OHSE Representative	
Name of Department	
Date of Inspection	
Building/Area Inspected	

Note:

This is a legal document that should be completed correctly *in accordance with OHSACT No. 85 of 1993 (amended)*

- It should be signed by the Head of Department and forwarded to the Occupational Health, Safety, and Environment (OHSE) Committee.
- Any additional information can be attached to this form when it is submitted.
- Copies of this document, including incident reports and registers, should be kept in your Department's OHSE File for auditing.
- Observations should include unsafe conditions or unsafe acts -where a high risk is posed, corrective action should be taken immediately or timeously. (Y means unsafe condition/act, and N means -no hazards noted; N/A -Means not applicable)

A. Buildings

Item		Y/N/NA	Non-Compliance Findings	Action Required
1	Walls inside and outside of building- e.g. cracks, no loose bricks, paint peeling due to moisture	Select...		
2	Floors-slippery, integrity compromised; trip hazards	Select...		
3	Lights & fittings->30% of lights not in working order; flickering of lights; insufficient lighting	Select...		
4	Defective Handrailing's no non-slip edge on stairs; tripping hazards	Select...		
5	Emergency lighting -not working e.g. loadshedding; damaged	Select...		
6	Broken windows	Select...		
7	Damp on walls; mould	Select...		
8	Damaged doors, doors with hinges, and glass doors with no visible signage	Select...		
9	Cracked or damaged ceilings	Select...		

A. Buildings (contd.)

Item		Y/N/NA	Non-Compliance Findings	Action Required
10	Ramps that are provided for wheelchair access are not in good condition	Select...		
11	The general condition of building cleanliness is not maintained.	Select...		
12	Dripping or leaking taps	Select...		

B. Housekeeping

Item		Y/N/NA	Non-Compliance Findings	Action Required
1	General Housekeeping-no system or order; no labelling; no demarcation of safety equipment or machinery or walkways	Select...		
2	Storage, e.g. stacking >2/3 base; haphazard;	Select...		

C. Electrical Equipment

Item		Y/N/NA	Non-Compliance Findings	Action Required
1	Wall plugs/ leads-Overloading of plug points leads; naked, frayed wires;	Select...		
2	Portable electrical equip. register-not in place/not numbered, not updated and not signed	Select...		
3	Machinery guards-unguarded rotating or moving parts; broken, no emergency stops available	Select...		

D. Ladder Safety

Item		Y/N/NA	Non-Compliance Findings	Action Required
1	Ladder register- not in place/not updated, numbered, not numbered and not signed	Select...		
2	Ladders-not in good condition; missing rungs; no-no-slips; aluminium ladders used for electrical work.	Select...		

E. Chemical Substances

Item		Y/N/NA	Non-Compliance Findings	Action Required
1	Chemical register-not in place /not updated and not signed	Select...		
2	Chemicals, non- compatibility of agents; unsafe storage near foods; lack of ventilation; no drip trays; no labelling; heavy containers stored on higher shelves.	Select...		
3	Hazardous Waste storage-No separation of hazardous waste; no sealed containers; no smoking signage; no appropriate liners; not labelled accurately; no regular removal or cleaning of bins	Select...		

F. Emergency Preparedness

Item		Y/N/NA	Non-Compliance Findings	Action Required
1	Fire equip. serviced-out of service date; pressure gauge in red; not on bracket or bracket broken	Select...		
2	Emergency escape route or stairs-not properly identified and/or obstructed; no schematics ”you are here”	Select...		
3	Fire equipment -positioning not within 30m range of each other.	Select...		
4	First Aid equipment-not accessible; f/aid box not labelled; not fully stocked; not applicable to risks; no appointed first aider; expired antiseptic or wound cleaning agents	Select...		
5	Emergency evacuation flip files with emergency numbers -not visible or accessible	Select...		

G. Gas Storage

Item		Y/N/NA	Non-Compliance Findings	Action Required
1	Liquid Petroleum Gas register-not in place/not updated and not signed	Select...		
2	Storage of gases-no safe storage of gases; gas cylinders not chained; no leak tests performed; >8kg LPG stored indoors; no emergency shut off valves	Select...		

H. General Safety

Item		Y/N/NA	Non-Compliance Findings	Action Required
1	Safety Signs/Notices-No visible safety information signs	Select...		
2	Protective clothing-no or inadequate PPE	Select...		
3	General Hygiene and Sanitations- Insufficient soap/detergents in toilets; no updated cleaning checklists	Select...		

Additional comments by OHSE Representative

OHSE Representative signature		Date	

Comments by the Responsible person or Head of Department

HOD/ Responsible person signature		Date	

Comments by OHS Committee Chairperson

Chair signature		Date	