WORKPLACE SAFETY AUDIT AND INSPECTION CHECKLIST HR TEMPLATE

Enhance workplace safety with our streamlined HR checklist template.



YOUR LOGO

Company Address
Company Email
Company Website
Company Number

WORKPLACE SAFETY AUDIT AND INSPECTION CHECKLIST

General Information	
Department / Location	Location 1
Date of Inspection	November 21, 2023
Inspectors	Inspector 1
	Inspector 2
	Inspector 3
Areas Inspected	Area 1
	Area 2
	Area 3

Instructions
Please check each item and indicate compliance or non-compliance.
Note any observations or additional comments in the space provided.
Use "N/A" if the item is not applicable to your workplace.

Signatories	
Inspectors:	Signatures Here:
Inspector 1	
Inspector 2	
Inspector 3	

1. General Safety	
✔	Emergency exits are clearly marked, unobstructed, and easily accessible.
✔	Fire extinguishers are present, properly charged, and in designated locations.
✔	First aid kits are available, adequately stocked, and accessible.
✔	Safety signs and warnings are visible and appropriately placed.
✔	Work areas are clean, organized, and free from clutter.

2. Personal Protective Equipment (PPE)	
✔	Employees are using required PPE (helmets, gloves, goggles, etc.) as necessary.
✔	Adequate supplies of PPE are available and in good condition.
✔	Employees are trained on the proper use and maintenance of PPE.

3. Hazardous Materials Handling	
✔	Hazardous substances are properly labeled and stored in designated areas.
✔	Material Safety Data Sheets (MSDS) are readily accessible for all hazardous materials.
✔	Employees handling hazardous materials have received appropriate training.

4. Machinery and Equipment Safety	
✔	Machines and equipment are properly guarded and have safety features in place.
✔	Regular maintenance and servicing schedules are followed for machinery.
✔	Lockout/tagout procedures are implemented during equipment maintenance.

5. Electrical Safety	
✔	Electrical outlets, cords, and wiring are in good condition without visible damage.
✔	Circuit breakers and electrical panels are accessible and labeled.
✔	Employees are trained in electrical safety procedures and use of equipment.

6. Ergonomics	
✔	Workstations are ergonomically designed to prevent strain or injury.
✔	Employees are encouraged to take breaks and practice ergonomic principles.
✔	Adequate training is provided on ergonomic best practices.

7. Worksite Security	
✔	Access controls (ID cards, locks, etc.) are in place and functioning properly.
✔	Security cameras and alarms are operational and monitored effectively.
✔	Emergency response plans are regularly reviewed and communicated to employees.

8. Observations/Additional Comments