**SAFETY CHECKLIST – WORKPLACES (OPERATIONS)**

**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. ELECTRICAL EQUIPMENT** | | **YES** | **NO** | **N/A** |
| Are all circuits and outlets protected by a fixed RCD that is checked every 6 months? | |  |  |  |
| Are all switches, power outlets and wiring in good working condition? | |  |  |  |
| Are adequate power outlets available to eliminate need for use of power boards? | |  |  |  |
| **2. 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? | |  |  |  |
| **3. FLAMMABLE AND COMBUSTIBLE MATERIALS** | | **YES** | **NO** | **N/A** |
| Are flammable and combustible materials stored in suitable closed containers? | |  |  |  |
| Are flammable and combustible materials stored in areas away from heat and flames? | |  |  |  |
| Are adequate spill and leak control and clean up supplies and equipment available? | |  |  |  |
| **4. PALLET RACKING** | | **YES** | **NO** | **N/A** |
| Is pallet racking compatible with types and sizes of pallets used for unit loads? | |  |  |  |
| Is pallet racking inspected regularly to detect damage and/or distortion from overloading? | |  |  |  |
| **5. 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? | |  |  |  |
| **6. TRAFFIC MANAGEMENT AND FLOW** | | **YES** | **NO** | **N/A** |
| Are forklift and vehicle traffic routes kept clear of obstructions at all times? | |  |  |  |
| Is adequate visibility available at intersections and corners for traffic safety? | |  |  |  |
| Are pallets stored in dedicated areas which do not obstruct traffic? | |  |  |  |
| **7. PLANT** | | **YES** | **NO** | **N/A** |
| Are guards in place on all exposed moving parts of plant and equipment? | |  |  |  |
| Are all controls and emergency stop buttons easily accessible and clearly labelled? | |  |  |  |
| Have all workers been trained in the safe use of the plant and equipment? | |  |  |  |
| Have all power tools, equipment and extension leads been inspected, tested and tagged? | |  |  |  |
| **8. MANUAL HANDLING** | | **YES** | **NO** | **N/A** |
| Have all workers been trained and do they use correct handling and lifting procedures? | |  |  |  |
| Is work flow designed to minimise carrying or movement of loads over long distances? | |  |  |  |
| Are mechanical aids and team lifting used when moving heavy or large loads? | |  |  |  |
| **9. ACCESS AND FALL PROTECTION** | | **YES** | **NO** | **N/A** |
| Are ladders and work platforms an approved industrial type with SWL of 120kg (min.)? | |  |  |  |
| Are mezzanines fitted with sound guardrails with midrail and toe board or mesh infill? | |  |  |  |
| Are access stairs non-slip, properly designed and fitted with handrail(s)? | |  |  |  |
| Are crane platforms or other elevated workplaces fitted with compliant guardrails? | |  |  |  |
| **COMMENTS** | | **ACTION TAKEN** | | |
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