



General Workplace Health and Safety Checklist

Fai Ten Inc. / Salha Mohit / 1 Nov 2023

Complete

Score	45 / 48 (93.75%)	Flagged items	3	Actions	2
Client / Site					Fai Ten Inc.
Location					Ohio, USA (40.4172871, -82.90712300000001)
Conducted on					1 Nov 2023 14:57 PST
Prepared by					Salha Mohit

Flagged items & Actions

3 flagged, 2 actions

Flagged items

3 flagged, 2 actions

Audit / Allocation of Responsibility/Accountability for Health and Safety

Are OH&S duties allocated to appropriate staff?

No

Some of the staff designated for certain health and safety tasks admit they are lost on what to do, while others are not assigned any task

To do | Priority **High** | Due **8 Nov 2023 15:05 PST** | Created by **SafetyCulture Staff**

Investigate why some staff are not aware of their duties or have none

To do | Priority **Low** | Due **8 Nov 2023 15:05 PST** | Created by **SafetyCulture Staff**

Provide more training courses for OH&S

Audit / Allocation of Responsibility/Accountability for Health and Safety

Are staff aware of duty statements allocating OH&S responsibilities?

No

Audit / Training

Are appropriate training records kept?

No

Some training records are missing

Other actions

0 actions

Audit	3 flagged, 2 actions, 45 / 48 (93.75%)
Communication of Health and Safety Policy and Information	3 / 3 (100%)
Are policies, procedures and guidelines easily accessible to staff?	Yes
Are staff aware of OH&S policy statement?	Yes
Is general OH&S information available?	Yes
Allocation of Responsibility/Accountability for Health and Safety	2 flagged, 2 actions, 1 / 3 (33.33%)
Are OH&S duties allocated to appropriate staff?	No
Some of the staff designated for certain health and safety tasks admit they are lost on what to do, while others are not assigned any task	
To do Priority High Due 8 Nov 2023 15:05 PST Created by SafetyCulture Staff	
Investigate why some staff are not aware of their duties or have none	
To do Priority Low Due 8 Nov 2023 15:05 PST Created by SafetyCulture Staff	
Provide more training courses for OH&S	
Are staff aware of duty statements allocating OH&S responsibilities?	No
Do staff discuss health and safety issues?	Yes
Purchasing Controls	3 / 3 (100%)
Are purchasing policies, procedures and guidelines accessible to relevant staff?	Yes
Are staff aware of OH&S standard purchasing requirements?	Yes
Are products purchased with attention to OH&S features?	Yes
Contractors	
Are procedures in place to ensure that contractors maintain OH&S standards?	N/A
No contractors	
Are OH&S issues discussed with contractors before commencing work?	N/A
Is OH&S information available about contractual agreements?	N/A

Health and Safety Consultation	3 / 3 (100%)
Is there a qualified workplace health and safety officer at your workplace (if you have thirty or more staff)?	Yes
Has/have a workplace health and safety representative(s) been elected (if requested by staff)?	Yes
Is there a workplace health and safety committee or other forum to deal with health and safety issues?	Yes
Risk Management	3 / 3 (100%)
Are staff aware of the risk management process?	Yes
Are workplace risks assessed and controlled, e.g. is appropriate signage displayed to identify potential risks?	Yes
Are DOEM policies, procedures and guidelines on risk management accessible to staff?	Yes
Manual Tasks	3 / 3 (100%)
Are there procedures to determine risks associated with manual tasks?	Yes
Are there procedures for safely performing manual tasks?	Yes
Are staff trained to safely perform manual tasks?	Yes
Hazardous Substances	3 / 3 (100%)
Are DOEM policy and procedures on hazardous substances accessible to staff?	Yes
Have material safety data sheets been obtained for all hazardous substances?	Yes
Are there procedures for the safe use and storage of hazardous substances?	Yes
Plant	3 / 3 (100%)
Have written procedures for the safe use of plant and equipment been developed?	Yes
Are manufacturers' manuals/instructions accessible to staff?	Yes
Are plant and equipment used and maintained according to manufacturers' instructions?	Yes

Workplace Environment	2 / 2 (100%)
Is information on safe and healthy environmental conditions available to staff?	Yes
Have environmental hazards been assessed and controlled, e.g. noise, UV radiation?	Yes
Training	1 flagged, 2 / 3 (66.67%)
Have all staff received OH&S induction training?	Yes
Do staff receive OH&S training relevant to their job?	Yes
Are appropriate training records kept? Some training records are missing	No
Accident Reporting and Investigation	3 / 3 (100%)
Are there written procedures for reporting, recording and investigating accidents and incidents?	Yes
Are on-site records of all accidents and incidents kept?	Yes
Are accidents and incidents investigated?	Yes
Emergency Planning	3 / 3 (100%)
Has a site plan been developed?	Yes
Are there written and displayed emergency procedures for situations such as fire, medical emergency, bomb threat, evacuation, natural disaster, chemical spill, and occupational violence at the workplace?	Yes
Are staff and students trained in the emergency procedures?	Yes
First Aid	3 / 3 (100%)
Does the workplace have first aid facilities, e.g. first aid kit and first aid room?	Yes
Are there written first aid procedures?	Yes
Are there trained first aid personnel with first aid certification at least?	Yes
Infection Control	4 / 4 (100%)

Is infection control information available to staff?	Yes
Are there written infection control procedures?	Yes
Do staff practise the infection control procedures?	Yes
Are sources of biohazards in the workplace identified?	Yes
Occupational Rehabilitation	3 / 3 (100%)
Are the department's occupational rehabilitation policy and procedures accessible to staff?	Yes
Has an accredited workplace rehabilitation coordinator been appointed (if your workplace has thirty or more staff)?	Yes
Are rehabilitation plans documented and regularly monitored?	Yes
Workplace Stress	3 / 3 (100%)
Are consultative decision-making processes practised in the workplace?	Yes
Do staff know who their district employee adviser is?	Yes
Are staff provided with information on stress management?	Yes
Completion	

Recommendations

Provide more training sessions and investigate why some staff are out of the loop

Full Name and Signature of Inspector

Salha Mohit

Salha Mohit
1 Nov 2023 15:12 PST