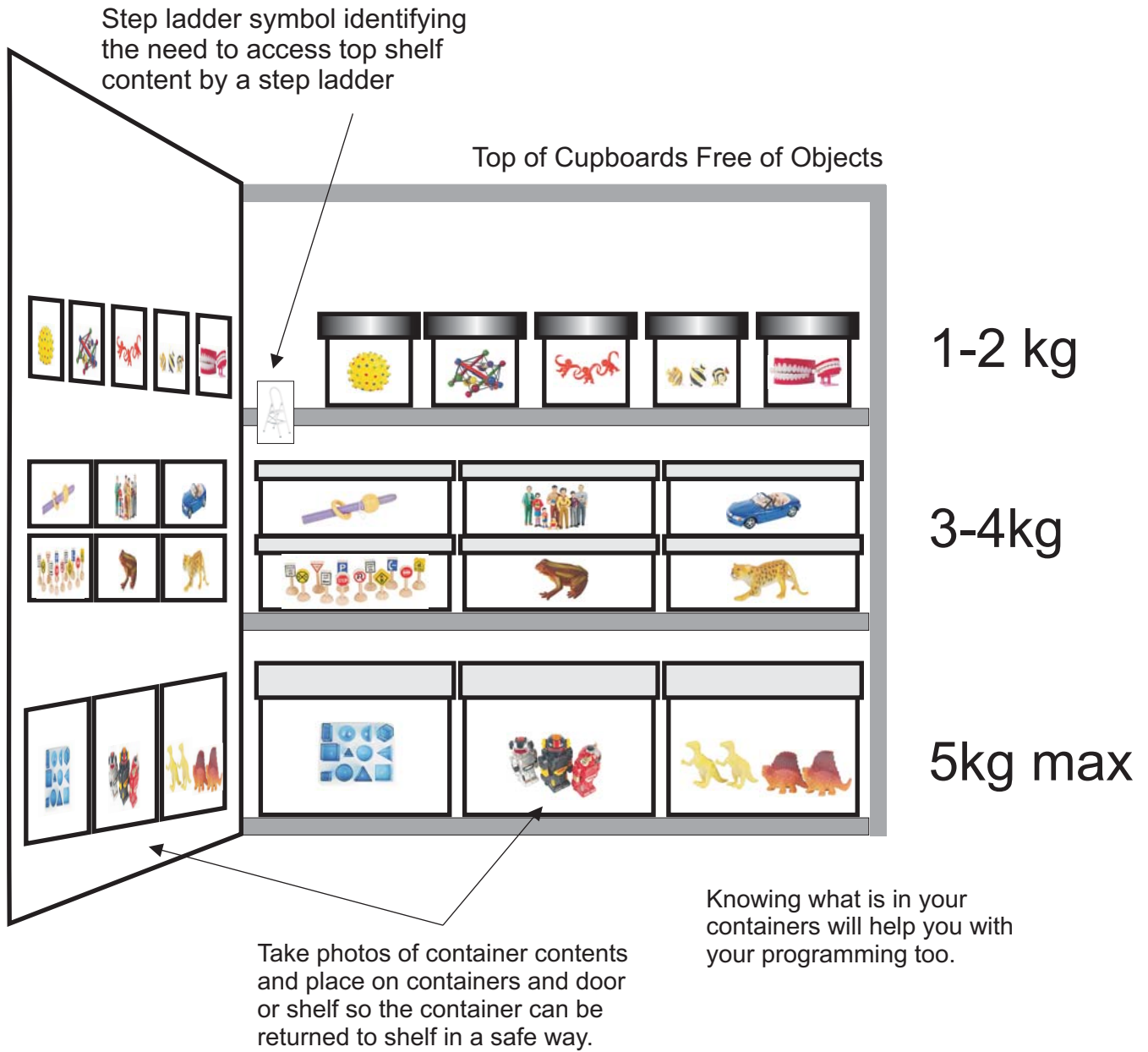


Environment - Storage Safety Checklist Cupboards



Room Name:

Person Checking:

Date:

- | | | |
|-----|----|--|
| Yes | No | Was your storage area correctly packed according to weight? |
| Yes | No | Were your containers labeled with pictures? |
| Yes | No | Were there picture labels on shelf or door to indicate where things live? |
| Yes | No | Are the majority of items stored above the knee and below the shoulder? |
| Yes | No | Can staff step up to the shelf to easily remove the items, ie nothing stored in front of shelving? |
| Yes | No | Was there anything stored on top of the cupboards? |
| Yes | No | Is there a picture of a step ladder on the high shelf that requires ladder access? |



