



## WHS INSPECTION CHECKLIST TEMPLATE

### Inspection details

<b>Inspection Completed By</b>	
<b>Date</b>	
<b>Signature</b>	

### WHS Inspection checklist

<b>Inspection Area</b>	<b>Inspection Item</b>	<b>Criteria</b>	<b>Compliance (Yes/No)</b>	<b>Comments</b>
<b>General Safety</b>	Work areas are clean and free of obstructions	Workspaces and pathways are clear of clutter and hazards		
	Emergency exits are accessible and clearly marked	Exits are not blocked, and signage is visible		
	Safety signage is visible and up-to-date	Signs are legible, appropriately placed, and current		
<b>Equipment Safety</b>	Equipment is regularly maintained and serviced	Maintenance logs are up-to-date and equipment is functional		
	Guards and safety devices are in place and functional	Safety guards and devices are correctly fitted and operational		
	Electrical cords and plugs are in good condition	No fraying, damage, or exposed wires		



Inspection Area	Inspection Item	Criteria	Compliance (Yes/No)	Comments
<b>Hazardous Materials</b>	Hazardous materials are properly labelled	Containers are clearly labelled with hazard information		
	Storage areas are secure and well-ventilated	Proper ventilation and access controls in place		
	Personal protective equipment (PPE) is available and used correctly	PPE is accessible, in good condition, and used appropriately		
<b>Fire Safety</b>	Fire extinguishers are accessible and serviced	Extinguishers are located in designated areas and serviced annually		
	Fire alarms and smoke detectors are operational	Alarms are tested regularly and are in working condition		
	Evacuation plans are displayed, and drills are conducted regularly	Plans are posted in visible areas, and drills are performed periodically		
<b>Incident Reporting</b>	Incident reporting procedures are clear and followed	Staff are aware of reporting processes and use them consistently		
	Incident reports are reviewed, and corrective actions are implemented	Reports are reviewed, and follow-up actions are documented		
	Records of incidents and corrective actions are maintained	Documentation is complete and accessible for review		



## Hazard Identification

Identify and document any hazards observed during the inspection. Include details such as the location, risk level, and corrective action to be taken.

Hazard Description	Location	Risk Level (High/Medium/Low)	Corrective Action

## Usage Instructions

### 1. Conduct the Inspection:

Use this checklist during a walkthrough of the workplace to inspect various safety aspects.

### 2. Assess Each Item:

For each inspection item, indicate compliance by selecting 'Yes' or 'No'. If 'No' is selected, provide specific comments or observations.

### 3. Identify Hazards:

Document any hazards observed, including their location, risk level, and recommended corrective actions.

### 4. Review and Act:

Review the completed checklist and address any non-compliance areas immediately.

### 5. Maintain Records:

Keep a record of completed checklists for future reference and compliance audits.