

# Indoor or Outdoor Storage - Nominated Supervisor

## NQS 2.2.1 Supervision

## NQS 3.1.1 Fit for purpose

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

### Access

Are the storage areas secure and inaccessible to children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do the storage areas have locks on them (recommended)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are the doors in good working order?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Fittings

Are the light fittings adequate and clean?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the layout (eg shelving/benches) give educators space to work and move freely?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the shelving stable?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Storage

Can all of the objects in the storage area be lifted and removed safely (There should be no objects stored in front of the shelving)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are heavy items kept on lower shelves?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are light objects on the top shelf?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are storage containers correctly labelled?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are most of the objects stored between shoulder and knee height?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Has action been taken to ensure nothing can fall or roll off a shelf (eg wheeled items)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the paper and cardboard stacked so it doesn't slip off a shelf?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is all food stored outside the storage area ie play dough material?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are hazardous chemicals stored in a secure, independent location?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Practices

Is there a step ladder?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are there step ladder signs or symbols to identify shelving that requires the use of a step ladder?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do employees use a step ladder to access higher shelving?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Actions required