

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

1. OVERVIEW

The Flinders Ranges Council recognises its obligation to ensure that a safe work environment is maintained for workers, contractors and other stakeholders. This should include, so far as is reasonably practicable, that the layout of the workplace allows safe movement, adequate space is provided for tasks, there is safe flooring, adequate lighting, ventilation and suitable temperature to enable safe work, including when work is carried out in relation to or near essential services.

The Flinders Ranges Council will undertake a process of planned inspections to identify any hazards and eliminate or, when that is not reasonably practicable, minimise risks to health, safety and/or the environment.

The Flinders Ranges Council understands that the management of hazards requires a consistent approach that includes cooperation and consultation between management, workers, contractors, visitors and others in the workplace.

SIGNED

Chief Executive Officer

Date: 13 / 3 / 2014

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Chairperson, WHS Committee

Date: 13 / 3 / 2014

2. CORE COMPONENTS

The core components of our workplace inspection procedure are:

- A systematic inspection process is in place to identify hazards.
- Working conditions are monitored regularly, including reference to the previous inspection report.
- Identified hazards are documented and controlled according to a consistent process.
- Corrective Actions and Preventative Actions (CAPA) are identified and closed out appropriately. Where possible, immediate action is taken and documented.
- All staff undertaking workplace inspections are trained in the process.
- Inspections are conducted by competent person/s.
- Identify and conduct appropriate auditing, which includes the workplace inspection process.
- Inspection records are completed and maintained in line with legislation and organisational requirements.

3. DEFINITIONS

Competent person	A person who has acquired through training, qualifications or experience the knowledge and skills to carry out the task. [as defined in the <i>Work Health and Safety Regulations, 2012 Regulation 5</i>]
Home office	An administrative work area in an workers home that is used for authorised Council work activities (during 'on duty' time) for at least 4 hours per week

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

4. PROCEDURE

4.1. Inspection schedule

- 4.1.1. The WHS Coordinator shall, in consultation with the relevant managers, develop an annual inspection schedule detailing all the locations to be inspected and frequency of the inspections to be undertaken.
- 4.1.2. Workplace inspections shall be conducted in all areas of the physical premises that The Flinders Ranges Council occupies, including in home offices and in any other workplace where Council or prescribed body staff may work.
- 4.1.3. Inspections will be conducted according to the relative risk rating of the area being inspected, eg:

High risk areas - includes workshops, sheds, plant rooms, areas remote from main premises etc	Inspections conducted every three (3) months
Swimming Pools	Prior to season commencing and thereafter 3 months during season.
Low risk areas – includes office spaces, administrative storage areas	Inspections conducted every six (6) months
Seconded work locations	Inspected prior to work commencing, then reviewed annually or if the location / nature of work changes
Home offices	Home offices: inspected prior to work at home commencing then reviewed annually or if the location / nature of work changes
Any new work location, any change to any current work location eg: changes to the layout or when new plant or hazardous chemicals have been introduced	Inspection undertaken prior to work commencing or re-commencing

- 4.1.4. Department managers will monitor that inspections are conducted in accordance with the documented schedule.

4.2. Establishing the Inspection team

- 4.2.1. The inspection team must include at least one person from a or b and at least one person from c or d of the following:
 - a. The department manager.
 - b. The workgroup/work area manager.
 - c. A worker familiar with the work area.
 - d. A health and safety representative (HSR).
- 4.2.2. A HSR (where one has been elected for the work group) shall be:
 - a. Invited to participate in the inspection process related to the workgroup that they represent.
 - b. Consulted when determining priorities for action.
 - c. Consulted when recommending and implementing control strategies.
- 4.2.3. In some instance, external expertise may be required to undertake an inspection. In these instances, the competency of the external expert shall be verified prior to engagement.
- 4.2.4. The Flinders Ranges Council inspection team members shall be able to demonstrate training in the:
 - a. Hazard identification, risk assessment and control; and
 - b. Workplace inspection process.
- 4.2.5. In some instances, it may be necessary to establish more than one inspection team. (For example, in large work areas where different activities are undertaken by different workgroups).

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

4.3. Undertaking the inspection

- 4.3.1. The inspection team will use a documented checklist to inspect the workplace.
(Note: The checklist will have been reviewed by the WHS Committee within the last three (3) years or more recently if changes have occurred in the area to be inspected).
- 4.3.2. An inspection checklist should address, at a minimum, the following:
 - a. Layout
 - b. Work areas
 - c. Floors and other surfaces
 - d. Lighting
 - e. Ventilation
 - f. Extreme of heat or cold
 - g. Work in relation to or near essential surfaces
 Refer to templates in Appendices.
- 4.3.3. The findings of the previous inspection shall be reviewed prior to the new inspection being undertaken, to determine if previously identified items have been closed out or effectively controlled and are not re-emerging as potential hazards.
- 4.3.4. The inspection will include a physical inspection (e.g. walking around and viewing) as well as interviews with workers or stakeholders (as relevant) and any other method required.
- 4.3.5. The inspection team shall ensure that all items on the checklist have been inspected and marked as completed.
- 4.3.6. The inspection checklist shall be signed by all members of the inspection team and dated.

4.4. Workers working from home

- 4.4.1. The department manager or delegate shall ensure when a decision is made allowing workers to work from home, their home office is inspected and their workstation assessed prior to work at home commencing.
- 4.4.2. Inspections shall be undertaken as per the schedule outlined in 4.1.3, as long as work at home continues.

4.5. Workers working in seconded locations

- 4.5.1. The department manager or delegate shall check that when a decision is made to send a worker on secondment, the work area is inspected and workstation assessed prior to work commencing.
- 4.5.2. The department manager or delegate shall check inspections have been undertaken as per the schedule outlined in 4.1.3, as long as work on secondment continues.

NB: Where a visit to a home or a seconded location is not reasonably practicable, the checklist and supporting evidence (such as photos etc.) may be collated by the Worker who lives in the premises, or who will be working in the seconded location, or by a worker at the seconded location and provided to the manager to review in consultation with the affected worker.

