



Republic of the Philippines
Department of Environment and Natural Resources

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FOR/TO : **ALL CONCERNED OFFICIALS AND EMPLOYEES**
DENR Central Office

FEB 08 2021

FROM : **THE DIRECTOR**
Administrative Service

SUBJECT : **REGULAR INSPECTION OF INFRASTRUCTURES**

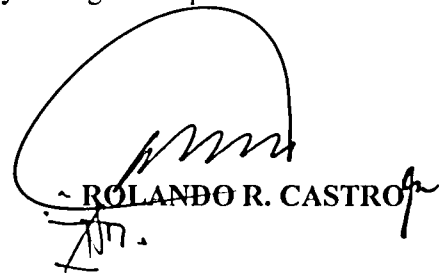
DATE :

To ensure that offices and facilities, including but not limited to electrical, air-conditioning, plumbing, and finishes, are safe, ergonomic, and efficient, the General Services Division – Building and Grounds Management Section (GSD-BGMS) shall conduct their regular inspections.

These inspections shall be conducted during office hours and may require to move goods and equipment or vacate spaces for proper and uncomplicated inspections.

Attached is a checklist that GSD-BGMS shall employ during the inspections.

For your information and cooperation.


ROLANDO R. CASTRO

MEMO NO. 2021 - 104



DENR WORKPLACE INSPECTION CHECKLIST

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Area Inspected: _____ Date: _____

Inspected by: _____ Noted by: _____

Inspection Category: (Please select as applicable)

<input checked="" type="checkbox"/> Floors, Walkways, Aisles	<input checked="" type="checkbox"/> Fire Protection	<input checked="" type="checkbox"/> Storage
<input checked="" type="checkbox"/> Electrical	<input checked="" type="checkbox"/> General Emergency Preparedness	<input type="checkbox"/> Noise and Air
<input checked="" type="checkbox"/> Equipment Safety	<input checked="" type="checkbox"/> Office Workstations	<input checked="" type="checkbox"/> Signs and Postings
<input checked="" type="checkbox"/> Hazardous Material	<input checked="" type="checkbox"/> Stairs and Ladders	<input type="checkbox"/> Personnel Protective Equipment

Floors, Walkways, Aisles	Satisfactory?		Comments:
	Yes	No	
Floors are kept dry and are slip resistant			
Floor holes and openings properly covered			
Walkways are kept free from tripping hazards			
Safeguards are available for slippery walkways			
Permanent aisles and passageways with markings			
Aisles and walkways wide enough for person to move			
Aisles and walkways are kept free from obstructions			
Warning signs are available when floors are wet			
Additional Comments: (If you believe additional items should be checked, please feel free to suggest)			

Electrical	Satisfactory?		Comments:
	Yes	No	
Electrical powered machinery properly grounded			
Cords and plugs free from damage or deterioration			
Electric wires properly secured			
Safe clearance (3ft.) in front of electrical panels/breakers			
Warning signs installed on high voltage enclosures			
Circuit breaker panels free from combustible materials			
Switches and breaker panels properly labeled			
Cover plates in place on junction boxes			
No extension cords used in place of fixed wiring			
No open slots in circuit breaker panels			
Additional Comments: (If you believe additional items should be checked, please feel free to suggest)			

Equipment Safety	Satisfactory?		Comments:
	Yes	No	

2. Regular maintenance of machine and equipment			
3. All mechanical equipment (elevator, generator, etc.) are inspected prior to use			
1. Modifications and additions are approved for safe use			
2. Safety switches/sensors are operational			
3. Lockout/tagout procedures in place			
4. Sufficient clearance provided for the machines			
5. Warning signs and cautions are posted			

Additional Comments: (If you believe additional items should be checked, please feel free to suggest)

Hazardous Material	Satisfactory?		Comments:
	Yes	No	
6. Compatible storage of hazardous materials			
7. Containers are properly labeled			
8. Current MSDS available for each hazardous material			
9. Proper disposal of hazardous waste is being practiced			
10. Storage areas are adequately vented and gauged			
11. HAZMAT are handled in properly ventilated area			

Additional Comments: (If you believe additional items should be checked, please feel free to suggest)

