# Sheds, Workshops and Facilities Management Storage Inspection Checklist

| Date |  |
| --- | --- |
| School/area |  |
| **Conducted by** |  |
| **Assisted by** |  |

Tailor **Section 1** to your school environment (i.e., remove irrelevant items) and use it to conduct quarterly inspections with assistance from the school health and safety representative (where elected) and appropriate staff. **Section 2** must be used to detail any hazards identified in Section 1.

* Complete quarterly workplace safety inspections for all relevant areas using the workplace inspection checklists.
* Photos may be taken to document and monitor hazards.
* If ‘No’ is recorded, document all identified hazards in Section 2, the Reporting Plan section of this form.
* Reporting Plan items must then be discussed, entered as a hazard and managed in eduSafe Plus. Refer to eduSafe Plus [how to guide](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/eduSafe_Plus_Project/Docs_For_DOMAIN_USERS/eduSafe%20Plus%20Guide%20-%20How%20to%20report%20a%20workplace%20hazard.pdf) for entering workplace hazards.

| Ref No. | Inspection Item | Yes | No | N/A |
| --- | --- | --- | --- | --- |
| 1. Preventing slips trips and falls | | | | |
| 1.1 | Entrances and doorways are free from obstructions. |  |  |  |
| 1.2 | Floors are in good condition with no cracks, dips, holes, tears, or rips. |  |  |  |
| 1.3 | Floors are clean (e.g., free from rubbish) and not slippery. |  |  |  |
| 1.4 | Changes in surface level have been highlighted (e.g., with yellow paint). |  |  |  |
| 1.5 | Drains and gutters are free from debris, leaves, and rubbish. |  |  |  |
| 1.6 | Computer and other electrical leads and cables are kept clear of pathways and walkways. |  |  |  |
| 1.7 | Electrical cords are kept away from traffic areas to prevent trip hazards. |  |  |  |
| 1. **External ramps, landings, and stairs** | | | | |
| 2.1 | Stairs, ramps, and landings are clean and free from obstructions and have a non-slip surface. |  |  |  |
| 2.2 | Stirs and ramps have slip resistant strips (or other grip coatings) and are in good condition. |  |  |  |
| 2.3 | All Tactile Ground Surface Indicators (TGSIs) are in good condition e.g., not cracked, lifted or slippery. |  |  |  |
| 2.4 | The top and bottom of all ramps have a smooth transition. |  |  |  |
| 2.5 | Handrails (if present) are firmly secured. |  |  |  |
| 2.6 | Building materials are in good condition e.g., no visible bending, settling, sinking, or cracking of structures. |  |  |  |
| 1. **Manual handling and storage** | | | | |
| 3.1 | Items are stored so that they are not at risk of falling. |  |  |  |
| 3.2 | Storage racks are in good condition e.g., no bowed shelves. |  |  |  |
| 3.3 | Free standing shelves/cupboards are secured to ensure stability. |  |  |  |
| 3.4 | Spaces below desk is free from obstructions e.g., no boxes stored underneath. |  |  |  |
| 3.5 | Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height). |  |  |  |
| 3.6 | Step ladder is available and in good condition. |  |  |  |
| 3.7 | Step ladder Safe Work Procedure (SWP) is displayed next to step ladder storage area. |  |  |  |
| 3.8 | Trolleys are available and in good condition to transport items. |  |  |  |
| 3.9 | [S.M.A.R.T. lifting poster](https://www2.education.vic.gov.au/pal/manual-handling/resources) is displayed in relevant areas. |  |  |  |
| 1. **Good housekeeping** | | | | |
| 4.1 | Work benches are clean and free from debris. |  |  |  |
| 4.2 | Floors are clean (e.g., free from rubbish) and not slippery. |  |  |  |
| 4.3 | Appropriate waste containers are readily available and appropriately labelled, e.g., chemical waste, general waste, recyclable waste, etc. |  |  |  |
| 1. **Electrical and plant safety** | | | | |
| 5.1 | Extension leads are in good condition e.g., no cracks, damage, or loose plug. |  |  |  |
| 5.2 | Electrical switchboard is locked. |  |  |  |
| 5.3 | Power boards with safety switches are used and are not connected in a “piggyback” manner. |  |  |  |
| 5.4 | Electrical points are in good condition. |  |  |  |
| 5.5 | Light switches are in good working order and not damaged. |  |  |  |
| 5.6 | Power cords are in good condition. |  |  |  |
| 5.7 | Electrically powered plant and equipment has been tested and tagged and are within date (ensure tag is intact). |  |  |  |