4.6. Hazard management

- 4.6.1. Any hazard/s identified during the inspection process shall be documented on the inspection checklist.
- 4.6.2. If a hazard is able to be immediately eliminated (e.g.: removing a trip hazard), relevant action will be taken at the time of the inspection and recorded on the checklist.
- 4.6.3. If immediate elimination is not possible, the inspection team shall notify the relevant manager; and:
 - a. Undertake a risk assessment of the hazard and identify the CAPA controls required in accordance with the requirements of the hazard management procedure (Note: consultation must occur with workers or their representative at this stage) and

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

- b. Where possible, corrective or preventative actions shall be immediately implemented; or
 - c. When this is not possible, interim control measures shall be put in place until the corrective or preventative actions can be implemented.
- 4.6.4. The CAPA procedure shall be complied with.
- 4.7. Monitoring and evaluation
 - 4.7.1. The department manager or delegate shall inform all relevant persons about the control measures selected or corrective actions that have been implemented for workplace safety. Department meeting minutes shall demonstrate that this has occurred.
 - 4.7.2. The department manager or delegate shall ensure, so far as is reasonably practicable, that any new hazards that may have been introduced by the selected controls methods are identified by:
 - a. Monitoring and evaluating controls for effectiveness
 - b. Recommencing the risk assessment process if new hazards are identified
 - c. Communicating the outcomes of the inspection process within the department or work group and to the WHS committee, as required
 - d. Retaining completed workplace inspection checklists.
 - 4.7.3. Department or workgroup meeting minutes shall reflect monitoring and evaluation of items on the corrective action register until items have been closed out.
 - 4.7.4. The WHS Committee shall monitor the corrective action register during its meetings. A report shall be presented to the management team listing outstanding items requiring their direction or enforcement.
 - 4.7.5. The management team shall review workplace inspection findings, audit results, legislative changes and other information relating to the workplace inspection process and direct action when required. Minutes shall record outcomes of discussion and actions undertaken.
 - 4.7.6. The workplace inspection process shall be subject to internal audit and the audit findings shall be reported as part of the ongoing management review process.
 - 4.7.7. The management team shall set, monitor and review objectives, targets and performance indicators for the workplace inspection process, as relevant.

5. TRAINING

- 5.1. The Flinders Ranges Council training needs analysis shall identify the training needs required for managers and workers undertaking workplace inspections.
- 5.2. Workers shall have the workplace inspection procedure explained to them during the induction process.
- 5.3. Persons undertaking workplace inspections shall have specific training that includes hazard Management procedure and the workplace inspection process.

6. RECORDS

The following records shall be maintained:

- 6.1. Risk assessments
- 6.2. Training records
- 6.3. Completed workplace inspection checklists
- 6.4. Corrective action register

All records must be retained in line with the current version of GDS20.

7. RESPONSIBILITIES

7.1. The *Senior Leadership Team* is accountable for:

- 7.1.1. Assisting the Council to meet its legislative responsibilities for maintaining a safe working environment.
- 7.1.2. Approving any reasonably practicable budgetary expenditure necessary to maintain a safe working environment.
- 7.1.3. Setting objectives, targets and performance indicators for the workplace inspection process, as relevant.
- 7.1.4. Checking that all reasonably foreseeable hazards within each department are identified, assessed and controlled when elimination is not practicable.
- 7.1.5. Monitoring the Hazard Register and Corrective Action Register and enforcing close out of items when required.
- 7.1.6. Reviewing the effectiveness of the workplace inspection process.
- 7.1.7. Checking that the management review process includes workplace inspections.

7.2. *Managers and supervisors* are accountable for:

- 7.2.1. Ensuring workplace inspections are conducted within their department, as per the schedule.
- 7.2.2. Communicating the outcomes of workplace inspections within the department.
- 7.2.3. Consulting with workers or their representative on the controls required when hazards have been identified.
- 7.2.4. Implementing any corrective or preventative actions identified during workplace inspections and closing out items within designated time frames.
- 7.2.5. Checking that all documentation associated with the workplace inspection process is fully completed.
- 7.2.6. Retaining records as required.
- 7.2.7. Seeking expert advice when a need is identified.
- 7.2.8. Providing required reports to the WHS committee or management team.
- 7.2.9. Conducting or arranging for workplace inspections of home offices or seconded workplaces.
- 7.2.10. Consulting with other PCBU's, so far as is reasonably practicable, if their duty of care for workplace inspections overlaps.

7.3. The *WHS Coordinator* is accountable for:

- 7.3.1. Developing an annual schedule for workplace inspections.
- 7.3.2. Providing or arranging expert advice and assistance on hazard related issues.
- 7.3.3. Providing relevant reports and information to the Senior Leadership Team and WHS committee as required.

7.4. *Workers* are accountable for:

- 7.4.1. Assisting with the WHS workplace inspection process as necessary.
- 7.4.2. Maintaining their work environment in a safe condition and taking reasonable care to avoid adversely affecting the health or safety of themselves or any other person through any act or omission at work.
- 7.4.3. Maintaining their home office or seconded workstation area to the same standard as is expected at work.
- 7.4.4. Reporting any hazards in accordance with Council hazard management procedure.
- 7.4.5. Seeking assistance to manage hazards when required.

7.5. The *WHS Committee* is accountable for:

- 7.5.1. Facilitating co-operation between management and workers in matters relating to workplace inspections.

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

7.5.2. Monitoring the hazard register and corrective action register and referring issues to The Flinders Ranges Council Senior Leadership Team that require management direction or enforcement.

7.6. *Health and Safety Representatives* may:

- 7.6.1. Facilitate consultation between department managers and workers in relation to WHS issues that affect the workgroup that they represent.
- 7.6.2. Assist in the resolution of WHS issues.
- 7.6.3. Request a review of a control measure in the circumstances outlined in the WHS risk management procedure.

