



Choice Safety Consulting

"Your Complete Safety Solution of Choice"

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Occupational Health and Safety Inspection Services

Health and safety inspections are an essential part of occupational health and safety management systems for ensuring that the organisation's operational and working processes satisfy regulatory requirements. A health and safety inspection can discover occupational hazards, prevent incidents, injuries, illnesses and serve as the initial step in implementing corrective actions. Health and safety inspections might be formal or informal, documented or undocumented, however, the importance of health and safety inspections is that they are conducted to a predetermined standard at an acceptable frequency.

[Choice Safety Consulting](#) collaborates with its clients to assist them in managing occupational health and safety issues throughout the organisation.

[Choice Safety Consulting](#) provides workplace health and safety inspections in a methodical manner:

1. Develop an inspection policy
2. Planning and preparation
3. Gather and consider relevant information
4. Develop inspections based on the inspection survey findings.
5. Provide information, instruction and training to relevant people responsible for conducting inspections
6. Determine the inspection's objectives and priorities.
7. Select an appropriate inspection method
8. Conduct workplace inspections
9. Inform management of the inspection results.
10. Obtain management input on remedial action
11. Complete inspection checklists with input on corrective action and email them to the client to print.
12. Conduct a post-inspection examination of the workplace to evaluate if corrective action has been executed.
13. In the form of a report, provide input to management and/or the health and safety committee.

KEY CLIENT BENEFITS

[Choice Safety Consulting](#)'s occupational health and safety inspection services can:

- Evaluate technical and regulatory concerns to ensure that your workplace satisfies all regulatory requirements
- Help to mitigate the consequences of occupational health and safety engagement as enforcement action may result in prosecution and significant expenditures.
- Peace of mind knowing your workplace is not a hazard to your employees or the general public.
- Identify possible areas of concern and deal with them in an organised and effective manner to help protect your workers' health and safety.
- Contribute to environmental protection.
- Reduce the possibility of accidents.
- Increase onsite productivity.

| | | | | | |
|--|--|-------------------|---|--|---|
| CLIENT NAME The Test Company | | YOUR COMPANY LOGO | PREPARED BY: Choice Safety Consulting | DATE PREPARED 26 August 2022 | DATE PRINTED 26 August 2022 |
| CLIENT ADDRESS Unit 5 10 Street Address, Area Code, City | | | REVIEWED BY: Reviewer | DATE REVISED 26 August 2022 | REVISION NUMBER REV 1 |
| DOCUMENT NUMBER CSMS-5-INS003 | DOCUMENT CATEGORY INSPECTIONS & AUDITS | | APPROVED BY: Approver | DATE APPROVED 26 August 2022 | EFFECTIVE DATE 26 August 2022 |
| DOCUMENT NAME Air Conditioner Checklist | | | INSPECTOR INSPECTOR NAME | INSPECTOR SIGNATURE YOUR SIGNATURE | DEPARTMENT DEPARTMENT |

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| | | | | | |
|---------------|--|--|--------------------------------------|--------------------|---|
| SCORING CODES | 0 Not in Place / Not Started / No | 1 Insufficient Evidence / Started | 2 Opportunity For Improvement | 3 Compliant | DEPARTMENT MANAGER MANAGER NAME AND SURNAME |
|---------------|--|--|--------------------------------------|--------------------|---|

| INSPECTION: Air Conditioner Checklist | | | | | | | | | | | | DATE: | | | TOTAL COMPLIANCE PERCENTAGE ACHIEVED: 50.00 % | | |
|---------------------------------------|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|---|---|--|-------|
| NO | QUESTION | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | REMARKS | | | % |
| 1 | Is the air conditioner thermostat functioning? | | | | | | | | | | | | | The air conditioner thermostat must function in order to set adequate working temperatures in the work area. | | | 50.00 |
| 2 | Is the air conditioner joints in the cable properly scattered and crimped? | | | | | | | | | | | | | The air conditioner joints in the electrical cable must be properly scattered and crimped to ensure electrical conformance. | | | 50.00 |
| 3 | Is the air conditioner unit free of wiring damages? | | | | | | | | | | | | | The air conditioner must be free from wiring damages and should be repaired when defective. | | | 50.00 |
| 4 | Is the air conditioner unit functional? | | | | | | | | | | | | | The air conditioner must be functional to ensure adequate mechanical ventilation. | | | 50.00 |
| 5 | Does the air conditioner have all covers and guards in place and not broken or damaged? | | | | | | | | | | | | | The air conditioner covers and guards should not be missing or broken and requires repairs or replacement when defective. | | | 50.00 |
| 6 | Does the air conditioner have all bolts and screws etc. in place? | | | | | | | | | | | | | The air conditioner missing bolts and or screws must be fitted when missing. | | | 50.00 |
| 7 | Is the air conditioner free of gas leaks? | | | | | | | | | | | | | The air conditioner gas leaks must be repaired immediately. | | | 50.00 |
| 8 | Is the air conditioner filter clean? | | | | | | | | | | | | | The air conditioner filter must be cleaned at least every 2 weeks. | | | 50.00 |
| 9 | Is an annual service conducted for the air conditioner unit? | | | | | | | | | | | | | The air conditioner must have records in place to indicate that an annual service is conducted thereof. | | | 50.00 |
| 10 | Does the air conditioner have any visible leaks? | | | | | | | | | | | | | The air conditioner must be free from any visible leaks. | | | 50.00 |
| 11 | Does the air conditioner have a unique identity number in place? | | | | | | | | | | | | | The air conditioner must have a unique identity number in place for identification purposes. | | | 50.00 |
| 12 | Is the air conditioner units recorded on an asset register? | | | | | | | | | | | | | The air conditioner units must be recorded on an asset register for asset tracking and maintenance purposes. | | | 50.00 |
| 13 | Is an electrical compliance certificate available to certify the electrical installation of the air conditioner? | | | | | | | | | | | | | The air conditioner must have an electrical compliance certificate in place that is issued by a certified electrical contractor to certify that the installation conforms to the required standard. | | | 50.00 |

[Choice Safety Consulting](#)'s occupational health and safety inspection services aid in the reduction of occupational health and safety risks in any workplace in any industry.

[Contact us](#) for further information.