

Audit/Inspection Checklist

Code Title	Management of hazardous substances	Code No.	OSHJ-COP-11	Rev. No.	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1	Are the works involving hazardous materials properly planned and risk assessed?	5.1, 5.2: Planning, Risk Assessment	<ul style="list-style-type: none"> – Copy of Risk assessment. – Copy of Permit to Work.
2	Is there an SDS sheet available?	5.3: Manufacturers of Hazardous Substances	<ul style="list-style-type: none"> – Copy of Safety Data Sheet (SDS)
3	Is there an import permit for hazardous supplies or materials?	5.4: Importers and Suppliers of Hazardous Substances	<ul style="list-style-type: none"> – Copy of Safety data sheet – Copy of Import permit – Copy of inventory records – Check for hazardous substances appropriately labelled.
4	Is the used transportation compatible with the loaded hazardous substance(s)?	5.5: Transportation of Hazardous Substances	<ul style="list-style-type: none"> – Check for hazardous substances appropriately labelled and packaged – Safety information visually displayed on goods on the vehicle, container or tanker. – Service/maintenance records of transportation vehicles used. – Visual check vehicle if equipped with fire extinguisher and first aid equipment.



			<ul style="list-style-type: none">– Driver training records on first aid and use of fire extinguisher.
5	Are the hazardous substances being stored safely?	5.6 : Storage of Hazardous Substances	<ul style="list-style-type: none">– Check for plan/map showing the hazardous substances storage areas locations.– Evacuation plan displayed in storage areas along with firefighting, first aid equipment and routes shown.– Safe access/egress shown in and from storage areas.– Check for Inventory records of hazardous substances stored.– Check for copy of updated SDS– Visual check for ventilation in storage area (if required).
6	Are there safe systems of work used to reduce exposure to hazardous substances?	5.7: Use of Hazardous Substances	<ul style="list-style-type: none">– Check for copy of RA.– Visual check for arrangements to prevent build-up of static electricity or sparks.– Check for provisions of detectors, alarms and tests to establish presence of flammable or toxic mixtures.– Check for availability of suitable personal protective equipment.
7	Are the hazardous substances being disposed of by a licensed and authorized third party	5.8: Disposal of hazardous substances	<ul style="list-style-type: none">– Check for documentation on licensed authority to dispose



			hazardous substances available.
8	Is there a regulation on monitoring hazardous substances exposure limits?	5.9, 5.10 : Workplace Exposure Limit, Monitoring Exposure	<ul style="list-style-type: none">– Check for exposure limits documentation or precautions taken.– Check for the use of personal monitoring equipment during work.– Medical records on respiratory issues for employees.
9	Are there records of health surveillance?	5.11: Health Surveillance	<ul style="list-style-type: none">– Copy of Risk Assessment– Copy of regulations to monitor hazardous substances exposure– Copy of health surveillance records
10	Are there records of hazardous substances management?	5.12: Documentation and Records	Check for: <ul style="list-style-type: none">– Internal inspection checklists– Procedures for hazardous substances management– Resource allocation for hazardous substance management (PPE)– Safety data sheet records maintained
11	Are there training records related to management of Hazardous substances?	5.13: Personal Protective Equipment	<ul style="list-style-type: none">– Copy of site-specific risk assessment– Visual inspection of available personal protective equipment



			as specified in the risk assessment
12	Are there training records related to management of Hazardous substances?	6 : Training and Competence	– Check for training records for employees
13	Is an emergency plan for management of Hazardous substances?	7: Emergency Preparedness and Response	– Copy of emergency plan