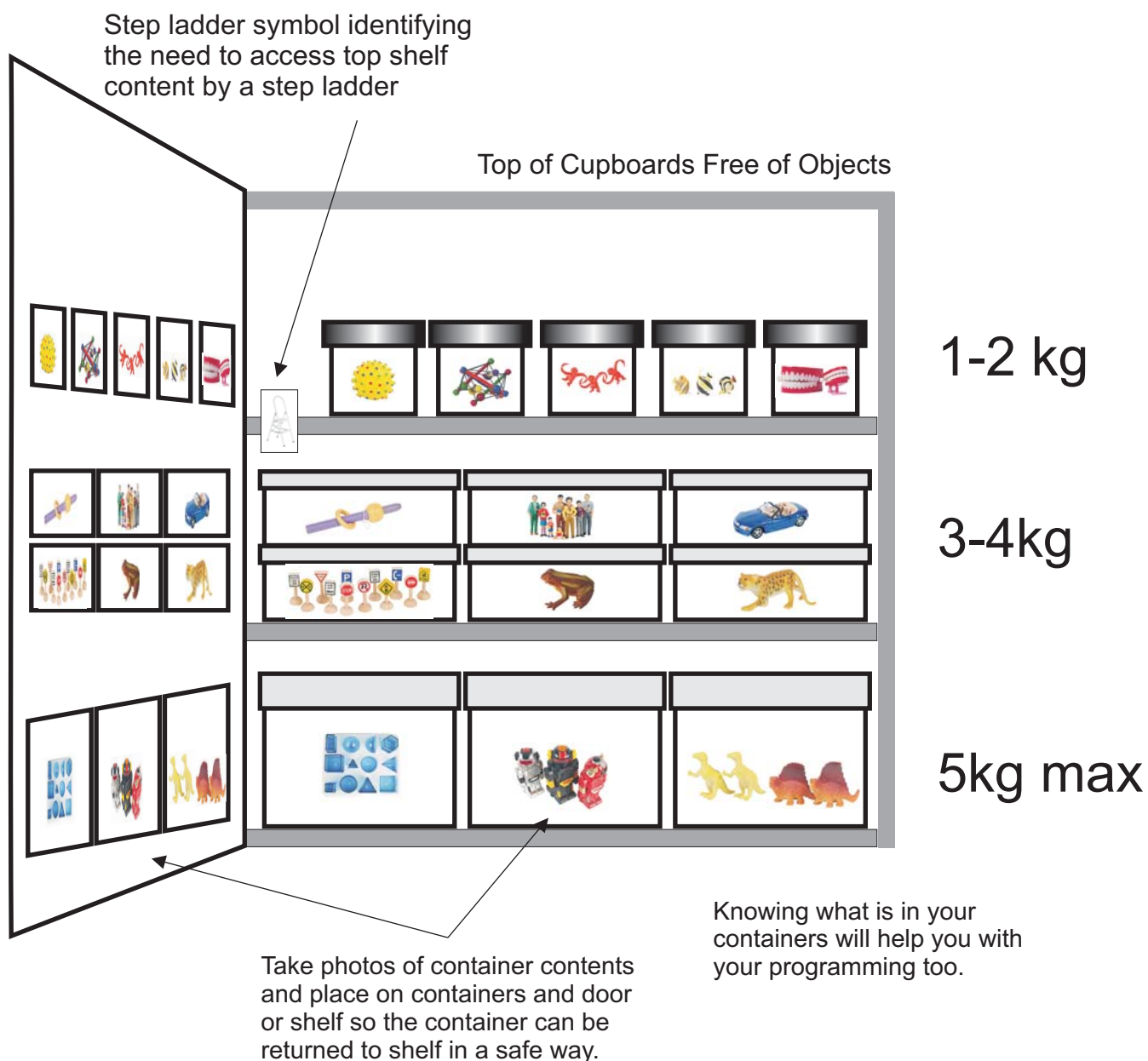


Storage Safety Checklist - Cupboards



Room Name:

Person Checking:

Date:

- | | | |
|-----|----|--|
| Yes | No | Was your storage area correctly packed according to weight? |
| Yes | No | Were your containers labeled with pictures? |
| Yes | No | Were there picture labels on shelf or door to indicate where things live? |
| Yes | No | Are the majority of items stored above the knee and below the shoulder? |
| Yes | No | Can staff step up to the shelf to easily remove the items, ie nothing stored in front of shelving? |
| Yes | No | Was there anything stored on top of the cupboards? |
| Yes | No | Is there a picture of a step ladder on the high shelf that requires ladder access? |



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Storage Safety Checklist -Store Rooms and Sheds



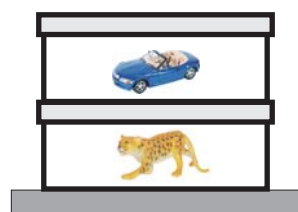
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Step ladder symbol identifying the need to access top shelf content by a step ladder

