

GENERAL WORKPLACE SAFETY:

YES NO N/A

- Are all employees provided with appropriate safety induction training?
- Is there a designated safety officer responsible for overseeing workplace safety procedures?
- Are emergency procedures clearly communicated and posted in visible areas?
- Are fire exits clearly marked and free from obstruction?
- Are fire extinguishers in working condition and regularly maintained?
- Are smoke detectors in working condition and regularly maintained?
- Are emergency lighting in working condition and regularly maintained?
- Is there a first aid kit readily accessible and stocked with necessary supplies?
- Are first aid items still in date?

WORKPLACE HAZARDS:

YES NO N/A

- Have workplace hazards been identified and assessed, including risks related to manual handling, machinery, chemicals, and electrical equipment?
- Have measures been implemented to control or minimise identified hazards, such as engineering controls, administrative controls, or personal protective equipment (PPE)?
- Are safety signs and labels used to indicate hazards and provide safety instructions where necessary?
- Is there a system in place for reporting and addressing hazards promptly?

WORKPLACE ERGONOMICS:

YES NO N/A

- Are workstations ergonomically designed to reduce the risk of musculoskeletal disorders?
- Are employees provided with adjustable chairs, ergonomic keyboards, and computer monitors positioned at eye level?
- Are regular breaks encouraged to prevent fatigue and eye strain, particularly for tasks involving prolonged sitting or screen time?

CHEMICAL SAFETY:

YES NO N/A

- Are hazardous chemicals properly labeled, stored, and used according to safety data sheets (SDS)?
- Is there a chemical register documenting the use and storage of hazardous substances?
- Are employees trained in the safe handling, storage, and disposal of chemicals, including the use of appropriate PPE?

MANUAL HANDLING:

YES NO N/A

- Have manual handling tasks been assessed to identify risks of injury, such as lifting, pushing, or pulling heavy objects?
- Are manual handling procedures in place to minimise the risk of injury, including the use of mechanical aids and proper lifting techniques?
- Are employees trained in manual handling techniques and encouraged to report any discomfort or signs of strain?

ELECTRICAL SAFETY:

YES NO N/A

- Are electrical appliances and equipment regularly inspected and tested for safety (e.g. electrical tagging)?
- Are power cords and cables in good condition, with no signs of damage or fraying?
- Are employees trained in electrical safety procedures, including the proper use of extension cords and power outlets?

PERSONAL PROTECTIVE EQUIPMENT (PPE):

YES NO N/A

- Are employees provided with appropriate PPE for their tasks, such as safety glasses, gloves, helmets, and high-visibility clothing?
- Is PPE regularly inspected for damage and replaced as needed?
- Are employees trained in the correct use and maintenance of PPE?

WORKPLACE SECURITY:

YES NO N/A

- Are security measures in place to prevent unauthorised access to the workplace?
- Are CCTV cameras installed in key areas to monitor security and deter potential threats?
- Is there a procedure for reporting and responding to security incidents or suspicious behavior?

COVID-19 SAFETY MEASURES (IF APPLICABLE):

YES NO N/A

- Are COVID-19 safety protocols in place and aligned with government guidelines, including physical distancing, mask-wearing, and hand hygiene?
- Are workspaces regularly cleaned and sanitised, with adequate ventilation to minimise the risk of virus transmission?
- Are employees provided with information and resources to stay informed about COVID-19 updates and safety measures?

TRAINING AND COMMUNICATION:

YES NO N/A

- Are regular safety meetings or toolbox talks conducted to discuss safety issues and updates?
- Are employees provided with ongoing training and refresher courses on workplace safety procedures?
- Is there a system for documenting safety training and ensuring compliance among employees?



Contact us today at 0407 877 482 or via email at admin@ambaguard.com.au to safeguard your workplace against potential hazards.