

SHERQ INSPECTION COMPLIANCE TOOL

the dpsa _____

Department:

Public Service and Administration

**NAME OF
DEPARTMENT** _____

DATE OF INSPECTION:

| <u>NO</u> | <u>ELEMENT</u> | <u>YES</u> | <u>NO</u> | <u>COMMENTS</u> |
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| 1 | OHSA ORGANISATIONAL MANAGEMENT | | | |
| 1.1 | Is there a copy of the Act posted in a prominent place? | | | |
| 1.2 | Is there an approved SHERQ Management policy? | | | |
| 1.3 | Is there a SHERQ Policy Statement displayed? | | | |
| 1.4 | Are there statutory appointments available and signed by the HOD (16.1)? | | | |
| | ✓ Section 16.2 | | | |
| | ✓ Section 17.1(health and safety representatives) | | | |
| | ✓ Section 19.1(health and safety committee) | | | |
| | ✓ GAR 9(2)(General Administration Regulation) | | | |
| | ✓ SHERQ Specialist | | | |
| | ✓ GSR3.4 First Aider | | | |
| | ✓ GSR4 Fire Fighter | | | |
| 1.5 | Did the SHERQ officials attend any accredited trainings on OHS? | | | |
| 1.6 | Are there terms of reference for the Committee? | | | |
| 1.7 | Are all symbolic signs displayed on site | | | |
| 2 | GENERAL SAFETY REGULATIONS | | | |
| 2.1 | Is there storage of flammable liquids on site? | | | |
| 2.2 | Is there work in confine spaces? | | | |
| 2.3 | Is there work at elevated platforms? | | | |

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| 2.4 | Is there PPE procedure? | | | |
| 2.5 | Is there a register to control the issuing of PPE? | | | |
| 2.6 | Is there an SOP on good stacking and storage practices? | | | |
| 2.7 | Is the work station design as per building regulation? | | | |
| 2.8 | Is there an SOP for Manual handling(specific to the environment) | | | |
| 3 | GENERAL ADMINISTRATION REGULATIONS | | | |
| 3.1 | Are all incidents recorded and reported? <ul style="list-style-type: none"> ➤ Near-miss ➤ Injuries/First aid ➤ Medical ➤ Fatalities | | | |
| 3.2. | Are investigations done by the competent person? | | | |
| 3.3 | Are lessons learned shared to employee? | | | |
| 3.4 | Are any work stoppages when there is a fatality? | | | |
| 4 | MAJOR HAZARD INSTALLATION (MHI) | | | |
| 4.1 | Is there any major hazard installation on site? | | | |
| 4.2 | Are employees aware of such MHI? | | | |
| 4.3 | Is there a permit from the DOL? | | | |
| 5 | REGULATION for HAZARDOUS BIOLOGICAL AGENTS | | | |
| 5.1 | Are there HBA being processed on site? | | | |
| 5.2 | Is training provide to people who might be exposed to HBA? | | | |
| 5.3 | Is there a risk assessment conducted? | | | |
| 5.4 | Is packaging and labelling done as per the Regulations? | | | |
| 5.6 | Is the transport labelled and have a bio hazard sign? | | | |
| 5.7 | Is there a departmental Medical Surveillance Policy? (Included in SHERQ policy). | | | |

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| 5.8 | Is pre-employment, periodic and exit Medical Surveillance done in your department? | | | |
| 5.9 | Do you have man job specification(Job description) | | | |
| 6 | ASBESTOS REGULATION | | | |
| 6.1 | Is there any asbestos material on site | | | |
| 6.2 | If yes is it managed and handled by a competent person? | | | |
| 7 | DIVING REGULATION | | | |
| 7.1 | Are there any diving activities on site? | | | |
| 7.2 | If yes is it done by competent people? | | | |
| 7.3 | Is there a proper well compiled risk assessment? | | | |
| 8 | ENVIRONMENTAL REGULATIONS FOR WORKPLACES | | | |
| 8.1 | Is there a Disaster Management plans developed | | | |
| 8.2 | Is there an Emergency / Evacuation plan in the workplace | | | |
| 8.3 | Is there an Emergency Preparedness Team appointed in your department? <ul style="list-style-type: none"> ➤ Fire fighters ➤ First Aiders ➤ Evacuation Marshall ➤ Communication leader | | | |
| 8.4 | Is there an SOP on Emergency Preparedness? | | | |
| 8.5 | Is there internal emergency preparedness drill conducted every 6 months? | | | |
| 8.6 | Is there external emergency preparedness drill conducted annually? | | | |
| 8.8 | Is there proper ventilation? | | | |
| 8.9 | Is there proper light/illumination? | | | |
| 8.10 | Is housekeeping done according to the regulations? | | | |
| 8.11 | Is there an environmental management policy (Included in SHERQ policy) | | | |
| 8.12 | Is there Waste Disposal Policy/SOP? | | | |

