

Laundry Checklist Nominated Supervisor OSHC

NQS 2.1.2 Health practices and procedures

NQS 2.2.1 Supervision

NQS 3.1.1 Fit for purpose

NQS 3.1.2 Upkeep

Name of the person conducting the checklist: _____ Date: _____

Facilities

Is the laundry located and designed in a way that prevents children from accessing potentially harmful substances and objects?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the layout give employees space to work and move freely?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the temperature of the hot water restricted so that children can't burn themselves?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are working childproof latches on all drawers and cupboards?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are chemicals properly labelled and stored securely in locked cupboards?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are doors free of splinters or sharp surfaces?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do chemical storage cupboards have warning signs indicating hazardous substances are kept there?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are Material Safety Data Sheets readily available in areas where chemicals are kept?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are electrical cords placed so they don't obstruct movement or present a safety hazard?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are power boards used rather than double adapters?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all power boards have overload protection?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there access to natural light?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the lint filter on the dryer regularly cleaned?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are light fittings clean and dust free?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Hygiene

Is the laundry cleaning schedule displayed and signed off when completed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are floors kept clear of substances that may cause falls and slips?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are light fittings clean and free of dust?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is soiled clothing etc firmly sealed and inaccessible to children at all times? (It's best if the laundry door is locked).	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Practices

Are drawers and cupboards closed immediately after use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are cleaning materials put away after each use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is electrical equipment (exposed to moisture, heat etc) regularly tested (tagged) by a licensed tradesperson and a record kept eg tag or other record?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required