8. REVIEW

- 8.1. The workplace inspection procedure shall be reviewed by the WHS Committee, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or Council needs change. This may include a review of:
 - 8.1.1. Legislative compliance issues
 - 8.1.2. Audit findings relating to workplace inspections
 - 8.1.3. Incident and hazard reports, claims costs and trends
 - 8.1.4. Feedback from managers, workers, contractors or others
 - 8.1.5. Other relevant information.
- 8.2. Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

9. REFERENCES

Work Health and Safety Act 2012
 Work Health and Safety Regulations 2012
 General Disposal Schedule 20 for Local Government
 WorkCoverSA Performance Standards for Self-Insurers
 Code of Practice: Managing the Work Environment and Facilities

10. RELATED DOCUMENTS

Hazard Management procedure
 Corrective and Preventative Action procedure

11. DOCUMENT HISTORY:

Version No:	Issue Date:	Description of Change:
1.0	31/8/2013	New Document
2.0	13/3/2014	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. <ul style="list-style-type: none"> • Examples of changes include: OHS to WHS and employee to worker where appropriate • Inclusion of an example work facilities and environment checklist based on the COP: Managing the Work Environment and Facilities December 2011.



WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

APPENDICES

1. Hawker Works Depot
2. Quorn Works Depot
3. Quorn Council Office
4. Swimming Pools
5. Flinders Ranges Visitor Information Centre (FRVIC)
6. Waste Transfer Station / Landfill
7. Working from Home Self Assessment



WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

Appendix 1: Hawker Works Depot

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

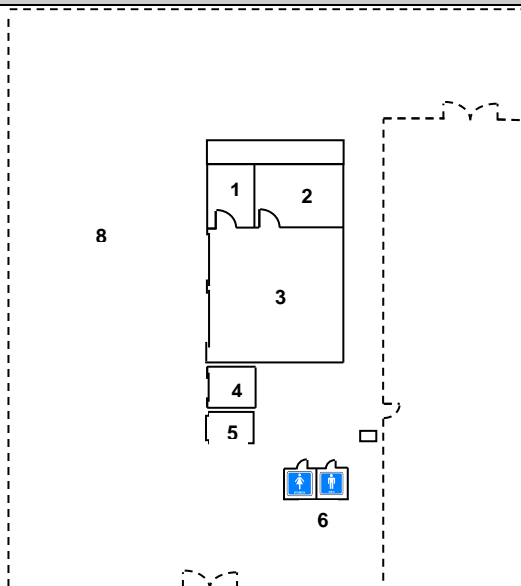
HAWKER WORKS DEPOT

Inspection Conducted By: _____ Signature: _____ Date of Inspection: ____ / ____ / ____
 Signature: _____
 Signature: _____

Instructions

The Hazard Inspection Checklist is a guide only and persons conducting the inspection should be vigilant for other potential hazards not listed. Please tick 'Yes' or 'No' and write any comments, eg action required, responsible person, etc on the attached Action Sheet.

Reference must be made with the last inspection checklist that was undertaken for this worksite.



1. ADMINISTRATION AREA

	Yes	No
1.1 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Are office chairs the appropriate type? And can the chairs be easily adjusted when a person is seated?	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Is fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
1.12 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>
1.13 Do the staff have access to a supply of drinking water?	<input type="checkbox"/>	<input type="checkbox"/>
1.14 First aid kit visible and signage in place?	<input type="checkbox"/>	<input type="checkbox"/>
1.15 First aid kit contents checked on annual basis?	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

2. STORE

	Yes	No
2.1 Is the area kept clean and tidy? Storage shelves kept neat and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Small plant stored neatly?	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Are all hazardous substances stored appropriately?	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Decanted substances are labelled correctly, with contents, brand name, risk and hazard codes?	<input type="checkbox"/>	<input type="checkbox"/>

3. WORKSHOP

3.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Are fire extinguishers tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Yellow lines define work areas / fire equipment / vehicle service pit?	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Residual Current Device (RCD) present and tagged and tested?	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Welding screen is in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Adequate PPE is present and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Remote stops are present on fixed equipment?	<input type="checkbox"/>	<input type="checkbox"/>
3.11 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
3.12 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
3.13 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>
3.14 Vehicle service pit has boards on top and / or Chains are present for vehicle service pit when boards have been removed?	<input type="checkbox"/>	<input type="checkbox"/>
3.15 Are all hazardous substances stored appropriately?	<input type="checkbox"/>	<input type="checkbox"/>
3.16 Decanted substances are labelled correctly, with contents, brand name, risk and hazard codes?	<input type="checkbox"/>	<input type="checkbox"/>

4. LADDERS

Ladder Number	H1	H2	H3	H4
Side rails, rungs, rivets & screws				
Hinges, ropes & chains				
Foot & extension locks				
General condition & storage				

Comments: _____

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

4. OIL STORAGE

	Yes	No
4.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Open oil drums stored on drip trays?	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Drums stored no higher than waist height?	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Decanted substances labelled correctly, with contents, brand name, risk and hazard codes?	<input type="checkbox"/>	<input type="checkbox"/>
4.8 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
4.9 Fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
4.10 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>

5. STORAGE SHED

5.1 Is the area kept clean and tidy? Storage shelves kept neat and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>

6. TOILETS

6.1 Are the toilets clean and accessible to all staff?	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Do staff have reasonable access to hand washing facilities? eg adequate hand soap, paper towel, sanitary disposal available	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

7. YARD, BUILDING EXTERIOR'S AND FUEL TANK

7.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Fuel tank is correctly labelled with details on contents?	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Verandah in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Buildings appear in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
7.5 Rainwater tank condition – satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>
7.6 Dog Kennels – Clean & Good Condition? Water?	<input type="checkbox"/>	<input type="checkbox"/>



WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

Appendix 2: Quorn Works Depot

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

QUORN WORKS DEPOT

Inspection Conducted By: _____ Signature: _____ Date of Inspection: ____ / ____ / ____

