

Audit/Inspection Checklist

Code Title	Safety in Warehousing	Code No.	OSHJ-GL-11	Rev. No.	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Are the risks related to the warehousing identified, assessed and periodically reviewed?	5.1, 5.8.2: Risk assessment, Storage of Hazardous Substances	<ul style="list-style-type: none"> — Copy of the RA
2.	Is the warehouse designed for the materials stored?	5.2: Design and layout	<ul style="list-style-type: none"> — Visual verification for the storage area — Scheme of the warehouse — Material safety data sheet
3.	Are the floors and traffic routes designed for safe storage of the materials?	5.2.1 : Floors and traffic routes	<ul style="list-style-type: none"> — Visual verification for the floors: — Check for holes on the floor — Slippery floors — Clearly marked isles — Steep slopes — Use of ramps when necessary — Vehicle routes wide enough for the largest vehicle to use. — No sharp bends or blind corners — Use of one-way system to avoid reverse as much as practicably possible.

4.	Are there basic welfare facilities provided for workers in the warehouse?	5.3: Welfare Facilities	<ul style="list-style-type: none"> – Visual verification for the toilets – Visual verification for restrooms – Visual verification for availability of hygienic drinking water – Visual verification for eating areas
5.	Is there a proper ventilation system in the warehouse according to the materials stored?	5.3.1: ventilation	<ul style="list-style-type: none"> – Visual verification of the ventilation system <p>Copy of the warehouse scheme</p>
6.	Are there proper lighting in the warehouse?	5.3.2: lighting	<ul style="list-style-type: none"> – Visual verification for the lighting in the warehouse
7.	Is the warehouse free from obstacles that may lead to trips and falls?	5.3.3 :slips and trips	<p>Visual inspection for:</p> <ul style="list-style-type: none"> – Movement / traffic route clear of obstructions. – Slippery slopes / floor holes
8.	Are the electrical connections and electric equipment properly installed, operated and maintained?	5.4 : electrical safety	<ul style="list-style-type: none"> – Visual inspection for the electrical system/equipment in the warehouse – Copy of the maintenance records
9.	Are the manual handling job kept to minimum, where required aids are provided?	5.5.1 : Manual handling	<ul style="list-style-type: none"> – Guideline on manual handling activities – Copy of RA/SoP

10	Are there procedures in place for operating and maintaining the mechanical moving equipment and operators are competent?	5.5.2 : Mechanical Handling	<ul style="list-style-type: none"> – Equipment operation manual – Operator training record – Maintenance record
11	Are the paths properly marked/separated for the movement of vehicles and people?	5.2, 5.6 : Design and layout, Traffic Management	<ul style="list-style-type: none"> – Visual verification for barrier – Visual inspection for traffic routes
12	Are there safety procedures for loading/unloading materials from the vehicle?	5.6.4 : Managing loading and uploading	<ul style="list-style-type: none"> – Copy of guidelines on loading and unloading heavy goods. – No vehicle loaded beyond its rated capacity. – Visual inspection of secure loads on heavy vehicles.
13	Are the working at height tasks properly assessed and necessary arrangements in place?	5.7: working at height	<ul style="list-style-type: none"> – Copy of the RA
14	Are risks related to temperature controlled facilities/rooms in the warehouse identified, assessed and control measures in place?	5.8.1: temperature controlled storage	<ul style="list-style-type: none"> – Copy of the RA – Visual verification for temperature controlled storage facilities
15	Are the employees in warehouse provided with the suitable PPE?	5.9 : personal protective equipment)	<ul style="list-style-type: none"> – Visual verification for the PPE – Copy of PPE distribution record
16	Are the employees trained in safety and health associated with their activities?	6 :training	<ul style="list-style-type: none"> – Copy of the OSH training records
17	Is there an emergency plan in the warehouse?	7:Emergency Preparedness and Response	<ul style="list-style-type: none"> – Copy of the ERP