

# Safety Maturity Assessment Checklist

Company/site: \_\_\_\_\_

Date: \_\_\_\_\_

Audit leader: \_\_\_\_\_

## Section 1 - Safety first impression:

Y/N or Score

1. Appropriate safety protective equipment is provided to visitors <i>Check the PPEs provided by the facility at entrance</i>	
2. Appropriate site information and safety rules are provided to visitors <i>Check the visitor's tag provided at entrance</i>	
3. Smoking is strictly prohibited except in the specified areas <i>Check visually, and check the designated smoking areas</i>	
4. The use of mobile phones is strictly prohibited on the shop floor <i>Visual check</i>	
5. Work areas are generally safe and free from hazards and other obstructions <i>Visual check walkways, exit routs, etc.</i>	
6. Safety rules are being enforced visually throughout the whole facility <i>Check for visual safety rules on walls, boards, etc.</i>	
7. Employees are using PPEs correctly and at all time <i>Check visually hearing protection and safety footwear</i>	
8. PPEs are being used as per the requirement <i>Check visually where necessary the use of helmets, face shields, goggles, safety glasses, masks and respirators, safety gloves, safety harnesses)</i>	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Section 2 – Fire and emergency:

9. The general condition of fire extinguishers is satisfactory <i>Check cleanliness, labeling, visibility, safety seal</i>	
10. Fire extinguishers are tagged with the last date of inspection <i>No more than 12 months - check 2 in 2 different work areas</i>	
11. The firefighting equipment cabinet is in good condition <i>Visual check of the general condition</i>	
12. The firefighting equipment cabinet has a checklist of its content <i>Check the checklist</i>	
13. The fire protection system is tested periodically <i>Any evidence of the test for the detection, alarm, sprinkler, pump and hose subsystems</i>	
14. Emergency drills are conducted on a regular basis and for all shifts <i>Check records and schedule</i>	
15. Evacuation procedures and routs are posted at appropriate places	

# Safety Maturity Assessment Checklist

<i>Any evidence from 2 work areas</i>	
16. Emergency lighting is in good condition <i>Check emergency lighting in 2 different work areas</i>	
17. Exit doors are operating properly <i>Check 2 exit doors if locked</i>	
18. Emergency services numbers are posted at appropriate places <i>Check emergency service numbers at entrance &amp; workshop</i>	
19. At least one member in every work area is trained on fire fighting <i>Check training records from 2 different work areas</i>	

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Section 3 – First Aid and Accident Reporting:

20. First aid stations are in good condition <i>Visual check of the general condition</i>	
21. First aid stations are accessible during all work shifts <i>Check the accessibility of 2 first aid stations</i>	
22. First aid stations are regularly inspected for content <i>Check the inspection records</i>	
23. Items in first aid stations are within use-by dates <i>Check the dates of items in 2 different first aid stations</i>	
24. Items in each first aid station are of sufficient quantities <i>Check the quantities for bandages, blankets, antiseptic wipes, adhesive tapes, gauze rolls, gauze pads, instant cold packs, scissors, tweezers, first aid manual</i>	
25. Items in each first aid station are adequately stocked <i>Visual check the general organization of items</i>	
26. At least one first aider is present at all times during working hours for every 50 workers <i>Check training records from 2 different work areas</i>	
27. Specific procedures are in place in the event of accidents, incidents and near misses <i>Any evidence from 2 work areas</i>	
28. Accident and serious incident investigations are conducted to determine causes and avoid recurrence <i>Check an example of investigation report</i>	
29. Investigation results of accidents and serious incidents are communicated to all teams <i>Visual check, minutes, emails, ...</i>	

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Safety Maturity Assessment Checklist

## Section 4 – Safety Systems:

30. Safety measures are in place (e.g. recordable cases, near miss cases, lost work days) <i>Check performance reports and reporting time and date</i>	
31. A workplace inspection system is in place to report unsafe conditions <i>Any evidence for unsafe conditions recorded</i>	
32. A safety observation and communication system is in place to report unsafe acts <i>Any evidence for unsafe acts recorded</i>	
33. Hazard identification and risk assessments are performed reactively and proactively <i>Check the risk registry - focus on highly unsafe areas</i>	
34. Safety training programs are included in the master training plan <i>Check master training plan</i>	
35. Safety training programs are conducted as planned <i>Check training reports</i>	
36. Safety training programs are delivered by qualified personnel <i>Check trainers profiles</i>	
37. Skills matrices are utilized to manage and track safety skills of all work teams <i>Check the skills matrices</i>	
38. The EHS representative is authorized to instruct the workers to follow safety rules <i>Check job description for EHS representative</i>	

