

ABC Company Pvt. Ltd.**Work Place Audit Sample Checklist**

Audit No :

Date :

Auditor :

Sr.	Check point	+ Mark	- Mark
1	General Work Environment		
1.1	Are all worksites clean and orderly?		
1.2	Are work surfaces kept dry and the surfaces are slip-resistant?		
1.3	Is scrap and waste stored safely and removed from the worksite?		
1.4	Is accumulated dust routinely removed from working surfaces?		
1.5	Is metallic dust prevented from entering around electrical enclosures?		
1.6	Are covered waste cans used for oily and grease soaked waste?		
1.7	Are water storage tanks, large containers cleaned periodically ?		
1.8	Are all toilets and washing facilities clean and sanitary?		
1.9	Are all work areas adequately illuminated and free from cobwebs?		
1.10	Are pits and floor openings covered or otherwise guarded?		
2	Personal Protective Equipments		
2.1	Protective goggles or shields provided and worn where there is any danger		
2.2	Safety glasses worn in areas where there is a risk of eye injuries		
2.3	Protective gloves, aprons, shields provided and used against cuts or injury		
2.4	Helmets provided and worn where danger of falling objects exists		
2.5	Safety shoes provided and worn where danger of heavy objects exists		
2.6	Protective equipment maintained in a good condition and ready for use		
2.7	Ear plugs are provided and used by the operators		
2.8	Eye wash facilities is available and working fine		
2.9	First aid kit is available and in usable condition		
2.10	Instruction(s) for safe use of fire extinguisher are available		

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3	Walkways, Floor and Stairways		
3.1	All aisles and passageways kept clear, no obstacles stored in path ways		
3.2	No holes in the floor, sidewalk or other walking surface repaired and safe		
3.3	Safe clearance for walking in aisles where machine part is moving		
3.4	Materials stored in a way that sharp projectiles will not interfere in path		
3.5	Adequate headroom provided for the entire length of aisle		
3.6	Indicators provided near steps (e.g. Self-glow or Radium Strips)		
3.7	Grate or floor cover design is adequate to prevent roller / slider blockage		
3.8	All pits (under use / no use) covered adequately		
3.9	All stairs are wide, free from broken step, with uniform step height		
3.10	All stairs are provided with guide rail		
4	Hand Tools, Power Tools and likewise Equipments		
4.1	Tools and equipment used by employees are in good condition		
4.2	Damaged tools have been segregated from under use okay tools		
4.3	Tool grips, handles or tail stock is not slippery, proper knurling provided		
4.4	Face shield is used where flying object is produced during tool operation		
4.5	Tool cutting edges is sharp to enable smooth movement without slip		
4.6	Tools stored in right and secured condition that prevent damage of tool		
4.7	Electric connections of any tool are not worn out or broken		
4.8	Rotary or moving parts of equipment guarded to prevent physical contact		
4.9	Electrically operated tools and equipment effectively insulated / grounded		
4.10	Pneumatic and hydraulic hoses on power-operated m/c are damage free		

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5	Machine Guarding, Pulley, Belts safe use		
5.1	Interviewed persons are trained on safe machine operation and guarding		
5.2	Preventive machine maintenance is done and is effective		
5.3	No abnormal noise noticed during shop floor round up		
5.4	Machines with moving or reciprocatory parts are properly anchored		
5.5	Machine emergency stop switch is within reach and properly working		
5.6	Electric supply to each machine can be locked during maintenance		
5.7	Pulleys, lifting belts and tackles are in proper and damage free conditions		
5.8	Moving cranes, chains, hanging arms and gears properly guarded		
5.9	Safety provisions made to prevent machines from automatically starting		
5.10	Guard door safety switches (of all machines) are in operative condition		
6	Compressors & Compressed Air		
6.1	All compressors equipped with pressure relief valves and that are working		
6.2	All compressors operated and lubricated in accordance with procedure		
6.3	Compressed air is released before maintenance work on compressor		
6.4	Indicative sign are published and compressor area is entry restricted		
6.5	Compressor drive system is enclosed and protected well from all sides		
6.6	Highly compressed air is prevented from common use for cleaning		
6.7	Periodic safety certification of compressor and the tank is done in time		
6.8	Flow of compressed air from tank to use location is indicated in red		
6.9	Condition of pipes is good and adequately free from rust and corrosion		
6.10	Adequate amount of Teflon tape is used at the jointing portion of pipes		

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7	Fire Protection		
7.1	On site emergency plan is available and known to all team members		
7.2	Implementation of practices to control potential fire and ignition sources		
7.3	Employees aware of the fire hazards which they are exposed		
7.4	Fire alarm system is available, regularly tested and properly functioning		
7.5	Emergency exit it marked clearly and maintained hurdle free		
7.6	Handy and portable fire extinguishers are also located in proximity		
7.7	Timely refilling of all available fire extinguishers has been done		
7.8	Safety team members are trained to operate fire extinguishers		
7.9	Oils and likewise material are stored away from electric panel areas		
7.10	Paper, wood or cotton are stored away from electric panel areas		
8	Electrical		
8.1	Dedicated and competent electrician is employed / contracted with us		
8.2	Complete plant electrical wiring diagram is available and approved		
8.3	Signboards have been published where electrical load is more than normal		
8.4	Panel Switchgears have been identified w.r.t. supply to machine		
8.5	Adequate amount of earthing pits have been allocated and identified		
8.6	All existing machines have been connected with earthing points		
8.7	All existing earthing points are examined regularly and report maintained		
8.8	All flexible cables, wires are examined regularly and in good condition		
8.9	Metal part (without insulation) is prevented from use for electrical work		
8.10	All electrical enclosures such as switches, junction boxes are damage free		