**WORKPLACE INSPECTION CHECKLIST TOILET / SHOWER BLOCK**

*To be customised to suit specific site environment*

|  |  |
| --- | --- |
| NAME OF WORKSITE / LOCATION:       | DATE:       |
| AREA INSPECTED:       | INSPECTED BY:       |
| HOUSEKEEPING - TOILETS | YES | NO | N/A | ACTION / COMMENTS |
| Toilet paper in place and available? | [ ]  | [ ]  | [ ]  |       |
| Doors that lock? | [ ]  | [ ]  | [ ]  |       |
| Toilets flush properly? | [ ]  | [ ]  | [ ]  |       |
| Taps that work properly? | [ ]  | [ ]  | [ ]  |       |
| Toilet seats not cracked? | [ ]  | [ ]  | [ ]  |       |
| Soap dispensers in place? | [ ]  | [ ]  | [ ]  |       |
| Paper towel or hand dryers in good working order? | [ ]  | [ ]  | [ ]  |       |
| Bins emptied daily? | [ ]  | [ ]  | [ ]  |       |
| Privacy? | [ ]  | [ ]  | [ ]  |       |
| LIGHTING | YES | NO | N/A | ACTION / COMMENTS |
| Are lights working correctly e.g. not flickering? | [ ]  | [ ]  | [ ]  |       |
| Are the lights clean? | [ ]  | [ ]  | [ ]  |       |
| Is the lighting considered adequate? | [ ]  | [ ]  | [ ]  |       |
| Are all fluorescent light covers in place where there is a potential for injury? | [ ]  | [ ]  | [ ]  |       |
| FIRE / EMERGENCY | YES | NO | N/A | ACTION / COMMENTS |
| Are current evacuation plans displayed? | [ ]  | [ ]  | [ ]  |       |
| Are entrances and exits free from obstruction? | [ ]  | [ ]  | [ ]  |       |
| Can the evacuation alarm be heard in and near the toilet areas whenever sounded? | [ ]  | [ ]  | [ ]  |       |
| GENERAL | YES | NO | N/A | ACTION / COMMENTS |
| Is there at least one toilet available per 15 persons located in this area at a particular time? (applies to staff toilets only) | [ ]  | [ ]  | [ ]  |       |
| Is at least one hand washing facility available per 15 persons located in this area at a particular time? (applies to staff toilets only) | [ ]  | [ ]  | [ ]  |       |
| Are walkways at least 600mm wide? | [ ]  | [ ]  | [ ]  |       |
| Is the standard of cleaning satisfactory? | [ ]  | [ ]  | [ ]  |       |
| Is there adequate provision for sanitary waste disposal? | [ ]  | [ ]  | [ ]  |       |
| Are sanitary waste receptacles emptied regularly? | [ ]  | [ ]  | [ ]  |       |
| FLOORING | YES | NO | N/A | ACTION / COMMENTS |
| Does the floor have an even, unbroken (slip-resistant where necessary) surface? | [ ]  | [ ]  | [ ]  |       |
| Is the floor surface in this area suitable? | [ ]  | [ ]  | [ ]  |       |
| Are wet areas adequately drained and kept clear and clean? | [ ]  | [ ]  | [ ]  |       |
| Are warning signs used when necessary to warn of wet floor? | [ ]  | [ ]  | [ ]  |       |
| STORAGE | YES | NO | N/A | ACTION / COMMENTS |
| Is the area free of stored equipment/materials? | [ ]  | [ ]  | [ ]  |       |
| If cleaning materials are kept in this area, are they kept in locked cupboards? | [ ]  | [ ]  | [ ]  |       |
| Do storerooms have signs prohibiting entry of unauthorised personnel and/or are locked? | [ ]  | [ ]  | [ ]  |       |
| ELECTRICAL | YES | NO | N/A | ACTION / COMMENTS |
| Where hand dryers are powered through a cord and plug to a 240volt power supply are they tested and tagged by a competent person at least annually? | [ ]  | [ ]  | [ ]  |       |
| SHOWER BLOCK | YES | NO | N/A | ACTION / COMMENTS |
| Do shower heads flow freely? | [ ]  | [ ]  | [ ]  |       |
| Do taps open & close easily and are they not damaged? | [ ]  | [ ]  | [ ]  |       |
| Is there adequate drainage? | [ ]  | [ ]  | [ ]  |       |
| Is safety glass fitted to glass panel doors? | [ ]  | [ ]  | [ ]  |       |
| Is safety glass fitted to floor length glass windows? | [ ]  | [ ]  | [ ]  |       |
| Are large glass panels in doors, partitions and windows marked to indicate glass is present? | [ ]  | [ ]  | [ ]  |       |
| HAZARDOUS CHEMICALS | YES | NO | N/A | ACTION / COMMENTS |
| Is the use of deodorant blocks kept to a minimum? | [ ]  | [ ]  | [ ]  |       |
| All chemicals used for cleaning purposes have a current Safety Data Sheet (SDS)? | [ ]  | [ ]  | [ ]  |       |
| OTHER: |
|       |
|       |
|       |
| CORRECTIVE ACTIONS |
| Complete action plan below or use sites corrective action system to implement controls to eliminate or minimise the risk. |
| List the corrective actions | Priority(H, M, L) | By Whom | By When |
| 1.       |       |       |       |
| 2.       |       |       |       |
| 3.       |       |       |       |