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Store Rooms and Sheds



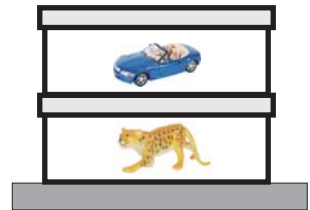
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Step ladder symbol identifying the need to access top shelf content by a step ladder

1-2 kg



3-4kg



5kg max

Room Name:

Person Checking:

Date:

- Yes No Was your storage area correctly packed according to weight?
- Yes No Were your containers labeled with pictures?
- Yes No Were there picture labels on shelf or door to indicate where things live?
- Yes No Are the majority of items stored above the knee and below the shoulder?
- Yes No Can staff step up to the shelf to easily remove the items ie nothing stored in front of shelving?
- Yes No Do staff bend their knees when picking up objects?
- Yes No Is there a picture of a step ladder on the high shelf that requires ladder access?
- Yes No Is there a sign off sheet staff sign each day to say shed is packed away correctly?
- Yes No Have all staff been trained in how to unpack and re pack the storage area?

Cleaning Products

Locked Cupboards

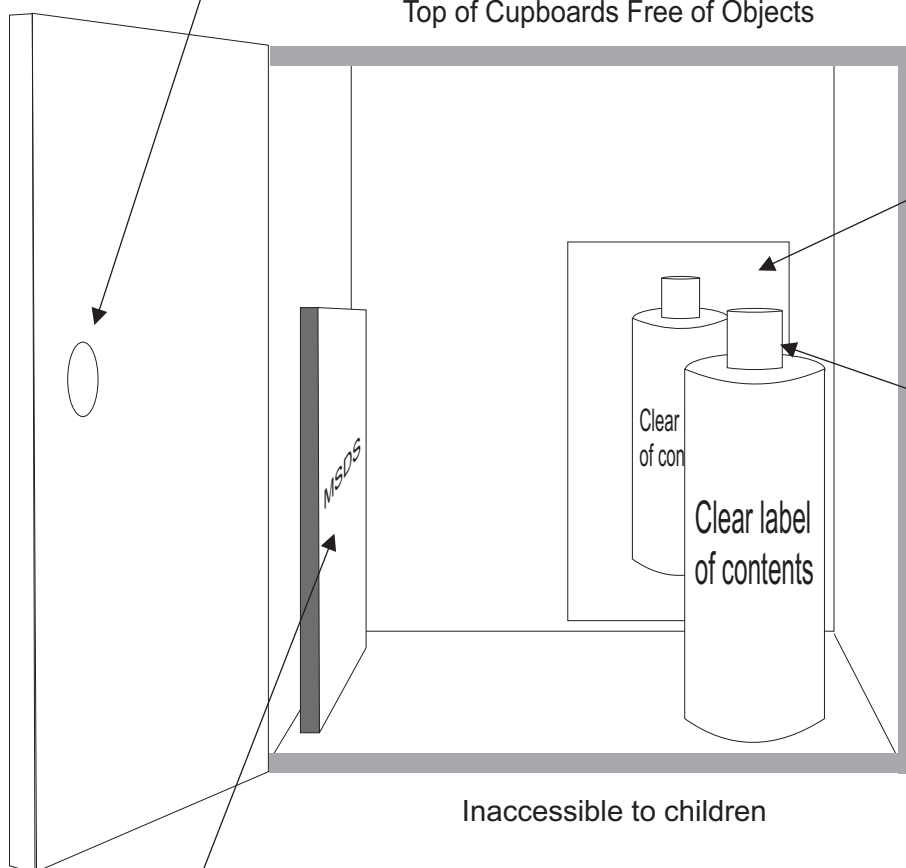


Photo of matching bottle for easy checking to ensure cleaning products are kept appropriately and to identify when other products are there that should not be there.

Bottle with flip lid. Avoid spray bottles as mist and fumes are dangerous to children's lungs.

Clear label of contents

Material Safety Data Sheets with products.

All products MUST HAVE matching MSDS

Room Name:

Person Checking:

Date:

- Yes No Was there a MSDS to match all products?
- Yes No Were your containers labeled correctly with contents?
- Yes No Were there picture labels on shelf or door to indicate where things live?
- Yes No Was the area inaccessible to children and locked?
- Yes No Can staff step up to the shelf to easily remove the items ie nothing stored in front of shelving?
- Yes No Was there anything stored on top of the cupboards?



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