

FREE OPERATIONAL TEMPLATE

Safety Inspection Checklist

Use this 60-point checklist to identify workplace hazards, verify critical safeguards, assign actions, and confirm accountable closure.

Site / location

Inspection date

Inspector

Site manager

1. Inspection scope, safety responsibilities, records, and previous incidents

1

Record the site, area, date, shift, inspector, site manager, operating status, and activities included in the inspection.

DATE + INSPECTOR

INSPECTION DATE

INSPECTION TIME

INSPECTOR

🔗

Execution tip: Define the inspection scope and critical escalation rules before the walk-through so findings are rated and assigned consistently.

2

Verify the current safety policy, emergency contacts, required permits, inspection certificates, and mandatory notices are available.

RECORD GRID

Record	Current	Owner	Evidence	Action
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🔗

Execution tip: Define the inspection scope and critical escalation rules before the walk-through so findings are rated and assigned consistently.

3

Review previous injuries, near misses, complaints, unsafe-condition reports, equipment failures, and overdue actions.

CRITICAL

TREND REVIEW GRID

Repeat issue	Cause	Prevention	Owner	Review
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🔗

Execution tip: Define the inspection scope and critical escalation rules before the walk-through so findings are rated and assigned consistently.

4

Confirm named owners for fire, first aid, facilities, equipment, chemicals, security, and corrective-action closure.

RECORD GRID

Record	Current	Owner	Evidence	Action
--------	---------	-------	----------	--------

🔗

Execution tip: Define the inspection scope and critical escalation rules before the walk-through so findings are rated and assigned consistently.

5

Define stop-work, evacuation, isolation, restricted-access, and escalation rules for immediate danger.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A

🔗

Execution tip: Define the inspection scope and critical escalation rules before the walk-through so findings are rated and assigned consistently.

6

Confirm employees, contractors, visitors, lone workers, and high-risk activities present during the inspection.

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED

🔗

Execution tip: Define the inspection scope and critical escalation rules before the walk-through so findings are rated and assigned consistently.

2. Housekeeping, walking surfaces, access, slips, trips, and falls

7 Inspect floors, stairs, ramps, platforms, corridors, and entrances for damage, contamination, uneven surfaces, or obstructions.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo



Execution tip: Inspect normal routes and less visible areas, including stairs, storage aisles, service corridors, loading points, and temporary work zones.

8 Confirm spills, leaks, loose materials, trailing cables, packaging, and waste are removed or controlled promptly.

CRITICAL

SCORED + COMMENT

Compliant

Partial

Non-compliant

N/A

COMMENT

Add exception details



Execution tip: Inspect normal routes and less visible areas, including stairs, storage aisles, service corridors, loading points, and temporary work zones.

9 Verify walkways, aisles, doorways, emergency routes, and access to safety equipment remain clear and suitably marked.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo



Execution tip: Inspect normal routes and less visible areas, including stairs, storage aisles, service corridors, loading points, and temporary work zones.

10 Inspect handrails, guardrails, floor openings, elevated edges, ladders, and access equipment for safe condition and use.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Inspect normal routes and less visible areas, including stairs, storage aisles, service corridors, loading points, and temporary work zones.

11 Check lighting levels, failed lamps, glare, blind spots, and visibility along work and customer routes.

NUMERIC READING

CONTROL

Enter

TARGET

Enter

ACTUAL

Enter



Execution tip: Inspect normal routes and less visible areas, including stairs, storage aisles, service corridors, loading points, and temporary work zones.

12 Confirm wet-floor controls, mats, barriers, warning signs, and cleaning schedules are available and used correctly.

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Inspect normal routes and less visible areas, including stairs, storage aisles, service corridors, loading points, and temporary work zones.

3. Emergency exits, alarms, fire protection, evacuation, and assembly readiness

13

Verify exit routes, exit doors, stairways, and discharge points are unlocked, unobstructed, marked, and usable.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo

Execution tip: Treat blocked exits, failed alarms, inaccessible fire equipment, or unclear evacuation arrangements as critical until verified safe.

14

Check fire alarms, detectors, call points, emergency communication, and fault indicators are current and operational.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A

Execution tip: Treat blocked exits, failed alarms, inaccessible fire equipment, or unclear evacuation arrangements as critical until verified safe.

15

Inspect portable extinguishers, hose reels, suppression systems, and fire blankets for access, condition, and service status.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo

Execution tip: Treat blocked exits, failed alarms, inaccessible fire equipment, or unclear evacuation arrangements as critical until verified safe.

16

Confirm emergency lighting and illuminated exit signs operate and cover required escape routes.

