



MINISTRY OF COMMERCE, INDUSTRY & LABOUR
[inclusive of the Registries of Companies & Intellectual Property]

OCCUPATIONAL SAFETY AND HEALTH SECTION

CHECKLIST FOR ROUTINE INSPECTIONS

Inspection Number: Date of Inspection:

Name of Inspector:

PARTICULARS OF THE EMPLOYER

Name: zone:

Address:

Telephone: Fax:

Type of Business/Industry:

Owner/Manager/Proprietor:

Person Contacted:

1. Category/Number of Workers:

Category	Male	Female	Total
<i>Managerial</i>			
<i>Clerical</i>			
<i>Non-clerical</i>			
<i>Apprentices</i>			
<i>Temporary</i>			
<i>Part-time</i>			
<i>Piecework</i>			
<i>Other</i>			
<i>Total</i>			

2. Workers by Nationality:

Nationality	Male	Female	Total
<i>Nationals</i>			
<i>Non-citizens</i>			
<i>Total</i>			

3. Safety and Health:

3.1 Employment of Children (section 32 of the L&E Act 1972)

- Are there any workers under the age of 15 years?

Yes: No:

- If the above answer is yes, state number of workers under 15 years of age?

Male: Female:

- If the answer is yes, was there any consent from the CEO?

Yes: No:

3.2 Employment of Women (section 13 of the L&E Act)

- Are female workers employed between the hours of 12 mid-night and 6 o'clock in the following morning?

Yes: No:.....

- If the answer is yes, state the number of female workers involved and the hours of work?

Number of female workers:..... Hours of work:

- Did the employer request the CEO's approval on such matter?

Yes: No:

- Are female workers employed in manual work unsuited to their physical capacity?

Yes: No:

3.3 Safety Provisions (Section 34 of L&E Act):

- Are efficient devices or appliances provided and maintained in the workplace by which the power can properly cut off from any electrically powered transmission or other machinery in that place?

Yes: No:

- Are live electrical wiring, equipment and apparatus properly insulated for protection from electric shock?

Yes: No:

- Are machineries and equipments with dangerous parts securely fenced off or provided with efficient guards?

Yes: No:

- Are first aid equipment provided and maintained?

Yes: No:

3.4 Health Requirements (Section 36 of L & E Act)

- Is the place of employment:

Kept clean and tidy? Yes: No:

Free from any nuisance and from drain or sanitary convenience?

Yes: No:

- Are sufficient and suitable washing and sanitary facilities provided separately for male and female workers?

Yes: No:

- Is adequate supply of clean and fresh drinking water provided and maintained in the workplace?

Yes: No:

4. List all items inspected, i.e. machineries, equipments, etc, etc.

Name of machines, equipments, etc, etc,

State your findings:

Satisfactory: Unsatisfactory: Hazardous:

5. Safety Wear:

- Are Safety wear provided?

Yes: No:

- Are such safety wear sufficient and appropriate?

Yes: No:

- Please list safety wear provided?

6. Fire Hazards (Regulations 12):

Take particular note of the likelihood of any fire hazards. Were the following inspected?

- Structural features of the workplace Yes: No:

(State Findings)

▪ Satisfactory: Unsatisfactory: Hazardous:

▪ Fire protection equipment, etc. Yes: No:

7. *List your overall findings:*

8. *State action taken to rectify deficiencies stated above:*

9. *Has the employer been advised of the above deficiencies and how they could be rectified?*

Yes: No:

10. *Was the advise in?*

Writing: or Verbally:

11. *If the follow-up is required, when is such scheduled for?*

.....

12. *Were there any problems encountered during the inspection?*

Yes: No:

13. *If yes, please state:*

14. *Were there any matters of interest, disclosed or found during the inspection? If there were any, please state briefly:*

Signed:
LABOUR INSPECTOR

Date:/...../.....