

HOUSEKEEPING CHECK SHEET

ANNEXURE C

ASSESSMENT / INSPECTION DATE:

AREA OF INSPECTION:

PERSONNEL UNDERTAKING INSPECTION:.....

Contractors/Department:			
	Questionnaires	Yes/No	Comments / reporting to environmental management date / defects and mods / others.
1. Observative plant check	<ul style="list-style-type: none"> Is there visible and audible steam and water leaks? Any Visible and audible oil leaks? Any Visible and audible dust leaks? Any Visible and audible ash leaks? 		
2. Waste Management non-conformances.	<ul style="list-style-type: none"> Is Waste separation practiced: Waste disposed according to colour coding and in correct containers? Are waste containers sufficient? Are Coal rejects in plant removed according to procedure? Are all hazardous substances managed according to procedure? Is Asbestos disposed according to procedure? Paper recycling practices adhered to? Is oil recycled according to procedure? Are waste bins emptied on regular basis? Are wastes stored in containers which are durable, and which can prevent spillage or leakage of into the environment? Is proper on-site collection of bins provided to prevent odour and reduce presence of vectors? Is scrap recycling bins sufficient? Are the skips/ bins always closed except when necessary to dispose or remove the waste? Is the site kept clean and tidy? (E.g., Storage of materials or waste not in the passageways or entrances litter free, good housekeeping)? Are construction wastes (building rubble wastes) removed off site regularly? Are asbestos wastes handled by registered professionals? 		
3. Water pollution management	<ul style="list-style-type: none"> Are oil drums / equipment provided with drip trays? 		
	<ul style="list-style-type: none"> When there is any oil spillage, Is clean- up of the contaminated soil done immediately? 		
	<ul style="list-style-type: none"> Are bund walls in good condition (e.g. not filled with rainwater, overflowing, stained, damaged or cracked)? 		

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		Contractors/Department:	
	<ul style="list-style-type: none"> Are the drums stored in a such manner that: <ul style="list-style-type: none"> Recovery of spilt material is possible. Absorbent material is on hand? 		
	<ul style="list-style-type: none"> Is updated Material Safety Data (MSD's) easily accessible on site i.e., not more than five years old)? 		
	<ul style="list-style-type: none"> Are the staircase and holding rails free of diesel or oil? 		
	<ul style="list-style-type: none"> Is the quantity of petroleum products / liquid chemicals stored on site known? 		
	<ul style="list-style-type: none"> Are proper measures to control oil spillage during maintenance or to control other chemicals spillage prior to commencement of work taken? (e.g. provide drip trays) 		
	<ul style="list-style-type: none"> Are chemicals stored and labelled properly? 		
	<ul style="list-style-type: none"> Are spill kits / sand / saw dust used for absorbing chemical spillage readily accessible? 		
	<ul style="list-style-type: none"> Are spill kits / sand / saw dust used for absorbing chemical spillage removed immediately from the floor to rightful bin? 		
	<ul style="list-style-type: none"> Chemical containers or drums unsafely stacked or stored near storm water drains? 		
	<ul style="list-style-type: none"> Is any discharge of oil and grease or any noticeable pollutant into any watercourses or on the ground monitored? 		
	<ul style="list-style-type: none"> Is water pipe leakage and wastage prevented? 		
4. Dust control	<ul style="list-style-type: none"> Are stockpiles of dusty materials (size with more than 20 bags cement) covered or watered? 		
	<ul style="list-style-type: none"> Are all vehicles carrying dusty loads covered /watered over prior to leaving the site? 		
Environmental integrity checklist: Reporting of non-conformances.			
5. Any activity that might impact on resources.	<ul style="list-style-type: none"> Are there any activities impacting on water usage and integrity? 		
	Are there any activities impacting on soil and land, e.g. coal dust, minor erosion?		
	Are there any activities impacting on air?		
	Are there any activities impacting on vegetation?		
6. Culture aspects	Are non-conformances and incidents reported?		

Comments: _____

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