



COTEWELL

**SELF-ASSESSMENT
CHECKLIST**





FACTORY SELF-ASSESSMENT CHECKLIST

Instruction on how to use: Print out or open for editing electronically. Walk around your site and answer the questions with a tick (✓) in either satisfactory or the unsatisfactory column. If you select unsatisfactory, you should write the action in the action column.

Questions/Sub-Categories	Satisfactory	Unsatisfactory	Action
Physical Work Environment:			
Is the temperature regulated and comfortable for the employees?			
Is the lighting adequate for performing tasks?			
Is the flooring safe and slip-resistant?			
Is the existing coating worn through? (if there was one previously)			
Are the shelves and storage spaces well-organized and accessible?			
Are the electrical and fire safety systems up-to-date and functional?			
Is there sufficient ventilation and air quality in the workplace?			
Equipment and Tools:			
Are the tools and equipment well-maintained and in good working condition?			
Is there adequate space for employees to work comfortably with the equipment and tools?			
Is there proper training provided to employees on how to use the equipment and tools safely?			
Is there access to necessary personal protective equipment (PPE) like gloves, goggles, etc.?			
Health and Safety:			
Are there clearly marked emergency exits and fire extinguishers available?			





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Is there a first-aid kit readily available in case of accidents?			
Are there proper safety measures in place for tasks that involve hazardous materials or chemicals?			
Are there procedures in place to prevent repetitive stress injuries or musculoskeletal disorders?			
Are employees trained on proper ergonomics and workplace safety procedures?			
Employee Comfort:			
Are there sufficient break areas for employees to rest and hydrate?			
Is there a clean and well-maintained bathroom facility for employees?			
Is there access to clean drinking water?			
Is there a place for employees to store their personal items securely?			
Communication and Collaboration:			
Are employees given clear instructions and expectations for their tasks?			
Are there opportunities for employees to provide feedback and suggestions for improvement?			
Is there clear and open communication between employees and management?			
Are there opportunities for teamwork and collaboration among employees?			

*This list is not exhaustive, and you may want to add or modify items based on the specific needs and conditions of your site. The goal of this assessment is to ensure that your workplace is safe, comfortable, and conducive to the well-being of your employees.

Notes/Other Findings:

