

# OH&S Checklist

GENERAL	Yes	No
<b>Policies and Procedures</b> – Do you have written OH&S Policies and Procedures?	<input type="radio"/>	<input type="radio"/>
<b>Consultation</b> – Do you have a consultation procedure with your employees?	<input type="radio"/>	<input type="radio"/>
<b>Hazard Identification and Reporting</b> – Do you have a procedure for identifying hazards and reporting them to appropriate personnel?	<input type="radio"/>	<input type="radio"/>
<b>Induction</b> - Have all your staff (including temporary staff) been thoroughly inducted at your place of work and signed an induction form?	<input type="radio"/>	<input type="radio"/>
<b>Training and Supervision</b> – Have your staff been trained and are they supervised when required?	<input type="radio"/>	<input type="radio"/>
<b>First Aid and Safety Officer</b> – Do you have a first aid kit and trained safety officer?	<input type="radio"/>	<input type="radio"/>
<b>Fire &amp; Emergency Procedures</b> – Do you have your evacuation procedures and emergency numbers displayed? Are your fire extinguishers appropriate for your workplace and regularly serviced and have your employees been trained how to operate of fire extinguishers? Are flammable materials stored in fireproof cabinets and canisters?	<input type="radio"/>	<input type="radio"/>
<b>Electrical</b> – Are there any broken plugs, sockets or switches? Are there any frayed or damaged leads? Are all electrical appliances and cords tagged according to legislation?	<input type="radio"/>	<input type="radio"/>
<b>Entry and Exits</b> – Are passageways and doorways clear of obstacles, and fire exits unlocked and clearly marked?	<input type="radio"/>	<input type="radio"/>
<b>Facilities</b> – Are all facilities (kitchens, restrooms etc) clean, well ventilated and adequate for the number of employees?	<input type="radio"/>	<input type="radio"/>
<b>Slips, Trips and Falls</b> – Have you ensured that the workplace is free from objects (boxes, cords, equipment etc) that could cause a fall? Are there facilities for cleaning up spills?	<input type="radio"/>	<input type="radio"/>
<b>Air Conditioning</b> – Is air conditioning system maintained regularly?	<input type="radio"/>	<input type="radio"/>

OFFICE HAZARDS	Yes	No
<b>Manual Handling</b> – Are there any tasks in your office that could cause a manual handling injury, eg. Moving computer equipment, heavy items placed on high shelves, lifting boxes of photocopying paper etc?	<input type="radio"/>	<input type="radio"/>
<b>Ergonomics</b> – Have you checked that the work surface height, chair height, keyboard and screen placements are ergonomically correct? Is there adequate leg room under the desk and space between furniture? Are chairs in good working order and can they be adjusted properly?	<input type="radio"/>	<input type="radio"/>
<b>Lighting</b> – Is there any natural lighting? Is there sufficient artificial lighting to perform the necessary tasks?	<input type="radio"/>	<input type="radio"/>

INDUSTRIAL	Yes	No
<b>Manual Handling</b> – Have you performed risk assessments on manual handling tasks? Are mechanical aids available to make lifting and carrying easier?	<input type="radio"/>	<input type="radio"/>
<b>Forklift Safety</b> – Are forklift drivers appropriately licenced? Are forklifts maintained and serviced regularly? Are traffic management controls (e.g. mirrors), warning devices (e.g. beepers, flashing lights) and designated pedestrian areas in use?	<input type="radio"/>	<input type="radio"/>
<b>Personal Protective Equipment</b> – Have you supplied correct safety equipment to your employees? PPE includes protection for feet, head, hands, eyes/face, hearing and visibility clothing.	<input type="radio"/>	<input type="radio"/>
<b>Plant and Machinery</b> – Have your employees been trained and are they supervised whilst operating plant and machinery? Is plant and machinery properly guarded and have emergency stop facilities? Have safe working procedures been developed and displayed?	<input type="radio"/>	<input type="radio"/>

**For a more thorough check-up contact your Exact Recruitment Services office today and we'll assist you with developing an OH&S management system that's tailor-made to your business.**