BLUERISK LKD

OHS Inspection Readiness Checklist

A practical checklist for employers. Check before the inspector arrives.

Preparing in advance helps you find shortcomings, improve workplace safety and show that health and safety is taken seriously. Tick each box as you go. Not every item applies to every business.

1. Health and safety documentation

Check each one is completed correctly, reflects your current operations and can be found when required.

- [ ] Health and safety policy is available and current
- [ ] Letter of good standing from the Compensation Fund (COIDA), if you have employees
- [ ] Hazard identification and risk assessments are in place
- [ ] Safe work procedures and method statements are available where required
- [ ] Emergency procedures are documented
- [ ] Training and competency records are available
- [ ] Health and safety appointments are in place
- [ ] Equipment inspection and maintenance records are available
- [ ] Accident and incident records are kept
- [ ] Contractor health and safety documents are on file, where applicable

2. Risk assessments

- [ ] Significant workplace hazards have been identified
- [ ] The risks have been assessed
- [ ] Suitable control measures are in place
- [ ] Employees have been told about the hazards and precautions
- [ ] Assessments were reviewed when work or conditions changed
- [ ] They reflect your actual work, not another workplace

3. Walk through the workplace

- [ ] Housekeeping: walkways and work areas are clear, and materials are stored safely
- [ ] Emergency exits are accessible
- [ ] Machinery: guards are fitted and defective items are taken out of service
- [ ] Equipment inspections and maintenance are up to date
- [ ] Electrical: installations and equipment are maintained, and damaged cables are dealt with
- [ ] Electrical distribution areas are accessible and secure
- [ ] Fire: fire-fighting arrangements are in place and equipment inspections are current
- [ ] PPE: suitable PPE is available, used correctly and replaced when damaged

4. Training and competency

- [ ] Induction records are available
- [ ] Hazard awareness and task-specific training is recorded
- [ ] Equipment operating authorisations are in place
- [ ] Working-at-height and first-aid training is recorded where required
- [ ] Attendance registers and certificates are on file
- [ ] Employees understand the hazards of their work and the precautions to follow

5. Appointments and responsibilities

- [ ] Required appointments have been made (for example health and safety representatives and first aiders)
- [ ] Appointment documents are properly completed
- [ ] People understand their responsibilities
- [ ] Training has been given where required

6. Emergency preparedness

- [ ] Emergency procedures are documented and understood
- [ ] Employees know how to raise the alarm
- [ ] Evacuation routes are accessible
- [ ] Emergency contact details are available
- [ ] First-aid arrangements suit the workplace
- [ ] Drills have been practised where necessary

7. Accident and incident records

- [ ] Incidents and near misses are recorded
- [ ] Incidents have been investigated where required
- [ ] Corrective actions are identified and followed up
- [ ] Statutory reporting requirements are met

8. Contractors

- [ ] Contractor Safety File documents have been checked
- [ ] Project-specific risk assessments are available
- [ ] Contractor training, competency and appointments are on file
- [ ] Site rules have been communicated, and hazards and controls explained

9. Close the gaps

- [ ] Outstanding problems are listed and prioritised by risk
- [ ] Each has an action, a responsible person and a target date
- [ ] Completed actions have been checked
- [ ] Documents are organised, indexed and easy to retrieve

> **Please note:** This is a general preparation checklist, not a complete statement of South African legal requirements. Your business may need additional checks depending on its activities, workplace risks and applicable legislation. It is not legal advice.

Need help with your OHS compliance?

BlueRisk LKD supports businesses and contractors with OHS compliance and Safety File compilation.

Contact us: www.bluerisklkd.co.za/contact/