



# General Workplace Conditions Checklist

	Yes	No	Action Required
Is the factory generally clean and tidy?			
Is dirt and rubbish removed on a regular basis?			
Are the floors washed and swept on a regular basis?			
Are the ceilings in particular kept clean?			
Are worktables and benches kept clear of unnecessary items?			
Are there adequate signs i) to encourage good safety practices, and housekeeping, and ii) warn persons of hazards in the work area?			
Are all materials, supplies, stock etc., stacked safely?			
Are storage areas appropriately identified/marked?			
Are all aisles, stairs, passageways, etc. kept clear of stock items as well as rubbish/obsolete items?			
Are separate containers provided for the collection of stock and rubbish?			
Are floor surfaces level, non-slip (i.e. free of water, oil and other liquid spills) and in good condition?			
Are ramps provided for the easy movement of materials and workers?			
Are passageways/aisles of the requisite width and clearly marked with painted lines and kept clear of any obstructions that might hinder the flow of goods and people?			
Are pedestrian walkways separate, clearly marked and distinct from vehicle driveways? e.g. in warehouses			



**A neat, clean and tidy workplace improves productivity and makes workers healthier and safer.**