

Checklist

How to use the checklist

- 1** If you are not looking at your own company, you will need some general information. Ask the owner or manager any questions you have. You should learn about the main products and production methods, the number of workers (male and female), the hours of work (including lunch break, other breaks and overtime) and any important operational or labour problems.
- 2** Define the work area to be checked. In the case of a small enterprise the whole production area can be checked. In the case of a larger enterprise, particular work areas can be defined for separate checking.
- 3** Read through the checklist and spend a few minutes walking around the work area before starting to check.
- 4** Read each item carefully. Look for a way to apply the measure. If necessary, ask the owner or workers questions. If the measure has already been applied or it is not needed, mark **NO** under "Do you propose action?" If you think the measure would be worth while, mark **YES**. Use the space under **REMARKS** to put a description of your suggestion or its location.
- 5** After you have finished, look again at the items you have marked **YES**. Choose a few where the benefits seem likely to be the most important. Mark **PRIORITY** for these items.
- 6** Before finishing, make sure that for each item you have marked **NO** or **YES**, and that for some items marked **YES** you have marked **PRIORITY**.

Materials storage and handling

- 1** Clear everything out of the work area which is not in frequent use.

Do you propose action?

No Yes Priority

Remarks

- 2** Provide convenient storage racks for tools, raw materials, parts and products.

Do you propose action?

No Yes Priority

Remarks

- 3** Use specially designed pallets to hold and move raw materials, semi-finished goods and products.

Do you propose action?

No Yes Priority

Remarks

- 4** Put stores, racks, work-benches, etc., on wheels for easy handling.

Do you propose action?

No Yes Priority

Remarks

- 5** Use carts, movable racks, cranes, conveyers or other mechanical aids when moving heavy loads.

Do you propose action?

No Yes Priority

Remarks

Work-stations

6 Put switches, tools, controls and materials within easy reach of workers.

Do you propose action?

No Yes Priority

Remarks

7 Use lifts, levers, or other mechanical measures to reduce the effort required by the worker.

Do you propose action?

No Yes Priority

Remarks

8 Provide a stable work-surface at each work-station.

Do you propose action?

No Yes Priority

Remarks

9 Use jigs, clamps, vices or other fixtures to hold items while work is done.

Do you propose action?

No Yes Priority

Remarks

10 Adjust the height of equipment, controls or work-surfaces to avoid bending postures or high hand positions.

Do you propose action?

No Yes Priority

Remarks

11 Change work methods so that the workers can alternate standing and sitting while at work.

Do you propose action?

No Yes Priority

Remarks

12 Provide chairs or benches of correct height with a sturdy backrest.

Do you propose action?

No Yes Priority

Remarks

Productive machine safety

13 Attach proper guards to dangerous moving parts of machines and power transmission equipment.

Do you propose action?

No Yes Priority

Remarks

14 Use safety devices which prevent operation of machines while the worker's hands are in danger.

Do you propose action?

No Yes Priority

Remarks

15 Redesign guards which interfere with visibility, production or maintenance.

Do you propose action?

No Yes Priority

Remarks

16 Use mechanical devices or magazines for machine feeding to avoid hazards and increase production.

Do you propose action?

No Yes Priority

Remarks

17 Make sure machines are well maintained and have no broken or unstable parts.

Do you propose action?

No Yes Priority

Remarks

Control of hazardous substances

18 Substitute hazardous chemicals such as organic solvents with less hazardous substances such as caustic soda or soap.

Do you propose action?

No Yes Priority

Remarks

19 Make sure that all organic solvents, paints, glue, etc., are in covered containers.

Do you propose action?

No Yes Priority

Remarks

20 Introduce or improve local exhaust ventilation.

Do you propose action?

No Yes Priority

Remarks

21 Make sure workers exposed to dangerous substances wash their hands with soap before eating or drinking and that they wash and change clothes before going home.

Do you propose action?

No Yes Priority

Remarks

22 Provide adequate numbers and appropriate types of protective goggles, face shields, masks, earplugs, safety footwear, helmets or gloves.

Do you propose action?

No Yes Priority

Remarks

23 Instruct and train workers about proper use and maintenance of personal protective equipment and regularly monitor its use.

Do you propose action?

No Yes Priority

Remarks

Lighting

24 Add skylights and keep skylights and windows clean.

Do you propose action?

No Yes Priority

Remarks

25 Paint ceilings white and walls in light colours and keep them clean.

Do you propose action?

No Yes Priority

Remarks

26 Provide general artificial lighting adequate for the type of work done, by adding light sources, installing reflectors, or repositioning existing lights.

Do you propose action?

No Yes Priority

Remarks

27 Reduce distraction and eyestrain from glare by shielding or repositioning lamps, by using matt instead of shiny surfaces or by positioning workers so they do not face bright light from windows or other sources.

Do you propose action?

No Yes Priority

Remarks

28 Provide local lighting or adjustable lamps, especially for precision work.

Do you propose action?

No Yes Priority

Remarks

29 Clean and maintain light fixtures and replace bulbs regularly.

Do you propose action?

No Yes Priority

Remarks

Welfare facilities

30 Provide an adequate supply of cool, safe drinking water in all workplaces.

Do you propose action?

No Yes Priority

Remarks

31 Provide regularly cleaned sanitary facilities close to the work area, including soap for washing and separate toilets for women.

Do you propose action?

No Yes Priority

Remarks

32 Provide a separate, comfortable and hygienic place for meals.

Do you propose action?

No Yes Priority

Remarks

33 Provide storage for clothing, bicycles or other personal belongings.

Do you propose action?

No Yes Priority

Remarks

34 Provide first-aid equipment and train a qualified first-aidler.

Do you propose action?

No Yes Priority

Remarks

Premises

35 Improve the heat protection of the building by backing metal walls and roofs with insulating materials.

Do you propose action?

No Yes Priority

Remarks

36 Increase natural ventilation by having more roof and wall openings, windows or open doorways.

Do you propose action?

No Yes Priority

Remarks

37 Move sources of heat, noise, fumes, arc welding, etc., out of the shop or install adequate exhaust, barriers, screens or other solutions.

Do you propose action?

No Yes Priority

Remarks

38 Provide enough fire extinguishers within easy reach and be sure workers know how to use them.

Do you propose action?

No Yes Priority

Remarks

39 Provide at least two unobstructed ways out of every floor or every big room.

Do you propose action?

No Yes Priority

Remarks

40 Clear passageways and provide markings or barriers to keep them clear. Keep them clear for movement of people and materials.

Do you propose action?

No Yes Priority

Remarks

41 Eliminate frayed, irregular, entangled or octopus wiring connections.

Do you propose action?

No Yes Priority

Remarks

Work organisation

42 Eliminate tasks by using machines which can combine operations.

Do you propose action?

No Yes Priority

Remarks

43 Keep workers alert and reduce fatigue through frequent changes in tasks, opportunities to change posture, short breaks, opportunities to talk with other workers, or music.

Do you propose action?

No Yes Priority

Remarks

44 Use buffer stocks to keep work flow constant while allowing self-paced work.

Do you propose action?

No Yes Priority

Remarks

45 Use quality circles or group work to improve productivity and quality.

Do you propose action?

No Yes Priority

Remarks

46 Rearrange layout and the order of operations to improve production flow.

Do you propose action?

No Yes Priority

Remarks