CRITICAL

NUMERIC READING

CONTROL
Enter

TARGET
Enter

ACTUAL
Enter

Execution tip: Treat blocked exits, failed alarms, inaccessible fire equipment, or unclear evacuation arrangements as critical until verified safe.

17

Verify evacuation maps, assembly points, wardens, visitor controls, and assistance arrangements are current.

RECORD GRID

Record	Current	Owner	Evidence	Action

Execution tip: Treat blocked exits, failed alarms, inaccessible fire equipment, or unclear evacuation arrangements as critical until verified safe.

18

Review emergency drills, alarm tests, evacuation times, lessons learned, and open corrective actions.

TREND REVIEW GRID

Repeat issue	Cause	Prevention	Owner	Review

Execution tip: Treat blocked exits, failed alarms, inaccessible fire equipment, or unclear evacuation arrangements as critical until verified safe.

4. Electrical systems, utilities, lighting, charging, and temporary installations

19

Inspect plugs, sockets, cords, extension leads, switches, portable appliances, and chargers for damage or unsafe use.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo

Execution tip: Remove damaged or exposed electrical equipment from service and prevent improvised repairs or temporary wiring from becoming permanent.

20

Confirm electrical panels and isolation points are labelled, closed, accessible, and free from stored materials.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A

Execution tip: Remove damaged or exposed electrical equipment from service and prevent improvised repairs or temporary wiring from becoming permanent.

21

Check for overloaded outlets, daisy chains, unapproved adapters, exposed conductors, or temporary wiring.

CRITICAL

SCORED + COMMENT

Compliant

Partial

Non-compliant

N/A

COMMENT

Add exception details

Execution tip: Remove damaged or exposed electrical equipment from service and prevent improvised repairs or temporary wiring from becoming permanent.

22

Verify wet-area protection, grounding, residual-current protection, and equipment suitability for the environment.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A

Execution tip: Remove damaged or exposed electrical equipment from service and prevent improvised repairs or temporary wiring from becoming permanent.

23

Inspect lighting, backup power, generators, battery charging, and utility areas for heat, leaks, ventilation, and access risks.

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo

Execution tip: Remove damaged or exposed electrical equipment from service and prevent improvised repairs or temporary wiring from becoming permanent.

24

Review electrical inspections, portable-appliance checks, faults, repairs, and equipment removed from service.

RECORD GRID

Record	Current	Owner	Evidence	Action

Execution tip: Remove damaged or exposed electrical equipment from service and prevent improvised repairs or temporary wiring from becoming permanent.

5. Machinery, tools, guarding, isolation, maintenance, and safe operation

- 25 Inspect machines, powered tools, conveyors, compactors, lifts, and work equipment for damage and safe operation.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo



Execution tip: Observe equipment during normal use and verify that guards, interlocks, emergency stops, and isolation controls cannot be bypassed.

- 26 Verify guards, covers, interlocks, emergency stops, warning labels, and safe clearances are present and effective.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Observe equipment during normal use and verify that guards, interlocks, emergency stops, and isolation controls cannot be bypassed.

- 27 Confirm only trained and authorized employees operate high-risk equipment or perform adjustments and maintenance.

CRITICAL

RECORD GRID

Record	Current	Owner	Evidence	Action
--------	---------	-------	----------	--------



Execution tip: Observe equipment during normal use and verify that guards, interlocks, emergency stops, and isolation controls cannot be bypassed.

- 28 Check blades, cutting tools, hand tools, attachments, and tool storage for suitability, condition, and controlled use.

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo



Execution tip: Observe equipment during normal use and verify that guards, interlocks, emergency stops, and isolation controls cannot be bypassed.

- 29 Verify cleaning, jam clearing, servicing, and repair use approved shutdown, isolation, or lockout procedures.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Observe equipment during normal use and verify that guards, interlocks, emergency stops, and isolation controls cannot be bypassed.

- 30 Review preventive maintenance, inspection tags, breakdown records, vendor visits, defects, and open work orders.

RECORD GRID

Record	Current	Owner	Evidence	Action
--------	---------	-------	----------	--------



Execution tip: Observe equipment during normal use and verify that guards, interlocks, emergency stops, and isolation controls cannot be bypassed.

6. Chemicals, hazardous substances, storage, spills, waste, and environmental controls

- 31 Confirm hazardous substances are approved, inventoried, labelled, and supported by current safety information.

CRITICAL

RECORD GRID

Record	Current	Owner	Evidence	Action
--------	---------	-------	----------	--------



Execution tip: Check the full chemical lifecycle from approval and receipt through labelling, use, storage, spill response, waste, and disposal.

