

Workplace Inspection Checklist or Guidelines

Work Practices

- Poor housekeeping
- Failure to follow safety / health rules and procedure
- Misuses of tools and equipment
- Failure to follow safe working procedure
- Failure to use personal protective equipment
- Horseplay
- Fire extinguisher in working condition
- Adequate first aid supplies
- Damage rigging
- Warning device for work in streets
- Vehicle neglect
- Breathing protecting, eye protection, head protection available
- New employees informed of work hazards

Electrical

- Overload Circuit
- Follow lockout /Tag out Procedure
- Low voltage Leakage
- MCB , ELCB ,GFCI etc.
- Undergrounded machine and equipment
- Defective cords, plugs, receptacles
- Close proximity to stop buttons on all machines
- Use of low voltage system or grounded fault interrupters in wet locations
- Obstructs switch panels

Guards

- Missing guards on rotatory parts
- Missing guard on power saws
- Pinch point guarded against inadvertent contact
- Missing points of operation guard on all machine

Miscellaneous Items

- Poor Housekeeping
- Proper storage of flammable liquids
- Exits clean for emergencies

Support and Structure

- Slippery walking and gripping surfaces
- Fault bracing, shoring
- Uneven surfaces
- Worn, Broken, cracked condition
- Sharp edge and pinch point

Ventilation, Illumination, Noise, Radiation

- Excessive heat
- Used of un-shield x-rays
- Poor ventilation for chemical use and storage
- Exposure to toxic dust, fumes, gases
- Excessive noise
- Failure to protect workers from the above hazards