

FREE ENVIRONMENT, HEALTH AND SAFETY TEMPLATE

EHS Audit Checklist

Use this 60-point checklist to audit EHS governance, hazards, emergency response, chemicals, equipment, occupational health, environmental controls, waste, incidents, corrective actions, and management review.

Site / location

Audit date

Auditor

EHS owner

1. EHS governance, audit scope, compliance obligations, risks, and ownership

- 1 Confirm the site, business unit, operating activities, audit date, auditor, site manager, EHS owner, contractors, and areas included in the audit.

EHS AUDIT

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

● Execution tip: Set the audit scope around the site's actual activities and compliance obligations, then use risk to decide where deeper sampling is needed.

- 2 Verify current EHS policies, legal and other compliance obligations, permits, licences, internal standards, risk assessments, objectives, and management responsibilities are defined for the site.

CRITICAL

EHS AUDIT

Area / Record

Current

Owner

Evidence

Action

● Execution tip: Set the audit scope around the site's actual activities and compliance obligations, then use risk to decide where deeper sampling is needed.

- 3 Identify significant environmental aspects, high-risk safety activities, occupational health exposures, vulnerable groups, contractor risks, and recent operational changes requiring deeper review.

CRITICAL

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

● Execution tip: Set the audit scope around the site's actual activities and compliance obligations, then use risk to decide where deeper sampling is needed.

- 4 Review previous EHS audit findings, incidents, near misses, spills, environmental events, complaints, enforcement or permit issues, and overdue corrective actions.

CRITICAL

EHS AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Set the audit scope around the site's actual activities and compliance obligations, then use risk to decide where deeper sampling is needed.

- 5 Confirm the audit criteria, evidence requirements, sampling approach, severity ratings, critical-failure rules, and escalation thresholds are defined before fieldwork starts.

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

● Execution tip: Set the audit scope around the site's actual activities and compliance obligations, then use risk to decide where deeper sampling is needed.

- 6 Assign ownership for environmental controls, safety systems, occupational health, emergency response, waste, chemicals, equipment, training, contractors, incidents, and corrective-action closure.

EHS AUDIT

Area / Record

Current

Owner

Evidence

Action

● Execution tip: Set the audit scope around the site's actual activities and compliance obligations, then use risk to decide where deeper sampling is needed.

2. Hazard identification, risk assessment, worker participation, and change management

7 Verify workplace hazards and environmental aspects are identified through inspections, task reviews, employee input, incident learning, process knowledge, and applicable compliance reviews.

EHS AUDIT

CRITICAL

Area / Record	Current	Owner	Evidence	Action

- Execution tip: Combine document review with employee input and field observation. Risk registers are useful only when they reflect the hazards and environmental aspects people actually face.

8 Check risk assessments cover routine, non-routine, maintenance, emergency, contractor, temporary, startup, shutdown, and foreseeable abnormal operating conditions.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Combine document review with employee input and field observation. Risk registers are useful only when they reflect the hazards and environmental aspects people actually face.

9 Confirm controls follow an appropriate hierarchy, with elimination, substitution, engineering, work-practice, administrative, and PPE controls considered according to the risk.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Combine document review with employee input and field observation. Risk registers are useful only when they reflect the hazards and environmental aspects people actually face.

10 Verify employees and contractors can report hazards, unsafe conditions, environmental concerns, near misses, and improvement ideas without unnecessary barriers.

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

- Execution tip: Combine document review with employee input and field observation. Risk registers are useful only when they reflect the hazards and environmental aspects people actually face.

11 Check changes to facilities, equipment, chemicals, processes, layouts, staffing, suppliers, or work organization are reviewed for EHS impact before implementation.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Combine document review with employee input and field observation. Risk registers are useful only when they reflect the hazards and environmental aspects people actually face.

12 Review repeated hazards, stale risk assessments, weak employee participation, ineffective controls, and change-management gaps requiring broader preventive action.

