

FREE MANUFACTURING SAFETY TEMPLATE

Workplace Safety Audit Checklist

Use this 72-point checklist to assess manufacturing safety management, housekeeping, machine guarding, LOTO, electrical controls, chemicals, PPE, material handling, fire readiness, hot work, confined spaces, training, and corrective-action closure.

Plant / area

Audit date

Auditor / reviewer

Shift / department

Internal manufacturing safety template. Apply the current local occupational-safety requirements, site risk assessments, equipment instructions, and permits as the controlling reference.

1. Safety management, legal readiness, risk assessment, and audit scope

1

Confirm current workplace risk assessments or job hazard analyses identify significant manufacturing hazards, affected workers, existing controls, residual risk, and required actions.

CRITICAL

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Use current risk assessments, legal requirements, recent incidents, and worker feedback to define the audit scope before scoring.

2

Verify applicable occupational safety laws, permits, licences, codes, corporate requirements, and site-specific obligations are identified, current, and assigned to responsible owners.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Use current risk assessments, legal requirements, recent incidents, and worker feedback to define the audit scope before scoring.

3

Confirm safety responsibilities, competent-person roles, authorized-person roles, escalation routes, and stop-work authority are defined and understood for normal and non-routine work.

SAFETY AUDIT

C PC NC NA

Execution tip: Use current risk assessments, legal requirements, recent incidents, and worker feedback to define the audit scope before scoring.

4

Check workers are involved in hazard reporting, safety observations, toolbox discussions, risk reviews, and consultation on changes that could affect workplace safety.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Use current risk assessments, legal requirements, recent incidents, and worker feedback to define the audit scope before scoring.

5

Review previous injuries, illnesses, near misses, dangerous occurrences, regulator findings, insurance recommendations, repeat hazards, and overdue corrective actions before starting the audit.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Use current risk assessments, legal requirements, recent incidents, and worker feedback to define the audit scope before scoring.

6

Verify contractors, temporary workers, visitors, and service providers receive relevant site hazards, rules, emergency information, permit requirements, and supervision before work begins.

SAFETY AUDIT

C PC NC NA

Execution tip: Use current risk assessments, legal requirements, recent incidents, and worker feedback to define the audit scope before scoring.

2. Housekeeping, walking-working surfaces, access, and fall prevention

7

Inspect floors, aisles, passageways, work areas, and storerooms for spills, debris, loose material, protrusions, uneven surfaces, trailing cables, hoses, and other slip or trip hazards.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Walk the routes workers actually use and inspect hidden trip, fall, access, lighting, and material-staging hazards during normal work.

8

Confirm emergency exits, machine access, electrical equipment access, fire equipment, eyewash points, and evacuation routes are clearly identified and remain unobstructed.

CRITICAL

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Walk the routes workers actually use and inspect hidden trip, fall, access, lighting, and material-staging hazards during normal work.

9

Inspect stairs, ladders, platforms, mezzanines, ramps, guardrails, handrails, floor openings, covers, and access points for condition, secure installation, and safe use.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Walk the routes workers actually use and inspect hidden trip, fall, access, lighting, and material-staging hazards during normal work.

10

Verify required fall-protection systems are selected, installed, inspected, and used for exposed edges, holes, elevated maintenance, roofs, platforms, or other fall hazards.

CRITICAL

SAFETY AUDIT

C

PC

NC

NA

Execution tip: Walk the routes workers actually use and inspect hidden trip, fall, access, lighting, and material-staging hazards during normal work.

11

Confirm walking-working surfaces, platforms, racks, and elevated work areas are suitable for intended loads and damaged or unsafe surfaces are removed from use until corrected.

SAFETY AUDIT

C

PC

NC

NA

Execution tip: Walk the routes workers actually use and inspect hidden trip, fall, access, lighting, and material-staging hazards during normal work.

12

Check lighting, visibility, floor markings, housekeeping frequency, spill response, waste removal, and storage practices support safe movement during all operating shifts.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Walk the routes workers actually use and inspect hidden trip, fall, access, lighting, and material-staging hazards during normal work.

3. Machine guarding, safeguarding, and safe machine operation

13

Confirm points of operation, ingoing nip points, rotating parts, belts, pulleys, gears, shafts, blades, flying chips, sparks, and other machine hazards are effectively guarded.

CRITICAL

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe machines in operation and during setup; never rely only on guards being present while equipment is stopped.

14

Verify interlocks, light curtains, pressure-sensitive devices, two-hand controls, presence-sensing safeguards, and other protective devices function correctly and are not bypassed or defeated.

CRITICAL

SAFETY AUDIT

C

PC

NC

NA

Execution tip: Observe machines in operation and during setup; never rely only on guards being present while equipment is stopped.

