

Sample Workplace Inspection Checklist

This checklist will need to be adopted to meet the detailed requirements and specific needs of your workplace.

Company Name/ Details:					
Work Area					
Date of Inspection:		Action Required			
Time:	Good	Urgent	Schedule	Control Put in Place	Person Responsible
Fire					
Extinguishers in place, clearly marked for type of fire and recently serviced					
Adequate direction notices for fire exits					
Exit doors easily opened from inside					
Fire wardens appointed					
Exits clear of obstructions					
Fire alarm system functioning correctly					

Fire instructions available and displayed					
Assembly points clearly identified					
Regular fire drills carried out					
Training sessions conducted					
Electrical					
No broken plugs, sockets or switches					
No frayed or damaged leads					
Portable power tools in good condition					
No temporary leads on floor					
All electrical equipment has been tagged					
Emergency shut-down procedures in place					
No strained leads					
General Lighting					
Adequate illumination					
Good natural lighting					
No direct or reflected glare					

Light fittings clean and in good condition					
Emergency lighting operable					
Chemicals On-Site					
MSDS for all chemicals					
Containers clearly labelled					
Do special storage conditions apply?					
First Aid					
Cabinets and contents clean and orderly					
Easy access to cabinets					
Employees aware of location of first aid cabinet					
First aid cabinet clearly labeled					
Eye wash facilities are provided (were appropriate)					
Emergency numbers displayed					
Supply of soap and towels					
Adequate stocks					
Floors					

Even surface, no cracks or holes					
Loose boards or drainage grills or vents are cleaned regularly					
Oil and grease removed					
Entry across walkways kept clear					
No electrical leads across walkways					
Walkways adequately lit and clearly marked					
Unobstructed vision at intersections					
Office Hazards					
Filing					
Chairs					
Desks					
Glare from windows					
Photocopiers – fumes					
Air conditioning maintained regularly					
Disposal of waste					
Machines					

Kept clean					
Adequately guarded					
Starting and stopping devices within easy reach					
Waste storage / disposal					
Drip pans to prevent spillage					
Adequate work space around machine					
Noise levels controlled					
Lighting satisfactory					
No bending or stooping required					
Rubbish – Waste					
Bins located at suitable points in plant					
Bins emptied regularly					
Oily rags and combustibles in covered container					
Work benches					
Clear of rubbish					
Tools not in use stored correctly					

Work Site Safety Inspection

Date: _____

Inspection Team: _____
Supervisor

Employees: _____

Inspection Location: _____

Unsafe Acts / Conditions	Priority	Corrective Action Required	Person Responsible	Completed (date and name)
Manager's Signature			Date	