

Workplace inspection checklist

A routine walk-through record for a work area or building. Answer each check Yes, No or N/A from what you see on the day. For every No, write a finding, rate it and give it an owner and a due date in the action list. It is a general look at working conditions by the people who work there or manage the area. It is not the 120-item safety audit checklist, and it does not replace the inspections that rules set for particular equipment such as lifting equipment, pressure systems or fire detection. A completed form does not show that you meet a legal requirement. The 28 checks and the three ratings are examples written for a workshop, warehouse or small production area: delete, add and reword to suit your site, and keep the wording the same from one inspection to the next so that results can be compared. If you find an immediate danger, make it safe or stop the work first, and record it afterwards.

Inspection details

Site or building	Date	Start and end time	Inspector (name, role)
Accompanied by (area owner, worker representative)	Previous inspection (date, reference)	Checklist version and date	
Inspection type ☐ Routine round ☐ Before a change ☐ After an incident ☐ Follow-up ☐ Other			

Areas covered (note any area you could not enter, and why)

Area, room or zone	Area owner or person spoken to	Not inspected? (reason)

Finding rating (leave the rating blank for Yes and N/A)

Rating	Meaning (example; replace with your own scale or risk matrix)
1 High	Serious harm is possible or the condition cannot be left. Make it safe now, tell the area owner at once, and record what you did. Set a date to fix the cause.
2 Medium	Harm is possible but not immediate. Fix in the short term: write a due date (for example in days or weeks, as your procedure sets).
3 Low	Minor, or a matter of tidiness or wear. Fix as planned work and check it next time.

Rate by how likely harm is, how serious it could be and how many people could be affected. Write N/A against a check that does not apply here, and the reason once per section.

No.	Check (look, do not assume)	Yes	No	N/A	Rating if No	Finding no. or note
1 Housekeeping and access						
1	Floors, aisles and walkways are clear, level and dry; no trip hazards (cables, loose items, spills, damaged surfaces).	☐	☐	☐	1 2 3	
2	Exits and the routes to them are clear and can be opened from the inside; nothing is stored in them.	☐	☐	☐	1 2 3	
3	Stairs, steps, ramps and handrails are in good condition and well lit.	☐	☐	☐	1 2 3	
4	Storage is stable and not overloaded; stacks and racks are safe and do not block access to equipment or panels.	☐	☐	☐	1 2 3	
2 Fire and emergency						
5	Fire extinguishers are in place, reachable and have a current check mark or tag, as your schedule requires.	☐	☐	☐	1 2 3	
6	Fire doors are closed and not wedged or damaged; alarm call points are visible and not blocked.	☐	☐	☐	1 2 3	
7	Emergency exit signs and emergency lighting are visible and working; the evacuation plan and assembly point are displayed.	☐	☐	☐	1 2 3	
8	A first aid kit is in place and stocked; the first aider and emergency contact list are current.	☐	☐	☐	1 2 3	
3 Electrical						
9	Cables, plugs, sockets and leads are undamaged; no taped repairs or exposed conductors.	☐	☐	☐	1 2 3	
10	No overloaded sockets or chained extension leads; leads are suitable for where and how they are used.	☐	☐	☐	1 2 3	

No.	Check (look, do not assume)	Yes	No	N/A	Rating if No	Finding no. or note	
11	Electrical panels and isolators are closed, labelled and have clear space in front; no water or storage close by.	☐	☐	☐	1 2 3		
4 Machinery and tools							
12	Fixed guards, covers and interlocks are in place and secure; none is removed or bypassed.	☐	☐	☐	1 2 3		
13	Emergency stops and controls are marked, reachable and (where you test them) work.	☐	☐	☐	1 2 3		
14	Machines, hand tools and power tools are in good repair; a defective item is tagged and out of use.	☐	☐	☐	1 2 3		
5 Manual handling							
15	Trolleys, hoists or other lifting aids are available for heavy or awkward loads and are used.	☐	☐	☐	1 2 3		
16	Carrying routes are clear, with a good floor surface and a clear view ahead.	☐	☐	☐	1 2 3		
17	Heavy and frequently used items are stored at reachable heights; steps or a ladder are used, not chairs or boxes.	☐	☐	☐	1 2 3		
6 Chemicals and hazardous substances							
18	Containers are labelled, closed and in good condition, including any decanted containers.	☐	☐	☐	1 2 3		
19	Safety data sheets or equivalent hazard information are available where the chemicals are used.	☐	☐	☐	1 2 3		
20	Flammable and incompatible substances are kept in their designated place, away from ignition sources.	☐	☐	☐	1 2 3		
21	A spill kit is available and stocked; no leaks or unreported spills.	☐	☐	☐	1 2 3		
7 Personal protective equipment (PPE)							
22	The PPE the work needs is available in the area, in the right type and sizes.	☐	☐	☐	1 2 3		
23	PPE is in good condition, clean and stored properly; damaged PPE has been removed.	☐	☐	☐	1 2 3		
24	People are wearing the PPE the task needs, and the signs match what is required.	☐	☐	☐	1 2 3		
8 Welfare and reporting							
25	Toilets and washing facilities are clean, working and stocked.	☐	☐	☐	1 2 3		
26	Drinking water is available; the rest and eating area is clean and away from hazards.	☐	☐	☐	1 2 3		
27	Temperature, ventilation and lighting are acceptable for the work being done.	☐	☐	☐	1 2 3		
28	People in the area can say how to report a hazard, a near miss or an injury, and the route is displayed.	☐	☐	☐	1 2 3		
9 Summary							
Checks answered	Yes	No	N/A	No, rating 1	No, rating 2	No, rating 3	Repeat of last inspection's findings

Counts show what was found on one day. They do not rank areas or people, and a count of Yes answers does not show that a hazard is controlled. Read the findings, not only the totals.

10 Findings (one line for each No)

Finding no.	Check no.	Where exactly	What was found	Rating	Made safe on the spot?	Photo no.

11 Action list

Finding no.	Action (what will change, so that it stays that way)	Owner	Due	Done on	Checked by

12 Sign-off

Role	Name	Signature	Date
Inspector			
Area owner			
Reviewed by (manager)			
Date of next inspection	Where this record is kept, and who sees the totals		