WHS INTERNAL INSPECTION & AUDIT CHECKLIST

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| **DAILY / WEEKLY / MONTHLY INSPECTIONS** |
|  | Check machinery and equipment condition (pre-start checks) |
|  | Inspect PPE (boots, gloves, eye protection, hearing protection, helmets, respirators etc.) – fit, condition, availability |
|  | Remove immediate hazards (trip, electrical, chemical) |
|  | Check chemical storage compliance |
|  | Walk around sheds, paddocks, and yards |
|  | Confirm maintenance records are current |
| **QUARTERLY INTERNAL AUDITS** |
|  | Review safety policies and procedures |
|  | Check staff training records are up to date |
|  | Review incident reports |
|  | Interview 1 – 2 workers about safety practices |
|  | Document findings and corrective actions |
| **ANNUAL / BIANNUAL EXTERNAL AUDIT (if required)** |
|  | Major changes in operations or equipment |
|  | After serious incidents or regulator visits |
|  | Preparing for certification or accreditation |
|  | Unsure about compliance status |
| **RECORD KEEPING** |
|  | Maintain inspection and audit records |
|  | Track corrective actions |
|  | Share improvements with staff |
| **CELEBRATE SAFETY WINS!** |
|  | Recognise team for good practices |
|  | Promote a positive safety culture |
|  | Keep momentum strong! |

