

OCCUPATIONAL HEALTH AND SAFETY ACT NO 85 OF 1993

INSPECTION CHECKLIST

COMPANY:			
DEPARTMENT:		DATE:	

(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.	Stacking heights are safe?		
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.	Hazardous Chemical Substances and Flammable Liquids used and stored safely?		
15.	Are ladders & storage racks adequate & in a safe condition?		

#	FIRE PROTECTION	Yes	No
1.	Are all extinguishers in regular positions?		
2.	Fire Equipment signage correctly displayed?		
3.	Can extinguishers be removed from their brackets easily?		
4.	Are extinguishers easily accessible?		
5.	Has fire equipment been serviced during the last year?		
6.	Are the fire extinguisher seals intact?		
7.	Are fire hose reels easily accessible?		
8.	Are the hose connections free of leaking water?		
9.	Are the hose reels rolled neatly onto their drums?		
10.	Do staff know how to use fire equipment?		

#	EMERGENCY EVACUATION	Yes	No
1.	Evacuation Escape Doors in good working order?		
2.	Escape Routes clear of obstruction?		
3.	Is emergency exit key in place and exit unobstructed?		
4.	Evacuation Instruction displayed?		
5.	Emergency Telephone Numbers displayed?		

#	ELECTRICAL	Yes	No
1.	Are wall plug fittings undamaged?		
2.	Are multi-adaptors used safely?		
3.	Are power cords neatly channeled and away from water or similar hazards?		
4.	Are power cords undamaged and firmly and correctly fitted to plugs?		
5.	Electrical Distribution Boards accessible and signed?		

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

REPORT COMPLETED BY:		AREA REPRESENTED:	
REPORT RECEIVED BY:		DATE:	