection: _____

Indicate in the following manner:

✓ Acceptable

✗ Not Acceptable

N/A Not Applicable

1. Health and Safety Systems

1.1	OH&S policy displayed	
1.2	Accident report book	
1.3	Induction records	
1.4	Rehabilitation policy available	
1.5	Workplace inspection records	
1.6	Emergency procedures	
1.7	Training records	
1.8	Documented safe work procedures	
1.9	Protective clothing & equipment records	
1.10	MSDS available	
1.11	Health & safety systems manual	
1.12	H&S representatives appointed	
1.13	Management safety representative appointed	
1.14	Risk assessment available	
1.15	Health & safety plan available	

2. Housekeeping

2.1	Work areas free from rubbish & obstructions	
2.2	Surfaces safe and suitable	
2.3	Free from slip/trip hazards	
2.4	Floor openings covered	
2.5	Stock/material stored safely	
	AISLES	
2.6	Unobstructed and clearly defined	
2.7	Adequate lighting	
2.8	Vision at corners	
2.9	Wide enough	

3. Electrical

3.1	No broken plugs, sockets, switches	
3.2	No frayed or defective leads	
3.3	Power tools in good condition	
3.4	No work near exposed live electrical equipment	
3.5	Tools and leads inspected and tagged	
3.6	No strained leads	
3.7	No cable-trip hazards	
3.8	Switches/circuits identified	
3.9	Lock-out procedures/danger tags in place	
3.10	Earth leakage systems used	
3.11	Start/stop switches clearly identified	
13.12	Switchboards secured	
13.13	Appropriate fire fighting equipment	

4. Mobile Plant and Equipment

4.1	Plant and equipment in good condition	
4.2	Daily safety inspection procedures/checklists	
4.3	Fault reporting/rectification system used	
4.4	Operators trained and licensed	
4.5	Warning and instructions displayed	
4.6	Warning lights operational	
4.7	Reversing alarm operational	
4.8	Satisfactory operating practices	
4.9	Fire extinguisher	
4.10	Tyres satisfactory	
4.11	SWL of lifting or carrying equipment displayed	
4.12	Height limits displayed	

5. Machine and Workbenches

5.1	Adequate work space	
5.2	Clean and tidy	
5.3	Free from excess oil and grease	
5.4	Adequately guarded	
5.5	Warnings or instructions displayed	
5.6	Emergency stops appropriately placed and clearly identifiable	
5.7	Operated safely and correctly	
	WORKBENCHES	
5.8	Clear of rubbish	
5.9	Tools in proper place	
5.10	Duckboards or floor mats provided	

6. Welding

6.1	Gas bottles securely fixed to trolley	
6.2	Welding fumes well ventilated	
6.3	Fire extinguisher near work area	
6.4	Only flint guns used to light torch	
6.5	Flash back spark arresters fitted	
6.6	Vision screens used for electric welding	
6.7	LPG bottles within 10 year stamp	
6.8	PPE provided and worn	
6.9	Hot work permit system used	

7. Hazardous Substances

7.1	Stored appropriately	
7.2	Containers labelled correctly	
7.3	Adequate ventilation/exhaust systems	
7.4	Protective clothing/equipment available/used	
7.5	Personal hygiene - dermatitis control	
7.6	Waste disposal procedures	
7.7	Material safety data sheets available	
7.8	Chemical handling procedures followed	
7.9	Chemical register developed	
7.10	Appropriate emergency/first aid equipment - shower, eye bath, extinguishers	
7.11	Hazchem signing displayed	

8. Excavations

8.1	Shoring in place and in sound condition	
8.2	Excavation well secured	
8.3	Signage displayed	
8.4	Banks battered correctly and spoil away from edge	
8.5	Clear and safe access around excavation	
8.6	Separate access and egress points from excavation	
8.7	Safe work procedure in place	

9. Prevention of Falls

9.1	All work platforms have secure handrails, guarding or fence panels	
9.2	Harness and lanyard or belts provided	
9.3	All floor penetrations covered or barricaded	
9.4	Unsafe areas signposted and fenced	
9.5	Safe work procedure in place	