15

Inspect guards for secure attachment, suitable openings, adequate strength, maintenance access, and any sharp edges or secondary hazards created by the guarding itself.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe machines in operation and during setup; never rely only on guards being present while equipment is stopped.

16

Test accessible emergency-stop devices and confirm restart controls prevent unexpected operation after an emergency stop, power loss, guard opening, or fault where required by the equipment design.

SAFETY AUDIT

C

PC

NC

NA

Execution tip: Observe machines in operation and during setup; never rely only on guards being present while equipment is stopped.

17

Confirm machine-specific safe operating procedures cover startup, operation, setup, changeover, cleaning, jam clearing, tool changes, shutdown, and abnormal conditions.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Observe machines in operation and during setup; never rely only on guards being present while equipment is stopped.

18

Verify defective machines, missing guards, failed safety devices, abnormal vibration, damaged controls, or other unsafe equipment conditions trigger prompt isolation and removal from service.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe machines in operation and during setup; never rely only on guards being present while equipment is stopped.

4. Hazardous energy control and lockout/tagout

19

Confirm machine-specific energy-control procedures identify electrical, mechanical, hydraulic, pneumatic, thermal, gravitational, pressure, chemical, stored, and other hazardous energy sources.

CRITICAL

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Verify hazardous-energy isolation through actual procedures, devices, employee practice, zero-energy checks, and inspection records.

20

Observe servicing or maintenance and verify authorized employees isolate energy sources, apply personal lockout or approved tagout controls, and prevent unexpected energization before work begins.

CRITICAL

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Verify hazardous-energy isolation through actual procedures, devices, employee practice, zero-energy checks, and inspection records.

21

Verify zero-energy state is tested before work starts and stored or residual energy is blocked, restrained, discharged, relieved, disconnected, or otherwise rendered safe.

CRITICAL

SAFETY AUDIT

C

PC

NC

NA

Execution tip: Verify hazardous-energy isolation through actual procedures, devices, employee practice, zero-energy checks, and inspection records.

22

Check group lockout, shift changes, contractor coordination, testing or positioning, temporary re-energization, and exceptional lock removal follow controlled documented procedures.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Verify hazardous-energy isolation through actual procedures, devices, employee practice, zero-energy checks, and inspection records.

23

Confirm periodic inspections of energy-control procedures are completed at the required frequency, findings are corrected, and certification or inspection records are retained.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Verify hazardous-energy isolation through actual procedures, devices, employee practice, zero-energy checks, and inspection records.

24

Verify authorized, affected, and other employees receive role-appropriate hazardous-energy training and retraining after changes, observed deficiencies, or relevant incidents.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Verify hazardous-energy isolation through actual procedures, devices, employee practice, zero-energy checks, and inspection records.

5. Electrical safety, panels, wiring, and energized-work control

25

Inspect electrical panels, cabinets, junction boxes, machine enclosures, disconnects, and live-part barriers for secure covers, intact protection, and no exposed energized components.

CRITICAL

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect panels, cords, temporary power, grounding, enclosures, clearances, and qualified-person controls under real operating conditions.

26

Verify disconnects, breakers, circuits, isolators, panels, and machine supplies are legibly identified and required working clearances remain free from storage and obstruction.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect panels, cords, temporary power, grounding, enclosures, clearances, and qualified-person controls under real operating conditions.

27

Inspect plugs, receptacles, portable tools, extension cords, flexible cables, strain relief, insulation, and connectors for damage, overheating, missing grounds, improper repairs, or exposed conductors.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect panels, cords, temporary power, grounding, enclosures, clearances, and qualified-person controls under real operating conditions.

28

Confirm grounding, bonding, overcurrent protection, GFCI or equivalent protection where required, and temporary wiring arrangements are suitable for the actual location and task.

SAFETY AUDIT

C

PC

NC

NA

Execution tip: Inspect panels, cords, temporary power, grounding, enclosures, clearances, and qualified-person controls under real operating conditions.

29

Verify electrical work is performed by appropriately qualified or authorized persons using safe work practices, required isolation, testing equipment, boundaries, and protective equipment.

CRITICAL

SAFETY AUDIT

C

PC

NC

NA

Execution tip: Inspect panels, cords, temporary power, grounding, enclosures, clearances, and qualified-person controls under real operating conditions.

30

Check electrical rooms, battery-charging areas, hazardous locations, wet areas, and temporary supplies for ventilation, ignition control, suitable equipment ratings, access, housekeeping, and warning signs.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect panels, cords, temporary power, grounding, enclosures, clearances, and qualified-person controls under real operating conditions.

6. Hazard communication, chemicals, exposure control, and spill readiness

31

Confirm a current chemical inventory and written hazard-communication program cover hazardous substances used, generated, stored, transferred, maintained, or disposed of at the site.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Trace chemicals from receipt through use, storage, labels, SDS access, exposure controls, spill response, and waste handling.

