

Business Excellence Consultancy

Title: Site Inspection Checklist

Item	Compliance ⁱ		Comments
	Yes	No	
Entity policy on display?			
Access to OSHMS documentation? Hhard or soft copies?			
Access to appropriate SoP's and risk assessments?			
Access to appropriate procedures and forms for reporting hazards and incidents?			
Evidence of all staff completing appropriate OSH training? <ul style="list-style-type: none"> ▪ general OSH ▪ hazard specific ▪ risk assessment ▪ hazard and incident reporting 			
Specific site induction developed.			
All staff members inducted? General and site-specific?			
Consultation and communication? <ul style="list-style-type: none"> ▪ department represented on the OSH Committee ▪ receives OSH communications ▪ staff involved in risk assessment/investigation/other consultative activities 			
Site-specific emergency plan in place?			
Clearly marked emergency requirements <ul style="list-style-type: none"> ▪ emergency escape route ▪ assembly points ▪ firefighting equipment ▪ first aid supplies 			

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	Yes	No	
<ul style="list-style-type: none"> ▪ first aid personnel ▪ exits 			
Safety Signage in place <ul style="list-style-type: none"> ▪ PPE requirements ▪ hazardous areas ▪ restricted areas 			
Site security <ul style="list-style-type: none"> ▪ appropriate perimeter fence ▪ security guard ▪ visitor sign-in procedure ▪ traffic management and parking 			
Housekeeping <ul style="list-style-type: none"> ▪ general site/building conditions ▪ waste containers ▪ flooring 			
Hazardous materials storage <ul style="list-style-type: none"> ▪ appropriate size and design ▪ appropriate bunding ▪ separation/segregation of materials ▪ safety signage ▪ current SDS for each material ▪ disposal methods (registered environmental services provider) ▪ housekeeping 			

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	Yes	No	
Appropriate welfare facilities <ul style="list-style-type: none">▪ general▪ eating▪ washing/toilets▪ lighting▪ waste (registered environmental service provider)▪ housekeeping▪ sleeping, if applicable			
Plant and equipment <ul style="list-style-type: none">▪ maintained (manufacturer' specifications)▪ certifications/registers available▪ training and competencies			
Other Observations			

ⁱ Meets minimum requirements