

Safety Checklist Corporate Offices & Facilities



CAR PARK - DRIVEWAYS - LOADING DOCK

*Wheel Stops prevent encroachment - Are any missing or broken? (AS2890.1:2004) Qty	
*Speed Humps - Are there any high risk locations needing traffic to slow down? (AS2890.1:2004) Qty	
*Parking Bollards - Is the DDA bollard in the disabled shared zone 1300mm high to meet standards? (AS/NZS 2890.6:2009) Qty	
*Bollards - Are safety bollards required to protect entrances, fire hydrants, services infrastructure, auto gates? Qty	
*Flexible Bollards - Are there any tight corners or ramps needing flexible impact bollards? Qty	
*Convex Safety Mirrors - Are there any blind corners or ramps needing mirrors? Qty	
*Lane Dividers - Are any lane dividers or lane markers needed? (especially at entry / exit points, ramps) Qty	
*Parking Space Protectors - Are there any staff or visitor spaces that need to be secured/reserved? Qty	
*Signage - Is there adequate signage in the car park for good traffic management? Qty	
*Portable Swing Stand Signs - Are these available for deployment when needed? Qty	
*Stencils & Paint - Does the car park stencilling need to be refreshed or new areas done? Qty	
*Potholes are potential trip hazards - Are there any pot holes that need to be filled with Pothole Filler? Qty	
*Pedestrian Rails - Are there any walkways or exit doors where pedestrians could walk out into traffic? Qty	
*Access Control - Is there a need for height restriction bars, removable bollards or a manual boom gate? Qty	

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*Corner Guards - Are columns and corners adequately protected from potential damage? Qty	
*Traffic Cones - Are cones available for wardens to divert vehicles when needed? Qty	
*Cone Top Retractable Belt Barriers - Are these needed for traffic management? Qty	
*Bike Racks - Are bike racks needed in a suitable location for staff/visitors? (AS2890.3 Class 2 or 3) Qty	
*Bird Spikes - Are bird deterrent spikes needed to prevent bird droppings (health/slip hazard)? Qty	
*Loading Dock Bollards/Barriers - Are dock areas protected from vehicle impact and pedestrian conflict? Qty	
*Waiting Area Seats - Are maintenance-free bench seats required to reduce stress and fatigue? Qty	
*Rubbish/Recycling Bins - Spaced a maximum of 5-10m apart and not obstructing pathways (DDA)? Qty	

RECEPTION & ENTRANCE

*Entrance Matting - Are any mats worn and needing replacement? Is matting fit-for-purpose and uniform? Qty	
*Access Control - Is there a need for turnstiles, speed gates, or a manned security desk barrier? Qty	
*Signage - Is directional/wayfinding and compliance signage in place at entry? Qty	
*Braille Signs - Are any Braille signs missing for wheelchair access, exit levels, lifts etc? (AS1428.1:2009) Qty	
*Accessible Ramps - Are there any ramps needed for easy disabled access? (AS1428.1:2009) Qty	
*Floor Warning Signs - Is a 'Caution Wet Floor' sign on hand to help prevent slips? Qty	

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*Stainless Steel Floor Stand Sign - Are there any portable wayfinding signs available? Qty	
*Snap Frame / Poster Display - Is there a suitable cabinet for display of evacuation plans & notices? Qty	
*Visitor Seating - Are maintenance-free reception seats available and easy to clean & sanitise? Qty	
*Rubbish/Recycling Bins - Spaced a maximum of 5-10m apart and not obstructing pathways (DDA)? Qty	
*Bag Racks - Are any multi-level bag racks required to prevent tripping hazards? Qty	

OFFICE FLOORS - WORKSTATIONS - CORRIDORS

*Tactiles - Are there any missing tactiles at top and bottom of stairs/ramps? (AS/NZS 1428.4.1:2009) Qty	
*Anti-Slip Stair Nosing - Are Australian Standard compliant stair nosings missing from any steps? (AS1428.1:2009) Qty	
*Floor Marking Tape - Are all safety zones marked with floor marking tape or painted lines? Qty	
*Cable Covers - Are cable covers available to prevent trip hazards with electrical leads or cords? Qty	
*Portable Expanding Barriers - Are any expanding barriers on hand to close off no-go zones? Qty	
*Signage - Is there adequate general and compliance signage (fire, first aid, evacuation)? Qty	
*Pedestrian Rails - Are any barriers needed outside walkways or exit doors to prevent pedestrians walking into traffic? Qty	
*Corner Guards - Are columns and corners adequately protected from potential damage? Qty	
*Ergonomic/Anti-Fatigue Matting - Is suitable matting needed at standing workstations? Qty	

