**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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | |  | |  | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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) |  | |  | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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*.