**Safety Inspection Checklist**

Pets Haven will develop a customized safety inspection checklist in accordance with the guidelines contained in the form following and noted as “Sample Workplace Safety Inspection Sheet for Pets Haven ”.

**Workplace Inspection Sheet**

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| **Date of Inspection:** | | **Location of Inspection:** | | | **Inspection Performed by:** | | |
| **Item** | **To be Checked** | | **OK** | **Not OK** | **Action Required** | **Person Responsible** | **Completed** |
| **Amenities** | 1. Clean and tidy and in good condition 2. Lunch rooms separate from the work area 3. Adequate amenities provided for the number of people using them | |  |  |  |  |  |
| **Biological Hazards** | 1. Sharps containers available 2. Sharps containers at appropriate height and restrained or fixed 3. Comply with Australian Standards 4. Are not overloaded | |  |  |  |  |  |
| **Confined Spaces** | 1. Clearly identified 2. Personnel trained to enter 3. Entry permit system in place 4. Confined spaces locked off | |  |  |  |  |  |
| **Danger and Out of Service  Tags** | 1. Readily available 2. Use of them both clearly understood by those spoken to | |  |  |  |  |  |
| **Electrical Installations**  **- switches, leads, power points** | 1. In good working condition 2. In easy to reach locations 3. No signs of fraying or wear on cords; leads tagged and checked 4. Cables and leads not running across floors and passageways | |  |  |  |  |  |

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| **Item** | **To be Checked** | **OK** | **Not OK** | **Action Required** | **Person Responsible** | **Completed** |
| **Electrical (cont’d)** | 1. No double adapters or piggy-baking of cords |  |  |  |  |  |
| **Emergency** | 1. Emergency telephone number clearly visible 2. Evacuation and muster points known and clearly indicated |  |  |  |  |  |
| **Ergonomics** | 1. Height adjustable chairs provided 2. Chairs with wheels have 5 castors minimum 3. Position of screen and keyboard appropriate for the operator 4. Working heights designed to minimize bending and /or twisting |  |  |  |  |  |
| **Fire Extinguishers and Other Fire Fighting Equipment** | 1. Clearly accessible 2. Correctly located 3. Tag attached 4. Inspection current 5. Pin in place 6. Hose and nozzle appear in good condition 7. Sign posted clearly and correctly 8. Fire blankets available where necessary |  |  |  |  |  |
| **First Aid Kits** | 1. Easily located 2. Clean 3. Fully stocked 4. Injury register available 5. First aid officers identified |  |  |  |  |  |

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| **Item** | **To be Checked** | **OK** | **Not OK** | **Action Required** | **Person Responsible** | **Completed** |
| **Garbage** | 1. Adequate provision for garbage bins in workplace 2. Not overflowing 3. No obvious litter lying around the workplace |  |  |  |  |  |
| **Hand Tools** | 1. In safe condition 2. Not modified 3. Used as intended |  |  |  |  |  |
| **Hazardous Substances** | 1. Stored correctly 2. Register available 3. Material safety data sheets available 4. No substances stored in unmarked or incorrectly marked containers 5. Correct personal protective equipment for use with substances known and available |  |  |  |  |  |
| **Labeling** | 1. All switchboards labeled 2. All isolating switches labeled 3. All piping labeled |  |  |  |  |  |

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| **Item** | **To be Checked** | **OK** | **Not OK** | **Action Required** | **Person Responsible** | **Completed** |
| **Lifting Equipment** | 1. Tested and tagged as checked 2. In good condition 3. Register of lifting equipment available 4. Safe working load displayed |  |  |  |  |  |
| **Lighting** | 1. Clean 2. All operational 3. Switches in safe condition 4. Appropriately located 5. Diffusers fitted on fluorescent lights |  |  |  |  |  |
| **Personal Protective Equipment** | 1. Requirements for use clearly displayed 2. Readily available 3. Appropriate for the task |  |  |  |  |  |
| **Portable Electrical Equipment** | 1. Checked and tagged 2. A register kept 3. Fit for the work they are used for 4. Portable earth leakage devices attached |  |  |  |  |  |

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| **Pressure Vessels** | 1. Current certificate displayed 2. In good condition; no corrosion 3. Location acceptable; away from other hazards |  |  |  |  |  |
| **Safety**  **Rules** | 1. Clearly displayed 2. Signed and dated |  |  |  |  |  |
| **Safe Operating Procedures** | 1. Readily available 2. Training given on a regular basis 3. Current |  |  |  |  |  |
| **Safety Showers** | 1. Operational 2. Accessible 3. Sign Posted 4. Instructions for use attached |  |  |  |  |  |
| **Safety Eye Wash Stations** | 1. Operational 2. Accessible 3. Sign Posted 4. Instructions for use attached |  |  |  |  |  |
| **Safety**  **Signs** | 1. Appropriate 2. Legible 3. Clean 4. Exit signs visible |  |  |  |  |  |
| **Storage** | 1. Shelves are neat and tidy &in good condition 2. Floors not obstructed by items 3. Heavy items not too high or too low 4. Where necessary, approved device provided for climbing to upper shelves |  |  |  |  |  |

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| **Item** | **To be Checked** | **OK** | **Not OK** | **Action Required** | **Person Responsible** | **Completed** |
| **Storage (Cont’d)** | 1. Lighting adequate in storerooms 2. Ventilation adequate in storerooms |  |  |  |  |  |
| **Ventilation** | 1. Adequate air flow in the workplace 2. Allowance for extra ventilation where necessary 3. In good working order |  |  |  |  |  |
| **Walkways** | 1. Unobstructed 2. Doorways clear 3. Sign posted where appropriate 4. Clearly defined 5. Doors not propped open 6. Are not slippery or wet |  |  |  |  |  |
| **Waste Management** | 1. Bunding used where necessary 2. Waste sorted at the source 3. Correct disposal of substances evident |  |  |  |  |  |
| **Yard Areas** | 1. Clean 2. Equipment stacked in an orderly fashion 3. Walkways clearly defined 4. Lighting adequate 5. Surface in good condition |  |  |  |  |  |