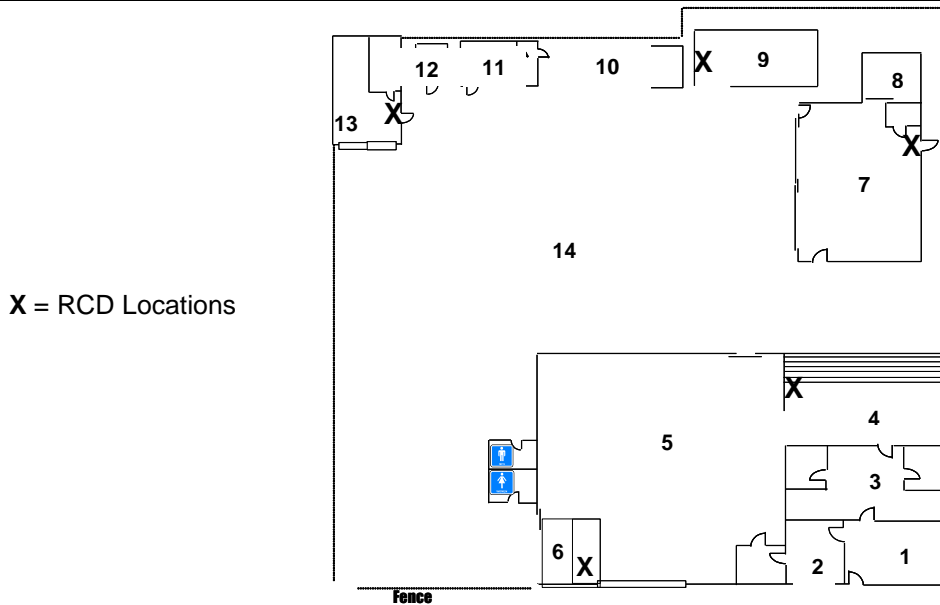
Signature: _____

Signature: _____

Instructions

The Hazard Inspection Checklist is a guide only and persons conducting the inspection should be vigilant for other potential hazards not listed. Please tick 'Yes' or 'No' and write any comments, eg action required, responsible person, etc on the attached Action Sheet.

Reference must be made with the last inspection checklist that was undertaken for this worksite.



1. ADMINISTRATION AREA

- 1.1 Are all walkways and exits marked and clear of obstacles?
- 1.2 Is the heating / cooling of the workplace adequate for work comfort?
- 1.3 Is the area kept clean and tidy?
- 1.4 Is the ventilation adequate?
- 1.5 Is the lighting adequate?
- 1.6 Are light fittings operational and in good repair?
- 1.7 Are office chairs the appropriate type? Can the chairs be easily adjusted when a person is seated?
- 1.10 Are the work stations set up to ensure an efficient working position?
- 1.11 Are power leads / extension cords secured to avoid any tripping hazards?
- 1.12 Is there sufficient number of power points?
- 1.13 Is all electrical equipment tagged?
- 1.14 Are floor coverings in good condition?
- 1.15 Is fire extinguisher tested every 6 months?
- 1.16 Is there an emergency evacuation plan on display?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

2. WORKS MANAGER'S OFFICE

- 2.1 Is the heating / cooling of the workplace adequate for work comfort?
- 2.2 Is the area kept clean and tidy?
- 2.3 Is the ventilation adequate?
- 2.4 Is the lighting adequate?
- 2.5 Are light fittings operational and in good repair?
- 2.6 Are office chairs the appropriate type? Can the chairs be easily adjusted when a person is seated?
- 2.7 Is the work station set up to ensure an efficient working position?
- 2.8 Are power leads / extension cords secured to avoid any tripping hazards?
- 2.9 Is there sufficient number of power points?
- 2.10 Is all electrical equipment tagged?
- 2.11 Are floor coverings in good condition?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

3. LUNCHROOM / MISC OFFICES

- 3.1 Do the staff have access to a supply of drinking water?
- 3.2 Is the area kept clean and tidy?
- 3.3 Is the ventilation adequate?
- 3.4 Is the lighting adequate?
- 3.5 Are light fittings operational and in good repair?
- 3.6 Are power leads / extension cords secured to avoid any tripping hazards?
- 3.7 Is there sufficient number of power points?
- 3.8 Is all electrical equipment tagged?
- 3.9 Are floor coverings in good condition?
- 3.10 First aid kit visible?
- 3.11 First aid kit contents checked on annual basis?
- 3.12 Do the staff have access to a supply of drinking water?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

4. STORAGE / MEZANNINE FLOOR

	Yes	No
4.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
4.8 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
4.9 Is the ground floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
4.10 Is fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
4.11 Stairs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
4.12 Mezzanine floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
4.13 Handrails, kickboards in place and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
4.14 Residual Current Device (RCD) present & tested?	<input type="checkbox"/>	<input type="checkbox"/>

5. SHED AREA

5.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Are fire extinguishers tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Storage shelves kept neat and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
5.7 Small plant stored neatly?	<input type="checkbox"/>	<input type="checkbox"/>
5.8 Hand tools stored neatly?	<input type="checkbox"/>	<input type="checkbox"/>
5.9 Yellow lines define work areas / fire equipment?	<input type="checkbox"/>	<input type="checkbox"/>
5.10 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
5.11 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
5.12 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
5.13 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
5.14 Are all hazardous substances stored appropriately?	<input type="checkbox"/>	<input type="checkbox"/>
5.15 Decanted substances are labelled correctly, with contents, brand name, risk and hazard codes?	<input type="checkbox"/>	<input type="checkbox"/>
5.16 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

6. SHOWER / LOCKER ROOM

- 6.1 Is the area kept clean and tidy?
- 6.2 Do all employees have a secure locker for storage of personal effects?
- 6.3 Do staff have reasonable access to the shower facilities? Eg soap
- 6.4 Is the shower clean and building in good condition?
- 6.5 Residual Current Device (RCD) present & tested?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

