

Monthly departmental checklist

Manufacturing

MONTHLY DEPARTMENTAL INSPECTION

Fire extinguishers and alarms are working properly without any obstruction?

☐ Yes☐ No☐ Na

Fire extinguisher report up to date?

☐ Yes☐ No☐ Na

Firefighters' pictures updated?

☐ Yes☐ No☐ Na

Is the fire register marked everyday?

☐ Yes☐ No☐ Na

Pathways for the exit gates are unobstructed and clear?

☐ Yes☐ No☐ Na

Stickers for the exit gate/running man sticker are evident and in good condition?

☐ Yes☐ No☐ Na

Signage and stickers attached to all the emergency equipment?

☐ Yes☐ No☐ Na

Exit boards are available and have lights attached?

☐ Yes☐ No☐ Na

Two members are always available as firefighters?

☐ Yes☐ No☐ Na

First aid box is available?

☐ Yes☐ No☐ Na

Signage for first aid is evident?

☐ Yes☐ No☐ Na

Two members from the first aide team are always available?

☐ Yes☐ No☐ Na

Checklist of first aid up to date?

☐ Yes☐ No☐ Na

The equipment and tools inside first aid is displayed?

☐ Yes☐ No☐ Na

The first aid box is fully equipped?

☐ Yes☐ No☐ Na

The first aid box does not include any expired medicine?

☐ Yes☐ No☐ Na

PPE kit is worn by all the employees?

☐

Yes

☐

No

☐

Na

Are all the employees aware how to wear PPE?

☐

Yes

☐

No

☐

Na

Adequate storage available for PPE kit and kits are stored properly?

☐

Yes

☐

No

☐

Na

Electric wires and cables are fitted properly and safely?

☐

Yes

☐

No

☐

Na

Switches and other electrical enclosures are covered with tight covers?

☐

Yes

☐

No

☐

Na

Flexible cords are arranged keeping in mind the chances of tripping of the cords?

☐

Yes

☐

No

☐

Na

Are extension cords used?

☐

Yes

☐

No

☐

Na

Cartons and fabrics are kept away from the plug points?

☐

Yes

☐

No

☐

Na

Electrical hazards are displayed with proper signage?

☐

Yes

☐

No

☐

Na

Rubber carpets are installed under the electrical panel?

Yes

No

Na

Cartons and fabrics are kept at least 6ft. distance?

Yes

No

Na

Cartons are arranged in a safe way?

Yes

No

Na

The ladders at the site are safe to use?

Yes

No

Na

The racks are mounted and safe to use?

Yes

No

Na

The maximum load limit is displayed on the racks?

Yes

No

Na

The mezzanine floors are demarcated with maximum load limit?

Yes

No

Na

Helmets available for the use?

Yes

No

Na

Staircases are safe to use and free from obstruction?

Yes

No

Na

Do stairs include sharp or slippery edges?

Yes

No

Na

Do all the machines in the site have sufficient guarding?

Yes

No

Na

Machine guards are in good condition and being used?

Yes

No

Na

Machine signage are in use?

Yes

No

Na

The employees using machines well trained in the particular field?

Yes

No

Na

handing-over of machines are done after proper inspection?

Yes

No

Na

Machines with stands have mounted floors?

Yes

No

Na

The hoisting and lifting machines are driven by trained employees?

Yes

No

Na

Are all the machines in the site safe to use?

Yes

No

Na

Employees are trained for fire incidents?

☐ Yes☐ No☐ Na

Employees take correct measures if fire takes place?

☐ Yes☐ No☐ Na

Employees in the site know how to operate the emergency doors?

☐ Yes☐ No☐ Na

The employees know well about the ESH committee member?

☐ Yes☐ No☐ Na

All the employees are aware of the nearest fire extinguisher and alarm points?

☐ Yes☐ No☐ Na

Firefighters and fire aid boxes are acknowledged by the employees?

☐ Yes☐ No☐ Na

The incident reporting machines and near-miss are properly used by the employees?

☐ Yes☐ No☐ Na

Safety measures regarding the environment and machine are known to the employees?

☐ Yes☐ No☐ Na

HMIS tags and labels are attached to all the chemicals?

☐ Yes☐ No☐ Na

Secondary containers for chemicals are marked with its load limit?

Yes

No

Na

Do secondary containers contain dust or chemical residue?

Yes

No

Na

MSDS available for chemical inventory?

Yes

No

Na

Chemical inventory is up to date and in good condition?

Yes

No

Na

Spill kits are equipped and instructions are evident?

Yes

No

Na

Chemical stores are installed in the safe and right place?

Yes

No

Na

Eye washers for emergency purposes present?

Yes

No

Na

NO eating, NO drinking, NO smoking boards are properly displayed?

Yes

No

Na

Safety training is given to every employee before offering a job?

☐ Yes☐ No☐ Na

One or more near-miss incidents have been reported in the department?

☐ Yes☐ No☐ Na

Minimum one safety kaizen has been reported?

☐ Yes☐ No☐ Na

Monthly audits of the department are conducted by the department manager?

☐ Yes☐ No☐ Na

Department manager joins in the weekly GEMBA walk?

☐ Yes☐ No☐ Na

Weekly work hour rules are being strictly followed?

☐ Yes☐ No☐ Na