



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](http://www.nzism.co.nz)

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

## OFFICE

Topic	Satisfactory	Sub standard	Actions & date
<b>Access</b>			
Has a re-entry certificate from civil defence been sighted?			
Is the access way to the building free from debris and safe for entry?			
Is the power on?			
Emergency doors can be opened?			
Emergency alarms working?			
Stair wells clear and safe?			
External stairs clear and safe?			
Are emergency lights working?			
Has emergency fire fighting equipment been checked?			
Have lifts been inspected by a competent person as fit for use?			
<b>Shelving</b>			
Are all shelves secure on walls?			
Are book cases/ filing cabinets secured?			
Are shelves in storage areas secure?			
Ensure shelves are not over loaded?			
<b>General conditions</b>			
Are floors free of obstructions?			
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 & secure?			
Has water been boiled for 3 minutes?			
Are toilets working?			
Are phones working?			
Are all pictures, wall fixtures secured?			
Is all computer hardware secure?			

Are desks in suitable condition?			
Test any window that normally opens (with care).			
Is there normal sanitary equipment in place, (cleaning equipment)			
Have the cleaning fluids and material been checked and controlled			
Has all external damage been identified and isolated			
Is there any concern with the building next door?			
Is the access way to the building damaged?			
<b>Emergency</b>			
Is your assembly point the same as before			
Who will be in charge in another emergency			
Has your emergency equipment supplies been refreshed- First Aid kits			
Are your communication systems still working			
Have you prepared a "what to do" in the event of another quake.			
Has this plan been put on a public whiteboard or similar			
When is the induction for all employees on these changes			
<b>Staff</b>			
Have all staff returned to work			
Do staff need assistance at home			
Do staff need transport assistance			
Have you provided a debrief for your staff re new start up post-earthquake			
Do you have a list of emergency contact number and next of kin for all staff.			
<b>Clean up</b>			
Have staff been given gloves			
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			
Has all external damage been identified and isolated			
Is there any concern with the building next door?			

List any new hazard on below.

