



OH & S SITE SAFETY CHECKLIST

Site details

Host Company	
Address	
Contact	<div style="display: flex; justify-content: space-between;"> ph: Mobile: </div>
	e-mail:
OHS representative	
OHS representative signature	
Inspection date	
Future Force representative signature	

FIRST AID	Yes	No
Does the site provide access to a qualified First Aid Officer and if required will administer first aid assistance		
Does the site have a dedicated Health and Safety Representative for reporting any injuries, accidents and near misses		

INDUCTION	Yes	No
Is there a person responsible for the site induction process?		
Does the site have an induction process?		
Is there access to the information regarding the OH&S Act 2004?		

MANUAL HANDLING TASKS	Yes	No
Are you undertaking any activity(ies) that requires you to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing?		

SMOKING	Yes	No
Is the workplace a 'non smoking' environment?		
Is there a dedicated smoking area?		

LIGHTING	Yes	No
Is the lighting satisfactory?		

WORKPLACE	Yes	No
Are traffic ways well lit and clear of obstacles, equipment and leads?		
Are floors level and the use of mats discouraged?		
Are free standing fittings completely stable or secured to wall/floor?		
Do filing cabinets not open into aisles?		
Are office machines in good working order?		
Do electric staplers/guillotines have safety guards and a trained operator available?		
Are exits and emergency exits clearly marked?		
Are noise levels below 85 dB(A) for no more than 8 hours or does not peak at more than 140dB(A)?		
Will the employee be exposed to chemicals?		
Will the employee be exposed to dust?		

FLOOR SPACE	Yes	No
Is there adequate space per workstation?		

EMERGENCY	Yes	No
Are there emergency procedures in place?		
Is there a nominated assembly area in the case of an emergency?		

SIGNAGE	Yes	No
Are relevant safety signs posted		

SAFETY EQUIPMENT	Yes	No
Please advise what safety equipment will be provided by the host company		
Safety Gloves		
Safety Glasses/Goggles		
Safety Boots		
Fluorescent vest		
Ear Muffs/Plugs		

ADEQUATE FACILITIES	Yes	No
Are the appropriate facilities, such as toilets, drinking water and eating facilities available, maintained, in good working order, clean, safe and accessible?		