

Self-inspection checklist



Minimising the risk of accidental loss or damage

Please note: This is a Vero Insurance sample template only.

Company/Division:	
Performed by:	
Location	
Date:	

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

Examples of claims:					
<ul style="list-style-type: none">• Spilling coffee into the computer keyboard• Dropping a laptop to the floor• Overheating food within a microwave and the microwave explodes• An articulated arm movement across the desk pushed a computer screen off and it fell to the floor• An articulated arm (beside a dental chair) carrying surgical instruments was moved erroneously hitting a wall• Walking into a water cooler and pushing it over• Heater placed too close to desk (heat damage, no fire).					
	Yes	No	N/A	Comments	Completed (date)
The organisational culture					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We provide for and instill a safety related culture in everything we do and say through the provision of formal programs and training to all levels in our business.	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We expect employees to work within their skill set and not venture beyond into realms they are not familiar with and in turn not trained in.	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We respond to feedback from all employees related to their job function and related task, seeking to improve upon our culture and in turn improve the environment and training	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
The environment					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have taken all necessary action to review our premise and the functions performed by our employees seeking risk and have addressed treatment within our formal training programs and provided for physical risk treatment where possible	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer screens and other ancillary business equipment (e.g. laptops etc.) are placed upon desktops in a stable manner (per manufacturer's instructions), clear of liquids and set so items can fall over onto the desktop and not to the floor	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Articulated arms (say in a dental surgery) are installed as per manufacturer's instructions/guidelines and we have checked to ensure that the arm can't inadvertently impact upon other fixtures when moved around	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We discourage eating and drinking at workstations providing safe havens for this activity	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Radiant bar heaters are not allowed within our premise	

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	We define walkways and vehicular paths (e.g. forklifts, motor vehicles) for safe travels throughout our premise and monitor conditions daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We define storage environments and ensure that items do not impinge upon designated walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We provide the necessary safe movement equipment of items (i.e. hand-trolleys, dolly's etc.) in consideration of safety & health requirements which in turn considers accidental loss or damage aspects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Standard/safe operating procedures are displayed at points of potential risk and our employees are trained frequently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
The individual						
	Each employee (and new hires at induction) receives training specific to their job function on a yearly frequency (at least) and thus understands the safety related culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Each employee (and new hires at induction) know and understand not to venture beyond into realms they are not familiar with and in turn not trained in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	All employees are comfortable in providing feedback to management upon risk, seeking to improve upon our culture and in turn improve the environment and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
The job						
	We identify the tasks associated to each employees' job function and provide safety related training specific to each person on a yearly frequency (at least). Also forms a part of new hire induction procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Instructions in the use of equipment (e.g., printers, machinery etc.) are clearly displayed and understood by employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The information contained in this Checklist is general in nature only and does not take into account your specific risks and hazards, nor does it imply insurance coverage. No representation or warranty, express or implied, is made as to the completeness of this Checklist and you should consider whether it adequately covers all of your hazards and risks. AAI Limited ABN 48 005 297 807, trading as Vero Insurance ("Vero") does not accept any legal responsibility or liability for negligence or otherwise to you or anyone else who seeks to rely on this Checklist. This includes, without limitation, loss arising from a possible failure of the Checklist to incorporate any applicable Australian Standards or identify any regulatory or statutory requirements or other risks or hazards beyond those mentioned in the Checklist.