



THE OCCUPATIONAL SAFETY AND HEALTH AGENCY
General Inspection Checklist

1.0	Policy – Sections 6(7), 6(7A), 8(2)
1.1	i. General policy outlining organisation and arrangements for OSH developed in consultation workers and their representatives ii. Policy submitted to Chief Inspector
1.2	Are arrangements outlined for: i. Provision and maintenance of plant ii. Provision and maintenance of systems of work iii. Use, handling, storage and transport of equipment, machinery, articles and substances iv. Provision of PPE or safety devices v. Provision of information, instruction, training and supervision vi. Maintenance of workplace, its access and egress vii. Provision and maintenance of work environment
2.0	OSH Committee – Sections 25E, 25F
2.1	The Safety Committee: i. Has been established in consultation with the employee representatives ii. Monitors and reviews safety and health measures iii. Has evidence of OSH issues being investigated by committee or employer
3.0	Training – Section 6(2) (d)
3.1	Evidence of: i. Operations training ii. Training in the use of PPEs iii. Training in Emergency Procedures iv. Training for first aider v. Training in safe use of hazardous chemicals
4.0	Emergency Procedures – Sections 8(2)b
4.1	Emergency Procedures: i. Written in the Emergency Plan based on the most recent risk assessment ii. Include suitable first aid and efficient transportation to a hospital iii. Include Fire controls; evacuation plan; notification protocol iv. ERP submitted to the Chief Inspector
5.0	Hazard Analysis and Risk Assessment – Sections 13A(1)
5.1	A suitable and sufficient annual risk assessment that accounts for: i. Risks to employees whilst at work ii. Risks to third parties
6.0	Fire – Sections 26 – 29
6.1	Fire Preparedness: i. Valid fire certificate from the Fire Authority ii. Escape specified in fire certificate is maintained and free of obstruction iii. Firefighting equipment available and easily accessible iv. Employees trained in the use of fire equipment and evacuation procedures
7.0	Health (Medical Monitoring and Surveillance) – Section 25K
7.1	Are employees provided with health surveillance based on the findings of the annual risk assessment?
8.0	Chemicals – Sections 6(3), 6(4), 6(5), 6(6)
8.1	i. Chemical safety data sheets available for hazardous chemicals ii. Hazardous chemicals adequately labelled iii. Information on handling and disposal of chemicals and their containers available

	iv. Inventory of all the required chemical safety data sheets v. Inventory available for examination by employees vi. Safety and health committee in possession of inventory
9.0	Environmental Control – Sections 31, 32, 33, 35 & 36
9.1	Industrial Establishment: i. Clean and free from effluvia ii. Respiratory protection provided and well maintained (where necessary) iii. Sufficient and suitable lighting iv. Adequate ventilation v. Adequate space (not overcrowded)
10.0	Noise and Vibrations – Section 34
10.1	i. Risks to employees or third parties ii. Measures to control the risk of hearing impairment or diseases caused by vibration iii. Suitable PPE being used by employees at risk of hearing impairment or diseases caused by vibration iv. Initial and periodic medical examinations for employees' risk v. Records of medical examination for employees at risk well maintained vi. Monitoring of workspace where risks exist and proper records kept
11.0	Pregnant Women – Section 6(9) – and Young Persons – Sections 54 & 55
11.1	Industrial Establishment has: i. Provisions for the S&H of pregnant employees/nursing mothers/unborn child ii. A register of young persons iii. Medicals for young persons employed for 3 months and more iv. Evidence of training and supervision of young person's operating machines
12.0	Machine Fencing and Safe Guarding – Section 25
12.1	Fencing and Safe Guarding: i. Transmission machinery securely fenced or made safe to persons ii. Devices to cut power from transmission machinery positioned in work area iii. All dangerous parts of machinery except prime movers or transmission machinery securely fenced or made safe to persons
13.0	Confined Space Section 25(1)
13.1	Are there measures to ensure safe systems of work in confined spaces?
14.0	Unsafe Structures Section 8(4)
14.1	Unsafe structures exist in the industrial establishment
15.0	Notification Of Accidents Section 46, 46A
15.1	i. Evidence of written notifications for critical/fatal accidents submitted to the Chief Inspector within 48 hrs ii. Accident register maintained for at least 5 years iii. Written notifications of incidents prejudicial to public safety submitted to the Chief Inspector within 48 hrs iv. Reports of incidents rendering victims unable to work or needing medical attention forwarded to Chief Inspector within 4 days
16.0	WELFARE Section 39, 45b
16.1	Welfare Facilities: i. Access to wholesome drinking water at convenient points ii. Separate washrooms for men and women iii. Changing rooms/sanitary conveniences be locked from the inside (5 or less employees) iv. Suitable disposal units for women v. Washrooms are safe, clean, adequate, easily accessible, covered, adequately lit and adequately ventilated