7. WORKSHOP

- 7.1 Is the area kept clean and tidy?
- 7.2 Is the ventilation adequate?
- 7.3 Is the lighting adequate?
- 7.4 Are light fittings operational and in good repair?
- 7.5 Are fire extinguisher tested every 6 months?
- 7.6 Yellow lines define work areas / fire equipment?
- 7.7 Residual Current Device (RCD) present and tested?
- 7.8 Oxy / acetylene bottles are stored correctly and secured?
- 7.9 Flashback arrestors are installed on each line at hand piece and bottle?
- 7.10 Each line on oxy / acetylene set is in good condition?
- 7.11 Welding screen is in good condition?
- 7.12 Adequate PPE is present and in good condition?
- 7.13 Remote stops are present on fixed equipment? Working?
- 7.14 Are power leads / extension cords secured to avoid any tripping hazards?
- 7.15 Is there sufficient number of power points?
- 7.16 Is all electrical equipment tagged?
- 7.17 Is the floor in good condition?
- 7.18 Decanted substances are labelled correctly, with contents, brand name, risk and hazard codes?
- 7.19 Is there an emergency evacuation plan on display?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

LADDERS

Ladder Number	Q1	Q2	Q3	Q4	Q5
Side rails, rungs, rivets & screws					
Hinges, ropes & chains					
Foot & extension locks					
General condition & storage					

Comments: _____

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

8. OIL STORAGE

	Yes	No
8.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
8.5 Open oil drums stored on drip trays?	<input type="checkbox"/>	<input type="checkbox"/>
8.6 Drums stored no higher than waist height?	<input type="checkbox"/>	<input type="checkbox"/>
8.7 Decanted substances labelled correctly, with contents, brand name, risk and hazard codes?	<input type="checkbox"/>	<input type="checkbox"/>
8.8 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
8.9 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>

9. PIPE SHED

9.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
9.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
9.5 Is there adequate facilities for storage?	<input type="checkbox"/>	<input type="checkbox"/>
9.6 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
9.7 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
9.8 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
9.9 Residual Current Device (RCD) present & tested?	<input type="checkbox"/>	<input type="checkbox"/>

10. WATER TANK / BITUMEN TANK / WASH DOWN BAY

10.1 Are the areas kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
10.2 Pump on bitumen tank in safe operational condition?	<input type="checkbox"/>	<input type="checkbox"/>
10.3 Bitumen tank is correctly labelled with details on contents? Eg not faded	<input type="checkbox"/>	<input type="checkbox"/>
10.4 Access to bitumen tank is good?	<input type="checkbox"/>	<input type="checkbox"/>
10.5 Access to the water tank is clear?	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

11. CHEMICAL SHED

	Yes	No
11.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
11.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
11.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
11.4 Is fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
11.5 Emergency shower in working condition?	<input type="checkbox"/>	<input type="checkbox"/>
11.6 Emergency eye wash in working condition?	<input type="checkbox"/>	<input type="checkbox"/>
11.7 Is floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
11.8 Substances stored appropriately?	<input type="checkbox"/>	<input type="checkbox"/>
11.9 Decanted substances labelled correctly, with contents, brand name, risk and hazard codes?	<input type="checkbox"/>	<input type="checkbox"/>
11.10 Material Safety Data Sheets available?	<input type="checkbox"/>	<input type="checkbox"/>
11.11 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>

12. TYRE SHED

12.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
12.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
12.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
12.4 Tyres stored for ease of movement?	<input type="checkbox"/>	<input type="checkbox"/>

13. OLD CFS SHED

13.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
13.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
13.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
13.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
13.5 Is fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
13.6 Vehicle service pit has boards on top? AND/OR Chains are present for vehicle service pit when boards have been removed?	<input type="checkbox"/>	<input type="checkbox"/>
13.7 Vehicle service pit has line marking present?	<input type="checkbox"/>	<input type="checkbox"/>
13.8 Residual Current Device (RCD) present and tested?	<input type="checkbox"/>	<input type="checkbox"/>
13.9 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
13.10 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
13.11 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
13.12 Is there adequate storage facilities?	<input type="checkbox"/>	<input type="checkbox"/>
13.13 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
13.14 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

14. YARD / TOILETS AND GENERAL BUILDING EXTERIORS

	Yes	No
14.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
14.2 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
14.3 Are the fire extinguishers tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
14.4 Are the toilets clean and accessible to all staff? Floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
14.5 Do staff have reasonable access to hand washing facilities?	<input type="checkbox"/>	<input type="checkbox"/>
14.6 Are adequate and hygienic means for sanitary disposal available for female staff?	<input type="checkbox"/>	<input type="checkbox"/>
14.7 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
14.8 Signage is visible and up-to-date? Eg outside gateways & emergency response information sign	<input type="checkbox"/>	<input type="checkbox"/>



WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

ACTION LIST

[illegible]

Refer to CAPA Register for Completion Date and Notes on Identified Hazard
Hazards identified should be addressed before the next inspection



WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

Appendix 3: Quorn Administration Office

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

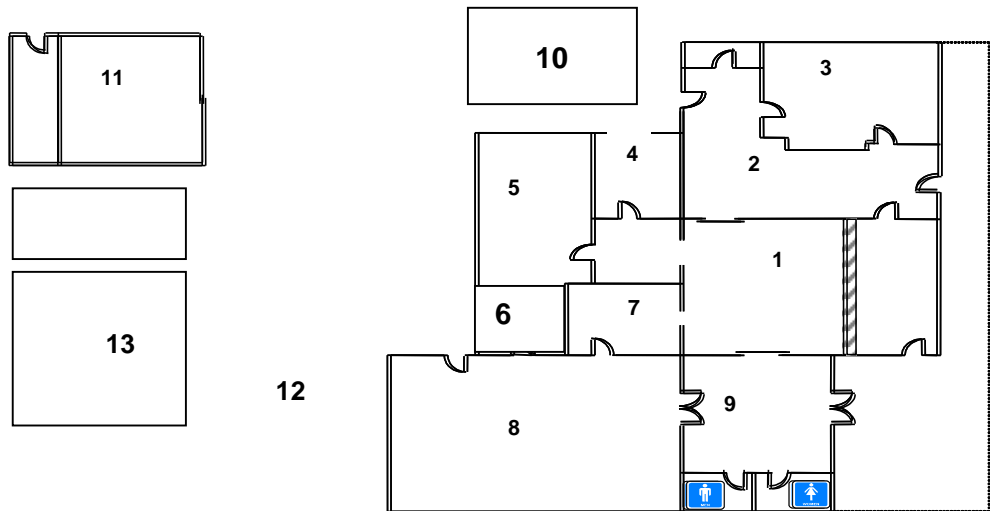
QUORN ADMINISTRATION OFFICE

Inspection Conducted By: _____ Signature: _____ Date of Inspection: ____ / ____ / ____
 Signature: _____
 Signature: _____

Instructions

The Hazard Inspection Checklist is a guide only and persons conducting the inspection should be vigilant for other potential hazards not listed. Please tick 'Yes' or 'No' and write any comments, eg action required, responsible person, etc on the attached Action Sheet.

