# 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) |  |