



The New Zealand Institute of Safety Management has produced this checklist as a means to assist Christchurch employers get back to work safely.

The checklist below is not exhaustive but rather covers the important aspects of providing a safe work place for employees when returning to work in the current circumstances.

The checklist is not a structural examination or a legal document under the Health and Safety in Employment Act 1992.

For further assistance go to www.nzism.co.nz

Add to this list as required, review the areas of work with employees.

Manufacturing, Processing and Equipment

Topic	Satisfactory	Sub standard	Actions & date
Access			
Has a certificate for "entry" been sighted from Civil Defence			
Is the power on?			
Emergency doors do they open			
Have Emergency alarms been tested			
Stair wells clear and safe			
External stairs sound			
Are emergency lights working			
Is emergency equipment identified and accessible			
Where applicable are all lifts safe to use?			
Is the access way to the building damaged?			
Has all external damage been identified and isolated			
Shelving			
Are all shelves secure on walls			
Are book cases/filing cabinets/cupboards secure			
Are shelves in storage areas secure			
Ensure shelves are not over loaded			
Check racking systems signs of damage			
General conditions			
Are floors free of obstructions and cracks			
Are power leads kept away from access ways			
Are filing cabinets secure and level			
Are all power outlets safe to use			
Are all lights working and secure			

Has drinking water been boiled for 3 minutes			
Are toilets working			
Are phones working			
Test any window that normally opens (with care).			
Is there normal sanitary equipment in place, (cleaning equipment)			
Has any fixed equipment moved?			
Have all chemicals been secured and in controlled locations.			
Have all chemicals been contained and controlled in storage units (ref HSNO)			
Emergency			
Is your assembly point the same as before			
Who will be in charge in another emergency			
Has a "What to do" plan been put in place for another quake			
Have First Aid equipment been restocked			
Has this plan been publicised to all staff.			
Has emergency fire fighting equipment been checked			
Staff			
Have all staff returned to work			
Do staff need assistance at home			
Do staff need emotional support?			
Do staff need transport assistance			
Do you have a list of emergency contact number and next of kin for all staff?			
Have you provided a debrief for your staff re new start up post-earthquake			
Energy sources			
Have all power supplies been checked			
Have all gas supplies been checked			
Have all compressed gas supplies been checked and secured			
Have all hydraulic lines been checked			
Have all tanks been checked.			
Has all pipework been assessed			
Mobile Plant/Equipment/ Machinery			
Is all mobile plant fit to use			
Has all defective plant been "locked out"			
Services			
Are all water mains intact			
Is rubbish collection still available			

Are security services still operating			
Clean up			
Have staff been given gloves & other PPE			
Are hard hats available			
Is there a method to disinfect areas			
How is waste to be disposed of?			
Is there a system to handle broken glass			
Is there any concern with the building next door?			
New hazards below.			

Other items or issues.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



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