

Laundry Checklist - Nominated Supervisor

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 |
| Are soiled clothing and nappies 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 all water containers emptied 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