



WORKPLACE SAFETY EQUIPMENT & SITE INSPECTION CHECKLIST

A practical checklist to help you identify safety equipment that may need attention, replacement or updating.

Use this checklist to: walk through your workplace, record issues and identify equipment that needs repair, replacement, repositioning or further assessment.

How to use this checklist: For each item, mark OK if it is present, suitable and in good condition. Mark ACTION REQUIRED if it needs attention, or N/A if it does not apply to your workplace. Record actions at the end of each section.

Important Note: This checklist is a general workplace inspection aid, not a substitute for a site-specific risk assessment, competent advice, manufacturer instructions or applicable Australian Standards and state or territory WHS requirements. Where a safety issue presents an immediate or significant risk, control the hazard promptly and follow your workplace procedures.

1. General Workplace Safety Equipment

ITEM TO INSPECT	OK	ACTION REQUIRED	COMMENTS
Safety equipment is still suitable for the current workplace layout, activities and hazards.			
Equipment is installed, positioned and used as intended.			
Damaged, loose, bent, cracked, faded or heavily worn items have been identified.			
Safety equipment is not obstructed, hidden or difficult to access.			
Equipment has not been altered or modified in a way that could affect its intended function.			
Manufacturer or supplier instructions are available where inspection, installation or maintenance requirements apply.			
Changes to the workplace, traffic flow, machinery or work activities have been considered.			
Required workplace first aid kits are readily accessible, fully stocked, and contain items that are within their expiry dates.			
Fire safety equipment is readily accessible, clearly identified, securely mounted, and within their inspection and service dates.			
Actions / notes:			

2. Safety signs & visual communication

ITEM TO INSPECT	OK	ACTION REQUIRED	COMMENTS
Required safety, warning, directional and traffic signs are present where needed.			
Signs are clearly visible from the relevant approach or work area.			
Signs have not been blocked by stock, vehicles, vegetation, structures or other equipment.			
Signage still reflects the current workplace layout, hazards, access points and traffic arrangements.			
Old, duplicated or conflicting signs have been identified for removal or replacement.			
Sign size, location and visibility are appropriate for the environment and intended audience.			
Actions / notes:			

3. Bollards, Barriers & Impact Protection

ITEM TO INSPECT	OK	ACTION REQUIRED	COMMENTS
Bollards and impact protection are upright, secure and in good condition.			
Fixings, bases, anchors and mounting points show no obvious signs of failure or damage.			
Removable or fold-down bollards operate correctly and can be secured as intended.			
Impact protection is positioned where vehicles or mobile plant could contact people, structures or equipment.			
Damaged, bent, loose or heavily marked bollards have been identified.			

ITEM TO INSPECT	OK	ACTION REQUIRED	COMMENTS
The current protection layout still suits vehicle movements, pedestrian routes and site changes.			
High-risk areas such as corners, doors, loading areas and vulnerable assets have been reviewed.			
Actions / notes:			

4. Pedestrian Access, Stairs & Walkways

ITEM TO INSPECT	OK	ACTION REQUIRED	COMMENTS
Pedestrian walkways are clearly defined and kept free from unnecessary obstructions.			
Barriers, rails and pedestrian separation controls are secure and in good condition.			
Stair nosings are securely attached and remain visible and serviceable			
Stair nosings show no obvious lifting, damage, excessive wear or loss of grip.			
Handrails and edge protection are secure where provided and required.			
Pedestrian crossings, gates and access points are clearly identifiable.			
Changes in level, trip hazards and areas of poor visibility have been identified.			
Cables and leads are secured and organised to prevent trip hazards, with appropriate cable management methods in place where required.			
Changes to stairs, ramps, entrances or pedestrian routes have been reviewed.			
Tactile indicators are present where required for the site's relevant accessibility needs			
Actions / notes:			

5. Parking, Loading & Vehicle Areas

ITEM TO INSPECT	OK	ACTION REQUIRED	COMMENTS
Vehicle entry and exit points are clearly controlled and visible.			
Loading and unloading areas have suitable separation from pedestrian areas where required.			
Parking controls, signs, wheel stops and bollards remain correctly positioned			
Blind spots, corners and areas of poor visibility have been reviewed.			
Vehicle routes remain clear, suitable and free from avoidable obstructions			
Changes in vehicle types, delivery patterns or traffic volumes have been considered			
Near misses, incidents or recurring traffic issues have been reviewed as part of the inspection.			
Actions / notes:			

6. Workplace Changes & Final Review

ITEM TO INSPECT	OK	ACTION REQUIRED	COMMENTS
New equipment, machinery, storage, buildings or work areas have been included in the inspection.			
Temporary safety controls are still required, effective and correctly positioned.			
Outdated controls have been identified for removal or replacement.			
Outstanding maintenance or replacement actions have an owner and target date.			
Relevant workers have been consulted about hazards or issues identified during the inspection			



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ITEM TO INSPECT	OK	ACTION REQUIRED	COMMENTS
The workplace's risk assessment / traffic management arrangements should be reviewed where conditions have changed.			
Actions / notes:			

Action Register

Use this section to record anything that needs repair, replacement, relocation, further assessment or follow up.

ISSUE / EQUIPMENT	LOCATION	ACTION REQUIRED	DUE	COMPLETE

NEED HELP REVIEWING YOUR SAFETY EQUIPMENT?

Keep your workplace safety essentials up to date with Safety Xpress. From safety signage and barriers to bollards, wheel stops, mats, tactile indicators and more, we can help you find the right products for your workplace.



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General information only. This checklist is provided as a practical guide and does not constitute legal, engineering or compliance advice. Requirements may vary depending on your workplace, activities and jurisdiction. Always refer to applicable legislation, Australian Standards, manufacturer instructions and seek advice from your WHS adviser or relevant regulator where appropriate. For further information and guidance on workplace safety requirements and applicable legislation, please visit Safe Work Australia: <https://www.safeworkaustralia.gov.au/>