



		Name:		Inspection Date: __/__/__
Housekeeping/Environment		Yes ✓	No x	Comments
Walkways clean/clear and exits free of obstructions?				
No overloading of power plugs and/or power boards?				
Are cables/cords placed properly to prevent trips?				
Are RCD's (Residual current Devices) used?				
Are hazardous substances stored safely and securely? <i>(note household cleaners are not hazardous)</i>				
Is there clear and visible safety signage (exits/fire extinguisher notices/emergency procedures)?				
Is access by visitors restricted? (Signs/barriers in place?)				
Is there an up-to-date First Aid Kit and signage? <i>(note: you don't need signage if this may attract undesirables)</i>				
Are there any trained First Aiders with names displayed? <i>(note: first aiders list can be with the first aid kit)</i>				

