

Inspection Details

Inspection Date Inspection By

Location/Area

Reviewed By

Inspection Checklist

S.No.	Inspection Items	Applicable	Ok	Remarks/Actions
1.	Work area is clean, tidy and clutter-free.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Aisles, walkways, stairways and exits are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Floors (e.g., tiles, boards and carpets) are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Floors are dry and free from accumulated dust, broken glass and leaks or spills.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Floor openings or holes are guarded by a cover, grating or guardrail on all sides.	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Lamps or light sources are clean and provide adequate illumination for working.	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Warning signs are in good condition and can be clearly seen from afar.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Cords, cables and hoses are bundled up when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Machine and equipment guards are in place and secure.	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Tools are in good condition and in their designated location.	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Storage areas are clean, tidy and organised.	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Stacked materials are placed on a flat and firm foundation.	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Storage racks used are adequate for the task and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Heavier and bulkier items are placed on the lower shelves of a storage rack.	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Hazardous substances are stored in compatible containers, stored under appropriate conditions and affixed with GHS labels.	<input type="checkbox"/>	<input type="checkbox"/>	

S.No.	Inspection Items	Applicable	Ok	Remarks/Actions
16.	Physical barriers and warnings signs are installed around workplace hazards (e.g., sharp objects, protruding objects, a hot surface, a floor opening).	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Proper waste bins for general waste, recyclable waste, hazardous waste, and so on are provided at work areas to facilitate responsible disposal.	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Combustible waste is properly disposed of.	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Waste (including hazardous waste) is collected regularly so that there is no unnecessary accumulation of waste.	<input type="checkbox"/>	<input type="checkbox"/>	
20.	A predetermined disposal area has been designated for situations where waste materials (e.g., bulky waste, toxic waste) need to be accumulated till the next waste collection date.	<input type="checkbox"/>	<input type="checkbox"/>	

Comments

Signature

Date