

## Audit/Inspection Checklist

<b>Code Title</b>	Employee welfare and wellbeing	<b>Code No.</b>	OSHJ-COP-15	<b>Rev. No.</b>	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1	Is the workplace adequately ventilated?	5.2: Heating, Ventilation and Air Conditioning (HVAC)	<ul style="list-style-type: none"> <li>— Check for Proper exhaust system</li> <li>— No suffocation or irritation to the eyes and body inside the workplace. (Inspector to feel this)</li> </ul>
2	Is the workplace proper light to allow the employees to work and move safely?	5.3: Lighting	<ul style="list-style-type: none"> <li>— Visually verify, if required use the lumen meter for getting exact value</li> </ul>
3	Is there proper housekeeping at workplace?	5.4: Housekeeping	<ul style="list-style-type: none"> <li>— Check the record of waste management</li> <li>— Check for the tidiness of the workplace</li> </ul>
4	Is the workplace has adequate space for the employees to work and move safely?	5.5: Room Dimensions	<ul style="list-style-type: none"> <li>— Visually verify, if required can verify the 11 cubic meter requirement per employee.</li> </ul>
5	Are the pedestrian and vehicle routes properly marked and segregated?	5.7: Floors and Pedestrian Routes	<ul style="list-style-type: none"> <li>— Visual verify of marked areas</li> </ul>
6	Are employees been protected from the falling object, fall from height and being hit by the vehicle?	5.8: Falls and Falling Objects)	Visually verify: <ul style="list-style-type: none"> <li>— Provision of guard rails in the elevated Ares and stairs</li> <li>— Signage's</li> </ul>

7	Are the doors and windows properly maintained; and safety device fitted where required?	5.9: Transparent or Translucent Doors, Gates or Walls and Windows	<p>Visually verify:</p> <ul style="list-style-type: none"> <li>– Emergency doors are properly marked and openable.</li> <li>– Windows are clean</li> <li>– Fire rated doors wherever applicable</li> </ul>
8	Are the suitable and sufficient number of washrooms?	5.11: Toilets and Washing Rooms	<p>Verify:</p> <ul style="list-style-type: none"> <li>– One wash room for every 8 employees</li> <li>– Separate washroom for women</li> <li>– Arrangements for determined people, if required</li> </ul>
9	Are there a provision for drinking water supply?	5.12: Drinking Water	<ul style="list-style-type: none"> <li>– Verify the drinking water station allocation in the workplace.</li> </ul>
10	Are there provision of changing room, if required?	5.13: Changing Rooms	<ul style="list-style-type: none"> <li>– Verify the availability of separate changing rooms for both men and women.</li> </ul>
11	Are there provision of rest area for the employees in the workplace?	5.14: Rest Areas	<ul style="list-style-type: none"> <li>– Verify that the provision is sufficient for the number of employees</li> </ul>
12	Are there a provision of eating area in the workplace, if required?	5.15 : Eating Area	<ul style="list-style-type: none"> <li>– Verify the provision of eating area.</li> </ul>