

ANNEX N LABOR & WORKING CONDITIONS INSPECTION CHECKLIST

	Labor & Working Conditions Inspection Checklist	Ver-00 DD/MM/YYYY
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Company Name: _____

Jobsite Address: _____

Superintendent: _____

Date/Time: _____

Inspector(s): _____

Check Item	Yes	No	N/A	Comments
1. Worker contracts provided and compliant with labor laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Working hours and rest periods in compliance with local regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Minimum wage and overtime pay policies adhered to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Proper grievance mechanism in place and accessible to all workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Adequate sanitary facilities and potable water available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Safe and habitable worker accommodations provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Emergency evacuation plans established for worker camps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Measures in place to prevent child and forced labor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Worker training on rights, safety, and emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

conducted?				
10. Proper record-keeping of injuries, illnesses, and complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Workers have access to personal protective equipment (PPE)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Health insurance or medical support provided to workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Provisions for maternity leave and parental rights established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. No discrimination in hiring, wages, or promotions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Freedom of association and collective bargaining respected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Transport provided for workers commuting long distances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Adequate measures in place for workplace harassment prevention?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Workers provided with written policies on workplace rules and expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Workers receive regular medical checkups if exposed to hazardous conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Site conditions monitored for excessive heat, cold, or poor ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
