



# Workplace Health and Safety Audit Checklist

Ziggurat Towers / 28 Jun 2023 / John Smiths

**Complete**

Score	<b>97.7%</b>	Flagged items	<b>0</b>	Actions	<b>0</b>
<b>Client / Site</b>	Ziggurat Towers				
<b>Location</b>	Dadasaheb Vichare Rd, Arya Nagar, Tardeo, Mumbai, Maharashtra 400034, India (18.9753991, 72.8146437)				
<b>Conducted on</b>	28.06.2023 14:50 PST				
<b>Prepared by</b>	John Smiths				

**Working Environment**

85.71%

**Working Environment**

85.71%

**Is it too hot?**

No

**Is it too cold?**

No

**Is there adequate ventilation?**

Yes



Photo 1

**Is the lighting level adequate?**

Yes



Photo 2

REFERENCE: A well lighted workplace.

[This is an example of how you can use SafetyCulture to include best practice reference images in your templates to assist with inspections]



**Is the environment dusty?**

No

**Health and Safety notice displayed?**

No

Need to inform main office to provide notice.

**Is the work environment noisy?**

No

**Housekeeping**

100%

**Housekeeping**

100%

<b>Inspection area tidy, clean and well organised?</b>	Yes
<b>Access ways obstructed?</b>	No
<b>Tripping hazards (including floor finishes)?</b>	No
<b>All electrical cleaning equipment tested?</b>	Yes
<b>All equipment stored under correct conditions?</b>	Yes
<b>Rubbish disposal area clean and clear?</b>	Yes
<b>Sharps removal procedure in place?</b>	Yes
<b>No smoking signs in position?</b>	Yes

**Material storage**

100%

## **Material Storage**

100%

**Correctly stored?**

Yes

**Shelving overloaded/stacked incorrectly?**

No

**Shelving in good condition?**

Yes

**Suitable access to high level storage?**

Yes

**Electrical**

100%

**Electrical**

100%

**Is all portable equipment tested and labeled?**

Yes

**Leads undamaged?**

Yes

**Trailing leads?**

Safe

**Sockets overloaded?**

No



Photo 3

**Ladders/step ladders**

100%

**Ladders/Step Ladders**

100%

**Procedure for inspection/records?**

Yes

**Equipment in good condition?**

Yes

**Company I.D./marking?**

Yes

**Procedure for erection?**

Yes

**Kitchen areas**

75%

## **Kitchen Areas**

75%

**Safety notices in place?**

No

Notice is now missing.

**Cleaning schedule in place?**

Yes

**Microwave sticker in place?**

Yes

**Spillage procedure in place?**

Yes



**Toilet Facilities**

100%

**Toilet Facilities**

100%

<b>Toilet area clean and tidy?</b>	Yes
<b>Adequate soap?</b>	Yes
<b>Hand towels/drying facilities in place and working?</b>	Yes
<b>Adequate toilet paper?</b>	Yes
<b>Sanitary disposal in place?</b>	Yes
<b>Sanitary vending in place?</b>	Yes
<b>Walls and surfaces clean?</b>	Yes

**First Aid**

100%

**First Aid**

100%

<b>Name of appointed person displayed and dated?</b>	Yes
<b>Telephone number for appointed person displayed?</b>	Yes
<b>Emergency telephone number displayed?</b>	Yes
<b>Accident reporting procedure in place?</b>	Yes

**Fire Precautions**

100%

**Fire Precaution**

100%

<b>Routes clear of obstructions?</b>	Yes
<b>Fire doors easily opened?</b>	Yes
<b>Fire doors propped open?</b>	Yes
<b>Emergency lighting adequate?</b>	Yes
<b>Evacuation routes clearly signed?</b>	Yes
<b>Extinguishers in place?</b>	Yes
<b>Extinguishers in date?</b>	Yes
<b>Correct type?</b>	Yes
<b>Identification label in place?</b>	Yes
<b>Hose reels in test?</b>	Yes
<b>Smoke/heat detectors checked?</b>	Yes

**Fire instructions**

100%

## **Fire Instructions**

100%

<b>Posted up?</b>	Yes
<b>Free from damage?</b>	Yes
<b>Current and up to date?</b>	Yes
<b>Weekly test undertaken?</b>	Yes
<b>Annual evacuation undertaken?</b>	Yes
<b>Evacuation chairs in place?</b>	Yes
<b>Fire risk assessment completed?</b>	Yes

**COSHH (control of substances hazardous to health)**

100%

**COSHH**

100%

<b>COSHH assessments in place?</b>	Yes
<b>Exposure adequately controlled?</b>	Yes
<b>Data sheet information available?</b>	Yes
<b>Spillage procedure in place?</b>	Yes
<b>Correctly stored?</b>	Yes
<b>Correctly disposed of?</b>	N/A
<b>Disposal of hazardous waste in place?</b>	Yes
<b>Flammable liquids correctly stored/signed?</b>	Yes

**Machinery**

100%

## **Machinery**

100%

<b>All guards in place?</b>	Yes
<b>Kept clean of rubbish?</b>	Yes
<b>Emergency stop buttons fitted?</b>	Yes
<b>Safety warning notices in place?</b>	Yes
<b>Risk assessment in place?</b>	Yes

**PPE (personal protective equipment)**

100%

**PPE**

100%

**Correct type for hazard identified?**

Yes

**Good condition?**

Yes

**Correctly stored?**

Yes

**Eyewash Bottles/Cylinders**

100%

**Eyewash Bottles/Cylinders**

100%

<b>Full?</b>	Yes
<b>In date?</b>	Yes
<b>Correctly stored/fixe?</b>	Yes
<b>Correct pressure?</b>	Yes



**Outside areas**

100%

## **Outside Areas**

100%

**Roadways in good condition?**

Yes

**Pavements in good condition?**

Yes



Photo 4

**Access ramps in place?**

Yes

**Steps clear of obstructions and clean?**

Yes

**Cycle racks being used?**

Yes

**Hand rails in good condition?**

Yes

**All lights working?**

Yes

**All notices in place?**

Yes

## Completion

## Completion

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### Recommendations

Overall in good condition but needs to have notices posted.

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### Full Name and Signature of the Inspector



John Smiths  
28.06.2023 14:56 PST

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Media summary



Photo 1



Photo 2



Photo 3



Photo 4