



# Workplace Hygiene Checklist

2 Sep 2024 / Amos Borer

Complete

<b>Score</b>	22 / 25 (88%)	<b>Flagged items</b>	3	<b>Actions</b>	3
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**Date of Inspection** 02.09.2024 20:00 PST

**Name of Inspector** Amos Borer

**Office Level / Floor Inspected**

2nd Floor

**Department/s**

Maintenance Team & Manufacturing Engineering Department

**Total Number of Employees** 47

## Flagged items & Actions

3 flagged, 3 actions

### Flagged items

3 flagged, 3 actions

1. General Workplace Cleanliness / Surfaces (Desks, Counters, Equipment)

#### No accumulation of unnecessary items or clutter.

No

All surfaces in the common work area are cleared. However, the Manufacturing Engineering Office is full of clutter.



Photo 1

**To do** | Assignee: Anna Barcons Folguera, Cillian Casey | Priority: Medium | Due: 02.09.2024 17:00 PST | Created by: SafetyCulture Staff

#### Clear the clutter

Hi Anna, kindly organize the office of Manufacturing Engineering Department. You may ask Cillian for help. Thank you.

7. Pest Control / Presence of Pests

#### Pest control measures are in place and effective.

No

Upon inspection, there were empty food containers in the Manufacturing Engineering Office.

**To do** | Assignee: Cillian Casey | Priority: Medium | Due: 02.09.2024 08:30 PST | Created by: SafetyCulture Staff

#### Throw away empty food containers

Hi Cillian, kindly throw away empty food containers in the Manufacturing Engineering Office and post a "No Eating" sign after. Thanks

7. Pest Control / Presence of Pests

#### No pests (insects, rodents, etc.) have been reported.

No

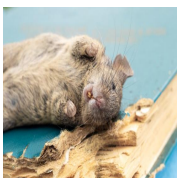


Photo 2

**To do** | Assignee: Cillian Casey | Priority: High | Due: 02.09.2024 08:00 PST | Created by: SafetyCulture Staff

#### Dispose dead rat

Hi Cillian, kindly dispose the dead rat in the Manufacturing Engineering Office ASAP. Thanks



<b>1. General Workplace Cleanliness</b>	1 flagged, 1 action, 5 / 6 (83.33%)
Floors and Walkways	2 / 2 (100%)
<b>Floors are free from dust, dirt, and spills.</b>	Yes
<b>Walkways are clear of obstructions.</b>	Yes
Waste Management	2 / 2 (100%)
<b>Trash bins are available and properly labeled.</b>	Yes
<b>Trash is regularly emptied and disposed of.</b>	Yes
Surfaces (Desks, Counters, Equipment)	1 flagged, 1 action, 1 / 2 (50%)
<b>All surfaces are clean and disinfected.</b>	Yes
<b>No accumulation of unnecessary items or clutter.</b>	No

All surfaces in the common work area are cleared. However, the Manufacturing Engineering Office is full of clutter.



Photo 1

**To do** | Assignee: Anna Barcons Folguera, Cillian Casey | Priority: Medium | Due: 02.09.2024 17:00 PST | Created by: SafetyCulture Staff

**Clear the clutter**

Hi Anna, kindly organize the office of Manufacturing Engineering Department. You may ask Cillian for help. Thank you.

<b>2. Personal Hygiene Facilities</b>	2 / 2 (100%)
Restrooms	2 / 2 (100%)
<b>Restrooms are clean and well-maintained.</b>	Yes
<b>Soap, hand dryers, and paper towels are stocked and functional.</b>	Yes

<b>3. Ventilation and Air Quality</b>	4 / 4 (100%)
Air Circulation	2 / 2 (100%)
<b>Ventilation systems are functional and properly maintained.</b>	Yes
<b>No odors or stale air detected.</b>	Yes
Filters and Air Ducts	2 / 2 (100%)
<b>Air ducts are free from dust and debris.</b>	Yes
<b>Air filters are clean and replaced regularly.</b>	Yes
<b>Date of last air filter cleaning or replacement</b>	12.08.2024

<b>4. Shared Equipment and Tools</b>	2 / 2 (100%)
Shared Equipment and Tools	2 / 2 (100%)
<b>Shared tools and equipment are regularly cleaned and disinfected.</b>	Yes
<b>Proper protocols are in place for cleaning after each use.</b>	Yes

<b>5. Employee Hygiene</b>	4 / 4 (100%)
Personal Protective Equipment (PPE)	2 / 2 (100%)
<b>PPE is stored properly when not in use.</b>	Yes
<b>Employees have access to and are using PPE as required.</b>	Yes
Hand Sanitizing	2 / 2 (100%)
<b>Sanitizing stations are placed in key areas.</b>	Yes
<b>Employees are following hand sanitizing protocols.</b>	Yes



<b>6. Kitchen/Break Areas</b>	5 / 5 (100%)
Cleanliness of Kitchen Area	3 / 3 (100%)
<b>Surfaces are clean, and food waste is properly disposed of.</b>	Yes
<b>Appliances are clean and functional.</b>	Yes
<b>Dishwasher and hand soap are regularly replenished.</b>	Yes
Food Storage	2 / 2 (100%)
<b>Refrigerators and storage areas are organized and cleaned regularly.</b>	Yes
<b>No expired or improperly stored food is in the refrigerators and cupboards.</b>	Yes

## 7. Pest Control

2 flagged, 2 actions, 0 / 2 (0%)

### Presence of Pests

2 flagged, 2 actions, 0 / 2 (0%)

#### **Pest control measures are in place and effective.**

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Upon inspection, there were empty food containers in the Manufacturing Engineering Office.

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#### Throw away empty food containers

Hi Cillian, kindly throw away empty food containers in the Manufacturing Engineering Office and post a "No Eating" sign after. Thanks

#### **No pests (insects, rodents, etc.) have been reported.**

No



Photo 2

**To do** | Assignee: Cillian Casey | Priority: High | Due: 02.09.2024 08:00 PST | Created by: SafetyCulture Staff

#### Dispose dead rat

Hi Cillian, kindly dispose the dead rat in the Manufacturing Engineering Office ASAP. Thanks

## Sign-off

### Comments and Feedback

Please see the attached Workplace Hygiene Assessment for the 2nd floor. This covers the members Maintenance Team & Manufacturing Engineering Department.

[Workplace Hygiene Assessmet \(2nd Floor\).pdf](#)

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### Report Reviewed By

*Derrick Harbe*

Derrick Harbe  
13.09.2024 16:37 PST

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### Designation

Safety Director

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## Media summary



Photo 1



Photo 2

## File summary

[Workplace Hygiene Assessmet \(2nd Floor\).pdf](#)