Reference must be made with the last inspection checklist that was undertaken for this worksite.



1. FRONT OFFICE

	Yes	No
1.1 Are all walkways and exits marked and clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Are office chairs the appropriate type? Can the chairs be easily adjusted when a person is seated?	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Are the work stations set up to ensure an efficient working position?	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
1.01 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
1.12 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>
1.13 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
1.14 First aid kit visible? First aid kit contents checked on annual basis?	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

2. SPARE OFFICE

	Yes	No
2.1 Are all walkways and exits marked and clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Are office chairs the appropriate type? Can the chairs be easily adjusted when a person is seated?	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Are the work stations set up to ensure an efficient working position?	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
2.13 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
2.14 Is the fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>

LADDER (CLEANING CUPBOARD)

Ladder Number	Q10	Comments
Side rails, rungs, rivets & screws		
Hinges, ropes & chains		
Foot & extension locks		
General condition & storage		

3. EXECUTIVE ASSISTANT'S OFFICE

3.1 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Are office chairs the appropriate type? Can the chairs be easily adjusted when a person is seated?	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Is the work station set up to ensure an efficient working position?	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
3.11 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

4. CHIEF EXECUTIVE OFFICER'S OFFICE

	Yes	No
4.1 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Are office chairs the appropriate type? Can the chairs be easily adjusted when a person is seated?	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Is the work station set up to ensure an efficient working position?	<input type="checkbox"/>	<input type="checkbox"/>
4.8 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
4.9 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
4.10 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
4.11 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

5. BACK OFFICE

5.1 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Are office chairs the appropriate type? Can the chairs be easily adjusted when a person is seated?	<input type="checkbox"/>	<input type="checkbox"/>
5.7 Is the work station set up to ensure an efficient working position?	<input type="checkbox"/>	<input type="checkbox"/>
5.8 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
5.9 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
5.10 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
5.11 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

6. STOREROOM

6.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Is shelving adequate, safe and secure?	<input type="checkbox"/>	<input type="checkbox"/>

Ladder Number	Q8	Comments
Side rails, rungs, rivets & screws		
Hinges, ropes & chains		
Foot & extension locks		
General condition & storage		

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

7. KITCHEN

	Yes	No
7.1 Do the staff have access to a supply of drinking water?	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
7.5 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
7.6 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
7.7 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
7.8 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
7.9 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
7.10 Is the fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>

8. CHAMBERS

8.1 Are all walkways and exits marked and clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
8.5 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
8.6 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
8.7 Are chairs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
8.8 Are desks easily moved without undue strain on a person?	<input type="checkbox"/>	<input type="checkbox"/>
8.9 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
8.10 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
8.11 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
8.12 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>
8.13 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
8.14 Is the fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>

9. FOYER / TOILETS

9.1 Is the area kept clean and tidy? Eg Are all walkways and exits clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
9.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
9.5 Are toilets clean and accessible to all staff?	<input type="checkbox"/>	<input type="checkbox"/>
9.6 Are adequate and hygienic means for sanitary disposable available for female staff?	<input type="checkbox"/>	<input type="checkbox"/>
9.7 Do staff have reasonable access to hand washing facilities?	<input type="checkbox"/>	<input type="checkbox"/>
9.8 Emergency exit signs in place and in working condition? Tested?	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

10. FILING ROOM (ATCO)

	Yes	No
10.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
10.2 Adequate storage facilities present?	<input type="checkbox"/>	<input type="checkbox"/>
10.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
10.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
10.5 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
10.6 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
10.7 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
10.8 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
10.9 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
10.10 Is the fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
10.11 Outside of the building in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

11. SHED AND GENERAL EXTERIOR

11.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
11.2 Adequate storage facilities present?	<input type="checkbox"/>	<input type="checkbox"/>
11.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
11.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
11.5 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
11.6 Is the fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
11.7 Hazardous substances stored safely with adequate drip trays?	<input type="checkbox"/>	<input type="checkbox"/>
11.8 Residual Current Devices (RCD) tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>
11.9 Pergolas in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
11.10 Front & rear verandahs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
11.11 Outside of the building in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

12. CARPARK

12.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
12.2 Does vegetation require attention?	<input type="checkbox"/>	<input type="checkbox"/>
12.3 Is signage appropriate and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
12.4 Are fences / barricades in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
12.5 Is carpark surface in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

13. RECORDS SHED

- | | | | |
|-------|--|--------------------------|--------------------------|
| 10.1 | Is the area kept clean and tidy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.2 | Adequate storage facilities present? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.3 | Is shelving adequate, safe and secure? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.4 | Is the lighting adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.5 | Are light fittings operational and in good repair? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.6 | Are power leads / extension cords secured to avoid any tripping hazards? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.7 | Is there sufficient number of power points? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.8 | Is all electrical equipment tagged? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.9 | Are floor coverings in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.10 | Is the fire extinguisher tested every 6 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.11 | Outside of the building in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |



WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

ACTION LIST

[illegible]

Refer to CAPA Register for Completion Date and Notes for Identified Hazard

Hazards identified should be addressed before the next inspection



WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

Appendix 4: Swimming Pools

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

SWIMMING POOLS

Swimming Pool:

Inspection Conducted By: _____ Signature: _____ Date of Inspection: ____ / ____ / ____
 Signature: _____
 Signature: _____

Instructions

The Hazard Inspection Checklist is a guide only and persons conducting the inspection should be vigilant for other potential hazards not listed. Please tick 'Yes' or 'No' and write any comments, eg action required, responsible person, etc on the attached Action Sheet.
 Reference must be made with the last inspection checklist that was undertaken for this worksite.

