



Inspection - Weekly 274 Checklist

274 Inspection _ Bige Mess & Food Storage Facility - Checklist

Item #	Prompt	Responses	Comments
1	1.0: PREMISES AND HOUSE KEEPING	(X) Yes () No () N/A	
2	Building – Site Office, workshop access way clear and safe.	() Yes () No () N/A	
3	Lighting – Workshop sheds/Site offices, faulty or inadequate lighting	() Yes () No () N/A	
4	Hygiene Facilities – Toilets clean, soap & paper towel available, Crib room clean & maintained	() Yes () No () N/A	
5	Storage and stacking all food items, materials in orderly manner. chemical, etc.	() Yes () No () N/A	
6	Tidiness of work areas, Yards, laying up areas use correctly	() Yes () No () N/A	
7	Scrap & refuse bins removed and storage system – adequate bins provided & waste disposal done correctly.	() Yes () No () N/A	
8	Ventilation in workshop/offices/smoke rooms okay	() Yes () No () N/A	
9	Quarantine of all material manage in orderly manner	() Yes () No () N/A	
10	Emergency master point area is clearly identified with notice boards posted and accessible.	() Yes () No () N/A	
11	2.0: MECHANICAL, ELECTRICAL & PERSONAL SAFEGUARDING	(X) Yes () No () N/A	
12	PPE & Safety Equipment's available on site and accessible to employees, proper hair nets and Facemask.	() Yes () No () N/A	
13	Notices and signage, suitable (warning and danger) install were required, Exits, fire, site office direction, emergency, PPE, etc.	() Yes () No () N/A	
14	Ergonomics – All equipment's, workplace, benches, seating at site workshop/offices is ergonomically sound.	() Yes () No () N/A	
15	Cooking equipement check list available and pre-start checks correctly and consistently done	() Yes () No () N/A	
16	All hazardous materials stored in proper cabinets with adequate ventilation, labelling & identification signs, storage, Material Safety.	() Yes () No () N/A	
17	Contractor vehicles/equipment brought on site are with valid Commission stickers. Registration and Safety stickers.	() Yes () No () N/A	
18	PPE available and being used appropriately for the application.	() Yes () No () N/A	

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19	JSA/Take 5/RA – completed, signed off and available on site.	() Yes () No () N/A	
20	Contractor red folder available with all relevant document copies,	() Yes () No () N/A	
21	Adequate signage and notices posted where required, construction site, site office, warning and danger signage	() Yes () No () N/A	
22	Portable Electrical Equipment – all currently tagged and in good conditions.	() Yes () No () N/A	
23	Hand Tools, No modified or unauthorised tools use.	() Yes () No () N/A	
24	3.0: FIRE PROTECTION AND PREVENTION	(X) Yes () No () N/A	
25	Fire Extinguishers available for appropriate fire hazards in the area.	() Yes () No () N/A	
26	Fire extinguishers fully charged, inspection tags fitted, and inspection current	() Yes () No () N/A	
27	Condition of fire extinguishers, check for physical damage, rust, colour coding.	() Yes () No () N/A	
28	Adequate signage, labelling and demarcation done for easy identification	() Yes () No () N/A	
29	Ensure oil, fuel, flammable material are stored correctly or removed as required	() Yes () No () N/A	
30	Site Area/Fire warden appointed and posted on the notice board.	() Yes () No () N/A	
31	Eye wash station, fixed or portable available, accessible & in operation with signage posted.	() Yes () No () N/A	
32	4.0: HEALTH AND SAFETY ORGANISATION	(X) Yes () No () N/A	
33	All employee completed GSI, Site specific Induction and aware of site emergency procedure, contacts, alarm/sirens and master points	() Yes () No () N/A	
34	Fitness for work - Aware of alcohol policy and 10 golden rule.	() Yes () No () N/A	
35	First Aid Facility – Kit available and fully kitted.	() Yes () No () N/A	
36	First Aider appointed and posted on site notice board.	() Yes () No () N/A	
37	Light Vehicles – All drivers aware of LV policy and respective LV permits available & valid.	() Yes () No () N/A	
38	Emergency Evacuation checks list available, consistency and correctly filled out.	() Yes () No () N/A	

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39	Site emergency plan, contacts procedure available and visible for all employees.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>
40	Appointed Safety Officers posted on the notice board and available on site.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>
41	Pre-start meetings conducted daily and attended by all project members.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>
42	Notice boards available on Project site with current information. Accessible for employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>