

This document is intended to compliment the Housekeeping Checklist and completed annually. Required Actions to be listed in table at end of document.

Completed by whom:

Date:

No	Question	Yes	No	N/A
<b>1</b>	<b><i>FIRE PROTECTION</i></b>			
1.1	Are there sufficient fire extinguishers in accordance with the fire regulations?			
1.4	Are extinguishers mounted in conspicuous locations no more than 1.2 metres high with a location sign above at no less than 2 metres?			
1.5	Has training been provided in relation to extinguishers, and hose reels where fitted?			
1.9	Is there a fire blanket in the kitchen?			
1.10	Are smoke detectors installed on the premises and are batteries checked regularly?			
1.12	Are fire exits clearly signed, lit and serviced			
1.13	Are fire exits kept clear at all times? (These areas must not be used for storage of any kind)			
1.14	Is there a no smoking policy that is enforced?			
1.15	Is there a combustibile outdoor storage area that could be easily torched by an arsonist? ( If so look for alternative method of storage or remove combustibile material elsewhere)			
1.16	Are valuables, computer back up tapes & the like stored in a fire resistant area?			
<b>2</b>	<b><i>EMERGENCY PROCEDURES</i></b>			
2.1	Are emergency evacuation procedures in place?			
2.2	Are emergency drills carried out at least every 6 months and the results reviewed by the Responsible Officer & WH&S Coordinator?			
2.3	Are the emergency procedures displayed on notice boards?			
2.4	Is there a person responsible for evacuations etc? (Chief Fire Warden)			
<b>3</b>	<b><i>SECURITY</i></b>			
3.1	Are premises in good repair to resist entry? (No broken windows etc.)			
3.4	Are all external doors fitted with deadlocks or similar appropriate locking hardware?			
3.5	If there is a safe, is the key kept off the premises after hours?			
3.7	Is there a strictly adhered to cash policy covering counting storage and banking procedures not involving less than 2 adults?			
3.8	Are windows locked securely?			
3.9	Is there a person nominated with security responsibilities including locking all doors and windows after each activity?			
3.10	Are ladders, tools that may assist a burglar securely locked away?			
3.11	Is key distribution restricted according to need and is a key security list maintained?			
3.12	Is valuable equipment locked away when not in use?			
<b>4</b>	<b><i>ELECTRICAL</i></b>			
4.1	Are safety switches fitted to the switchboards?			
4.2	Are there surge protectors protecting electrical equipment?			
4.3	Has the electrical wiring been checked by an electrician in the past 10 years?			
4.4	Has the electrical tagging been conducted?			
4.5	Has emergency lighting been installed?			

