

# Checklist

*This checklist has been designed to help you carry out a workplace inspection. It concentrates on specific problem areas and you will find some useful suggestions for improving the safety, health and working conditions.*

**Safety-Health and Working Conditions**



## GENERAL INFORMATION SHEET

1. Name and address of enterprise: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Main products: \_\_\_\_\_

\_\_\_\_\_

### 3. Number of employees

Office: \_\_\_\_\_ (Male: \_\_\_\_\_ Female: \_\_\_\_\_)

Production: \_\_\_\_\_ (Male: \_\_\_\_\_ Female: \_\_\_\_\_)

Total: \_\_\_\_\_ (Male: \_\_\_\_\_ Female: \_\_\_\_\_)

### 4. Work schedule

Number of employees

A. Office: From: \_\_\_\_\_ to \_\_\_\_\_ \_\_\_\_\_

B. Production:

Day shift: From: \_\_\_\_\_ to \_\_\_\_\_ \_\_\_\_\_

Afternoon shift: From: \_\_\_\_\_ to \_\_\_\_\_ \_\_\_\_\_

Night shift: From: \_\_\_\_\_ to \_\_\_\_\_ \_\_\_\_\_

### 5. Break periods for production workers:

A. Morning break: \_\_\_\_\_ minutes

B. Lunch break: \_\_\_\_\_ minutes

C. Afternoon break: \_\_\_\_\_ minutes

6. Work area for this inspection: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

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Conditions

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## **Checklist for workplace inspection for improving safety, health and working conditions**

The checklist covers the most common problem areas. Its aim is to assist you in going through all the important areas and considering what improvements can be planned. Using the checklist will not solve your problems, but can be a step forward for identifying and making improvements.

Be sure to use this checklist on regular inspections you carry out. When you are on your rounds, listen carefully to what the workers have to say, particularly when they come up with suggestions for improvements.

In case you think additional items are necessary according to the specific conditions of the workplace, the hints at the end of each chapter of the *Training Manual on Safety, Health and Working Conditions* help you.

### ***HOW TO USE THE CHECKLIST***

1. Fill in the General Information Sheet by interviewing appropriate persons.
2. Define the work area to be checked. In the case of a small enterprise the whole production area can be checked. In the case of a larger enterprise, particular workplaces can be defined for separate checking.
3. Go through the items and determine which measures should be taken according to the following procedure:
  - (a) If the measure is "not needed" (meaning the improvement need not be considered because it is already available or not applicable), put a check in the box under NOT NEEDED.
  - (b) If the measure is "needed" (meaning the improvement is necessary), put a check in the box under NEEDED. If the measure has already been taken but needs further improvement, this box (NEEDED) should also be checked.

<b>CONTROL SUBJECTS</b>	<b>NOT (a) NEEDED</b>	<b>NEEDED (b)</b>	<b>HIGH (c) PRIORITY</b>	<b>GOOD (d) EXAMPLE</b>
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(c) If the measure is needed and is urgent, check the space under HIGH PRIORITY.

(d) When a specific good example is found, check GOOD EXAMPLE.

(e) Describe good or bad examples briefly. Also note down any information or comments related to the measure in question. Comments about the nature of the improvements needed or the particular worksites requiring such improvements should be given. If the measure has already been successfully applied, it may be cited as a good example.

4. *Before finishing, make sure that:*
  - (a) for all measures listed, either NOT NEEDED or NEEDED is checked;
  - (b) for some of the items rated as NEEDED, HIGH PRIORITY is checked.

CONTROL SUBJECTS	NOT NEEDED	NEEDED	HIGH PRIORITY	GOOD EXAMPLE
<p><b>EMERGENCY EXITS</b></p> <ol style="list-style-type: none"> <li>1. Provide at least two escape exits with clearly visible emergency signs on every floor or in every large room.</li> <li>2. Keep all the escape ways leading to emergency exits free from obstacles.</li> <li>3. Provide enough fire extinguishers of the appropriate type within easy reach.</li> </ol> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p>				
<p><b>PASSAGEWAYS AND BARRIERS</b></p> <ol style="list-style-type: none"> <li>4. Clearly mark passageways for safe movement of people and materials.</li> <li>5. Clear aisles and passageways from obstacles or stumbling hazards.</li> <li>6. Provide proper handrails and barriers for stairways, near floor openings, at windows, or near dangerous machines or processes.</li> </ol> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p>				
<p><b>HOUSEKEEPING AND STORAGE</b></p> <ol style="list-style-type: none"> <li>7. Provide convenient storage racks for tools, raw materials, parts and products.</li> <li>8. Clean up oil spills or other slipping hazards.</li> <li>9. Assign daily or more frequent responsibility for clean-up to specific workers for specific areas.</li> </ol> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p>				

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<b>CONTROL SUBJECTS</b>	<b>NOT NEEDED</b>	<b>NEEDED</b>	<b>HIGH PRIORITY</b>	<b>GOOD EXAMPLE</b>
<p><b>WASTE DISPOSAL</b></p> <p>10. Clear the workroom of all unnecessary wastes and materials.</p> <p>11. Provide enough waste receptacles or containers of adequate size.</p> <p>12. Provide for proper drainage of waste water.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>AVOIDANCE OF HAZARDOUS OBJECTS</b></p> <p>13. Remove or relocate sharp, dangerous or hot objects so that the workers' hands, feet or heads may not be hurt inadvertently during work.</p> <p>14. Set up clear separations or fences to prevent workers from being hit by moving materials or vehicles.</p> <p>15. Provide proper warning notices or signals wherever workers may approach a hazardous situation.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>MACHINE GUARDS</b></p> <p>16. Attach proper guards to all moving parts of machines and transmission equipment.</p> <p>17. Ensure that all machinery guards are securely fastened to the machines.</p> <p>18. Use safety devices which prevent operation of machines while the workers' hands are in danger.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				

CONTROL SUBJECTS	NOT NEEDED	NEEDED	HIGH PRIORITY	GOOD EXAMPLE
<p><b>ELECTRICAL SAFETY</b></p> <p>19. Prevent irregular or entangled wiring connections.</p> <p>20. Ensure that all switch boxes or panel boards are provided with appropriate covers.</p> <p>21. Provide effective grounding for all electrical equipment.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>MICROCLIMATE</b></p> <p>22. Increase natural ventilation by having more openings, windows or open doorways.</p> <p>23. Provide ventilators, electric fans, or airconditioners to have good air flow.</p> <p>24. Insulate or screen heat-producing objects, machinery or equipment.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>LIGHTING</b></p> <p>25. Improve daylight conditions by properly locating machines or skylight positions.</p> <p>26. Improve general artificial lighting or provide spot lighting.</p> <p>27. Eliminate glare or reflections which strain the workers' eyes.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				

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<b>CONTROL SUBJECTS</b>	<b>NOT NEEDED</b>	<b>NEEDED</b>	<b>HIGH PRIORITY</b>	<b>GOOD EXAMPLE</b>
<p><b>NOISE</b></p> <p>28. Reduce noise at the source by using properly designed, maintained and adjusted tools or machines.</p> <p>29. Screen or isolate the source of noise as completely as possible.</p> <p>30. Reduce noise reflection by raising the ceiling or using sound-absorbing materials.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>HAZARDOUS SUBSTANCES</b></p> <p>31. Ensure all hazardous substances are adequately labelled.</p> <p>32. Enclose or isolate dust-producing machines.</p> <p>33. Enclose completely the sources of hazardous gases or vapours.</p> <p>34. Introduce or improve local exhaust ventilation at the work station.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>HANDLING OF HAZARDOUS MATERIALS</b></p> <p>35. Change the work method so as to reduce possibilities for direct handling of hazardous materials.</p> <p>36. Provide workers with suitable protective clothing and gloves to avoid direct contact with hazardous materials.</p> <p>37. Where hazardous materials are used, install an emergency shower and a special fountain to flush chemicals from the eyes.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				

CONTROL SUBJECTS	NOT NEEDED	NEEDED	HIGH PRIORITY	GOOD EXAMPLE
<p><b>PROTECTIVE EQUIPMENT</b></p> <p>38. Provide adequate numbers and appropriate types of protective goggles, face shields, masks, earplugs, safety footwear, helmets and/or gloves.</p> <p>39. Ensure that all kinds of protective equipment are well maintained and their use is regularly monitored.</p> <p>40. Replace personal protective equipment with built-in guards or other built-in hazard reduction measures wherever possible.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p>				
<p><b>LIFTING AND POSTURES</b></p> <p>41. Use jigs, levers, pulleys or other mechanical measures to avoid strenuous work or prolonged unnatural working postures.</p> <p>42. Use carts, cranes, conveyors or other mechanical aids when moving heavy loads.</p> <p>43. Train workers to use their legs rather than their backs when lifting.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p>				
<p><b>HEIGHT OF WORKING SURFACE</b></p> <p>44. Avoid bending postures for standing workers by raising the height of equipment, controls or work surfaces.</p> <p>45. Avoid work requiring high hand positions for standing workers by providing foot stands or platforms.</p> <p>46. Provide work tables of suitable height for seated workers so that too high or low hand positions are avoided.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p>				

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CONTROL SUBJECTS	NOT NEEDED	NEEDED	HIGH PRIORITY	GOOD EXAMPLE
<p><b>CHAIRS</b></p> <p>47. Provide chairs or benches of the correct height or make seat height individually adjustable.</p> <p>48. Choose the seat surface and cushion for comfort and support.</p> <p>49. Provide chairs with a backrest of proper size which provides low back support.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>REACH</b></p> <p>50. Place frequently operated switches and controls within easy reach of the workers.</p> <p>51. Make different switches and controls easily distinguishable from each other, by changing positions, sizes, shapes or colours.</p> <p>52. Put materials within easy reach of workers, using racks if necessary.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>HAND TOOLS</b></p> <p>53. Choose tools of appropriate size and shape for easy and safe use.</p> <p>54. Improve tools or use locking devices to reduce gripping or handling force.</p> <p>55. Make sure that tools are maintained and repaired properly and that no worn-out tools are used.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				

CONTROL SUBJECTS	NOT NEEDED	NEEDED	HIGH PRIORITY	GOOD EXAMPLE
<p><b>INTENSITY AND STRESS</b></p> <p>56. Use buffer stocks or parts magazines to avoid machine-paced work.</p> <p>57. Change work standards so as to allow workers many opportunities to get ahead of schedules and take short pauses.</p> <p>58. Combine tasks so that short cycle times of one minute or less are avoided.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>COMMUNICATION</b></p> <p>59. Provide opportunities for workers to talk with each other while they are working.</p> <p>60. Avoid layouts or job assignments which require work in isolation.</p> <p>61. Provide workers with frequent feedback on the quantity and quality of their work.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>SKILLS AND RESPONSIBILITY</b></p> <p>62. Add maintenance, adjustment and planning tasks to routine manual work and manual tasks to routine monitoring work.</p> <p>63. Provide workers with some choices about the way their job is carried out, together with responsibility for work results.</p> <p>64. Combine tasks or jobs so as to form work groups responsible for internal task assignment, work schedules and production of an entire sub-unit of work.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				

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<b>CONTROL SUBJECTS</b>	<b>NOT NEEDED</b>	<b>NEEDED</b>	<b>HIGH PRIORITY</b>	<b>GOOD EXAMPLE</b>
<p><b>WORKING TIME AND REST</b></p> <p>65. Avoid daily or weekly working hours which are too long.</p> <p>66. Consider insertion of short breaks in addition to a long break for meals.</p> <p>67. See that the workers can take short spontaneous pauses and find time to go to the lavatory during the working period.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>SANITARY FACILITIES</b></p> <p>68. Provide sufficient toilet facilities close to the work area.</p> <p>69. Provide sufficient separate hand washing facilities with soaps or hand cleaners.</p> <p>70. Ensure that toilet and washing facilities are regularly cleaned and in good sanitary conditions.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>LOCKER AND REST ROOMS</b></p> <p>71. Provide a clean locker room for changing clothes.</p> <p>72. Provide separate places to keep private clothes and hang work clothes.</p> <p>73. Provide a separate room in which workers can rest comfortably during rest periods.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				

CONTROL SUBJECTS	NOT NEEDED	NEEDED	HIGH PRIORITY	GOOD EXAMPLE
<p><b>DRINKING WATER AND MEALTIME FACILITIES</b></p> <p>74. Provide safe, cool water or other beverages.</p> <p>75. Provide a separate, comfortable and hygienic room for meals.</p> <p>76. Arrange that meals of sufficient nutritional value are available.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p>				
<p><b>HEALTH PROGRAMME</b></p> <p>77. Ensure the availability of first-aid equipment and a qualified first-aider.</p> <p>78. Conduct regular health examinations of workers.</p> <p>79. Provide ready access to treatment by a physician or a nurse.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p>				
<p><b>SAFETY AND HEALTH EDUCATION</b></p> <p>80. Ensure that workers are fully educated about safety and health hazards.</p> <p>81. Instruct and train workers on the proper use of personal protective equipment.</p> <p>82. Provide adequate posters and safety and health signs.</p> <p><i>Describe needed measures</i> _____</p> <p>_____</p> <p>_____</p>				





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