

# Inspection checklist

## Business

Work site/area

Date

Inspection conducted by

Signed

## Asbestos

Are any areas containing asbestos identified, marked and an up-to-date record kept? Yes  No

Is all the asbestos in good condition/sealed in and monitored? Yes  No

Has the risk of exposure to asbestos dust and fibres been assessed and an up-to-date written record kept? Yes  No

Are there arrangements in place to inform any contractors about any asbestos presence, or locations where it is not known if that area is clear of asbestos? Yes  No

Is there a plan for specialist removal of asbestos? Yes  No

## Chemicals

Are all containers clearly labelled with contents, hazards warnings and the precautions to be taken? Yes  No

Are there safety data sheets for all chemicals including cleaning and other materials? Yes  No

Is training provided in safe use of chemicals and on what to do in an emergency (spillage, poisoning, splashing etc.)? Yes  No

## Cleanliness

Are all work surfaces, walls and floors kept tidy and regularly cleaned? Yes  No

## Electrical safety

Are all electrical equipment, fittings, and tools regularly checked and maintained? Yes  No

Is access to live high voltage equipment restricted to authorized people only? Yes  No

## Fire precautions

- Are there separate storage arrangements for flammable materials? Yes  No
- Are bins regularly emptied and rubbish safely disposed of? Are cigarettes and matches disposed of separately from other rubbish? Yes  No
- Are clear fire instructions displayed throughout the workplace? Yes  No
- Have sources of ignition (portable heaters etc.) been replaced with safer alternatives? Yes  No
- Are fire drills carried out regularly and at least once per year? Yes  No
- Are fire alarms and smoke detectors checked and tested weekly? Yes  No
- Are the alarms capable of warning employees throughout the building? Yes  No
- Are there other forms of fire warning for the hearing-impaired? Yes  No
- Are all employees given information, instruction and training on fire risks and precautions, as well as what to do in the event of a fire or fire alarm? Yes  No
- Is emergency lighting provided and tested regularly? Yes  No
- Are fire escape routes clearly signed, kept clear and wide enough to prevent a crush, and do they lead quickly and directly to a safe area? Yes  No
- Are fire doors and exits clearly marked, kept clear on both sides at all times, never left open, and do they open easily and quickly in the direction of escape and lead quickly to a safe area? Yes  No

## First aid, accidents and illness

- Is there a first aid box and is it fully equipped and accessible to staff? Yes  No
- Is there a trained first aider or appointed person on the premises? Yes  No
- Is it clear who the first aider(s)/appointed person is/are and how they may be contacted? Yes  No
- Is a clean and properly equipped first aid room available? Yes  No
- Are all accidents, near misses and illnesses caused by work reported and recorded in an accident book? Yes  No

## Gas safety

- Are gas appliances regularly checked and serviced by qualified people? Yes  No
- Do staff know what to do if there is a gas leak? Yes  No

## Lighting

- Is the lighting bright enough, especially over workstations? Yes  No
- Are stairs and corridors etc properly lit? Yes  No

Are light bulbs replaced promptly?

Yes  No

Are windows clean on both sides and free from obstructions?

Yes  No

## Lifting and manual handling

Have all staff who are at risk from lifting or moving been trained in manual handling?

Yes  No

Is mechanical equipment used whenever possible, have staff been trained in its use, and is there enough space to use it?

Yes  No

Where mechanical assistance is not possible, are staff trained in safe lifting techniques and is there enough space to use them?

Yes  No

Are heavy items stored at a convenient or adjustable height to suit the user?

Yes  No

Is the weight of loads known and clearly marked, and are they small and light enough?

Yes  No

Are unbalanced, uneven, slippery, sharp or too hot or too cold loads avoided?

Yes  No

Are loads securely packed to avoid them shifting or spilling?

Yes  No

Are work surfaces at a comfortable or adjustable height to suit the user and at compatible heights to reduce lifting from one to another?

Yes  No

Is frequent or prolonged stooping, stretching or reaching above shoulder height, or sideways twisting of the body avoided?

Yes  No

Are lifting and handling needs included in patient/client care plans?

Yes  No

Do uniforms, protective equipment and other clothing that is provided allow easy movement?

Yes  No

## Machinery and equipment

Are all staff trained to use, clean and adjust equipment safely?

Yes  No

Is all equipment regularly inspected and maintained?

Yes  No

Is there a procedure for reporting faulty equipment and for taking it out of use until repaired?

Yes  No

Are all guards in place on machinery?

Yes  No

Are potentially dangerous machines only operated by properly trained staff aged 18 and over?

Yes  No

## Noise

Are noise levels below the recommended maximum (rough guide – you should be able to talk with someone a metre away without shouting)?

Yes  No

Have the causes of noise been tackled?

Yes  No

As a last resort, are suitable earmuffs or plugs provided, and are they regularly checked, cleaned and maintained, and stored in a clean and safe place?

Yes  No

## Overcrowding

Is there enough space for staff to work safely?

Yes  No

## Protective clothing

Is proper and appropriate protective clothing provided free of charge?

Yes  No

Is it effective, comfortable and well fitting?

Yes  No

Is it replaced as soon as they are worn out or damaged?

Yes  No

Are clean overalls provided regularly?

Yes  No

## Slips, trips and falls

Are floors and stairs in good condition, free from obstructions and non-slip?

Yes  No

Are spills cleared up immediately?

Yes  No

Is non-slip footwear provided free of charge where needed?

Yes  No

Do all staircases have securely fixed handrails?

Yes  No

Are trailing leads and cables secured or covered?

Yes  No

Is there enough storage space?

Yes  No

Has a risk assessment been done on all work from heights and are the measures required being implemented?

Yes  No

## Stress

Do risk assessments include stress?

Yes  No

Has your employer undertaken a stress audit?

Yes  No

Are there measures in place to avoid or minimise the risk of stress?

Yes  No

Has your employer introduced the HSE Stress Management Standards?

Yes  No

## Temperature (working indoors)

Is the temperature comfortable all year around?

Yes  No

Does the temperature reach at least 16 degrees C within one hour of starting work?

Yes  No

Can breaks be taken away from hot areas?

Yes  No

## Temperature (working outdoors)

Is warm clothing provided in cold weather?

Yes  No

Are there facilities for warming up and making hot drinks when cold?

Yes  No

In hot conditions, is cool drinking water provided and can breaks be taken in the shade?

Yes  No

Can the work be organised so that it takes place in the shade or not during mid-day when the sun is at its strongest?

Yes  No

## Toilets, wash and rest facilities

Are there enough toilets and are they in good repair?

Yes  No

Are washing facilities (hot water, soap and towels) provided?

Yes  No

Are sanitary disposal facilities provided in women's toilets?

Yes  No

Are lockers (or something similar) provided for staff?

Yes  No

Is there a rest room, and is it clean, properly lit, and ventilated?

Yes  No

Are there suitable facilities for pregnant and nursing mothers to rest?

Yes  No

Are there facilities for workers to eat meals?

Yes  No

## Ventilation

Are fumes, steam and stale air removed?

Yes  No

Is there a supply of fresh air without draughts?

Yes  No

Are special precautions taken when working in confined spaces?

Yes  No

## VDUs (computer users)

Are workstations and seating fully adjustable, and are staff trained and encouraged to make adjustments?

Yes  No

Does seating give proper back support?

Yes  No

Are footrests provided where needed?

Yes  No

Is furniture and equipment checked and maintained regularly, with faulty items taken out of service and replaced?

Yes  No

Can users easily read screens, and are they flicker and glare free?

Yes  No

Is the pace of work comfortable and can breaks be taken?

Yes  No

Are users offered full free eye tests?

Yes  No

- Are reports of aches, pains, numbness or tingling in limbs investigated? Yes  No
- Is the work free from awkward postures, movements and very repetitive work? Yes  No
- Is training provided about the use of equipment, methods of work, and how to avoid repetitive strain injury (RSI)? Yes  No

## Violence

- Has a risk assessment on violence or the threat of violence been conducted (physical, verbal abuse or intimidation)? Yes  No
- Are staff encouraged to report all incidents, including intimidation? Yes  No
- Are there preventive measures in place to avoid or minimise the risk? Yes  No
- Are there panic buttons, do they work, and are they quickly and reliably responded to? Yes  No
- If name badges are worn, are only forenames given? Yes  No
- Is there a policy and procedure for home visits, lone working and community based working, and is this work avoided if it is unsafe? Yes  No
- Is information about potential incidents or clients who may present a risk passed on? Yes  No
- If staff have to make home visits or work through an isolated or threatening area, do they have alarms? Yes  No
- Can public waiting areas be improved to reduce tension and stress? Yes  No
- Are appointments be arranged to avoid long waiting times? Yes  No
- Do interview rooms allow easy escape whilst giving privacy to the client? Yes  No
- Are staff trained in what to do and how to diffuse potentially/violent situations? Yes  No
- Is counselling and support for the victims and witnesses of violence provided? Yes  No

**Remember to record health, safety or welfare concerns on a Report Form and submit it to your employer. Serious concerns should be notified verbally, immediately.**

*The New Zealand Institute of Safety Management acknowledges the UK's Trade Union Congress (TUC) as a key source of information for developing this inspection checklist template.*