

EHS Inspection Checklist

Asian Development Bank



SP-ADB-4.01 F3 (13 April 2018)

Area/ Office:	Date/ Time of Inspection:
Conducted by:	Date of Previous Inspection:

INSPECTION CRITERIA	STATUS (1,2,N/A)	EVIDENCES/ REMARKS
A. GENERAL WORK ENVIRONMENT AND HOUSEKEEPING IN OFFICES/ WORKSTATION		
a. Lighting adequate? No busted or blinking lights?		
b. Indoor temperature acceptable?		
c. No excessive noise?		
d. No offensive odor? No nuisance dust or fume?		
e. Are aisles and passageways kept clear?		
f. Office/ Work area clean and orderly? Are tables and cabinets clean and neat?		
g. Are walking surfaces kept dry or appropriate means taken to ensure that surface are slip-resistant?		
h. Objects stored overhead are secured?		
i. Sharp objects/ tools kept properly?		
j. Pathways and exits free from obstruction?		
k. No tripping/ slipping hazards?		
l. Waste segregation appropriately implemented?		
m. No unnecessary lights and electrical equipment left unattended/ unsecured?		
n. Is the glass in windows, doors and glass walls (which may be subject to human impact) of sufficient thickness and type for all conditions of use?		
B. BASIC EMPLOYEES' FACILITIES		
a. Is drinking water available/ accessible?		
b. Are drinking and washing facilities kept clean and sanitary? Are water outlets that are not suitable for drinking clearly identified?		
c. Are toilets kept clean and sanitary?		
d. Is locker room clean and tidy? Individual lockers clean and orderly?		
C. MEDICAL AND FIRST AID		
a. Clinic or infirmary facilities adequate/ accessible?		
b. Are there personnel who are trained in first aid?		

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c. Are first-aid kits easily accessible? With necessary supplies available, periodically inspected and replenished as needed?		
d. Is there stand-by service vehicle to transport victims to hospital in case of emergency?		
D. AISLES AND WALKWAYS		
a. Are aisles and walkways appropriately marked?		
b. Are aisles and passageways kept clear/ free from any obstruction?		
c. Are uneven surfaces provided with danger signs, when appropriate?		
d. Are wet surfaces covered with non-slip materials?		
e. Are aisles or walkways that pass near moving or operating machinery, welding operations, or similar operations arranged so personnel will not be subjected to hazards?		
f. Is adequate headroom (of at least 6.5 feet) provided for the entire length of any walkway?		
g. Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than four feet above any adjacent floor or on the ground?		
h. Are toeboards installed around the edges of a permanent floor opening (where persons may pass below the opening)?		
i. Are grates or similar covers provided over floor openings, such as floor drains?		
E. EMERGENCY PREPAREDNESS AND RESPONSE		
a. Are emergency telephone numbers posted where they can be readily used in case of emergency?		
b. Are alarm systems properly maintained and tested regularly?		
c. Emergency-escape procedures and routes been communicated to all personnel?		
d. Are there sufficient fire extinguishers in the area? Properly mounted and accessible? Conspicuously marked?		
e. Are all fire extinguishers fully charged & operable? With updated Inspection Tag?		
f. Are fire extinguishers for refill/ servicing segregated and positively tagged as such?		
F. MEANS OF EXIT		
a. Are there sufficient exits to permit prompt escape in case of emergency?		

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b. Are the directions to exits, if not immediately apparent, marked with visible signs and illuminated?		
c. Exits and exit routes free from any obstruction? Are exits unlocked when personnel are in the building?		
d. Are changes of direction or elevations readily identifiable?		
e. Are exit doors side-hinged and open towards exit? Installed with emergency lighting?		
f. Are doors, passageways or stairways that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked "NOT AN EXIT," or "TO BASEMENT," "STOREROOM," and the like?		
g. Properly oriented Evacuation Plan available/ readily accessible?		
G. MATERIALS HANDLING AND STORAGE		
a. Are materials properly labeled?		
b. Are materials properly stacked/ stored securely?		
c. Is there safe clearance for equipment through aisles and doorways?		
d. Are storage areas kept free from tripping, fire and pest hazards?		
e. Is adequate clearance allowed in aisles where materials are stacked?		
f. Is proper drainage provided? Clean and not clogged?		
g. Are tools and equipment properly stored?		
h. Storage cabinets/ shelves property maintained? Maximum load capacity of shelves/ racks positively marked?		
i. Are material-handling aids available and/ or used to lift or transfer heavy or awkward objects?		
j. Are trucks and trailers secured from movement during loading and unloading?		
H. LADDERS AND LIFTING EQUIPMENT		
a. Are ladders in good condition? Joints between steps and side rails tight? All hardware and fittings securely attached, and movable parts operating freely without binding or undue play?		
b. Are ladders regularly maintained/ inspected? With updated Inspection Tag?		

