

General Workplace Inspection Checklist

Date	28/8/2024
School/room No	TEMPLETON PRIMARY SCHOOL
Conducted by	Ian M. Kintay
Assisted by	

Tailor **Section 1** to your school environment (i.e., remove irrelevant items) and use it to conduct quarterly inspections with assistance from the school health and safety representative (where elected) and appropriate staff. **Section 2** must be used to detail any hazards identified in Section 1.

- Complete quarterly workplace safety inspections for areas such as general classrooms, office spaces, hallways using the inspection checklists.
- One checklist may be used per room or a group of similar rooms in an area of the school.
- Photos may be taken to document and monitor hazards.
- If 'No' is recorded, document all identified hazards in Section 2, the Reporting Plan section of this form.
- Reporting Plan items must then be discussed, entered as a hazard and managed in eduSafe Plus. Refer to eduSafe Plus [how to guide](#) for entering workplace hazards.

Section 1 – Inspection Checklist

Ref No.	Inspection item	Yes	No	N/A
1.	Preventing slips, trips, and falls			
1.1	Entrance, doorways, and floors are kept free from obstructions (e.g., boxes).	✓		
1.2	Floors are in good condition with no cracks, dips, holes, tears, or rips.		⊗	
1.3	Floors are clean (e.g., free from rubbish) and not slippery.	✓		
1.4	Computer and other electrical leads and cables are kept clear of pathways and walkways.		⊗	
1.5	Electrical cords are kept away from traffic areas to prevent trip hazards	✓		
1.6	Furniture is in good condition (e.g., no damage, seating is securely fixed to chair legs/bases).	✓		
2.	Stairs, ramps, and landings			
2.1	Stairs, ramps, and landings are free from obstructions	✓		

Ref No.	Inspection item	Yes	No	N/A
2.2	Anti-slip resistant strips on landings and step edges are in good condition,	✓		
2.3	Ramps have a slip resistant surface which is in good condition,	✓		
2.4	Ramps have smooth transitions at both top and bottom,	✓		
2.5	Handrails installed are firmly secured, in good condition (e.g., not loose, peeling paint, rust or corrosion),	✓		
2.6	Tactile Ground Surface Indicators (TGSIs) are in good condition (e.g., not cracked, lifted or slippery),	✓		
3. Manual handling and storage				
3.1	Items are stored so that they are not at risk of falling.	✓		
3.2	Storage racks are in good condition (e.g., no bowed shelves).	✓		
3.3	Spaces below desks are free from obstructions (e.g., no boxes stored underneath).			
3.4	Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height).	✓		
3.5	Step ladder is available and in good condition.	✓		
3.6	Step ladder Safe Work Procedure (SWP) is displayed next to step ladder storage area.	✓		
3.7	Trolleys are available and in good condition to transport items.	✓		
3.8	S.M.A.R.T. lifting poster is displayed in relevant areas.	✓		
4. Good housekeeping				
4.1	Appropriate waste containers are readily available and appropriately labelled, e.g., general waste, recyclable waste, etc.	✓		
4.2	Knives and sharp items are stored in a secure location.	✓		
4.3	Sinks are clean and free from debris.	✓		
4.4	Hot and cold taps are clearly labelled.	✓		
4.5	Work benches are clean.	✓		
4.6	Appliances are clean (e.g., fridge, microwave, oven, sandwich press), if applicable.	✓		
4.7	Clean tea towels/paper towel are available.	✓		