10. Stairs, steps and landings

10.1	No worn or broken steps	
10.2	Handrails in good repair	
10.3	Clear of obstructions	
10.4	Adequate lighting	
10.5	Emergency lighting	
10.6	Non-slip treatments/treads in good condition	
10.7	Kick plates where required	
10.8	Clear of debris and spills	
10.9	Used correctly	

11. Ladders

11.1	Ladders in good condition	
11.2	Ladders not used to support planks for working platforms	
11.3	Correct angle to structure 1:4	
11.4	Extended 1.0 metre above to landing	
11.5	Straight or extension ladders securely fixed at top	
11.6	Metal ladders not used near live exposed electrical equipment	

12. Personal Protection

12.1	Employees provided with PPE	
12.2	PPE being worn by employees	
12.3	Sunscreen and sunglasses provided	
12.4	Correct signage at access points	

13. Manual Handling

13.1	Mechanical aids provided and used	
13.2	Safe work procedures in place	
13.3	Manual handling risk assessment performed	
13.4	Manual handling controls implemented	

14. Workplace Ergonomics

14.1	Workstation and seating design acceptable	
14.2	Ergonomic factors considered in work layout and task design	
14.3	Use of excessive force and repetitive movements minimised	
14.4	Appropriate training provided	

15. Material Storage

15.1	Stacks stable	
15.2	Heights correct	
15.3	Sufficient space for moving stock	
15.4	Material stored in racks/bins	
15.5	Shelves free of rubbish	
15.6	Floors around stacks and racks clear	
15.7	Drums checked	
15.8	Pallets in good repair	
15.9	Heavier items stored low	
15.10	No danger of falling objects	
15.11	No sharp edges	
15.12	Safe means of accessing high shelves	
15.3	Racks clear of lights/sprinklers	

16. Confined Spaces

16.1	Risk assessment undertaken	
16.2	Communication and rescue plan in place	
16.3	Safety equipment in good working condition	
16.4	Suitable training provided to employees	
16.5	Confined Space permit used	

17. Lasers

17.1	Operator has laser operator licence	
17.2	Signage displayed	
17.3	Laser not used in a manner to endanger other persons	

18. Demolition

18.1	Risk assessment undertaken in advance	
18.2	Access prevented to demolition area	
18.3	Overhead protection in place	
18.4	Protection of general public	
18.5	Safe work procedure in place	

19. Amenities

19.1	Washrooms clean	
19.2	Toilets clean	
19.3	Lockers clean	
19.4	Meal rooms clean and tidy	
19.5	Rubbish bins available - covered	

20. Public Protection

20.1	Appropriate barricades, fencing, hoarding, gantry secure and in place	
20.2	Signage in place	
20.3	Suitable lighting for public access	
20.4	Footpaths clean and free from debris	
20.5	Dust and noise controls in place	
20.6	Site access controlled	
20.7	Traffic control procedures in place	
20.8	Public complaints actioned	

21. First Aid

21.1	Cabinets and contents clean and orderly	
21.2	Stocks meet requirements	
21.3	First aiders names displayed	
21.4	First aiders location and phone numbers	
21.5	Qualified first aider(s)	
21.6	Record of treatment and of supplies dispensed	

22. Lighting

22.1	Adequate and free from glare	
22.2	Lighting clean and efficient	
22.3	Windows clean	
22.4	No flickering or inoperable lights	
22.5	Emergency lighting system	

23. Fire Control

23.1	Extinguishers in place	
23.2	Fire fighting equipment serviced/tagged	
23.3	Appropriate signing of extinguishers	
23.4	Extinguishers appropriate to hazard	
23.5	Emergency exit signage	
23.6	Exit doors easily opened from inside	
23.7	Exit path ways clear of obstruction	
23.8	Alarm/communication system - adequate	
23.9	Smoking/naked flame restrictions observed	
23.10	Minimum quantities of flammables at workstation	
23.11	Flammable storage procedures	
23.12	Emergency personnel identified and trained	
23.13	Emergency procedures documented - issued	
23.14	Emergency telephone numbers displayed	
23.15	Alarms tested	
23.16	Trial evacuations conducted	
23.17	Personnel trained in use of fire fighting equipment	

