

29/04/2015

John Citizen

Email: matt@inspectionapps.com

Dear John,

WH&S Report

Address: 45 Diplicus Drive Palm Beach

Date of Inspection: 29/04/2015

Inspection by: vincent liu

We summarise the results of our inspection as follows:

General Lighting

Is there good natural lighting?	Yes
Does the environment prevent glare to employees from reflected light off walls and ceilings?	Yes
Are light fittings clean and in good condition?	Yes
Is Emergency exit lighting operable?	Not Applicable

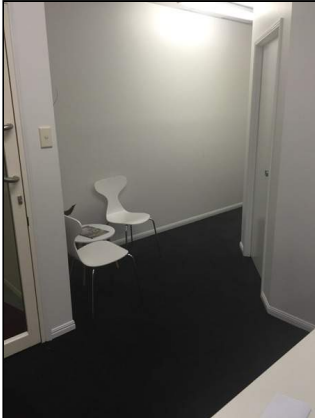
Fire Prevention

Evacuation plan displayed?	Yes
Evacuation procedures discussed 3-4 times per year?	Yes

Extinguishers in place, and clearly marked for type of fire?

No
Comments: No fire extinguishers in building
Action Required: Install fire extinguishers

	Minor	Mod	Major
Likely			
Possible		√	
Rare			



Extinguishers serviced every 6 months?

Not Applicable

Extinguishers clear of obstructions?

Not Applicable

Extinguishers no more than 1200mm max height & base not lower than 100mm?

Not Applicable

Indicator signs 2.1m above floor level?

Not Applicable

Are there adequate direction notices for fire exits?

Not Applicable

Are exit doors easily openable from the inside?

Not Applicable

Are exits clear of obstructions?

Yes

Is the fire alarm functioning correctly?

Not Applicable

Building Safety

Are floor surfaces even and uncluttered?

Yes

Are entry and walkways kept clear?

Yes

Are walkways adequately and clearly marked?

Not Applicable

Are intersections kept clear of boxes, etc?

Yes

Are stairs and risers kept clear?

Yes

Are liquid spills removed quickly?

Yes

Are railings in good condition?

No

Comments: Railing is loose

Action Required: Maintenance required

	Minor	Mod	Major
Likely			✓
Possible			
Rare			



Are fall preventative measures in place and used where gaps occur in railings?

Not Applicable

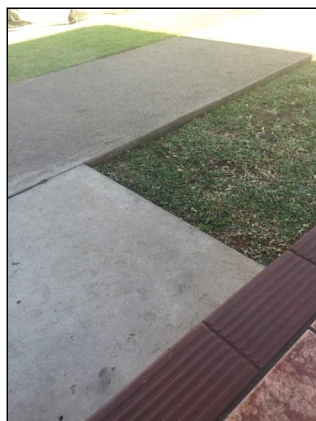
Are footpaths in good condition?

No

Comments: Minor cracking and elevated sections

Action Required: Replace the pathway sections

	Minor	Mod	Major
Likely			
Possible		✓	
Rare			



Is furniture in sound condition?

Yes

Is loading area clean and tidy?

Not Applicable

Rubbish Removal

Are bins located at suitable points around the site?

No

Comments: Too far away

Action Required: Find closer site

	Minor	Mod	Major
Likely			
Possible			
Rare	√		



Are bins emptied regularly?

No

Comments: Rubbish is stockpiled around bins

Action Required: Arrange more regular pick ups

	Minor	Mod	Major
Likely			
Possible			
Rare	√		



Are oily rags and combustible refuse placed in covered metal containers?

Not Applicable

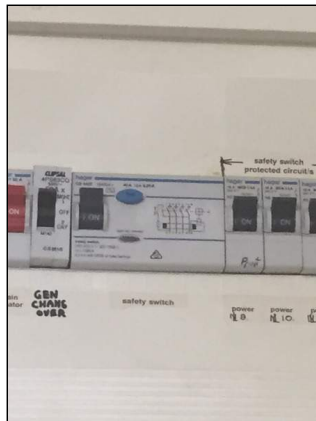
Storage

- Are materials stored in racks and bins wherever possible? **Yes**
- Is storage designed to minimise lifting problems? **Yes**
- Are floors around racking clear of rubbish? **Yes**
- Are the racks and pallets in good general condition? **Not Applicable**

Electrical Safety

- Are Safety switches installed? **Yes**
- Are Safety switches tested every 6 months and are tests recorded? **No**
Comments: No test date. During inspection, test button failed.
Action Required: Replace safety switch

	Minor	Mod	Major
Likely			
Possible			✓
Rare			



- Is the workplace free of double adaptors? **Yes**
- Is all portable equipment tested and tagged? **Yes**
- Is the site free of broken plugs, sockets and switches? **Yes**
- Is the site free of power leads across walkways? **Yes**
- Are all power leads free of damage and fraying? **Yes**
- Are all power leads not "strained"? **Yes**
- Are portable power tools in good condition? **Yes**

Are emergency shut down procedures in place? **Not Applicable**

First Aid

Are all cabinets and contents clean and orderly? **Not Applicable**

Are contents regularly checked? **Yes**

Are all contents within their expiry dates? **Yes**

Are cabinets clearly labelled? **Not Applicable**

Is there easy access to cabinets? **Not Applicable**

Are employees aware of the location of the first aid cabinet? **Yes**

Are first aid officers accessible? **Yes**

Are emergency numbers displayed? **Not Applicable**

Office Hazards

Are filing cabinets in good condition? **Yes**

Are all chairs in good condition, and ergonomic? **Yes**

Are desks in good condition and free of damage? **Yes**

Is screen based equipment positioned to reduce glare from windows? **Yes**

Are photocopiers positioned to avoid fumes? **Yes**

Are tasks (and breaks) designed to prevent Occupational Overuse Syndrome? **Yes**

Are air conditioning systems regularly maintained? **Yes**

Are floor coverings stable, non-slip and in good condition? **Yes**

General Photographs



Thankyou for your instructions.
Yours faithfully,
Purely Property

A handwritten signature in blue ink, appearing to be 'Vincent Liu'.

vincent liu