Workplace Safety Inspection Checklist

Use and modify this checklist to assist you and your teams during workplace safety inspections. Make sure any deficiencies are documented on the checklist.

Location **Inspected:**

_____

Inspection **Done** **By:**

_____

Date:

_____

	Yes	No	Comments
Housekeeping and General			
Required safety materials posted, accessible, up-to-date.			
Floor surfaces free of water, oil or other fluids.			
Floor surfaces even – i.e. no loose tiles, rugs, or torn carpet.			
Walkways/doorways clear of boxes, extension cords, and litter.			
Stairways kept clear of boxes, equipment and other obstacles.			
Work areas, walkways and stairs well lit.			
Work stations tidy and well-maintained.			
First Aid, Emergency Equipment, and Signs			
Emergency equipment – i.e. eyewashes, showers, fire extinguishers – clear, inspections up-to-date, good working order.			
First Aid Kits – easily accessible, clearly identified.			
First Aid Kit contents – stocked, contents not past expiration.			

Emergency procedures clearly displayed – including evacuation route for every floor.			
Emergency exits and aisles unobstructed.			
All exits clearly marked and free from obstruction.			
Signs and arrows indicating the direction to exits.			
Location of fire alarms/firefighting equipment clearly marked.			
Materials Handling			
Regularly used items in easy reach.			
Enough area around machines and equipment for easy and safe access by people and vehicles.			
Material handling aids available and in good condition.			
Storage			
Items placed neatly and securely on shelves.			
Heavy items stored below shoulder height.			
Items on high shelves easily reached, ladder available.			
Electrical			
Extension cords secured and in good condition (no exposed wires or bent prongs).			
Portable hand tools grounded or double insulated; cord in good condition.			
Machines properly grounded.			
Clear access to electrical panels and no combustible material stored within restricted area around panels.			
Machines and Tools			
Guarding and safety devices in place.			
Start/Stop switches clearly marked and easy to reach.			
Safe operating procedures available.			
Lockout procedures available.			
No defective tools in use or in area.			
Manufacturers’ manuals available for all tools and machinery.			
Chemicals and Hazardous Substances			

Hazardous substances are properly labelled, stored and disposed of properly – i.e. lids on chemical containers, oily rags in metal bins and not in regular trash.			
Safety Data Sheets are available and easily accessible.			
WHMIS or HAZCOM training: safe use and storage of hazardous substances and chemicals – ask worker questions to determine knowledge or need for training.			
Flammable products properly stored – i.e. flammable storage cabinets, capped, labeled.			
Flammable products within permissible quantities.			
Personal Protective Equipment			
PPE is available and observed being worn correctly.			
PPE is properly stored and cared for – ask workers questions about care and storage to determine knowledge or need for training.			
Security			
Emergency numbers easily available – internal and external.			
Visitor/contractor rules in place.			
Lone worker safety procedures in place.			
Safe money handling procedures in place.			
Other			

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