



VUL-FRM-11-18-Construction Building Completion

Site:		Date:	
Location:		Shift:	☐ Day ☐ Night
Inspection Supervisors:			

All inspections shall be delegated by the area supervisor and should be conducted by two representatives (i.e. technician and health and safety representative).

Description	Acceptable		Comment
Building and Walkways	Yes	No	
Floors safe, clean and in good condition?	☐	☐	
Are all walkways safe, clean and free of slip and trip hazards?	☐	☐	
Are the building roof/walls/shelving in good condition and meet compliance? No holes or leaks?	☐	☐	
All doors are sound and in good working condition?	☐	☐	
Offices, crib rooms housekeeping condition?	☐	☐	
Floor surfaces clean?	☐	☐	
Windows operational?	☐	☐	
Cladding completed?	☐	☐	
Stair way Australian Standard?	☐	☐	
Ground conditions free of hazard?	☐	☐	
Designated walkways?	☐	☐	
Doorways operational and openings are correct?	☐	☐	
Fire Extinguishers			
Are fire extinguishers clearly identifiable in the building with signage clear and visible?	☐	☐	
Fire extinguishers easily accessible, not obstructed and demarcation is correct?	☐	☐	
Check fire extinguishers charge, correctly tagged and in good condition?	☐	☐	
Muster Points / Safety Signs and Guards			
Ensure the muster point is clear and unobstructed?	☐	☐	
Appropriate signs installed where required e.g. First aid and defib?	☐	☐	
Electrical			
Main switchboard and distribution boards have appropriate signage displayed?	☐	☐	
Switch board signage?	☐	☐	
Testing RCD – Commissioning?	☐	☐	
Emergency Lighting?	☐	☐	
Sufficient lighting for tasks undertaken in areas i.e. portable and hand-held lighting is being used as required?	☐	☐	
Lights and fittings clean and in good condition?	☐	☐	
Check temperature of water is safe / acceptable?	☐	☐	
Check showers are clean and free from rubbish?	☐	☐	



Description	Acceptable		Comment
	Yes	No	
Eye Wash Stations			
Physically check each station is operational?	☐	☐	
Check temperature of water is safe / acceptable?	☐	☐	
Check stations are clean and free from rubbish?	☐	☐	
Check stations are readily accessible?	☐	☐	
Ensure the station signs are clean and clearly visible?	☐	☐	
Ensure access to eyewash stations is unobstructed?	☐	☐	
Plumbing			
Portable water tested and in working order and signage?	☐	☐	
Raw line tested – signage?	☐	☐	
Plumbing sign?	☐	☐	

Comments

Corrective Actions			
Action Description	Assigned to	Due Date	Entered in Actions Register (Y/N)

Sign Off			
Name		Job Title	Signature
Electrician:			
Plumber:			
Builder:			