



**PROTECTING** OUR WORKFORCE  
FOR **FUTURE GENERATIONS**™

ENVIRONMENTAL, HEALTH, AND SAFETY

# SAFETY INSPECTION REPORT

Client Name

ABC Company

Conducted at

Maintenance Yard

Conducted by

ehsInc

Conducted on

01/15/2016

Final Grade

98%



# Table of Contents

<b>GENERAL WORKPLACE INSPECTION - 98/99 - 98%</b>	<b>1</b>
Disclaimer	2
Confidentiality Statement	2
<b>AUDIT</b>	<b>4</b>
1.0 - Previous inspection	4
2.0 - Fire Prevention	4
3.0 - General Lighting	4
4.0 - Building Safety	5
5.0 - Work Benches	5
6.0 - Rubbish Removal	5
7.0 - Storage Design and Use	6
8.0 - Machines	6
9.0 - Electrical Safety	7
10.0 - Chemical Safety	7
11.0 Ladders	8
12.0 - First Aid Facilities	8
13.0 - Office Hazards	9
14.0 - Vehicle Condition	9
Sign Off	10
<b>MEDIA</b>	<b>11</b>


## Audit - 98/99 - 98%

Question	Response	Details
<b>1.0 - Previous inspection</b>		Score (2/2) 100%
1.1 - Has the last inspection been reviewed?	Yes	
1.2 - Are there no outstanding actions?	Yes	
<b>2.0 - Fire Prevention</b>		Score (11/11) 100%
2.1 - Evacuation plan displayed and understood by all employees?	Yes	
2.2 - Evacuation procedures discussed regularly? (3 to 4 times a year)	Yes	
2.3 - Extinguishers in place, clearly marked for type of fire?	Yes	
2.4 - Extinguishers recently serviced? (Check 6 monthly punch mark on tabs.)	Yes	
2.5 - Extinguishers clear of obstructions?	Yes	
2.6 - Extinguisher no more than 48" max height?	Yes	
2.7 - Indicator signs 6 ft. above floor level?	Yes	
2.8 - Adequate direction notices for fire exits?	Yes	
2.9 - Exit doors easily opened from inside?	Yes	
2.10 - Exits clear of obstructions?	Yes	
2.11 - Fire alarm system functioning correctly?	Yes	
<b>3.0 - General Lighting</b>		Score (4/4) 100%
3.1 - Good natural lighting?	Yes	
3.2 - Reflected light from walls & ceilings not causing glare to employees?	Yes	
3.3 - Light fittings clean and in good condition?	Yes	

Question	Response	Details
3.4 - Emergency exit lighting operable?	Yes	
<b>4.0 - Building Safety</b>		Score (10/10) 100%
4.1 - Floor surfaces even and uncluttered?	Yes	
4.2 - Entry and walkways kept clear?	Yes	
4.3 - Walkways adequately and clearly marked?	Yes	
4.4 - Intersections kept clear of boxes etc?	Yes	
4.5 - Stair and risers kept clear?	Yes	
4.6 - Are liquid spills removed quickly?	Yes	
4.7 - Are railings in good condition?	Yes	
4.8 - Are fall preventive measures in place and used where gaps occur in railings?	N/A	
4.9 - Are footpaths in good condition?	Yes	
4.10 - Furniture in sound condition?	Yes	
4.11 - Loading area clean and tidy?	Yes	
<b>5.0 - Work Benches</b>		Score (6/6) 100%
5.1 - Clear of rubbish?	Yes	
5.2 - Tools not in use kept in place?	Yes	
5.3 - No damaged hand tools in use?	Yes	
5.4 - No damaged power tools in use?	Yes	
5.5 - Work height correct for the type of work and the employee?	Yes	
5.6 - No sharp edges?	Yes	
<b>6.0 - Rubbish Removal</b>		Score (3/3) 100%
6.1 - Bins located at suitable points around site?	Yes	
6.2 - Bins emptied regularly?	Yes	

Question	Response	Details
6.3 - Oily rags and combustible refuse in covered metal containers?	Yes	
<b>7.0 - Storage Design and Use</b>		Score (4/4) 100%
7.1 - Materials stored in racks and bins wherever possible?	Yes	
7.2 - Storage designed to minimise lifting problems?	Yes	
7.3 - Floors around racking clear of rubbish?	Yes	
7.4 - General condition of racks and pallets?	Yes	
<b>8.0 - Machines</b>		Score (16/16) 100%
8.1 - Are they kept clean?	Yes	
8.2 - Are the floors around the machines kept clean?	Yes	
8.3 - Guards in good condition?	Yes	
8.4 - Starting and stopping devices within easy reach of operator?	Yes	
8.5 - Waste/off cuts removed and stored safely?	Yes	
8.6 - Drip pans on floor to prevent spillage?	Yes	
8.7 - Adequate work space?	Yes	
8.8 - Is lighting adequate?	Yes	
8.9 - Noise levels controlled?	Yes	
8.10 - No bending or stooping required?	Yes	
8.11 - Duck-boards in good repair?	Yes	
8.12 - Operators trained/inducted into the operation of the machines?	Yes	
8.13 - Is the training recorded?	Yes	

