



Element 4: Housekeeping & Access/ Egress

Workplace Inspection Form

BUSINESS NAME:

LEAD INSPECTOR:

DATE:

LOCATION:

TIME:

REASON FOR INSPECTION:

LOSS PREVENTION INSPECTION

☑ = Complies

☒ = Does Not Comply

N/A = Not Assessed

All actions to be entered into the Company Action Tracking System for all inspections that do not comply

No.	ITEM	COMPLIANCE ACHIEVED			COMMENTS
Number of facilities inspected:		☑	☒	N/A	
1	Materials are stacked securely and in a safe, stable manner.				
2	Laydown areas are clearly defined, clean, and organised.				
3	Signage is installed to identify hazardous storage or disposal zones.				
4	Warning signs and barricades are in place and maintained around hazard zones.				
5	Solid barricading is erected and maintained in areas with fall hazards.				
6	Barricades comply with site standards (e.g. hard barriers or para webbing used as required).				
7	Sharp objects such as star pickets and rebar are capped or otherwise protected.				
8	Housekeeping standards are consistently maintained across the site.				
9	Waste bins are prominently located, adequate in size, and emptied regularly.				
10	Access and egress routes are free from obstructions.				
11	Access to elevated work areas complies with site safety requirements (e.g. ladders, scaffolds).				
12	Handrails are installed on ramps, stairs, and other elevated access ways.				
13	Sharp edges along walkways or access paths are clearly identified and protected.				
14	Ladders are secured with a 1:4 lean ratio and extend at least 1 metre above the landing.				
15	Parking and vehicle movement areas are clearly marked and support safe reversing.				

Required Action:

Inspection Team:

Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature: