

## Safety Representatives Inspection Check List

Category	NO Action	Action	Urgent Action	Comments
<b>Lighting</b> Are all areas of the workplace, including relevant outside areas, adequately lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have excessive glare and reflections been eliminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are workstations properly positioned to make best use of natural light?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is local lighting provided to workstations where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is emergency lighting provided, with an independent power source that activates automatically when normal light fails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the emergency lighting provide enough light?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Noise</b> Is the workplace too noisy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is noise reduced at source by the provision of properly designed, well-maintained and adjusted tools or machines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are noise levels reduced by the use of absorbent materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can the source of any excessive noise be enclosed or isolated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is suitable hearing protection provided if noise levels cannot be reduced by any other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Temperature, ventilation and extraction</b> Is the work place too hot or too cold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can measures be taken to control temperature extremes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Is there enough natural ventilation in the workplace, e.g. windows or open doorways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If natural ventilation is insufficient, are ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is machinery and equipment that generates heat or fumes isolated or enclosed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are adequate extraction systems fitted to machinery or equipment, or is local exhaust ventilation provided where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are ventilation and extraction systems regularly cleaned and maintained to ensure their efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Housekeeping and waste materials</b> Is the workplace kept generally clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are appropriate and convenient storage racks provided for tools, raw materials, parts and products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are oil spills and other 'slips, trips and falls' hazards promptly cleaned up or removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all work areas cleaned and tidied up daily (or more frequently if necessary), with all hazardous waste materials disposed of properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there enough waste receptacles or containers of adequate size?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a provision for proper drainage of wastewater or other liquids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Traffic routes and passageways</b> Are there separate routes for pedestrians and traffic (e.g. forklift trucks, etc) in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are aisles, passageways and traffic routes free from obstructions and other hazards, and clearly marked for safe movement of people, vehicles or materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have measures been taken to prevent workers from being stuck by moving materials or vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are warning notices, signs or signals posted where hazardous conditions exist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are sharp, dangerous or hot objects removed, or located so that workers cannot be hurt accidentally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Emergency exits</b> Are all fire escapes and routes to emergency exits free from obstacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all emergency escapes exits clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there enough fire extinguishers of the correct type within easy reach and near each exit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have workers been instructed in the evacuation procedures in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Falls or falling objects</b> Are all staircases secure and fitted with suitable handrails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are ladders, platforms, crawling boards and other equipment for working at heights in good repair and suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Are all fragile roofs and surfaces clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have measures been taken to prevent falls into vessels containing dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are materials and objects adequately stored or stacked to prevent them falling and causing injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are vehicles unloaded safely, without workers having to climb on top of vehicles or loads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electrical safety</b> Are there any exposed, loose or entangled wires or connections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all switchboxes, panel boards and sockets provided with suitable covers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all electrical equipment effectively earthed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all electrical equipment regularly inspected for signs of wear and tear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Hazardous substances</b> Have all substances used in the workplace been assessed and adequately controlled under the COSHH regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have safer materials and substances been substituted where possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are dust or fume producing machines enclosed or isolated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the sources of hazardous gases or vapours completely enclosed or sealed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is local exhaust ventilation adequate? Is it regularly cleaned and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is suitable protective equipment provided where exposure cannot be controlled by other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Handling hazardous materials</b> Is work organised to eliminate or minimise the handling of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where direct handling is unavoidable, are workers provided with suitable personal protective equipment, clothing and gloves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there emergency procedures and facilities for dealing with chemical spillages and other accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all hazardous substances and materials properly labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are workers provided with full information, instruction and training on the hazards of the materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Protective equipment</b> Has the need to use personal protective equipment been minimised by the introduction of other risk control measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the protective equipment provided (eg safety glasses, face shields, masks, ear defenders, safety footwear, helmets, gloves, etc) suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has all protective equipment which is used only at work been provided at no cost to the worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all protective equipment in good condition and well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all workers who use personal protective equipment been provided with full information on the risks they are being protected from, and given instruction and training on proper use of equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Machine safety</b>				
Are all moving parts of machines and equipment fitted with appropriate guards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all machinery guards securely fastened to the machines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do machines have safety cut-out switches or other safety devices to prevent the operation of machines while workers' hands are in danger?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can emergency stop controls be easily reached by all machine operators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are safety devices and controls regularly checked, and the machines properly maintained to ensure safe working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is maintenance work carried out safely, and machinery maintenance logs kept up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Tools and equipment</b>				
Are tools and work equipment suitable for the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are tools appropriate size, and shaped for easy and safe use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are locking devices ( or similar) fitted to tools to reduce gripping or handling force and vibration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all tools and equipment kept in good repair and properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the location where the equipment or tools are being used been assessed to identify any particular risks which may arise? For example, working in confined spaces or a flammable atmosphere.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is training provided for those who use tools and work equipment, and also for their managers and supervisors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Lifting and handling</b> Have all work tasks been assessed to determine whether the handling of loads can be avoided altogether?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have manual handling assessments taken account of factors other than weight, such as the size and shape of the load and the condition of the work environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is mechanical equipment, such as levers, conveyors, vacuum lifters, cranes, lift trucks and trolleys used to avoid manual handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can the load be altered ( for example, by reduing the size or weight or providing handles ) to reduce the risk of injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are workers properly trained in lifting and other maual handling techniques?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Work design</b> Does the layout of working surfaces, controls and equipment cause workers to bend, strech or adopt awkward postures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are footstands or platforms provided for standing workers to avoid the need to work with raised hands or arms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are workbenches or tables for seated workers positioned at the correct height to avoid awkward hand and arm positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are frequently operated switches and controls within easy reach of operators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are different switches and controls easily distinguishable from each other by clearly identified size, shapes, colours and positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all racks, storage bins and materials within easy reach of workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Seating</b> Could work which is carried out standing be done just as well whilst seated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all seats individually adjustable to suit the height of the work surface and posture of the worker, and are footrests provided when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are seats in good condition, with comfortable surfaces cushions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do chairs have correctly sized and positioned backrests to provide lower back support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>First aid facilities</b> Is there at least one fully equipped first aid box provided in all workplaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where necessary, is there a first aid room with adequate facilities and equipment (taking into account the type of work or workplace, and the numbers employed, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a sufficient number of qualified first-aiders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are qualified first-aiders available at all times (on late and night shifts, for example)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p><b>Workplace facilities</b></p> <p>Are there sufficient toilet facilities near to work areas, with separate hand washing facilities and an adequate supply of hot water, soap or hand cleaners?</p> <p>Are toilet and washing facilities regularly cleaned and in a sanitary condition?</p> <p>Is a clean locker room provided for changing clothes, with facilities for separating soiled working clothes from personal clothing?</p> <p>Is there a comfortable separate room for workers to take rest breaks?</p> <p>Is there a separate rest room ( or area of the rest room ) for non – smokers?*</p> <p>Is there a rest room for pregnant woman and nursing mothers, near to sanitary facilities and with somewhere to lie down?*</p> <p>Is there an adequate supply of fresh drinking water?</p> <p>Is there a separate, hygienic and comfortable eating area which is adequate for the numbers employed?</p> <p>*this is the law for all workplaces ( except means of transport, construction sites, mines and quarries, fishing boats and workplaces on agricultural or forestry land away from main buildings) from 1 January 1996.</p>				