WORKPLACE INSPECTION CHECKLIST

**Names of Inspectors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location Inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **General** | **Yes** | **No** | **Notes** |
| Emergency exits clearly marked and unobstructed |  |  |  |
| Fire extinguishers accessible and regularly inspected |  |  |  |
| First aid kits stocked and easily accessible |  |  |  |
| Evacuation routes clearly visible |  |  |  |
| Floors clean, dry, free from debris |  |  |  |
| Signs are posted when floors are wet |  |  |  |
| Aisles are marked, clear and unobstructed |  |  |  |
| Entrances and parking lots are clearly lit |  |  |  |
| Stairs and landings kept clear |  |  |  |
| Walkways and parking lots are free from hazards |  |  |  |
| **Workplace Environment** | **Yes** | **No** | **Notes** |
| Workspace is clean, organized, and free from clutter |  |  |  |
| Floors are in good condition (no trip hazards, spills) |  |  |  |
| Appropriate signs are displayed (e.g., wet floor) |  |  |  |
| Lighting levels adequate for work tasks |  |  |  |
| Ventilation systems functioning properly |  |  |  |
| **Fire Safety** | **Yes** | **No** | **Notes** |
| Smoke detectors, alarms installed and functioning |  |  |  |
| Fire exits accessible and clearly marked |  |  |  |
| Employees know evacuation procedures |  |  |  |
| Fire safety equipment maintained and serviced |  |  |  |
| **Hazardous Materials** | **Yes** | **No** | **Notes** |
| Hazardous materials properly labeled and stored |  |  |  |
| Updated inventory of hazardous substances |  |  |  |
| Safety data sheets (SDS) available and accessible |  |  |  |
| Spill containment kits available and easily accessible |  |  |  |
| **Workplace Equipment and Machinery** | **Yes** | **No** | **Notes** |
| Machines and equipment maintained |  |  |  |
| Employees trained on how to operate equipment |  |  |  |
| Safety guards and emergency stop buttons in place |  |  |  |
| Electrical cords and outlets free from damage |  |  |  |
| **Employee Safety and Training** | **Yes** | **No** | **Notes** |
| Employees provided with necessary PPE |  |  |  |
| PPE items properly stored and maintained |  |  |  |
| Employees trained on workplace safety procedures |  |  |  |
| Training records up-to-date for all employees |  |  |  |
| **Ergonomics** | **Yes** | **No** | **Notes** |
| Workstations set up ergonomically |  |  |  |
| Adjustable chairs and proper lighting |  |  |  |
| Ergonomic tools available for employees |  |  |  |
| **Security and Access Control** | **Yes** | **No** | **Notes** |
| Security systems functioning properly |  |  |  |
| Employees aware of reporting procedures |  |  |  |
| Protocol for handling unauthorized access |  |  |  |
| **Restrooms and Break Areas** | **Yes** | **No** | **Notes** |
| Restrooms clean, stocked with supplies |  |  |  |
| Break areas properly maintained |  |  |  |
| Washing facility available (soap, warm water) |  |  |  |
| Adequate seating and space for employees |  |  |  |

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| **Other** | **Yes** | **No** | **Notes** |
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| **Follow-Up Actions** | **Yes** | **No** | **Notes** |
| Hazards identified during the inspection |  |  |  |
| Assign responsibility for addressing each hazard |  |  |  |
| Set deadlines for corrective actions. |  |  |  |
| Schedule a follow-up inspection |  |  |  |