Ref No.	Inspection item	Yes	No	N/A
4.8	Oven mitts or gloves are available and in good condition for handling hot items.	✓		
5. Electrical safety				
5.1	Extension leads are in good condition (e.g., no cracks, damage, or loose plug).	✓		
5.2	Electrical switchboard is locked.	✓		
5.3	Power boards with safety switches are used and are not connected in a "piggyback" manner.	✓		
5.4	Electrical points are in good condition.	✓		
5.5	Media outlets for data projectors are fixed and accessible.	✓		
5.6	Data projector screen is secured with remote available.	✓		
5.7	Speaker equipment is secured with the cabling in good condition.	✓		
5.8	Light switches are in good working order and not damaged.	✓		
5.9	Electrically powered equipment has been tested and tagged (unless new) and are within date (ensure tag is intact).	✓		
5.10	Damaged or faulty items of equipment have been electrically isolated and tagged out.	✓		
6. Lighting				
6.1	There is adequate lighting to work safely (e.g., area is appropriately lit).	✓		
6.2	Lighting is in good working order (e.g., not flickering or blown bulbs).	✓		
6.3	Light covers are in place and not damaged.		⊗	
6.4	Blinds and curtains can be drawn to reduce glare.			✓
6.5	Blind cords are secured with fixed chain/cord safety hooks.			✓
7. Preparing for emergencies				
7.1	Doors locks can be easily opened.	✓		
7.2	Doors open and close/slide freely.	✓		
7.3	If appropriate a fire blanket is available, accessible and has been inspected in the last six months (check tag).			✓
7.4	Fire extinguishers are conveniently located, secure and clearly signposted.	✓		

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7.5	Fire extinguishers have been tested in the last six months (check tag).	✓		
7.6	Emergency Evacuation Plans are on displayed and clearly legible.	✓		
7.7	Emergency exit door(s) are clearly signposted, illuminated, and unobstructed.	✓		
8.	First aid			
8.1	First aid kit/cabinet is available, accessible and contents items as per the First Aid Kit Checklist .	✓		
8.2	"Cleaning and Handling of Blood and Body Fluids" Safe Work Procedure (SWP) is displayed in the First Aid Room and is clearly legible.	✓		
8.3	Automatic external defibrillator (AED) is in general accessible area and is checked as per First Aid for Students and Staff Policy .	✓		
9.	Chemical management			
9.1	Hazardous substances are stored in appropriate location (refer to items SDS for guidance).	✓		
9.2	Chemicals are stored in appropriate labelled containers e.g., that were not previously food or beverage containers.	✓		
9.3	Chemicals are correctly labelled with the label clearly legible and intact.	✓		
9.4	Safety Data Sheets (SDSs) are available to view.	✓		
9.5	Dangerous goods are segregated in storage per Chemical Storage Guidance .	✓		
9.6	A hazardous and dangerous goods register is maintained and readily available.	✓		
9.7	A chemical spill kit is available	✓		
10.	Ventilation			
10.1	Windows can be easily opened and closed; locks are in good working order.	✓		
10.2	Exhaust fans are functional and clean.	✓		
10.3	Ceiling tiles are in place and are in good condition without damaged, signs of dampness or mould.		⊗	
10.4	Air purifiers (if in use) are maintained as per operation and placement of air purifiers in schools .	✓		
10.5	Rooms are a comfortable temperature.	✓		

Ref No.	Inspection item	Yes	No	N/A
11.	Noise			
11.1	Noise is at a level where a conversation can be had without raised voices	✓		

Section 2 – Reporting Plan

Provide further information on the identified hazards above, including its location and current condition. Escalate any hazards that pose an immediate danger with the principal. All identified hazards must be discussed with the principal, assigned a responsible person and entered into EduSafe Plus to be managed.

Ref No.	Further detail and suggested solutions for discussion	Date discussed with principal or delegate and HSR	Entered into EduSafe Plus
1.2	<p>Monitor fraying carpet:</p> <ul style="list-style-type: none"> • Rm. 2 K • Rm. 2 G • computer lab 		
1.4	<p>Computer leads on floor under computer tables in Rm 5N - use cable ties to lift off floor.</p>		
6.3	<p>1x light cover missing from library</p>		
10.3	<p>2x ceiling tiles loose in Mrs Finn's room Monitor the tile directly above her desk. 1x loose tile in Rm. 3H.</p>		