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| **Date:** | |  |  |  | **Area:** |  | |  | |  | **Inspection by:** |  |
| All areas are checked against a fixed criteria for conformance to internal standards, legal requirements, and requirements of ISO45001 & ISO14001. Any issues found should be recorded with actions and owners assigned. A positive inspection will demonstrate the effectiveness of controls. A negative inspection will indicate where potential issues are and can be targeted with improvements to increase effectiveness of controls. | | | | | | | | | | | | |
| **Question** | | | | | | | **Yes/No** | | **Issues, actions, owners, timescale** | | | |
| **Personal Protective Equipment (PPE)** | | | | | | | | | | | | |
| 1 | Is PPE being used as required and stored correctly when not in use? | | | | | |  | |  | | | |
| 2 | Are all required PPE stocks at satisfactory levels and readily available when required? | | | | | |  | |  | | | |
| 3 | Is PPE available for visitors, temporary employees and limb workers? | | | | | |  | |  | | | |
| **Employee Behaviour** | | | | | | | | | | | | |
| 4 | Are correct manual handling techniques being used? | | | | | |  | |  | | | |
| 5 | Are pedestrian areas being kept clear of debris, trip and slip hazards? | | | | | |  | |  | | | |
| 6 | Are traffic areas being kept clear of obstructions and skid hazards? | | | | | |  | |  | | | |
| **Machine and Equipment Safety** | | | | | | | | | | | | |
| 7 | Have operator checks been carried out for all machines and work equipment prior to their daily use? | | | | | |  | |  | | | |
| 8 | Is lifting equipment in good working order and stored correctly when not in use? | | | | | |  | |  | | | |
| 9 | Are all equipment guards, fencing and barriers on or around machines in good functional condition? | | | | | |  | |  | | | |
| 10 | Are all electrical cabinets, pump houses secured? | | | | | |  | |  | | | |
| 11 | Are all airlines and accessories being used and stored in a safe manner? | | | | | |  | |  | | | |
| 12 | Where machines and equipment are defective, are they being taken out of service and isolated? | | | | | |  | |  | | | |
| **Emergency Arrangements and Equipment** | | | | | | | | | | | | |
| 13 | Are all fire doors and routes kept clear and freely accessible? | | | | | |  | |  | | | |
| 14 | Are all first aid kits and eye wash stations adequately stocked and the contents in date? | | | | | |  | |  | | | |
| 15 | Are first aiders and fire marshals adequately trained and easily identifiable? | | | | | |  | |  | | | |
| 16 | Are emergency roll-calls up to date and available for emergency evacuations? | | | | | |  | |  | | | |
| **Storage** | | | | | | | | | | | | |
| 17 | Are products and articles being stored / stacked safely? | | | | | |  | |  | | | |
| 18 | Are chemicals and harmful substances being stored in accordance with COSHH regulations? | | | | | |  | |  | | | |
| 19 | Have routine inspections been carried out for all racking systems? | | | | | |  | |  | | | |
| **Workplace Traffic** | | | | | | | | | | | | |
| 20 | Is equipment being operated in a safe manner and in accordance with formal training standards? | | | | | |  | |  | | | |
| 21 | Are seatbelts / safety restraints being used where required? | | | | | |  | |  | | | |
| 22 | Are horns and other systems being used to alert pedestrians and other vehicles? | | | | | |  | |  | | | |
| 23 | Are pedestrians and operating equipment maintaining safe distances? | | | | | |  | |  | | | |
| **Environment and Waste** | | | | | | | | | | | | |
| 24 | Are bins and skips emptied frequently and not overflowing? | | | | | |  | |  | | | |
| 25 | Is waste being correctly segregated? | | | | | |  | |  | | | |
| 26 | Are waste transfer notes being filled out and filed correctly for all waste collections? | | | | | |  | |  | | | |
| 27 | Is spill kit available and suitably stocked? | | | | | |  | |  | | | |
| 28 | Has lighting in unoccupied areas been turned off? | | | | | |  | |  | | | |
| 29 | Are taps and hoses being turned off when not in use? | | | | | |  | |  | | | |
| 30 | Are compressed air systems free from leaks / unintended losses? | | | | | |  | |  | | | |
| **Notes** | | | | | | | | | | | | |
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