**AFEI Member Template: Planned Inspection (Office)**

**THIS DOCUMENT IS ONLY A GUIDE**

AFEI recommends members consider their specific requirements when adopting a template document or policy to ensure the document meets the particular needs of your organisation.

For assistance, please call the AFEI Hotline on 02 9264 2000.

**How to use this document:**

1: Check with the AFEI Hotline as to its suitability for your needs.

2: Edit to meet your requirements by:

* **Add** relevant information in the [yellow highlighted] sections.
* **Delete** comments in the *[blue highlighted]* areas.

***[Place on Organisation Letterhead]***

Planned WHS Inspection (Office)

|  |  |
| --- | --- |
| Inspected by: |  |

|  |  |
| --- | --- |
| Date: |  |

| **Housekeeping and General** |
| --- |
| **Item** | **Yes** | **No** | **N/A** | **Comments/Notes** |
| Are floors clear from obstructions? |  |  |  |  |
| Are items stored so as to avoid awkward manual handling? |  |  |  |  |
| Are floors (particularly toilets and kitchen) clean and dry? |  |  |  |  |
| Are toilets clean and hygienic? (e.g. suitable soap available for use). |  |  |  |  |
| Is the kitchen hygienic (e.g. fridge clean, dishes clean, dishwasher in good working order, cleaning equipment available, hand soap). |  |  |  |  |

| **Electrical Equipment** |
| --- |
| **Item** | **Yes** | **No** | **N/A** | **Comments/Notes** |
| Is electrical equipment test tagged? |  |  |  |  |
| Are electrical leads positioned to avoid trip hazard? |  |  |  |  |
| Are electrical leads and plugs in good condition? |  |  |  |  |
| Is paper stored away from electrical items/sources? |  |  |  |  |

| **Emergency and First Aid** |
| --- |
| **Item** | **Yes** | **No** | **N/A** | **Comments/Notes** |
| Are First Aid Facilities available? |  |  |  |  |
| Are any hazardous substances correctly stored? |  |  |  |  |
| Are emergency exits clearly signed? |  |  |  |  |
| Is emergency equipment available? |  |  |  |  |
| Are fire extinguishers tested/tagged within six months? |  |  |  |  |
| Is an evacuation Plan up-to-date? |  |  |  |  |

| **Ergonomics and the Work Environment** |
| --- |
| **Item** | **Yes** | **No** | **N/A** | **Comments/Notes** |
| Have work stations been ergonomically set-up? |  |  |  |  |
| Is there sufficient space on work-tops so that the area will be uncluttered? |  |  |  |  |
| Is lighting adequate for working environment? |  |  |  |  |
| Are computer monitors positioned to minimise glare? |  |  |  |  |
| Is ventilation adequate? |  |  |  |  |
| Is temperature adequate? |  |  |  |  |

| **Security** |
| --- |
| **Item** | **Yes** | **No** | **N/A** | **Comments/Notes** |
| Are doors being closed appropriately? |  |  |  |  |
| Is carpark lighting satisfactory? |  |  |  |  |

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| --- |
| **Additional Comments:**  |
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