WROOT ROAD COMPOSTING SITE

HEALTH & SAFETY / GENERAL SITE INSPECTION SHEET (BUILDING AREA)

TO BE COMPLETED ON A MONTHLY BASIS

DATE

NAME POSITION

LOCATION BUILDING AREA	OK	ACTIONS
GENERAL OFFICE AREAS		
OFFICE/MESS ROOM (CLEAN & TIDY) ?		
CANTEEN AREA (CLEAN & TIDY) ?		
TOILETS (CLEAN & TIDY) ?		
WORKSHOP (CLEAN & TIDY) ?		
BINS EMPTIED ?		
BUILDING AREA (CLEAN & TIDY) ?		
PLANT & EQUIPMENT (CLEAN & TIDY)		
HOPPER		
CONVEYORS		
FLIP FLOP SCREEN		
JCB		
PPE		
FIRE EXTINGUISHER POINTS		
SIGNS		
TOOLS & EQUIPMENT PUT AWAY		
BUILDING CONDITION GENERAL		
ELECTRICAL CABLES		
DUST CONTROLS		
BUILDING FLOOR AREA CLEAN & TIDY ?		
OUTSIDE FLOOR AREA CLEAN & TIDY ?		
STORAGE BAY AREA CLEAN & TIDY ?		
PRODUCT CLEAN ?		
DIARY UPDATED		
BULK DENSITY RECORDED ?		
PRODUCT SPECIFICATION		

COMMENTS