



OH&S AUDIT CHECKLIST - General

PF344

Audited Section / Area: _____

Audit Date: _____

Survey Team: Name: _____

Section: _____

Name: _____

Section: _____

HOUSEKEEPING

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|--|--------------------------|--------------------------|--------------------------|
| 1. Floors, cleaning & condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Cleanliness of windows & serviceability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Tidiness of work benches | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Tidiness of work areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Tidiness of storage areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Tidiness of rest areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Provision of waste disposal | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Adequacy of ventilation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Passageways free from obstruction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Exits - accessibility & marked | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Adequacy of suitable lighting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Adequacy of warning signs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

FIRE PROTECTION

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|---|--------------------------|--------------------------|--------------------------|
| 13. Fire equipment - serviceability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Fire equipment - adequacy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Fire equipment - accessibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Storage of flammable materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Operation of fire escape facilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Accessibility & adequacy of fire escapes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Employees aware of correct use of equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Fire Warning/No smoking signs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Emergency drills - practice | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PERSONAL PROTECTIVE EQUIPMENT

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|--|--------------------------|--------------------------|--------------------------|
| 22. Eye protection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Hearing protection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Face shields | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Protective clothing availability/condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Safety shoes, glasses, gloves | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Respirators accessibility & serviceability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Safety Installations (deluge showers , eye wash stations)
adequacy / operation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

TOOLS

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|---|--------------------------|--------------------------|--------------------------|
| 29. Correct type being used | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Serviceability and condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Access and control of tools in use | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Condition of air lines & electrical cords | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Maintenance of tools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ELECTRICAL EQUIPMENT

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|---|--------------------------|--------------------------|--------------------------|
| 34. Serviceability of light fittings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Adequacy of lighting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Serviceability of power outlets/leads | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Adequacy of power outlets (qty & ratings) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



38.	Accessibility of main switch/circuit breakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Labelling of switches/fuses/circuit breakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	Electrical shock resuscitation drill, notices instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.	Storage of electrical equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>MACHINERY</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
42.	Adequacy of guards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	Operating controls protected from inadvertent operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.	Hazard areas clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	Flying object protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	Periodic maintenance records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.	Safety notices clearly displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Competence of operators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	Adequacy of guards over hot areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50.	Emergency Safety Switch accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51.	User manuals available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>STORAGE AREAS</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
52.	Accessibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53.	Condition of shelves & cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54.	Condition of lifting & stacking aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55.	Ventilation and cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56.	Lighting and ventilation in storage areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57.	Condition of items in storage (shelf life)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58.	Isolation & labelling of hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59.	Warning signs displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60.	Chemicals/flammable stored correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>CLEANING AREAS</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
61.	Ventilation and cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62.	Storage of cleaning fluids & materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63.	Disposal of waste fluids & materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64.	Condition of air hose & fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65.	Provision, adequacy, serviceability accessibility of fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66.	Flash-proof electrical fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67.	Escape facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68.	Warning signs & notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69.	Protective clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>LIFTING DEVICES AND CRANES</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
70.	Condition of ropes, hawsers, slings, chains, hooks & eyebolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71.	Labelling of load rating (in metric units)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72.	Competence of operators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73.	Clearways and load movements control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>SAFETY</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
74.	Availability/state of safety publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75.	Safety posters & warning signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76.	Condition & availability of personal protective notices (eye protection areas, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>FIRST AID AND HYGIENE</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
77.	First aid kits, availability and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78.	Ablution, adequacy, cleanliness and serviceability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79.	Supply of hand cleanser, towels etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80.	Clothing storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81.	Cleanliness of eating area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82.	Provision of contaminated material bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83.	Is there a trained first aider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

84.	Proper ventilation in ablution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>GENERAL</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
85.	Zoning of noise or other hazard areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
86.	Definition of speed limits and vehicle operating areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87.	Emergency procedures and drill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88.	Awareness of personnel to occupied hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89.	General consciousness of personnel to safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90.	Safety training programmes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91.	Correct use of cleaning signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92.	Do ramps have non skid surfaces in wet areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>GROUNDS AND BUILDINGS</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
93.	Free of refuse, scrap, overgrown vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94.	Stairs and handrails soundly constructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
95.	Do doors open outwards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
96.	Entrances, exits, roadways kept clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
97.	Does everyone have clear access to an exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
98.	Are floors sound and regular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99.	Are floors free from tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100.	Is occupational health and safety bulletins and information displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>OTHER</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
101.	Is the OH&S policy displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
102.	Are accidents reported and recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103.	Is there a system for reporting and correcting hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
104.	Is OH&S induction provided (workplace specific)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
105.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
107.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

