

**Walk though (Walk-thru) Inspections**

Everyone is responsible for safety. An efficient safety system requires all persons to ensure that they have a safe environment. Familiarity with a specific location can mean that people become risk blind and do not identify hazards. An unfamiliar environment may mean that hazard awareness is low and “ hidden” hazards are not identified .

A hazard is something, somewhere, some aspect of a system or someone who has the potential to cause harm. The range of health and safety hazards in any location is broad. Fortunately in most environments most of the hazards have controls in place to minimise harm to persons or damage to property.

Walk thru inspections are a useful tool to ensure that the exposure to hazards is low. Although checklists are useful for initial inspections they a often have limited affect if used regularly or if the hazards are not addressed when they are identified. The following checklist has been developed to identify a range of potential hazards. The list is too extensive to complete during any single walk through inspection. Items may be omitted depending on the specific environment or the list may be divided into subsets so that a certain group of hazards are the focus of a particular walk thru. Items relating to a specific subset may be examined in detail e.g. 04.37a Gravity -slip trip and falls

Walk Thru location:

Conducted by:

Date : \_\_\_\_\_ Report sent WG Y N

Time : \_\_\_\_\_ to (circle) : Supervisor Y N

Are records for all walk thru’s available? YES NO

Are Action Plans developed after a walk thru has been undertaken? YES NO

		Yes	No	N/A	
1.	Are all electrical cords secured?				
2.	Are all electrical cords in good condition?				
3.	Are all internal light bulbs operational?				
4.	Are all external lights operating?				
5.	Are all stairways free of objects? trip hazards				
6.	Are all passageways free of objects?				
7.	Are all carpets free of trip hazards?				
8.	Are all carpet edges in good condition				
9.	Are all kitchenette benches clear?				
10.	Has all broken glass been placed in correct bin?				
11.	Are all taps in good condition?				
12.	Are all storage cupboards neatly stacked?				
13.	Are the doors of all storage cupboards closed?				
14.	Is there 2m free access space for all fire extinguishers and exits?				
15.	Is maintenance required for any equipment?				

	Add workplace specific items				