Inspection - Weekly 274 Checklist

274 Inspection _Core Shed Area - Checklist

Item #	Prompt	Responses	Comments
1	1.0: Core Shed Hall	( ) Yes ( ) No ( ) N/A	
2	Emergency evacuation procedure available and accessible	( ) Yes ( ) No ( ) N/A	
3	All exits are clearly labelled with exit signs	( ) Yes ( ) No ( ) N/A	
4	Fist Aid Kits available and checklist updated (monthly) labelled clearly with signage and accessible	( ) Yes ( ) No ( ) N/A	
5	Adequate lighting	( ) Yes ( ) No ( ) N/A	
6	Walkway clear with demarcated lines	( ) Yes ( ) No ( ) N/A	
7	Mandatory PPE posted clearly	( ) Yes ( ) No ( ) N/A	
8	All electric switches labelled and tagged	( ) Yes ( ) No ( ) N/A	
9	Core trays correctly stacked and safe for logging by geos	( ) Yes ( ) No ( ) N/A	
10	Core benches in good condition (intact and not rotten etc.)	( ) Yes ( ) No ( ) N/A	
11	Core rails free of rusts and in good condition	( ) Yes ( ) No ( ) N/A	
12	The Emergency Contact Board is updated with correct contacts	( ) Yes ( ) No ( ) N/A	
13	Fire Board available with correct fire emergency contact numbers (radio and phone) for the area and Emergency Callout Procedure clearly written	( ) Yes ( ) No ( ) N/A	
14	Adequate # of Fire Extinguishers available, tested and tagged, charged.	( ) Yes ( ) No ( ) N/A	
15	First aiders and fire wardens' names displayed and monthly evacuation drills regularly practiced	( ) Yes ( ) No ( ) N/A	
16	Electrical switch boards, switches and connections clearly labelled and tagged	( ) Yes ( ) No ( ) N/A	
17	Warning signage of hazards in the area posted and displayed clearly and correctly (in color and writing)	( ) Yes ( ) No ( ) N/A	
18	Building is generally in good condition	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
19	Light bulbs free of cob-webs, free of dust and luminous	( ) Yes ( ) No ( ) N/A	
20	Floor, bench tops and rails clear of slip/trip hazards, dust, rust, algae, dry, and clean	( ) Yes ( ) No ( ) N/A	
21	Emergency eye wash available, accessible and clear of trip & fall hazards	( ) Yes ( ) No ( ) N/A	
22	All tags and signage and posted and displayed are color-coded to OTML Safety & OHS Standard	( ) Yes ( ) No ( ) N/A	
23	Wastes controlled properly/segregated. Adequate rubbish bins provided/labelled correctly and appropriate for rubbish in and around the shed	( ) Yes ( ) No ( ) N/A	
24	2.0: Core Drop-Off and Wash Bay	( ) Yes ( ) No ( ) N/A	
25	Area barricaded with signage during unloading of core (use of cones)	( ) Yes ( ) No ( ) N/A	
26	SWP/JSA available for core drop and stacking meter mark and core photo	( ) Yes ( ) No ( ) N/A	
27	Core drop-off vehicle parking area clearly demarcated and safe (use of cones)	( ) Yes ( ) No ( ) N/A	
28	Correct PPE signage posted clearly and visible	( ) Yes ( ) No ( ) N/A	
29	Warning signage of hazards in the area posted and displayed clearly and correctly (in color and writing)	( ) Yes ( ) No ( ) N/A	
30	Walkway clear with demarcated lines	( ) Yes ( ) No ( ) N/A	
31	Work area clear of slip/trip and fall hazards	( ) Yes ( ) No ( ) N/A	
32	Roller rack free of rust and in good condition	( ) Yes ( ) No ( ) N/A	
