

# Hazard Checklist

By John F. Smith

- Access and Egress
  - Are exits clear of obstructions?
  - Are exits clearly marked?
  - Are there areas that need to be clearly marked and/or taped 'KEEP OUT'?
  - Do locking devices work on doors/windows?
  - Do stairwells have secure hand rails?
  - Are stairs slip resistant?
  - Are visitors and contractors checked in and inducted?
  - Are there adequate areas for storage of equipment that will not obstruct emergency exits etc.
- Electrical
  - Are there any potential live electrical hazards (exposed wiring) at the location?
  - Is there enough electrical output for the demand needed?
  - Is an extinguisher near boards/panels?
  - Is air conditioning system adequate and regularly maintained?
  - Are cords, plugs and equipment maintained?
- Evacuation
  - Is system in place and signs displayed?
  - Is evacuation practiced and reviewed 6-monthly regularly?
- Fire Equipment
  - Is fire equipment checked regularly?
  - Is safety tag in tact?
  - Is it correct type for the area?
  - Are people trained to use equipment?
  - Is fire warden identified and trained?
- Floors
  - Is floor in good repair (covering, ripped, torn, lifting)?
  - Is floor clear of waste/rubbish?
  - Are waste receptacles provided?

- Is floor free from trip, slip, fall, hazards?
- Hygiene
  - Are toilet areas clean and soap and towels provided?
  - Is the no smoking policy being observed?
  - Is fridge clean and kept at appropriate temperature?
- Work Areas
  - Are shelves secured?
  - Is floor clear of debris, leads and cables?
  - Are waste bins adequate?
  - Are desks tidy?
  - Is there appropriate furniture?
  - Is lighting adequate?
  - Are cutting and shredding equipment guarded and safe?
  - Are work stations set-up correctly?
  - Are micropauses/exercises being done?
  - Is photocopier positioned at least 4m from working areas?
- Hazardous Materials
  - Are all existing hazardous materials properly stored and/or secured?
  - Are there existing asbestos containing materials at this location?
  - Are there potential lead based paints associated with the location?
  - Does the location contain lead-based paints?
  - Does the location contain PCB materials (i e. electric transformers)?
  - Does the location contain an obvious amount of dust or particulate?
  - Is there a risk for exposure to biological contaminants?
  - Do any hazardous materials need to be removed?
- Hazards
  - Has start-up induction training been completed for new employees?
  - Are people aware of hazards in their area?