

Work Improvement for Protection of Environment WIPE Programme

WORKPLACE CHECKLIST

HOW TO USE THE CHECKLIST

1- Define the work area to be checked. In the case of a small enterprise, the whole production area can be checked. In the case of a larger enterprise, particular work areas can be defined for separate checking.

2- Read through the checklist and spend a few minutes walking around the work area before starting to check.

3- Read each item carefully. Look for a way to apply the measure. If necessary ask some questions to the manager or workers. If the measure has been applied or it is not needed, mark **NO** under "Do you propose action?". If you think the measure is worthwhile, mark **YES**. Use the space under **REMARKS** to put a description of your suggestion or its location.

4- After you have gone through the whole items, look again at the items you have marked **YES**. Choose a few items where the benefits seem likely to be the most important. Mark **PRIORITY** for these items.

5- Before finishing, make sure that for each item you have marked **NO** or **YES**, and that for some items marked **YES** you have marked **PRIORITY**.

I- MATERIALS STORAGE AND HANDLING

1- Clear and mark transport routes.

Do you propose action?

No Yes Priority

Remarks:.....
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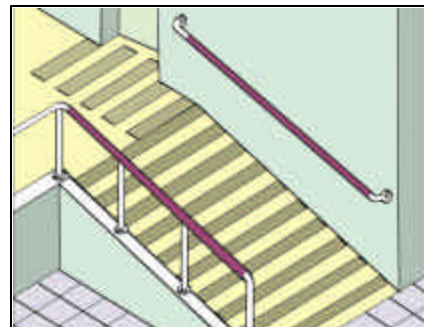


2- Provide ramps with small inclination instead of stairways within the workplace.

Do you propose action?

No Yes Priority

Remarks:.....
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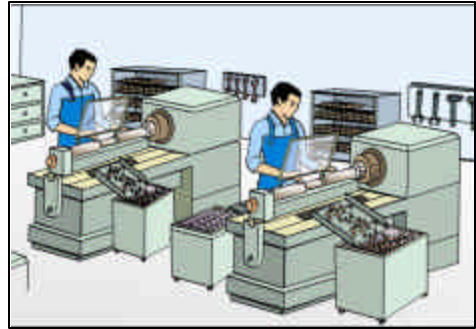


3-Avoid placing materials on the floor but on a special storage.

Do you propose action?

- No Yes Priority

Remarks:.....
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4- Save space by introducing multi-level shelves or racks near the work area.

Do you propose action?

- No Yes Priority

Remarks:.....
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5- Use mobile storage racks.

Do you propose action?

- No Yes Priority

Remarks:.....
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6- Use carts, hand-trucks or other wheeled devices or rollers when moving materials.

Do you propose action?

- No Yes Priority

Remarks:.....
.....



7- Provide good handholds, grips or holding points for all packages and containers.

Do you propose action?

- No Yes Priority

Remarks:.....
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8- Reduce manual handling of materials by using conveyers, hoists and other mechanical means of transport.

Do you propose action?

- No Yes Priority

Remarks:.....
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II- WORK STATION

9- Place frequently used materials, tools and controls within easy reach.

Do you propose action?

- No Yes Priority

Remarks:.....
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10- Provide "home" for tools.

Do you propose action?

- No Yes Priority

Remarks:.....
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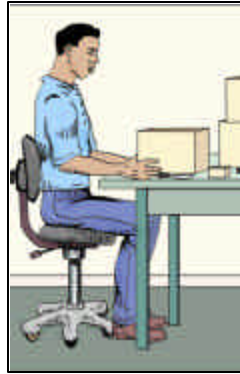
11- Adjust the working height for each worker at elbow level or slightly below it.

Do you propose action?

No Yes Priority

Remarks:.....

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12- Provide sitting workers with good adjustable chairs with a backrest.

Do you propose action?

No Yes Priority

Remarks:.....

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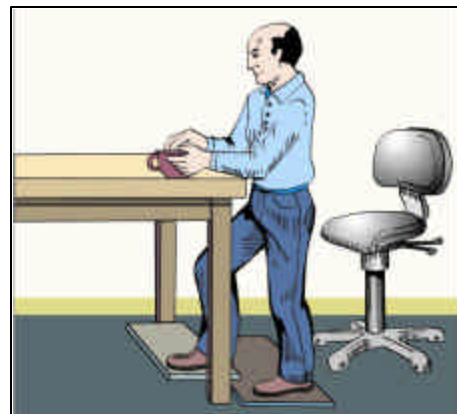
13- Allow workers to alternate standing and sitting at work as much as possible.

