

# Workplace Safety Checklist

**Regular workplace safety checks ensure your workplace meets basic standards of safety. This checklist will help you evaluate how well you are currently managing safety in your workplace.**



## Housekeeping

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

Comments/Corrective Action Required: \_\_\_\_\_

## Manual Handling

- Are work items that are regularly used within easy reach? Yes  No
- Is there sufficient area around machines or equipment to enable easy access? Yes  No
- Are appropriate manual handling aids readily available? Yes  No

Comments/Corrective Action Required: \_\_\_\_\_

## Storage

- 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: \_\_\_\_\_

## 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: \_\_\_\_\_

## 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: \_\_\_\_\_

## 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: \_\_\_\_\_

## Machinery and 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: \_\_\_\_\_

## Chemical and 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: \_\_\_\_\_

If you need assistance or have any questions please feel free to contact us on  
**0800 993 765** or email us at **admin@practicesafe.co.nz**