EHS AUDIT

Area / Record	Current	Owner	Evidence	Action

- Execution tip: Combine document review with employee input and field observation. Risk registers are useful only when they reflect the hazards and environmental aspects people actually face.

3. Emergency preparedness, fire and life safety, spill response, and drills

- 13** Verify the site emergency plan addresses credible events such as fire, medical emergency, chemical release, spill, gas leak, utility failure, severe weather, security event, or other site-specific scenarios.

EHS AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Test emergency readiness in the field, not only on paper. Exits, alarms, response equipment, roles, and communication all need to work together.

- 14** Confirm emergency reporting, alarm, evacuation, shutdown, assembly, accountability, rescue, first-aid, and external-response arrangements are clearly defined and current.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Test emergency readiness in the field, not only on paper. Exits, alarms, response equipment, roles, and communication all need to work together.

- 15** Check emergency exits, escape routes, fire doors, alarms, extinguishers, suppression systems, emergency lighting, spill kits, eyewash, showers, and first-aid resources are accessible and serviceable.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Test emergency readiness in the field, not only on paper. Exits, alarms, response equipment, roles, and communication all need to work together.

- 16** Verify emergency roles, wardens, first-aiders, response teams, responsible supervisors, and employees understand their responsibilities and have received required training.

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

● Execution tip: Test emergency readiness in the field, not only on paper. Exits, alarms, response equipment, roles, and communication all need to work together.

- 17** Review drill frequency, drill performance, response times, accountability gaps, equipment failures, communication problems, and lessons requiring corrective action.

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

● Execution tip: Test emergency readiness in the field, not only on paper. Exits, alarms, response equipment, roles, and communication all need to work together.

- 18** Escalate blocked exits, failed life-safety systems, uncontrolled emergency hazards, missing critical response equipment, or other conditions that could compromise immediate response.

EHS AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Test emergency readiness in the field, not only on paper. Exits, alarms, response equipment, roles, and communication all need to work together.

4. Chemical management, hazard communication, storage, exposure control, and SDS

- 19** Verify the site maintains an accurate inventory of hazardous chemicals, substances, fuels, gases, cleaning agents, process chemicals, and other relevant materials.

EHS AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Trace one chemical from inventory to label, SDS, storage, use, exposure controls, spill response, and waste disposal to test the full chemical-management chain.

- 20** Confirm containers are correctly identified and labelled and that current safety data sheets or equivalent hazard information are available to exposed employees.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Trace one chemical from inventory to label, SDS, storage, use, exposure controls, spill response, and waste disposal to test the full chemical-management chain.

- 21** Check chemical storage is compatible, secure, ventilated where required, protected from ignition or impact, and segregated from incompatible substances.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Trace one chemical from inventory to label, SDS, storage, use, exposure controls, spill response, and waste disposal to test the full chemical-management chain.

- 22** Verify employees handling hazardous chemicals receive appropriate information, training, PPE, handling instructions, spill response guidance, and exposure-control measures.

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

● Execution tip: Trace one chemical from inventory to label, SDS, storage, use, exposure controls, spill response, and waste disposal to test the full chemical-management chain.

- 23** Inspect transfer, dispensing, decanting, secondary containers, gas cylinders, chemical cabinets, bunds, trays, and temporary storage for leaks, damage, poor labelling, or unsafe practices.

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

● Execution tip: Trace one chemical from inventory to label, SDS, storage, use, exposure controls, spill response, and waste disposal to test the full chemical-management chain.

- 24** Review chemical spills, exposure events, damaged containers, missing SDS information, poor inventory control, repeated handling issues, and corrective actions.

EHS AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Trace one chemical from inventory to label, SDS, storage, use, exposure controls, spill response, and waste disposal to test the full chemical-management chain.

5. Machinery, electrical safety, hazardous energy, work at height, and equipment controls

- 25** Inspect machinery, powered equipment, tools, guards, interlocks, emergency stops, electrical panels, cables, plugs, sockets, and visible installations for safe condition and operation.