- 32 Inspect chemical storage for segregation, ventilation, secondary containment, secure access, and damaged containers.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo



Execution tip: Check the full chemical lifecycle from approval and receipt through labelling, use, storage, spill response, waste, and disposal.

- 33 Verify employees follow approved dilution, transfer, application, and disposal instructions without unlabelled containers.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Check the full chemical lifecycle from approval and receipt through labelling, use, storage, spill response, waste, and disposal.

- 34 Check spill kits, absorbents, drain protection, emergency eyewash, showers, and response instructions are ready.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo



Execution tip: Check the full chemical lifecycle from approval and receipt through labelling, use, storage, spill response, waste, and disposal.

- 35 Inspect waste, sharps, batteries, oils, contaminated materials, and hazardous waste for correct segregation and removal.

SCORED + COMMENT

Compliant

Partial

Non-compliant

N/A

COMMENT

Add exception details



Execution tip: Check the full chemical lifecycle from approval and receipt through labelling, use, storage, spill response, waste, and disposal.

- 36 Review spills, exposures, leaks, contractor collections, environmental complaints, and repeat chemical-control failures.

TREND REVIEW GRID

Repeat issue	Cause	Prevention	Owner	Review
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Execution tip: Check the full chemical lifecycle from approval and receipt through labelling, use, storage, spill response, waste, and disposal.

7. PPE, training, safe work practices, contractors, and ergonomic controls

37 Verify task risk assessments identify required engineering controls, procedures, supervision, and PPE.

CRITICAL

RECORD GRID

Record	Current	Owner	Evidence	Action
--------	---------	-------	----------	--------



Execution tip: Confirm the control is suitable for the actual task. PPE should support, not replace, safer equipment, processes, and work methods.

38 Inspect safety footwear, gloves, eye protection, hearing protection, helmets, respirators, and fall protection for suitability.

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo



Execution tip: Confirm the control is suitable for the actual task. PPE should support, not replace, safer equipment, processes, and work methods.

39 Confirm PPE is available, fitted, clean, maintained, stored correctly, and replaced when damaged or expired.

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Confirm the control is suitable for the actual task. PPE should support, not replace, safer equipment, processes, and work methods.

40 Verify safety induction, refresher training, task competency, toolbox talks, and emergency responsibilities are current.

CRITICAL

RECORD GRID

Record	Current	Owner	Evidence	Action
--------	---------	-------	----------	--------



Execution tip: Confirm the control is suitable for the actual task. PPE should support, not replace, safer equipment, processes, and work methods.

41 Inspect lifting, pushing, pulling, work height, reach, repetitive tasks, seating, workstation setup, and material handling.

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo



Execution tip: Confirm the control is suitable for the actual task. PPE should support, not replace, safer equipment, processes, and work methods.

42 Confirm contractors receive site rules, permits, supervision, isolation controls, and close-out verification.

CRITICAL

RECORD GRID

Record	Current	Owner	Evidence	Action
--------	---------	-------	----------	--------



Execution tip: Confirm the control is suitable for the actual task. PPE should support, not replace, safer equipment, processes, and work methods.

8. Storage, racking, loading areas, vehicles, deliveries, and material movement

43

Inspect shelves, racks, cabinets, pallets, mezzanines, and storage areas for damage, overload, instability, or falling objects.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo

Execution tip: Follow materials from delivery through storage and use, looking for unstable loads, struck-by risks, blocked routes, and unsafe handling.

44

Confirm heavy, fragile, hazardous, and frequently used items are stored at suitable heights and secured where needed.

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A

Execution tip: Follow materials from delivery through storage and use, looking for unstable loads, struck-by risks, blocked routes, and unsafe handling.

45

Verify loading bays, delivery routes, reversing areas, docks, gates, and pedestrian crossings are controlled and visible.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo

Execution tip: Follow materials from delivery through storage and use, looking for unstable loads, struck-by risks, blocked routes, and unsafe handling.

46

Inspect forklifts, pallet trucks, trolleys, ladders, dock equipment, and handling aids for condition and authorization.

CRITICAL

RECORD GRID

Record	Current	Owner	Evidence	Action
--------	---------	-------	----------	--------

Execution tip: Follow materials from delivery through storage and use, looking for unstable loads, struck-by risks, blocked routes, and unsafe handling.

47

Check vehicle speed, parking, keys, charging, seat belts, reversing controls, and separation from pedestrians.

