Checklist for Welfare Facilities

	Yes	No	Action required
Is there an adequate supply of cool and safe drinking water at convenient places in the factory and away from the toilets?			
Unless the water is piped, is the water contained in suitable vessels, renewed daily and, as far as possible, free from contamination?			
Are clean cups or drinking vessels provided?			
Are adequate and suitable washing facilities provided?			
Are soap, running water and clean towels available in the washrooms?			
Are there the required number of separate toilets for men and women?			
Are the toilets regularly cleaned and close to the working areas?			
Are the toilets properly illuminated?			
Have "lockers" been provided for workers to keep their personal belongings and clothes separately for men and women?			
Have clothes drying facilities been provided?			
Are suitable resting facilities available for female workers?			
Is there a separate, clean, comfortable and hygienic place for meals separate from the work area available?			
Are cooking facilities available?			
Are properly equipped first-aid kits available with a full list of contents?			
Are the first-aid kits clearly marked, accessible and unlocked?			
Are there the correct numbers of first-aid kits as specified under the regulations?			
Is there at least one first-aid kit on every floor of the factory?			
Is the first-aid kit placed under the responsibility of a trained first aider?			
Is a trained first-aider available at all times and on each floor of the factory?			
Is there a notice that clearly identifies the name (and picture) of the trained first-aider(s)?			
Do the first-aider(s) wear any identifying clothes/ badges?			
Is there a well-equipped medical room in the factory?			
Is there a company doctor or nurse on site as specified under the regulations?			
Is there an occupational accident/illness book on site that records all workplace accidents and ill health?			

⚠️ **If possible workers should be able to wash and change clothes before going home. Good first aid facilities are essential.**