CHECKLIST | Safety Audit Checklist TEMPLATE

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 storage areas properly organized, with heavy items stored securely and within weight limits?		☐
• Are walkways and aisles kept clear of clutter and obstacles?		☐
• Are first aid kits well-stocked and easily accessible to all employees?		☐
• Are all machinery and equipment properly guarded and maintained?		☐
2 ERGONOMICS		
• 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 adjustable chairs, footrests, and ergonomic tools available with special needs or requirements?		☐
• Are employees using ergonomic tools designed to reduce strain and injury during their tasks?		☐
3 FIRE SAFETY		
• Are fire alarms installed in appropriate areas and regularly tested?		☑
• Are fire drills conducted regularly to ensure employees are familiar with evacuation procedures?		☐
• Are electrical panels and equipment inspected regularly to prevent overheating and fire hazards?		☐
• Are smoking areas 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?		☐
• Are visitors and contractors properly identified and supervised while on the premises?		☐
• Are employees trained on recognizing and reporting security incidents or suspicious activities?		☐
• Are adequate lighting and visibility maintained in parking areas 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 for areas where chemicals are used or stored?		☑
• Are eyewash stations and safety showers easily accessible and regularly maintained?		☐
• Are chemical storage areas 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?		☑
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