	vi. Suitable changing rooms, with locks on the inside, and accommodation for clothing provided vii. Restrooms and lunchrooms provided viii. First aid boxes provided, maintained and readily accessible during all working hours ix. Deluge showers, eye baths and other similar first aid devices provided where appropriate x. First aid equipment under the control of persons trained in first aid and available during work hours xi. Emergency health facilities provided in accordance with the risk assessment
17.0	SAFETY Sections 23, 24
17.1	i. Suitable PPE provided where necessary ii. Proper notices displayed advertising the protective clothing and devices where necessary iii. Measures to protect employees against the inhalation of dust, fumes or any other impurity that may be dangerous or offensive iv. Measures to prevent the accumulation of dust, fumes or any other impurity that may be dangerous or offensive v. Exhaust appliances provided to prevent contamination of the air in the workroom by dust, fumes or other impurities
18.0	GENERAL DUTIES OF EMPLOYEES AT WORK Part II Section 10 (1a), (1b), (1c), (1d), (1e), (1f) ; Section 15
18.1	Employees are aware: i. to take reasonable care for the safety and health of himself and of other persons who may be affected by his acts or omissions at work ii. as regards any duty or requirement imposed on his employer to co-operate with him so far as necessary to ensure that that duty or requirement is performed or complied with; iii. to report to his employer, any contravention under this Act or any Regulations made thereunder, the existence of which he knows iv. to use correctly the personal protection clothing or devices provided for his use; v. to exercise the discretion under section 15 in a responsible manner; and vi. to ensure that he is not under the influence of an intoxicant to the extent that he is in such a state as to endanger his own safety, health or welfare at work or that of any other person.



THE OCCUPATIONAL SAFETY AND HEALTH AGENCY
Checklist for an Inspection/Desk Top Audit

The Inspection/Audit will be conducted in accordance with the following format:

1. Opening Meeting.
2. Desk Top Audit.
3. Inspection.
4. Close out meeting.

During the Desk Top Audit, the following will be reviewed (**as applicable to your operations**):

1. Description of process/activity.
2. Risk assessments & Safe Systems of Work.
3. SIMOPS Plan.
4. HSE Policy.
5. Emergency Response Plan.
6. Drill matrix.
7. Drills' records.
8. Emergency rescue plan.
9. Training matrix records.
10. CSDS/Chemical Management Plan.
11. Safety meeting minutes.
12. Safety and Health Committee meeting minutes.
13. Management of Change Policy/procedure/ records.
14. Ministry of Energy Approvals.
15. Stand by Generator.
16. Fire Certificate.
17. Electrical Certificate.
18. Accident reports/ Statistical evaluation of incidents- including Near Misses.
19. HSE Inspection/Audit reports for last 6 months.
20. Competent third-party certification for all equipment
21. Safety Critical Equipment Maintenance Records.
22. Standard Operating.
23. PPE Policy.
24. Emergency power provision approvals/licenses.
25. Contractor management system.
26. Preventative Maintenance schedule and records for all serviceable equipment.
27. Noise survey.
28. Lighting survey.
29. Air quality monitoring reports.
30. Water quality monitoring reports.
31. Health Surveillance system/records.
32. Corrective action tracking system.
33. Impact assessment of operations affecting neighbouring facilities.
34. Traffic Management Plan.
35. Waste Management Plan.
36. Vibration survey.
 - (i) Plant and equipment
 - (ii) Employee impact
37. Environmental plan.



