



## Inspection - Weekly 274 Checklist

### 274 Inspection \_ Warehouse - Checklist

Item #	Prompt	Responses	Comments
1	1. BUILDINGS AND STORAGE AREAS	( X ) Yes ( ) No ( ) N/A	
2	Are fire extinguishers serviceable and in good order?	( ) Yes ( ) No ( ) N/A	
3	Are emergency lights operational?	( ) Yes ( ) No ( ) N/A	
4	Are emergency, safety, warning & exit signs applicable, clean and legible?	( ) Yes ( ) No ( ) N/A	
5	Check general building condition - Walls, guttering, downpipes etc.	( ) Yes ( ) No ( ) N/A	
6	Check general condition of stairs and ladders	( ) Yes ( ) No ( ) N/A	
7	Racking certified and in date	( ) Yes ( ) No ( ) N/A	
8	Stowage on racks within capacity limit?	( ) Yes ( ) No ( ) N/A	
9	Material kept off floors	( ) Yes ( ) No ( ) N/A	
10	2. LIGHTING AND HABITABILITY	( X ) Yes ( ) No ( ) N/A	
11	Is the lighting (natural & artificial) appropriate to the area?	( ) Yes ( ) No ( ) N/A	
12	Are there any areas of inadequate lighting or faulty lighting?	( ) Yes ( ) No ( ) N/A	
13	Are any light switches broken or hazardous?	( ) Yes ( ) No ( ) N/A	
14	Is the ambient noise level acceptable for safe work	( ) Yes ( ) No ( ) N/A	
15	3. SAFETY, HEALTH SIGNAGE & LOCKOUT SYSTEMS	( X ) Yes ( ) No ( ) N/A	
16	Check for adequate safety signs?	( ) Yes ( ) No ( ) N/A	
17	Are signs in good condition and not damaged or faded?	( ) Yes ( ) No ( ) N/A	
18	Are all signs applicable? EG, Noise level signage	( ) Yes ( ) No ( ) N/A	

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19	Lockout Equipment (Hasps, Lockboxes, etc.) available?	( ) Yes ( ) No ( ) N/A	
20	Emergency Evacuation Point Indicated?	( ) Yes ( ) No ( ) N/A	
21	Emergency Contacts Displayed?	( ) Yes ( ) No ( ) N/A	
22	Sign-on Sheet available? Are all personnel aware of Evacuation Procedures?	( ) Yes ( ) No ( ) N/A	
23	Latest Health & Safety Alerts printed and available?	( ) Yes ( ) No ( ) N/A	
24	First Aid kit available? Current First Aid Officer known & displayed?	( ) Yes ( ) No ( ) N/A	
25	Safety Officer contact details known & displayed?	( ) Yes ( ) No ( ) N/A	
26	Light Vehicle Policy, Permits & Prestart Inspections displayed & completed?	( ) Yes ( ) No ( ) N/A	
27	Fitness for Work - Alcohol & Fatigue Management Policies displayed?	( ) Yes ( ) No ( ) N/A	
28	Are Hazardous Materials stored correctly?	( ) Yes ( ) No ( ) N/A	
29	Are MSDS sheets available and appropriate for stored materials?	( ) Yes ( ) No ( ) N/A	
30	Is appropriate PPE available - Hearing Protection, Gloves, Coveralls etc.	( ) Yes ( ) No ( ) N/A	
31	Are any items missing from Spill Kits?	( ) Yes ( ) No ( ) N/A	
32	4. GENERAL EQUIPMENT & APPLIANCES	(X) Yes ( ) No ( ) N/A	
33	Are tools or appliances you have encountered correctly tagged?	( ) Yes ( ) No ( ) N/A	
34	Have any electrical appliances connected to the supply been left unattended?	( ) Yes ( ) No ( ) N/A	
35	Are appliances being operated a safe manner and in an appropriate location?	( ) Yes ( ) No ( ) N/A	
36	Lifting Gear - Current inspection Tags & in Good Condition?	( ) Yes ( ) No ( ) N/A	
37	Check for Equipment Oil and Fuel Leaks	( ) Yes ( ) No ( ) N/A	
38	Forklifts registered, site compliant, site registered and in good order?	( ) Yes ( ) No ( ) N/A	

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39	5. GENERAL AREA HOUSEKEEPING	( X ) Yes ( ) No ( ) N/A	
40	Is waste disposed of properly? Are adequate bins provided?	( ) Yes ( ) No ( ) N/A	
41	Are access ways clear?	( ) Yes ( ) No ( ) N/A	
42	Have hazards of any kind been discovered; trips, slips, blockages, stacking etc.?	( ) Yes ( ) No ( ) N/A	
43	Are Waste bins clearly labelled?	( ) Yes ( ) No ( ) N/A	
44	Are fuel storage areas clean and dry? Signs of Hydrocarbon leaks or spillage?	( ) Yes ( ) No ( ) N/A	
45	Does area vegetation and grass need trimming?	( ) Yes ( ) No ( ) N/A	
46	Are area fences & gates in good condition?	( ) Yes ( ) No ( ) N/A	