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*Rubbish/Recycling Bins - Spaced a maximum of 5-10m apart and not obstructing pathways (DDA)? Qty	
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MEETING ROOMS & BOARDROOMS

*Cable Covers - Are cable covers available to prevent trip hazards with AV/power leads? Qty	
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*Chair Stacker Trolley - Is a chair stacker trolley on hand for safe handling of chairs? Qty	
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*Signage - Is room capacity and evacuation signage clearly displayed? Qty	
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*Seating - Are there enough chairs and are existing seats easy to clean & sanitise? Qty	
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*Retractable Belt Barriers - Are any needed for temporary queue/space management during events? Qty	
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FIRE EGRESS & STAIRWELLS

*Signage - Are compliant exit signs in place? Are any missing or needing replacement? (BCA section D2.23) Qty	
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*Fire Door Bollards - Are bollards in place outside fire doors to prevent obstruction? (BCA section D1.10) Qty	
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*Anti-Slip - Do all stairs have compliant anti-slip tape or stair nosing? (AS1428.1:2009) Qty	
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*Tactiles - Are there any missing tactiles at top and bottom of stairs/ramps? (AS/NZS 1428.4.1:2009) Qty	
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*Braille Signs - Are any Braille signs missing for wheelchair access, exit levels, lifts etc? (AS1428.1:2009) Qty	
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*Fire Extinguishers & Signage - Are any signs or extinguishers missing or out of date? Qty	
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*Evacuation Diagrams - Are current evacuation plans displayed and easily visible? Qty	
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WASHROOMS & END-OF-TRIP FACILITIES

*Braille Signs - Are any Braille signs missing off doors? (AS1428.1:2009) Qty	
*Accessories - Are any accessories needing replacement? (Soap dispensers, hand sanitiser stations, paper towel dispensers, toilet roll holders, electric hand dryers) Qty	
*Floor Warning Signs - Is a 'Caution Wet Floor' sign available to prevent slips? Qty	
*Doorway Barrier - Is an expanding barrier on hand to close washrooms off when needed? Qty	
*Wet Area Anti-Slip Matting - Is suitable matting needed on wet area floors? Qty	
*Bag Hooks / Coat Hooks - Are any bag hooks missing or required? Qty	
*Bag Racks - Are any multi-level bag racks required to prevent tripping hazards? Qty	
*Bike Racks & Lockers - Are secure bike racks/lockers provided for end-of-trip facilities? Qty	
*Rubbish Bins - Are they spaced a maximum of 5-10m apart and not obstructing walkways (DDA)? Qty	

KITCHEN / BREAK ROOM

*Floor Warning Signs - Is a 'Caution Wet Floor' sign on hand to prevent slips? Qty	
*Anti-Fatigue / Wet Area Matting - Is suitable matting needed on kitchen floors? Qty	
*Spill Kits - Is there a suitable spill kit available and is it fully topped up? Qty	
*First Aid Kit - Is there a compliant first aid kit on hand suitable for the number of personnel on site? Qty	
*Signage - Are all mandatory and caution signs in place (hot surfaces, appliance safety)? Qty	

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*Seating - Are there enough tables, benches and seats? Are existing seats easy to clean and sanitise? Qty	
*Rubbish/Recycling Bins - Spaced a maximum of 5-10m apart and not obstructing pathways (DDA)? Qty	

SERVER ROOM / IT & COMMS

*Access Control - Is there restricted access via key cabinet, swipe card, or lock? Qty	
*Signage - Are 'No Unauthorised Access' and electrical hazard signs in place? Qty	
*Fire Extinguishers & Signage - Are appropriate extinguisher types (e.g. CO2) provided and signed? Qty	
*Cable Covers - Are cable covers available to prevent trip hazards with server/network leads? Qty	
*Anti-Fatigue Matting - Is suitable matting provided for standing tasks? Qty	

