

## Sample Facilities & Equipment WHS Checklist

	Y/N	Action
<b>Consultation</b>		
Have workers and their health and safety representatives been consulted on any decisions about the adequacy of the facilities?		
<b>Location and nature of the workplace</b>		
Is the workplace near appropriate facilities?		
Is the means of access safe?		
Do all workers on all shifts have access to the facilities?		
<b>Managing facilities</b>		
Are consumable items, such as soap and toilet paper, replaced regularly?		
Is broken or damaged infrastructure, such as plumbing, air conditioning or lighting, repaired promptly?		
Is equipment and furniture, like fridges, lockers and seating, maintained in good condition?		
Are facilities cleaned regularly, at least daily?		
<b>Workspace</b>		
Is there safe entry to and exit from the workstation?		
Is there enough clear space, taking into account the physical actions needed to perform the task, and any plant and personal protective equipment that is needed?		
Is there enough space in walkways and around cupboards, storage or doors, in addition to the clear workstation space?		
<b>Floors</b>		
Is adequate floor covering provided for workers who need to stand for long periods?		
Are the floors maintained to be free of slip and trip hazards?		
Are factors such as the work materials used, the likelihood of spills and the need for washing considered when choosing floor coverings?		
<b>Seating</b>		
Can the work be done from a seated position?		
Can the chair be adjusted for individual needs and is it appropriate to the type of work being carried out?		
Is there additional seating for workers who work standing and need to sit from time to time?		
<b>Lighting</b>		
Does the lighting allow workers to move about easily and to carry out their work effectively, without adopting awkward postures or straining their eyes to see?		
Does the working environment minimise the amount of glare, contrast or reflection?		
<b>Air quality</b>		
Is the temperature between 20°C and 26°C (or less if the work is physically active)?		

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Are ventilation and air conditioning systems serviced regularly and maintained in a safe condition?		
Are rates of air movement in enclosed workplaces between 0.1 and 0.2 m per second?		
Is local exhaust ventilation used to control airborne contaminants released during a work process?		
<b>Exposure to heat or cold</b>		
Have all reasonably practicable control measures been implemented to minimise the risks of working in extreme hot or cold conditions?		
Have workers been trained to recognise unsafe conditions arising from exposure to hot or cold conditions, to follow safe work procedures and to report problems immediately?		
<b>Drinking water</b>		
Are the drinking water outlets accessible to workers?		
Are the drinking water outlets separate from toilet and washing facilities?		
Is the water clean, cool and hygienically provided?		
<b>Toilets</b>		
If the workplace has 10 or fewer workers (and two or fewer of one gender), has at least 1 unisex toilet been provided?		
If the workplace has more than 10 workers, is there at least 1 male toilet for every 20 men and 1 female toilet for every 15 women?		
Are there adequate toilet facilities for workers with disabilities?		
Are toilets clearly marked, and do they have lockable doors, adequate lighting and ventilation?		
Are toilets cleaned regularly?		
Is there adequate toilet paper, hand washing facilities and soap, rubbish bins and sanitary disposal?		
<b>Hand washing</b>		
Are there enough hand washing basins for men and women?		
Does the nature of the work require additional hand washing facilities (taking into account exposure to dirty conditions, infectious agents, contaminants and health regulations)?		
Are the hand washing facilities separate from work-related troughs or sinks, protected from weather and accessible from work areas, dining facilities and toilets?		
Is hot and cold water, soap or other cleaning product provided?		
Is hygienic hand drying provided that does not involve workers sharing towels?		
<b>Dining facilities</b>		
Does the nature of the work cause a health and safety risk to workers from preparing food or eating in the workplace?		
Is a dining room or dining area required, taking into account the guidance on page xx of this Code?		
Is there adequate protection from the elements, the work area,		

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contaminants and hazards?		
For workplaces needing a dining room, is there 1 m <sup>2</sup> of clear floor space for each person likely to use the dining room at one time?		
If a shared dining facility is used, can it accommodate all workers likely to be eating at one time?		
<b>Personal storage</b>		
Is there accessible, secure storage at the workplace for workers' personal property, including any tools provided by a worker?		
Is it separate from any storage facilities provided for personal protective clothing and equipment?		
<b>Change rooms</b>		
Are change rooms provided for workers who are required to change in and out of clothing?		
Are there arrangements in place for the privacy of male and female workers?		
Do change rooms allow a clear space of at least 0.5 m <sup>2</sup> for each worker?		
Is the change room temperature comfortable for changing clothing?		
Is there enough seating, accessible mirrors, an adequate number of hooks for the numbers of workers changing at one time?		
Are there well-ventilated, accessible and secure lockers for each worker for storing clothing and personal belongings?		
Is there clear space of at least 1800 mm between rows of lockers facing each other and at least 900 mm between lockers and a seat or a wall?		
<b>Showers</b>		
Are showers provided for workers where the work: <ul style="list-style-type: none"> <li>• requires strenuous effort</li> <li>• leaves them dirty or smelly, or</li> <li>• exposes them the chemicals or bio-hazards</li> </ul>		
Is there one shower cubicle for every 10 workers who may need to shower?		
Are there separate facilities for male and female workers, or other appropriate forms of security to ensure privacy?		
Is there a slip-resistant floor area of not less than 1.8 m <sup>2</sup> , which is capable of being sanitised?		
Are partitions between each shower at least 1650 mm high and no more than 300 mm above the floor?		
Is there an adjacent dressing area for each shower, containing a seat and hooks, with a curtain or lockable door enclosing the shower and dressing cubicle?		
Is there clean hot and cold water and soap or other cleaning product?		
If workers need to shower before they can leave the workplace, are towels provided?		
<b>Outdoor work</b>		
Are there appropriate procedures to ensure outdoor workers have access		

