HOUSEKEEPING INSPECTION

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| --- | --- | --- | --- |
| SITE: |  | USER: |  |
| DATE: |  | TIME: |  |
| SECTION/AREA: |  | DESIGNATION: |  |

|  |  |  |
| --- | --- | --- |
| **No** | **Checklist** | **YES / NO / NA** |
| Waste Disposal | Adequate waste bins/skips provided |  |
|  | Waste storage areas demarcated and barricaded off |  |
| 3 | Signage for waste and litter posted up |  |
| 4 | Bins /skips not overloaded |  |
| 5 | Regular removal of waste/litter bins from sections |  |
| 6 | No litter on the floors |  |
| Storage | Stacking areas demarcated and barricaded off |  |
|  | Stacking of material carried out in a safe manner |  |
| 3 | Stacking of items in pallets |  |
| 4 | HCS Storage - Areas demarcated and barricaded off |  |
| 5 | Signs and notice provided and posted up |  |
| 6 | Walk Ways provided for access through to work areas |  |
| 7 | Competent operators of machinery used in stacking operations |  |
| 8 | Demarcated and barricaded access ways |  |
| 9 | Access from and to work areas ergonomically safe |  |
| Electrical Hazard | Are there enough power connection points |  |
|  | Are all power connection points correctly used with no overloading |  |
| 3 | Are all electrical hazards identified and managed according to the risk analysis program |  |
| Fire  Preparedness | Is there a fire evacuation plan in place & communicated |  |
|  | Are fire exit doors marked properly and free on any obstacles |  |
| 3 | Are physical inspection conducted on all fire extinguishers |  |
| 4 | Are all fire extinguishers serviceable, and numbered |  |

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# USER SIGNATURE