# FORM-20. Safety Inspection Checklist

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| **Date of Assessment:** |  | **Assessor(s):** | |  |
| **Items to check** | | | **Comments** | |
| **Administration – All areas** | | | | |
| Cords clear of walkways  Cords not cluttering workstations  Power boards not overloaded  Electrical items tagged and in date  Staff amenities are clean and adequate  Boxes/materials stored correctly  Lighting adequate | | |  | |
| **Plant Room and Storage, including Mezzanine/Loft** | | | | |
| Lighting adequate  Walk/work areas clear of clutter  No unwanted items in storage  Access to fire equipment and exits clear  Machine guarding in place  Shelving adequate  Walkways clear of hoses, cords,  Manual handling – heavy/frequently used items stored between knee and shoulder height  Chemicals clearly marked, MSDSs current  PPE areas signed  PPE is available and stored correctly  Security – doors locked/ cameras operating  No leaks or damage to hoses and connections  Equipment in good order, e.g., ladders, trolleys, pumps etc.  Electrical items tagged and in date  Stairs/steps/handrails/guardrails - in place and in good condition  Power boards locked | | |  | |
| **Items to check** | | | **Comments** | |
| **Wash Areas, including Vacuum Bays** | | | | |
| The floor surface is clean and non-slip  Steps, edges, and concrete lips highlighted  Lighting adequate, e.g., underground car parks  Electrical equipment/ cords are clear of wet areas  Electrical items tagged and in date  Traffic control signage/lines in place  No damage to bay walls, e.g., tiles/petitions  Hoses, wands, and connections are in good condition  Spray drift minimised  Sunshade adequate for workers  Chemical containers clearly labelled  Hi-Vis clothing is in good order | | |  | |
| **Cash Handling** | | | | |
| Door lockable  Routine – sufficient variation  Cash handling out of view  CCTV/door peephole working effectively | | |  | |
| **Parking Areas, including Entrance and Exit** | | | | |
| Signage clear  Lines/edges are clearly marked  Instruction signs are in place, clear and in good condition | | |  | |
| **Emergency Equipment/Safety Checks** | | | | |
| Fire Extinguishers/Hose reels checked (6 monthly)  First Aid kit contents are checked  Electrical Test/Tag in date  Exit signs checked (six monthly) | | |  | |