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to clean drinking water, toilets, dining facilities, hygienic storage of food and water, and emergency and first aid assistance?		
Is there access to shelter for eating meals and taking breaks and for protection when weather conditions become unsafe?		
<b>Mobile or remote work</b>		
Are there appropriate procedures to ensure that mobile or remote workers have access to clean drinking water, toilets, dining facilities, hygienic storage of food and water, and emergency and first aid assistance?		
Can mobile or remote workers access emergency communications that are reliable in their location, such as a satellite or mobile phone?		
<b>Accommodation</b>		
Is the person conducting a business or undertaking accommodation separate from any hazards at the workplace likely to present a risk to the health or safety of an worker using the accommodation?		
Is it appropriately equipped, including: <ul style="list-style-type: none"> <li>• safe access and egress</li> <li>• security of personal possessions</li> <li>• fire safety arrangements</li> <li>• electrical safety standards</li> <li>• drinking water</li> <li>• toilets, washing, bathing and laundry facilities</li> <li>• procedures to ensure cleanliness</li> <li>• suitable, quiet sleeping accommodation</li> <li>• crockery, utensils and dining facilities</li> <li>• rubbish collection, and</li> <li>• heating, cooling and ventilation?</li> </ul>		
Does the accommodation meet all relevant structural and stability requirements?		
Are the fittings, appliances and any other equipment maintained in good working condition?		
<b>Emergency plans</b>		
Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures?		
Is the plan accessible to all workers?		
Are workers, managers and supervisors instructed and trained in the procedures?		
Has someone with appropriate skills been made responsible for specific actions in an emergency (e.g. appointment of an area warden)?		
Is someone responsible for ensuring workers and others in the workplace are accounted for in the event of an evacuation?		
Are emergency contact details relevant to the types of possible threats, (e.g. fire, police, poison information centre) displayed at the workplace in an easily accessible location?		
Are contact details updated regularly?		
Is there a mechanism, such as a siren or bell alarm, for alerting everyone in the workplace of an emergency?		

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Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points?		
If there is a site plan, is it displayed in key locations throughout the workplace?		
Are procedures in place for assisting mobility-impaired people?		
Does the workplace have first aid facilities and emergency equipment to deal with the types of emergencies that may arise?		
Is the fire protection equipment suitable for the types of risks at the workplace (e.g. foam or dry powder type extinguishers for fires that involve flammable liquids)?		
Is equipment easily accessible in an emergency?		
Are workers trained to use emergency equipment (e.g. fire extinguishers, chemical spill kits, breathing apparatus, lifelines)?		
Have you considered neighbouring businesses and how you will let them know about an emergency situation should one arise?		
Have you considered the risks from neighbouring businesses (e.g. fire from restaurant/takeaway food outlets)?		
Are emergency practice runs (e.g. evacuation drills) regularly undertaken to assess the effectiveness of the emergency plan?		
Is someone responsible for reviewing the emergency plan and informing staff of any revisions?		

## Examples of Facilities for a Permanent workplace - Office

Assessment of facilities needed	Facilities plan
<p><b>Nature of work being carried out</b></p> <ul style="list-style-type: none"> <li>Workers undertaking general office work</li> </ul> <p><b>Size and location of the place of work</b></p> <ul style="list-style-type: none"> <li>Three-storey building located in the central business district. All floors in use.</li> </ul> <p><b>Composition of the workforce</b></p> <ul style="list-style-type: none"> <li>50 females and 20 males</li> <li>Some staff have disabilities</li> </ul> <p><b>Type of workplace</b></p> <ul style="list-style-type: none"> <li>Permanent building</li> </ul> <p><b>Need for maintenance</b></p> <ul style="list-style-type: none"> <li>Cleaning</li> <li>Replenishing consumable items</li> </ul>	<p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>Toilet block located on the 2nd floor</li> <li>Lift provides access for disabled</li> <li>Male: one toilet and urinal provided</li> <li>Female: four toilets provided</li> <li>Facilities for workers with disabilities - one unisex toilet provided.</li> </ul> <p><b>Shelter sheds</b></p> <ul style="list-style-type: none"> <li>Not applicable, as all work is indoors.</li> </ul> <p><b>Seating</b></p> <ul style="list-style-type: none"> <li>All workers provided with fully adjustable office chair.</li> <li>Kitchen area provided with comfortable, non-adjustable dining chairs.</li> </ul> <p><b>Dining rooms</b></p> <ul style="list-style-type: none"> <li>Dining room on ground floor has tables and seating to accommodate up to 20 persons at any one time – it also has a kitchen.</li> <li>2nd and 3rd floors have kitchenettes for boiling water and washing utensils.</li> </ul> <p><b>Change room</b></p> <ul style="list-style-type: none"> <li>Change rooms not required.</li> </ul> <p><b>Drinking water</b></p> <ul style="list-style-type: none"> <li>Drinking water and refrigerators provided in kitchen and kitchenettes</li> <li>Cool water dispenser in ground floor kitchen.</li> </ul> <p><b>Lockers</b></p> <ul style="list-style-type: none"> <li>Each worker has a lockable drawer for personal belongings at their workstation, or a locker or cabinet to store valuables on the same level as their workstation.</li> </ul> <p><b>Washing facilities</b></p> <ul style="list-style-type: none"> <li>Hand basins located adjacent to male and female toilets.</li> <li>Facilities for workers with disabilities - one hand basin provided.</li> </ul>

