

QUDOS HEAD OFFICE

QUARTERLY WHS DEPARTMENTAL CHECKLIST

Department:

Date:

CHECKLIST	YES	NO	N/A	ACTION/RESPONSIBILITY/TIMESCALE	FINDINGS/COMMENTS
Even surfaces - no cracked concrete, loose carpet, mats, tiles, floor boards, lifted lino, etc.					
Blinds/Ceiling tiles/Lighting/Light Switches and Power points are all in good condition and working					
Electrical leads in good order and tagged					
Walkways are clear of obstructions and trip hazards					
No sharp edges or pointed objects					
Reception /Work Area/Workstations/ are tidy and uncluttered					
Filing cabinets and shelves not overloaded with heavy files, boxes					
Adequate shelving, filing cabinets, etc and access to stored items					
Chairs - good condition and operational					
Ergonomic chairs have back/lumbar support, a five star base, can swivel, move and have adjustable height					
Persons applying correct body posture – sitting, lifting,					

bending, carrying, pulling, pushing, reaching for items					
Fire Exit/Exit Signs are operational and illuminated					
IT Equipment operational – PC's/ MFD/Comms/Pin					
First aid kit update, in prominent position, and fully stocked					
Accidents or injuries - recorded and sent to HR					
Kitchen areas are kept clean, utensils are stored, broken or chipped crockery disposed of in a safe manner					
Step ladder in your area is in good working order					

If you have any **urgent WHS** issues, please log a job on the Property Workflow System, under the following

Property Workflow System/WHS and mark the job "Urgent"

If a job is not on the list above, and is not urgent but needs attending to, please log a job on the Property Workflow under the "Job Type" heading "WHS" and this will be attended to in due course.

Signed ----- Date ----- Property Signed ----- Date -----

Name ----- Name -----