

Audit/Inspection Checklist

Code Title	Safe work environment	Code No.	OSHJ-COP-13	Rev. No.	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1	Is there a risk assessment for work equipment?	5.1: Risk Assessment	<ul style="list-style-type: none"> – Copy of RA
2	Are the work equipment properly installed and safe?	5.2,5.3 : Equipment Purchase, Equipment Installation	<ul style="list-style-type: none"> – Copy of equipment maintenance records – Copy of equipment test records upon installation – Visual check of equipment installed
3	Are the workers and supervisors trained on the safe use of the work equipment?	5.4: Use of Equipment	<ul style="list-style-type: none"> – Copy of training records – Copy of manufacturer's manual for the work equipment – Check the availability of safe use instructions on the work equipment
4	Are there machine guards/protection devices on equipment that can cause injury?	5.4.3: Work Equipment Guards	<ul style="list-style-type: none"> – Visually check dangerous machine parts for guards/protection device. – Visually check the condition of the guards/protection devices used.



			<ul style="list-style-type: none">– Check if the guard/protection device work as intended.
5	Are there records of inspection and equipment testing?	5.5.4 : Formal inspection and Testing	<ul style="list-style-type: none">– Check for copy of:– Inspection records on equipment– Testing records of equipment
6	Is the emergency plan developed, implemented and available at site?	5.6: Maintenance	<ul style="list-style-type: none">– Check for maintenance records of equipment
7	Is training provided for all employees on how to operate equipment used safely?	6: Training	<ul style="list-style-type: none">– Check for training records for employees
8	Are there emergency procedures during the use or maintenance of work equipment?	7: Emergency Preparedness and Response	<ul style="list-style-type: none">– Check for emergency response plan– Check for availability of adequate firefighting and first aid equipment– Check for First-aiders availability