

## WORK AREA HEALTH SAFETY AND ENVIRONMENTAL INSPECTION

Date: \_\_\_\_\_ Dept: \_\_\_\_\_ Inspector: \_\_\_\_\_

### INSTRUCTIONS

- Inspections must be carried out at monthly periods
- OK – Check if no action is required
- ACTION REQUIRED – Indicate the name of the person contacted and the date.

	OK	ACTION REQUIRED
<b>1. DOCUMENTATION</b>		
1. Is an area set aside to display HS&E information for all shift which operates in the area	<input type="checkbox"/>	<input type="checkbox"/>
2. Are work area inspections available	<input type="checkbox"/>	<input type="checkbox"/>
3. Latest safety meeting minutes completed and posted	<input type="checkbox"/>	<input type="checkbox"/>
4. Do employees understand the sites HS&E policy and how it relates to their work	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. MEANS OF EXIT</b>		
1. Are any exits or exit paths obstructed	<input type="checkbox"/>	<input type="checkbox"/>
2. Are any exits locked prohibiting egress from the area	<input type="checkbox"/>	<input type="checkbox"/>
3. Are exits clearly marked	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. WALKING AND WORKING SURFACES</b>		
1. Are floors in disrepair, i.e. loose/missing tiles, carpet squares, bolts or fasteners.	<input type="checkbox"/>	<input type="checkbox"/>
2. Are their trip hazards such as cords, chairs, rubbish, containers in aisles?	<input type="checkbox"/>	<input type="checkbox"/>
3. Any oil water or other liquids spilt on the floor.	<input type="checkbox"/>	<input type="checkbox"/>
4. Do stairs have any loose treads, worn treads or missing handrails?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are any guard rails missing from platforms?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there any areas that are dimly lit?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do any ladders have missing/damaged rungs, damaged feet or castors?	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. MATERIALS HANDLING AND STORAGE</b>		
1. Is anything stacked within 18 inches of the ceiling? This obstructs sprinkler systems.	<input type="checkbox"/>	<input type="checkbox"/>
2. Are hand trucks, carts and other devices damaged?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are materials stacked in a position that presents a hazard from falling over?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do employees have to stretch to reach materials on shelves?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are raw materials (e.g. acids, solvents & gases) used efficiently to minimise waste?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are secondary containment facilities suitable to isolate spillage or leakage of hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. ERGONOMICS</b>		
1. As you walk around do you notice any of the following:	<input type="checkbox"/>	<input type="checkbox"/>
• Makeshift step stools or foot rests	<input type="checkbox"/>	<input type="checkbox"/>
• Tape and foam wrapped on tool handles	<input type="checkbox"/>	<input type="checkbox"/>
• Cardboard used to wedge equipment	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment supported by boxes or phone books	<input type="checkbox"/>	<input type="checkbox"/>
If answer is yes to any of the above contact the HS&E dept for an ergonomic assessment		

**6. FIRE/CHEMICAL SAFETY**

1.	Are any fire extinguishers inaccessible?		
2.	Are any fire hoses inaccessible?		
3.	Are fire equipment signs damaged or missing?		
4.	Are any flammable liquids stored outside of the flammable cabinets?		
5.	Are any ceiling tiles missing?		
6.	Is there cardboard stored in the area?		
7.	Are waste containers over 5 gallons in size left uncovered?		
8.	Are all chemical cabinets, bottles, shelves and secondary containment labeled?		
9.	Is personal protective equipment available and stored correctly?		
10.	Are employees working in the area observing PPE use rules?		
11.	Are all chemical squeeze/plunge bottles using IPA/acetone etc labeled correctly with name and Hazard?		

**7. MACHINE GUARDING**

1.	Are any machine guards missing those expose employees to belts pulleys chains blades or other moving parts?		
2.	Are any point of operations guards missing?		
3.	Are any Perspex shields missing or in need of repair?		
4.	Are all machine panels in place?		

