

EHS Workplace Inspection Checklist

(Ref. SOP QMS-080; EHS-010)

Inspected by:	Date of inspection	Date of Report	Report #	Pages
Area Manager:				
Area Inspected:				

General

This EHS Workplace Inspection was conducted by:

Scope of the Inspection:

Write what is covered and what's not.

Inspection Observations:

(Write the inspection observations and recommendations here)

Summary / Inspectors' Comments

Your comments and suggestions regarding improvements to the above areas or the inspection process would also be much appreciated.

Inspector (s)

EHS Manager

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(Ref. SOP D.8.21.)

Code for Checklist:

- O = Observation, i.e. observed during the audit
- R = Rectified immediately
- N/A = Not applicable or not observed / not covered at this audit
- DR = Deviation Report

Use Risk Assessment Matrix on Page 6 of Inspection Checklist to document and rate identified hazards

WORK ENVIRONMENT

Item	Code	Comments
Is lighting adequate for the tasks completed?		
Is the noise level too high / hearing protection in place if required?		
Is appropriate PPE easily available for tasks if required?		
Is thermal comfort satisfactory?		
Is the layout of the areas satisfactory?		
Is there safe access / egress?		
Are floor surfaces adequate for the tasks completed?		
Are there dusts / fumes / odours?		
Is there a confined space within the area? Does it require entry?		
Is there pallet racking / are they inspected regularly?		
Other Comments		

WORK ORGANISATION

Item	Code	Comments
Does the workflow look right and allow smooth task completion?		
Is the right equipment available for the job?		
What is the rate of work?		
Does the operator work alone? If so, are there additional communication measures in place?		
Are jobs rotated regularly?		
Other Comments		

FIRE AND EXPLOSION HAZARDS

Item	Code	Comments
Are flammable materials used in the area? If so are there adequate precautions / controls?		
Are there potential sources of ignition within the work area?		
Are extinguishers in place with appropriate signage & clearly marked for type of fire?		
Have extinguishers been recently serviced?		
Do employees know location of extinguishers?		
Do employees know location of exits and evacuation procedure?		
Are there adequate direction notices, evacuation maps and signs for Fire Exits?		
Do exit doors easily open from inside?		
Are exits clear of obstructions?		
Are evacuation instructions available and displayed?		
Other Comments		

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ELECTRICAL HAZARDS

Item	Code	Comments
Are there broken plugs, sockets or switches?		
Are there frayed or damaged or strained leads?		
Are there temporary leads on floor?		
Is there water or water sources near electrical equipment?		
Is it possible to touch live conductors?		
Are emergency stops visible / marked and tested regularly?		
Are emergency stops easily accessible from operating positions?		
Are all electrical cabinets marked appropriately?		
Are electrical leads tagged?		
Can the electrical supply be easily isolated?		
Other Comments		

MECHANICAL / MOVING MACHINERY HAZARDS

Item	Code	Comments
Could there be entanglement injuries?		
Could there be crushing / shearing injuries?		
Could there be cutting or stabbing injuries?		
Are all moving parts, pinch points, nip points, etc. guarded?		
Are all guards in good condition and interlocked?		
Are interlocks working properly?		
Are all pipes labelled?		
Are all controls and switches clearly labelled?		
Are there obvious water, steam or compressed air leaks?		
Does it take some time for machine components to stop?		
Does it take some time for air to be dumped?		
Other Comments		

BURN HAZARDS

Item	Code	Comments
Are all hot pipes lagged or guarded?		
Are all hot machine surfaces guarded & identified through signage?		
Other Comments		

ERGONOMIC AND MANUAL HANDLING

Item	Code	Comments
Are controls easily accessible?		
Is adequate lifting equipment available if required and staff trained in correct use?		
Are no static / awkward positions required or maintained for prolonged periods?		
Have seating / displays / ergonomics been designed to accommodate different demographics and minimise stress / error?		
Are there repetitive body movements required?		
Is there no repetitive reaching / pushing / pulling / bending / twisting / reaching over or arm raising required?		
There is no excessive vibration / friction?		
Do working positions appear comfortable?		
Other Comments		

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LIGHTING HAZARDS

Item	Code	Comments
Is there adequate illumination for tasks?		
Is there direct or reflected glare?		
Are light fittings clean and in good condition?		
All light switches working correctly and positioned appropriately?		
Are there energy saving practices / equipment in place?		
Other Comments		

HAZARDOUS SUBSTANCES

Item	Code	Comments
Do employees know where to access MSDS?		
Do employees know how to dispose of used chemicals and containers?		
Are there sharps / appropriate disposal containers readily available?		
Are all containers clearly labelled?		
Is storage suitable for different chemical types?		
Are chemicals of incompatible classes stored separately?		
Are cabinets located more than 3 metres from ignition sources?		
Is appropriate PPE available and worn by employees?		
Is there appropriate ventilation?		
Is there an emergency shower / eye shower? Are they tested?		
Other Comments		

FIRST AID

Item	Code	Comments
Are employees aware of location of First Aid kits / rooms?		
Do employees know first aid / emergency procedure?		
Are cabinets and contents clean, orderly and adequately stocked?		
Other Comments		

SLIP TRIP AND FALL HAZARDS

Item	Code	Comments
Are surfaces even – No cracks, holes, frayed carpet or other trip hazards?		
Are floor surfaces slippery?		
Are walkways adequately lit and clearly marked?		
Are walkways unobstructed?		
Are stairways fitted with handrails and grip tape if needed?		
Is there unobstructed vision at intersections, stairs and risers?		
Is the housekeeping standard good?		
Is there adequate fall protection for high work?		
Is work required at heights or in areas with limited / confined space?		
Other Comments		

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WASTE HANDLING

Item	Code	Comments
Are appropriate bins available for various waste types?		
Is waste separated for recycling where possible?		
Is waste removed / emptied regularly?		
Other Comments		

EHS MANAGEMENT SYSTEM

Item	Code	Comments
Are employees aware of EHS policy?		
Do employees know how to identify and report a EHS hazard?		
Is there a recognised supervisor for the area / plant?		
Are there SOPs for the plant / equipment?		
Have employees been trained in the use of the plant / equipment?		
Do employees know who their EHS Committee member is?		
Other Comments		

ADDITIONAL COMMENTS & OBSERVATIONS

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RISK ASSESSMENT MATRIX

For each hazard, think about:

How likely is it to hurt someone or harm the environment?

very likely
could happen regularly

▼

likely
could happen occasionally

unlikely
Could happen, but only rarely

very unlikely
Could happen, but probably never

SEVERITY

How severely could it hurt someone or harm the environment?

kill or disable / major irreversible environmental harm or pollution	several days off work / significant environmental incident	first aid / excess resource use or minor pollution
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1	2	3
2	3	4
3	4	5
4	5	6

The numbers show how important it is to do
1 do something immediately
6 do something when possible.

HAZARD IDENTIFIED	LIKELIHOOD	SEVERITY	Risk Level	Risk Controls
	Very likely Likely Unlikely Very Unlikely	Kill or disable Several days off First aid	1 - 6	