THE OCCUPATIONAL SAFETY AND HEALTH AGENCY

Service Station Inspection Checklist

NAME OF SERVICE STATION: _____

ADDRESS OF SERVICE STATION: _____

FACILITATOR: _____

INSPECTORS: _____

		YES	NO	N/A	COMMENTS
A.	UNDERGROUND STORAGES				
1	Are filling hatch covers satisfactorily colour coded?				
2	Are filling hatches in good operating condition?				
3	Are filling hatch covers secured?				
4	Are filling hatches free of fuel?				
5	Are filling hatches free of water?				
6	Are filling nozzles provided with suitable caps?				
7	Are filling nozzles provided with seals?				
8	Are vent lines in satisfactory working order?				
9	Are vent lines safely located?				
10	Are all tanks free of water?				
B.	ABOVEGROUND STORAGES				
1	Are all tanks suitable labelled?				
2	Are all tanks safely located?				
3	Are all tanks electrically earthed?				
4	Are fixed ladders provided?				
5	Are gauging platforms provided?				
6	Are all tanks in good operating condition?				
7	Are bunds provided?				
8	Are bunds satisfactory?				
9	Are bleed lines/ valve assemblies provided?				
10	Are all bleed valves in the closed position?				
11	Are suitable tank vents provided?				
12	Are all tanks colour coded?				
C.	LPG STORAGE				
1	Is storage facility safely located?				
2	Is storage area well ventilated?				
3	Are cylinders safely stacked?				
D.	SERVICE BAYS				
1	Is location suitable?				
2	Are oil/ water separators provided?				
3	Are oil/ water separators functioning properly?				

4	Are sediment traps provided?				
5	Are surrounding areas free of oil pollution?				
6	Are separators covered?				
7	Is waste oil collected?				
8	Is waste oil suitably disposed?				
9	Is sludge from separators suitably disposed?				
10	Is housekeeping satisfactory?				
11	Are the lifts in good operating condition?				
12	Are lift clamps in good operating condition?				
13	Are all effluents routed to the oil/ water separators?				
14	Do the effluents of the separators appear satisfactory?				
15	Is the TTBS 547:1998 effluent monitoring programme in effect?				
E.	FIRE PROTECTION EQUIPMENT				
1	Are fire extinguishers adequate?				
2	Are all fire extinguishers fully charged?				
3	Is the last date of service of extinguishers acceptable?				
4	Are fire extinguishers readily available?				
5	Are containers with dry sand available?				
6	Are "No Smoking" signs boldly displayed?				
7	Are "When filling switch off engine" signs displayed?				
8	Are all warnings observed?				
9	Are all employees trained to operate fire extinguishers?				
F.	COMPRESSOR ROOM				
1	Is the compressor room safely located?				
2	Are belt guards on compressor installed?				
3	Are relief valves provided?				
4	Is the compressor annually certified?				
5	Is the last certification date recorded?				
6	Is housekeeping satisfactory?				
7	Is the room free of combustibles?				
G.	STOCK ROOMS				
1	Are all stock rooms free of fuel storage?				
2	Is a pathway of 1 m. width maintained?				
3	Are materials safely stacked?				
4	Is housekeeping satisfactory?				
H.	GENERAL				
1	Do fixed structures allow for free movement of vehicles?				
2	Is condition of surroundings satisfactory?				
3	Is adequate surface drainage provided?				
4	Is paving of compound satisfactory?				
5	Is lighting adequate?				
6	Are fire proof garbage bins provided?				
7	Is the marketing licence prominently displayed?				
8	Is the marketing licence current?				

