

# BASIC HEALTH & SAFETY CHECK

## FOR CSR STAFF AND SUPPLY CHAIN MANAGERS



USE THIS GUIDE TO HELP SPOT HEALTH & SAFETY PROBLEMS BETWEEN FORMAL FACTORY AUDITS



1. TAKE THIS LIST WITH YOU TO THE FACTORY.



2. NOTE ANY POSSIBLE PROBLEMS YOU SEE



3. TAKE PHOTOS WHENEVER POSSIBLE

## What next?

You can discuss any issues you see with the factory manager. If you are still concerned about anything, call FWF or schedule an audit.

This guide can help support your formal audit procedures, but should never be used to 'approve' a factory or as a substitute for professional health & safety checks.

FACTORY NAME: \_\_\_\_\_

VISIT DATE: \_\_\_\_\_

VISITOR NAME: \_\_\_\_\_

NUMBER OF WORKERS: \_\_\_\_\_

# Fire & Electrical Safety

	Issue	Comments:
1.	Are emergency exit routes clearly marked? (signs, maps, floor markings?)	
2.	Are emergency exits locked or blocked by fabric, machines, etc?	
3.	Is there enough space between each workstation for emergency evacuation?	
4.	Are emergency lights available at the exits or stairwells?	
5.	What kind of firefighting equipment does the factory have?	
6.	Is fire-fighting equipment blocked by equipment, fabric, etc?	
7.	Is there a working fire alarm system?	
8.	Do you see damaged, open or worn-out electrical cables/panels?	
9.	Do all electrical panels/boxes/switches have warning labels?	
10.	Are there fire warning signs (e.g. No Smoking) in storage areas for fabric, clothing etc?	
11.	Do emergency exits open to the outside or exterior stairwell?	
12.	Do all working areas have more than one door/exit?	
13.	Are areas in front of emergency exits, fire equipment, control panels and evacuation routes marked to indicate that they are to be kept clear at all times?	
14.	Are fabric storage areas tidy? (messy areas let fires spread more quickly)	
15.	Is fabric stored near equipment? (sparks from machinery are a leading cause of fires)	
16.	How often are fire drills held?	
	Other issues?	

# Chemical & Equipment Safety

17.	What kinds of chemicals are stored at the factory?	
18.	Is there an eye wash in areas where chemicals are used or stored?	
19.	Are chemical or hazardous materials stored in a specially designed, well-ventilated area?	
20.	Are chemicals stored in appropriate secondary containers, kept off the ground, and labeled properly with safety precautions?	
21.	Is there a Material Safety Data Sheet available for hazardous chemicals?	
22.	Is there obvious safety equipment missing? (e.g guards on sewing machines, safety gloves for cutting machines, etc?)	
23.	Are employees working without appropriate personal protective equipment (PPE?)	
24.	For jobs where PPE is necessary, are there signs posted?	
25.	Is the factory very loud? Do workers have ear protection in loud areas?)	
26.	Does the factory use denim sandblasting? (Certain types are not allowed by FWF.)	
	Other issues?	

# General work environment

27.	Is the FWF Worker Info Sheet posted, with details of the local complaints handler?	
28.	Are sitting employees provided with an ergonomics chair (with back support and a cushion)?	
29.	Are standing employees provided a with floor mat or chairs?	
30.	Is the air quality bad? (strong chemical odors/poor ventilation/dust/too hot or cold?)	
31.	Is there adequate lighting at workstations?	
32.	How many toilets are there?	
33.	Are toilets separated by gender?	
34.	Are toilets clean?	
35.	Is the canteen/cafeteria clean?	
36.	Are there enough seats in the canteen?	
37.	Is safe transportation provided to (female) workers arriving at or leaving the factory in the dark?	
38.	Are considerations for working hours, job position and ergonomics taken for pregnant workers?	

## WHY THIS GUIDE?

Every time a representative of your brand visits a factory, it is an opportunity to check on working conditions, and to make clear to factory managers that your brand takes working conditions seriously. Proper factory audits, conducted by highly trained auditors and using offsite worker interviews are needed to detect many problems.

But there are some important issues that employees with some Health and Safety training can look for during a factory visit. Some of these issues can be addressed directly with factory managers. Others should be investigated through a factory audit.

Learn more at [www.fairwear.org](http://www.fairwear.org)