# Cleaner’s store

This checklist has been developed to assist schools in addressing their hazard identification and reporting.

The checklist provides guidance only, it is not intended as a definitive list for the identification of all hazards. Staff are encouraged to make modifications to suit their specific environment. **Note:** there will be hazards/deficiencies not mentioned on the checklists that will need to be identified and managed.

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| **School or location (block/campus/room):**  |
| **Person/s completing checklist:** | **Date:** |
| Fire safety and emergency response*.* | Action if required (✓ if no action) |
| The area has an audible evacuation alarm.  |  |
| Flammable material is stored and handled in a safe manner.  |  |
| Fire control equipment is easily unobstructed, accessible, signed, regularly tested and is of the appropriate type.  |  |
| Emergency lighting is available if it is necessary.  |  |
| Fire hose reel cupboards are not used for storage of cleaning equipment or chemicals. |  |
| Buildings  | Action if required (✓ if no action) |
| The area is clean and tidy. |  |
| Floor surfaces are maintained in a safe condition and are suitable for the type of activities conducted. |  |
| Walls, ceilings and roofs are safe and in good condition. |  |
| Doors, windows, locks and latches are in good condition and working order. |  |
| There is adequate ventilation.  |  |
| The lighting is adequate to work safely in  |  |
| Sinks and drains are kept clear and clean.  |  |
| Hot water service rooms are not used to store chemicals |  |
| Storage  | Action if required (✓ if no action) |
| Required resources and equipment are stored safely and appropriately. |  |
| Free standing shelves/cupboards are secured to ensure stability. |  |
| The cleaner’s storage area is locked when not in use. |  |
| Hazardous chemicals | Action if required (✓ if no action) |
| Current (within five years) safety data sheets are readily available for hazardous chemicals. |  |
| Only chemicals on the Cleaner’s Chemicals PSA are used. Any other chemicals have been approved by the cleaning supervisor. |  |
| Hazardous chemicals are stored and labelled appropriately. Food and drink containers are NOT used to store chemicals. |  |
| Spill control systems are in place i.e. absorbing materials etc.  |  |
| Electrical  | Action if required (✓ if no action) |
| Electrical equipment is in good condition and is tested as required by the department’s electrical testing procedure. |  |
| All new power boards purchased have an overload switch |  |
| Power points, lights, fittings and fixtures are in good condition and working order. |  |
| Extension cords and appliance cords are in good condition and reported and replaced when damaged. |  |
| General  | Action if required (✓ if no action) |
| Other hazards such as sharps, glare, noise, fumes or vermin are identified and managed. |  |
| Use the following space to record additional issues or hazards. | Action if required (✓ if no action) |
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