



# HEALTH, SAFETY AND ENVIRONMENT (HSE) WORKPLACE SAFETY INSPECTION CHECKLIST

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This checklist has been designed in order to achieve some consistency of content for HSE standards across the University. It consists six (6) parts, namely (A) Safety Administration, (B) Infrastructure, (C) Firefighting system, (D) Electrical system, (E) General Lighting and (F) First Aid.



Health, Safety  
and Environment  
(HSE)  
Workplace  
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It is designed to be used at KCDIO level, being completed by staff / SLOs who are familiar with the process / product / service. Once the initial inspection has been undertaken it is to be discussed with the Dean / Director / HOD / KCDIO's SHC / KCDIO's HSE Team and any remedial actions agreed before being filed in the KCDIO that it describes.



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The status of the findings shall be updated within fourteen days from report issued to relevant department. The Dean / Director / HOD / SHC / HSE Team of KCDIO will be responsible for ensuring that any agreed remedial action is completed. Findings from the inspection will be used to assist in reviewing the HSE risk assessments and the HSE risk register.



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The frequency of workplace inspection shall be conducted at least once in every three (3) months. The check list should be used to support the HSE Risk Assessment and ensure that the control measures defined in the assessment are in place and are working.

The records of inspection shall be documented and accessible.