

This form is used to document your findings/hazards during your inspection of a specific area of the workplace. This inspection is to identify unsafe conditions, hazards and compliance to procedures/permit conditions/work processes or plant safety related matters. Corrective measures that cannot be righted immediately must be assigned to a person for further action. Only document areas inspected. For further information refer to the Procedure for Conducting Workplace Inspections, CS-OHS-20.

Section 1 – Inspection Details

Site: **Location:**

Date: / / **Time :** : hrs

Inspection Leader:

Other Inspection Team Members: 1. 2.

Section 2 – Access and Egress Indicate using ... ✓ Yes ✗ No

✓ ✗ Comments / Action required / Notification / Person responsible

Work area allows clear visibility to traffic arriving, leaving or passing.		
Clearly identified work area, plant storage area, and vehicle access.		
Restricted access areas controlled (eg lockable gates, chains, barricade tape, isolation tags etc).		
Speed restriction/caution or traffic/pedestrian control signs as appropriate.		

Section 3 – General Plant Indicate using ... ✓ Yes ✗ No

✓ ✗ Comments / Action required / Notification / Person responsible

Emergency stops provided and signed – lanyards, emergency stop buttons.		
Conveyor tail drums, head drums and rollers all guarded unless more than 2.5 metres above ground or work platform.		
All removable guards securely bolted and/or locked in place.		
All nip / pinch points / hot surfaces are protected.		
Clear access around equipment or access restricted where necessary		
Signage on equipment in good condition. KKS, Confined space.		

Section 4 – Electrical Indicate using ... ✓ Yes ✗ No

✓ ✗ Comments / Action required / Notification / Person responsible

Electrical equipment in good order & safe to use.		
Leads off the ground or protected in a safe position.		
Test and tag dates current (check a random selection of equipment).		
Switchboard doors and panels latched closed securely and clearly labelled.		
There clear, safe access around switchboards (600mm)		
LV Rescue kits available and in good working order.		
Fire blankets in switchboard rooms available (mounted) and in good condition.		
Electrical supply protected with RCD.		



Section 5 – Hazardous Substances and Dangerous Goods (HSDG)

Indicate using ... ✓ Yes ✗ No

✓ ✗

Comments / Action required / Notification / Person responsible

Material Safety Data Sheets (MSDS) are readily available.		
All substances are clearly labelled.		
HSDG being used transported and stored appropriately. (cabinets, cans etc).		
Person wearing appropriate PPE while handling the HSDG.		

Section 6 – Emergency Equipment

Indicate using ... ✓ Yes ✗ No

✓ ✗

Comments / Action required / Notification / Person responsible

Fire doors are not obstructed and unlocked.		
Fire Extinguishers: <ul style="list-style-type: none"> ▪ Suitable location and type ▪ Mounted approximately ▪ Serviced in the last 6 months 		
Access to fire extinguishers clear and unobstructed.		
Emergency shower / eye wash clear of obstructions.		
Emergency shower / eye wash in good working order.		
Fire hoses and fittings rolled up and stored appropriately.		
Emergency phone clearly marked and working (dial tone).		
Fire evacuation plan posted of building / work area.		
Emergency exit lights are working.		

Section 7 – PTW General

Indicate using ... ✓ Yes ✗ No

✓ ✗

Comments / Action required / Notification / Person responsible

PTW is being used with a competed JSEA.		
All persons working with PTW have signed and locked on to the PTW Board.		
Barrier tape is appropriate for work being performed and fitted with signage.		
Confined Space Permit has been completed appropriately.		
Hot Work Permit has been completed appropriately.		
Floor Removal Permit has been completed appropriately.		

Section 8 – Floors, Stairs, Ladders, Platforms and Roof

Indicate using ... ✓ Yes ✗ No

✓ ✗

Comments / Action required / Notification / Person responsible

Even non-slip surfaces, no uncovered holes.		
Flooring is secure and free of trip hazards and debris.		
Clearly defined or demarcated storage/work areas.		



Stairways, corridors and passageways emergency exits are not obstructed.		
Stairs, ladders, and platforms above 2.0m have handrails, mid-rails and toe boards		
Access to walkways and work platforms not past unguarded equipment/conveyors.		
Fixed ladders greater than 6 metres in height have ladder cages or other fall protection device.		
Scafftag fixed to access points on Scaffolds		

Section 9 – General Storage

Indicate using ... ✓ Yes ✗ No

✓ ✗

Comments / Action required / Notification / Person responsible

Adequate storage facilities with convenient racks, shelves, and clear access.		
Heavier or most used items are stored between knee and shoulder height, are stable and unlikely to fall.		
Storage areas clean and tidy, not a fire hazard.		
Items stored near hand rail or at height are protected from fall (barricaded mesh)		

Section 10 – Mobile Plant

Indicate using ... ✓ Yes ✗ No

✓ ✗

Comments / Action required / Notification / Person responsible

Safe access to cabs with not slip treads and controls are clearly marked		
Tyres, brakes, and reversing alarms / alert all operating and daily checks completed.		
Fire extinguishers provided.		
Roll over protection provided and adequate.		
Seat belts installed and used.		
All moving parts guarded.		
No visual signs of leaks, dints, cracks or other damage to plant		
Mobile plant operators and special operators hold appropriate certificates.		

Section 11 – Personal Protective Equipment (PPE)

Indicate using ... ✓ Yes ✗ No

✓ ✗

Comments / Action required / Notification / Person responsible

Adequate Personal Protective Equipment (PPE) provided, clean, maintained and stored.		
Site personnel using PPE as required <ul style="list-style-type: none"> ▪ hard hat (with chin strap fitted) ▪ safety boots ▪ eye protection ▪ hearing protection ▪ long pants and long sleeved shirts (rolled down) ▪ gloves ▪ respirators 		
Respiratory PPE in good condition and appropriate filters provided.		

Section 12 – Tools and Equipment

Indicate using ... ✓ Yes ✗ No

✓ ✗

Comments / Action required / Notification / Person responsible

Hand tools well maintained and appropriate for task, equipment clean and stored well.		
Fall protection and / or lanyards being used.		
Machinery adequately guarded (no exposed pinch points).		
Gas cylinders appropriately stored and restrained.		
Oxy /acet fitted with flash protection and regularly inspected (tagged in date).		
Harness / restrain equipment being used has been inspected and free of damage (Tagged in date).		
Sling / chain being used has been inspected and free of damage etc (Tagged in date).		

Section 13 – Documents Inspected

1.
2.
3.
4.
5.

Section 14 – Actions

All resulting actions requiring further work shall be documented as a SAP notification.

Section 15 – Completion Details

Inspection Leader

Signature:

Date : / /

