OHS F05 Workplace inspection checklist

Collective Civil Pty Ltd inspects the work activity(s) and work area, and provide a completed Workplace Inspection Checklist each week to the principal contractor for the duration of the works.

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| **Workplace Inspection** | | | |
| Workplace |  | Date |  |
| Inspected By |  | Signature |  |

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| --- | --- | --- | --- | --- | --- |
| **Item** | **Item Correct**  Yes No n/a | **Action Priority**  1 2 3 | **Action By** | **Close Out By** | **Close Out Date** |
| **Access/Egress**  Access paths clear  Access paths defined (signage tape, other)  Prohibited areas display warning signs and barricaded | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3 |  |  |  |
| **Dust/Air Quality**  Dust suppressed/watered down  Stock piles protected from wind  Plant & equipment maintained to minimise emissions | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3 |  |  |  |
| **Electrical**  Electrical equipment tested & tagged  Register of tagging current  Portable generator fitted RCD  Portable Residual Current Device (RCD) tested/ tagged | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3  1  2  3 |  |  |  |
| **First Aid/Emergency/Injury**  First aid kit provided  Kit stocks refreshed  First Aid Officer available  Evacuation procedure in place  Emergency contacts displayed  Fire extinguisher/equipment available | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3  1  2  3  1  2  3  1  2  3 |  |  |  |
| **Manual Handling**  Trolleys/aids in use  SWMS followed  Training/job rotation undertaken | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3 |  |  |  |
| **Hazardous Substances/Dangerous Goods**  Register current  MSDS available  SWMS lists precautions for use Storage area bunded  Refuelling SWMS followed | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3  1  2  3  1  2  3 |  |  |  |
| **Height work**  Perimeter protection  Handrails in place  Penetrations covered  Fall restraint/arrest system in use  SWMS followed | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3  1  2  3  1  2  3 |  |  |  |
| **Housekeeping**  Materials stacked  Work area lit  Bins available & in use  Signage in place  Leads suspended  Walkway/stairs/work area clear | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3  1  2  3  1  2  3  1  2  3 |  |  |  |
| **Noise**  Plant & equipment maintained  Site hours observed  Noisy works identified  Hearing protection used (SWMS) | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3  1  2  3 |  |  |  |
| **Personal Protective Equipment**  Used when required (SWMS)  Correctly used by employees | Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3 |  |  |  |
| **Plant & Equipment**  Plant register current  Maintenance records provided  Daily log book completed  Operator ticketed/competency verified  SWMS followed | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3  1  2  3  1  2  3 |  |  |  |
| **Public Protection**  Work area secure from public  Overhead protection provided | Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3 |  |  |  |
| **Stormwater/run off**  Silt control fences in place  Stormwater inlets protected  Discharges contained, e.g. pump out, slurry/other | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3 |  |  |  |
| **Training**  All employees have:  - General industry (safety awareness) training  - Site specific induction training  - Work activity (SWMS) training | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3 |  |  |  |
| **Vegetation**  Fencing around drip line of retained trees  No material/equipment stored within drip line | Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3 |  |  |  |
| **Waste Management**  Waste reduction plan in place  Waste contractor records available  Bins for litter/cigarette butts/other provided  Hazardous wastes captured & correct disposal, e.g. paint sludge/ contaminated soil/other | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3  1  2  3 |  |  |  |
| **Other**  **……………………………**  **……………………………**  **……………………………**  **……………………………**  **……………………………**  **……………………………** | Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a  Yes  No  n/a | 1  2  3  1  2  3  1  2  3  1  2  3  1  2  3  1  2  3 |  |  |  |

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| ***All items noted for correction have been rectified*** | | | |
| Name | Troy Hanepen | Signed |  |
| Date |  | Time |  |