

HEALTH & SAFETY - SAFETY CHECKLIST

DATE:

SITE:

Item	Safe		Action to be Taken	By Date	Action Completed Authorised Signature	Date Actually Completed
	Yes	No				
General Safety:						
First Aid Kit available and stocked						
Ladders secure and stable						
Fire protection accessible and current						
Lighting (incl. lights in stairwells) adequate						
Containers clearly labelled and safely stored						
Appropriate footwear being worn						
Hygienic and clean offices, toilets, kitchen and lunchroom						
Floor coverings secure						
Air vents and grills dust free						
Ceiling panels in place and secure						
All rubbish in bins						
Sufficient bins available						
Glass walls and doors have stickers or furniture in front of them.						
Blinds in front of windows / glass working.						
Water cooler is maintained.						
Current First Aider: <i>At least One 1 in each office</i>						
Name Expiry date						
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<p>Electrical Equipment: Cable management at each workstation Switches, leads and plugs in good order. Floor area (clean and stable)</p> <p>Electrical wires in kitchen covered</p> <p>Work Procedures: Lifting techniques being used OOS checklists</p>						
<p>Storage: Access/Egress clear</p> <p>No stacking of materials near electric lights or on top of the lundia/or other filing units.</p> <p>Floor areas tidy</p> <p>Workplaces clean</p> <p>Site secure</p> <p>Fire: Fire Extinguishers last checked on</p> <p>Last 6 monthly Fire Evacuation Drill on</p>						