EHS AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Observe maintenance and non-routine work. Hazardous energy and work-at-height failures often appear during servicing, breakdowns, and temporary activities.

- 26** Verify hazardous-energy controls are defined for servicing and maintenance, including shutdown, isolation, lockout or tagout where applicable, stored-energy control, verification, and employee notification.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Observe maintenance and non-routine work. Hazardous energy and work-at-height failures often appear during servicing, breakdowns, and temporary activities.

- 27** Check authorized and affected employees understand energy-control responsibilities and that periodic inspections, device control, and procedure updates are completed where required.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Observe maintenance and non-routine work. Hazardous energy and work-at-height failures often appear during servicing, breakdowns, and temporary activities.

- 28** Verify work-at-height activities use suitable access equipment, fall prevention or protection, anchor arrangements, permits, barriers, and rescue planning according to site risk.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Observe maintenance and non-routine work. Hazardous energy and work-at-height failures often appear during servicing, breakdowns, and temporary activities.

- 29** Confirm tools, lifting devices, ladders, platforms, pressure systems, powered doors, workshop equipment, and other safety-critical equipment receive required inspection and maintenance.

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

● Execution tip: Observe maintenance and non-routine work. Hazardous energy and work-at-height failures often appear during servicing, breakdowns, and temporary activities.

- 30** Escalate missing guards, exposed electrical hazards, failed isolation controls, unsafe work at height, defective lifting or access equipment, and other imminent-danger conditions immediately.

EHS AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Observe maintenance and non-routine work. Hazardous energy and work-at-height failures often appear during servicing, breakdowns, and temporary activities.

6. Occupational health, PPE, ergonomics, hygiene, and employee welfare

- 31 Verify occupational health risks such as noise, dust, fumes, heat, cold, vibration, biological exposure, repetitive work, manual handling, and poor ergonomics are identified and controlled.**

CRITICAL

EHS AUDIT

READING

Enter

LIMIT / TARGET

Enter

STATUS

Record

- Execution tip: Check occupational health controls against real exposure and work patterns. PPE should support stronger controls, not replace practical engineering or work-process improvements.

- 32 Confirm required PPE is selected for the task hazard, available in suitable sizes, correctly worn, compatible with other PPE, maintained, cleaned, stored, and replaced when defective.**

CRITICAL

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

- Execution tip: Check occupational health controls against real exposure and work patterns. PPE should support stronger controls, not replace practical engineering or work-process improvements.

- 33 Check respirators, hearing protection, fall-protection equipment, chemical PPE, eye and face protection, helmets, gloves, and specialist PPE receive any required fit, inspection, or competency controls.**

CRITICAL

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

- Execution tip: Check occupational health controls against real exposure and work patterns. PPE should support stronger controls, not replace practical engineering or work-process improvements.

- 34 Assess manual handling, workstation design, lifting, pushing, pulling, repetitive tasks, awkward postures, and load movement for practical ergonomic improvements.**

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

- Execution tip: Check occupational health controls against real exposure and work patterns. PPE should support stronger controls, not replace practical engineering or work-process improvements.

- 35 Inspect toilets, washing facilities, drinking water, rest areas, changing facilities, hygiene provisions, and welfare spaces for adequate, clean, and safe condition.**

EHS AUDIT

READING

Enter

LIMIT / TARGET

Enter

STATUS

Record

- Execution tip: Check occupational health controls against real exposure and work patterns. PPE should support stronger controls, not replace practical engineering or work-process improvements.

- 36 Review occupational illnesses, discomfort reports, exposure concerns, PPE failures, ergonomic complaints, and health-surveillance or monitoring actions where applicable.**

CRITICAL

EHS AUDIT

Area / Record

Current

Owner

Evidence

Action

- Execution tip: Check occupational health controls against real exposure and work patterns. PPE should support stronger controls, not replace practical engineering or work-process improvements.

7. Environmental aspects, air, water, energy, emissions, and pollution prevention

- 37** Verify the site identifies significant environmental aspects and impacts associated with energy use, air emissions, water use, wastewater, waste, chemicals, spills, noise, and other relevant operations.

