

Safety Audit Report for Industrial Building Services

Date of Audit: February 6, 2025

Location: Blantyre Chigumula Workshop and Office

Auditor: Lucy Msungeni

Department/Division: Safety Operations

1. Introduction

This safety audit was conducted for Industrial Building Services at their offices and Workshop in Chigumula Blantyre. The main focus of the audit was to assess compliance to regulations in terms of health, safety, and environment. Our aim was to ensure that potential hazards are identified, and current safety protocols are assessed in line with standards and that recommendations are made to ensure improved systems.

As part of the audit physical areas were reviewed including procedures, practices across the facility, equipment they use with the main focus on maintaining worker safety, operational efficiency, and compliance with local and national safety regulations.

2. Scope of the Safety Audit

- Compliance with legal and regulatory safety requirements (e.g., NCIC, Environmental Act, OSHWA).
- Inspection of physical workspaces, machinery, and equipment used in daily operations.
- Review of existing safety protocols, hazard assessments, and training programs.
- Assessment of employee attitudes and behaviour and adherence to safety practices.
- Evaluation of emergency preparedness and response plans.

3. Findings and Observations

3.1 Workplace Environment

- **Lighting:** Sufficient lighting was observed in most areas, but some parts of the workshop



lacked adequate illumination, which could lead to visibility issues.

- **Ventilation:** Ventilation was observed as adequate but may be improved at the workshop.
- **Temperature Control:** The machinery, especially grinders and welding machines are operated outside with minimal risk to overheating hence no need for cooling systems to ensure worker comfort and safety.
- **Workspace:** Welding is often undertaken outside on areas on the ground which may not be safe for ergonomics of the workers. Recommendations are being worked on to ensure workspaces are elevated with no risk of back injuries to workers.

3.2 Personal Protective Equipment (PPE)

- **Compliance:** All employees observed were using PPE correctly, including hard hats, gloves, and steel-toed boots.
- **PPE Storage:** PPE was stored in accessible locations, however there was a need to signpost to workers the areas where these are stored safely.

3.3 Machinery and Equipment Safety

- **Guarding and Maintenance:** Safety guards were intact on most equipment, but several older machines had missing or broken guards. There were also instances of poorly maintained tools that posed a risk for accidental injury.
- **Lockout/Tagout (LOTO) Procedures:** A review of the Lockout/Tagout procedures revealed minor inconsistencies in documentation, specifically in the isolation of energy sources before maintenance.

3.4 Housekeeping and General Cleanliness

- **Clutter:** At the time of audit, clutter was observed in some areas which may present tripping hazards, especially in the office where electrical cables were lying around.
- **Waste Management:** Industrial waste was generally well managed, but several bins were not appropriately labelled or segregated for specific types of waste, creating potential risks of improper disposal.

3.5 Emergency Procedures and Fire Safety

- **Emergency Exits:** The office areas do not display emergency exit signages around it although it was obvious to the employees which exits they needed to take during an emergency.
- **Fire Extinguishers:** Fire extinguishers were available but, in a few instances, they were located too far from high-risk areas, such as the welding stations.
- **Emergency Response Plans:** While emergency response plans were not posted on the walls in the office nor the workshop although they were available in the files.



3.6 Training and Awareness

- **Safety Training:** Training records indicated that employees receive regular safety training.
- **Attitudes and behaviour Observations:** While most employees adhered to safety protocols, a few were observed using shortcuts (e.g., not wearing the required PPE) when performing tasks in less visible areas perhaps suggesting discomfort with the use of the PPE.

4. Compliance with Safety Standards

- **Local Building Codes:** No major violations of local building codes were found, but there were minor concerns about the adequacy of the ventilation system in certain areas.
- **OSHA Standards:** Overall, the facility was found to be compliant with OSHA regulations.
- **Fire Codes:** The facility is generally compliant with fire codes, but minor adjustments are required for emergency exit routes and fire extinguisher locations.

5. Recommendations

5.1 Workplace Environment

- Improve lighting inside the workshop
- Upgrade the ventilation system in storage rooms to ensure adequate air quality.

5.2 Personal Protective Equipment (PPE)

- Ensure PPE is easily accessible and include clear signage for proper PPE selection and storage in each area.
- Ensure workers are always complying with PPE requirements during work execution and instil discipline in PPE donning.

5.3 Machinery and Equipment Safety

- Regularly inspect and maintain all machinery and ensure guards are in place and functional.
- Strengthen LOTO procedures by improving documentation and employee adherence, with refresher training on safe energy isolation practices.

5.4 Housekeeping and Cleanliness



- Implement a more stringent housekeeping policy to reduce clutter
- Clearly label waste containers and segregate waste types to prevent improper disposal.

5.5 Emergency Procedures and Fire Safety

- Relocate fire extinguishers to more accessible locations, especially near high-risk work areas like welding stations.
- Display the emergency plans in areas where they are accessible for staff.
- Conduct regular emergency drills to improve staff response times and ensure all employees are familiar with emergency procedures.

5.6 Training and Awareness

- Promote a safety-first culture by implementing regular safety meetings and incentives for adherence to safety procedures.

6. Conclusion

The audit revealed several key areas for improvement regarding safety practices within Industrial Building Services. While the overall safety culture appears strong, addressing the identified issues will further reduce risks and enhance the facility's safety profile.

By implementing the recommended changes, the company can ensure a safer working environment, better regulatory compliance, and a more efficient operational workflow.

7. Follow-Up Actions

A follow-up audit is scheduled for July 2025, at which time the implementation of corrective actions will be reviewed, and further recommendations will be provided as needed.

8. Appendices

- **Appendix A: Photographic Evidence of Observed Safety Issues**
- **Appendix B: Training Records and Compliance Checklists**
- **Appendix C: List of Safety Equipment and Maintenance Schedules**



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