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| 9 | REGULATIONS FOR HAZARDOUS CHEMICAL SUBSTANCES | | | |
| 9.1 | Is there a procedure on chemical handling and transportation? | | | |
| 9.2 | Is there storage for hazardous chemicals substances? | | | |
| 9.3 | Is the Material safety Data Sheet (MSDS) displayed for all hazardous chemicals substances? | | | |
| 10 | CONSTRUCTION REGULATIONS. | | | |
| 10.1 | Is there a construction activity taking place in your workplace? | | | |
| 10.2 | Is there a safety plan on site? | | | |
| 10.3 | Is there a task specific risk assessment on site? | | | |
| 11 | NOISE- INDUCED HEARING LOSS REGULATIONS | | | |
| 11.1 | Is there any noise in the workplace? | | | |
| 11.2 | Are any noise assessment done by the competent person? | | | |
| 12 | GENERAL MACHINERY REGULATIONS | | | |
| 12.1 | Are machinery supervised by competent person? | | | |
| 12.2 | Are machinery operated by competent person? | | | |
| 12.3 | Are Machinery Safeguarded? | | | |
| 13 | ELETRICAL INSTALLATION REGULATIONS | | | |
| 13.1 | Is there a valid Certificate of Compliance on site for the building | | | |
| 13.2 | Is all Electrical Equipment inspected and maintained by a competent person | | | |
| 13.3 | Is labelling done according to the regulations? | | | |
| 13.4 | Are all electrical wires insulated and proper plugs used in your workplace? | | | |
| 14 | PRESSURE EQUIPMENT REGULATIONS | | | |
| 14.1 | Is there pressure equipment on site? | | | |
| 14.2 | Is registration, inspection and test done as per the regulations? | | | |

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| 14.4 | Are fire-fighting equipment serviced as per the requirement of the regulations | | | |
| 14.5 | Is transportation of gas cylinders done by a competent person? | | | |
| 15 | ELECTRICAL MACHINERY REGULATIONS | | | |
| 15.1 | Is there electrical machinery on site? | | | |
| 15.2 | Is it operated by the registered and competent person | | | |
| 16 | LIFT AND ESCALATOR AND PASSANGER CONVEYOR REGULATIONS | | | |
| 16.1 | Is inspection and test done according to regulation? | | | |
| 16.2 | Is maintenance done as per the regulation? | | | |
| 16.3 | Are records available on site? | | | |
| | FACILITIES REGULATIONS | | | |
| 17.1 | Sanitation | | | |
| | ✓ Are there separate female and male toilets? | | | |
| | ✓ Is there a facility for people with disabilities? | | | |
| | ✓ Are they properly cleaned? | | | |
| | ✓ Are hand drying facilities always available e.g. paper towels? | | | |
| | ✓ Is there running water? | | | |
| | ✓ Is the Soap always available? | | | |
| | ✓ Are waste and sanitary bins available? | | | |
| 17.2 | Is the yard always tidy? | | | |
| 17.3 | Are there Occupational Health facilities in the department? (e.g. Staff /Wellness clinic) | | | |
| 17.4 | Is there an occupancy certificate for the building to ensure that it complies with the facilities regulation? | | | |
| 17.5 | Is the premises accessible for persons with disabilities? | | | |
| 17.6 | Is there a demarcated parking for people with disabilities? | | | |

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| 17.7 | Are evacuation chairs provided for in case of an emergency that warrant an evacuation? | | | |
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| <i>SHERQ Official</i> | <i>Accounting Officer (16.1 Appointee)</i> |
| <i>NAME:</i> | <i>NAME:</i> |
| <i>DATE:</i> | <i>DATE:</i> |