# HOUSEKEEPING INSPECTION CHECKLIST

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Workplace: |  | Inspected By: |  | Date: |  |

| Checklist | Compliance | Actions Required / Comments | Actions Required By(Responsible Person) | Date Required |
| --- | --- | --- | --- | --- |
|  | Are aisles, walkways, stairways and exits all clear and unobstructed? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
| 1.
 | Are all the work areas clean, tidy and clutter-free? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | There is no food and drinks left in the work areas? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | There are no objects protruding into aisles and walkways? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Does all emergency equipment (e.g. fire extinguishers, first aid kits, etc.) have clear and unobstructed access? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are floors (e.g. tiles, boards and carpets) in good condition and free of trip hazards? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are floors dry and free from dust, mess and leaks and spills? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are floor markings visible and not faded? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are lights clean and do they provide adequate illumination for working? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are warning and advisory signs in good condition and can they be clearly seen from a distance? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are cords, cables and hoses bundled up neatly when not in use? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are machine and equipment guards in place and secure? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are tools in good condition and in their designated location? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are storage areas clean, tidy and organized? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are stacked materials placed on a flat and firm foundation? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are storage racks and shelves adequate for purpose and in good condition? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are heavy and bulkier items placed on the lower shelves of a storage rack? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are hazardous chemicals (e.g. flammables and toxic substances) stored in compatible containers and affixed with GHS labels? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are physical barriers and warnings signs installed around workplace hazards (e.g. sharp protruding objects, hot surfaces, floor openings, etc.)? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are waste bins for general waste, recyclable waste and hazardous waste provided at work areas to facilitate responsible disposal? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is combustible waste appropriately disposed of (e.g. oily rags are disposed of in closed metal waste bins). | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is waste (including hazardous waste) collected regularly so that there is no unnecessary accumulation of waste? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is first aid equipment available and is there adequate signage showing the locations of first aid equipment? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is there access to potable water and sunscreen? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |

|  |
| --- |
| Inspection Summary / Additional Comments |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |