



Health and Safety Audit Checklist for Workplace / Office

conducted for

Ziggurat Towers

Location

Dadasaheb Vichare Road
Tardeo
Mumbai
Maharashtra 400034
India
(18.97506458595678, 72.81402632230895)

Conducted on

26 Jul 2018 02:09 PM

Prepared by

John Smiths




Completed on

26 Jul 2018 03:20 PM

Score

85/87.0 - 97.70%

Working Environment - 6/7 85.71%

Question	Response	Details
Working Environment		Score (6/7) 85.71%
Is it too hot?	No	
Is it too cold?	No	
Is there adequate ventilation?	Yes	
 <p>Appendix 1</p>		
Is the lighting level adequate?	Yes	
 <p>Appendix 2</p>		
<p>REFERENCE: A well lighted workplace. [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]</p> 		
Is the environment dusty?	No	
Health and Safety notice displayed?	No	Need to inform main office to provide notice.

Question	Response	Details
Is the work environment noisy?	No	


Housekeeping - 8/8 100.00%

Question	Response	Details
Housekeeping		Score (8/8) 100.00%
Inspection area tidy, clean and well organised?	Yes	
Access ways obstructed?	No	
Tripping hazards (including floor finishes)?	No	
All electrical cleaning equipment tested?	Yes	
All equipment stored under correct conditions?	Yes	
Rubbish disposal area clean and clear?	Yes	
Sharps removal procedure in place?	Yes	
No smoking signs in position?	Yes	

Material storage - 4/4 100.00%

Question	Response	Details
Material Storage		Score (4/4) 100.00%
Correctly stored?	Yes	
Shelving overloaded/stacked incorrectly?	No	
Shelving in good condition?	Yes	
Suitable access to high level storage?	Yes	

Electrical - 4/4 100.00%

Question	Response	Details
Electrical		Score (4/4) 100.00%
Is all portable equipment tested and labeled?	Yes	
Leads undamaged?	Yes	
Trailing leads?	Safe	
Sockets overloaded?	No	
 <p>Appendix 3</p>		

Ladders/step ladders - 4/4 100.00%

Question	Response	Details
Ladders/Step Ladders		Score (4/4) 100.00%
Procedure for inspection/records?	Yes	
Equipment in good condition?	Yes	
Company I.D./marking?	Yes	
Procedure for erection?	Yes	

Kitchen areas - 3/4 75.00%

Question	Response	Details
Kitchen Areas		Score (3/4) 75.00%
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 - 7/7 100.00%

Question	Response	Details
Toilet Facilities		Score (7/7) 100.00%
Toilet area clean and tidy?	Yes	
Adequate soap?	Yes	
Hand towels/drying facilities in place and working?	Yes	
Adequate toilet paper?	Yes	
Sanitary disposal in place?	Yes	
Sanitary vending in place?	Yes	
Walls and surfaces clean?	Yes	

First Aid - 4/4 100.00%

Question	Response	Details
First Aid		Score (4/4) 100.00%
Name of appointed person displayed and dated?	Yes	
Telephone number for appointed person displayed?	Yes	
Emergency telephone number displayed?	Yes	
Accident reporting procedure in place?	Yes	

Fire Precautions - 11/11 100.00%

Question	Response	Details
Fire Precaution		Score (11/11) 100.00%
Routes clear of obstructions?	Yes	
Fire doors easily opened?	Yes	
Fire doors propped open?	Yes	
Emergency lighting adequate?	Yes	
Evacuation routes clearly signed?	Yes	
Extinguishers in place?	Yes	
Extinguishers in date?	Yes	
Correct type?	Yes	
Identification label in place?	Yes	
Hose reels in test?	Yes	
Smoke/heat detectors checked?	Yes	

Fire instructions - 7/7 100.00%

Question	Response	Details
Fire Instructions		Score (7/7) 100.00%
Posted up?	Yes	
Free from damage?	Yes	
Current and up to date?	Yes	
Weekly test undertaken?	Yes	
Annual evacuation undertaken?	Yes	
Evacuation chairs in place?	Yes	
Fire risk assessment completed?	Yes	

COSHH (control of substances hazardous to health) - 7/7 100.00%

Question	Response	Details
COSHH		Score (7/7) 100.00%
COSHH assessments in place?	Yes	
Exposure adequately controlled?	Yes	
Data sheet information available?	Yes	
Spillage procedure in place?	Yes	
Correctly stored?	Yes	
Correctly disposed of?	N/A	
Disposal of hazardous waste in place?	Yes	
Flammable liquids correctly stored/signed?	Yes	

Machinery - 5/5 100.00%

Question	Response	Details
Machinery		Score (5/5) 100.00%
All guards in place?	Yes	
Kept clean of rubbish?	Yes	
Emergency stop buttons fitted?	Yes	
Safety warning notices in place?	Yes	
Risk assessment in place?	Yes	


PPE (personal protective equipment) - 3/3 100.00%

Question	Response	Details
PPE		Score (3/3) 100.00%
Correct type for hazard identified?	Yes	
Good condition?	Yes	
Correctly stored?	Yes	

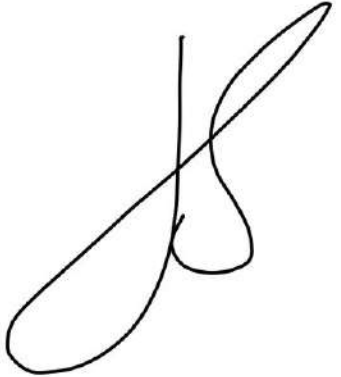
Eyewash Bottles/Cylinders - 4/4 100.00%

Question	Response	Details
Eyewash Bottles/Cylinders		Score (4/4) 100.00%
Full?	Yes	
In date?	Yes	
Correctly stored/fixed?	Yes	
Correct pressure?	Yes	

Outside areas - 8/8 100.00%

Question	Response	Details
Outside Areas		Score (8/8) 100.00%
Roadways in good condition?	Yes	
Pavements in good condition?	Yes	
 <p>Appendix 4</p>		
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

Question		Response	Details
Completion			
Recommendations		Overall in good condition but needs to have notices posted.	
Full Name and Signature of the Inspector	John Smiths	26 Jul 2018 02:52 PM	

Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4