**attachment 87**

Checklist for Weekly Inspection – Internal

Recommend rotational basis: complete different part each week over four week cycle.

**Recommended Instructions**

These instructions also apply to Safety Checklist for Weekly Inspection – External below. Over every four to
five week period ideally each of the four parts of the Internal and External Checklist will have been completed.

1 Weekly checklists are to be completed by employees, ideally with the help of an employer representative,
and forwarded to the employer and kept on file.

2 For items requiring prompt follow up, the employees who conducted inspection must ring an employer representative to determine corrective action required by whom. This follow up will include further consultation with staff, and at minimum feedback to them confirming corrective action timeline and
agreed action parties.

3 At each Employer Management Meeting the employer is to review whether these weekly checklists are
being completed, encourage employees to continue these inspections, and keep a record in the minutes
of outstanding corrective action required and how many weekly checklists have been completed since
the last meeting compared to target level.

4 Where the employer is not sure of what to do, please follow guidance in Service OHS Issue
Resolution Procedure.

Some services will need to modify their checklists in order to cater for the particular needs of their service.

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| **Part 1 – Internal** |  Yes | No | Comments |
| **Floors, aisles and exits** |  |  |  |
| Entrances and steps in good order |  |  |  |
| Entrances, doorways, stairs and steps kept free of obstructions |  |  |  |
| Handrails installed where appropriate at entrance/exit steps and ramps |  |  |  |
| Mats provided at entrances for wiping feet |  |  |  |
| Floor coverings in good order |  |  |  |
| Floors level, without cracks, dips or holes |  |  |  |
| Floors clean and not slippery |  |  |  |
| Signs available and always placed to indicate wet floors after cleaning |  |  |  |
| Computer and other electrical leads kept clear of aisles and walkways |  |  |  |
| Aisles and walkways free of obstructions (boxes, rubbish bins etc.) |  |  |  |
| **Security** |  |  |  |
| Adequate locks on all external doors |  |  |  |
| Adequate locks on all external windows |  |  |  |
| All keys are registered and records are kept to identify people holding them at any given time |  |  |  |
| Alarm systems installed and functional |  |  |  |
| Emergency communication (e.g. alarm or intercom) provided where appropriate |  |  |  |
| Security screens fitted on windows and doors |  |  |  |
| Signs and physical barriers indicate boundaries between public and restricted areas |  |  |  |
| Signs clearly visible to indicate security measures are in place |  |  |  |
| Secure cupboards, lockers or drawers provided for staff and volunteers to keep personal items |  |  |  |
| Visual access to outside of external doors (i.e. view hole, glass panel or closed-circuit camera) |  |  |  |

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| **Part 2 – Internal** | Yes | No | Comment |
| **Bathrooms and toilets** |  |  |  |
| Adequate toilet facilities for men and women |  |  |  |
| Toilets provided for people with disabilities |  |  |  |
| Nappy change facilities available |  |  |  |
| Bathrooms and toilet areas cleaned regularly |  |  |  |
| Bathrooms and toilet areas well ventilated |  |  |  |
| Liquid soap and single-use hand towels or dryers provided |  |  |  |
| Sanitary bins provided |  |  |  |
| Children’s hands washed after going to the toilet |  |  |  |
| **Housekeeping** |  |  |  |
| All work areas kept clean and tidy |  |  |  |
| Parents and guardians do not leave bags where children could have access to them. |  |  |  |
| Chairs and tables are not placed near windows if possible |  |  |  |
| Toys put away after use |  |  |  |
| Materials and equipment stored safely |  |  |  |
| Rubbish bins and recycled paper bins emptied regularly |  |  |  |
| Staff are provided with protective equipment (e.g. disposable gloves) for cleaning tasks |  |  |  |
| Procedures in place to ensure spills and breakages are cleaned up immediately |  |  |  |
| Fish tanks and other pet enclosures are cleaned out regularly |  |  |  |
| Toys and surfaces in play area washed regularly |  |  |  |

| **Part 3 – Internal** | Yes | No | Comment |
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| **Stairs and landings** |  |  |  |
| Lighting adequate. |  |  |  |
| Good visual contact between steps |  |  |  |
| Slip-resistant strips on step edges |  |  |  |
| Handrails installed and at appropriate height |  |  |  |
| Adequate foot space on each step |  |  |  |
| **Lighting and indoor climate** |  |  |  |
| Adjustable blinds provided to stop glare and shadows across work surfaces |  |  |  |
| Lighting in all indoor work areas is sufficient and suitable for work performed |  |  |  |
| Light switches are accessible |  |  |  |
| Task lighting (e.g. desk lamps) provided for close or detailed work |  |  |  |

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| Overhead lights shielded to minimise glare |  |  |  |
| All lighting is checked regularly |  |  |  |
| Stairwells and exits are illuminated |  |  |  |
| Temperature maintained at a comfortable level |  |  |  |
| Air conditioning filters are cleaned regularly |  |  |  |
| Air quality is good (no fumes, odours or particles) |  |  |  |

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| **Part 4 – Internal** | Yes | No | Comment |
| **Kitchens and lunchrooms** |  |  |  |
| Suitable kitchen and lunchroom facilities provided |  |  |  |
| Food stored appropriately and refrigerated where required |  |  |  |
| Cooking facilities are kept clean and in good working order |  |  |  |
| Work benches and appliances are kept clean, and the fridge is cleaned out regularly |  |  |  |
| Knives and other sharp implements are kept out of children’s reach |  |  |  |
| Staff and visitors don’t have hot drinks around children |  |  |  |
| Staff trained in infection control procedures (including food hygiene and hand washing) |  |  |  |

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| Heavy items and appliances (e.g. toaster, kettle) can’t be knocked off the bench or pulled down by children |  |  |  |
| Children aren’t allowed in the kitchen without supervision |  |  |  |
| Exhaust fans above cooking units functional and clean |  |  |  |
| Electrical equipment in good condition and leads checked regularly |  |  |  |
| Floors kept free of water and grease, and anti-slip floor surfaces provided |  |  |  |
| Children’s hands washed before and after eating |  |  |  |

Information developed by KPV in conjunction with Loddon Mallee Preschool Association *Safety at work –
A guide for kindergarten*.