

General Safety Audit Checklist

A question list for a general safety audit of one site or area: 120 items in eleven sections. Mark each item Compliant, Partially compliant, Non-compliant or N/A from what you see, read and are told, and write the evidence behind the mark. Give every item that is not compliant an owner and a target close date. This sheet holds the questions and the answers only. The audit's plan, sample, graded findings and conclusion belong on the internal audit plan and report; this is also not the shorter 28-check workplace inspection checklist (a routine walk) or the 5S audit. The 120 items are examples written for a general industrial site: delete what does not apply, add what is missing for your sector, and keep the wording the same from one audit to the next so that results can be compared. A completed form does not show that you meet a legal requirement and does not replace an inspection or test that a rule sets for particular equipment. If you find an immediate danger, make it safe or stop the work first, and record it afterwards.

Audit details

Site or area audited		Date and time (start, end)	Checklist version and date
Auditor (name, role)	Accompanied by (area owner, worker representative)		Audit plan or report reference
Scope and areas not entered (and why)			

Status: Compliant, Partially compliant, Non-compliant, N/A

Mark	Use it when (write the evidence in the same row)
Compliant (C)	What you saw, read or were told meets your own criterion for the item. The evidence column says which.
Partially compliant (P)	Part of the item is met, or it is met in some places only. Write what is missing; it needs an owner and a target close date.
Non-compliant (NC)	The item is not met. It needs an owner and a target close date, set by the risk of the finding.
N/A	The item does not apply here. Write the reason once, in the section heading. Leave all four marks empty for an item you did not look at.

R after an item marks **Record-based items**: look at the record, tag, certificate or log itself and write in Evidence seen what you looked at. A verbal assurance that a record exists is not evidence of the record. Evidence seen says what you looked at, read or were told (and by whom). Finding says what is wrong; Owner is a named person, not a department; Target close is a date.

No.	Item	Status				Evidence seen	Finding	Owner	Target close
		C	P	NC	N/A				
1 Housekeeping and workplace conditions (12 items)							Section not applicable (reason)		
1	Walkways clear of obstructions	☐	☐	☐	☐				
2	Floors clean and dry	☐	☐	☐	☐				
3	Waste segregated and removed	☐	☐	☐	☐				
4	Lighting adequate	☐	☐	☐	☐				
5	Storage stable and labelled	☐	☐	☐	☐				
6	No trailing cables	☐	☐	☐	☐				
7	Workstations tidy	☐	☐	☐	☐				
8	Spill kits available	☐	☐	☐	☐				
9	Drainage clear	☐	☐	☐	☐				
10	Signage visible	☐	☐	☐	☐				
11	Temperature comfortable	☐	☐	☐	☐				
12	Noise within limits	☐	☐	☐	☐				
2 PPE compliance (10 items)							Section not applicable (reason)		
13	Hard hats worn in designated zones	☐	☐	☐	☐				
14	Safety glasses available	☐	☐	☐	☐				
15	Gloves suit the task	☐	☐	☐	☐				

No.	Item	Status				Evidence seen	Finding	Owner	Target close
		C	P	NC	N/A				
16	High-visibility clothing worn where required	☐	☐	☐	☐				
17	Respirators fit-tested (where used) R	☐	☐	☐	☐				
18	Hearing protection provided and worn where needed	☐	☐	☐	☐				
19	Foot protection suits the hazard	☐	☐	☐	☐				
20	Fall protection equipment in use where needed	☐	☐	☐	☐				
21	PPE inspected R	☐	☐	☐	☐				
22	PPE register maintained R	☐	☐	☐	☐				
3 Machinery and equipment guarding (15 items)							Section not applicable (reason)		
23	Fixed guards in place	☐	☐	☐	☐				
24	Interlocks functional	☐	☐	☐	☐				
25	Emergency stops accessible	☐	☐	☐	☐				
26	Pinch points guarded	☐	☐	☐	☐				
27	Maintenance log current R	☐	☐	☐	☐				
28	LOTO devices available	☐	☐	☐	☐				
29	Pre-use checks done R	☐	☐	☐	☐				
30	Operators trained R	☐	☐	☐	☐				
31	Defects reported R	☐	☐	☐	☐				
32	Lifting equipment certified R	☐	☐	☐	☐				
33	Pressure systems tested R	☐	☐	☐	☐				
34	Tools inspected	☐	☐	☐	☐				
35	Hand tools intact	☐	☐	☐	☐				
36	Power tool RCDs fitted or tested	☐	☐	☐	☐				
37	Mobile plant pre-checks done R	☐	☐	☐	☐				
4 Electrical safety (14 items)							Section not applicable (reason)		
38	Panels closed and labelled	☐	☐	☐	☐				
39	No daisy-chained extensions	☐	☐	☐	☐				
40	RCDs tested R	☐	☐	☐	☐				
41	Cables undamaged	☐	☐	☐	☐				
42	Earthing intact	☐	☐	☐	☐				
43	Portable equipment tested (PAT or local equivalent) R	☐	☐	☐	☐				
44	Live work permits R	☐	☐	☐	☐				
45	Lockout points identified	☐	☐	☐	☐				
46	High-voltage signage	☐	☐	☐	☐				
47	Arc flash assessed R	☐	☐	☐	☐				
48	Battery storage safe	☐	☐	☐	☐				

