

INSPECTION CHECKLIST FOR A

Hazardous chemical warehouse



NAME DATE LOCATION

All the items in the "ITEMS TO BE CHECKED" column must be checked by operators before operating equipment.


Indicate whether each criterion is met (using a tick) or not (using a cross), or mark as not applicable (NA) if the item is irrelevant to your particular workplace.


GENERAL POINTS	<input checked="" type="checkbox"/>	COMMENTS
ORDER & CLEANLINESS		
WAREHOUSE CLEAN AND TIDY		
NO ITEMS / TOOLS / EQUIPMENT LYING AROUND		
WORKPLACES TIDY		
STORAGE ITEMS IN CORRECT PLACES		
WORKING SPACE SUFFICIENT		
ROOM'S LIGHTING SUFFICIENT FOR JOB		
WALKWAYS, AISLES & ACCESSES UNOBSTRUCTED		
STUMBLING POINTS ELIMINATED / MARKED OUT		
WASTE PROPERLY DISPOSED OF		
NO CLEANING RAGS LYING AROUND		
FLOOR CLEAN; NO OIL / GREASE		
INSTRUCTIONS PROVIDED, ACCESSIBLE & UP-TO-DATE		
GENERAL WORK HYGIENE		
SANITARY, CHANGING etc. ROOMS CLEAN & TIDY		
WORK CLOTHES SUITABLE & IN GOOD CONDITION		
BAN ON SMOKING OBSERVED		
NO FOOD / DRINKS IN WAREHOUSE		
FIRST AID		
ADEQUATE NUMBER OF TRAINED FIRST AIDERS		
ADEQUATE FIRST AID SUPPLIES AVAILABLE		
FIRST AID SUPPLIES UNOBSTRUCTED		


WAREHOUSE SECTIONS, SECTIONS & TRAFFIC	<input checked="" type="checkbox"/>	COMMENTS
SIGNPOSTING		
WARNING SIGNS IN PLACE AND LEGIBLE		
"NO SMOKING" SIGN CLEARLY DISPLAYED		
WAREHOUSE SECTIONS CLEARLY IDENTIFIABLE		
ACCESS RESTRICTIONS		
RESPECTIVE AREAS LOCKED		
ACCESS LIMITED TO AUTHORISED PERSONNEL		

TRAFFIC ROUTES, LOADING RAMPS & SPACES	<input checked="" type="checkbox"/>	COMMENTS
TRAFFIC ROUTES & STORAGE SPACES SIGNPOSTED		
TRAFFIC ROUTES UNOBSTRUCTED		
NO DAMAGE		
RAILINGS IN ORDER		

Continued overleaf

INSTALLATIONS, EQUIPMENT & TOOLS		COMMENTS
CONDITION OF SHELVING		
SHELVES UNDAMAGED; NO STRUCTURAL DEFECTS		
COLLISION GUARDS IN PLACE AND UNDAMAGED		
EQUIPMENT / TOOLS		
EQUIPMENT / TOOLS WORKING & IN GOOD CONDITION		
LADDERS IN GOOD CONDITION		
INDUSTRIAL TRUCKS IN GOOD CONDITION		
HOISTS / LOADING EQUIPMENT IN GOOD CONDITION		
PACKING MACHINES IN GOOD CONDITION		
VENTILATION / EXTRACTORS / HEATING / AIRCON		
VENTILATION SYSTEM WORKING & SUFFICIENT		
HEATING / AIR CONDITIONING SYSTEM WORKING		
MAINTENANCE PLANS: UP-TO-DATE & FOLLOWED		

STORED GOODS		COMMENTS
STORAGE PLAN		
ONLY APPROVED SUBSTANCES IN STORAGE		
SUBSTANCES IN CORRECT SECTOR		
JOINT STORAGE PROHIBITION OBSERVED		
PERMITTED QUANTITIES OBSERVED		
CRITICAL SUBSTANCES UNDER CONTROL		
NO FALLING OBJECT HAZARDS		
CONDITION OF CONTAINERS		
CONTAINERS CORRECTLY LABELLED, IN GOOD STATE		
NO LEAKS, SPILLS OR CORROSION		
PACKING MATERIALS UNDAMAGED		
PALLETS CORRECTLY SECURED		
SPILL KIT AVAILABLE & STOCKED		
STORAGE		
PERMITTED STACKING & STORAGE HEIGHTS OBSERVED		
PERMITTED STORAGE & FLOOR LOADS OBSERVED		
STORED GOODS SECURED		

