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HSE OFFICER: (name) DATE OF INSPECTION: (enter date)

WORKPLACE / SECTION/LEVEL OF WORKPLACE INSPECTED: (enter area of inspection)

**OHS 18 (1) (b) “*identify potential hazards and potential major incidents at the workplace”***

**(g)“*inspect the workplace, including any article, substance, plant, machinery or health and safety equipment at that workplace with a view to the health and safety of employees, at such intervals as may be agreed upon with the employer: provided that the health and safety representative shall give reasonable notice to the employer, who may be present during the inspection”***

The following safety hazards were observed by me and brought to the attention of the Employer

**Note**: Items marked X require attention (***e.g., these are items you want discussed or items you find fault with)***

**GENERAL**

**OHS 14, 18 (2) (c)**

|  |  |
| --- | --- |
| 1. Permits to work? |  |
| 1. DSTI’s, HWP, PTO, Observations, Risk Assessment done, Rigging Studies etc (paperwork complete & signed off)   Planned Task Observations |  |
| 1. Daily Supervisor Checklist: |  |
| 1. Toolbox Talks? (Does everyone know what the topic is) |  |

**HOUSEKEEPING**

***CR 27 (a) to (g)***

|  |  |
| --- | --- |
| 1. Working area clear and tidy? |  |
| 1. Stacking area tidy? |  |
| 1. Access (People and plant) |  |
| 1. Quarantine area clearly marked and neat and tidy |  |
| Comments: |  |

**PERSONAL SAFETY EQUIPMENT**

**OHS 15 &GSR 2 (1) (2) & (3)**

|  |  |
| --- | --- |
| 1. Hard hats: New Hard hats received. |  |
| 1. Eye Protection: |  |
| 1. Hand Protection |  |
| 1. Safety Footwear: |  |
| 1. Ear Protection: |  |
| 1. Overalls: |  |
|  |  |

**SCAFFOLDING**

***CR 16***

|  |  |
| --- | --- |
| 1. Secured and stable: |  |
| 1. Toe Boards |  |
| 1. Platforms |  |
| 1. Check Tagging i.e. is it tagged? |  |
|  |  |

**STACKING & STORAGE**

***CR 28(c), (d) & GSR 8***

|  |  |
| --- | --- |
| 1. Neat and under control |  |
| 1. Stacking according to material sort, same sizes & types stack together. |  |
| 1. Barricading:   Material is not always properly barricaded, and signage not always replaced when damaged. |  |
| 1. Signage: |  |
| 1. Preservation e.g. sealed ends: |  |

**FALL PROTECTION**

***CR 10 (4) (a) – (d)***

|  |  |
| --- | --- |
| 1. All unprotected opening in floors, edges, stairways etc are adequately guarded, fenced or barricaded | **x** |
| 1. Is the Fall arrest equipment securely attached to a structure? | **Yes** |
| 1. Is the work performed been done so safely? | **Yes** |
| 1. Equipment in the register? | **Yes** |
| The potential for injury exists in the HR/Doc Control off due to the damaged floor. |  |

**ELECTRICAL**

***CR 24 (a)-(e) EMR 3, 10(1) (a) – (d), (3) &(4)***

|  |  |
| --- | --- |
| 1. Portable Electrical Equipment in good working condition? |  |
| 1. No personal/private Portable Electrical Equipment in use? |  |
| 1. Are the cables in good condition? |  |
| 1. Equipment in the register? |  |
| 1. Are there any joins in the cables? |  |
| 1. Are the cables protected (e.g. nothing on top of the cable, or able to damage the cable) |  |
| 1. Are the plugs in good condition? |  |
| 1. Are the electrical outlets in good condition? |  |
| 1. Are the operators practicing safe work methods?   Extension cord was confiscated from the material storage container as employees were plugging in multiple cellphones etc for charging and leaving the items unattended.  Accumulation of waste was noted in the area due to the container getting used as a communal gathering area.  Supervisors advised to ensure that their team members cease this practice to minimise the risk of an accidental fire or an employee getting injured in the material storage container. | x |

**ENVIRONMENTAL**

***ER (2, 3,5,6,9&10)(CR 27& 25)(HCS REGS 9A-15) GSR 4***

|  |  |
| --- | --- |
| 1. Is there work been performed in extreme conditions e.g. too hot or too cold? | No |
| 1. Employees aware of ideal hydration required in extreme heat? | Yes |
| 1. Is there adequate lighting in the work area? | Yes |
| 1. Is there sufficient ventilation in the work area? | Yes |
| 1. Is there a clear unobstructed space at each machine to ensure safe work? | Yes |
| 1. Are there any leaks or spills observed? | No |
| 1. Proper Disposal according to bin labels? | No |
| 1. Are site specific rules been followed – no eating on site, no water wastage etc. | Yes |
| New Painting team members do still not have drinking water canteens and were observed sharing 2 litre bottles to ensure they maintain sufficient hydration.  This creates a problem of the teams contributing to the waste accumulation and potential falling objects on site and the bottles that are used cannot be monitored, so they can get discarded on site after each shift.  Employees are not segregating waste, waste is getting mixed in the bins. |  |

**EXCAVATION**

***CR 13 (I) (i) – (ii) (l)***

|  |  |
| --- | --- |
| 1. Is there sufficient barricading of at least 1(one) meter high? | N/A |
| 1. Are there visible warning signs displayed? | N/A |

**EXPLOSIVE ACTUATED DEVICES**

***CR 21 (1) (a) – (d) (2) (a) – (g)***

|  |  |
| --- | --- |
| 1. Has the device been booked out of the register? |  |
| 1. Are the cartridges booked out of the register? |  |
| 1. Is a competent user operating the device? |  |
| 1. Is the device in a good condition? |  |

**TOOLS& EQUIPMENT**

***OHS 18 (g) CR 27 (a)***

|  |  |
| --- | --- |
| 1. Have the tools been booked out of the register? | Yes |
| 1. Do the tools have lanyards on? | Yes |
| 1. Are the tools in a good condition? | Yes |
| 1. Have the tools been modified in any way? (Only modification is the addition of Lanyards) | No |
| 1. Are the tools & equipment properly stored? | Yes |
| Tools checked on Abraham Jerrys team have lanyards on, however a team member was coached as he was not carrying the tools properly. The tools were not hooked anywhere are where bundled into his pocket.  .  Supervisors to ensure that they check the placement of tools, equipment and HCS.  Water bottles are left lying around – should a water bottle fall, it will still be considered a falling object as it has the potential to cause injury. |  |

**FIRST AID**

***GSR 3 (1) – (9)***

|  |  |
| --- | --- |
| 1. If anything is missing has it been entered into the register? | Yes |
| 1. Does everyone know who their First Aiders are? | Yes |
| Missing stock was received and has been replaced.  First aiders names faded on the boards.  Emergency signs & First aid signs are fading and need to be replaced. |  |

**MACHINERY**

***GMR (3,4,5,6&7)***

|  |  |
| --- | --- |
| 1. Are there Guards fitted on the machinery? | Yes |
| 1. Is all machinery been used in good working order? | Yes |
| 1. Are the competent persons working on the machinery? | Yes |

**LADDERS**

***GSR 13A***

|  |  |
| --- | --- |
| 1. Has the ladder been booked out of the register? | Yes |
| 1. Is there any paint, cover up marks, or conversions on the ladder? | No |
| 1. Is the ladder secured?   No employees were observed physically using **ladders at the time of the inspection.** |  |
| 1. Is the ladder tagged?   **Ladders are tagged and inspected are recorded in the register.** | Yes |

