



Communities Linking Computer Knowledge

**CLICK**  
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### **Check Sheet for Hazard Inspections at CLiCK**

Hazard inspections are to be performed on Fridays. Hazard inspections are carried out in the mornings and where possible action plans should be implemented immediately. See the OH&S Coordinator for more information.

All sections of the sheet should be filled out. The person conducting the hazard check should date and sign / or initial the entry.

A "hazard inspection information" document is also available. People carrying out hazard inspections are expected to read this document.

**DATE   HAZARDS IDENTIFIED   ACTION PLAN   OUTCOMES   SIGN**