



Element 1: Office Facilities & Amenities

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	Safety notice boards in offices and crib huts display current information, including safety bulletins and workplace notices.				
2	Names and photos of appointed personnel (e.g. Safety Reps, First Aid Officers, Fire Wardens) are clearly displayed.				
3	First aid kits are fully stocked, up to date, and readily accessible.				
4	A positive safety culture is promoted using posters, newsletters, campaigns, or toolbox talks.				
5	The current health and safety policy is posted on workplace noticeboards in shared spaces.				
6	Copies of relevant standards, codes of practice, and WHS legislation are available on site.				
7	All relevant personnel have access to site-specific safety procedures.				
8	Health and safety meetings are held as required by the HSE plan.				
9	Fire extinguishers are available, clearly identified, and appropriate for potential risks.				
10	Fire extinguishers are accessible and not blocked or obstructed.				
11	Entry and exit points are clearly marked and visible.				
12	Access and egress paths (internal and external) are unobstructed.				
13	Materials are stored in a safe, stable, and orderly manner.				
14	Emergency exit signs are installed, visible, and functioning properly.				
15	Waste bins with lids are provided and emptied regularly.				
16	Kitchen and meal prep areas are clean and free from hygiene hazards.				
17	Electrical equipment is in good condition, tagged, and recorded in a register.				
18	Office power boards/multi-boards are fitted with overload protection devices.				
19	Unsafe electrical practices are not in use (e.g. no double adaptors or daisy chains).				
20	Toilets are clean and equipped with soap, hand wash, and paper towels.				
21	Adequate toilet facilities are available within suitable distance and capacity.				
22	Items are not stored on top of cabinets or shelving near accessways.				
23	Offices, crib huts, and toilets are not used to store tools or equipment.				
24	Workplace signage, hazard labels, and safety information are visible and adequate.				
25	All personnel have completed a site-specific induction or area orientation.				
26	Emergency response drills are conducted regularly and documented.				
27	Emergency response equipment is maintained, accessible, and listed in the ERP.				
28	Designated smoking areas are used, and butts are disposed of safely to avoid fire or environmental harm.				

Required Action:

Inspection Team:

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