**VEHICLES**

***CR23(1) & (2)***

|  |  |
| --- | --- |
| 1. Is the vehicle in a good working order? | Yes |
| 1. Any leaks noted under the vehicle? | No |
| 1. Any visible damages to the vehicle? Old damages to vehicle, no new damages recorded. | Yes |
| 1. License disc still valid? | Yes |
| 1. Tyres in good condition | Yes |
| Employees to be advised to stick to the speed limit on and off site and to ensure that they do not spin unnecessarily to minimise the wear and tear on the tyres.  Maintaining the speed limit will minimise the need for emergency breaking. |  |

**LIFTING MACHINES & LIFTING TACKLE**

***DMR 18 )***

|  |  |
| --- | --- |
| 1. Is the machinery in good physical condition? | N/A |
| 1. Is the equipment clearly marked and numbered? | N/A |
| 1. Is the safe working load clearly indicated and visible? | N/A |
| 1. Hook and Hook swivels in good condition? | N/A |
| 1. Condition of Load Chain? | N/A |
| 1. Condition of Safety Latches? | N/A |
| 1. Condition of Levers? | N/A |

**FIRE EQUIPMENT, PRECAUTIONS**

***CR 27, ER 9***

|  |  |
| --- | --- |
| 1. Is the equipment in good physical condition? | Yes |
| 1. Is the equipment clearly marked? | Yes |
| 1. Is the pressure gauge in working condition? | Yes |
| 1. Is the equipment in the register? | Yes |
| 1. Are there any Fire hazards in the work area? (rags, waste etc.) | X |
| 1. Are Fire Extinguishers easily accessible? | Yes |
| In service Refresher training for the Fire Extinguishers recommended.  Dry grass and other waste gathered in the laydown area near the HCS store, this is a fire hazard.  Fire Extinguishers inspections/services are up to date. Last external inspection by Gwycor in the 4th month 2018. Next date of service in the 4th month of 2019.  Labelling on the fire Extinguishers is faded.  Some employees are not adhering to the smoking policy and are smoking in undesignated smoking areas.  Managers & Supervisors are to ensure that the employees under their management or on their teams stick to the designated smoking areas. |  |

**HIRA**

**OHS 9**

|  |  |
| --- | --- |
| 1. Is the DSTI available and correctly completed? | Yes |
| 1. Is there reference to the correct Issue Based Risk Assessment on the DSTI? | Yes |
| 1. Has the Issue Based Risk Assessment been communicated in the past month? NEW | Yes |
| 1. Does the Issue Based Risk Assessment address all the Risks & Hazards with the controls? | Yes |
| Risk Assessments & Safe Working Procedures were recommunicated before the PLA weekend.  New Team Leaders require in service training on the DSTI’s, they are not completing the DSTI’s very well. |  |

|  |
| --- |
| **General** |
| The risk of an escalation in the unhygienic state of the toilets and kitchen is increasing by the week.  Some employees have been observed trying to maintain the state of these facilities, but an interim solution is recommended.  The risk of transference of germs that cause disease from the one facility to the next is a real concern that must be addressed. |

**OHS REGULATION 15 Duty not to interfere with, damage or misuse things**

***WHEN COMPLETING YOUR REPORT, REMEMBER TO BE OBSERVANT AND THINK PROACTIVELY. ENSURE YOU FAMILIARISE YOURSELF WITH THE REGULATIONS AND STAY UP TO DATE WITH ANY AMENDMENTS. WE ALL HAVE A DUTY TO UPHOLD HEALTH AND SAFETY AND TO STRIVE TO IMPROVE OUR SYSTEM AND TO PREVENT INJURIES AND PRESERVE LIVES***

***WHAT WE ALLOW – WE APPROVE!!***

HEALTH AND SAFETY OFFICER: SIGNATURE: TBlignaut

(COMPANY NAME) DATE:

HEALTH AND SAFETY MANAGER: SIGNATURE: TBlignaut

(COMPANY NAME) DATE:

SITE/PROJECT MANAGER: SIGNATURE: TBlignaut

(COMPANY NAME) DATE:

HSE COMMITTEE MEMBERS SIGN OFF: DATE:

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