



Title:
**OHS WORKPLACE INSPECTION CHECKLIST
 GUIDANCE NOTES**

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 13 April 2013

Next Review:
 April 2016

1. **Introduction**

The purpose of a workplace inspection is to detect hazards; accordingly, the inspection must not be permitted to deteriorate into an exercise in simple 'nit-picking'. The approach of the inspection should be more to determine if the workplace and work practices are satisfactory rather than to determine how many things are wrong.

2. **What to Look For**

The Inspection is essentially concerned with unsafe acts/occurrences and unsafe conditions. The following table indicates typical acts/occurrences and conditions to which the workplace inspector/auditor should be alert. The following is not intended to be an exhaustive list.

| Unsafe Conditions and Unsafe Acts or Occurrences | |
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| CATEGORY | LOOK FOR |
| Working Areas, Storage Areas and Access Ways | <ul style="list-style-type: none"> • Work areas or offices too hot or cold. • Air movement too high, low or non-existent. • Ineffective or inadequate ventilation (Certain equipment may need separate ventilation). • Unsafe storage areas or containers that permit exposure to heat, moisture, vibration, flame, sparks or chemical reaction. More than minimum quantities stored in work areas. • Work areas too noisy. • Congestion or insufficient working space. • Electrical cables or cords laying across walk areas. • Unsafe traffic conditions, such as loose or torn carpet. Damaged or loose tiles. • Protruding objects or obstructions in work area, e.g. Filing cabinets, Photocopiers. • Poor housekeeping, and unclean or unhygienic work areas. • Lack of first-aid, fire fighting equipment or emergency appliances. • Slippery, rough or uneven floors or surfaces. |
| Materials, Tools and Protective Equipment | <ul style="list-style-type: none"> • Insufficient or damaged tools or personnel protective equipment. • Lack of labels or Material Safety Data Sheets. • Inadequate or missing Safe Operating Procedures (SOPs) for tasks. • Decomposed, contaminated, corroded, eroded conditions of materials and/ or containers. • Unsafe stacking or storage of materials. |

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| Lighting | <ul style="list-style-type: none"> • Insufficient illumination for the activity being undertaken. • Excessive glare from light source. • Stroboscopic effect from fans or moving equipment or light passing through trees. • The need for colour correction. |
| Equipment | <ul style="list-style-type: none"> • Susceptibility to breakage, collapse, tipping over, falling, rolling, sliding or slipping. • Leakage of gases, fumes and fluids. Lack of emergency cut-off controls. • Electrical testing and tagging not completed or not up-to-date. • Excessive noise, heat and vibration. • Electrical connections damaged, laying in water, or forming trip hazards. • Periodic maintenance log books not in use or not kept updated. |
| Safeguards | <ul style="list-style-type: none"> • Missing or inadequate guards to protect against being struck by moving parts or expelled particles. • Missing or inadequate guards to protect against being caught or falling on, into, between. • Faulty supports or bracing. • Faulty warning, signaling, safety or automatic control devices. |
| Clothing | <ul style="list-style-type: none"> • Use of defective or lack of personal protective clothing or personnel protective equipment (PPE). • Attire inadequate against being struck by moving parts or objects or contact with hazardous substances. • Attire likely to cause falls or tripping, catching on, in or between equipment and machinery. • Clothing for outdoor workers fails to protect against exposure to sun, cold or heat. |
| Operating without Authority and Failure to Warn | <ul style="list-style-type: none"> • Starting, stopping, using, moving without giving the required signal or warning. • Failure or neglect to place warning or danger signs where and when required. • Unsuitable placement of warning signs. • Carrying out task without advising others who will be effected, e.g. spraying. |
| Failing to Secure | <ul style="list-style-type: none"> • Failure to lock, block, tie or otherwise secure materials or equipment against unexpected movement. Particularly important in vehicles. • Failure to attach warning signs to defective equipment, or to render inoperative. |

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| Unsafe Position or Operations | <ul style="list-style-type: none"> • Undertaking activity without wearing proper safety equipment. • Exposure of personnel to objects slipping, sliding, rolling, splashing or falling. • Adopting poor postures. • Lifting items too far from body, or too high above shoulders. • Twisting, rotating joints or body whilst shifting load. • Not taking appropriate rest breaks, or preparatory exercises. |
| Operating or Working at Unsafe Rate | <ul style="list-style-type: none"> • Running • Jumping from vehicle, platforms, ladders, benches, etc. • Driving too far, in a dangerous manner, or for too long a period. • Throwing or dropping instead of hoisting, carrying, lowering. • Rushing to finish tasks, meet deadlines without considering safe operations. • Carrying out data entry operations without adequate rest breaks and exercises. |
| Loading, Placing, Storing, Mixing Unsafely | <ul style="list-style-type: none"> • Overloading both equipment and personnel. Creating too much stress. • Crowding or congesting working areas with objects. • Lifting or carrying loads without carrying out an assessment. Not waiting for team lift. • Arranging or placing equipment or materials unsafely. • Injecting, mixing or combining substances and creating a hazardous environment. • Introducing objects or materials into enclosures so as to create a hazard, e.g., naked lights in paint shops. • Storing incompatible materials together. |

3. Developing a Workplace Inspection Checklist

A suitable checklist, tailored to suit the needs of the workplace to be inspected should be developed to promote a systematic approach to the task.

Example checklist which may be used as the basis for developing a specific-to-work checklist are as per the Basic CSU Checklist.