



**WORKPLACE HYGIENE INSPECTION OF PROFORMA**

Tick the appropriate box below, add recommendation in case of negative observation: -

Item	Conditions	Satisfactory		Not applicable	Recommendations
		Good	No		
<b>1. Workplace Cleanliness</b>	a. Passageways, floors, doorways, exit routes, ceiling and walls are free of greasy dirt and dust				
	b. Work tables, chairs and furniture are free of greasy dirt and dust				
	c. Workplace documents, tools and equipment are free of greasy dirt and dust				
	d. Cabinets, racks & storage facilities are free of greasy dirt and dust				
	e. Concealed places, such as corners, pillars and areas under tables are cleaned up				
	f. Tools, equipment and commonly used facilities (e.g. door knobs) are cleaned and disinfected				
<b>2. Free of Stagnant Water</b>	a. Work environments are free of water and spillage				
	b. Drains are free from blockages				
	c. Water in vases is changed at least weekly				
	d. Potted plant holders are emptied at least weekly				
	e. There are no other sources of stagnant water (e.g. uncovered containers, wells, discarded lunch boxes and drink cans)				
	f. Larvicide is applied to water in sand traps, gully traps and drain holes				
<b>3. Refuse Collection</b>	a. All refuse is kept in rubbish bins				
	b. Food dregs, used tissues, discarded masks are kept in rubbish bins with covers				
	c. Rubbish bin is cleaned and rubbish is removed everyday				
<b>4. Drinking Water</b>	Drinking Water SOPs followed?				
<b>5. Food</b>	Food Hygiene SOPs followed?				
<b>6. Pest Control</b>	a. Pest control exercises are carried out annually at least				
	b. Maintenance of the building damaged areas and clean regularly. Eradication of rodent and insect hiding place				

Item	Conditions	Satisfactory		Not applicable	Recommendations
		Good	No		
	c. Rodent-prevention measures are used. Spray insecticide in places where insects and bugs are likely to breed				
7. Ventilation	a. Air in workplaces is clean and fresh				
	b. Ventilation systems are cleaned and maintained regularly				
8. Personal Hygiene Facilities	a. Water closets and urinals are provided with flushing facilities				
	b. Wash basins, water taps and liquid soaps are provided				
	c. Drying facilities (napkins and/or hand driers) are provided				
	d. Toilet paper is provided				
	e. Rubbish bins with covers are provided				
	f. Toilets are ventilated				
	g. Air traps of U-drainage is not dried				
	h. Toilets are cleaned and disinfected at least daily				
9. Workplace Hygiene Information	a. The personal hygiene guideline and in house rules are followed, such as wearing face mask				
	b. Promotional stickers and posters are displayed, such as washing hands procedures				
10. Maintenance & Monitoring	a. The personal hygiene guideline and in house rules are followed, such as wearing face mask				
	b. Suggestion channels are provided (e.g. suggestion boxes, safety & health committees)				
	c. Record arrangements are provided (e.g. a cleaning logbook)				
	d. The workplace is inspected regularly				

*Note:*

For type of inspection, please tick (✓) the appropriate box below and mark (X) the irrelevant boxes:-

*Daily Inspection*

*Weekly inspection*

*Monthly Inspection*

*Surprise Inspection*

Name \_\_\_\_\_ Designation \_\_\_\_\_ Signature / date \_\_\_\_\_