Question	Response	Details
8.14 - Do operators comply with the training?	Yes	
8.15 - Are lockout procedures implemented and followed?	Yes	
8.16 - Are gas bottles secured?	Yes	
<b>9.0 - Electrical Safety</b>		Score (10/10) 100%
9.1 - Safety switches installed?	Yes	
9.2 - Safety switches tested every 6 months and tests recorded?	Yes	
9.3 - No double adapters in use?	Yes	
9.4 - Portable equipment tested and tagged?	Yes	
9.5 - No broken plugs, sockets or switches?	Yes	
9.6 - No power leads across walkways?	Yes	
9.7 - No frayed or damaged leads?	Yes	
9.8 - No strained leads?	Yes	
9.9 - Portable power tools in good condition?	Yes	
9.10 - Where required are emergency shut-down procedures in place?	Yes	
<b>10.0 - Chemical Safety</b>		Score (11/11) 100%
10.1 - Hazardous Materials List complete and available?	Yes	
10.2 - Material Safety Data Sheets available for all chemicals?	Yes	
10.3 - Risk assessments completed for hazardous substances?	Yes	
10.4 - All containers labelled correctly?	Yes	
10.5 - Unused substances disposed of?	Yes	

Question	Response	Details
10.6 - Do special storage conditions apply?	Yes	
10.7 - If applicable are special storage conditions followed?	Yes	
10.8 - Workers trained in the use of hazardous substances?	Yes	
10.9 - If required is PPE available?	Yes	
10.10 - Is adequate ventilation provided?	Yes	
10.11 - Are eye washes and showers easily accessed?	Yes	
<b>11.0 Ladders</b>		Score (5/6) 83%
11.1 - Are all ladders Industrial strength? (Non Household rated, check label.)	Yes	
11.2 - Are ladders in good condition?	Yes	
11.3 - If used for electrical work are they non conductive? (Wood or fibre glass.)	Yes	
11.4 - Used according to instructions?	Yes	
11.5 - For extension ladders are ropes, pulleys and treads in a good state of repair?	Yes	
Are ladders stored properly?	No	Two ladders found stacked improperly.
 <p>Appendix 1</p>		
<b>12.0 - First Aid Facilities</b>		Score (8/8) 100%
12.1 - Are cabinets and contents clean and orderly?	Yes	
12.2 - Are contents regularly checked?	Yes	
12.3 - No contents past their expiry date?	Yes	
12.4 - Cabinets clearly labelled?	Yes	



Question	Response	Details
12.5 - Is there easy access to cabinets?	Yes	
12.6 - Employees aware of location of first aid cabinet?	Yes	
12.7 - Are first aid officers accessible?	Yes	
12.8 - Are emergency numbers displayed?	Yes	
<b>13.0 - Office Hazards</b>		Score (8/8) 100%
13.1 - Condition of filing cabinets?	Yes	
13.2 - Condition of chairs? (Five star bases.)	Yes	
13.3 - Desks in good condition? (No damage.)	Yes	
13.4 - Screen Based Equipment positioned to reduce glare from windows etc?	Yes	
13.5 - Photocopiers positioned to avoid fumes?	Yes	
13.6 - Tasks designed to prevent Occupational Overuse Syndrome? (Breaks included.)	Yes	
13.7 - Air conditioning systems regularly maintained?	Yes	
13.8 - Stable non-slip floor coverings in good condition?	Yes	
<b>14.0 - Vehicle Condition</b>		
14.1 - Schedule maintenance performed?	N/A	
14.2 - Condition of tyres?	N/A	
14.3 - Brake performance?	N/A	
14.4 - Lights? (Check operation of brake, indicator and reversing lights)	N/A	
14.5 - Condition of drivers seat?	N/A	
14.6 - Condition of other seats?	N/A	

Question	Response	Details	
14.7 - First aid kit supplied and adequate?	N/A		
14.8 - Storage provisions?	N/A		
<b>Sign Off</b>			
On site representative			
Auditor's signature			

## Media



Appendix 1