No.	Item	Status				Evidence seen	Finding	Owner	Target close
		C	P	NC	N/A				
49	Static control	☐	☐	☐	☐				
50	Insulated tools	☐	☐	☐	☐				
51	Authorised person register R	☐	☐	☐	☐				
5 Fire prevention and protection (12 items)							Section not applicable (reason)		
52	Extinguishers in date R	☐	☐	☐	☐				
53	Fire doors not wedged	☐	☐	☐	☐				
54	Alarm tested monthly R	☐	☐	☐	☐				
55	Sprinklers unobstructed	☐	☐	☐	☐				
56	Hot work permits used R	☐	☐	☐	☐				
57	Smoking only in zones	☐	☐	☐	☐				
58	Flammables stored properly	☐	☐	☐	☐				
59	Evacuation routes clear	☐	☐	☐	☐				
60	Assembly point signed	☐	☐	☐	☐				
61	Fire warden on shift	☐	☐	☐	☐				
62	Drills logged R	☐	☐	☐	☐				
63	Fire risk assessment current R	☐	☐	☐	☐				
6 Emergency preparedness (10 items)							Section not applicable (reason)		
64	Emergency plan posted	☐	☐	☐	☐				
65	First aiders identified	☐	☐	☐	☐				
66	First aid kits stocked	☐	☐	☐	☐				
67	AED available	☐	☐	☐	☐				
68	Eye-wash stations	☐	☐	☐	☐				
69	Spill response trained R	☐	☐	☐	☐				
70	Emergency contacts posted	☐	☐	☐	☐				
71	Communications tested	☐	☐	☐	☐				
72	Drills held at the planned interval (6-monthly) R	☐	☐	☐	☐				
73	Lessons learned documented R	☐	☐	☐	☐				
7 Chemical storage and handling (10 items)							Section not applicable (reason)		
74	SDS accessible	☐	☐	☐	☐				
75	Containers labelled (GHS)	☐	☐	☐	☐				
76	Segregation matrix observed	☐	☐	☐	☐				
77	Bunding in place	☐	☐	☐	☐				
78	Ventilation adequate	☐	☐	☐	☐				
79	PPE available	☐	☐	☐	☐				
80	Spill kit nearby	☐	☐	☐	☐				
81	Decanting procedures	☐	☐	☐	☐				

No.	Item	Status				Evidence seen	Finding	Owner	Target close
		C	P	NC	N/A				
82	Waste chemicals managed R	☐	☐	☐	☐				
83	Inventory current R	☐	☐	☐	☐				
8 Working at height (10 items)							Section not applicable (reason)		
84	Edge protection	☐	☐	☐	☐				
85	Ladders inspected R	☐	☐	☐	☐				
86	Scaffold tags current R	☐	☐	☐	☐				
87	Harnesses inspected R	☐	☐	☐	☐				
88	Anchor points certified R	☐	☐	☐	☐				
89	Rescue plan in place R	☐	☐	☐	☐				
90	Fragile surfaces marked	☐	☐	☐	☐				
91	Permit-to-work used R	☐	☐	☐	☐				
92	Competence verified R	☐	☐	☐	☐				
93	Tools tethered	☐	☐	☐	☐				
9 Confined space controls (8 items)							Section not applicable (reason)		
94	Permit-to-enter used R	☐	☐	☐	☐				
95	Atmospheric testing R	☐	☐	☐	☐				
96	Continuous monitoring	☐	☐	☐	☐				
97	Attendant present	☐	☐	☐	☐				
98	Rescue plan rehearsed R	☐	☐	☐	☐				
99	Communications	☐	☐	☐	☐				
100	Ventilation	☐	☐	☐	☐				
101	Isolation verified R	☐	☐	☐	☐				
10 Lockout / tagout (10 items)							Section not applicable (reason)		
102	LOTO procedure documented R	☐	☐	☐	☐				
103	Locks individually keyed	☐	☐	☐	☐				
104	Tags identify worker	☐	☐	☐	☐				
105	Energy sources isolated	☐	☐	☐	☐				
106	Verification step	☐	☐	☐	☐				
107	Group LOTO process	☐	☐	☐	☐				
108	Periodic audits (of each LOTO procedure) R	☐	☐	☐	☐				
109	Training records R	☐	☐	☐	☐				
110	Removal procedure	☐	☐	☐	☐				
111	Contractor LOTO	☐	☐	☐	☐				
11 Manual handling and ergonomics (9 items)							Section not applicable (reason)		
112	Loads assessed R	☐	☐	☐	☐				
113	Lifting aids available	☐	☐	☐	☐				

No.	Item	Status				Evidence seen	Finding	Owner	Target close
		C	P	NC	N/A				
114	Workstation assessed R	☐	☐	☐	☐				
115	Display screen assessment R	☐	☐	☐	☐				
116	Repetitive task rotation	☐	☐	☐	☐				
117	Heavy items at waist height	☐	☐	☐	☐				
118	Training delivered R	☐	☐	☐	☐				
119	Reporting of MSDs	☐	☐	☐	☐				
120	Fatigue managed	☐	☐	☐	☐				

Section results (counts for this audit; no score is calculated)

Section	Items	Compliant	Partially compliant	Non-compliant	N/A	Not answered	Actions with owner and date set
1 Housekeeping and workplace conditions	12						
2 PPE compliance	10						
3 Machinery and equipment guarding	15						
4 Electrical safety	14						
5 Fire prevention and protection	12						
6 Emergency preparedness	10						
7 Chemical storage and handling	10						
8 Working at height	10						
9 Confined space controls	8						
10 Lockout / tagout	10						
11 Manual handling and ergonomics	9						
All sections	120						

The counts show what was found on one day. A count of Compliant items is not a safety score: 110 of 120 can hide that the ten failures are all in lockout / tagout. Read the findings, not only the totals, and check that Compliant + Partially compliant + Non-compliant + N/A + Not answered equals the number of items in each section.

Immediate danger found (what, who was told, what was done, when)

Limits of this check (areas, shifts, records or people not seen)

Sign-off

Role	Name	Signature	Date
Auditor			
Area owner			
Reviewed by (manager)			
Date of the next audit of this area	Where this record is kept, and who sees the section results		