**Generic Hazard and Task Observation Checklist**

**Date Of Observation**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Carried Out By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **General (Applicable To All Departments)**  **Hazard And Task Observation Checklist** |  | |
| **Items** | | **Action Required** | | **Completed** |
| **Fire extinguishers:** | |  | |  |
| Current service check displayed | |  | |  |
| Clearly visible and sign posted | |  | |  |
| Correctly located | |  | |  |
| **Exits:** | |  | |  |
| Clear from obstructions | |  | |  |
| **Emergency Assembly points:** | |  | |  |
| Clearly marked and known by employees | |  | |  |
| **Floors, steps, stairs, passageways, gangways:** | |  | |  |
| Of sound construction | |  | |  |
| Properly maintained | |  | |  |
| Kept free from obstructions, materials and substances likely to cause slips/trips | |  | |  |
| Handrails secured | |  | |  |
| **Lighting and Ventilation:** | |  | |  |
| Work surfaces well lit | |  | |  |
| Work areas ventilated without accumulation of fumes, dust, vapors, heat | |  | |  |
| **Electrical:** | |  | |  |
| Earth leakage protection installed and checked | |  | |  |
| Portable electrical equipment checked and tagged by a licensed electrician | |  | |  |
| Tags are up to date | |  | |  |
| Out-of-Service tags used correctly by personnel | |  | |  |
| Electrical isolation / danger tagging procedures correctly used by maintenance/contractors. | |  | |  |
| Machinery isolated from the power supply before rotating or cutting surfaces are cleaned | |  | |  |
| Power sockets positioned so water cannot be splashed on them | |  | |  |
| Electrical fittings adequately covered during cleaning tasks | |  | |  |
| **Compressed Gas Cylinders:** | |  | |  |
| All compressed gas cylinders located away from potential ignition sources | |  | |  |
| Gas cylinders stored in a well ventilated area | |  | |  |
| Cylinders upright and secured | |  | |  |
| Full and empty cylinders stored separately and clearly labelled “full” and “empty” | |  | |  |
| **First Aid Boxes:** | |  | |  |
| Contents checked and restocked | |  | |  |
| Clearly labelled and accessible | |  | |  |

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| **General (Applicable To All Departments)**  **Hazard And Task Observation Checklist** |  | | |
| **Items** | | **Action Required** | **Completed** |
| **Waste Disposal:** | |  |  |
| Bins are adequate, distinctive and regularly emptied | |  |  |
| Manual handling tasks assessed (using code of practice guidelines) | |  |  |
| **Staff Facilities:** | |  |  |
| Sanitary facilities available and accessible for all personnel | |  |  |
| Eating/drinking facilities provided | |  |  |
| **Signs:** | |  |  |
| Signs used to identify hazards, personal protective equipment required, location of first aid/emergency equipment | |  |  |
| Signs are up to date and meet Australian Standard requirements | |  |  |

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| **Kitchen**  **Hazard And Task Observation Checklist** |  | | |
| **Items** | | **Action Required** | **Completed** |
| ‘IN’ and ‘OUT’ doors to kitchens clearly marked and allow good visibility with viewing panels | |  |  |
| Kitchen floors covered with non-slip tiles or slip resistant surfaces | |  |  |
| Effective drainage around washing machines, pot washing sinks, vegetable preparation areas to prevent slipping | |  |  |
| Grid patterned floor mats positioned safely and well maintained | |  |  |
| Changes in floor level (steps, ramps) clearly marked | |  |  |
| Causes of regular spillages on floors investigated and eliminated | |  |  |
| All guards and protective devices in place before kitchen machinery is used | |  |  |
| All safety devices on machinery and equipment regularly checked and maintained | |  |  |
| All knives and other edged tools kept in serviceable condition, sharp and with handles firmly fixed in place | |  |  |
| Knife handles kept clean and free from grease | |  |  |
| Employees working to procedures to avoid burns from hot surfaces on hot serving bainsmarie, steamers and tilting pans | |  |  |
| Oven gloves supplied and kept in good condition | |  |  |
| Notice prominently displayed in kitchens using deep fat frying detailing action to be taken in the event of fire | |  |  |
| Fire blanket and fire extinguisher available | |  |  |
| Trolley wheels, castors rotating smoothly | |  |  |
| Benches and tiled areas free of cracks | |  |  |
| Manual handling tasks assessed using Code of Practice Guidelines | |  |  |

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| **Cleaning**  **Hazard And Task Observation Checklist** |  | | |
| **Items** | | **Action Required** | **Completed** |
| Material Safety Data Sheets (MSDS) available for all chemicals | |  |  |
| Chemicals stored in well ventilated area according to MSDS information | |  |  |
| Trolley wheels checked and maintained | |  |  |
| Manual handling tasks assessed using Code of Practice Guidelines | |  |  |
| Containers for disposal of sharp (needles, glass etc.) available | |  |  |
| Washing machines, tumblers, dryers with rotating drums fitted with interlocked doors which do not open until all moving parts have stopped | |  |  |

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| **Administration:**  **Hazard And Task Observation Checklist** |  | | |
| **Items** | | **Action Required** | **Completed** |
| Seating suitable for task requirements | |  |  |
| Chair capable of being adjusted for height, seat tilt, lumber support | |  |  |
| Desk layout allows easy reach of objects | |  |  |
| Visual display unit screens adjustable for tilt and/or rotation | |  |  |
| Keyboard operators provided with document holders | |  |  |
| Manual handling tasks assessed using Code of Practice Guidelines | |  |  |

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| **Maintenance – Gardening:**  **Hazard And Task Observation Checklist** |  | | |
| **Items** | | **Action Required** | **Completed** |
| Noise zones clearly identified | |  |  |
| All hand tools and power tools in good condition and repair | |  |  |
| Switches and sockets in good condition | |  |  |
| All ladders in good repair and regularly inspected | |  |  |
| Pipes colour coded and regularly inspected | |  |  |
| Materials safely stored and stacked | |  |  |
| All flammable liquids and other chemicals stored and used in accordance with Material Safety Data Sheet (MSDS) information | |  |  |
| All dangerous moving parts of machinery adequately guarded | |  |  |
| Personal protective equipment, used, stored and maintained as required for identified job tasks | |  |  |
| Preventive maintenance inspection and monitoring reports documented and up to date. Eg air cooling systems, swimming pools, pressure vessels. | |  |  |
| Registered plant and equipment records maintained and up to date | |  |  |
| Manual handling tasks assessed using Code of Practice Guidelines | |  |  |