CRITICAL

EHS AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

- Execution tip: Review environmental controls at the source of potential release. Drainage, emissions, storage, and spill prevention should be inspected under normal and abnormal operating conditions.

- 38** Confirm applicable environmental permits, discharge conditions, monitoring requirements, operating limits, recordkeeping, and reporting obligations are known and assigned.

CRITICAL

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

- Execution tip: Review environmental controls at the source of potential release. Drainage, emissions, storage, and spill prevention should be inspected under normal and abnormal operating conditions.

- 39** Check air-emission sources, extraction systems, vents, filters, generators, combustion equipment, process exhausts, and dust controls operate within approved site requirements.

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

- Execution tip: Review environmental controls at the source of potential release. Drainage, emissions, storage, and spill prevention should be inspected under normal and abnormal operating conditions.

- 40** Inspect drains, wastewater systems, separators, interceptors, treatment equipment, wash areas, outdoor work, and discharge points for leaks, uncontrolled releases, or poor housekeeping.

CRITICAL

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

- Execution tip: Review environmental controls at the source of potential release. Drainage, emissions, storage, and spill prevention should be inspected under normal and abnormal operating conditions.

- 41** Verify oil, fuel, chemical, and liquid-storage areas use appropriate spill-prevention and containment measures based on site risk, including inspection and response arrangements.

CRITICAL

EHS AUDIT

READING

Enter

LIMIT / TARGET

Enter

STATUS

Record

- Execution tip: Review environmental controls at the source of potential release. Drainage, emissions, storage, and spill prevention should be inspected under normal and abnormal operating conditions.

- 42** Review abnormal emissions, odours, discharge issues, leaks, pollution complaints, monitoring excursions, permit deviations, and environmental corrective actions.

CRITICAL

EHS AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

- Execution tip: Review environmental controls at the source of potential release. Drainage, emissions, storage, and spill prevention should be inspected under normal and abnormal operating conditions.

8. Waste management, hazardous waste, recycling, storage, and disposal controls

- 43 Identify waste streams generated by the site and confirm hazardous, regulated, recyclable, general, organic, electronic, and other wastes are classified and managed appropriately.**

EHS AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Follow waste from the point of generation to final collection. Storage condition, labelling, segregation, inspection, and records are common control points.

- 44 Check waste containers are suitable, compatible, in good condition, closed where required, clearly identified, and stored in defined areas protected from leaks, damage, and unauthorized mixing.**

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Follow waste from the point of generation to final collection. Storage condition, labelling, segregation, inspection, and records are common control points.

- 45 Verify hazardous or controlled waste storage uses applicable labels, dates, accumulation controls, segregation, inspections, emergency arrangements, and records required by the site's jurisdiction.**

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Follow waste from the point of generation to final collection. Storage condition, labelling, segregation, inspection, and records are common control points.

- 46 Confirm waste transfer, collection, transport, recycling, treatment, and disposal use approved providers and retain required manifests, receipts, certificates, or other records.**

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Follow waste from the point of generation to final collection. Storage condition, labelling, segregation, inspection, and records are common control points.

- 47 Inspect waste rooms, compactors, bins, pallets, drums, skips, battery areas, e-waste, used oil, lamps, and other waste points for overflow, leakage, fire load, pests, or unsafe access.**

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

● Execution tip: Follow waste from the point of generation to final collection. Storage condition, labelling, segregation, inspection, and records are common control points.

- 48 Review waste-volume trends, repeated segregation failures, disposal errors, spills, missing records, overdue collections, and opportunities to prevent or reduce waste at source.**

EHS AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Follow waste from the point of generation to final collection. Storage condition, labelling, segregation, inspection, and records are common control points.

9. Training, contractors, incidents, inspections, reporting, and EHS performance

- 49** Verify employees receive role-specific EHS induction, hazard training, emergency instruction, chemical information, equipment training, PPE guidance, and refresher training appropriate to their work.

