

	Workplace Inspection Checklist			
	Item	Yes	No	N/A
1	Fire			
	a - Extinguishers are in place		X	
	b - Are clearly marked		X	
	c - Have been serviced in the past 6 months		X	
	d - Area around extinguisher is clear for a 1 meter radius			X
	e - Fire exit signs are in working order	X		
	f - Exit doors are not blocked	X		
	g - Exit doors can easily be opened	X		
	h - Fire alarm is in working order	X		
	i - Emergency plan is displayed	X		
	j - Emergency drill carried out within the last 6 months	X		
2	Electrical			
	a - No broken plugs, sockets or switches	X		
	b - No frayed or damaged leads	X		
	c - Portable power tools in good condition	X		
	d - No temporary leads on the floor	X		
	e - Testing and tagging of electrical items has been attended within the last 12 months	X		
3	General Lighting			
	a - There is adequate illumination in working areas	X		
	b - There is good natural lighting			X
	c - There is no direct or reflected glare	X		
	d - Light fittings are in good working condition and are clean	X		
	e - Emergency lighting is operational	X		
4	Walkways			
	a - No oil or grease	X		
	b - Walkways are clearly marked		X	
	c - Walkways are clear of obstructions	X		
	d - There is unobstructed vision at intersections	X		
	e - Stairs not blocked and are in good condition			X
5	Rubbish			
	a - Bins are located at suitable points	X		
	b - Bins are not overflowing	X		
	c - Bins are emptied regularly	X		
	Work Benches			
	a - Clear of rubbish	X		
	b - Tools are stored properly	X		
	c - Adequate work height	X		
	d - No sharp edges	X		
7	Storage			
	a - Materials stored in racks in a safe manner	X		
	b - Pallets are in good condition (no broken wood)			X
	c - Floor around racking is clear of rubbish or obstacles	X		
	d - Racking is in good condition, no damaged uprights, beams etc	X		
8	Chemicals			
	a - SDS for all chemicals		X	
	b - SDS Register is available and up to date		X	
	c - Containers are clearly and accurately labelled	X		
	d - All chemicals are stored in accordance with the SDS		X	
9	First Aid			
	a - First aid kits and contents clean and orderly	X		
	b - First aid kit is adequately stocked (as per the Schedule in the kit)	X		
	c - Easy access to first aid kits	X		
	d - All employees are aware of location of first aid kits		X	
	e - At least one worker on site with current Senior First Aid cert	X		
10	Floors			
	a - Even surface with no large cracks, holes or trip hazards	X		
	b - Floors are not obstructed	X		
	c - Floors are free from grease,oil, etc	X		
11	Office			
	a - No exposed leads			X
	b - Air conditioning working adequately			X
	c - Filing cabinets are stable and in good repair			X

d	- Workers' chairs at correct height (knees at right angles, feet flat)			X
e	- Workers' monitors correct distance (arms length away when seated)			X
f	- Workers' monitors correct height (eyes in line with top of screen)			X
g	- Workers' mouse located beside keyboard (allows relaxed arms and wrists)			X
h	- Workers' keyboard located near edge of desk (allows relaxed arms)			X
12	Machines			
a	- Power equipment maintenance carried out	X		
b	- Power equipment clean		X	
c	- All guarding in place and interlocks working	X		
13	Display Material			
a	- WHS policy statement signed by Managing Director and displayed on notice boards	X		
b	- Return to work program signed by Managing Director and displayed on notice boards	X		
c	- "No smoking" signs are displayed	X		
d	- "Staff only" or "Restricted area" signs are displayed in relevant areas	X		
e	- "Report that Hazard" poster displayed	X		
f	- "Manual Handling" poster is displayed in warehouse area	X		
g	- Safety noticeboard is available and up to date	X		
14	WHS Information			
a	- WHS Manual available to workers	X		
b	- Incident report form available	X		
c	- Hazard report forms available	X		
d	- Emergency evacuation plan displayed	X		
e	- Training records up to date	X		
f				

Additional comments or actions required:

Site Inspection / Audit

This report has been prepared on information obtained during the visual inspection, review of documentation and discussion held with staff.

The audit does not catalogue all Work, Health & Safety deficiencies or hazards for the workshop, nor did the inspection survey every different element of the workshop.

The following report identifies key aspects of the First Class Cabinetry Safety Plan that are in need of improvement for the workshop. These are to be rectified ASAP.

1a - Extinguishers are in place, 1b - Extinguishers are clearly marked, 1c - Extinguishers have been serviced in the last 6 months

It was observed that there are no extinguishers in the workshop area. Please refer to First Class Cabinetry Safety Management Plan. Refer to attached plan for suggested location of fire extinguishers which should be clearly marked and serviced every 6 months.

4b - Walkways are clearly marked

It was observed that there is no identified and clearly marked path of travel in the workshop. Please refer to First Class Cabinetry Safety Management Plan. First Class Cabinetry to review and action.

8a - SDS for all Chemicals, 8b - SDS Register is available & up to date, 8d - All chemicals are stored in accordance with the SDS

It was observed that there is no SDS for the chemicals used in the workshop. There is also no SDS register available or up to date or storage cupboard nominated specifically for chemicals. Please refer to First Class Cabinetry Safety Management Plan and action accordingly. It is suggested that the chemical storage cupboard be located in the storage room adjacent to the bathroom to utilise washing facilities if required.

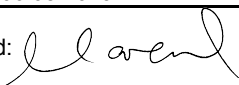
9d - All employees are aware of location of First Aid Kit

It was observed that not all employees were aware of the location of the first aid kit in the workshop. Please refer to First Class Cabinetry Safety Management Plan and ensure this is discussed and all workers are aware of first aid kit location.

12b - Power equipment clean

It was observed that the miter saw was not clean. Wood chips were found on the machine and also on work bench. Please refer to First Class Cabinetry Safety Management Plan to review and action.

Monitor Review Period - It is suggested that the Workplace Inspection be monitored and reviewed in 6 months from today's date - 06/05/2019.

Signed:  Date: 06/11/2018

Copies sent to: First Class Senior Management,
Factory Foreman, 4 x Cabinetmakers