1. SHOP / COUNTER

	Yes	No
1.1 Are all walkways and exits marked and clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Residual Current Devices present and tested regularly?		
1.9 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Is the fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
1.12 First aid kit visible?	<input type="checkbox"/>	<input type="checkbox"/>
1.13 First aid kit contents checked on an annual basis?	<input type="checkbox"/>	<input type="checkbox"/>
1.14 Do staff have reasonable access to hand washing facilities?	<input type="checkbox"/>	<input type="checkbox"/>
1.15 Are all hazardous substances stored adequately?	<input type="checkbox"/>	<input type="checkbox"/>
1.16 Decanted substances labelled correctly, with contents, brand name, risk and hazard codes?	<input type="checkbox"/>	<input type="checkbox"/>
1.17 Material Safety Data Sheets readily available?	<input type="checkbox"/>	<input type="checkbox"/>

2. CHANGEROOMS / TOILETS

2.1 Are the areas kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are toilets clean and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Are adequate and hygienic means for sanitary disposable available?	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Is adequate hand washing facilities available (soap, water, paper towel)?	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

3. GENERAL OUTSIDE AREAS AND BUILDING EXTERIOR'S

- | | | | |
|-----|--|--------------------------|--------------------------|
| 3.1 | Are the surrounding areas kept clean and tidy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 | Is lighting adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 | Condition of sun shades is good? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4 | Exterior of buildings is in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.5 | Concrete concourse is level and in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |

4. SWIMMING POOLS

- | | | | |
|-----|--|--------------------------|--------------------------|
| 4.1 | Ladder(s) in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 | Hand rail in pool – good condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 | Diving board in good condition? (Quorn only) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4 | Signage around pool – faded / missing? | <input type="checkbox"/> | <input type="checkbox"/> |

5. PUMP ROOM

- | | | | |
|------|---|--------------------------|--------------------------|
| 5.1 | Is the area kept clean and tidy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.2 | Adequate storage facilities present? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.3 | Is the lighting adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.4 | Are light fittings operational and in good repair? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.5 | Are power leads / extension cords secured to avoid any tripping hazards? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.6 | Is all electrical equipment tagged? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.7 | Residual Current Device present and tested regularly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.8 | Hazardous substances stored safely? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.9 | Decanted substances labelled correctly, with contents, brand name, risk and hazard codes? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.10 | Material Safety Data Sheets available? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.11 | Fire extinguisher tested every 6 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.12 | Is there an emergency evacuation plan on display? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.13 | Pumping operations is logged in record book? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.14 | Adequate PPE is present and in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.15 | Emergency shower and eye wash is present? Tested? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.16 | Is there adequate ventilation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.17 | Condition of building is good? | <input type="checkbox"/> | <input type="checkbox"/> |



WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

Appendix 5: Flinders Ranges Visitor Information Centre (FRVIC)

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

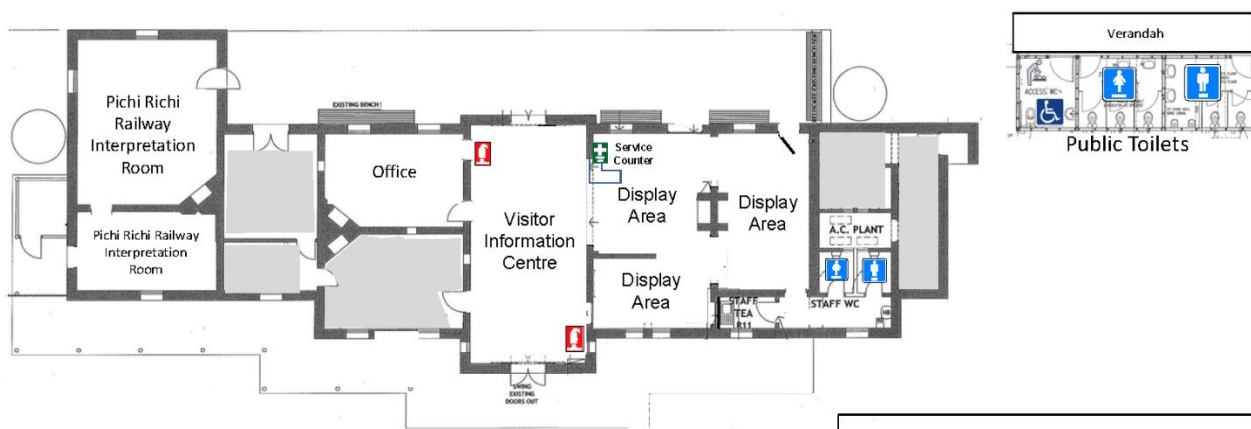
FLINDERS RANGES VISITOR INFORMATION CENTRE (FRVIC)

Inspection Conducted By: _____ Signature: _____ Date of Inspection: ____ / ____ / ____
 Signature: _____
 Signature: _____

Instructions

The Hazard Inspection Checklist is a guide only and persons conducting the inspection should be vigilant for other potential hazards not listed. Please tick 'Yes' or 'No' and write any comments, eg action required, responsible person, etc on the attached Action Sheet.

Reference must be made with the last inspection checklist that was undertaken for this worksite.



