



Indoor and Outdoor Storage Nominated Supervisor

NQS Element 2.2.1 Supervision

NQS Element 3.1.1 Fit for purpose

Name of the person conducting the checklist: _____ Date: _____

Access

- Are the storage areas secure and inaccessible to children? Yes No NA
- Do the storage areas have locks on them (recommended)? Yes No NA
- Are the doors in good working order? Yes No NA

Fittings

- Are the light fittings adequate and clean? Yes No NA
- Does the layout (eg shelving/benches) give educators space to work and move freely? Yes No NA
- Is the shelving stable? Yes No 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)? Yes No NA
- Are heavy items kept on lower shelves? Yes No NA
- Are light objects on the top shelf? Yes No NA
- Are storage containers correctly labelled? Yes No NA
- Are most of the objects stored between shoulder and knee height? Yes No NA
- Has action been taken to ensure nothing can fall or roll off a shelf (eg wheeled items)? Yes No NA
- Is the paper and cardboard stacked so it doesn't slip off a shelf? Yes No NA
- Is all food stored outside the storage area ie play dough material? Yes No NA
- Are hazardous chemicals stored in a secure, independent location? Yes No NA

Practices

- Is there a step ladder? Yes No NA
- Are there step ladder signs or symbols to identify shelving that requires the use of a step ladder? Yes No NA
- Do employees use a step ladder to access higher shelving? Yes No NA
- Do employees bend their legs to pick up objects (particularly heavy objects)? Yes No NA

Actions required