Hazard Checklist

Created: 12/26/2011

# Tasks:

☐ **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 evaciation 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?**