SAFETY AUDIT CHECKLIST

Item	Notes	Result
1 PHYSICAL		
Are all exits clearly marked and free from obstructions?		☑
Are fire extinguishers easily accessible and regularly inspected?		☐
Are emergency exits and stairwells well-lit and unobstructed?		☐
Are floor surfaces free from slip and trip hazards (e.g., wet floors, loose rugs, cables)?		☐
Are electrical cords and equipment in good condition, with no exposed wires or signs of damage?		☐
Are storageAreas properly organized, with heavy items stored securely and within weight limits?		☐
Are walkways and aisles kept clear of clutter and obstacles?		☐
Are safety signs, such as caution signs and warning labels, prominently displayed in appropriateAreas?		☐
Are first aid kits well-stocked and easily accessible to all employees?		☐
Are all machinery and equipment properly guarded and maintained?		☐
2 ERGONOMICS		
Are workstations designed ergonomically, considering factors like chair and desk height, monitor position, and proper lighting?		☑
Are employees trained on proper lifting techniques and provided with lifting aids where necessary?		☐
Are employees provided with appropriate personal protective equipment (PPE) for their tasks?		☐
Are regular breaks encouraged to prevent prolonged periods of sitting or repetitive tasks?		☐
Are employees educated on ergonomic principles and encouraged to report any discomfort or pain?		☐
Are adjustable chairs, footrests, and ergonomic tools available for employees with special needs or requirements?		☐
3 FIRE SAFETY		
Are fire alarms installed in appropriateAreas and regularly tested?		☑
Are emergency evacuation plans posted throughout the premises and reviewed with employees periodically?		☐
Are fire drills conducted regularly to ensure employeesAre familiar with evacuation procedures?		☐
Are flammable materials stored properly in designatedAreas with appropriate ventilation and fire suppression systems?		☐
Are electrical panels and equipment inspected regularly to prevent overheating and fire hazards?		☐
Are smokingAreas designated and equipped with fire-safe ashtrays?		☐
Are employees trained on the proper use of fire extinguishers and evacuation procedures?		☐
Are fire sprinklers and suppression systems inspected and maintained?		☐
4 SECURITY		
Are access control measures in place, such as key cards, locks, and security personnel?		☑
Are surveillance cameras strategically positioned and regularly monitored?		☐
Is sensitive data and confidential information stored securely, with restricted access to authorized personnel?		☐
Are security policies and procedures clearly communicated to all employees?		☐
Are visitors and contractors properly identified and supervised while on the premises?		☐
Are emergency response plans in place for potential security threats (e.g., theft, violence)?		☐
Are employees trained on recognizing and reporting security incidents or suspicious activities?		☐
Are adequate lighting and visibility maintained in parkingAreas and surrounding premises?		☐
Are computer systems protected with firewalls, antivirus software, and regular data backups?		☐
Are network security measures in place to prevent unauthorized access and data breaches?		☐
5 CHEMICALS		
Are hazardous chemicals properly labeled and stored in accordance with safety regulations?		☑
Are Material Safety Data Sheets (MSDS) readily available for all chemicals used on-site?		☐
Are employees trained on the safe handling, storage, and disposal of hazardous chemicals?		☐
Are appropriate ventilation systems in place forAreas where chemicalsAre used or stored?		☐
Are spill response kits readily available, andAre employees trained on how to use them effectively?		☐
Are eyewash stations and safety showers easily accessible and regularly maintained?		☐
Are personal protective equipment (PPE), such as gloves and goggles, provided and used when handling chemicals?		☐
Are chemical storageAreas secure and inaccessible to unauthorized personnel?		☐
Are proper waste management procedures in place for the disposal of hazardous materials?		☐
Are records maintained for chemical inventories, usage, and disposal?		☐
TOTALS		**5/44**

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