**8. ELECTRICAL**

1.	Are any switches, outlets and junction boxes missing cover plates?		
2.	Are any electrical panels obstructed? (They must be clear from floor to ceiling 18 inches each side of center)		
3.	Are any extension cords in use for longer than 1 shift. (If so request permanent wiring)		
4.	Are any multiple outlet plug –strips laying on floors, benchtops, etc? ( They must be affixed to a fixture)		
5.	Do any power cords have frayed/damaged insulation?		

**9. SAFETY SHOWERS/EYEWASHES**

1.	Are showers/eyewashes clear from floor to ceiling? (18 inches each side of center)		
2.	Has the monthly eyewash inspection been completed?		
3.	Is there any damage or missing parts on the safety showers?		
4.	Has the monthly safety shower inspection been completed?		

**10. GAS CYLINDERS**

1.	Are all gas cylinders chained/secured?		
2.	Are all cylinders segregated by hazard class?		
3.	Are all cylinders/cabinets clearly labeled?		
4.	Are all cabinets clean and tidy?		

**11. EMPLOYEE AWARENESS**

1.	Employees are aware of the location of safety data, MSDS, COSHH etc		
2.	Employees are aware of locations of exits and muster points.		
3.	Employees understand what to do in the event of emergencies.		
	For these questions employees should be selected randomly		

**12. GENERAL HOUSEKEEPING**

1.	Is material stored on top of cupboards?		
2.	Are workstation areas clean and tidy?		

3. Are there any other items requiring attention?

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**13. WASTE AND RECYCLING**

- 1. Are wastes labeled correctly?
- 2. Are wastes stored securely to prevent being blown away by the wind, leaking and spilling into drains and mixing with incompatible wastes?
- 3. Are secondary containment facilities suitable to isolate spillage or leaking of hazardous substances?
- 4. Are recycling facilities being used where provided by all staff?
- 5. Are lights equipment and plant being left switched on unnecessarily (wasting energy)?
- 6. Are any waste minimisation programs being implemented as planned?


Key

C = Conformance
NC = Non Conformance
Auditor =
Date = 9/6/13

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**Daily Housekeeping Audit Form**

Wafer Handling	C	NC	Location	Who	Comments
Dedicated jigs:					
5:1 LODYNE					
10:1 LODYNE					
MIT					
Wands:					
Availability(Is there one at the work station)					
Verbal(Ask if any issues)					
Visible (Is it being used)					
Slide Transfers:					
Visible (Is it being used/Identified)					
Availability (Is there one at the work station)					
Flat finders					
Auto Loaders					
Debris					
Jig storage (Ensure they are not being stacked)					
Wafer transporting					
Visual (Are petri dishes/transportation boxes being used)					
Transport (No more than two boxes to be carried)					
Cleanroom attire					
Suits / Disciplines ( gown )					
(de- gown)					
Hair covered					
Studs fastened					
Sleeves covering arms					
No watches visible					
Suit condition					
Masks (Are they being worn correctly)					
Glasses (Are they being worn correctly)					
Gloves(Are cotton gloves covered/Condition)					
Acid / Chemical room					
Storage (Fit for purpose)					
Tidiness(Floor clear of used bottles)					
Acid truck (not overflowing)					
Housekeeping					
Weirs / Baths					
Clear of debris / silicon					
Resistivity (Check monitors)					
Temperatures (In accordance to specs)					
Levels (Complete wafer coverage)					
Labelling (Are the baths labelled appropriately)					
Furniture					
Bins (Area waste bins are not overflowing)					
Bin Usage (Are they used for appropriate materials)					
Chairs (Condition of the chair)					
Tables (Fit for purpose)					
Floors (Free from waste, spills, excess materials)					
Spec (revision)					
TCN ( Check if in date)					
Walls (Free from graffiti,.)					
Flags (Quality/condition / are they being used)					
Wip stacking (Is it out of control)?					
Phone					
Equipment/Lighting					
labelling (Status symbols,Identification)					
Equipment ( If not in use stored correctly e.g. Ladders, Toolboxes,)					
Lighting ( sufficient)					
MIT tanks (Covered when not in use)					
Mouse mats (graffiti,.)					
Log Books					
Correct entries (Sections completed correctly)					
Do they need replacing (Is the book full)					
Torn pages from other books.					