

INSPECTION CHECKLIST FOR

General housekeeping



NAME DATE LOCATION

All the items in the "ITEMS TO BE CHECKED" column must be checked by operators before operating equipment.

Indicate whether each criterion is met (using a tick) or not (using a cross), or mark as not applicable (NA) if the item is irrelevant to your particular workplace.

WORKPLACE ITEMS TO BE CHECKED	<input type="checkbox"/>	COMMENTS
WORK AREA CLEAN AND TIDY; NO CLUTTER		
NO DEBRIS UNDER MACHINES, IN CUPBOARDS, etc.		
NO UNNEEDED ITEMS IN WORK AREA		
WORK MATERIALS AND EQUIPMENT ORDERLY		
NO FOOD / DRINKS IN WORK AREA		
TAPS, RESTROOMS AND LOCKER ROOMS CLEAN		
AISLES, WALKWAYS, STAIRS, & EXITS UNOBSTRUCTED		
ALL WALKWAYS ABOVE 1.2m GUARDED		
FIRE EXITS AND NON-EXIT DOORS MARKED		
FIRE ALARM LOCATIONS MARKED & UNOBSTRUCTED		
NO OBJECTS JUTTING INTO WALKWAYS AND AISLES		
HOSE AND EXTINGUISHERS READY FOR USE		
EXTINGUISHERS FULLY-CHARGED AND UNOBSTRUCTED		
NO ITEMS AROUND EMERGENCY EQUIPMENT		
NO MATERIALS WITHIN 46cm OF OVERHEAD SPRINKLERS		
VENTILATION FOR WORK AREAS PROVIDED		
PORTABLE WORK PLATFORMS INSPECTED WEEKLY		
FLOORS (TILES, BOARDS, etc.) IN GOOD CONDITION		
FLOORS DRY; NO DUST, DEBRIS, LEAKS OR SPILLS		
FLOOR MARKINGS HIGHLY VISIBLE & NOT FADED		
FLOOR OPENINGS / HOLES GUARDED ON ALL SIDES		
LAMPS / LIGHT SOURCES CLEAN & BRIGHT ENOUGH		
WARNING SIGNS IN GOOD CONDITION & VISIBLE		
CORDS, CABLES & HOSES STORED IN A BUNDLE		
MACHINE & EQUIPMENT GUARDS SECURE		
TOOLS IN GOOD CONDITION & IN CORRECT PLACE		
STORAGE AREAS CLEAN, TIDY AND ORGANISED		
STACKED MATERIALS ON FLAT & FIRM FOUNDATION		
STORAGE RACKS ADEQUATE & IN GOOD CONDITION		
HEAVIER / BULKIER ITEMS KEPT ON LOWER SHELVES		
HAZMAT* STORED IN COMPATIBLE CONTAINERS		

*HAZMAT stands for HAZardous MATerials

INSPECTOR SIGNATURE DATE

**Never rush an inspection.
Remember: your reputation is on the line!**

**Good upkeep of the workplace is often overlooked.
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