

Work environment and facilities checklist¹

| Subject | Yes | No | Action to be taken |
|--|--------------------------|--------------------------|--------------------|
| Consultation | | | |
| Have workers and their health and safety representatives been consulted on decisions about the adequacy of the facilities? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Nature of the work and workplace | | | |
| Have the type of work being done and how the work impacts the work environment and facilities been considered? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have the composition of the workforce and how it impacts the work environment and facilities been considered? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is the work being undertaken near appropriate facilities? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do all workers on all shifts have access to the facilities? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Managing facilities | | | |
| Are consumable items, such as soap and toilet paper, replaced regularly? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is broken or damaged infrastructure, such as plumbing, air-conditioning or lighting, repaired promptly? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are equipment and furniture, like fridges, lockers and seating, maintained in good condition? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are facilities cleaned regularly? | <input type="checkbox"/> | <input type="checkbox"/> | |

¹ SafeWork Australia. Code of Practice Managing the work environment and facilities

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| Work area | | | |
| Is there safe access to and from the workplace or work area? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is there enough space for the work to be carried out safely, taking into account the physical actions needed to perform the task, and any plant and personal protective equipment that is needed? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Does the layout of the work area provide enough space to move about in walkways and around cupboards, storage or doors? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Seating | | | |
| Can the work be done from a seated position? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Can the workstation be adjusted for individual needs and is it appropriate for the type of work being carried out? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Can workers vary their posture or work position at regular intervals? For example, can workers who stand while working sit from time to time? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Floors | | | |
| Is suitable floor covering provided for workers who need to stand for long periods? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are the floors maintained to be free of slip and trip hazards? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are factors such as the work materials used, the likelihood of spills and the need for washing considered when choosing floor coverings? | <input type="checkbox"/> | <input type="checkbox"/> | |

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| Lighting | | | |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Does the working environment minimise the amount of glare, contrast or reflection? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Ventilation | | | |
| Is the temperature between 20°C and 26°C or less if the work is physically active? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are ventilation and air-conditioning systems serviced regularly and maintained in a safe condition? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are rates of air movement in enclosed workplaces between 0.1 m and 0.2 m per second? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is local exhaust ventilation used to control airborne contaminants released during a work process? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Exposure to heat or cold | | | |
| Have all reasonably practicable control measures been implemented to minimise the risks of working in extreme hot or cold conditions? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have workers been provided with information, instruction and training to recognise unsafe conditions arising from exposure to hot or cold conditions, to follow safe work procedures and to report problems immediately? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Drinking water | | | |
| Do all workers have access to drinking water? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is the supply of drinking water outlets separate from toilet and washing facilities? | <input type="checkbox"/> | <input type="checkbox"/> | |

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| Is the water clean, cool and hygienically provided? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Toilets | | | |
| If the workplace has 10 or fewer workers (with 2 or fewer of 1 gender), has at least 1 unisex toilet been provided? | <input type="checkbox"/> | <input type="checkbox"/> | |
| If the workplace has more than 10 workers (or more than 2 workers of each gender), is there at least 1 male toilet for every 20 men and 1 female toilet for every 15 women? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are there adequate toilet facilities accessible to workers with disabilities? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are toilets clearly marked, and do they have lockable doors, lighting and ventilation? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are toilets cleaned regularly and maintained in good working order? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are toilet paper, hand washing facilities and soap, rubbish bins and sanitary disposal bins provided? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Hand washing | | | |
| Are there enough hand washing basins for all workers, including workers with a physical disability? | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>Does the nature of the work require additional hand washing facilities or access to hand sanitisers? Have you taken into account exposure to:</p> <ul style="list-style-type: none"> – dirty conditions; – infectious agents; – contaminant,, and – health regulations? | <input type="checkbox"/> | <input type="checkbox"/> | |

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| Are the hand washing facilities: <ul style="list-style-type: none"> – separate from work-related troughs or sinks; – protected from weather; and – accessible from work areas, eating facilities and toilets? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are hot and cold water, soap or other cleaning products provided? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is hygienic hand drying provided that does not involve workers sharing towels? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Eating facilities | | | |
| Does the nature of the work cause a health and safety risk to workers from preparing food or eating in the workplace? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Taking into account the number of workers and the nature of the work, should a separate eating area be provided? | <input type="checkbox"/> | <input type="checkbox"/> | |
| For workplaces needing an eating area, is there 1 m ² of clear floor space for each person likely to use the eating area at a time? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is there protection from the elements, the work area, contaminants and hazards? | <input type="checkbox"/> | <input type="checkbox"/> | |
| If a shared eating facility is used, can it accommodate all workers likely to be eating at a time? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Personal storage | | | |
| Is there accessible, secure storage at the workplace for workers' personal property, including any tools provided by a worker? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is it separate from any storage facilities provided for dirty or contaminated personal protective clothing and equipment? | <input type="checkbox"/> | <input type="checkbox"/> | |

