

Inspection Register: HSE Representative

HSE REP NAME: _____

DATE: _____

1.0	FACILITY	YES	NO	N/A
1.1	Are buildings and structure in order?			
1.2	Are floor demarcations to standard?			
1.3	Is colour coding to standard?			
1.4	Are all lights working and in order?			
2.0	SAFETY	YES	NO	N/A
2.1	Are aisles, workstations clean and tidy?			
2.2	Is stacking and storage neat and safe?			
2.3	Are contractors working in your area complying with SHE regulations?			
2.4	Are ladders and scaffolding safe and correctly used?			
2.5	Is all machine guarding in place?			
2.6	Are all drivers, forklift operators licensed and authorized to drive?			
2.7	Are employees in your area aware of PPE requirements for the area?			
2.8	Are employees wearing safety footwear in the designated area?			
2.9	Are employees wearing ear protection in the designated area?			
2.10	Are employees wearing eye protection in the designated area?			
2.11	Are employees wearing hand protection in the designated area?			
2.12	Are safety harnesses used by maintenance/contractors when required?			
2.13	Are demarcated areas obstructed? Where?			
3.0	HEALTH	YES	NO	N/A
3.1	Is ear protection maintained in a clean and hygienic state?			
3.2	Are employees wearing dust protection in the designated area?			
3.3	Are employees wearing fume protection in the designated area?			
3.4	Are employees wearing respiratory equipment in the designated area?			
3.5	Have all annexure II reports been completed?			
3.6	Have there been complaints of any work related health problems in your area?			
3.7	Are there any ergonomical problems that require attention?			
3.8	Are the details of the first aider displayed on the first aid box?			
3.9	Is the certification of the first aider still valid?			
4.0	ENVIRONMENTAL	YES	NO	N/A
4.1	Are the correct bins in place for the waste streams generated?			
4.2	Is Labelling, Marking and Foot printing (LMF) in place for the waste bins?			
4.3	Is waste separation being practiced?			
4.4	Is all waste removed from the workplace timeously?			
4.5	Is hazardous waste being placed in the correct bins?			
4.6	Are there any ventilation problems in your area?			
4.7	Are there any pollution problems in your area?			
4.8	Are there any leaking taps in your area?			
4.9	Is all UNUSED electrical equipment switched off, including lights?			
5.0	HAZCHEM	YES	NO	N/A
5.1	Are hazardous chemical substances stored in designated areas?			
5.2	Are min./max/ levels for hazardous chemical substances adhered to?			
5.3	Are MSDS's for these hazardous substances available at point of use?			
5.4	Are employees using the correct PPE for hazardous substances?			
6.0	OCCUPATIONAL HYGIENE	YES	NO	N/A
6.1	Are locker rooms and ablutions facilities clean and hygienic?			
6.2	Are locker rooms and ablutions facilities in good working order?			
6.3	Are towels and soap available in the ablution facilities?			
6.4	Is there adequate toilet paper available?			
6.5	Are canteen facilities clean and hygienic?			

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7.0	FIRE PREVENTION AND PROTECTION	YES	NO	N/A
7.1	Is fire equipment accessible?			
7.2	Is fire equipment in good condition?			
7.3	Has fire equipment been inspected and serviced?			
7.4	Is fire equipment in the demarcated area?			
7.5	Is there a trained fire marshal for your area?			
7.6	Have the required 2 fire drill/evacuation per annum been completed?			
8.0	SHE DOCUMENTATION	YES	NO	N/A
8.1	Is the emergency procedure displayed in your area of responsibility?			
8.2	Has a risk assessment been conducted for your area?			
8.3	Are discussions held to highlight these risks?			
8.4	Are copies of SHE designations (letters of appointment) on file?			
8.5	Are records kept of SHE committee meetings?			
8.6	Are signed copies of 5 minute SHE talks on file?			
9.0	TOOLS AND EQUIPMENT	YES	NO	N/A
9.1	Is lifting equipment on register and checked?			
9.2	Are ladders on register and checked?			
9.3	Are hand tools, portable electrical equipment on register and checked?			
9.4	Are hand tools, portable electrical equipment safe and in good condition?			

Problem No	Problem	Action	Resp.	Start Date	Due Date	Action Status

HEALTH, SAFETY AND ENVIRONMENTAL REPRESENTATIVE

Remarks:

Signature	Date