Do you propose action?

No Yes Priority

Remarks:.....

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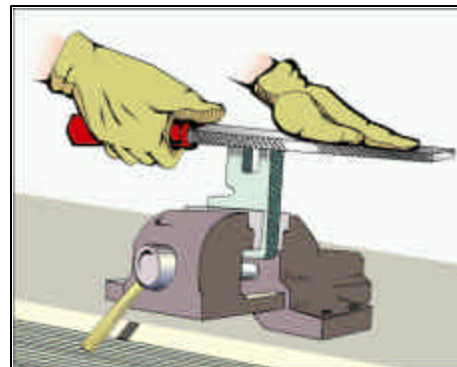
14- Use jigs, vices and clamps to hold materials.

Do you propose action?

No Yes Priority

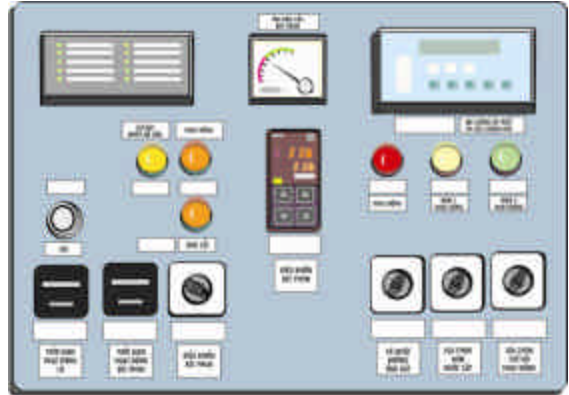
Remarks:.....

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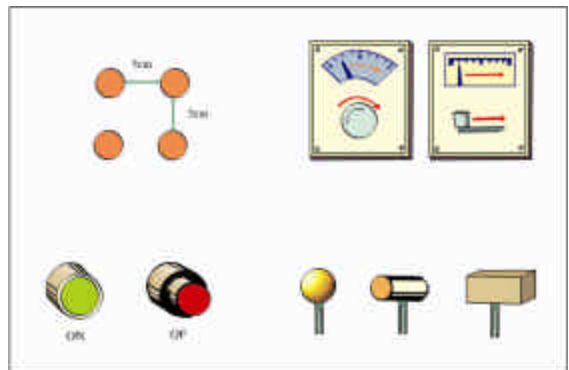
15- Use markings, colors or attach simple worded labels in the local language on displays to help workers understand what to do.

Do you propose action?
 No Yes Priority
 Remarks:.....



16- Make emergency controls and switches clearly visible.

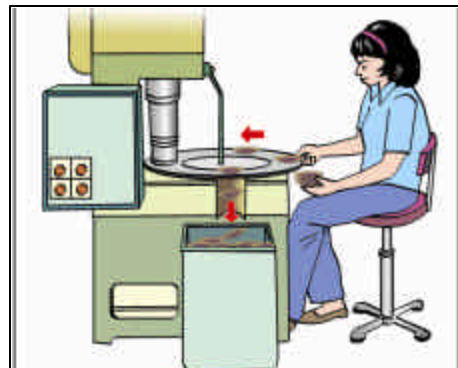
Do you propose action?
 No Yes Priority
 Remarks:.....



III- PRODUCTIVE MACHINE SAFETY

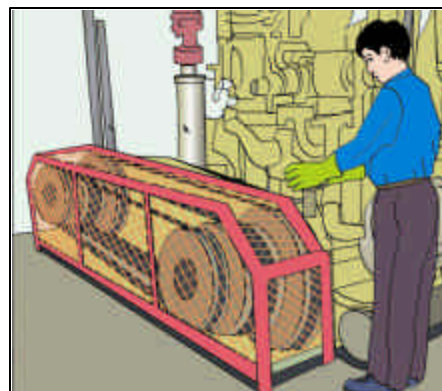
17- Use safe feeding and ejection devices to keep the hands away from dangerous parts of machinery.

Do you propose action?
 No Yes Priority
 Remarks:.....



18- Use properly fixed guards or barriers to prevent contact with moving parts of machines.

Do you propose action?
 No Yes Priority
 Remarks:.....



