



The Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

GENERAL WORKPLACE INSPECTION CHECKLIST

Effective Date: 01/06/18	Form No: HSEform03
Version: 02	Approved By: Permanent Secretary

Area: _____

Date of Inspection: _____ Inspected by: _____

	Y/N/NA	Comments
<i>Floors/Stairs/Passageways</i>		
Floors/stairs have an even surface		
Stable non-slip floor coverings		
Walkways adequately lit		
Walkways free of obstructions		
Entry/egress points kept clear		
Handrails in good repair		
Changes of level obvious		
<i>General Lighting</i>		
Adequate illumination levels		
Good natural lighting		
Good light reflection from walls and ceiling		
Area free of direct or reflected glare		
Light fittings clean and in good repair		



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Emergency lighting in working condition		
Office Furniture/Equipment		
Tables & desks free of sharp edges		
Chairs stable and in good repair		
Filing cabinets secure and stable		
Photocopy machines in well ventilated space		
Photocopier and surrounding areas clean & free from toner dust		
Fire		
Correct type of extinguishers in place		
Extinguishers clearly marked		
Extinguishers service and maintenance up-to-date		
Adequate signs for exits		
Exit doors easily opened from the inside		
Exits clear of obstructions		
Evacuation procedures available and displayed		
Regular fire drills conducted		



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Fire alarm service and maintenance up-to-date		
Chemicals (where applicable)		
MSDS for all chemicals available		
Containers clearly labeled		
Proper storage of chemicals as stated in MSDS		
Electrical		
Electrical equipment has been regularly tested		
Plugs, sockets or switches in good condition		
Leads in good condition		
Floor clear of temporary leads		
Leads free from strain		
Use of power boards & extension cords minimized		
Storage		
Materials stored on shelves, or in filing cabinets, boxes and bins wherever possible		
Storage systems designed to minimize lifting problems (i.e. loads between mid-thigh & shoulder)		



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Floors around shelving, boxes and bins clear of obstructions		
Shelving, boxes and bins in good condition		
<i>First Aid</i>		
First aid kits clean & well stocked		
Easy access to first aid kits		
Employees aware of location of first aid kits		
First aid kits clearly labeled		
Emergency phone numbers displayed		
Names & location of appointed First Aid Officers prominently displayed		
<i>Classrooms/Teacher's work area</i>		
Is there sufficient space in the classrooms/workshops for tools or documents to be spread out within easy reach?		
Is there adequate and safe height adjustability of work surfaces?		
Are workstations and equipment set up to reduce awkward postures?		
Are the desks suitable for the tasks to be performed?		



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Are the chairs stable in access and egress?		
Are the chairs adjustable in height and backrest angle from a seated position?		
Are document holders required / provided?		

General Comments

Date received by HSE Unit: _____

Name and Signature of HSE Personnel: _____