

Workplace Safety Inspection Checklist

Practical field-level inspection checklist for workplace safety compliance and hazard identification

ISO 45001 • ISO 14001 • ISO 9001

Date

Inspector

Location

Department

Inspection Item	Yes	No	N/A	Comments
Workplace Conditions				
GENERAL Work areas are clean and organised	☐	☐	☐	
Walkways are clear and unobstructed	☐	☐	☐	
ENVIRONMENT Adequate lighting is provided	☐	☐	☐	
Ventilation is adequate	☐	☐	☐	
Housekeeping				
STORAGE Materials are stored safely	☐	☐	☐	
WASTE Waste is properly disposed of	☐	☐	☐	
HAZARDS No trip hazards present	☐	☐	☐	
PPE				
AVAILABILITY Required PPE is available	☐	☐	☐	
USAGE Employees are wearing PPE correctly	☐	☐	☐	
CONDITION PPE is in good condition	☐	☐	☐	
Equipment				
MACHINERY Equipment is in safe working condition	☐	☐	☐	
SAFETY Safety guards are in place	☐	☐	☐	
MAINTENANCE Equipment inspections are up to date	☐	☐	☐	

Inspection Item	Yes	No	N/A	Comments
Fire Safety				
EQUIPMENT Fire extinguishers accessible	☐	☐	☐	
EMERGENCY Emergency exits clearly marked	☐	☐	☐	
ACCESS Exits unobstructed	☐	☐	☐	
Electrical				
SAFETY No exposed wiring	☐	☐	☐	
PANELS Electrical panels accessible	☐	☐	☐	
USAGE No overloaded sockets	☐	☐	☐	
Emergency				
PREPAREDNESS Emergency procedures displayed	☐	☐	☐	
FIRST AID First aid kits available	☐	☐	☐	
AWARENESS Employees aware of emergency procedures	☐	☐	☐	
Signage				
COMMUNICATION Safety signage clearly displayed	☐	☐	☐	
WARNINGS Hazard warnings visible	☐	☐	☐	