

## H&S PROCEDURE

### WORKPLACE INSPECTION – SCHOOL

<b>Workplace:</b>		<b>Location:</b>			<b>Date:</b>
<b>Inspected by:</b>				<b>Signed:</b>	
Inspection Items	<i>circle appropriate response</i>	Opportunity for Improvement	Person Responsible for Action	Action Taken	Sign off Completed
<b>Buildings &amp; Surrounds</b>					
Is there any sign of recent cracking to structural walls?	Yes / No / NA				
<b>Pest Control</b>					
Is there sign of rodent activity?	Yes / No / NA				
<b>Electrical Safety</b>					
Are there any broken plugs, outlets? or damaged leads?	Yes / No / NA				
<b>Fire Control</b>					
Are fire extinguishers in place & signed?	Yes / No / NA				
Are exits clear of obstructions signs in place?	Yes / No				
<b>Walkways, Stairs and Ladders</b>					
Are floor areas clean, dry, and free from slip/trip hazards	Yes / No				
<b>Lighting</b>					
Is lighting adequate for work tasks?	Yes / No				
<b>First Aid</b>					
Is there a first aid kit/cabinet available and accessible?	Yes / No				
<b>General Housekeeping</b>					
Are bins full and overflowing?	Yes / No				
Is air conditioning maintained?	Yes / No				
Are toilets and kitchen facilities/lunchrooms clean?	Yes / No				
Other comments:					