**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

**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
* 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

**Support and Structure**

* Slippery walking and gripping surfaces
* Fault bracing, shoring
* Uneven surfaces
* Worn, Brocken, 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