

Person Conducting Inspection:		Date of This Inspection:
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The monthly workplace inspection is a form to help identify/establish whether anything requires attention. The results of the inspections should be discussed with the Chief Executive and employees to recommend any corrective actions.

	Good	Needs Attention	Action required
Check for damage or any obvious signs of danger			
Floors/Stairs – check for obstructions			
Lighting – broken/sufficient lighting			
Ventilation			
Access doors – Clear of any obstructions			
Amenities/lockers – clean and tidy			
Storage and Stacking – shelving tidy and secure			
Electrical – tested and tagged if applicable			
Chemical Substances – SDS/Storage			
PPE – utilised and replaced as required			
Notices/Signage – visible and appropriate			
Fire Protection – check extinguishers			
Emergency – doors not blocked, easily opened and exit			
Housekeeping – rubbish/recycling			
Security maintained			
First Aid Facilities – kits restocked and checked			

Comments:

**Signature of Person Conduction Inspection:** \_\_\_\_\_

**Signature of Director:** \_\_\_\_\_