



# COMPLY ONLINE

## OCCUPATIONAL HEALTH AND SAFETY ACT NO 85 OF 1993 INSPECTION CHECKLIST

Company : \_\_\_\_\_ Date : \_\_\_\_\_

Department: \_\_\_\_\_

(Include notes on the reverse side of this form for items which are not acceptable)

### PREMISES

		Acceptable?	
		Yes	No
1.	Walls, ceilings & floors - clean and in good repair?		
2.	Are carpet tiles properly secured to floor?		
3.	Is lighting adequate & free from glare? Are light fittings secure?		
4.	Is ventilation adequate?		
5.	Housekeeping - is everything neat, tidy & packed away?		
6.	Pollution - are waste bins provided and is disposal / collection adequate?		
7.	Are aisles & passages clear of obstructions?		
8.	Good packing practices? (Heavy articles at base, lighter articles on top.)		
9.	Is furniture & equipment in a safe condition?		
10.	Are windows & panes in good repair?		
11.	Are doors, hinges & fittings in good repair?		
12.	Hygiene - are toilets / urinals clean & in good working order?		
13.	Hygiene - are all kitchen / canteen areas clean & hygienic?		
14.	Is workshop protective equipment and notice present? eg eye protectors, etc.		
15.	Are ladders & storage racks adequate & in a safe condition?		

### FIRE PROTECTION

1.	Are all extinguishers in regular positions?		
2.	Can extinguishers be removed from their brackets easily?		
3.	Are the fire extinguisher seals intact?		
4.	Are extinguishers easily accessible?		
5.	Has fire equipment been serviced during the last year?		
6.	Are fire hose reels easily accessible?		
7.	Are the hose connections free of leaking water?		
8.	Are the hose reels rolled neatly onto their drums?		
9.	Are inflammable liquids adequately controlled?		
10.	Is emergency exit key in place and exit unobstructed?		
11.	Do staff know how to use fire equipment?		

### ELECTRICAL

1.	Are wall plug fittings undamaged? Do plugs fit securely in wall sockets?		
2.	Are adapters clear of heat discolouration? Are power cords free from damage?		
3.	Are power cords neatly channelled and away from water or similar hazards?		
4.	Are power cords firmly and correctly fitted to plugs?		
5.	Is the maximum of 4 devices per wall plug via adapters exceeded?		
6.	Are power tools correctly wired and earthed?		

### GENERAL

1.	Are First Aid supplies adequate?		
2.	Is qualified first aider available?		
3.	Is Accident Incident Report Register available?		
4.	Is bomb threat drill booklet at switchboard?		
5.	Is evacuation communication system in order? (PA system)		

It is each employee's responsibility to ensure that their surroundings are kept safe and to report problems immediately.

Reported Completed by: \_\_\_\_\_

Area Represented: \_\_\_\_\_

Report Received by: \_\_\_\_\_

Date: \_\_\_\_\_