

WORKPLACE INSPECTION TYPE 1

SAFETY CHECKLIST

AREA/PREMISES INSPECTED _____

DATE OF INSPECTION _____

INSPECTED BY _____

JOB TITLE _____

SIGNATURE _____

- (1) HOUSEKEEPING**
- (2) FIRE FIGHTING EQUIPMENT**
- (3) FIRST AID EQUIPMENT**
- (4) PERSONNEL PROTECTIVE EQUIPMENT**
- (5) CHEMICALS/CORROSIVES**
- (6) ELECTRICAL EQUIPMENT**
- (7) MACHINERY EQUIPMENT**
- (8) COMPRESSED GAS**
- (9) PIPEWORK AND VALVES**
- (10) EMERGENCY LIGHTING/EXITS**
- (11) EMERGENCY INSTRUCTIONS**
- (12) LIFTING EQUIPMENT**
- (13) HAND AND PORTABLE TOOLS**
- (14) SCAFFOLDS AND LADDERS**
- (15) WASTE CONTROL**
- (16) OFFICES AND AMENITIES**
- (17) SIGNS AND SIGNALS**
- (18) BUILDINGS**

1	HOUSEKEEPING	YES	NO	COMMENTS
1.1	Access/Exit routes unobstructed			
1.2	Access/Exit routes clear of trip hazards			
1.3	Are all floors in good order			
1.4	Are stairways clear and unobstructed			
1.5	Are stair treads in good condition			
1.6	Are access ladders clear and unobstructed			
1.7	Are ladder rungs in good condition			
1.8	Is a safety chain/bar fitted			
1.9	Is inspection label visible and up to date			
1.10	Is lighting inside and outside adequate			
1.11	Are light fittings and covers clean			
1.12	Do shadows create hazards			
1.13	Is emergency lighting adequate			
1.14	Are the floors clean and tidy			
1.15	Are the floors clear of trip hazards			
	Are floors dry			
	Are there means of mopping/wiping up spillages			
1.16	Are doors opening and closing correctly			
1.17	Are doors clear of obstructions			
1.18	Are materials stored in designated area			
1.19	Are stacked material supported			
1.20	Are work areas clean and tidy			
1.21	Are tools stored correctly			
1.22	Are hand tools in good condition			
1.23	Are there adequate rubbish bins			
1.24	Are signs in the area up to date			
1.25	Are signs clear and legible			
1.26	Is stated information relevant			
1.27	Are signs in prominent position			
1.28	Are there sufficient hazard/warning signs			
1.29	Are there sufficient directional information signs			
1.30	Are floor/road surfaces in good condition			
1.31	Are extension leads and cables routed safely to avoid trip hazards			
2	FIRE FIGHTING EQUIPMENT	YES	NO	COMMENTS
2.1	Are fire points unobstructed			
2.2	Are fire points identified			
2.3	Are fire extinguishers readily accessible			
2.4	Are fire extinguishers in date and in good condition			
2.5	Are fire hose reels in good order			
2.6	Are fire hose reels readily accessible			
2.7	Are fire extinguisher/hose reels inspected			
2.8	Are fire alarm call points readily accessible			
2.9	Are fire alarm call points identified by signs			
2.10	Are fire wardens appointed			
2.11	Are fire wardens identified			

