**National Health and Safety Function, Workplace Health and Wellbeing Unit,**

**National HR Division**

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|  | **Safety Representative Inspection Checklist** |
| **CF:060:01** | **RE: Checklist for Safety Representative Inspections** |
| **Issue date:** | September 2020 | **Reviewed date:** | June 2023 |
| **Author(s):** | National Health and Safety Function Information and Advisory Team |
| **Legislation:** | The Safety Health and Welfare at Work Act, 2005.  |
| **Scope/ Instructions for use** | The HSE recognises the importance and value of its Safety Representatives and fully supports the appointment of Safety Representatives from all disciplines within the HSE. One of the roles of a Safety Representative is to inspect the place of work. The frequency and schedule of inspections must be agreed between the Safety Representative and their employer.Thefollowing non-exhaustive inspection checklist has been developed to assist Safety Representatives in conducting these workplace inspections, please note that you can record additional items/hazards, not already covered in this checklist, in section 6.0.On completion of the inspection,*a copy must be sent to the line manager.*If there are findings or recommendations that have not or cannot be addressed locally with management and/or staff then it may be beneficial to escalate these matters to the appropriate safety committee for discussion.  |
| **Name of Safety Representative:**  |  | **Signature:** |  |
| **Area/Location Inspected:** |  | **Date of Inspection:** |  |
| **Date of report completed:**  |  | **Report issued to:****Date:** |  |

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| **1.0 General** |
| **No.**  | **Question**  | **Yes**  | **No**  | **N/A**  | **Comments/Remedial Actions Required**  |
| 1.1 | Is the area kept clean and tidy? |  |  |  |  |
| 1.2 | Is the floor space free from obstructions?  |  |  |  |  |
| 1.3 | Is there adequate storage space? |  |  |  |  |
| 1.4 | Are floor coverings in good condition? |  |  |  |  |
| 1.5 | Are walkways/corridors kept free of trip hazards? |  |  |  |  |
| 1.6 | Are there trailing cables/leads? |  |  |  |  |
| 1.7 | Are secure handrails in place on stairways and slopes? |  |  |  |  |
| 1.8 | Are wet floor signs visible as appropriate?  |  |  |  |  |
| 1.9 | Is lighting adequate? |  |  |  |  |
| 1.10 | Is there adequate ventilation? |  |  |  |  |
| 1.11 | Are waste bins available; * specific to the type of waste being collected
* adequate in number to prevent overflowing?
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| 1.12 | Are employees comfortable with noise levels? |  |  |  |  |
| 1.13 | Is there adequate heating?  |  |  |  |  |
| 1.14 | Are chemicals stored safely? |  |  |  |  |
| 1.15 | Are Safety Data Sheets available? |  |  |  |  |
| 1.16 | Are medical gas cylinders stored safely? |  |  |  |  |
| 1.17 | Is PPE (Personal Protective Equipment) provided as per risk assessment?  |  |  |  |  |
| 1.18 | Is this PPE being worn/used as informed by the risk assessment? |  |  |  |  |
| **2.0 Equipment** |
| 2.1 | Have employees received training in the use of machinery and equipment? |  |  |  |  |
| 2.2 | Are training records maintained? |  |  |  |  |
| 2.3 | Do the wheels of trolleys and manual handling aids move freely? |  |  |  |  |
| 2.4 | Is all electrical equipment maintained and serviced in accordance with manufacturers/suppliers instructions?  |  |  |  |  |
| 2.5 | Are maintenance records available as appropriate?  |  |  |  |  |
| 2.6 | Are filing cabinets and shelving in good working order? |  |  |  |  |
| 2.7 | Have all Display Screen Equipment (DSE) users been identified? |  |  |  |  |
| 2.8 | Have all DSE users workstations had DSE risk assessments completed? |  |  |  |  |
| 2.9 | Have all DSE users completed the DSE Awareness e-learning programme on [HSeLanD.ie](https://www.hseland.ie/dash/Account/Login) ?  |  |  |  |  |
| 2.10 | Are training records maintained? |  |  |  |  |
| 2.11 | Are cleaning materials available to DSE users that share workstations? |  |  |  |  |
| **3.0 Welfare Facilities** |
| 3.1 | Are suitable and sufficient sanitary and washing facilities available?  |  |  |  |  |
| 3.2 | Is a suitable facility available for taking breaks? |  |  |  |  |
| **4.0 Emergency Procedures** |
| 4.1 | Are all escape routes and fire exit doors clear of obstructions? |  |  |  |  |
| 4.2 | Can all fire exits be opened quickly and easily? |  |  |  |  |
| 4.3 | Is the fire alarm panel checked daily? |  |  |  |  |
| 4.4 | Is there a process for reporting of faults for the emergency procedures? |  |  |  |  |
| 4.5 | Are luminaires and exit signs working, in good condition and visible? |  |  |  |  |
| 4.6 | Are all fire extinguishers in place and clearly visible? |  |  |  |  |
| 4.7  | Is a fire log book used and kept up to date for recording all training; evacuation drills; maintenance and testing?  |  |  |  |  |
| 4.8 | Are all occupants of the premises aware of their role in the fire emergency plans? |  |  |  |  |
| 4.9 | Are employees aware of the location of the ­first aid kit? |  |  |  |  |
| 4.10 | Based on risk assessment, are occupational first aid responders in place with their contact details available? |  |  |  |  |
| 4.11 | Is the first aid kit fully stocked and checked regularly? |  |  |  |  |
| 4.12 | Are employees aware of the location of emergency power cut offs e.g. for electricity and gas? |  |  |  |  |
| 4.13 | Are Emergency contact numbers clearly displayed? |  |  |  |  |
| **5.0 Management Arrangements** |
| 5.1  | Have risk assessments been completed for the location and the activities being taken? |  |  |  |  |
| 5.2 | Is a current Safety Statement available based on hazard identification and risk assessment? |  |  |  |  |
| 5.3 | Are all employees made aware of the Safety Statement and where it is to be found? |  |  |  |  |
| 5.4  | Has a training needs assessment (TNA) been completed for employees? |  |  |  |  |
| 5.5 | Have employees received the relevant training as per the TNA? |  |  |  |  |
| 5.6 | Do employees have access to relevant policies, procedures, protocols and guidelines (PPPG’s) in order to carry out their work activities safely? |  |  |  |  |
| 5.7 | Are employees aware of how to report an accident or incident in their work area? |  |  |  |  |
| **6.0 Additional Items/Hazards in your workplace:**  |
| 6.1 |  |  |  |  |  |
| 6.2 |  |  |  |  |  |
| 6.3 |  |  |  |  |  |
| 6.4 |  |  |  |  |  |
| **Additional Information:** |
| [S.I. No. 299/2007 - Safety, Health and Welfare at Work (General Application) Regulations 2007](http://www.irishstatutebook.ie/eli/2007/si/299/made/en/print) |

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| **Summary of Corrective Action(s)** |
| No.  | Action  | Time scale  | Responsible Person  | Date Completed  |
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**Support/Resources:**

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|  | **Log your health & safety request on the****HSEs Health and Safety Helpdesk or go to:****http://pndchssdweb02.healthirl.net/Health.Web****Access/ss****Alternatively, phone the National Health & Safety Helpdesk on** **1800 420 420, Monday to Friday** **10.00-12.00 and 14.00-15.30.** |