Factory Safety Checklist

34 points to check before a DOSH inspection · Malaysia

Site _____ Date _____ Checked by _____

		Yes	No	N/A
1. Documentation				
1	**Written safety and health policy** — required if you have more than five employees. Signed, dated, communicated, not just filed.	☐	☐	☐
2	**Documented HIRARC** — covering your actual activities. Since 1 June 2024, risk assessment is a legal duty under the amended OSHA.	☐	☐	☐
3	**Safety and health committee** — required at 40 or more employees, with minuted meetings held at proper intervals.	☐	☐	☐
4	**SHO or OSH Coordinator** — a Safety and Health Officer for prescribed industries and larger workplaces; otherwise an appointed OSH Coordinator if you have five or more employees.	☐	☐	☐
5	**Accident register (JKKP 8)** — maintained through the year, with the annual extract submitted to DOSH.	☐	☐	☐
6	**Training records** — who was trained, on what, when, and by whom.	☐	☐	☐
2. Machinery and equipment				
7	**Guards fitted on all moving parts** — and not removed or defeated for convenience.	☐	☐	☐
8	**Emergency stops present, reachable, and tested.**	☐	☐	☐
9	**Lockout/tagout procedures in place for maintenance, with workers trained on them.**	☐	☐	☐
10	**Statutory equipment (pressure vessels, lifting machinery, hoists) inspected and certified, with current certificates on file.**	☐	☐	☐
11	**Electrical panels closed, labelled, and clear of stored items.**	☐	☐	☐
12	**Forklifts operated only by trained, authorised operators; pedestrian routes marked and separated.**	☐	☐	☐
3. Chemicals				
13	**A chemical register listing everything on site.**	☐	☐	☐
14	**Safety Data Sheets available, current, and accessible to workers** — not locked in an office drawer.	☐	☐	☐
15	**Containers correctly labelled, including decanted ones.**	☐	☐	☐
16	**Proper segregated storage, with bunding for liquids and adequate ventilation.**	☐	☐	☐
17	**Spill kits available where they are needed, and staff who know how to use them.**	☐	☐	☐
18	**Chemical Health Risk Assessment (CHRA) done where required.**	☐	☐	☐
4. Fire and emergency				
19	**Fire exits unobstructed, unlocked during working hours, and clearly signed.**	☐	☐	☐

		Yes	No	N/A
20	**Extinguishers in place, correct type, serviced and not expired.**	☐	☐	☐
21	**Assembly point identified and known to everyone, including contractors.**	☐	☐	☐
22	**Emergency response plan documented** — and drilled, not just written.	☐	☐	☐
23	**First aid kits stocked, with trained first aiders on each shift.**	☐	☐	☐
24	**Emergency contact numbers posted and current.**	☐	☐	☐
5. Workplace conditions				
25	**Housekeeping** — walkways clear, no trip hazards, no stacked material blocking access.	☐	☐	☐
26	**Adequate lighting and ventilation.**	☐	☐	☐
27	**Noise assessed where it is loud, with hearing protection provided and worn.**	☐	☐	☐
28	**Manual handling risks reduced with aids where practicable.**	☐	☐	☐
29	**Safe storage** — racking loaded within limits and stable.	☐	☐	☐
6. People and PPE				
30	**PPE provided free, correct for the hazard, in the right size, and actually worn.**	☐	☐	☐
31	**Workers trained for the specific tasks they perform.**	☐	☐	☐
32	**New workers inducted before starting work** — not on their second week.	☐	☐	☐
33	**Contractors and visitors briefed on your site rules.**	☐	☐	☐
34	**Supervisors actively enforcing, because a rule that is not enforced is not a rule.**	☐	☐	☐

Free site visit across Johor: we check this list with you on your floor.

Prepared by ProSafe HSE Consultancy, Johor Bahru · prosafehse.com · WhatsApp 013-928 1013. General guidance only, not legal advice; check the full guide and its official sources at prosafehse.com/insights/factory-safety-checklist.