33	Water reel hose in good condition with adequate water flow pressure	( ) Yes ( ) No ( ) N/A	
34	Area is dry and free of mold/algae	( ) Yes ( ) No ( ) N/A	
35	Core photos and meter mark accessories neatly stored	( ) Yes ( ) No ( ) N/A	
36	Core drop off sign off book available	( ) Yes ( ) No ( ) N/A	
37	Correct PPE (hands/gloves/safety glass) observed worn by personnel	( ) Yes ( ) No ( ) N/A	
38	Core pallets in good condition (not rotten and worn)	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
39	Correct manual handling procedure followed	( ) Yes ( ) No ( ) N/A	
40	3.0: Core Storage Bays	( ) Yes ( ) No ( ) N/A	
41	Cores neatly stacked and stable	( ) Yes ( ) No ( ) N/A	
42	Area clean and clear of dust, rock chips and sediments	( ) Yes ( ) No ( ) N/A	
43	Core pallets in good condition (not rotten and worn)	( ) Yes ( ) No ( ) N/A	
44	Walk way clear with demarcated lines	( ) Yes ( ) No ( ) N/A	
45	Pallet Jack in good condition	( ) Yes ( ) No ( ) N/A	
46	4.0: Smoko Room	( ) Yes ( ) No ( ) N/A	
47	Emergency evacuation procedure available and accessible	( ) Yes ( ) No ( ) N/A	
48	Exit sign clearly displayed	( ) Yes ( ) No ( ) N/A	
49	Adequate lighting	( ) Yes ( ) No ( ) N/A	
50	Table tops clean	( ) Yes ( ) No ( ) N/A	
51	Rubbish bins empty with no foul smell	( ) Yes ( ) No ( ) N/A	
52	No evidence of vermin (pests/bugs/rats/mosquitoes/etc.)	( ) Yes ( ) No ( ) N/A	
53	Drawers and furniture are in good condition (no signs of rotting/termites)	( ) Yes ( ) No ( ) N/A	
54	First Aid Kit available and updated, and signage posted clearly	( ) Yes ( ) No ( ) N/A	
55	Hand-wash/soap available	( ) Yes ( ) No ( ) N/A	
56	Potable water consumable with water filters checked and tagged	( ) Yes ( ) No ( ) N/A	
57	All electric switches protected from water/moisture	( ) Yes ( ) No ( ) N/A	
58	All electric equipment labelled and tagged	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
59	Adequate # of Fire Extinguishers available, tested and tagged, charged	( ) Yes ( ) No ( ) N/A	
60	Warning signage of hazards in the area posted and displayed clearly and correctly (in color and writing)	( ) Yes ( ) No ( ) N/A	
61	Combustibles correctly labelled	( ) Yes ( ) No ( ) N/A	
62	Floor clean, dry and clear of slip/trip hazards	( ) Yes ( ) No ( ) N/A	
63	5.0: Laundry Room	( ) Yes ( ) No ( ) N/A	
64	Emergency evacuation procedure available and accessible	( ) Yes ( ) No ( ) N/A	
65	Floor and table tops dry and clean	( ) Yes ( ) No ( ) N/A	
66	No slip/trip hazards	( ) Yes ( ) No ( ) N/A	
67	All electric switches protected from water/moisture	( ) Yes ( ) No ( ) N/A	
68	Washer and dryer in good condition and electrically tested and tagged	( ) Yes ( ) No ( ) N/A	
69	Water leakage on connections	( ) Yes ( ) No ( ) N/A	
70	Adequate lighting	( ) Yes ( ) No ( ) N/A	
71	Adequate # of Fire Extinguishers available, tested and tagged, charged	( ) Yes ( ) No ( ) N/A	
72	First Aid Kit available, fully stocked and up to date	( ) Yes ( ) No ( ) N/A	
73	Rubbish bin available	( ) Yes ( ) No ( ) N/A	
74	Dryer and washer operating instructions posted clearly	( ) Yes ( ) No ( ) N/A	
75	Hazard warning displayed clearly and correctly	( ) Yes ( ) No ( ) N/A	