CRITICAL

SCORED + COMMENT

Compliant

Partial

Non-compliant

N/A

COMMENT

Add exception details

Execution tip: Follow materials from delivery through storage and use, looking for unstable loads, struck-by risks, blocked routes, and unsafe handling.

48

Review delivery incidents, damaged loads, dropped objects, racking defects, vehicle impacts, and overdue repairs.

TREND REVIEW GRID

Repeat issue	Cause	Prevention	Owner	Review
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Execution tip: Follow materials from delivery through storage and use, looking for unstable loads, struck-by risks, blocked routes, and unsafe handling.

9. First aid, welfare, occupational health, security, and incident readiness

49 Confirm first-aid kits, trauma supplies, AED where provided, and emergency equipment are accessible and in date.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo

**Execution tip:** Verify resources against the real shift, occupancy, hazards, location, and response time, not only the minimum inventory list.

50 Verify trained first aiders, emergency contacts, incident reporting, medical support, and transport arrangements.

CRITICAL

RECORD GRID

Record	Current	Owner	Evidence	Action
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**Execution tip:** Verify resources against the real shift, occupancy, hazards, location, and response time, not only the minimum inventory list.

51 Inspect drinking water, washrooms, handwashing, rest areas, ventilation, temperature, and general welfare conditions.

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A

**Execution tip:** Verify resources against the real shift, occupancy, hazards, location, and response time, not only the minimum inventory list.

52 Review noise, dust, fumes, heat, cold, lighting, biological exposure, fatigue, and other occupational health risks.

NUMERIC READING

CONTROL
EnterTARGET
EnterACTUAL
Enter**Execution tip:** Verify resources against the real shift, occupancy, hazards, location, and response time, not only the minimum inventory list.

53 Check access control, CCTV, keys, visitor management, lone work, workplace violence, and late-shift security controls.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo

**Execution tip:** Verify resources against the real shift, occupancy, hazards, location, and response time, not only the minimum inventory list.

54 Verify incident scenes can be protected, evidence preserved, notifications completed, and affected employees supported.

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED

**Execution tip:** Verify resources against the real shift, occupancy, hazards, location, and response time, not only the minimum inventory list.

10. Findings, risk rating, corrective actions, verification, trends, and sign-off

- 55 Record every finding with the hazard, affected area, people exposed, evidence, immediate control, and operational impact.

CORRECTIVE ACTION GRID

Finding	Priority	Owner	Due	Proof
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Execution tip: Keep actions open until objective evidence confirms the hazard is controlled, the fix is sustained, and repeat causes are addressed.

- 56 Classify findings using the approved severity, likelihood, risk-rating, stop-work, and escalation rules.

CRITICAL

CORRECTIVE ACTION GRID

Finding	Priority	Owner	Due	Proof
---------	----------	-------	-----	-------



Execution tip: Keep actions open until objective evidence confirms the hazard is controlled, the fix is sustained, and repeat causes are addressed.

- 57 Assign each corrective action to a named owner with priority, due date, temporary control, and required proof.

CRITICAL

CORRECTIVE ACTION GRID

Finding	Priority	Owner	Due	Proof
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Execution tip: Keep actions open until objective evidence confirms the hazard is controlled, the fix is sustained, and repeat causes are addressed.

- 58 Verify closure through repeat inspection, live photos, repair records, training proof, tests, or updated procedures.

CRITICAL

SCORED + PHOTO

Safe

Needs action

Critical

Add live photo



Execution tip: Keep actions open until objective evidence confirms the hazard is controlled, the fix is sustained, and repeat causes are addressed.

- 59 Review repeat hazards, overdue actions, incident trends, weak controls, and support required from regional or head office.

TREND REVIEW GRID

Repeat issue	Cause	Prevention	Owner	Review
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Execution tip: Keep actions open until objective evidence confirms the hazard is controlled, the fix is sustained, and repeat causes are addressed.

- 60 Record the final safety status, unresolved critical risks, next inspection date, inspector, manager, reviewer, and signatures.

CRITICAL

SIGNATURE + STATUS

Safe to continue

Restricted operation

Stop work

MANAGER SIGNATURE

Sign here



Execution tip: Keep actions open until objective evidence confirms the hazard is controlled, the fix is sustained, and repeat causes are addressed.

RUN THIS CHECKLIST DIGITALLY

Turn safety findings into verified operational improvement

Schedule inspections, capture live evidence, escalate critical hazards, assign actions, verify closure, and compare safety performance across every location.

Try the Safety Inspection Checklist in Taqtics

Scheduled inspections

Live photo evidence

Critical alerts

Corrective actions

Approvals

Dashboards