SECURITY / CONTINGENCY ROOM

*Trauma Tent/Screen - Is there a light-weight trauma tent on hand for fast incident response? Qty	
*Fire Warden Kits - Are the necessary warden kits available? Qty	
*First Aid Kit - Is there a compliant first aid kit on hand suitable for the number of personnel on site? Qty	
*Spill Kits - Is there a suitable spill kit available and is it fully topped up? Qty	
*Portable Barriers / Barrier Tape - Are these on hand for emergencies? Qty	
*Alert / Evac. Megaphone - Is this available with fully charged batteries? Qty	
*Wheel Chair - Is there a folding wheel chair on hand? Qty	
*Sharps Disposal Kit - Are these available for keeping the precinct safe and clean? Qty	

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*Key Cabinet - Is there a key cabinet available with a suitable key capacity and tags? Qty	
*Bag Racks - Are any multi-level bag racks required to prevent tripping hazards? Qty	

WAREHOUSE / STORAGE / MAIL ROOM

*Gas Bottle Storage - Is there compliant gas bottle storage where applicable? (AS4332:2004) Qty	
*Flammable Liquid Storage - Is there a compliant cabinet for storage of class 3 flammable liquids? (AS1940:2017) Qty	
*Corrosive Storage Cabinet - Is there a compliant 'Corrosive 8' storage cabinet required? (AS3780:2008) Qty	
*Floor Marking Tape - Are all exclusion/hazard zones marked with floor marking tape? Qty	
*Signage - Are all mandatory, prohibition & danger signs in place where needed? Qty	
*Floor Warning Signs / Swing Stand Signs - Are these available for deployment when needed? Qty	
*Anti-Fatigue Matting - Are floor mats needed for standing tasks? Qty	
*Portable Expanding Barriers - Are any expanding barriers available to cordon off hazards or work zones? Qty	
*Kerb Ramps - Are kerb ramps on hand for trolley/vehicle access when required? Qty	
*PPE - Do you need any hi-vis safety vests or other PPE? Qty	
*Manual Handling / Trolleys - Are hand trucks or trolleys needed to prevent heavy lifting? Qty	
*Racking Protection - Are corner guards or column protectors needed around racking and columns? Qty	

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OUTDOOR AREAS / COURTYARDS

*Seats and Benches - Are any outdoor seats, benches or platform benches required? Are existing seats easy to clean and sanitise? Qty	
*Picnic/Café Settings - Has safe & easy people-flow been considered? Is there enough space for wheelchair movement (1000-1200mm)? Qty	
*Café/Market Umbrellas - Do you need portable/relocatable shade umbrellas? Qty	
*Planter Boxes - Are any planters required for demarcation between areas? Qty	
*Bird Spikes - Are bird deterrent spikes needed to prevent bird droppings (health/slip hazard)? Qty	
*Bike Racks - Are bike racks needed in a suitable location? (AS2890.3 Class 2 or 3) Qty	
*Bollards - Are any steel, concrete or timber bollards needed for protection? Fixed or removable? Qty	
*Wheelchair Access - Has wheelchair access been provided for? (Rubber Ramps etc) (AS1428.1:2009) Qty	
*Rubbish/Recycling Bins - Spaced a maximum of 5-10m apart and not obstructing pathways (DDA)? Qty	
*Signage - Is there adequate signage? Qty	

SPECIAL EVENT / TOWN HALL MANAGEMENT

*Roll-out Red Carpet Runner - Is a red carpet runner on hand to welcome guests? Qty	
*Queue Control Barriers - Are any retractable belt barriers or rope barriers needed? Qty	
*Stainless Steel Floor Stand Signs - Are any portable signs needed for wayfinding or reserving spaces? Qty	
*Barrier Tape - Are these on hand for creating exclusion zones? Qty	
*Crowd Control Barriers - Are suitable crowd control barriers available? Qty	

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*Printed Safety Vests / Warden Vests & Caps - Are the right vests and caps available in the right quantity? Qty	
*Cable Covers - Are any cable covers needed to avoid trip hazards with AV/power leads? Qty	
*Trauma Tent/Screen - Is there a light-weight trauma tent on hand for fast incident response? Qty	
*Portable & Stackable Benches - Are lightweight stackable benches available as needed? Qty	