

Workplace Health and Safety Queensland

Checklist for construction workplaces 2010

Housekeeping issues

Tick this box if a Principal contractor						<input type="checkbox"/>
Tick this box if an employer/ self-employed person						<input type="checkbox"/>
1. Housekeeping (general)		Yes	No	N/A	Comments	Act/Reg
1.1	Is housekeeping covered in the CSP?					Reg s263
1.2	Safety signs adequate?					Reg s275
1.3	Are work areas tidy?					
1.4	Is safe access and egress being maintained to the work area?					Act s30 Reg s277 and s303
2. Supply arrangements		Yes	No	N/A	Comments	Act/Reg
2.1	Is there a designated area for the delivery of items?					
2.2	Is this area easily accessible and clear of debris?					Act s30
2.3	Are there any mechanical lifting devices to assist in unloading deliveries (e.g. crane, forklift etc)?					
2.4	Are there any mechanical lifting devices to assist in carrying load to work area (e.g. wheelbarrow, materials hoist etc)?					
3. Waste removal		Yes	No	N/A	Comments	Act/Reg
3.1	Are there waste bins/rubbish chutes close to all work areas?					
3.2	Is there a designated area for the storage of waste products?					Reg s277 and 303
3.3	Is there system in place for disposing of excess waste materials?					Reg s277 and 303
3.4	Is this area easily accessible and clear of debris?					Act s30
3.5	For large items, are mechanical lifting devices available to assist in carrying loads to waste areas (e.g. crane, materials hoist etc)?					
3.6	Is waste lowered – not thrown from height?					

4. Mechanical lifting		Yes	No	N/A	Comments	Act/Reg
4.1	Are there mechanical lifting devices provided to assist workers when lifting items?					
4.2	Is a clear path provided between the storage area and work area?					Act s30
5. Storage areas		Yes	No	N/A	Comments	Act/Reg
5.1	Are there designated areas to store tools, equipment, materials etc?					Reg s277 and 303
5.2	Are these areas easily accessible and clear of debris?					
6. Ergonomics knowledge		Yes	No	N/A	Comments	Act/Reg
6.1	Do workers understand ergonomics (e.g. layout of work area, use of mechanical lifting devices where possible etc)?					Act s28
6.2	Is lighting adequate?					
6.3	Are surfaces even (no unexpected level drops or potholes)					
6.4	Does the work area provide enough space and not crowded?					

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