Safety inspection checklist

A plant, warehouse or building

01 The visit

Building or area

Date

Checked by (printed name)

02 Walking and working surfaces

6 checks

CHECK	OK	FAIL	NOTE
Floors	☐	☐	
Trip hazards	☐	☐	
Open sides and edges	☐	☐	
Guardrails	☐	☐	
Stairs	☐	☐	
Pits and openings	☐	☐	

03 Exits and emergency routes

6 checks

CHECK	OK	FAIL	NOTE
Exit routes	☐	☐	
Exit doors	☐	☐	
Exit signs	☐	☐	
Doors that look like exits	☐	☐	
Width	☐	☐	
Emergency lights	☐	☐	

04 Fire protection

5 checks

CHECK	OK	FAIL	NOTE
Extinguishers	☐	☐	
Sprinklers	☐	☐	
Fire doors	☐	☐	
Flammable liquids	☐	☐	
Alarm pull stations	☐	☐	

05 Electrical

6 checks

CHECK	OK	FAIL	NOTE
Panel clearance	☐	☐	
Covers	☐	☐	
Labels	☐	☐	
Extension cords	☐	☐	
Cords and plugs	☐	☐	
Disconnects	☐	☐	

06 Machine guarding and lockout

8 checks

CHECK	OK	FAIL	NOTE
Guards	☐	☐	
Belts, pulleys, shafts	☐	☐	
Fans	☐	☐	
Fixed machines	☐	☐	
Bench grinders	☐	☐	
Emergency stops	☐	☐	
Air for cleaning	☐	☐	
Lockout	☐	☐	

07 Chemicals

6 checks

CHECK	OK	FAIL	NOTE
Labels	☐	☐	
Safety data sheets	☐	☐	
Storage	☐	☐	
Gas cylinders	☐	☐	
Battery charging	☐	☐	
Spill kits	☐	☐	

08 Personal protective equipment

3 checks

CHECK	OK	FAIL	NOTE
At hand	☐	☐	
Condition	☐	☐	
Hazard assessment	☐	☐	

09 First aid, eyewash and showers

3 checks

CHECK	OK	FAIL	NOTE
First aid kit	☐	☐	
Eyewash and showers	☐	☐	
Emergency numbers	☐	☐	

10 Ladders

2 checks

CHECK	OK	FAIL	NOTE
Portable ladders	☐	☐	
Damaged ladders	☐	☐	

11 Housekeeping, storage and lighting

6 checks

CHECK	OK	FAIL	NOTE
Aisles	☐	☐	
Stacks	☐	☐	
Storage areas	☐	☐	
Racking	☐	☐	
Forklifts	☐	☐	
Lighting	☐	☐	

12 Defects and sign-off

Defects found, or no defects

Work orders written

Signature