

# WORKPLACE SAFETY CHECKLIST



Regular workplace safety checks ensure your workplace meets basic standards of safety.

This checklist will assist you in evaluating how well you are currently managing safety in your workplace.

HOUSEKEEPING		
	YES	NO
Are floor surfaces free of water, oil or other fluids?		
Are floor surfaces even? (E.g. no loose tiles, no torn carpet or have ridges?)		
Are walkways clear of boxes, extension cords and litter?		
Are doorways clear of boxes, extension cords and litter?		
Are Stairways kept clear of boxes, equipment and other obstructions?		
Are work areas, walkways and stairs well lit?		
Are work stations tidy and well-maintained?		
Are emergency procedures and signs clearly displayed?		
<b>COMMENTS/ACTION REQUIRED:</b>		

**SANAX TIP:** We have a range of products and equipment that can assist with ensuring your floors, walkways, doorways, stairways and work areas/stations are kept clean and tidy as well as posters and signage for emergency exits and procedures.

MANUAL HANDLING		
	YES	NO
Are work items that are regularly used within easy reach?		
Is there sufficient area around machines or equipment to enable easy access?		
Are appropriate manual handling aids readily available?		
<b>COMMENTS/ACTION REQUIRED:</b>		

**SANAX TIP:** We have a range of products and equipment that can assist with ensuring your business meets the needs of your staff to do their daily work.

<b>STORAGE</b>		
	<b>YES</b>	<b>NO</b>
Are items placed neatly and securely on shelves?		
Are heavy items stored below shoulder height?		
Can items on high shelves be easily reached?		
<b>COMMENTS/ACTION REQUIRED:</b>		

SANAX TIPS: We have a range of products and equipment that can assist with ensuring your business store items correctly or can be of easy reach.

<b>FIRST AID</b>		
	<b>YES</b>	<b>NO</b>
Do you have a First Aid Kit?		
Are your First Aid Kits located in easily accessible and prominent areas?		
Are your First Aid Kits contents clean and tidy?		
Are your First Aid Kits contents within their expiry date?		
Are your First Aid Kits contents full and/or suitably replenished?		
<b>COMMENTS/ACTION REQUIRED:</b>		

SANAX TIPS: We have a range of first aid kits, equipment and products readily available for you, your office, construction or mining site, car or home! At Sanax Medical we also can re-stock and re-fill your kits.

<b>SAFETY SIGNS</b>		
	<b>YES</b>	<b>NO</b>
Are all exits clearly marked and free from obstruction?		
If no exit is in the immediate area, are there signs and arrows indicating the direction to exits?		
Is the location of the First Aid Kit clearly identified?		
Is the location of fire alarms and fire fighting equipment clearly identified?		
Are there any potentially hazardous areas that warnings are appropriate?		
Is the size of the sign appropriate to the environment, lighting and viewing distance?		
<b>COMMENTS/ACTION REQUIRED:</b>		

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<b>ELECTRICAL</b>		
	<b>YES</b>	<b>NO</b>
Have electrical appliances been inspected and tagged?		
Are extension leads and power boards maintained in a safe operating condition?		
Are the electrical fittings and electrical equipment regularly inspected and maintained?		
Are switchboards in a safe operating condition and secured?		
<b>COMMENTS/ACTION REQUIRED:</b>		

<b>MACHINERY AND EQUIPMENT</b>		
	<b>YES</b>	<b>NO</b>
Are machine guards in place on all operating equipment?		
Are emergency stop buttons clearly visible and operational?		
Is PPE (personal protective equipment – hearing protection, eye protection, head protection and/or gloves) adequately supplied?		
<b>COMMENTS/ACTION REQUIRED:</b>		

SANAX TIPS: We have a range of PPE gear available to assist your business in ensuring staff are safe when using machinery and equipment.

<b>CHEMICAL AND DANGEROUS GOODS</b>		
	<b>YES</b>	<b>NO</b>
Are chemical and hazardous substances clearly labelled?		
Are chemical and hazardous substances stored safely?		
Is there adequate ventilation or an exhaust system?		
Are Safety Data Sheets available and can workers easily access them?		
<b>COMMENTS/ACTION REQUIRED:</b>		

SANAX TIPS: We have a range of gear and products that can ensure there is minimized/no harm to your staff who may work with chemicals and dangerous goods. When ordering a dangerous goods item from Sanax Medical we will supply you with the MSDS required.

Contact Sanax medical today to find out we can assist your business in ensuring your staff in the office, on site or on the road are safe and have quality equipment to handle any first aid, medical or rescue situation!

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