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c. Are portable metal ladders legibly marked with signs reading “CAUTION – Do Not Use Around Electrical Equipment” or equivalent wording?		
d. Are forklifts appropriately maintained/ inspected?		
e. Forklift Operator appropriately trained and authorized?		
f. Maximum speed limit defined? Defined parking area when not in use?		
g. Are forklift and other lifting equipment periodically undergoes load test?		
I. CHEMICAL SAFETY		
a. Are chemicals properly labelled and with corresponding hazard marks?		
b. Are chemicals stored/ stacked according to their compatibility? With secondary containment?		
c. MSDS readily available where chemicals are stored or being worked with?		
d. Are flammable or toxic chemicals kept in closed containers when not in use?		
e. Are there readily available spill materials? Are all spilled materials or liquids cleaned up immediately?		
f. Are means provided for quick drenching or flushing of the eyes and body in areas where caustic or corrosive liquids or materials are handled?		
g. Are respirators and other necessary PPE provided? Appropriately used and maintained? Stored in a clean location?		
h. Storage area adequately ventilated?		
J. HAZARDOUS WASTES		
a. Storage area is readily accessible? Enclosed but adequately ventilated?		
b. Floors is impermeable, resistant to chemical attack, not slippery & constructed to retain spillages		
c. Entry is restricted?		
d. Proper waste segregation in accordance to waste properties and type?		
e. Stored wastes within prescribed period?		
f. Are containers with hazardous wastes properly labeled as to the type of wastes and any of their potential hazards? Labels and symbols attached to/ hung on the side?		

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g. Filled drums stored on their sides and not stacked?		
h. Vessels, containers & tanks in good condition; w/o leaks or damage		
i. Drums in upright position on pallets and no more than 2 drums high?		
i. Are there readily available spill materials? Are all spilled wastes cleaned up immediately?		
j. Are means provided for quick drenching or flushing of the eyes and body in areas where caustic or corrosive liquids/ wastes are handled?		
k. Are respirators and other necessary PPE provided? Appropriately used and maintained? Stored in a clean location?		
K. MACHINES		
a. Are machines properly cleaned every after use?		
b. Are machines appropriately guarded to protect operator from hazards? Spinning/ Moving/ Rotating parts guarded?		
c. Defective machines promptly reported and repaired or where necessary, prevented from unintended use?		
L. HAND-HELD TOOLS		
a. Are correct tools being used for the job? Damaged/ defective tools prevented from unintended use?		
b. Are tools fitted with non-slip grips? Pointed tools kept in case?		
c. Are tools securely kept in proper places when not in use?		
d. Are hand-held electrical tools and equipment grounded or are they of the double insulated type?		
M. ELECTRICAL SAFETY		
a. Are electrical tools and equipment grounded or properly insulated?		
b. Are junction boxes closed?		
c. Are extension cords and cables secured? Properly used and maintained?		
d. Are extension cords, electrical cables, wires properly insulated? Frayed or deteriorated insulation repaired or replaced promptly?		
e. Are all cords, cable, and raceway connections intact and secure?		
f. Are power lines and circuit breakers in good condition?		

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g. Are switches, receptacles, plugs, junction boxes, and/ or connectors intact and secured?		
h. Are all unused openings (including conduits knockouts) of electrical enclosures and fittings closed with appropriate covers, plugs, or plates?		
i. Are energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?		
N. WARNING DEVICE		
a. Are there sufficient warning signs, safety instructions and barricades?		
b. Are they properly and visibly installed?		
c. Are they properly maintained?		
O. OTHERS		
a. Elevators		
b. Scaffoldings		
c. Lifting equipment (Hoists)		
d. Gondolas		

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