	WSH CULTURE ASSESSMENT: **Site Inspection Checklist**

Instructions:

- Site inspection is not compulsory for WSH Culture Assessment; i.e. it is done at the discretion of the Assessor if he/she deems it necessary after the Verification Interview to uncover further evidence to substantiate the findings of the Perception Survey.

- The checklist items in this site inspection need to be performed only selectively, i.e. not all the checkboxes need to be completed.

- As a guide, the Assessor may use the following table to assess the WSH culture of the organization. The present assessment together with earlier assessments would enable a more reliable determination of the level of maturity of the WSH culture of an organization.

Attribute	Associated Section(s) in the Checklist
A1: (Management) Leadership & Commitment	N.A.
A2: Governance	1, 2, 3, 5, 6, 7, 8, 9 & 10
A3: Work Management System	1, 2, 3, 4, 5, 7 & 9
A4: Competent & Learning Organization	N.A.
A5: (Stakeholder) Ownership & Teamwork	N.A.
A6: Communication & Reporting	8 & 10

Name of Assessor:		Appointment:	
Date of Inspection:		Duration:	
Remarks:			

Site Inspected to Uncover Evidence to Substantiate or Reject Bulleted Statements	Yes	No
1. Work Areas and Housekeeping		
• Is the workplace neat and tidy with minimum obstruction?	☐	☐
• Are the doors clear of unnecessary obstructions and wide enough for the movement of personnel and equipment?	☐	☐
• Is the lighting around work and common access areas adequate?	☐	☐
• Are areas for human and vehicle traffic clearly demarcated?	☐	☐
• Are work areas well ventilated?	☐	☐
• Is the floor dry and oil free?	☐	☐
2. Workplace Safety & Security		
• Is there a security checkpoint at workplace entry?	☐	☐
• Is there a log book to monitor access to restricted areas?	☐	☐
• Are hazardous work areas contained or separated from other work areas, e.g. spray painting, welding, etc.?	☐	☐
• Are drains and manholes covered or barricaded?	☐	☐
• Are there railings installed at appropriate areas, e.g. staircase, drains, balcony?	☐	☐

Site Inspected to Uncover Evidence to Substantiate or Reject Bulleted Statements	Yes	No
3. Tools, Equipment & Machinery		
• Are machine indicator lights working, e.g. warning lights, service light, etc?	☐	☐
• Is the storage space for tools appropriate?	☐	☐
• Is the equipment serviceable, e.g. hoses of a welding torch?	☐	☐
• Are machines fitted with appropriate guards?	☐	☐
• Are emergency stop switches of machines easily accessible to the operator?	☐	☐
• Are SWPs placed at the machine and easily accessible to the operator?	☐	☐
• Is there a proper lock out tag out system?	☐	☐
4. Electrical Appliances		
• Are the power sockets and switch boxes in good condition and properly insulated?	☐	☐
• Are electrical cables in good condition?	☐	☐
5. Fire Protection		
• Are fire extinguishers installed around the workplace and maintained regularly?	☐	☐
• Are the fire extinguishers appropriate for the type of fire that is likely to occur in the workplace?	☐	☐

Site Inspected to Uncover Evidence to Substantiate or Reject Bulleted Statements	Yes	No
• Is there a designated storage space for flammable materials?	☐	☐
• Are the fire exits clearly indicated and unobstructed?	☐	☐
6. First Aid Facilities		
• Are there well stocked first aid boxes distributed around the workplace?	☐	☐
• Is there a well equipped first aid room?	☐	☐
7. Personal Protective Equipment (PPE)		
• Are PPEs specific to the tasks provided?	☐	☐
• Are the PPEs in working condition?	☐	☐
• Are appropriate PPE put on during operation?	☐	☐
• Are general PPEs (e.g. gloves, ear plugs) located at the entrance of work areas requiring their use?	☐	☐
8. Safety / Warning Signage		
• Are appropriate warning signs installed around the workplace?	☐	☐
• Is the information signage on PPE use displayed at the entrance of work areas requiring their use?	☐	☐
• Are information signage displayed prominently to direct the attention of staff to safety installations such as emergency eye wash or shower?	☐	☐

Site Inspected to Uncover Evidence to Substantiate or Reject Bulleted Statements	Yes	No
• Are emergency hotline numbers displayed around the workplace?	☐	☐
• Are emergency evacuation maps displayed prominently around the workplace?	☐	☐
9. Workplace Facilities		
• Is there a well provisioned canteen?	☐	☐
• Is there a shaded rest area for stakeholders to take a break or to take cover in adverse weather?	☐	☐
• Are there accessible water points around the site?	☐	☐
10. Safety Displays		
• Is the organizational safety policy displayed prominently?	☐	☐
• Are safety posters and banners displayed around the workplace?	☐	☐
• Are safety performance statistics displayed prominently?	☐	☐