9	Are materials safely stacked?				
10	Are all storages approved by the MOE&EI				
I.	DISPENSING UNITS				
1	Are all pumps free of leaks?				
2	Are all face glasses in place?				
3	Are all pumps plinths of adequate height? 9"				
4	Do all pumps indicate product to be dispensed?				
5	Are all pumps provided with ID lamps?				
6	Are all dispensing hoses in satisfactory condition?				
7	Is excess spillage avoided?				
8	Are all pump panels properly installed?				
9	Are all dispensing units clearly identified?				
J	DOCUMENTATION				
1	Does the company have an OSH Policy?				
2	Are Risk Assessments Conducted?				
3	Is a Fire Certificate acquired?				
4	Is Health Surveillance conducted?				
5	Is there a functioning Safety and Health Committee?				
6	Is there an Emergency Plan?				
7	Is there a documented Training matrix?				
8	Is Training conducted in accordance with a matrix?				
9	Is there a Preventative Maintenance Schedule?				
10	Is Preventative Maintenance conducted in accordance with schedule?				
11	Is indoor air quality monitored?				
12	Are CSDS available for all chemicals?				
K	WELFARE				
1	Is Potable water provided?				
2	Are change rooms provided?				
3	Is a First Aid Kit provided?				
4	Is First Aid Training provided?				
5	Are toilet facilities provided?				
6	Are toilet facilities in good working order?				
L	ELECTRICAL				
I	Are Electrical fittings in good condition?				
1	Are all Panels and switches labelled?				
2	Are all fittings Classified for the respective areas?				
	<u>ACTION ITEMS</u>				



THE OCCUPATIONAL SAFETY AND HEALTH AGENCY

Agriculture/Farmers's Inspection Checklist

NAME OF INDUSTRIAL ESTABLISHMENT: _____

ADDRESS OF INDUSTRIAL ESTABLISHMENT: _____

FACILITATOR: _____

INSPECTORS: _____

	YES	NO	N/A
ACCIDENT PREVENTION			
Farm workers (including family members) received instruction in safe working practices other than the Pesticides Applicator Training			
Emergency phone numbers listed and posted in prominent places (e.g. by telephones and in main work areas)			
MEDICAL			
First aid kit available in the farm-yard, house, barn or the main farm buildings			
First aid kit available for when workers are not within easy access to the farm-yard or farm buildings (e.g. in vehicles)			
Someone on the farm with formal training in first aid			
MACHINE & EQUIPMENT SAFETY			
Guards and shields always kept in place when farm machinery is in use			
Power always turned off before machinery is adjusted, repaired or unclogged			
It is a standard rule on your farm to not allow extra riders on farm equipment			
Farm workers always check to ensure children and animals are not close by before starting up farm machinery and equipment			
Seatbelts always used on tractors equipped with Roll Over Protective Structures			
Drawbar loads always hitched to a drawbar rather than to the tractor's axle, frame or raised three-point hitch			
Manufacturers' recommendations for adding front-end weights always followed when using rear mounted implements on tractors			
All tractors and self-propelled machines equipped with a dry chemical fire extinguisher			
Doors and windows in buildings always open when vehicles or equipment with internal combustion engines are started or run indoors			
Flashing lights mounted on all farm equipment transported on public roads			
Farm machinery operators at all times wear clothing which is tight-fitting and not torn or ragged when working near machinery			
Farm equipment instructional manuals readily available to operators			

Farm tractors and other self-propelled vehicles always kept in good working order (e.g. periodic brake adjustments, properly inflated tires, hydraulic hoses kept in good condition, etc.)			
All farm equipment operators know how to stabilize a piece of farm equipment using jacks and blocks before repairing or servicing the equipment			
All trailing equipment fitted with safety chains and locking devices to keep hitch pins from falling out			
All steps, ladders and platforms on farm equipment kept clear of mud and other material which may cause slipping or falling			
All farm workers using agricultural chemicals taken the Pesticides Applicator Training			
All agricultural chemicals stored in a locked room or building away from animal, feed, seeds and living quarters			
Signs posted next to all chemical storage areas to warn of the potential hazards inside			
Chemicals always stored in their original containers with the labels clearly intact			
Empty chemical containers always disposed of promptly and safely			
Chemical mixing area either outside or in an open, well-ventilated area			
Non-compatible chemicals in storage always physically isolated from one another			
Personal protective equipment (including gloves, goggles, respirators, aprons and hard-shell hats) always used by farm workers when applying or handling farm chemicals			
Fuel storage tanks at least 14 metres (40 feet) from the nearest building			
Fuel storage tanks located where they will not be struck by vehicles and machinery			
The condition of underground fuel storage tanks checked periodically to ensure there is no leakage			
Dry chemical fire extinguishers readily available in all fuel storage areas			
Fuel storage hoses, nozzles and pumps always kept in good condition, and vents kept clean and free of dirt			
Approved safety containers always used to store small quantities of gasoline, kerosene or diesel fuel			
All bulk propane storage tanks located at least the minimum distance of 3 metres (10 feet) from the nearest building			
All propane system regulators and gauges protected from weather and dirt			
Areas around fuel tanks and pumps always kept free of weeds, trash and other combustible materials			
"No Smoking" signs posted in all fuel storage and handling areas and other places where combustible materials are located			
ELECTRICITY			
All wiring, power cords, plugs and switches in farm buildings and around the farm kept in good condition			
Electrical system has ample capacity to handle all loads			
All electrical circuits equipped with the proper size fuses or circuit breakers			
All main power switches controlling electrically-operated farm equipment have a lock-out device to prevent accidental starting of equipment while servicing			
Overhead wires in the farm yard area and near to field entrances high enough to			

adequately clear machinery			
All electrical appliances and power tools used around the farm CSA or UL approved			
All light bulbs in livestock or storage buildings shielded or protected from breakage			
Electrical outlets in buildings with high moisture content or where water is sprayed periodically moisture-proof			
Ground fault circuit interrupters installed and used to prevent electrical shock in all damp work areas (such as milking parlours, milkhouses and animal confinements)			
GENERAL SAFETY			
Building entranceways and passages always kept clear of stored materials or trash that may catch fire, cause falls or fall on workers			
All stairways have handrails			
All steps and stairs kept free of objects and substances that would make them slippery and cause falls			
All openings through floors protected by guard rails			
All materials stacked and stored safely (for example, by removing loose nails and other sharp objects from loose boards or by not stacking materials in high piles that may fall on people)			
Doors and gates to hazardous areas (such as silo entrances, manure storage areas, animal quarters and chemical storage) kept closed and secured at all times			
Fire extinguishers or other fire fighting equipment in good working order placed in each farm building			
All ladders used on the farm kept in good condition (through regular painting or coating of wooden ladders, ensuring there are no cracks or faults, replacing worn and damaged rungs or siderails, etc.)			
Shields and guards in place on all belts, pulleys and chain drives on feed grinding and handling equipment			
All loading troughs on augers, elevators and conveyors covered with a guard or grating			
Potentially slippery surfaces, such as milking parlour steps and walkways, roughened to prevent slips and falls			
Ventilation fans and vents in confinement housing in good working condition			
All heat lamps for farrowing and brooding well supported and at least 50 centimetres (2 feet) away from combustible materials			
Manure pits and lagoons guarded by grates, covers or fencing that are sturdy and of adequate size to prevent access			
Manure pits and lagoons posted with warning signs			
Electrical stock water heaters grounded			
All heaters installed away from combustible materials and (for those that are fuel-burning) properly vented to prevent carbon monoxide leakage			
Entrances to grain and silage storage areas always kept closed to prevent unintended access			
All rotating augers, belts, pulleys and chains on loading and unloading machinery shielded			
There are safety cages on all silos and bin ladders extending beyond 6 metres (18 feet)			

