



## Inspection - Weekly 274 Checklist

### 274 Inspection \_ Environment Storage Facilities - Checklist

Item #	Prompt	Responses	Comments
1	1.0: HOUSE KEEPING	( X ) Yes ( ) No ( ) N/A	
2	Access ways are clear and safe	( ) Yes ( ) No ( ) N/A	
3	Floors: clean, dry, free from debris, clutter and trip hazards.	( ) Yes ( ) No ( ) N/A	
4	Painted demarcation adequate and current.	( ) Yes ( ) No ( ) N/A	
5	ICARE Rule/Standard is available and updated	( ) Yes ( ) No ( ) N/A	
6	Items are stored neatly in correct locations and easy access between knee and shoulder height.	( ) Yes ( ) No ( ) N/A	
7	Heavy items stored at waist height.	( ) Yes ( ) No ( ) N/A	
8	Appropriate waste bins available and waste managed	( ) Yes ( ) No ( ) N/A	
9	Lighting levels are adequate and all light bulbs are working	( ) Yes ( ) No ( ) N/A	
10	Noise level is appropriate	( ) Yes ( ) No ( ) N/A	
11	Ergonomics – All equipment, bench heights and body posture are ergonomically sound.	( ) Yes ( ) No ( ) N/A	
12	2.0: MECHANICAL, ELECTRICAL & PERSONAL SAFEGUARDING	( X ) Yes ( ) No ( ) N/A	
13	High voltage electrical signage available and visible	( ) Yes ( ) No ( ) N/A	
14	All electrical equipment have current test & tag and in good condition.	( ) Yes ( ) No ( ) N/A	
15	All circuit breakers are clearly labelled	( ) Yes ( ) No ( ) N/A	
16	Faulty equipment have out of service tag	( ) Yes ( ) No ( ) N/A	
17	Mandatory PPE & Safety Equipment available and accessible	( ) Yes ( ) No ( ) N/A	
18	Pulveriser check list available and pre-start checks done correctly and consistently.	( ) Yes ( ) No ( ) N/A	

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19	Step ladders or safe steps available to access items stored on high shelves.	( ) Yes ( ) No ( ) N/A	
20	JSA/SWP/RA – completed, signed-off and available on site.	( ) Yes ( ) No ( ) N/A	
21	Noise level is appropriate, signs indicting hearing protection required where noise levels are high.	( ) Yes ( ) No ( ) N/A	
22	3.0: FIRE PROTECTION AND PREVENTION	(X) Yes ( ) No ( ) N/A	
23	Fire Extinguishers available at appropriate locations.	( ) Yes ( ) No ( ) N/A	
24	Fire extinguishers fully charged, inspection tags fitted, and inspection current within 6 months.	( ) Yes ( ) No ( ) N/A	
25	Condition of fire extinguishers okay - check for physical damage, rust, colour coding.	( ) Yes ( ) No ( ) N/A	
26	Adequate signage, labelling and demarcation done for easy identification.	( ) Yes ( ) No ( ) N/A	
27	Oil and fuel material are labelled & stored correctly or removed as required in ISM shed	( ) Yes ( ) No ( ) N/A	
28	Smoke detectors fitted and operational	( ) Yes ( ) No ( ) N/A	
29	Chemical cabinets and shelves are in good condition.	( ) Yes ( ) No ( ) N/A	
30	4.0: HEALTH AND SAFETY	(X) Yes ( ) No ( ) N/A	
31	Exit & emergency lights operational	( ) Yes ( ) No ( ) N/A	
32	Site emergency plan, contacts and procedure available and visible for employees/visitors	( ) Yes ( ) No ( ) N/A	
33	First Aid Kit available, current, fully kitted, and easily accessible.	( ) Yes ( ) No ( ) N/A	
34	Bulk waste material/equipment not lying around compound	( ) Yes ( ) No ( ) N/A	
35	Footpath and walkways around the shed in good condition (not slippery)	( ) Yes ( ) No ( ) N/A	
36	Safety signs indicating biological hazards (snake/frog/bees/mosquito).	( ) Yes ( ) No ( ) N/A	
37	Security fencing in good condition and back gates locked	( ) Yes ( ) No ( ) N/A	
38	General premises clean, waste bins emptied and grass is short	( ) Yes ( ) No ( ) N/A	

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39	Helipad area is; clear from obstruction, grass is kept short, entrance gate is closed/locked and no signs of landslide on cliff edge.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	