Fire Protection	Satisfactory?		Comments:
	Yes	No	
1. Storage of combustible materials held to a minimum			
2. Flammable substance containers properly labeled			
3. Fire elements (heat, fuel, oxygen) are properly separated			
4. Flammable liquids are stored in appropriate containers			
5. Work layout prevent personnel from being trapped by fire			
6. Fire extinguisher/detection equipment in good condition			
7. Adequate fire extinguisher and/or detection equipment			
8. Personnel are trained to use fire extinguishers			
9. Fire extinguishers are readily accessible			
10. "No Smoking" signs are posted and being observed			

Additional Comments: (If you believe additional items should be checked, please feel free to suggest)

General Emergency Preparedness	Satisfactory?		Comments:
	Yes	No	
12. Personnel awareness to emergency numbers			
13. Adequate emergency lighting			
14. Emergency signs/equipment in proper condition			
15. Awareness to emergency equipment locations			
16. Emergency equipment/alarms are unobstructed			
17. Sufficient exits with alternate escape means			
18. Paths are unobstructed leading to safe area			
19. First aid kits are available wherever required			
20. Regular conduct of emergency drills			
21. Proper way to report emergencies and summon help			
Additional Comments: (If you believe additional items should be checked, please feel free to suggest)			

Office Workstations	Satisfactory?		Comments:
	Yes	No	
52. Work stations are ergonomically correct			
53. Cords and wires are properly secured			
54. Sharp tools such as scissors and blades are stored properly			
55. Desk and file drawers are immediately closed after use			
56. Tall cabinets and bookshelves are properly anchored			
57. Personnel are protected from computer radiation			
58. Computer work stations are kept free from dusts			
59. Office is kept free from slip, skid, trip and fall hazards			
60. Cabinets and drawers are ergonomically correct			
61. Furniture are kept free from sharp edges, burrs or splinters			
Additional Comments: (If you believe additional items should be checked, please feel free to suggest)			

Stairs and Ladders	Satisfactory?		Comments:
	Yes	No	
62. Stairs are free from obstructions			
63. Stairs are kept dry and slip resistant			
64. Proper lighting and illumination on stairs			
65. Handrails are provided and in good condition			

66. Warning signs are posted (low headroom, steep, spiral)			
67. Ladders rungs are uniformly spaced			
68. Ladders are regularly inspected and maintained.			
69. Personnel are aware on the safe use of ladders			
Additional Comments: (if you believe additional items should be checked, please feel free to suggest)			

Storage	Satisfactory?		Comments:
	Yes	No	
70. Good housekeeping is practiced in work area			
71. Ample clearance between stacked material and lightings			
72. Hazardous substances are properly labeled			
73. Incompatible substances are properly segregated			
74. Use of secondary containment unit in case of spills			
75. Storage layout/equipment minimize manual lifting			
76. Racks and shelves are ergonomically arranged			
77. Racks and shelves are properly anchored			
78. Racks/shelves are sturdy enough to bear the load safely			
Additional Comments: (if you believe additional items should be checked, please feel free to suggest)			

Noise and Air	Satisfactory?		Comments:
	Yes	No	
9. Noise reduction methods are in place			
10. Hearing protection is provided where required			
11. Hazardous noise areas are identified and marked			
12. Hearing test is available where required			
13. Area is properly ventilated to exhaust dusts, fumes, odor			
14. Proper masks are provided to avoid dust/fumes inhalation			
15. Workplace is free of offensive and unhealthy odors			
16. Odor, fumes, smoke from equipment are controlled			
17. Have monitoring for noise and air quality			
Additional Comments: (if you believe additional items should be checked, please feel free to suggest)			

Signs and Postings	Satisfactory?		Comments:
	Yes	No	
18. Hazard warning signs, cautions and tags are in place			
19. MSDSs are posted and readily accessible			
20. Signs are in good condition			
21. Emergency hotlines are available and kept up to date			
<i>Additional Comments: (If you believe additional items should be checked, please feel free to suggest)</i>			
Personnel Protective Equipment	Satisfactory?		Comments:
	Yes	No	
92. Requirement of use of PPE is enforced			
93. Required personal protective equipment are worn			
94. PPEs are readily available for all personnel/visitor			
95. When not in use, PPEs are properly maintained/stored			
96. All PPEs are free from damage and deterioration			
<i>Additional Comments: (If you believe additional items should be checked, please feel free to suggest)</i>			