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Section 5 – Chemical:

39. A master list of all chemicals, solvents and lubricants is in place <i>Check the master list</i>	
40. Material Safety Data Sheets (MSDS) are available where materials are being used <i>Check the availability in 2 places</i>	
41. Material Safety Data Sheets (MSDS) are up to date <i>Check if the MSDS are up to date</i>	
42. Appropriate safety containers are being used for chemical and solvent handling <i>Visual check containers in 2 different areas</i>	
43. All containers are clearly labeled with the appropriate content (including trial materials) <i>Visual check labels on containers in 2 different areas</i>	
44. Man showers and eye baths are in place in chemical and solvent areas <i>Visual check in chemicals and solvent areas</i>	
45. The emergency spill kit content are clearly identified and of sufficient quantities <i>Check the content</i>	
46. The emergency spill kit content are regularly checked <i>Check the inspection records</i>	
47. Combustible materials are stored away from electrical equipment and ignition sources <i>Visual check near electrical equipment and ignition sources</i>	

**Comments:** \_\_\_\_\_

# Safety Maturity Assessment Checklist

**Section 6 – Electro-mechanical:**

48. Every electrical device is switched-off if not in use <i>Visual check</i>	
49. All electrical cabinets are locked when not being worked on <i>Visual check in 2 different areas</i>	
50. Using improper or unauthorized electrical appliances is prohibited in the facility <i>Check the corresponding directive or rule</i>	
51. Electrical plugs and wires are in good conditions <i>Visual check in 2 different areas</i>	
52. Electrical plugs and wires are inspected for possible damage regularly <i>Check the inspection records</i>	
53. Power sources are disconnected before servicing any machinery that is in motion <i>Visual check - servicing includes repairing, lubricating or cleaning</i>	
54. Equipment guards are in place <i>Visual check</i>	
55. Equipment guards must prevent all access to moving parts <i>Visual check</i>	
56. Equipment guards are secured by a method requiring a tool to remove it <i>Visual check</i>	
57. The facility uses an effective LOTO system during service or maintenance activities <i>Any evidence from any work areas</i>	

**Comments:**

**Section 7 – Environmental:**

58. Waste is segregated or recycled where possible <i>Is there a waste segregation procedure/bins in place?</i>	
59. Waste containers are kept closed and secured except when waste is added or removed <i>Check the corresponding policy or rule</i>	
60. Efforts are being made to reduce wastage (a waste management plan is in place) <i>Check the plan</i>	
61. Efforts are being made to reduce energy <i>Check the plan</i>	
62. Efforts are being made to reduce water consumption <i>Check the plan</i>	
63. Air emission controls are in place <i>Check the records</i>	

# Safety Maturity Assessment Checklist

64. Water effluent controls are in place <i>Check the records</i>	
65. Air quality inside the facility is measured and monitored regularly <i>Check the records</i>	
66. Noise level is measured and monitored regularly <i>Check the records</i>	

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section 8 – More Standards:**

67. Ladders are in good condition and used properly <i>Visual check</i>	
68. Ladders are inspected regularly <i>Check the inspection records</i>	
69. Ladders are secured (via a locked chain) <i>Visual check</i>	
70. Ladders are only used by authorized and trained personnel <i>See the list of authorized personnel</i>	
71. Permit to work is applied for all work at height <i>Any evidence of the work permits</i>	
72. Permit to work is applied for all work within confined spaces <i>Any evidence of the work permits</i>	
73. Safety alerts and route signs are in place when working on fragile roofs <i>Visual check</i>	
74. Safety walkways for pedestrians are identified <i>Visual check</i>	
75. Handrails are in place at slippery floors or at heights <i>Visual check</i>	
76. Signage, hazard warnings and safety instructions are in place at the point of need <i>Visual check</i>	
77. Visual management maps are used to monitored the areas of highly unsafe cases & high risks <i>Any evidence of the visual management maps</i>	
78. Cranes and forklifts are only operated by authorized and licensed drivers <i>See the list of authorized personnel</i>	

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_