

Meeting House Inspection Checklist

Date of Inspection: / / Completed by:

Any X that cannot be immediately fixed must have a hazard report form completed

| # | ITEM | ✓ | X | COMMENTS |
|---|---|---|---|----------|
| | Fire Preparedness | | | |
| 1 | Fire extinguishers / blankets are in place and securely mounted | | | |
| | Have been serviced within the last 6 months | | | |
| | Area around the extinguisher is clear for a 1 meter radius | | | |
| | Fire exit signs are visible | | | |
| | Exit doors are not blocked/locked and can be easily opened | | | |
| | Potential fire ignition sources are eliminated or controlled | | | |
| | Fire alarm/smoke detectors are in working order | | | |
| | Evacuation Plan and Procedures are displayed | | | |
| | Fire evacuation drills are conducted at least annually | | | |
| | Electrical items | | | |
| 2 | No broken or damaged leads, plugs, sockets, lights or switches | | | |
| | No double adaptors or piggy back plugs | | | |
| | No temporary leads in inappropriate locations | | | |
| | General lighting | | | |
| 3 | There is adequate illumination in working areas | | | |
| | There is no direct or reflected glare | | | |
| | Light fittings are in good working condition and are clean | | | |
| | Lights capable of being bumped are guarded | | | |
| | Floors, work areas and walkways | | | |
| 4 | Floor coverings are in good condition and not slippery | | | |
| | Wet floor signs are posted during cleaning | | | |
| | Floors are clear of obstruction and trip hazards | | | |
| | Mats do not pose trip or slip hazards | | | |
| | Stairs not blocked and have sturdy hand railing | | | |
| | Rubbish | | | |
| 5 | Bins are located at suitable points | | | |
| | Bins are not overflowing or excessively heavy | | | |
| | Bins are emptied regularly | | | |
| | General Areas | | | |
| 6 | Areas are clear of rubbish and clutter | | | |
| | Items are stored properly | | | |
| | There is adequate work heights and sufficient space | | | |
| | There are no sharp edges | | | |
| | Storage | | | |
| 7 | Materials / items are stored in a safe manner with no leaning, bulging, collapsing or overloading of shelving / racking | | | |
| | Heavier items are stored between shoulder and knee height | | | |
| | Shelving is in good condition, no sagging, no damaged uprights, beams, shelves etc. | | | |
| | Stored items will not interfere with fire sprinklers or light fittings | | | |
| | Adequate for the weight, size and quantity of articles stored | | | |

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|----|---|--|--|
| 9 | First aid | | |
| | First aid kit(s) and contents clean and orderly | | |
| | At least one person on site has a current first aid certificate | | |
| 10 | Office | | |
| | Workstations set up ergonomically | | |
| | Office furniture is stable and in good repair | | |
| 11 | Atmosphere and working environment | | |
| | There is adequate ventilation | | |
| | Dust and fumes are eliminated or effectively controlled | | |
| | There is a comfortable working temperature | | |
| | There are no biological hazards (open garbage, food scraps, unclean toilets, exposure to cigarette smoke etc) | | |
| 12 | Manual Handling | | |
| | Correct manual handling techniques are used by workers | | |
| | No persons were observed rushing | | |
| | Doors are easy to move; not presenting a manual handling issue | | |
| 14 | WHS Information | | |
| | Incident Report Forms are available | | |
| | Hazard Report Forms are available | | |
| | WHS Manual is available | | |
| 15 | Other | | |
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Number of items marked **x** (non compliant)

Number of Hazard reports completed

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