# Home economics

This checklist has been developed to assist schools in addressing their hazard identification and reporting.

The checklist is not intended as a definitive list for the identification of all hazards and provides guidance only. Staff are encouraged to make modifications to suit their specific environment. **Note:** there will be hazards/deficiencies not mentioned on the checklists that will need to be identified and managed.

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| **School or location (block/campus/room):**  |
| **Person/s completing checklist:** | **Date:** |
| Fire safety and emergency response  | Action if required (✓ if no action) |
| Safety rules, emergency information and evacuation routes are prominently displayed. |  |
| Alarm can be heard in this area.  |  |
| Doorways, walkways and evacuation exits kept clear and at least 600 mm wide. |  |
| External exit doors can be opened from the inside without a key and emergency fire exits signed. |  |
| Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type. |  |
| The facility has emergency isolation for gas.  |  |
| An approved first aid kit is readily available and stocked appropriately.  |  |
| Management procedures  | Action if required (✓ if no action) |
| Safe operating procedures are displayed with all potentially hazardous equipment. |  |
| Required personal protective equipment is available and in good condition. |  |
| Rooms  | Action if required (✓ if no action) |
| The room is clean and tidy. |  |
| There is sufficient space for each person to work safely.  |  |
| Floor surfaces are maintained in a safe condition and are suitable for the type of activities conducted. |  |
| Walls and ceilings are safe and in good condition. |  |
| Steps/stairs/ramps in a safe condition with non-slip surface, and secure handrails where needed? |  |
| Doors, windows, locks and latches are in good condition and working order. |  |
| There is adequate ventilation.  |  |
| The lighting is adequate to work safely.  |  |
| **Furniture, fixtures and fittings**  | **Action if required (✓ if no action)** |
| All furniture is safe and in good condition. |  |
| Light fittings/fixtures and ceiling fans are in good condition and working order. |  |
| Hanging displays are not hazardous. |  |
| Storage  | Action if required (✓ if no action) |
| Flammable material is stored and handled in a safe manner. |  |
| Required resources and equipment are stored safely. |  |
| Free standing shelves/cupboards are secured to ensure stability. |  |
| Storage methods are used which will eliminate or minimize accidents. (heavy objects stored between mid-thigh and shoulder height) |  |
| Hazardous chemicals  | Action if required (✓ if no action) |
| Current (within five years) safety data sheets are readily available for hazardous chemicals. |  |
| Hazardous chemicals are stored and labelled appropriately. |  |
| All chemicals are stored away from food preparation and classroom areas. |  |
| Electrical  | Action if required (✓ if no action) |
| Electrical equipment is in good condition and is tested and tagged as needed. |  |
| All new power boards purchased have an overload switch  |  |
| All areas have Residual Current Device (RCD) protection.  |  |
| Switch boards are clear of obstruction. (i.e. two metres around switchboard) |  |
| **Gas** | **Action if required (✓ if no action)** |
| Gas isolating is switch well sited, labelled and in good working order. |  |
| Gas ovens and burners are in good working order(all jets clear and operational, and temperature levels clearly marked on knobs) |  |
| General  | Action if required (✓ if no action) |
| Any other hazards such as sharps, glare, fumes or vermin been identified. |  |
| Noise is not a hazard. |  |
| Sink areas are clean and in good working order (no leaks) where needed. |  |
| Dining room furniture is free from damaged/sharp corners or edges and carpet is free from raised joins and worn patches. |  |
| Microwave ovens are in good working order e.g. doors/hinges operational, etc. |  |
| Appropriate types and numbers of oven gloves/mitts are available and situated within easy access of stoves and ovens. |  |
| Other issues | Action if required |
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