

NSW FACT SHEET – INDOOR AND OUTDOOR LAYOUTS

1. INTRODUCTION

The indoor and outdoor layout of the workplace is to allow persons to enter and exit the workplace and move about without risk to health and safety, both under normal work conditions and in an emergency. (Section 40, WHS Reg 2017).

2. ENTRY AND EXITS

Entry and exit to and from the workplace must be safe. This includes ensuring workers with special needs or disabilities can safely enter and leave the workplace.

3. HOUSEKEEPING

An untidy workplace can cause injuries, often resulting from slips and trips, therefore good housekeeping practices are essential for all workplaces.

4. WORK AREAS, FLOORS AND OTHER SURFACES

The layout of the work area should be designed to provide sufficient clear space for work to be carried out. Floors and other surfaces are to be designed, installed and maintained to allow work to be carried out without risk.

5. LIGHTING AND AIR QUALITY

Adequate lighting is required to allow safe movement (including during emergency evacuation) and the ability to perform work without risk.



Adequate ventilation must be in place, which includes provision for fresh, clean air.

6. ACCESS TO FACILITIES

Adequate facilities for workers, including toilets, drinking water, washing facilities and eating facilities are to be provided.

Waste is to be stored in suitable containers which are regularly emptied.

7. TRAFFIC

If people and vehicles must share a traffic route onsite, then kerbs, barriers or clear markings to designate a safe walkway are to be in place to minimise the risk of persons being hit by vehicles (e.g. cars, trucks, forklifts).

8. INFORMATION SOURCES

- Section 40 of the WHS Reg 2017, visit www.legislation.nsw.gov.au
- *Managing the Work Environment and Facilities, Code of Practice 2019*, visit www.safework.nsw.gov.au;
- Email us: info@propertyrisk.com.au