

Item

Yes No N/A

1 Fire

- Extinguishers are in place
- Extinguishers are clearly marked
- Have been serviced in the past 6 months
- Area around extinguisher is clear for a 1 meter radius
- Fire exit signs are in working order
- Exit doors are not blocked
- Exit doors can easily be opened
- Fire alarm is in working order
- Emergency plan is displayed

2 Electrical

- No broken plugs, sockets or switches
- No frayed or damaged leads
- Portable power tools in good condition
- No temporary leads on the floor
- Testing and tagging of electrical items has been attended within the last 12 months

3 General Lighting

- There is adequate illumination in working areas
- There is good natural lighting
- There is no direct or reflected glare
- Light fittings are in good working condition and are clean

4 Walkways

- No oil or grease

- Floors are not obstructed
- Floors are free from grease, oil, etc
- No Water lying on the floor unattended

11 Office

- No exposed leads
- Floors, aisles and passageways are clear of hazards
- Condition of floors and carpet is good, there are no trip hazards
- Temperature range comfortable
- Access and exit points are not blocked
- There is adequate air flows
- Air conditioning working adequately
- F 4 (s)-8 (8(em8.1 (abs)-8 (8(epoi)3.1 (nt)-1.1 (s)-8 (asr)-6.3 (uc)-8 (t)-12equat (ss)-8 (8(.1 (s (s)-8 (