19- Inspect, clean and maintain machines regularly including electric wiring.

Do you propose action?

No Yes Priority

Remarks:.....

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IV. PHYSICAL ENVIRONMENT

20- Increase the use of daylight and use light colors for walls and ceilings.

Do you propose action?

No Yes Priority

Remarks:.....

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21- Relocate light sources and provide local lights for precision or inspection work.

Do you propose action?

No Yes Priority

Remarks:.....

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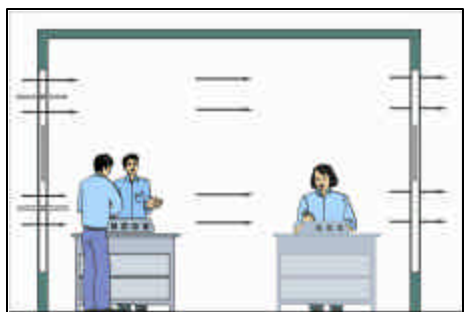
22- Increase the use of natural ventilation.

Do you propose action?

No Yes Priority

Remarks:.....

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23- Protect the workplace from excessive outside heat

Do you propose action?

No Yes Priority

Remarks:.....
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24- Move heat, noise, dust and chemical sources from general work area.

Do you propose action?

No Yes Priority

Remarks:.....
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25- Use partitions to screen heat, noise, dust and chemical sources.

Do you propose action?

No Yes Priority

Remarks:.....
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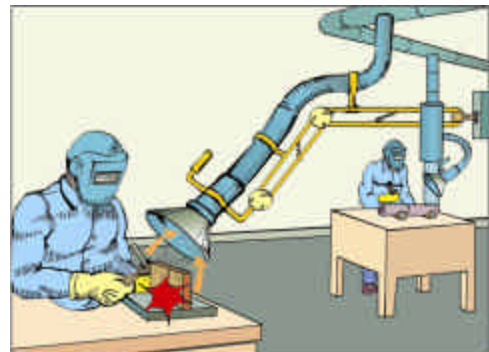


26- Use local exhaust ventilation systems against heat, dust and chemicals.

Do you propose action?

No Yes Priority

Remarks:.....
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27- Provide enough fire extinguishers near the work area and be sure that workers know how to use them.

Do you propose action?

No Yes Priority

Remarks:.....

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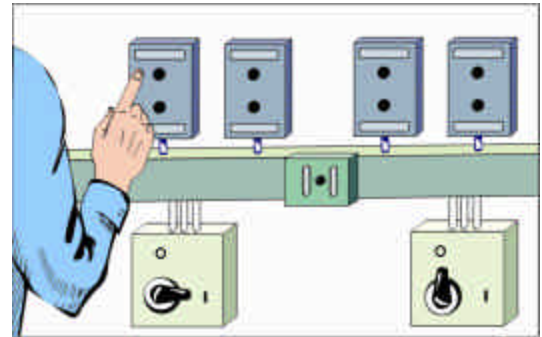
28- Ensure electrical circuits are enclosed, insulated and properly fused.

Do you propose action?

No Yes Priority

Remarks:.....

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V. ENVIRONMENT PROTECTION

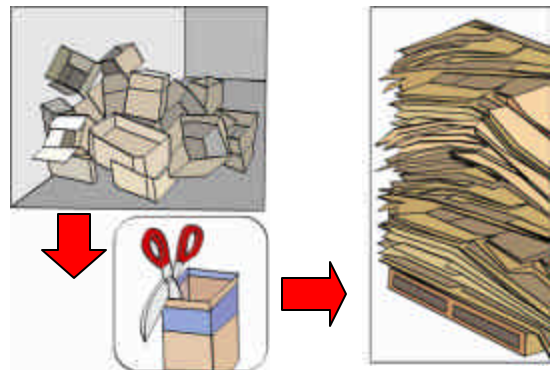
29. Select raw materials using minimal necessary packages.

Do you propose action?

No Yes Priority

Remarks:.....

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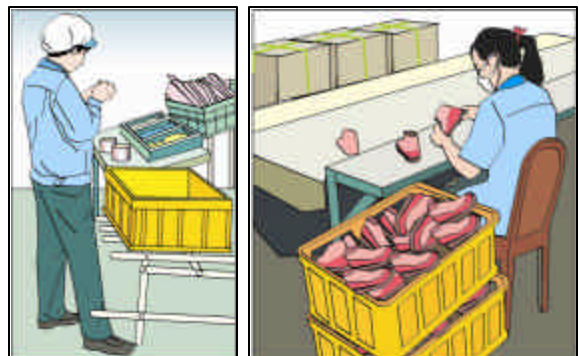
30- Substitute reusable containers for disposable containers.

