



## Inspection - Weekly 274 Checklist

### 274 Inspection\_Ok Menga Intake Area - Ok Menga Intake Area

Item #	Prompt	Responses	Comments
1	1.0: GENERAL AREAS & BUILDINGS	( ) Yes ( ) No ( ) N/A	
2	Adequate Tags.	( ) Yes ( ) No ( ) N/A	
3	Are fire extinguishers identifiable, accessible, full, and serviceable & signs legible?	( ) Yes ( ) No ( ) N/A	
4	Are Switchboards & Electrical panels secure and all covers in place?	( ) Yes ( ) No ( ) N/A	
5	Are rubber floor mats provided in front of switchboards?	( ) Yes ( ) No ( ) N/A	
6	Are emergency, safety, warning & exit signs applicable, clean and legible?	( ) Yes ( ) No ( ) N/A	
7	Are door locks operational & doors locked	( ) Yes ( ) No ( ) N/A	
8	Are Resuscitation charts clean & legible?	( ) Yes ( ) No ( ) N/A	
9	Are unnecessary articles stored in general areas? Access ways clear?	( ) Yes ( ) No ( ) N/A	
10	Are all area floors dry and clean?	( ) Yes ( ) No ( ) N/A	
11	Are general areas tidy & free of rubbish?	( ) Yes ( ) No ( ) N/A	
12	Is demarcation paint work in place & in good condition	( ) Yes ( ) No ( ) N/A	
13	Building Ventilation/Air Conditioning adequate & operational	( ) Yes ( ) No ( ) N/A	
14	Hygiene Facilities clean & in good condition?	( ) Yes ( ) No ( ) N/A	
15	Check general building condition – Walls, guttering, downpipes etc.	( ) Yes ( ) No ( ) N/A	
16	2.0: LIGHTING	( ) Yes ( ) No ( ) N/A	
17	Check general condition of stairs and ladders etc.	( ) Yes ( ) No ( ) N/A	
18	Is lighting (natural & artificial) appropriate to the area?	( ) Yes ( ) No ( ) N/A	

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19	Are there any areas of inadequate lighting or faulty lighting?	( ) Yes ( ) No ( ) N/A	
20	Are exit lights and emergency lights operational?	( ) Yes ( ) No ( ) N/A	
21	Are any light switches broken or hazardous?	( ) Yes ( ) No ( ) N/A	
22	Are there any areas of inadequate lighting or faulty lighting?	( ) Yes ( ) No ( ) N/A	
23	3.0: GENERAL ELECTRICAL FACILITIES	( ) Yes ( ) No ( ) N/A	
24	Are building earths, cable tray & motor earths secure and undisturbed?	( ) Yes ( ) No ( ) N/A	
25	Are the general electrical installations in the area safe?	( ) Yes ( ) No ( ) N/A	
26	Are there any redundant cables obvious?	( ) Yes ( ) No ( ) N/A	
27	Are cable ladders covered and cables secured?	( ) Yes ( ) No ( ) N/A	
28	Are yards securely fenced, free of weeds and is gravel level & clean?	( ) Yes ( ) No ( ) N/A	
29	Are GPO's intact, secure & labeled?	( ) Yes ( ) No ( ) N/A	
30	Are all yard gates locked?	( ) Yes ( ) No ( ) N/A	
31	4.0: SAFETY, HEALTH SIGNAGE & LOCKOUT SYSTEMS	( ) Yes ( ) No ( ) N/A	
32	Check for adequate safety signs?	( ) Yes ( ) No ( ) N/A	
33	Are signs in good condition and not damaged or faded?	( ) Yes ( ) No ( ) N/A	
34	Emergency Evacuation Point Indicated?	( ) Yes ( ) No ( ) N/A	
35	Are all signs applicable? EG. Noise level signage	( ) Yes ( ) No ( ) N/A	
36	Lockout Equipment (Hasps, Lockboxes etc.) available?	( ) Yes ( ) No ( ) N/A	
37	Emergency Contacts Displayed?	( ) Yes ( ) No ( ) N/A	
38	Sign-on Sheet available? Are all personnel aware of Evacuation Procedures?	( ) Yes ( ) No ( ) N/A	

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39	Latest Health & Safety Alerts printed & available?	( ) Yes ( ) No ( ) N/A	
40	First Aid kit available? Current First Aid Officer known & displayed?	( ) Yes ( ) No ( ) N/A	
41	Safety Officer contact details known & displayed?	( ) Yes ( ) No ( ) N/A	
42	Light Vehicle Policy, Permits & Prestart Inspections displayed & completed?	( ) Yes ( ) No ( ) N/A	
43	Fitness for Work – Alcohol & Fatigue Management Policies displayed?	( ) Yes ( ) No ( ) N/A	
44	Are Hazardous Materials stored correctly?	( ) Yes ( ) No ( ) N/A	
45	Are MSDS sheets available and appropriate for stored materials?	( ) Yes ( ) No ( ) N/A	
46	Is appropriate PPE available – Hearing Protection, Gloves, Coveralls etc.	( ) Yes ( ) No ( ) N/A	
47	Are any items missing from Spill Kits?	( ) Yes ( ) No ( ) N/A	
48	Do contractors have appropriate Supervision, Authorizations, PPE, JSAs, and Permits etc.?	( ) Yes ( ) No ( ) N/A	
49	5.0: GENERAL EQUIPMENT & APPLIANCES	( ) Yes ( ) No ( ) N/A	
50	Are tools or appliances you have encountered correctly tagged?	( ) Yes ( ) No ( ) N/A	
51	Have any electrical appliances connected to the supply been left unattended?	( ) Yes ( ) No ( ) N/A	
52	Are appliances being operated a safe manner and in an appropriate location?	( ) Yes ( ) No ( ) N/A	
53	If GPOs do not have residual current protection are portable units used?	( ) Yes ( ) No ( ) N/A	
54	Machine Guarding – Pedestal Grinder, Drill, etc. Safety Shields in place & Tagged	( ) Yes ( ) No ( ) N/A	
55	Welding Machines – Leads, Clamps, and Electrode Holders in good condition?	( ) Yes ( ) No ( ) N/A	
56	Compressed Gas Cylinders stored vertically & secured in racks?	( ) Yes ( ) No ( ) N/A	
57	Compressed gas Gauges, hoses & fittings in good condition?	( ) Yes ( ) No ( ) N/A	
58	Lifting Gear – Current Inspection Tags & in Good Condition?	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
59	Check for Equipment Oil Leaks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
60	Check for Equipment Fuel Leaks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
61	6.0: GENERAL AREA HOUSEKEEPING	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
62	Is waste disposed of properly? Are adequate bins provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
63	Are access ways clear?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
64	Have hazards of any kind been discovered; trips, slips, blockages, stacking etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
65	Are Waste bins clearly labeled?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
66	Are fuel storage areas clean and dry? Signs of Hydrocarbon leaks or spillage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
67	Does area vegetation and grass need trimming?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
68	Are area fences & gates in good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	