

CHECKLIST

SAFETY INSPECTION

General Workplace Safety:

Emergency Exits

- ☐ Are emergency exits clearly marked and unobstructed?
- ☐ Do exit doors open easily, and are they functioning correctly?
- ☐ Are exit signs illuminated and in good working condition?

Fire Safety

- ☐ Are fire extinguishers accessible and properly maintained?
- ☐ Are smoke detectors and fire alarms functional?
- ☐ Are employees trained in fire evacuation procedures?

First Aid Stations

- ☐ Are first aid kits fully stocked and easily accessible?
- ☐ Is there a designated first aid area and trained personnel?

Lighting

- ☐ Is there adequate lighting in all work areas, including walkways and storage areas?
- ☐ Are burnt-out bulbs promptly replaced?

Housekeeping

- ☐ Are workspaces, aisles, and walkways kept clean and free from clutter?
- ☐ Are spills and tripping hazards addressed promptly?

Ergonomics

- ☐ Are workstations designed ergonomically to reduce the risk of repetitive strain injuries?
- ☐ Are employees educated on proper ergonomic practices?

Equipment Safety

- ☐ Are machines and equipment properly maintained and regularly inspected?
- ☐ Are safety guards and protective devices in place and functioning correctly?

Electrical Safety

- ☐ Are electrical cords, plugs, and outlets in good condition?
- ☐ Are there any exposed wires or potential electrical hazards?

Chemical and Hazardous Materials:**Chemical Storage**

- ☐ Are hazardous chemicals properly labeled and stored in accordance with safety regulations?
- ☐ Is a Material Safety Data Sheet (MSDS) available for each chemical?

Personal Protective Equipment (PPE)

- ☐ Are employees provided with the necessary PPE and trained in its proper use?
- ☐ Are PPE items (e.g., gloves, safety glasses) in good condition and readily available?

Ventilation

- ☐ Is there proper ventilation in areas where airborne contaminants are present?
- ☐ Are ventilation systems regularly inspected and maintained?

Construction and Maintenance Areas**Fall Protection:**

- ☐ Are fall protection measures in place for employees working at heights?
- ☐ Are guardrails, safety nets, or personal fall arrest systems utilized where necessary?

Scaffolding and Ladders:

- ☐ Are scaffolds and ladders inspected for safety before each use?
- ☐ Are employees trained on ladder safety?

Construction Site Safety:

- ☐ Are construction sites free from potential hazards such as loose debris and unsecured equipment?
- ☐ Is there a designated safety officer for construction projects?



Hazard Communication

Signage and Warnings

- ☐ Are warning signs and labels prominently displayed where hazards exist?
- ☐ Are employees aware of and trained on the meanings of these signs?

Safety Data Sheets (SDS)

- ☐ Are SDS readily available to all employees working with hazardous materials?
- ☐ Are SDS properly organized and up-to-date?

Incident Reporting and Investigation

Incident Reporting:

- ☐ Is there a clear process for reporting incidents, injuries, or near-misses?
- ☐ Are employees aware of how and to whom to report incidents?

Investigation and Corrective Actions:

- ☐ Are incidents thoroughly investigated to identify root causes?
- ☐ Are corrective actions taken to prevent similar incidents in the future?