Inspection Checklist

Use this checklist when conducting your regular safety inspections. Go over every aspect of your workplace to identify possible hazards. Use blank lines to add items that are specific to your workplace.

Floors and Walkways	Yes	No
Are aisles clear of materials or equipment?		
Are main aisles at least 1 m (36 in) wide?		
Are doorways clear of materials or equipment?		
Are carpets or tiles in good condition, free of loose or lifting carpeting or tile?		
Are floors clean and free of oil or grease?		
Are floors kept dry?		
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than 3 boxes high?		
Stairs, Ladders, and Platforms	Yes	No
Are ladders safe and in good condition?		
Are stair handrails fastened to the wall securely?		
Are stairwells clear of materials and equipment?		
Are stairs and handrails in good condition?		
Are ladders and stairs provided with anti-slip treads?		
Walls	Yes	No
Are signs and fixtures securely fastened to the wall?		
Lighting	Yes	No
Are lighting levels in work areas adequate?		
Are work areas free of glare or excessive lighting contrast?		
Is task lighting provided in areas of low light or high glare?		
Are windows covered with blinds, drapes, or other means of controlling light?		
Does emergency lighting work?		

Storage	Yes	No
Are supplies and materials stored properly on shelves?		
Does your storage layout minimize lifting problems?		
Are trolleys or dollies available to move heavy items?		
Are floors around shelves clear of rubbish?		
Are racks and shelves in good condition?		
Electrical	Yes	No
Are electrical cords in good repair?	100	110
Is there clear access to electrical panels and switch gear?		
Are electrical cords secured?		
Are proper plugs used?		
Are plugs, sockets, and switches in good condition?		
Are ground fault circuit interrupters available, if required?		
Are portable power tools in good condition?		

Equipment and Machinery	Yes	No
Are equipment and machinery kept clean?		
Is the equipment regularly maintained?		
Are operators properly trained?		
Are start/stop switches clearly marked and in easy reach?		
Is machinery adequately guarded?		
Is there enough work space?		
Are noise levels controlled?		
Are fumes and exhaust controlled?		
Do you have a lockout procedure in place?		
Is kitchen equipment in good working order and properly maintained? Microwave ovens		
Deep fryers Cuttors grinders shoppers	-	
Cutters, grinders, choppers		
Grease receptacles		
Storage of knives Oiling, cleaning, adjusting		
Oming, cleaning, adjusting		
Chairs	Yes	No
Are chairs in good condition?		
Are chairs properly adjusted?		
Computers	Yes	No
Are display screens free of dust?		
Are display screens bright enough with sufficient contrast?		
Are display screens positioned at a		
comfortable viewing level?		
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Fire Safety and Security	Yes	No
Are fire extinguishers clearly marked?		
Are fire extinguishers properly installed on walls?		
Have fire extinguishers been inspected within the last year?		
Are workers trained to use fire extinguishers?		
Are flammable liquids properly stored?		
Will space heaters shut off automatically when tipped over?		
Are emergency phone numbers close to phones?		
Are smoke, fire, and burglar alarms in place?		
Are emergency exits clearly marked?		
Are emergency lights in working condition?		
Have sprinkler systems been inspected?		
Entrances and Exits	Yes	No
Is there safe access for workers and customers?		
Are emergency exits clear of materials or equipment?		
Are emergency exit signs working?		
Are emergency lighting units provided? Are they working?		
Are they working?		
Are they working? First Aid	Yes	No
Are they working? First Aid Is the first aid kit accessible and clearly labelled?	Yes	No
First Aid Is the first aid kit accessible and clearly labelled? Is the first aid kit adequate and complete?	Yes	No
First Aid Is the first aid kit accessible and clearly labelled? Is the first aid kit adequate and complete? Is the first aid kit clean and dry?	Yes	No
First Aid Is the first aid kit accessible and clearly labelled? Is the first aid kit adequate and complete? Is the first aid kit clean and dry? Are emergency numbers displayed?	Yes	No
First Aid Is the first aid kit accessible and clearly labelled? Is the first aid kit adequate and complete? Is the first aid kit clean and dry?	Yes	No
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Garbage	Yes	No	General W
Are bins located at suitable points?			Do workers
Are bins emptied regularly?			for first aid
			Do workers
			chemical p
Hazardous Materials	Yes	No	Personal Pr
Are Material Safety Data Sheets (MSDSs)			Do workers
provided for all hazardous materials?			protective 6
Are containers clearly labelled?			Do workers
Are hazardous materials properly stored?			protective e
Are hazardous materials disposed of properly?			Do workers
			properly?
			Eye/face
			Footwear
Environment	Yes	No	Gloves
Is air quality good?			Protectiv
Are workers protected from cool drafts or			Aprons
excessive heat?			Respirato
Are workers protected from excessive or irritating noise?			Other
			Safe Work
			Do workers
Parking	Yes	No	techniques
Are parking spots and walkways			Are wastes
appropriately lighted?			Do workers
Are parking spots safe?			violent cus
(names should not be painted on spots)			Do workers
Are workers encouraged to use a buddy or escort?			working al
Is a speed limit posted in the parking lot?			
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Yes	No	General Worker Questions	Yes	No
		Do workers know where to go and who to call for first aid assistance?		
		Do workers know where to find MSDSs for chemical products?		
Yes	No	Personal Protective Equipment	Yes	No
		Do workers know where to find personal protective equipment?		
		Do workers know how to use personal protective equipment?		
		Do workers use personal protective equipment properly?		
		Eye/face protection		
		Footwear		
Yes	No	Gloves		
		Protective clothing		
	-	Aprons		
		Respirators		
		Other		
-		Cafa Marala Duration	Vac	Ma
-		Safe Work Practices	Yes	No
		Do workers use proper manual lifting techniques?		
Yes	No	Are wastes disposed of properly?		
		Do workers know how to deal with violent customers?		
		Do workers know the procedures for		
		working alone?		
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