



Laundry Safety Nominated Supervisor

NQS Element 2.1.2 Health practices and procedures

NQS Element 2.2.1 Supervision

NQS Element 3.1.1 Fit for purpose

NQS Element 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 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?			
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
Is soiled clothing 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