

Cool Room Checklist

Cool rooms help preserve perishable goods — and they can also preserve people, accidentally! This checklist will help you ensure that people in your workplace don't get cold feet.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change to the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Housekeeping

Are the floors free of water, ice, oil or other fluids?	Yes	No
Are floor surfaces even?	Yes	No
Do you provide air monitoring at the furthest point from the door?	Yes	No
Do you have gas monitoring devices at appropriate points?	Yes	No

Lighting

Is there a signal light outside the cool room to indicate if someone is working inside?	Yes	No
Is internal lighting in place that can be operated from the inside?	Yes	No
Is an emergency torch located at the entrance of the cool room, and is its battery regularly checked?	Yes	No
Do you have alternative battery-powered (12v) emergency lighting in case of power failure?	Yes	No

Entry and exits

Do you monitor oxygen levels in a controlled atmosphere cool room?	Yes	No
Is there a release handle on the inside of the door?	Yes	No
Is the function of this release handle regularly checked?	Yes	No
Do you have emergency exits for large rooms?	Yes	No
Do you have systems in place to ensure the safety of workers who work alone or in a cool room located away from the main work area?	Yes	No
Do you have emergency evacuation procedures in place case of a gas leak?	Yes	No
Are all workers aware of and trained in these procedures? <i>(See the checklist on Emergency procedures for more detail)</i>	Yes	No

Forklifts

Are all forklifts used inside the cool room battery operated?	Yes	No
If not (eg the forklift has a combustion engine), do you monitor oxygen levels inside the cool room?	Yes	No
Do you have a system in place to ensure pedestrian and forklift traffic are kept separated?	Yes	No
Are pedestrian walkways clearly marked and even controlled by gates?	Yes	No
Are exclusion zones for pedestrians clearly signed?	Yes	No
Do forklifts travel in reverse through corridors and doorways, and use audible beepers to warn pedestrians when doing so?	Yes	No
Do forklift operators stop at all entries before proceeding?	Yes	No
When loading trailers without the prime mover attached, are supports at the front of the trailer adequate to prevent collapse with forklifts moving within the trailer?	Yes	No
Is there a system in place to ensure forklift operators hold the keys to the prime mover while loading it (or that the keys are kept at a central location at all other times)? (See the checklist on <i>Forklift truck</i> for more detail)	Yes	No

Portable cool rooms

Do you have the manufacturer's instructions and information on this type of facility?	Yes	No
Do all workers who work in and around this facility know and understand this information?	Yes	No

Personal protective equipment (PPE)

Do you provide adequate and appropriate PPE as required?	Yes	No
Do you and your workers maintain PPE in accordance with the manufacturers' instructions?	Yes	No

Other plant

Are all fans or machinery in the cool room fitted with guarding to prevent contact with the moving parts?	Yes	No
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