



Government of the Republic of Trinidad and Tobago

Ministry of Education

SIMPLIFIED GENERAL WORKPLACE INSPECTION CHECKLIST

Effective Date: 01/06/18	Form No: HSEform11
Version: 01	Approved By: Permanent Secretary

Area: _____

Date of Inspection: _____ Inspected by: _____

	Y/N/NA	Comments
Floors/Stairs/Passageways		
Floors/stairs have an even surface		
Walkways adequately lit		
Walkways free of obstructions		
Entry/egress points kept clear		
Handrails in good repair		
Changes of level obvious		
General Lighting		
Adequate illumination levels		
Good natural lighting		
Light fittings clean and in good repair		



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Office Furniture/Equipment		
Tables & desks free of sharp edges		
Chairs stable and in good repair		
Filing cabinets secure and stable		
Photocopy machines in well ventilated space		
Photocopier and surrounding areas clean and clear of obstructions		
Fire		
Correct type of extinguishers in place		
Extinguishers clearly marked		
Extinguishers service and maintenance up-to-date		
Adequate signs for exits		
Exit doors easily opened from the inside		
Exits clear of obstructions		



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Electrical		
Leads in good condition		
Floor clear of temporary leads		
Leads free from strain		
Use of power boards & extension cords minimized		
Storage		
Materials stored on shelves, or in filing cabinets, boxes and bins wherever possible		
Storage systems designed to minimize lifting problems (i.e. loads between mid-thigh & shoulder)		
Floors around shelving, boxes and bins clear of obstructions		
Shelving, boxes and bins in good condition		



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General Comments

Date received by HSE Unit: _____

Name and Signature of HSE Personnel: _____