EHS AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

- Execution tip: Audit contractor and incident systems using real examples. Strong EHS programs turn reported problems into learning, corrective action, and measurable improvement.

- 50** Confirm contractors and temporary workers receive site rules, risk information, permits, supervision, emergency arrangements, isolation requirements, and restricted-area controls before work begins.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Audit contractor and incident systems using real examples. Strong EHS programs turn reported problems into learning, corrective action, and measurable improvement.

- 51** Check incidents, near misses, injuries, occupational health concerns, spills, environmental events, equipment damage, and unsafe conditions can be reported quickly with useful evidence.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Audit contractor and incident systems using real examples. Strong EHS programs turn reported problems into learning, corrective action, and measurable improvement.

- 52** Verify incident investigations identify direct, contributing, and underlying causes and convert significant findings into corrective and preventive actions.

EHS AUDIT

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Audit contractor and incident systems using real examples. Strong EHS programs turn reported problems into learning, corrective action, and measurable improvement.

- 53** Review routine inspections, observations, permit checks, environmental monitoring, leading indicators, lagging indicators, action closure, and management EHS performance reviews.

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

- Execution tip: Audit contractor and incident systems using real examples. Strong EHS programs turn reported problems into learning, corrective action, and measurable improvement.

- 54** Confirm workers receive feedback on significant EHS findings and that repeated issues, weak reporting, contractor failures, or poor action closure are escalated.

EHS AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

- Execution tip: Audit contractor and incident systems using real examples. Strong EHS programs turn reported problems into learning, corrective action, and measurable improvement.

10. Audit findings, corrective actions, verification, trends, management review, and sign-off

- 55 Record every EHS audit finding with the requirement, exact location or process, observed condition, objective evidence, risk, and immediate containment completed.**

CRITICAL

EHS AUDIT

Area / Record	Current	Owner	Evidence	Action
---------------	---------	-------	----------	--------

● Execution tip: Close findings only when objective evidence confirms the risk or environmental impact is controlled and repeated failures have been addressed beyond the immediate fix.

- 56 Classify findings consistently using the approved critical, major, minor, observation, or equivalent method and promptly escalate imminent danger, serious pollution, or major compliance risk.**

CRITICAL

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

● Execution tip: Close findings only when objective evidence confirms the risk or environmental impact is controlled and repeated failures have been addressed beyond the immediate fix.

- 57 Assign each failed audit check to a named owner with priority, due date, temporary control, required evidence, escalation route, and verification responsibility.**

CRITICAL

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

● Execution tip: Close findings only when objective evidence confirms the risk or environmental impact is controlled and repeated failures have been addressed beyond the immediate fix.

- 58 Verify closure through repeat inspection, live photos, repair records, monitoring data, training evidence, permit records, waste documentation, test results, or other objective evidence.**

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

● Execution tip: Close findings only when objective evidence confirms the risk or environmental impact is controlled and repeated failures have been addressed beyond the immediate fix.

- 59 Review repeated hazards, spills, permit deviations, exposure issues, contractor failures, overdue actions, incident patterns, waste problems, and site trends requiring systemic improvement.**

EHS AUDIT

Compliant

Partial

Non-compliant

N/A

● Execution tip: Close findings only when objective evidence confirms the risk or environmental impact is controlled and repeated failures have been addressed beyond the immediate fix.

- 60 Record the final EHS audit score, unresolved critical findings, corrective-action status, residual risk, next audit date, auditor, site manager, EHS owner, approver, date, time, and sign-off.**

CRITICAL

EHS AUDIT

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
------	-------	-------------	-------	----------	------

● Execution tip: Close findings only when objective evidence confirms the risk or environmental impact is controlled and repeated failures have been addressed beyond the immediate fix.

RUN THIS CHECKLIST DIGITALLY

Turn EHS findings into verified corrective action

Use Taqtics to schedule EHS audits, capture live evidence, escalate critical safety and environmental findings, assign actions, verify closure, and compare performance across every location.