

Pre-Site Inspection Checklist 2010

(industrial)

The form on page 2 and 3 must be filled out by an All Clean Ltd **competent** person, **signed** and used prior to any All Clean staff working on industrial premises.

Signed by Mark Weston, Date:
(Managing Director)

Review Date:

Signature:



Client management systems

	YES	NO	ACTION / DATE / SIGN
Is there a safety policy?			
Are there up-to-date procedures?			
Is there a competent person on site?			
Have you checked the accident book?			
Is there employer liability insurance?			

Fire precautions

	YES	NO	ACTION / DATE / SIGN
Are there separate storage arrangements for flammable materials?			
Are bins regularly emptied and rubbish safely disposed of?			
Is there a no-smoking policy and designated place for smokers?			
Are there clear fire instructions displayed throughout the workplace?			
Are fire drills carried out regularly and recorded?			
Are the fire alarms and smoke detectors checked regularly?			
Are the alarms sufficient to warn employees throughout the building?			
Are there other forms of fire warning for the hearing-impaired?			
Are all employees given information, instruction and training on all aspect of the fire policy and procedure?			
Is there emergency lighting provided, is it regularly tested?			
Are all fire escape routes clearly marked, kept clear and egress to a safe area?			

First aid, accidents and illnesses

	YES	NO	ACTION / DATE / SIGN
Is there a first aid box and is it fully equipped and accessible to employees?			
Is there a trained first aider or appointed person on the premises?			
Is it clear who the first aider(s)/appointed person is / are and how they may be contacted?			
Is a clean and properly equipped first aid room available?			
Are all accidents, near misses and illnesses caused by work reported and recorded in the accident book?			

Lighting

	YES	NO	ACTION / DATE / SIGN
Is the lighting bright enough for employees to complete their work?			
Are all stairs and corridors properly lit?			
Are broken/used lights replaced promptly?			
Are all windows clean and free from obstructions?			

Toilets wash and rest facilities

	YES	NO	ACTION / DATE / SIGN
Are there enough toilets, and are they clean and in good repair?			
Are washing facilities (hot water, soap and towels) provided?			
Are sanitary disposal facilities provided in women's toilets?			
Is there a rest room; is it clean, properly lit and ventilated?			
Are there facilities for workers to eat meals?			
Are there lockers (or something similar) provided for employees?			
Is there drinkable water facilities?			

Asbestos

	YES	NO	ACTION / DATE / SIGN
Are there any areas on site where asbestos has been identified? *(if no continue to next section) If asbestos has been identified is there an asbestos management plan? (if so attach)			

Chemicals

	YES	NO	ACTION / DATE / SIGN
Are all containers on site clearly labelled with contents, hazards warnings and the precautions to be taken?			
Are there safety data sheets for all chemicals on site?			
Is there a competent person on site who is trained in the safe use of chemical and what to do in an emergency?			

Electrical safety

	YES	NO	ACTION / DATE / SIGN
Are all electrical equipment, fittings, and tools regularly checked and maintained?			
Is access to live high voltage equipment restricted to authorised people only?			