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| Change rooms | | | |
| Are change rooms provided for workers who are required to change in and out of clothing? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are there arrangements in place for the privacy of all workers? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do change rooms allow a clear space of at least no less than 0.5 m ² for each worker? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is the change room temperature comfortable for changing clothing? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are there enough seats, accessible mirrors, hooks for the numbers of workers changing at a time? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are there well-ventilated, accessible and secure lockers for each worker for storing clothing and personal belongings? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Showers | | | |
| Do workers need to shower before they leave the workplace? For example, where work is carried out in hot, hazardous or dirty environments. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is there one shower cubicle for every 10 workers who may need to shower? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are there separate facilities for all workers, or other forms of security to ensure privacy? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Does each shower have a slip-resistant floor area of not less than 1.8 m ² , which is capable of being sanitised? | <input type="checkbox"/> | <input type="checkbox"/> | |

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| Are partitions between each shower at least 1650 mm high and no more than 300 mm above the floor? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are clean hot and cold water and soap or other cleaning products provided? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Outdoor work | | | |
| Is the means of access to and from the outdoor work area safe? | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>Are there appropriate procedures to ensure outdoor workers have access to:</p> <ul style="list-style-type: none"> – clean drinking water; – toilets; – eating facilities; – hygienic storage of food and water; and – emergency and first aid assistance? | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>Is there access to shelter for:</p> <ul style="list-style-type: none"> – eating meals and taking breaks; and – for protection when weather conditions become unsafe? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Mobile or remote work | | | |
| <p>Do mobile or remote workers have access to:</p> <ul style="list-style-type: none"> – clean drinking water; – toilets; – eating facilities; – hygienic storage of food and water; and – emergency and first aid assistance? | <input type="checkbox"/> | <input type="checkbox"/> | |

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| Can mobile or remote workers access emergency communications that are reliable in their location, such as a satellite or mobile phone? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Accommodation | | | |
| Is the accommodation separate from hazards at the workplace that are likely to present a risk to the health or safety of a worker using the accommodation? | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>Is the accommodation well equipped? Consider the following:</p> <ul style="list-style-type: none"> – safe access and exit; – security of personal possessions; – fire safety arrangements; – electrical safety standards; – drinking water; – toilets, washing, bathing and laundry facilities; – procedures to ensure cleanliness; – suitable, quiet sleeping accommodation; – crockery, utensils and eating facilities – rubbish collection; and – heating, cooling and ventilation. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Does the accommodation meet all relevant structural and stability requirements? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are the fittings, appliances and other equipment maintained in good working condition? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Emergency plans | | | |
| Is there a written emergency plan covering emergency situations relevant to the workplace, with clear emergency procedures? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is the plan accessible to all workers? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are workers, managers and supervisors instructed and trained in the procedures? | <input type="checkbox"/> | <input type="checkbox"/> | |

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| Has someone with appropriate skills been made responsible for specific actions in an emergency? For example, the appointment of an area warden. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is someone responsible for ensuring workers and others in the workplace are accounted for in the event of an evacuation? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are emergency contact details relevant to the types of possible threats? For example are fire, police, poison information centre contact details displayed at the workplace in an easily accessible location? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are contact details updated regularly? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is there a mechanism, such as a siren or bell alarm, for alerting everyone in the workplace of an emergency? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is there a documented site plan that illustrates: <ul style="list-style-type: none"> <li data-bbox="165 1167 715 1200">– the location of fire protection equipment; <li data-bbox="165 1205 469 1238">– emergency exits; and <li data-bbox="165 1243 421 1276">– assembly points? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is there is a site plan and is it displayed in key locations throughout the workplace? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are procedures in place for assisting mobility-impaired people? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Does the workplace have first aid facilities and emergency equipment to deal with the types of emergencies that may arise? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is the fire protection equipment suitable for the types of risks at the workplace? For example, foam or dry powder type extinguishers for fires that involve flammable liquids. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is equipment easily accessible in an emergency? | <input type="checkbox"/> | <input type="checkbox"/> | |

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| Are workers trained to use emergency equipment? For example, fire extinguishers, chemical spill kits, breathing apparatus and lifelines. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have you considered neighbouring businesses and how you will let them know about an emergency situation should one arise? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have you considered the risks from neighbouring businesses? For example, fire from restaurant/takeaway food outlets, Q fever from cattle yards. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are emergency practice runs such as evacuation drills regularly undertaken to assess the effectiveness of the emergency plan? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is someone responsible for reviewing the emergency plan and informing workers of revisions? | <input type="checkbox"/> | <input type="checkbox"/> | |

Reference: This inspection checklist has been developed by SafeWork Australia and is part of their Model Code of Practice *“Managing the work environment and facilities”*. March 2020.

Further support: Should you require further help with workplace inspections, WHS audits, or WHS assessments please contact BWC SAFETY at enquiries@bwcsafety.com.au or phone Bernie Walker directly on 0407 453 340.