# HOUSEKEEPING INSPECTION CHECKLIST

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| --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |
|  | 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 |  |  |  |

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| Inspection Summary / Additional Comments |
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