

UNIVERSITY OF MALAYA'S HSE INSPECTION CHECKLIST

LOCATION: _____ DAY / DATE / TIME: _

	DESCRIPTION	COMPLIANCE STATUS		TATUS	ODCEDVATION	
1.0	HOUSEKEEPING	YES	NO	N/A	OBSERVATION	
	Materials properly arranged					
	Accessway - unobstructed / fall or tripping hazards					
	Unused / excessive material removed					
	Adequate waste bin provided					
	Waste / off cuts disposed accordingly					
	Working area surface kept dry					
	Floor - No broken / damaged (fall hazard)					
	No leaking or damaged ceilings					
2.0	INDOOR WORKPLACE	YES	NO	N/A	OBSERVATION	
	Lighting, ventilation and temperature are generally acceptable					
	Emergency routes are not blocked					
	No exposed, unsafe or loose connections/ wirings					
	Furniture and materials arranged in an orderly manner					
	Desks and cabinets are stable and safe to use (no sharp edges)					
	Desk and file drawers kept closed when not in use					
3.0	STAIRWAYS AND AISLES	YES	NO	N/A		
	Kept clear and unobstructed include under stairs					
	Lighting, ventilation and temperature are generally acceptable					
	Handrails & handholds in place and in good condition					
	Aisles are marked and visible					
	Emergency exit not locked (able to open easily to exit)					
4.0	EMERGENCY EQUIPMENT	YES	NO	N/A	OBSERVATION	
	Fire Control Panel System is in good condition and locked					
	Fire Extinguisher easily accessible / operational / not missing					
	Fire Hose reel in good condition / operational					
	Fire Hydrant not obstructed					
	No sign of mis-use of fire fighting equipment					
	Adequate medication provided in the first aid box					
	Emergency light and Emergency Exit Signs are available and clearly					
	visible Emergency evacuation plan and emergency numbers are displayed in strategic places					
	Emergency Shower & Eye Wash available and accessible					
5.0	BULLETIN BOARDS AND SIGNS	YES	NO	N/A	OBSERVATION	
	Materials changed frequently/ up to date					
	Signages and board does not interfere with people walking by					
	Warning signages are displayed and adequate					
7.0	ELECTRICAL SAFETY	YES	NO	N/A	OBSERVATION	
	Acceptable cable / plug type used					
	Cables arranged accordingly					
	Cables in good condition / safe for use					
	Cable connection insulated properly					
	Cable suspended in wet area					
	Signages displayed					
	Main electrical panels are closed, locked and access is kept clear					
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	DESCRIPTION	COMPLIANCE STATUS		TATUS	OBSERVATION
8.0	LADDERS	YES	NO	N/A	OBSERVALION
Footing	Footing in good operable condition				
Located	on stable / sound surface				
Clean ru	ungs / not slippery				
No brok	en / cracked rungs and side rails				
A perso	n on a ladders at a time				
Insuffici	ient length causing overreach				

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9.0	MANUAL HANDLING AND ERGONOMIC	YES	NO	N/A	OBSERVATION
	Workers practice proper posture				
	Safe lifting technique practice				
	Seats well-designed, easy to adjust, and comfortable				
	Repetitive motion work alternate with break				
	Handling aids or equipment provided and in good condition (eg: step stool, trolley)				
13.0	MATERIAL STORAGE	YES	NO	N/A	OBSERVATION
	Materials stacked accordingly on a stable base				
	Stored material not obstructing accessway				
	Pallets used in good condition				
	Gas cylinders being segregated accordingly				
	Adequate hazards label is in place				

	REPORT SUMMARY							
NO.	OBSERVATION	LOCATION	RECOMMENDATION / ACTION TO BE TAKEN	ACTION PARTY				

INSPECTED BY	:	REVIEWED BY	:
NAME :		NAME	: