|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE: [dd mmm yy] | Workshop | Lecture Room | Write-up room | Staff Office | Kitchenette | Ablutions | Reception | Exterior | Comments  List the required corrective actions in this column  File in Safety Document Folder when complete | Action Items Completed |
| Inspecting person |
| Rob |
| Safety Representative |
| Ian |
| Head of Department |
| Lee |
| Workplace: General conditions | | | | | | | | | | |
| Housekeeping: area & desks tidy, rubbish bins empty, etc | 🗸 | 🗸 | 🗸 | 🗸 | 4 | 🗸 | 🗸 | 🗸 | 1. Junk in front of workshop fire exit | 🗸 |
| Exits: clear and unblocked | 1 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 1. 4 Multi-boards daisy chained in workshop | 🗸 |
| Stairs & ramps: anti-slip and secure | 🗸 |  |  |  |  |  | 🗸 | 🗸 | 1. Light flickering in staff office | 🗸 |
| Computer workstations: set up ergonomically | 🗸 | 🗸 | 🗸 | 🗸 |  |  | 🗸 |  | 1. Fridge needs a clean | 🗸 |
| Electrical equipment: certified & tagged, multi-boards & cords OK | 2 | 🗸 | 🗸 | 🗸 | 🗸 |  | 🗸 |  | 1. First aid kit in reception needs restocking | 🗸 |
| Lighting levels: adequate for task | 🗸 | 🗸 | 🗸 | 3 | 🗸 | 🗸 | 🗸 | 🗸 |  |  |
| Dust & fumes: at acceptable levels | 🗸 |  |  |  |  |  |  |  |  |  |
| First aid kits: stocked and intact. AED Batteries OK | 🗸 |  |  |  |  |  | 5 |  |  |  |
| Fire equipment: available, correct type & checked | 🗸 |  |  |  | 🗸 |  | 🗸 | 🗸 |  |  |
| Eye wash facilities: clean & tested | 🗸 |  |  |  |  |  |  |  |  |  |
| Lifting tackle and specialist equipment: clean & tested | 🗸 |  |  |  |  |  |  |  |  |  |
| Location | Workshop | Bunker 1 |  |  |  |  |  |  | **Comments**  List the required corrective actions in this column  File in Safety Document Folder when complete | **Action Items Completed** |
| Chemicals and Hazardous Substances | | | | | | | | | | |
| Safety Data Sheets available  Mini SDS at point of use | 🗸 | 🗸 |  |  |  |  |  |  | 1. Workshop. Cleaning fluid decanted into drink bottle | 🗸 |
| Chemical inventory  SciQuest ERM | 🗸 | 🗸 |  |  |  |  |  |  | 1. LPG bottle in flammable liquids store | 🗸 |
| Signage correct | 🗸 | 🗸 |  |  |  |  |  |  |  |  |
| Stowage facilities compliant | 🗸 | 🗸 |  |  |  |  |  |  |  |  |
| Stowage facilities tidy | 🗸 | 🗸 |  |  |  |  |  |  |  |  |
| Storage racks secure | 🗸 | 🗸 |  |  |  |  |  |  |  |  |
| Containers suitable, clearly labelled and not leaking | 1 | 🗸 |  |  |  |  |  |  |  |  |
| Incompatible substances segregated | 🗸 | 2 |  |  |  |  |  |  |  |  |
| Spill containment adequate | 🗸 | 🗸 |  |  |  |  |  |  |  |  |
| Emergency spill kit available | 🗸 | 🗸 |  |  |  |  |  |  |  |  |
| Location Test Certificate current |  | 🗸 |  |  |  |  |  |  |  |  |