

## CHECKLIST FOR THE INSPECTION OF HAZARDOUS FACTORIES(HIGH RISK)

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### GENERAL INFORMATION

- 1 Date of Inspection
- 2 Lic. Number.
- 3 Name of Factory
- 4 Address of Factory
- 5 Number of Workers employed  
Number of Male workers  
Number of female workers
- 6 Total Power installed in hp/kva/kw
- 7 Manufacturing Process
- 8 License Renewed up to
- 9 Factory building plans Approval detail
- 10 Name of Occupier with Mobile No. and Email Address
- 11 Name of Factory Manager with Mobile No. and Email Address
- 12 Name of responsible person present at the time of inspection

### SAFETY PROVISIONS

S.No.	Check Points Related to <b>Safety</b> Provisions	Status
1	Safety guard or fencing are provided to all moving parts of machineries	Yes or No
2	Striking gear and devices are provided for cutting off power in case of any emergency	Yes or No
3	Are there any hoist and lifts used, If yes then examined by competent person	Yes or No
4	Are there any Lifting machines, chains, ropes and lifting tackles available (attach list)	Available or not Available
5	If Lifting machines, chains, ropes and lifting tackles available, examined by competent person	Yes or No
6	Are there any pressure vessels used during process, If yes then examined by competent person (attach list)	Yes or No
7	Floors, stairs and passages are provided and maintained safe means of access to every place at which any person is at any time required to work	Yes or No
8	Any pits, sumps openings in floors are securely covered or fenced	Yes or No
9	Effective measures are provided to control any excess fumes, dust and gas	Yes / No
10	Fire fighting facilities provided to control fire incident in case of fire.	Yes / No
11	Qualified Safety Officers shall be appointed where 1000 workers are ordinarily employed	Appointed/Not appointed/ Not applicable
12	Safety committee shall be constituted in every factory wherein more than 50 workers are ordinarily employed	Constituted/Not constituted/ Not applicable
13	As per Indian standard, Personal Protective equipments like safety belts, helmets, safety shoes ,goggles , mask and gloves are available in sufficient quantity for workers employed therein	Available/ Not available
14	Health and Safety policy prepared in every factory wherein more than 50 workers are ordinarily employed	Provided /Not provided /Not applicable

19	Sensors with alarm system are provided for detection of leakage of chemicals	Yes / No/Not applicable
20	In case of leakage of chemicals, Proper Neutralization Arrangements provided	Provided/ not provided/Not applicable
21	Safety Precautions Board displayed at various approach location within factory premises	Yes or No
22	Safety training given to all workers	Yes or No
23	Record of Safety training given to all workers maintained	Yes or No
24	Safety relating to Manufacturing Process	Complied with/Not complied with

#### HEALTH PROVISIONS

S.No.	Check Points Related to <b>Health</b> Provisions	Status
1	Cleanliness status of work place such as Floors, stairs and passages are cleanliness	Yes or No
2	Effective arrangements are provided for the treatment of waste and effluents	Yes or No
3	Effective arrangements are provided for control of excess dust and fumes	Yes or No
4	Drinking water facilities available in factory	Yes or No
5	Latrines and urinals are provided in proportion to the no. of male and female workers employed	Yes or No
6	Latrines and urinals are connected to sewerage system	Yes or No
7	Sufficient and suitable lighting (natural or artificial or both) shall be provided in every part of factories	Yes or No

#### WELFARE PROVISIONS

1	Adequate and suitable facilities for washing provided and maintained for the use of the workers	Yes or No
2	First aid facilities available in factory	Yes or No
3	Canteen provided in every factory wherein more than 250 workers are ordinarily employed	Yes / No/Not applicable
4	Shelters, rest rooms and lunch rooms provided in every factory wherein more than 150 workers are ordinarily employed	Yes / No/Not applicable
5	Creches provided in every factory wherein more than 30 women workers are ordinarily employed	Yes / No/Not applicable
6	Welfare officer shall be appointed in every factory wherein more than 500 workers employed	Appointed/Not appointed/Not applicable
7	Ambulance room provided in every factory wherein more than 500 workers are ordinarily employed	Provided /Not provided/Not applicable

#### RECORD KEEPING PROVISIONS

	Following Records are to be produced:-	Yes or No
	1. Muster-roll	Yes or No
	2. Payment Register	Yes or No
1	3. Overtime register.	Yes or No
	4. Accident register	Yes or No
	5. Leave with wages register	Yes or No
		Yes or No
2	Single Integrated Return submitted	Yes or No