OCCUPATIONAL HEALTH AND SAFETY CHECKLIST FOR TRAINING

Date of Inspection:	
Location of inspection:	
Name of Evaluator:	

Reception area:		
Item	**Yes / No**	**Comments**
1. Is the area clean and free from rubbish		
2. Are there any exposed wires from appliances that could cause accidents?		
3. Are warning signs being used if the floors are wet?		
4. Are the passages clear of rubbish and other obstructions?		
5. Is the first aid kit in order and with the required items?		
Passages and Corridors		
1. Are corridors clear form rubbish and other obstructions		
2. Is there adequate lighting?		
3. Are all plug points safe and covered		
4. Are the extinguishers in their correct locations?		
5. Have the fire extinguishers been serviced?		

6. Are fire escape doors clear from any obstructions and easily accessible in an emergency?		
Classrooms:		
1. Are all classrooms clean and free from rubbish and other obstructions?		
2. Are the windows and doors secure?		
3. Are all plug points covered?		
4. Are there any loose wires that could cause accidents?		
Kitchens		
1. Is the kitchen clean and free from any hazardous chemicals or excessive grease?		
2. Are the extinguishers in the correct locations?		
3. Are all the plug points covered?		
4. Is all the equipment in correct working order?		
Toilets		
1. Are the toilets clean and free from rubbish?		
2. Are the toilets in working order?		
3. Are toilet floors clean and free from water or other substances that can cause accidents?		

Signed: _____
(Safety Officer)

NON-COMPLIANCE REPORT

Non-conformance reported by: _____

Short description of Problem:

_____
_____
_____

Cause of Problem:

• Lack of procedure	
• Lack of time	
• Lack of training	
• Procedure not followed	
• Lack of resources	
• Other	

If other, please specify:

_____
_____
_____

Corrective action required:

_____
_____
_____

Date that corrective action is to be finalised:	
Person/s responsible for corrective action:	
Review by senior manager of corrective action:	
Date of Review by senior manager:	

_____

SIGNATURE OF EVALUATOR