

Schedule For Inspections

Formal inspections shall be conducted and documented by as follows in their areas of responsibility:

Office	Annually/ Semi Annually/ Quarterly
Shop/Yard	Quarterly/ Monthly/ Weekly
Tools/Equipment	Semi Annually/ Quarterly/ Monthly
Vehicles/	Monthly/ Weekly/ Daily
Trailers	Prior to use (documented)
Specialized PPE:	
(Harnesses/Lanyards)	Visual Pre-use
(Respirators)	(In house) Quarterly/Monthly AND
	Annually - by a competent outside person
Jobsites	Weekly/ Bi Weekly/ Monthly
Storage facility	Monthly/ Semi-Annually/Annually
Sub-contractors	Weekly

Sample Workplace Inspection Checklist

This checklist will need to be adopted to meet the detailed requirements and specific needs of your workplace.

Company Name/ Details:					
Work Area					
Date of Inspection:		Action Required			
Time:	Good	Urgent	Schedule	Control Put in Place	Person Responsible
Fire					
Extinguishers in place, clearly marked for type of fire and recently serviced					
Adequate direction notices for fire exits					
Exit doors easily opened from inside					
Fire wardens appointed					
Exits clear of obstructions					
Fire alarm system functioning correctly					
Fire instructions available and displayed					
Assembly points clearly identified					

Regular fire drills carried out					
Training sessions conducted					
Electrical					
No broken plugs, sockets or switches					
No frayed or damaged leads					
Portable power tools in good condition					
No temporary leads on floor					
All electrical equipment has been taged					
Emergency shut-down procedures in place					
No strained leads					
General Lighting					
Adequate illumination					
Good natural lighting					
No direct or reflected glare					
Light fittings clean and in good condition					
Emergency lighting operable					

Chemicals On-Site					
MSDS for all chemicals					
Containers clearly labelled					
Do special storage conditions apply?					
First Aid					
Cabinets and contents clean and orderly					
Easy access to cabinets					
Employees aware of location of first aid cabinet					
First aid cabinet clearly labeled					
Eye wash facilities are provided (were appropriate)					
Emergency numbers displayed					
Supply of soap and towels					
Adequate stocks					
Floors					
Even surface, no cracks or holes					
Loose boards or drainage grills or vents are cleaned regularly					

Oil and grease removed					
Entry across walkways kept clear					
No electrical leads across walkways					
Walkways adequately lit and clearly marked					
Unobstructed vision at intersections					
Office Hazards					
Filing					
Chairs					
Desks					
Glare from windows					
Photocopiers – fumes					
Air conditioning maintained regularly					
Disposal of waste					
Machines					
Kept clean					
Adequately guarded					
Starting and stopping devices within easy reach					

Waste storage / disposal					
Drip pans to prevent spillage					
Adequate work space around machine					
Noise levels controlled					
Lighting satisfactory					
No bending or stooping required					
Rubbish – Waste					
Bins located at suitable points in plant					
Bins emptied regularly					
Oily rags and combustibles in covered container					
Work benches					
Clear of rubbish					
Tools not in use stored correctly					
No damaged hand-tools					
Work height					
No sharp edges					
Storage					

