



BASIC SAFETY &
TRAINING SOLUTIONS

SHE REPRESENTATIVE INSPECTION
REPORT

Doc no.

BSTS-HSE-04-1.1.05

Rev:

Rev: 0

Initiate Date:

20 January 2020

SHE REPRESENTATIVE NAME: _____ SURNAME: _____

DATE OF INSPECTION:

WORKPLACE / SECTION OF WORKPLACE INSPECTED: Facility Premises

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

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)

Permits to work?	
DSTI's, HWP, Risk Assessment done, Rigging Studies etc (paperwork complete & signed off)	
Daily Supervisor Checklist	
Restricted Areas Access	
Toolbox Talks? (Does everyone know what the topic is)	
Comments:	

HOUSEKEEPING

CR 27 (a) to (g)

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

PERSONAL SAFETY EQUIPMENT

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

Hard hats	
Eye Protection	
Hand Protection	
Safety Footwear	
Ear Protection	
Overalls	
Comments:	

SCAFFOLDING

CR 16

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



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STACKING & STORAGE

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

Neat and under control	
Stacking according to material sort (same sizes & types stack together)	
Barricading	
Signage	
Preservation e.g. sealed ends	
Comment:	

FALL PROTECTION

CR 10 (4) (a) – (d) GSR(6)

All unprotected opening in floors, edges, stairways etc are adequately guarded, fenced or barricaded	
Is the Fall arrest equipment securely attached to a structure?	
Is the work performed been done so safely?	
Equipment in the register?	
Comments:	

ELECTRICAL

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

Portable Electrical Equipment in good working condition?	
No personal/private Portable Electrical Equipment in use?	
Are the cables in good condition?	
Equipment in the register?	
Are there any joins in the cables?	
Are the cables protected (e.g. nothing on top of the cable, or able to damage the cable)	
Are the plugs in good condition?	
Are the electrical outlets in good condition?	
Comments:	

ENVIRONMENTAL

ER (2, 3,5,6,9&10)(CR 27& 25)(HCA REGS) GSR 4

Is there work been performed in extreme conditions e.g. too heat or too cold?	
Is there adequate lighting in the work area?	
Is there sufficient ventilation in the work area?	
Are there any leaks or spills observed?	
Proper Disposal according to bin labels?	
Are site specific rules been followed – no eating on site, no water wastage etc.	
All decanted bottles and or containers labeled accordingly	
MSDS available for any Chemical/Oil been used?	
Is workplace hygiene up to standard, e.g. no urinating in bottles etc.	
No wildlife been harmed or plants/trees damaged?	
Comments:	

EXCAVATION

CR 13 (i) (i) – (ii) (i)

Is there sufficient barricading of at least 1(one) meter high?	
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Are there visible warning signs displayed?

Comments:

EXPLOSIVE ACTUATED DEVICES

CR 21 (1) (a) – (d) (2) (a) – (g)

Has the device been booked out of the register?

Are the cartridges booked out of the register?

Is a competent user operating the device?

Is the device in a good condition?

Comments:

TOOLS & EQUIPMENT

OHS 18 (g) CR 27 (a)

Have the tools been booked out of the register?

Do the tools have lanyards on?

Are the tools in a good condition?

Have the tools been modified in any way?

Are the tools & equipment properly stored?

Comments:

FIRST AID

GSR 3 (1) – (9)

If anything is missing has it been entered into the register?

Is there an incident number reflected for the missing content?

Does everyone know who their First Aiders are?

Comments:

MACHINERY

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

Are there Guards fitted on the machinery?

Is all machinery been used in good working order?

Are the competent persons working on the machinery?

Comments:

LADDERS

GSR 13A

Has the ladder been booked out of the register?

Is there any paint, cover up marks, or conversions on the ladder

Is the ladder secured?

Is the ladder tagged?

Comments:



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VEHICLES

CR23(1) & (2)

Is the vehicle in a good working order?	
Any leaks noted under the vehicle?	
Any visible damages to the vehicle?	
License disc still valid?	
Tyres in good condition	
Is there a complete emergency breakdown kit in the vehicle.	
Is there a serviceable Fire extinguisher in the vehicle	
Date of last vehicle service.	Provide Date:
Comments:	

LIFTING MACHINES & LIFTING TACKLE

DMR 18)

Is the machinery in good physical condition?	
Is the equipment clearly marked and numbered?	
Is the safe working load clearly indicated and visible?	
Hook and Hook swivels in good condition?	
Condition of Load Chain?	
Condition of Safety Latches?	
Condition of Levers?	
Comments:	

FIRE EQUIPMENT, PRECAUTIONS

CR 27, ER 9

Is the equipment in good physical condition?	
Is the equipment clearly marked?	
Is the pressure gauge in working condition?	
Is the equipment in the register?	
Are there any Fire hazards in the work area? (rags, waste etc.)	
Are Fire Extinguishers easily accessible?	
Comments:	

ERGONOMIC CONSIDERATIONS

ER 4 -7

Have ergonomics been addressed in the Issue Based Risk Assessment for the task?	
Is the employee following the steps recommended to mitigate the ergonomic risks present.?	
Any observations or recommendations regarding task specific ergonomic considerations.?	
Comments:	

OWN OBSERVATIONS & REMARKS



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HEALTH AND SAFETY REPRESENTATIVE:

SIGNATURE:

DATE:

SAFETY OFFICER:

SIGNATURE:

DATE:

SITE MANAGER:

SIGNATURE:

DATE:

HEALTH AND SAFETY COMMITTEE MEMBERS

NAME	SURNAME	SIGNATURE	DATE