1. VISITOR INFORMATION CENTRE & DISPLAY AREAS

	Yes	No
1.1 Are all walkways and exits marked and clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Are chairs the appropriate type? Can the chairs be easily adjusted when a person is seated?	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Are the work stations set up to ensure an efficient working position?	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
1.12 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>
1.13 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
1.14 First aid kit visible? First aid kit contents checked on annual basis?	<input type="checkbox"/>	<input type="checkbox"/>
1.15 Are the fire extinguishers tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

2. OFFICE

	Yes	No
2.1 Are all walkways and exits marked and clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Are there adequate storage facilities?		
2.2 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Are office chairs the appropriate type? Can the chairs be easily adjusted when a person is seated?	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Are the work stations set up to ensure an efficient working position?	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

LADDER

Ladder Number	Q9	Comments
Side rails, rungs, rivets & screws		
Hinges, ropes & chains		
Foot & extension locks		
General condition & storage		

3. KITCHEN & TOILETS

3.1 Is the area kept clean and tidy? Eg Are all walkways and exits clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Are toilets clean and accessible to all staff?	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Are adequate and hygienic means for sanitary disposable available for female staff?	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Do staff have reasonable access to hand washing facilities?	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Emergency exit signs in place and in working condition? Tested?	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

4. PUBLIC TOILETS

- | | | | |
|-----|--|--------------------------|--------------------------|
| 4.1 | Is the area kept clean and tidy? Eg Are all walkways and exits clear of obstacles? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 | Is the ventilation adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 | Is the lighting adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4 | Are light fittings operational and in good repair? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5 | Are toilets clean and accessible? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.6 | Are adequate and hygienic means for sanitary disposable available? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.7 | Is there reasonable access to hand washing facilities? | <input type="checkbox"/> | <input type="checkbox"/> |



WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

ACTION LIST

[illegible]

Refer to CAPA Register for Completion Date and Notes for Identified Hazard

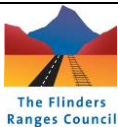
Hazards identified should be addressed before the next inspection



WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

Appendix 6: Waste Transfer Station / Landfill



WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

WASTE TRANSFER STATION / LANDFILL

Location _____

Inspection
Conducted
By: _____

Signature: _____

Signature: _____

Signature: _____

Date of / /
Inspection: _____

Instructions

The Hazard Inspection Checklist is a guide only and persons conducting the inspection should be vigilant for other potential hazards not listed. Please tick 'Yes' or 'No' and write any comments, eg action required, responsible person, etc on the attached Action Sheet.

Reference must be made with the last inspection checklist that was undertaken for this worksite.

1. SHELTER SHED & TOILET

	Yes	No
1.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Are the fire extinguishers tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Is the toilet clean and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Is there reasonable access to hand washing facilities & Safety Shower?	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Current EPA Licence is available for the public?	<input type="checkbox"/>	<input type="checkbox"/>

2. E-WASTE

	Yes	No
2.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
2.2 All e-waste is stored appropriately in the containers?	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Signage is erected? Not faded?	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are the containers nearing capacity? Eg Require collection?	<input type="checkbox"/>	<input type="checkbox"/>

3. HARDWASTE

	Yes	No
3.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
3.2 All waste is contained within the confine?	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Signage is erected? Not faded?	<input type="checkbox"/>	<input type="checkbox"/>

4. WASTE OIL

	Yes	No
4.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
4.2 All waste oil is contained within the bund?	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Empty containers are kept within the wheelie bins?	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Signage is erected? Not faded?	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Does the bund require emptying?	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

5. GREEN WASTE

	Yes	No
5.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Is all green waste contained within the area?	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Are there any contaminants eg stone, plastic, steel?	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Signage is erected? Not faded?	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Does the green waste require shredding/composting?	<input type="checkbox"/>	<input type="checkbox"/>

6. DRUMMUSTER (QUORN ONLY)

	Yes	No
6.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Are all drums contained within the compound?	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Signage is erected? Not faded?	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Does the compound require emptying?	<input type="checkbox"/>	<input type="checkbox"/>

7. ASBESTOS (QUORN ONLY)

	Yes	No
7.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Gate Locked?	<input type="checkbox"/>	<input type="checkbox"/>
7.3 All asbestos covered as per Regulation?	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Is there sufficient space for more deposits into the trench?	<input type="checkbox"/>	<input type="checkbox"/>
7.5 Signage is erected? Not faded?	<input type="checkbox"/>	<input type="checkbox"/>

8. WHEELIE BIN BANK

	Yes	No
8.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Adequate number of bins available?	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Do any bins require cleaning?	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Signage is erected? Not faded?	<input type="checkbox"/>	<input type="checkbox"/>

9. GENERAL

	Yes	No
9.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Gate Locks – working ok?	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Entry signage – current prices, contact details & EPA Licence Number?	<input type="checkbox"/>	<input type="checkbox"/>
9.4 Condition of driveways – potholes, bitumen condition?	<input type="checkbox"/>	<input type="checkbox"/>
9.4 Signage is erected? Not faded?	<input type="checkbox"/>	<input type="checkbox"/>



WORKPLACE INSPECTION PROCEDURE

Version No	2.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

ACTION LIST

[illegible]

Refer to CAPA Register for Completion Date and Notes for Identified Hazard
Hazards identified should be addressed before the next inspection

8. Working from Home Self Assessment

HOME BASES WORK SITE

		Yes	No
1.	Are the exits from the designated work area kept clear?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is the heating / cooling of the work area adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is the lighting adequate?		
6.	Are light fittings operational and in good repair?		
7.	Is the work area kept clean and tidy?		
8.	Is the desk of adequate size for the task?		
9.	Is there sufficient work surfaces and space around electrical equipment?		
10.	Is the desk sufficiently robust to support the required equipment?		
11.	Is the office chair the appropriate type?		
12.	Does the chair have 5 points of stability and of a swivel type?		
13.	Can the chair be easily adjusted from a seated position?		
14.	Is the work station set up to ensure an efficient working position?		
15.	Is the storage of reference material and stationery appropriate?		
16.	Are power leads / extension cords secured to avoid any tripping hazards?		
17.	Is there a sufficient number of power points?		
18.	Are there any sources of excessive noise in the immediate work area?		
19.	Is the work area situated away from the activities of other household members?		

ACTION LIST

No.	Identified Hazard	Action Required to Control / Eliminate Hazard	Person Responsible	CAPA Register

Refer to CAPA Register for Completion Date and Notes for Identified Hazard
Hazards identified should be addressed before the next inspection