

SAMPLE CHECKLIST FOR WORKPLACE HOUSKEEPING

This checklist provides the basic requirements for workplace housekeeping. Should a "No" be recorded for any of the below checklist items, immediate follow-up action is necessary to remove the unsafe condition to prevent its reoccurrence. This checklist is non-exhaustive, and users are recommended to make the necessary customization to suit your work processes and conditions at the workplace.

S/N	Items		Remarks
1	Work area is clean, tidy and clutter-free.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	There are no unnecessary items in the work area.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	There are no food and drinks in the work area.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Aisles, walkways, stairways and exits are unobstructed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	There are no objects protruding into aisles and walkways.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	No item is placed around emergency equipment (e.g., fire extinguishers, first aid kits).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Floors (e.g., tiles, boards and carpets) are in good condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Floors are dry and free from accumulated dust, broken glass and leaks or spills (e.g., oil or water).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Floor markings are highly visible and not faded.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Floor openings or holes are guarded by a cover, grating or guardrail on all sides (except at entrances to stairways or ladders).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Lamps or light sources are clean and provide adequate illumination for working.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12	Warning signs are in good condition and can be clearly seen from afar.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13	Cords, cables and hoses are bundled up when not in use.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14	Machine and equipment guards are in place and secure.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15	Tools are in good condition and in their designated location.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16	Storage areas are clean, tidy and organised.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17	Stacked materials are placed on a flat and firm foundation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18	Storage racks used are adequate for the task and in good condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19	Heavier and bulkier items are placed on the lower shelves of a storage rack.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20	Hazardous substances (e.g., flammable materials, toxic substances) are stored in compatible containers, stored under appropriate conditions and affixed with GHS labels.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
21	Physical barriers and warnings signs are installed around workplace hazards (e.g., sharp objects, protruding objects, a hot surface, a floor opening).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
22	Proper waste bins for general waste, recyclable waste, hazardous waste, and so on are provided at work areas to facilitate responsible disposal.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

23	Combustible waste is properly disposed of. For example, oily rags are disposed in closed metal waste bins.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
24	Waste (including hazardous waste) is collected regularly so that there is no unnecessary accumulation of waste.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
25	A predetermined disposal area has been designated for situations where waste materials (e.g., bulky waste, toxic waste) need to be accumulated till the next waste collection date.	<input type="checkbox"/> Yes <input type="checkbox"/> No	