32

Verify primary and workplace container labels remain legible and complete, secondary containers are identified, and label practices reflect the currently applicable hazard-communication requirements.

CRITICAL

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Trace chemicals from receipt through use, storage, labels, SDS access, exposure controls, spill response, and waste handling.

33

Confirm workers can readily access current safety data sheets and understand the hazards, precautions, emergency measures, and protective controls relevant to the chemicals they use.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Trace chemicals from receipt through use, storage, labels, SDS access, exposure controls, spill response, and waste handling.

34

Inspect chemical storage for segregation of incompatibles, suitable cabinets or containment, closed containers, quantity control, secure cylinders, transfer practices, and ignition-source control.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Trace chemicals from receipt through use, storage, labels, SDS access, exposure controls, spill response, and waste handling.

35

Verify engineering controls such as enclosure, local exhaust ventilation, general ventilation, substitution, isolation, or process controls are maintained where chemical, dust, fume, mist, vapor, or gas exposure may occur.

SAFETY AUDIT

READING | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Trace chemicals from receipt through use, storage, labels, SDS access, exposure controls, spill response, and waste handling.

36

Check spill-response materials, emergency communication, eyewash or safety-shower provision where required, waste containers, cleanup procedures, and escalation arrangements are available and functional.

CRITICAL

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Trace chemicals from receipt through use, storage, labels, SDS access, exposure controls, spill response, and waste handling.

7. PPE, respiratory protection, noise, and occupational health controls

37

Confirm a documented workplace hazard assessment identifies where eye, face, head, hand, foot, body, hearing, respiratory, or fall protection is required and supports the PPE selected.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Match PPE and health controls to assessed hazards; verify fit, condition, training, exposure data, and program records.

38

Observe workers and verify required PPE is the correct type and size, worn properly, compatible with other PPE, maintained in sanitary condition, and removed from service when damaged or defective.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Match PPE and health controls to assessed hazards; verify fit, condition, training, exposure data, and program records.

39

Where respirators are required, confirm a written respiratory-protection program covers hazard evaluation, selection, medical evaluation, fit testing, use, cleaning, storage, inspection, training, and program review.

CRITICAL

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Match PPE and health controls to assessed hazards; verify fit, condition, training, exposure data, and program records.

40

Verify noise exposures are assessed and a hearing-conservation program is implemented where applicable, including monitoring, hearing protection, audiometric testing, training, and follow-up.

SAFETY AUDIT

READING | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Match PPE and health controls to assessed hazards; verify fit, condition, training, exposure data, and program records.

41

Confirm PPE users understand when equipment is required, how to put it on and remove it, its limitations, inspection and care requirements, replacement criteria, and task-specific restrictions.

SAFETY AUDIT

C

PC

NC

NA

Execution tip: Match PPE and health controls to assessed hazards; verify fit, condition, training, exposure data, and program records.

42

Review heat stress, cold stress, repetitive work, awkward postures, forceful exertion, vibration, manual handling, and other occupational-health risks and verify practical controls are applied where significant.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Match PPE and health controls to assessed hazards; verify fit, condition, training, exposure data, and program records.

8. Material handling, forklifts, lifting equipment, and traffic safety

43

Confirm powered industrial truck operators are trained, evaluated, authorized for the truck type and workplace conditions, and restricted from operating equipment outside their authorization.

CRITICAL

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Observe forklifts, lifting, manual handling, traffic routes, docks, loads, and pedestrian interaction during active operations.

44

Verify forklifts, pallet trucks, tow tractors, and similar powered equipment receive required pre-use checks and any unsafe, defective, leaking, or damaged equipment is removed from service until repaired.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe forklifts, lifting, manual handling, traffic routes, docks, loads, and pedestrian interaction during active operations.

45

Inspect vehicle and pedestrian routes, crossings, blind corners, dock edges, doors, parking areas, speed controls, mirrors, barriers, warning devices, and visibility for effective separation and traffic control.

CRITICAL

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe forklifts, lifting, manual handling, traffic routes, docks, loads, and pedestrian interaction during active operations.

46

Observe load handling and verify rated capacity, load stability, fork or attachment condition, seat-belt use where equipped, travel position, parking, battery charging, and refuelling practices are controlled.

SAFETY AUDIT

C

PC

NC

NA

Execution tip: Observe forklifts, lifting, manual handling, traffic routes, docks, loads, and pedestrian interaction during active operations.

47

Confirm cranes, hoists, lifting devices, hooks, slings, chains, shackles, lifting beams, and other accessories are suitable, identified, inspected, within rated capacity, and removed from service when defective.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Observe forklifts, lifting, manual handling, traffic routes, docks, loads, and pedestrian interaction during active operations.

48

Inspect manual handling, carts, conveyors, palletizing, stacking, racking, storage heights, load restraint, and retrieval practices for collapse, crush, strain, caught-between, or falling-object hazards.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe forklifts, lifting, manual handling, traffic routes, docks, loads, and pedestrian interaction during active operations.

