RQ Club Workplace Health & Safety Inspection Checklist

This checklist aims to assist clubs with identifying potential hazards within the workplace. It is not intended to be exhaustive, nor will every item relate to every workplace. This checklist should complement the Clubs' existing WHS management practices.
Where a hazard has been identified, it is expected that clubs will implement appropriate risk management controls to reasonably mitigate and reduce the risk.

	Item	Yes	No	N/A
1	**Fire**	✓	✓	✓
	Extinguishers are easily accessible, inspected and tested in accordance with AS1851			
	Fire exit signs are clearly visible and operate in the event of power failure			
	Exit doors are not blocked and can be easily opened			
	Fire alarms are working order			
	An emergency evacuation drill has been carried out within the last 12 months			
2	**Electrical**			
	No broken plugs, sockets or switches			
	No frayed or damaged leads			
	No temporary leads on the floor across walkways			
	Testing and tagging of electrical items has been completed within the last 12 months			
	Switch boards are accessible and appropriate safety signage displayed			
3	**General Lighting**			
	There is good natural lighting with no direct or reflected glare			
	Light fittings including covers are in good working condition			
	Emergency lighting is operational			
4	**Walkways**			
	Walkways are clear of obstructions and do not present slip, trip or fall hazard			
	There is unobstructed vision at intersections			
	Stairs not blocked and are in good condition			
5	**Rubbish**			
	Bins are located at suitable points			
	Bins are emptied regularly and are not overflowing			
6	**Storage**			
	Materials are stored in a safe manner			
	Floor around racking within storage area is clear of rubbish or obstacles			
	Storage racking is in good condition, no damaged uprights, beams etc			
7	**Chemicals**			
	Safety Data Sheet (SDS) are available for all chemicals and a chemical register is available			
	Chemical containers are clearly and accurately labelled			
	All chemicals are stored in accordance with the SDS			
	Dangerous goods signage in chemical storage areas is clear (if required)			
8	**First Aid**			
	First aid kits and contents are clean, orderly and easily accessible			
	First aid kit is adequately stocked (as per the Schedule in the kit)			
	All employees are aware of the location of first aid kits			
	Appropriate number of staff on site have current first aid training			
9	**Floors**			
	Floor surface is even with no large cracks, holes or trip hazards			
	Changes in floor surface levels are highlighted			
	Floors are free from grease, oil, etc			
10	**Office & Wet Areas**			
	Work areas are clean and in good condition			
	No exposed leads			

	Air conditioning working adequately			
	Workers' chairs/monitors/mouse/keyboards are at correct height/distance ergonomically			
	Bathroom facilities have non-slip surfaces and handrails where required			
	Showers and toilets are clean and in good condition			
11	**Building Exterior**			
	Structural components are free from damage, rust and corrosion			
	Rails, bolts and other protruding sharp objects are covered with end caps			
	Handrails and steps are free from damage and are slip resistant			
	Stairs and landings are in good condition, stable and free from trip hazards			
12	**Grounds**			
	Sprinkler heads are in good condition and do not pose a tripping hazard			
	Grassed surfaces are in good condition, level and free from potholes			
	Water tanks & related accessories are in good condition & free from visible damage			
	Appropriate signage displayed on tank (ie. Non potable water signs)			
	Perimeter fencing is appropriate and in good condition			
	Moving parts and bearings are well greased/lubricated (ie. Gates/barriers)			
13	**Machines, Plant & Equipment**			
	Plant and equipment maintenance is carried out & service records available			
	Portable power tools are in good working condition			
	All dangerous or faulty equipment is isolated to prevent operation			
	All machinery guarding in place and interlocks working			
	Appropriate PPE signage in place for plant and equipment operation (SWMS)			
	Persons operating machinery have adequate experience/license (if required)			
	Tools and machinery are stored properly			
14	**Manual Handling**			
	Controls in place to manage manual handling tasks (eg. carry heavy objects using a trolley)			
15	**Traffic Control and Parking**			
	Pedestrian crossings are clearly sign posted			
	Physical barriers that segregate pedestrians from vehicle traffic are in good order			
	Road surfaces are free from damage (eg. Potholes)			
	No electrical cables running across traffic areas			
	Traffic Controllers are trained and wear high visibility clothing			
	Car parking area is clearly marked with signage			
	Pick up and drop off areas are clearly sign posted and signs are not obstructed			
	Pick up and drop off areas are physically protected from designated travel paths			
	Disabled parking is available			
16	**WHS Information**			
	WHS Manual/Policy available			
	Incident report form available including a current incident register			
	Hazard report forms available			
	Current emergency evacuation plan displayed			
	Safe Work Method Statements have been developed where necessary and staff trained			
	Training records up to date			
Additional comments or actions required:				
Name:	Signed:		Date:	