

WHS Inspection Checklist for New and Existing Host Business

The below checklist must be completed prior to the appointment of any apprentice/trainee.
If you have any questions or wish to discuss in more detail, please contact your Apprentice Employment Manager or the WHS Manager on 0439 492 537.

| | | | |
|---|------------------|-----------------------------|-----------|
| Host Business Name: | | Host Contact: | |
| Person conducting this inspection: | | Host / Site Address: | |
| Date of Inspection: | ___ / ___ / ____ | Time of Inspection: | ___ : ___ |
| Areas Inspected: | | | |

| GENERAL SAFETY ITEMS | YES | COMMENTS |
|---|-----|----------|
| Are the individual work areas neat and tidy? | | |
| Is there signage in place for Personal Protective Equipment (PPE) requirements? | | |
| Are all workers aware of the location of First Aid Kits? | | |
| Are all workers aware of the location of Eye Wash Bays and/or safety showers? | | |
| Is the compulsory WorkCover poster displayed? | | |

| FIRE AND EMERGENCY | YES | COMMENTS |
|---|-----|----------|
| All emergency equipment is accessible maintained and certified (i.e., Spill Kit, Fire Blankets, Fire Extinguishers, Fire Hose)? | | |
| Emergency Exits are marked with illuminated signs? | | |
| Access to fire equipment is clear and free of obstructions? | | |
| Are the emergency exits clear and free of obstructions? | | |
| Are there Evacuation Plans on display? | | |

| HOISTS, CRANES, GANTRIES, LIFTING EQUIPMENT AND MOBILE MACHINERY | YES | COMMENTS |
|---|------------|-----------------|
| Are emergency Stop switches fitted and easily accessible? | | |
| Is everyone who uses the lifting equipment trained in the safe operation? | | |
| Are vehicle hoists maintained under manufactures service and inspection requirements? | | |

| WORK ENVIRONMENT/ELECTRICAL SAFETY | YES | COMMENTS |
|--|------------|-----------------|
| Is it appropriate ventilation in the work areas? | | |
| Is there adequate lighting for the work being done? | | |
| Are the washrooms clean, hygienic and functional? | | |
| Are eating areas separate from the workshop environment? | | |
| Are all stairways maintained (handrails, step tread) free from obstruction and in good condition? <i>(if applicable)</i> | | |
| Power leads and extension cords are off the floor and away from walkways? | | |

| PSYCHOSOCIAL SAFETY | YES | COMMENTS |
|--|------------|-----------------|
| Apprentices/trainees know who to contact if they feel unsafe, bullied, or harassed. | | |
| Supervisors briefed on acceptable workplace behaviour and respectful supervision. | | |
| Clear expectations for apprentice/trainee conduct and communication. | | |
| Systems in place to report and document concerns confidentially. | | |
| Supervisors provide guidance and instruction before expecting tasks to be completed. | | |
| Previous reports of unsafe or bullying behaviour followed up and documented. | | |
| Workshop culture encourages teamwork, respect, and inclusion for all apprentices/trainees. | | |

| LEGAL OBLIGATIONS | YES | SIGNATURE OF HOST BUSINESS REPRESENTATIVE |
|---|-----|---|
| Is the Host Business aware of legal obligations around electrical tagging? <u>Electrical Tagging</u> https://www.safeworkaustralia.gov.au/safety-topic/hazards/electrical-safety/whs-duties | | |
| Is the Host Business aware of legal obligations around a list/inventory of all chemicals on site? <u>Hazardous Substances</u> https://www.safeworkaustralia.gov.au/law-and-regulation/duties-under-whs-laws/duties-pcbu | | |

ACKNOWLEDGEMENT

The above inspection checklist has been conducted, documented, and stands true as of today's date.
 It is the Hosts Business legal requirement to maintain the level of WHS safety for the apprentice/s in the workplace.

| REPRESENTATIVE FROM APPRENTICESHIPS ARE US: | REPRESENTATIVE FROM HOST BUSINESS: |
|---|------------------------------------|
| Full Name: | Full Name: |
| Signature: | Position: |
| Date: | Contact Details: |
| | Signature: |
| | Date: |