

UNIVERSITY OF MALAYA'S HSE INSPECTION CHECKLIST

LOCATION : _____

DAY / DATE / TIME : _____

DESCRIPTION	COMPLIANCE STATUS			OBSERVATION
	YES	NO	N/A	
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	OBSERVATION
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				

DESCRIPTION	COMPLIANCE STATUS			OBSERVATION
	YES	NO	N/A	
8.0 LADDERS	YES	NO	N/A	OBSERVATION
Footing in good operable condition				
Located on stable / sound surface				
Clean rungs / not slippery				
No broken / cracked rungs and side rails				
A person on a ladders at a time				
Insufficient length causing overreach				