Do you propose action?

No Yes Priority

Remarks:.....

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31- Place separate waste containers in the workplace for different types of waste such as metals, bottles, cans and plastics.

Do you propose action?

No Yes Priority

Remarks:.....

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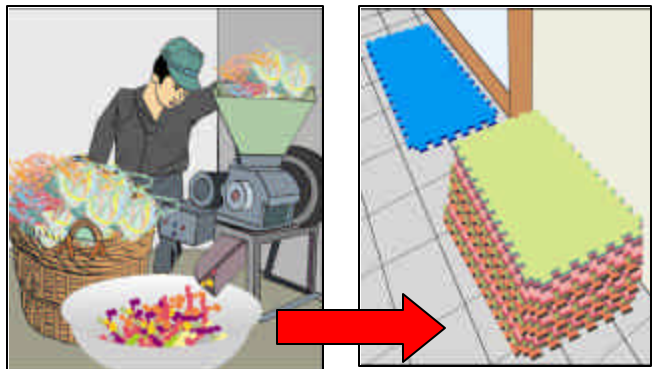
32- Develop a mechanism to recycle and reuse collected separate waste.

Do you propose action?

No Yes Priority

Remarks:.....

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33- Adopt batch washing when washing materials and minimize continuous rinsing.

Do you propose action?

No Yes Priority

Remarks:.....

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34- Provide separate switches for lights to save electricity and reduce heat.

Do you propose action?

No Yes Priority

Remarks:.....

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35- Prepare special containers having clear signs and instructions for collecting hazardous waste.

Do you propose action?
 No Yes Priority

Remarks:.....



VI. WELFARE FACILITIES

36- Provide drinking facilities, eating areas and rest rooms to ensure good performance and well being.

Do you propose action?
 No Yes Priority

Remarks:.....



37- Provide and maintain good changing, washing and sanitary facilities to ensure good hygiene and tidiness.

Do you propose action?
 No Yes Priority

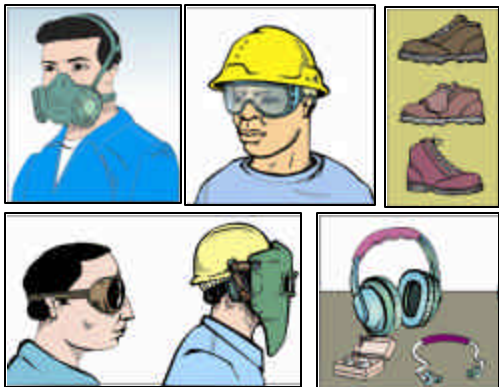
Remarks:.....



38- Provide personal protective equipment that gives adequate protection.

Do you propose action?
 No Yes Priority

Remarks:.....



39- Provide first aid equipment and train a qualified first-aider.

Do you propose action?

No Yes Priority

Remarks:.....
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40- Establish health promotion program to prevent professional diseases and provide good health services.

Do you propose action?

No Yes Priority

Remarks:.....
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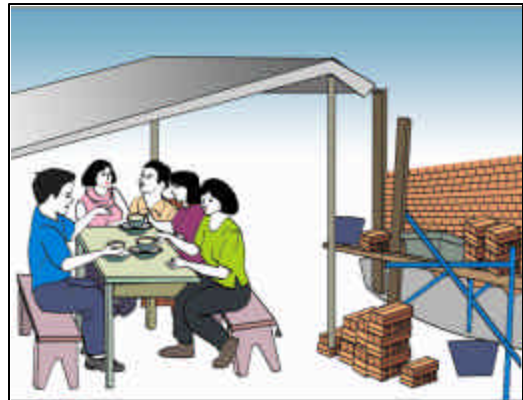
VII. WORK ORGANIZATION

41- Provide opportunities to take frequent short breaks for strenuous work requiring continuous attention.

Do you propose action?

No Yes Priority

Remarks:.....
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42- Establish an OSH policy and provide adequate safety and health training to all workers.

Do you propose action?

No Yes Priority

Remarks:.....
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