

WORKPLACE HEALTH AND SAFETY AUDIT SERVICE AREAS

Person completing audit:

Date:

Ensure all hazards (non-compliances) are documented on the Risk Management Report Form.*

*** If any risks are relatively minor and/or the hazard can be easily fixed, these should be attended to straight away. However, this must be reported to the WHSR who will make a record on the Hazard and Risk Register.**

Copies of this inspection checklist must be forwarded to the WHSO.

KITCHEN	YES	NO	COMMENTS
Are food containers in sound condition and fitted with vermin proof lids?			
Are MSDS readily available in the event of an emergency?			
Are all chemicals clearly labelled?			
Are all chemicals able to be securely stored in the kitchen when not in use?			
Do all frozen food containers display a use by date?			
Are all perishable fruit and vegetables correctly stored and rotated frequently?			
Are all freezers operating within the regulation temperature range? - 15 ^o C to - 18 ^o C			
Is bain-marie servery operating within the regulation temperature range? - 75 ^o C to - 110 ^o C			
Do all electric lights operate correctly?			
Are all floor surface slip mats in use?			
Check cords – fraying/damage			
Are all kitchen electrical wall sockets clean?			
Are elbow length waterproof safety gloves in use when washing pots and pans?			

Are eye wear safety goggles in use and stored in a safe and clearly visible location?			
Is protective clothing provided and readily available for use?			
Are heat protection mittens or pads in use to handle and carry very hot pots, pans, saucepans etc?			
Is a colour coded sign displayed to highlight the correct use of colour coded food preparation boards?			
Are temperature checks performed and recorded daily on fridges, freezers and bain-marie servery?			
Is the food waste disposal safety splash guard in a safe working condition?			
Are the refrigerators and cool room operating within the regulation temperature ranges 2°C to 4°C			
Are all trolleys used to deliver meals and foodstuffs enclosed or fitted with curtains to prevent contamination from flies, dust etc?			
Are all meals delivered to Palm Court and residents rooms in accordance with the food hygiene regulation?			
Is there a cleaning programme register which records frequency and dates of cleaning?			
Do the dishwashing machine wash and rinse cycle temperatures function within the health regulation standards? Minimum wash 50°C Minimum rinse 75°C			
Do the wash and rinse temperatures for hand dish washing meet the minimum standard? Minimum wash °C Minimum rinse °C			

Are floor surfaces maintained in a safe condition and free of liquid spills?			
Are rubbish bins in sound condition and have tight fitting vermin proof lids?			
Check all: - power points			
- light switches			
Ceiling fans - operating			
- clean			
Wall fans - operating			
- clean			
- filters cleaned			
Any water leakages or dripping taps			
Exhaust fan filters cleaned regularly			
Eye rinse available for chemical splash.			
Emergency chemical spill kit available (sand)			
LAUNDRY			
Check all: - power points			
- light switches			
- working order			
Electrical equipment - working order			
- frayed cords			
Dirty laundry/clean laundry separate			
Protective clothing available for staff			
- apron			
- mask			
- gloves			
- rubber shoes			
Eye rinse available for chemical splash.			
Hand washing facilities available			

Separate buckets for incontinent laundry			
Separate basket for tablecloths and tea towels			
Water temperatures checked regularly in machines			
Safe storage of chemicals			
cupboard - locked			
- MSDS			
- stored as per safety instructions			
- all labelled			
Adequate ventilation in room			
Emergency equipment provided			
Air-conditioning working filters clean			
DINING ROOM			
Unobstructed access to tables for			
(a) residents			
(b) staff			
Check - power points			
- light switches			
- adequate lighting			
- working lighting			
- electrical cords for damage/fraying			
Overhead fans - operating			
- clean			
Air conditioning - operating			
- filters cleaned			
Emergency exit signs operating			
STAFF RECOMENDATIONS			

Collation of Results: To be undertaken by Workplace Health and Safety Representative.	
To determine the overall compliance percentage (%):	
A Compliance: Total the number of questions answered Yes =	
B Non-Compliance: Total the number of questions answered No =	
C Number of Applicable Responses: Add the numbers in rows A and B above =	
D Overall Compliance Rating: Divide the number in A by the number in C and multiply the result by 100 to calculate the overall compliance percentage i.e. $(A \div C) \times 100 =$ overall compliance percentage	