

GENERAL HOUSEKEEPING

DO YOU KNOW?

ACTION RECOMMENDED

1 Is the workplace maintained in a clean and tidy condition?

NO

Ensure the workplace is maintained in a clean and tidy condition

YES

2 Are floors surfaces, pathways and access ways free from potential trip and slip hazards?

NO

Do you know what a hazard is?
If not, see **Appendix F**

Ensure all floors surfaces, pathways and access ways are free from potential trip and slip

YES

3 Do car parks and external areas have even and non slip surfaces that are free from obstructions?

NO

Ensure car parks and external areas have even surfaces, and are free from obstructions and are not slippery

YES

4 Does the workplace have documented procedures for housekeeping?

NO

Ensure the workplace has documented procedures for housekeeping

YES

5 Are policies and procedures included in the induction process?

NO

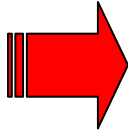
Ensure policies and procedures are included in the induction process.

YES

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6 Are adequate bins provided and emptied regularly?

NO

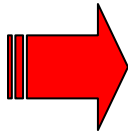


Ensure adequate bins provided and emptied regularly

YES

7 Does the workplace have a maintenance system in place?

NO



Ensure the workplace has a maintenance system in place

YES

GO TO NEXT MODULE