Workplace health and safety inspection checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Workplace inspection

Once a month, walking every area of the site

TASK	TIME	INITIALS
Emergencies and fire		
☐ Exits and the paths to them are clear and unlocked from the inside		
☐ Exit signs and emergency lighting work		
☐ Fire extinguishers are in place, unobstructed and in date Check the tag or label for the last service date.		
☐ The evacuation plan and assembly point are displayed and current		
First aid		
☐ The first aid kit is stocked and nothing is out of date		
☐ The names of first aiders are displayed, and their certificates are current		
Electrical		
☐ No damaged cords, plugs or outlets, and no overloaded power boards		
☐ Electrical equipment is tested and tagged where your rules require it		
Floors and walkways		
☐ Floors are dry, clean and free of trip hazards such as cables, boxes and loose mats		
☐ Stairs have handrails, and steps and edges are visible		
Storage		
☐ Heavy items are stored low, and shelving is stable and not overloaded		
☐ Nothing is stored in front of exits, switchboards or fire equipment		
Chemicals		
☐ Chemicals are labelled, stored as their safety data sheets say, and kept away from food		
☐ Safety data sheets are on hand for every chemical, and protective equipment is available		
Equipment and machinery		
☐ Guards are in place and equipment is in good repair		
☐ Faulty equipment is tagged out of service		
Workstations and facilities		
☐ Lighting, ventilation and temperature are comfortable		
☐ Workstations are set up so people can sit or stand without strain		
☐ Toilets, drinking water and break areas are clean and working		
Follow-up		
☐ Every hazard found is fixed or reported, with a photo		
☐ Hazards that need more than a quick fix are added to the corrective action register with an owner and due date		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____