All grain bins have fixed ladders outside the bins			
All grain bins have fixed ladders inside the bins			
The power to each grain or silo structure can be locked out so the unloading mechanism cannot be started when someone is working inside the bin			
Warning signs that grain or silage storage machinery may begin automatically posted at all locations			
HAND & POWER TOOLS			
All stationary power tools grounded and all portable power tools either double insulated or of the three-wire grounded type			
Portable power tools always disconnected when not in use			
All stationary tools such as grinders and saws properly shielded and the shields always in place when in use			
All hand tools (especially cutting tools like saws, axes and knives) properly stored so they cannot fall or be brushed against accidentally			
All hand-tools (such as axes, picks and sledgehammers) in good condition such that, for example, they have tight-fitting and splinter-free handles			
Hearing protective devices always used when operating noisy machinery and power tools			
Welding area well-ventilated			
All work areas well lit			



THE OCCUPATIONAL SAFETY AND HEALTH AGENCY

Construction Inspection Checklist

PERSON OR COMPANY

UNDERTAKING OPERATIONS OF WORKS: _____

COMPANY ADDRESS: _____

PROJECT: _____

START DATE: _____ **COMPLETION DATE:** _____

ON SCHEDULE: YES / NO _____ **% COMPLETION:** _____

PROJECT ADDRESS: _____

CLIENT: _____

PERSONNEL INTERVIEWED:

NAME	COMPANY	JOB TITLE	CONTACT INFO

SUB-CONTRACTORS: _____

DATE: _____

1.0 ADMINISTRATIVE REQUIREMENTS – OSH Act 2004 Section 63, 46, 6(7), 25E, 25F, 13A, 6

		Yes	No	NA
1.1	Has the OSH Agency been notified of Building Operations and Works of Engineering Construction on the prescribed form?			
1.2	Has the OSH Agency been notified of reportable accidents on the prescribed form?			
1.3	Accident registers available?			
1.4	Is a policy statement, organization for health and safety and arrangements available?			
1.5	Is there evidence of a functional health and safety committee?			
1.6	Have risk assessments been prepared?			
1.7	Are certificates and inspection/maintenance records available for all mechanical equipment on site?			

COMMENTS

2.0 WELDING AND CUTTING – OSH Act 2004 Section 6, 29

		Yes	No	NA
2.1	Is mechanical exhaust ventilation provided where applicable?			
2.2	Has a hot work permit been granted?			
2.3	Is proper shielding and eye protection available?			
2.4	Are hoses/cables/gauges in good condition?			
2.5	Are flammable liquids stored in welding area?			
2.6	Is suitable fire extinguishing equipment immediately available in work area and ready for instant use?			

COMMENTS

3.0 SCAFFOLDING - OSH Act 2004 Section 6

		Yes	No	NA
3.1	Are guardrails, midrails and toeboards in place?			
3.2	Is the scaffolding on sound footing?			
3.3	Are scaffold planks extended over their end supports not less than six inches, nor more than twelve inches?			
3.4	Are manually propelled mobile scaffolds erected so that their height is no more than four times the minimum base dimension?			
3.5	Scaffolding suitably braced and tied?			
3.6	Are casters or wheels on mobile scaffolds locked while in use by any person?			
3.7	Are scaffolds suitably planked?			
3.8	Are scaffolds erected or moved within 10 feet of power lines?			

COMMENTS

4.0 EXCAVATIONS - OSH (Protective Measures) Order No. 8,11,12, 17,24,25 OSH Act 2004 Section 6

		Yes	No	NA
4.1	Have all underground utility installations been located?			
4.2	Is a warning system such as barricades, hand or mechanical signals or stop logs used when mobile equipment approaches the edge of the excavation?			
4.3	Is spoil or other material kept at least two feet from the edge of the excavations?			
4.4	Is excavation inspected daily and after any hazard increasing occurrence?			
4.5	Are employees in an excavation five feet deep or more, or with the potential for cave-in, protected by an adequate protective system?			
4.6	Is suitable access and egress provided?			