1-2 kg



3-4kg



5kg max



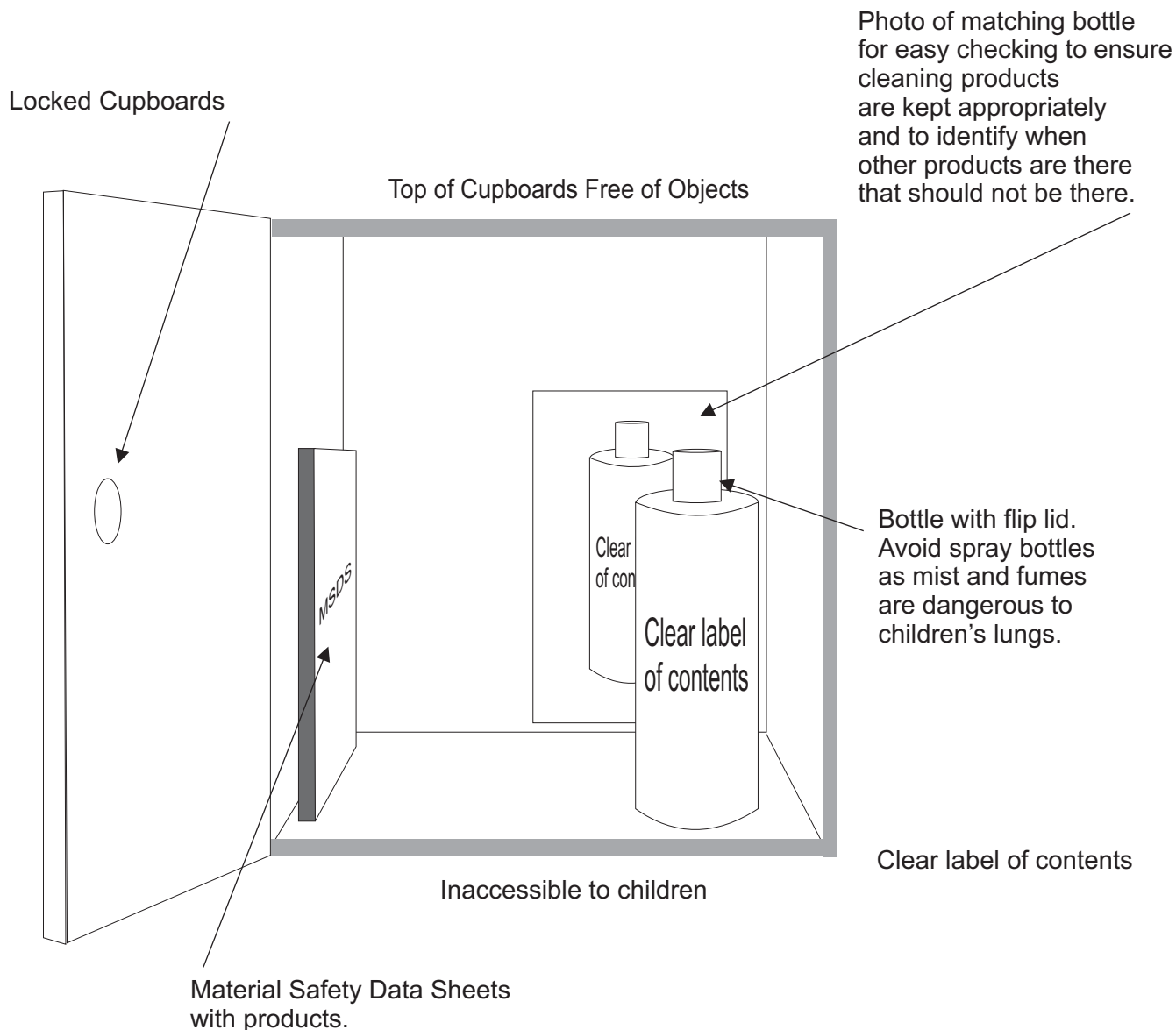
Room Name:

Person Checking:

Date:

- | | | |
|-----|----|---|
| Yes | No | Was your storage area correctly packed according to weight? |
| Yes | No | Were your containers labeled with pictures? |
| Yes | No | Were there picture labels on shelf or door to indicate where things live? |
| Yes | No | Are the majority of items stored above the knee and below the shoulder? |
| Yes | No | Can staff step up to the shelf to easily remove the items ie nothing stored in front of shelving? |
| Yes | No | Do staff bend their knees when picking up objects? |
| Yes | No | Is there a picture of a step ladder on the high shelf that requires ladder access? |
| Yes | No | Is there a sign off sheet staff sign each day to say shed is packed away correctly? |
| Yes | No | Have all staff been trained in how to unpack and re pack the storage area? |

Storage Safety Checklist - Cleaning Products



All products MUST HAVE matching MSDS

Room Name:

Person Checking:

Date:

- | | | |
|-----|----|---|
| Yes | No | Was there a MSDS to match all products? |
| Yes | No | Were your containers labeled correctly with contents? |
| Yes | No | Were there picture labels on shelf or door to indicate where things live? |
| Yes | No | Was the area inaccessible to children and locked? |
| Yes | No | Can staff step up to the shelf to easily remove the items ie nothing stored in front of shelving? |
| Yes | No | Was there anything stored on top of the cupboards? |



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