

## 2.3 OSH Evaluation of Host Company Workplaces



### Host Employer OSH Pre-placement Checklist

### Attachment 1

<b>Host Company</b>		<b>Location</b>	
<b>Gel Group Consultant</b>		<b>Inspection date</b>	
<b>Inspected by;</b>		<b>Follow-up</b>	

(M) Mandatory Items: Considered essential to ensure immediate employee safety.

Inspection Item	Yes	No	N/A	*Mand
Can the host company provide a Manager?				<b>M</b>
Can the host company provide specialised PPE (Personal Protective Equipment) where required?				<b>M</b>
Does the host company have an OSH induction that our employee will attend?				<b>M</b>
Are the premises (workplace) protected by RCD (Residual Current Device)?				<b>M</b>
Will the office environment be adequately ventilated and be maintained at a reasonable temperature?				<b>M</b>
Will safe access and egress provided to the building?				<b>M</b>
Will there be appropriate steps or similar provided to enable safe access to files and other objects at height.				
Will the employee be provided with a comfortable and adjustable seat?				
Will the employee be provided with regular/adequate breaks				
Will the employee's work tasks be broken-up or varied to prevent long periods of computer/keying operations				
Are emergency exits and fire extinguishers available if needed?				
Will the employee be required to work after normal hours and if so are provisions made for security and safety of the employee.				
Are housekeeping standards at a reasonable level?				
Are there safety warning and PPE signs visible where required?				
Does the host company carry out safety meetings?				
Are there significant manual handling issues associated with the work				
Are MSDS's (Material Data Safety Sheet) for hazardous substances available in the workplace?				
Are provisions for first aid appropriate to the size and nature of the workplace?				
Requires Further Action:    YES            NO				
Record Action Items comments/conditions:				
Refer to Gel Group CEO		Refer to OSH Specialist		To admin for filing
Gel Group Consultant Signature:				
Follow up Inspection planned for:				