COMMENTS

5.0 SIGNALS, SIGNS AND TRAFFIC MANAGEMENT - OSH Act 2004 Section 6

		Yes	No	NA
5.1	Are required signs, symbols and accident prevention tags in compliance?			
5.2	Are flagmen, spotters, banksmen or riggers used where necessary?			
5.3	Traffic management procedures in place?			

COMMENTS

6.0 FIRE PROTECTION AND PREVENTION - OSH Act 2004 Section 6, 29

		Yes	No	NA
6.1	Is firefighting equipment conspicuously located?			
6.2	Is firefighting equipment periodically inspected and maintained in operating condition?			
6.3	Are all flammable and combustible liquids stored and handled in approved containers and portable tanks?			
6.4	Are no smoking areas established as needed?			
6.5	Is at least one portable fire extinguisher in proximity to fuel storage?			

COMMENTS

7.0 HAZARD COMMUNICATION - OSH Act 2004 Section 6

		Yes	No	NA
7.1	Does the employer make CSDS/MSDS accessible to employees?			
7.2	Are containers of hazardous chemicals, labeled, tagged, or marked?			
7.3	Does fuel storage tanks have the required labeling of capacity, warning and identity of fuel stored?			
7.4	Are employees trained in the hazards of chemicals in their work area?			

COMMENTS

8.0 PERSONAL PROTECTIVE EQUIPMENT - OSH Act 2004 Section 6

Yes No NA

8.1	Are employees provided with personal protective equipment as required?			
8.2	Are protective helmets (hard hats) worn at all times where there is a possible danger of head injury?			
8.3	Are employees using eye, face and respiratory protection as required?			
8.4	Are employees using foot, hand and hearing protection, etc?			
8.5	Are fall-arrest systems used where applicable?			

COMMENTS

9.0 EMERGENCY RESPONSE - OSH Act 2004 Section 8

Yes No NA

9.1	Has an emergency response plan been prepared?			
9.2	Did the risk assessment take into consideration potential emergencies and its contingency?			
9.3	Are emergency response procedures on display?			
9.4	Are drills conducted regularly?			
9.5	Are certified (Red Cross, National Safety Council, American Heart Association etc.) first aiders available and known to employees?			
9.6	Are emergency numbers listed and on display?			

COMMENTS

10.0 ELECTRICAL – OSH Electricity Regulations & OSH ACT 2004 Section 6

Yes No NA

10.1	Are power control panels and breaker switches labeled?			
10.2	Are all electrical tools and equipment maintained in a safe condition?			
10.3	Are electrical tools properly grounded or of the double insulated type?			
10.4	Are overhead electrical power lines located and identified?			
10.5	Are cords and cables in good condition (not frayed or damaged)?			
10.6	Are all cables properly sized and protected from overload and short –circuit conditions?			
10.7	Are all pull boxes, junction boxes, switches and electrical panels secured with approved covers?			
10.8	Are all conductors covered with insulating material or placed/protected to prevent danger?			

COMMENTS

11.0 HOUSEKEEPING & WELFARE – OSH Act 2004 Section 6, 39-45 & OSH Welfare Regulations

Yes No NA

11.1	Is housekeeping adequate?			
11.2	Are work areas free from trip, slip and fall hazards?			
11.3	Is supply of drinking water adequate?			
11.4	Are adequate washing facilities and sanitary conveniences provided?			
11.5	Are adequate lunchrooms and/or restrooms provided?			
11.6	Are adequate first-aid appliances provided?			
11.7	Are change rooms provided?			

COMMENTS

COMMENTS & OTHER CONCERNS NOT LISTED ABOVE (public safety, dust, noise, vibration, lighting, etc.)
