



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.

Warehousing

Topic	Satisfactory	Sub standard	Actions & date
Access			
Has a re-entry certificate been sighted			
Emergency doors open			
Emergency alarms work			
Stair wells clear and safe			
External stairs sound			
Are emergency lights working			
Has emergency fire fighting equipment been checked			
Is the equipment identified and accessible			
Are lifts safe to use?			
Roads			
Are all roads safe to use			
Are loading areas safe to use			
Are internal surfaces safe to use			
Are damaged surfaces identified and isolated			
Shelving/Racking			
Are all shelves secure on walls			
Are insure shelves tapped off			
Are shelves in storage areas secure			
Insure shelves are not over loaded			
General conditions			
Are floors free of obstructions			
Are power leads kept away from access ways			
Are filing cabinets secure and level			
Is power on			
Are all power outlets safe to use			
Are all lights working			
Has water been boiled for 3 minutes?			
Are toilets working			
Are phones working			

	Satisfactory	Sub standard	Actions & date
Test any window that normally opens (with care).			
Is there normal sanitary equipment in place, (cleaning equipment)			
Are all cylinders secured and any chemical contained			
Emergency			
Is your assembly point the same as before			
Who will be in charge in another emergency			
Has everyone been told of the changes			
Staff			
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			
Is there a record of when staff are off site.			
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?			
Clean up			
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			
Is there a record kept of when staff are off site.			
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?			
New hazards			
Are new hazards managed or controlled?			

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