**SAFETY CHECKLIST – WORKPLACES (GENERAL)**

**NOTE:** All fields must be checked “**YES**” or “**NO**”. If a question does not apply, mark N/A in column. If “**NO**”, provide details in comments section at bottom of form.

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| **COMPANY/ORGANISATION:** | | | | |
| **LOCATION:** | **DATE OF AUDIT: / /** | | | |
| **AUDITED BY:** | **NEXT AUDIT DUE: / /** | | | |
| **TOPIC** | | **RESULT** | | |
| **1. ACCESS, AISLES AND WALKWAYS** | | **YES** | **NO** | **N/A** |
| Are aisles, passageways and walkways wide enough to allow easy access? | |  |  |  |
| Are aisles and passageways kept clean and free from waste, stored materials, etc.? | |  |  |  |
| **2. WORKPLACE AND AMENITIES** | | **YES** | **NO** | **N/A** |
| Are floors and surfaces in good condition (no holes, loose boards, torn carpets, etc.)? | |  |  |  |
| Is lighting and ventilation adequate for comfort and worker safety? | |  |  |  |
| Are adequate dining areas and drinking water provided for workers ? | |  |  |  |
| Are toilets, washing and change areas provided and maintained for workers? | |  |  |  |
| **3. STORAGE OF GOODS AND MATERIALS** | | **YES** | **NO** | **N/A** |
| Are types of storage (shelving, racking, etc) adequate and suited for materials stored? | |  |  |  |
| Are good stored with heavy items between knee and shoulder height to prevent injury? | |  |  |  |
| Is provision made for disposal of waste, broken and spilt materials? | |  |  |  |
| **4. ELECTRICAL INSTALLATIONS** | |  |  |  |
| Are all circuits and outlets protected by an RCD that is checked every 6 months? | |  |  |  |
| Are electric tools and equipment checked by a licensed electrician every 6 months? | |  |  |  |
| **5. FALLS OF PERSONS** | | **YES** | **NO** | **N/A** |
| Are step platforms used for working, and ladders used for access or light work only? | |  |  |  |
| Are stairs fitted with compliant hand rails, non-slip treads and nosings? | |  |  |  |
| Are all edges from which a person could fall highlighted with a yellow non-slip line? | |  |  |  |
| **6. CHEMICALS** | | **YES** | **NO** | **N/A** |
| Is a current SDS readily available to workers for all chemicals in the workplace? | |  |  |  |
| Is suitable PPE provided and workers trained in safe handling and use of chemicals? | |  |  |  |
| Are spill kits provided and maintained in areas where chemicals are stored or used? | |  |  |  |
| **7. FIRE AND EMERGENCY ACCESS AND EQUIPMENT** | | **YES** | **NO** | **N/A** |
| Are all fire extinguishers, blankets and hose reels accessible at all times? | |  |  |  |
| Are emergency signs and placards always in full view and not obscured? | |  |  |  |
| Are emergency exits and passageways kept clean and free of obstructions? | |  |  |  |
| Are exit signs and lights, etc, kept clean and visible at all times? | |  |  |  |
| **8. WORKPLACE INSPECTIONS** | | **YES** | **NO** | **N/A** |
| Are regular inspections carried out to ensure that workplace is kept clean and tidy? | |  |  |  |
| Is immediate corrective action taken to remove or clean up obstructions or spills, etc? | |  |  |  |
| Are workers reminded to ensure that workplace housekeeping rules are adhered to? | |  |  |  |
| **COMMENTS** | | **ACTION TAKEN** | | |
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