WHS DOCUMENTS & TEMPLATES

DOC-IWH-TPL · Warehouse Workplace Inspection Checklist

Product Overview

For: Australian warehouses, distribution centres and stores: warehouse managers, supervisors, health and safety representatives and WHS advisers

Version 1.0 · 15 November 2026

A warehouse inspection checklist with 39 plain-English checks in 9 sections: traffic and mobile plant, racking, loading docks, manual tasks, work at height, plant, emergencies, chemicals and facilities.

Walk the warehouse with the checklist and mark each item Pass, Not met or N/A, with what you saw. Items marked with a star protect against serious harm, such as pedestrians near forklifts, damaged racking or an unrestrained truck at the dock, and are fixed or made safe before work goes on. Each section has a space for your own items.

It ends with other hazards found, a summary, actions and sign-off, so every finding has an owner and a date.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Warehouse workplace inspection checklist: 39 checks in 9 sections, critical items marked, other hazards, summary, actions and sign-off	02_TEMPLATE/Warehouse Workplace Inspection Checklist.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Warehouse and distribution centre managers and supervisors
- Health and safety representatives and committee members who inspect with management
- Businesses with a store, yard or loading dock as part of a larger site

File formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

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SAMPLE · Warehouse Workplace Inspection Checklist · Buy the full editable version:
training.oranaskillscentre.com/documents/warehouse-workplace-inspection-checklist

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How to Use This Template

How to complete, adapt and keep the warehouse workplace inspection checklist

1 What this template is for

An inspection is a regular look at the workplace to find hazards and check that the controls are in place and working. It is monitoring, not a control: the control is what happens next, the fix.

This checklist suits a warehouse, distribution centre or store. Delete what does not apply and add what your workplace needs, so it fits the work you actually do.

2 How to use it

Step	What to do
1	Set how often each area is inspected (weekly or monthly is common for a busy warehouse, and after a change to the layout, racking or plant) and who does it.
2	Take a health and safety representative or a worker who works in the area with you.
3	Walk the whole area. Watch how the work is done, look at the controls working, and talk to the people doing it.
4	Mark each item Pass, Not met or N/A, and write what you saw. Fix what you can on the spot.
5	A Not met on a starred item is fixed or made safe straight away. Stop the work or keep people away if someone could be seriously hurt.
6	Write each action with an owner and a date, and track it to close-out in your action register.
7	Tell the people who work there what you found, and use repeat findings to improve the controls, not only to fix the symptom.

3 Who does what

Who	What they do
Inspector (manager, supervisor or WHS adviser)	Inspects, records, raises actions and follows them up
HSR or worker	Joins the inspection and says how the work is really done
Manager	Approves and resources the actions, and signs off

4 The law, in brief

The WHS laws require a business to identify hazards and to eliminate or minimise the risks so far as is reasonably practicable, to maintain its controls so they keep working, and to provide adequate facilities for workers, such as toilets, drinking water, hand washing and eating areas. Regular inspection is one of the ways a business checks this. Health and safety representatives may inspect the workplace on giving notice, and at any time without notice after an incident or where there is a serious risk.

This template is written once for Australia, to the model WHS laws that the Commonwealth, New South Wales, Queensland, Western Australia, South Australia, Tasmania, the ACT and the Northern Territory have adopted, each with its own variations. Victoria has its own Occupational Health and Safety (OHS) laws. The template uses plain terms that work in every jurisdiction; the state and territory notes below show where the law differs.

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Warehouse Workplace Inspection Checklist

A regular check that the warehouse is safe and its controls are working

Site or work area		**Inspected by**	
Date and time		**HSR or worker present**	
Areas inspected		**Previous inspection (date)**	

How to use it

- Inspect on the schedule you set, and after a change, an incident or a complaint. Take a health and safety representative or a worker with you.
- Look at each item working, not at its paperwork. Mark it Pass, Not met or N/A, and write what you saw.
- For every Not met, write the action, an owner and a date. Items marked ★ protect against serious harm: a Not met on one of them is fixed or made safe before work goes on.
- Delete the items that do not apply to this workplace, and add your own in the spaces at the end of each section.
- Tell the people who work in the area what you found and what will change.

Stop

If you find something that could seriously hurt someone now, stop the work or keep people away, make it safe, and tell the manager straight away. Do not wait for the end of the inspection.

1 Traffic management and mobile plant

Item	Pass	Not met	N/A	What you saw; action, owner and date
★ Pedestrians kept apart from forklifts and other mobile plant: barriers, marked walkways or exclusion zones	☐	☐	☐	
★ Pedestrian crossings marked, with clear sight lines, and used	☐	☐	☐	
Speed limits signed and kept to; mirrors at blind corners	☐	☐	☐	
Forklift pre-start checks done and recorded; faulty units tagged out	☐	☐	☐	
Operators hold the licence and verification of competency for the plant they use	☐	☐	☐	
Battery charging or LPG cylinder change area ventilated, signed and with an eye wash	☐	☐	☐	
	☐	☐	☐	

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Warehouse Workplace Inspection Checklist

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A warehouse inspection checklist with 39 plain-English checks in 9 sections: traffic and mobile plant, racking, loading docks, manual tasks, work at height, plant, emergencies, chemicals and facilities.

What the full product contains

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