

# ENHANCING WORKPLACE SAFETY HIDDEN DANGER

## SELF-INSPECTION AND SELF-CORRECTION CHECKLIST

| Safety Production Hidden Danger Self-Inspection and Self-Correction Checklist |                                                                 |                                                                               |                             |                |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------|----------------|
| Area                                                                          | Hidden Danger                                                   | Correction Actions                                                            | Responsible Person          | Deadline       |
| 1. Workplace Environment                                                      | Damaged electrical equipment and exposed wires                  | Report or replace damaged equipment and fix exposed wires                     | Maintenance staff           | Within 14 days |
|                                                                               | Blocked emergency exits and exits                               | Clear obstructions and ensure easy access to emergency exits and exits        | Safety officer              | Immediately    |
|                                                                               | Poor lighting in work areas                                     | Install additional lighting fixtures as per safety standards                  | Facilities department       | Within 30 days |
| 2. Fire Safety                                                                | Blocked fire extinguishers and fire exits                       | Remove obstructions and clearly mark fire extinguishers and exits             | Safety team                 | Immediately    |
|                                                                               | Missing or expired fire extinguishers                           | Install or replace fire extinguishers as required                             | Facilities department       | Within 7 days  |
|                                                                               | Inadequate fire alarm systems                                   | Upgrade fire alarm systems to meet safety codes                               | Fire safety contractor      | Within 30 days |
| 3. Hazardous Materials                                                        | Improper storage of flammable substances                        | Ensure proper storage containers and labeling                                 | Chemical safety officer     | Within 30 days |
|                                                                               | Lack of proper ventilation of areas with hazardous materials    | Install ventilation systems or improve existing ones                          | Facilities department       | Within 14 days |
|                                                                               | Inadequate personal protective equipment (PPE) availability     | Conduct PPE assessment and provide necessary equipment to employees           | Safety officer              | Within 7 days  |
| 4. Machine Safety                                                             | Lack of machine guards and safety devices                       | Install required guards and safety devices on machines                        | Maintenance staff           | Within 7 days  |
|                                                                               | Missing or missing safety signage near machines                 | Install clear safety signage indicating proper usage and hazards              | Safety officer              | Within 30 days |
|                                                                               | Insufficient training on machine operation and safety protocols | Conduct regular training sessions and certification for machine operators     | Training department         | Within 14 days |
| 5. Electrical Safety                                                          | Overloaded electrical circuits and ungrounded outlets           | Upgrade electrical circuits and ensure proper grounding                       | Electrical maintenance team | Within 30 days |
|                                                                               | Missing or inadequate electrical hazard warnings                | Install clear warnings near electrical panels and equipment                   | Safety officer              | Within 30 days |
|                                                                               | Lack of electrical safety training for employees                | Arrange training programs on electrical safety awareness                      | Safety officer              | Within 14 days |
| 6. Fallout Safety                                                             | Slippery or damaged flooring                                    | Repair damaged flooring or apply anti-slip coatings                           | Facilities department       | Within 7 days  |
|                                                                               | Inadequate lighting in parking lots and walkways                | Improve lighting infrastructure in parking lots and walkways                  | Security department         | Within 30 days |
|                                                                               | Lack of fire exits and emergency response plans                 | Post fire exit signs in accessible areas and develop emergency response plans | Safety officer              | Within 14 days |

# Danger To Self Danger To Self

**R Pring**



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