

# SAFETY AUDIT CHECKLIST

COMPANY / SITE:		
AUDITOR:	TIME:	DATE:

## SECTION 1 - INITIAL SAFETY READINESS

✓ / x

1. Visitors are provided with necessary protective safety gear	
2. Site-specific safety instructions and orientation materials are shared with visitors	
3. Smoking is strictly limited to designated zones	
4. Use of mobile phones is prohibited in operational areas	
5. Workspaces appear organized, safe, and free from physical hazards	
6. Safety protocols are clearly displayed throughout the facility	
7. Employees are consistently wearing PPE as instructed	
8. PPE is utilized according to operational safety guidelines	
Comments:	

## SECTION 2 – FIRE PREVENTION AND EMERGENCY

✓ / x

9. Fire extinguishers are in good working order	
10. Fire extinguishers are tagged with inspection dates (within past 12 months)	
11. Firefighting cabinets are intact and functional	
12. Firefighting cabinets contain a checklist of required tools and equipment	
13. Fire safety systems (alarms, sprinklers, pumps, hoses) undergo routine testing	
14. Fire drills are held regularly and cover all operational shifts	
15. Emergency escape routes and procedures are posted visibly	
16. Emergency lighting is operational	
17. Exit doors are functional and accessible	
18. Emergency contact numbers are clearly displayed	
19. Each department has at least one trained fire responder	
Comments:	

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## SECTION 3 – FIRST AID AND INCIDENT REPORTING

✓ / x

20. First aid stations are well-maintained	
21. First aid supplies are accessible during all shifts	
22. Contents of first aid kits are regularly reviewed	
23. All supplies are within valid usage dates	
24. Kits contain adequate quantities of essential items	
25. Stock levels in kits meet minimum required thresholds	
26. At least one trained first aider is present per 50 employees during work hours	
27. Clear response protocols exist for accidents, incidents, and near misses	
28. Incident investigations are conducted to identify root causes and prevent recurrence	
29. Investigation outcomes are communicated to all relevant personnel	
Comments:	

## SECTION 4 – SAFETY SYSTEMS

✓ / x

30. Tracking systems are in place for safety metrics (e.g., near misses, lost time incidents)	
31. Workplace inspection systems exist to report unsafe conditions	
32. A process is in place for reporting unsafe behaviors or acts	
33. Risk assessments and hazard analysis are performed both reactively and proactively	
34. Safety training is part of the overall training strategy	
35. Safety training sessions are conducted according to the schedule	
36. Only qualified personnel lead safety training	
37. Competency matrices are used to track safety-related skills	
38. The EHS representative is empowered to enforce compliance	
Comments:	

## SECTION 5 – CHEMICAL AND HAZARDOUS SUBSTANCES

✓ / x

39. A centralized register of chemicals, solvents, and lubricants is maintained	
40. SDS (Safety Data Sheets) are available where chemicals are stored or handled	
41. SDS documentation is current and up to date	

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42. Approved containers are used for chemical storage and handling	
43. All containers are clearly labeled with correct and updated content information	
44. Emergency showers and eyewash stations are present in relevant zones	
45. Spill kits are checked on a scheduled basis	
46. Spill kits are checked on a scheduled basis	
47. Flammable materials are stored away from heat sources or electrical equipment	
Comments:	

## SECTION 6 – ELECTRICAL AND MECHANICAL SAFETY

✓ / x

48. Electrical appliances are switched off when not in use	
49. Electrical cabinets are secured when not under maintenance	
50. Unauthorized or unsafe electrical devices are not allowed in the workplace	
51. Plugs, wires, and cables are in good condition	
52. Regular inspections are carried out on electrical wiring and equipment	
53. Power is shut off before maintenance work on moving machinery	
54. Protective guards are installed on all applicable equipment	
55. Guards are designed to restrict access to moving parts	
56. Guard removal requires the use of appropriate tools	
57. A robust Lockout/Tagout (LOTO) system is followed during maintenance procedures	
Comments:	

## SECTION 7 – ENVIRONMENTAL COMPLIANCE

✓ / x

58. Waste is sorted for recycling or safe disposal	
59. Waste containers remain sealed except during use	
60. A waste reduction plan is in place to minimize material usage	
61. Energy-saving measures are being implemented	
62. Water conservation strategies are active	
63. Emissions control systems are operating effectively	
64. Wastewater management protocols are established and maintained	
65. Indoor air quality is measured and tracked	
66. Noise levels are monitored to ensure compliance with safety limits	

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Comments:	
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## SECTION 8 – MORE STANDARDS

✓ / x

67. Ladders are functional and properly maintained	
68. Ladder inspections occur regularly	
69. Unauthorized ladder access is restricted with locks or chains	
70. Only trained personnel are permitted to use ladders	
71. Permits are required for any work conducted at height	
72. Confined space work requires proper authorization and permits	
73. Fragile roofs are clearly marked with warnings and safety signage	
74. Designated pedestrian walkways are visibly marked	
75. Guardrails are installed where required (slippery areas, elevated platforms)	
76. Signage and hazard indicators are placed at critical points of need	
77. Visual safety maps highlight high-risk or incident-prone zones	
78. Cranes and forklifts are operated only by licensed and certified personnel	
Comments:	