

Workplace Safety & Housekeeping Inspection Checklist



XYZ Pvt. Ltd

Block No. 250, Industrial Area,
Opp. CS market, Anycity, USA

Type of Inspection:
Routine ☐ / Monthly ☐ / Quarterly ☐ / Special ☐

Department / Section :

Machine Line - 2 / Unit III

Report No. & Date

SHIC -EHS-250.dtd.12/01/2012

Date of Inspection

10/01/2012

Inspector & Approver

Mr. Samir Patel

No	Description	Inspection Result	Remarks (If Any)	Recommendation / Corrective Action	Risk Level	Responsible Person	Target Completion Date
		Compliant / NC			Low/Med/High		
Office Area							
1	Lighting	Compliant	Adequate illumination	–	Low	–	–
2	Ventilation	Compliant	Ventilation working well	–	Low	–	–
3	Work floor condition	Compliant	Clean & dry	–	Low	–	–
4	Desk & chair condition	Compliant	Good condition	–	Low	–	–
5	Emergency exit	Compliant	Clear & accessible	–	Low	–	–
6	Cable condition	Compliant	Properly arranged	–	Low	–	–
7	Pantry / Kitchen	Non-Compliant	Trash bin broken	Replace trash bin	Medium	Facility Team	3 days
8	Toilet	Compliant	Clean & hygienic	–	Low	–	–
9	Notice board	Compliant	Updated information	–	Low	–	–
10	First Aid Box (P3K)	Non-Compliant	Stock missing	Refill medical supplies	High	Safety Officer	2 days
11	Fire Extinguisher (APAR)	Compliant	Available & functional	–	Low	–	–
12	Sharp object hazard	Compliant	None found	–	Low	–	–
13	Trash bin	Non-Compliant	Almost full	Remove trash immediately	Medium	Housekeeping	Same day
Warehouse Area							
1	Lighting	Non-Compliant	One lamp not working	Replace damaged lamp	Medium	Facility Team	2 days
2	Ventilation	Compliant	Good condition	–	Low	–	–
3	Material stacking	Compliant	Well arranged	–	Low	–	–
4	Emergency exit	Compliant	Accessible	–	Low	–	–
5	Material segregation	Compliant	As per standards	–	Low	–	–
6	PPE signage	Compliant	Properly displayed	–	Low	–	–
7	Housekeeping	Compliant	Clean & organized	–	Low	–	–
8	Fire Extinguisher (APAR)	Compliant	Present & tagged	–	Low	–	–
9	Hazardous waste (B3)	Non-Compliant	Bin full	Send to disposal unit	High	HSE Officer	5 days
10	Trash bin	Compliant	Enough & available	–	Low	–	–

Next Inspection Date: _____

Inspected By: _____ (Safety Officer)

Reviewed By: _____ (HSE Manager)

Approved By: _____ (Branch Manager)