3	FIRSTAID EQUIPMENT	YES	NO	COMMENTS
3.1	Are first aiders appointed			
3.2	Are first aiders identified			
3.3	Are first aid boxes adequately stocked			
3.4	Are eyewash bottles in good order and in date			
3.5	Are emergency eyewash stations operative			
3.6	Are emergency eyewash stations signposted			
4	PERSONAL PROTECTIVE EQUIPMENT	YES	NO	COMMENTS
4.1	Is suitable protective clothing provided			
4.2	Is it being worn			
4.3	Is eye protection being used			
4.4	Is hearing protection being used			
4.5	Is hand protection being used			
4.6	Is protective footwear being worn			
4.7	Is protective equipment in good condition			
4.8	Is protection suitable for work performed			
4.9	Is there somewhere suitable (clean, dry) to store it			
4.10	Is it replaced at the correct intervals			
5	CHEMICALS/CORROSIVES	YES	NO	COMMENTS
5.1	Is there a designated storage area			
5.2	Is the storage area secure			
5.3	Are the substances stored correctly			
5.4	Are chemicals and products in appropriate containers (not decanted into unsuitable, unmarked containers)			
5.5	Is the storage area bunded (if applicable)			
5.6	Are all containers labelled			
5.7	Is there an inventory of chemicals stored			
5.8	Are MSDS sheets available			
5.9	Are COSHH assessments available			
	Are instructions for use available			
5.10	Are storage drums in good condition			
5.11	Are containers in good condition			
6	ELECTRICAL EQUIPMENT	YES	NO	COMMENTS
6.1	Are all electrical panels secured			
6.2	Are all electrical panels identifiable			
6.3	Are all electrical accessible			
6.4	Are all cables in good condition			
6.5	Are all electrical fixtures in good order			
6.6	Is a lock out procedure in place			
7	MECHANICAL EQUIPMENT	YES	NO	COMMENTS
7.1	Is all rotating equipment guarded			
7.2	Are all drive belts guarded			
7.3	Are all stop controls clearly indicated			
7.4	Are all emergency stops clearly indicated			
7.5	Are all safety interlocks operational			
7.6	Are emergency stop controls clearly marked			
7.7	Is all equipment identifiable			
7.8	Are all forklift trucks in good order			
7.9	Are all forklift truck checklists completed			

8	COMPRESSED GASES	YES	NO	COMMENTS
8.1	Are all cylinders stored upright			
8.2	Are all cylinders secured			
8.3	Are all cylinders clearly marked			
8.4	Are empty cylinders stored separately			
9	PIPEWORK/VALVES	YES	NO	COMMENTS
9.1	Are all pipes colour coded and identified			
9.2	Are hot pipes lagged			
9.3	Is lagging in good condition			
9.4	Are valves identified and tagged			
9.5	Are any valves or flanges leaking			
9.6	Is main gas valve identified			
9.7	Is there a written scheme relating to compressed air			
10	EMERGENCY LIGHTING & EXITS	YES	NO	COMMENTS
10.1	Are all exit routes clearly marked			
10.2	Are emergency exit signs posted			
10.3	Are emergency exits adequately illuminated			
10.4	Are all emergency exit doors unobstructed			
10.5	Are all passageways unobstructed			
10.6	Are all door openings operable			
10.7	Are there any locks or fastenings restricting escape			
10.8	Is there more than one exit from any particular area			
10.9	Do all doors open out to level floors			
10.10	Are there sufficient directional signs			
11	EMERGENCY INSTRUCTIONS	YES	NO	COMMENTS
11.1	Are emergency instructions posted			
11.2	Are escape routes identified			
11.3	Is there a fire fighting equipment plan			
11.4	Is the fire certificate within date			
11.5	Is the emergency phone number displayed			
12	LIFTING EQUIPMENT	YES	NO	COMMENTS
12.1	Is the SWL clearly marked on all lifting equipment			
12.2	Are all web slings colour coded			
12.3	Are all web slings in good order			
12.4	Are all shackles identified			
12.5	Are all shackles in good order			
12.6	Are all lifting beams & hooks identified			
12.7	Are all lifting beams & hooks in good order			
12.8	Are all chain blocks correctly stored			
12.9	Are all lifting equipment certificates up to date			
12.10	Are all crane pendant controls in good order			
12.11	Are all pendant buttons clearly identified			
13	HAND & PORTABLE TOOLS	YES	NO	COMMENTS
13.1	Are all electrical portable tools in good condition			
13.2	Are all electrical hand tools identified & tested			
13.3	Are all office appliances identified & tested			
13.4	Is Portable Appliance Test register up to date			