| 5.8 | Damaged or faulty items of equipment have been electrically isolated and tagged out. |  |  |  |
| 5.9 | Guarding in place on all items of moving parts of machinery. |  |  |  |
| 5.10 | Safe Work Procedures are displayed next to items of static/fixed plant. |  |  |  |
| 1. **Lighting** | | | | |
| 6.1 | There is adequate lighting to work safely. |  |  |  |
| 6.2 | Lighting is in good working order e.g., not flickering or blown bulbs. |  |  |  |
| 6.3 | Light covers are in place and not damaged. |  |  |  |
| 6.4 | Blinds and curtains can be drawn to reduce glare. |  |  |  |
| 6.5 | Blind cords are secured with fixed chain/cord safety hooks. |  |  |  |
| 6.6 | Outdoor lighting is in good working order. |  |  |  |
| 1. **Preparing for emergencies** | | | | |
| 7.1 | Doors open and close/slide freely. |  |  |  |
| 7.2 | Door(s), windows locks and latches are in good condition and working order. Room/Shed remains secure when unattended. |  |  |  |
| 7.3 | If appropriate a fire blanket is available, accessible and has been inspected in the last six months (check tag). |  |  |  |
| 7.4 | Emergency Evacuation Plans are on displayed and clearly legible. |  |  |  |
| 7.5 | Appropriate washing facilities are available in the event of an incident with chemicals. |  |  |  |
| 7.6 | A first aid kit is readily available and stocked appropriately if required (small trauma kit/eyewash). |  |  |  |
| 7.7 | Fire extinguisher(s) are conveniently located, secure and clearly signposted. |  |  |  |
| 7.8 | Fire extinguisher(s) have been tested in the last six months (check tag). |  |  |  |
| 7.9 | First aid kit/cabinet is available and accessible. |  |  |  |
| 7.10 | A chemical spill kit is available. |  |  |  |
| 1. **Chemical management** | | | | |
| 8.1 | Hazardous substances are stored in appropriate location (refer to items SDS for guidance). |  |  |  |
| 8.2 | Chemicals are stored in appropriately containers e.g., that were not previously food or beverage containers. |  |  |  |
| 8.3 | Chemicals are correctly labelled with the label clearly legible and intact. |  |  |  |
| 8.4 | Safety Data Sheets (SDSs) are available to view. |  |  |  |
| 8.5 | Dangerous goods are segregated in storage per [Chemical Storage Guidance](https://www.education.vic.gov.au/hrweb/Documents/OHS/guid1chemst.docx). |  |  |  |
| 1. **Personal Protective Equipment** | | | | |
| 9.1 | PPE is available, clean and in good condition. |  |  |  |
| 9.2 | PPE storage facilities are accessible and clean. |  |  |  |
| 9.3 | PPE storage facilities are clearly and legibly signposted. |  |  |  |
| 9.4 | Hearing protection is being used as instructed or when noise is at a level that voices have to be raise at a distance of 1 metre. |  |  |  |
| 1. **Ventilation** | | | | |
| 10.1 | Windows can open and close easily, locks are in good working order. |  |  |  |
| 10.2 | Active ventilation/extraction plant such as fans or extraction equipment if present work, are clean and in good condition. |  |  |  |
| 10.3 | Workshop/shed/storage is free from mould and dampness. |  |  |  |
| 1. **External building structures** | | | | |
| 11.1 | External walls are in good condition e.g., no peeling paint or cracks in brick mortar. |  |  |  |
| 11.2 | Eaves are in good condition e.g., no broken panels. |  |  |  |
| 11.3 | Guttering and downpipes are in place with no cracks or damage. |  |  |  |
| 11.4 | Ensure guttering is cleared of debris and foliage by person qualified to work at heights above 2 metres. |  |  |  |
| 11.5 | Retaining walls are in good condition e.g., no cracks or evidence of movement or water damage. |  |  |  |
| 11.6 | Windows are painted and in good condition e.g., no cracked or broken panes, window frames are not rotting, or water damaged. |  |  |  |
| 11.7 | Area around shed/storage area is free from rubbish and accumulated vegetation. |  |  |  |

Section 2 – Reporting Plan

Provide further information on the identified hazards above, including its location and current condition. Escalate any hazards that pose an immediate danger with the principal. All identified hazards must be discussed with the principal, assigned a responsible person and entered into EduSafe Plus to be managed.

| Ref No. | Further detail and suggested solutions for discussion | Date discussed with principal or delegate and HSR | Entered into EduSafe Plus |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |