



Checklist for Temperature and Ventilation

	Yes	No	Action Required
Are temperatures in the factory maintained at comfortable working levels?			
Are there any hot or cold areas in the factory?			
Have any workers complained about these areas?			
Are appropriate breaks provided for in work areas where the temperature is high?			
Are appropriate PPE provided for workers in cold rooms/storage?			
Is there good natural ventilation (through open doors, windows, air bricks etc) in the factory?			
Are the HVAC (heating, ventilation and air conditioning) systems working satisfactorily in providing a comfortable work environment?			
Are draughts avoided for those workers seated near windows, doors etc?			
Is natural ventilation blocked when there are excess boxes of incoming/outgoing stock?			
Are fans provided where the natural ventilation is inadequate?			
Do the fans circulate any fumes, dusts or other harmful chemicals around the factory?			
In processes where fumes, dusts, etc. may be released, have any exhaust ventilation systems been installed?			
Do these systems exhaust contaminated air safely outside the factory?			
Are the filters in these systems checked/changed regularly?			
Are the air flows in these systems checked regularly, for example, by a smoke test?			



**Allow as much natural ventilation as possible to flow through the factory.
Do not block windows, air bricks or doors.**