SAFETY EQUIPMENT / INSTALLATIONS		COMMENTS
ESCAPE & EMERGENCY ROUTES / EXITS		
RESCUE / ALARM PLANS LEGIBLE & UP-TO-DATE		
ESCAPE ROUTES UNOBSTRUCTED		
FIRE PROTECTION DOORS		
FIRE PROTECTION DOORS CLOSE AUTOMATICALLY		
CHEMICAL CABINET DOORS CLOSE AUTOMATICALLY		
FIRE EXTINGUISHERS & EMERGENCY SHOWERS		
LOCATABLE AND SUFFICIENT		
EQUIPMENT IN PLACE & FREELY ACCESSIBLE		
NOT EXPIRED / OVERDUE FOR INSPECTION		
SIMPLE FUNCTION TEST		
EMERGENCY EYE BATHS / SHOWERS WORKING		
FIRE PROTECTION & SAFETY CABINET DOORS WORKING		
COLLECTING AND/OR SHUT-OFF SYSTEMS		
COLLECTING & SHUT-OFF SYSTEMS WORKING		
COLLECTING SYSTEMS DO NOT LEAK		
EMPTY (NO RESIDUE) & CLEAN		
DRAIN COVERS IN PLACE & UNDAMAGED		
ADSORBENTS & DISPOSAL CONTAINERS IN PLACE		

Continued overleaf

SAFETY INSTALLATIONS & EQUIPMENT (contd.)



COMMENTS

PERSONAL PROTECTIVE EQUIPMENT (PPE)
 CLEAN AND IN GOOD CONDITION
 CHECKED / INSPECTED REGULARLY
 STORED OUTSIDE OF AREAS THAT ARE POTENTIALLY CONTAMINATED
 READILY ACCESSIBLE & NOT EXPIRED
EMERGENCY DRILLS: CARRIED OUT;ALARMS AUDIBLE
INSPECTION TOUR: NOTHING UNUSUAL
DISPOSAL: CARRIED OUT CLEANLY & CORRECTLY
PERMITS: FILLED OUT & SIGNED BY THOSE APPOINTED



SEGREGATION OF HAZARDOUS GOODS

COMMENTS

SEGREGATION CARRIED OUT AS PER CHART

DANGEROUS GOODS & COMBUSTIBLE LIQUIDS STORAGE COMPATIBILITY CHART

Class or Subsidiary Risk													
FLAMMABLE GASES	OK TO STORE TOGETHER	OK TO STORE TOGETHER	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
NON TOXIC NON FLAMMABLE GASES	OK TO STORE TOGETHER	OK TO STORE TOGETHER	OK TO STORE TOGETHER	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
TOXIC GAS	SEGREGATE At least 3m	OK TO STORE TOGETHER	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
OXIDIZING GAS	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
FLAMMABLE LIQUIDS + COMBUSTIBLE LIQUIDS	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	OK TO STORE TOGETHER	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	ISOLATE	SEGREGATE At least 5m	SEGREGATE At least 3m
FLAMMABLE SOLID	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	OK TO STORE TOGETHER	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES
SPONTANEOUSLY COMBUSTIBLE	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 3m
DANGEROUS WHEN WET	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
OXIDIZING AGENT	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	KEEP APART	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 3m
ORGANIC PEROXIDE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	OK TO STORE TOGETHER	ISOLATE	SEGREGATE At least 3m

INSPECTOR SIGNATURE

DATE

**Never rush an inspection.
Remember: your reputation is on the line!**

**Warehouses need to be properly inspected.
Contact us at +27 (0) 12 661 6721 or visit us at
www.hretd.co.za for quality in-service training**