9. Fire prevention, emergency action, evacuation, and first response

49

Confirm required exit routes are unlocked from the inside, clearly marked, adequately illuminated, free from storage or process obstruction, and lead to a safe discharge area.

CRITICAL

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test emergency readiness through routes, alarms, equipment, responsibilities, drills, accountability, and first-response arrangements.

50

Verify the emergency action plan addresses alarm and reporting methods, evacuation routes, critical operations, employee accountability, rescue or medical duties, responsible contacts, and required training.

CRITICAL

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Test emergency readiness through routes, alarms, equipment, responsibilities, drills, accountability, and first-response arrangements.

51

Inspect portable fire extinguishers where provided for correct type, accessible location, identification, serviceability, documented visual inspections, and required maintenance.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Test emergency readiness through routes, alarms, equipment, responsibilities, drills, accountability, and first-response arrangements.

52

Review fire-prevention controls for combustible waste, flammable liquids, ignition sources, hot surfaces, temporary heating, electrical hazards, smoking controls, dust accumulation, and storage separation.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test emergency readiness through routes, alarms, equipment, responsibilities, drills, accountability, and first-response arrangements.

53

Confirm emergency alarms, communication methods, drills, muster or accountability arrangements, emergency roles, evacuation assistance, and escalation contacts are tested and understood by all shifts.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Test emergency readiness through routes, alarms, equipment, responsibilities, drills, accountability, and first-response arrangements.

54

Verify first-aid supplies, trained responders or medical arrangements, AEDs where provided, emergency eyewash or showers where required, and access for emergency services are available and maintained.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test emergency readiness through routes, alarms, equipment, responsibilities, drills, accountability, and first-response arrangements.

10. Hot work, welding, cutting, brazing, and compressed-gas safety

55

Confirm hot work is performed only in designated fire-safe areas or under an approved permit that addresses combustible removal or protection, fire watch, isolation, and site-specific precautions.

CRITICAL

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Review hot-work permits, fire watch, cylinders, ventilation, combustibles, welding screens, equipment condition, and close-out.

56

Observe welding, cutting, brazing, and grinding and verify screens, ventilation, fume control, PPE, grounding, cables, electrode holders, spark control, and nearby-worker protection are effective.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Review hot-work permits, fire watch, cylinders, ventilation, combustibles, welding screens, equipment condition, and close-out.

57

Inspect compressed-gas cylinders for identification, secure upright storage where required, valve protection, physical damage, leakage, suitable separation, correct regulators, and controlled transport.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Review hot-work permits, fire watch, cylinders, ventilation, combustibles, welding screens, equipment condition, and close-out.

58

Verify torches, hoses, regulators, valves, connections, flashback or backflow protection where required by the equipment or process, and gas systems are inspected and maintained in safe condition.

SAFETY AUDIT

C

PC

NC

NA

Execution tip: Review hot-work permits, fire watch, cylinders, ventilation, combustibles, welding screens, equipment condition, and close-out.

59

Confirm welding or cutting on drums, tanks, vessels, piping, or containers occurs only after contents and hazards are positively identified and the equipment has been prepared and authorized for hot work.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Review hot-work permits, fire watch, cylinders, ventilation, combustibles, welding screens, equipment condition, and close-out.

60

Verify hot-work closure includes post-work inspection, any required fire-watch continuation, restoration of fire systems, housekeeping, cylinder isolation, and documented permit close-out.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Review hot-work permits, fire watch, cylinders, ventilation, combustibles, welding screens, equipment condition, and close-out.

11. Confined spaces, high-risk maintenance, permits, and contractor control

- 61 Confirm confined spaces are identified and evaluated, permit-required spaces are clearly controlled, and unauthorized entry is prevented by signs, barriers, access control, or equivalent measures. CRITICAL SAFETY AUDIT

Compliant Needs action Critical LIVE PHOTO | Add

Execution tip: Treat high-risk entry or maintenance work as critical until authorization, isolation, testing, competent roles, and rescue arrangements are verified.

- 62 Before permit-required entry, verify an approved permit, isolation, lockout, line blanking or disconnection as applicable, atmospheric testing, ventilation, acceptable entry conditions, and entry duration are defined. CRITICAL SAFETY AUDIT

READING | Enter LIMIT / STANDARD | Enter DEVICE / RECORD | Enter

Execution tip: Treat high-risk entry or maintenance work as critical until authorization, isolation, testing, competent roles, and rescue arrangements are verified.

- 63 Confirm entrants, attendants, entry supervisors, and any additional authorized roles understand their duties, communication method, prohibited conditions, exit triggers, and permit requirements. SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Treat high-risk entry or maintenance work as critical until authorization, isolation, testing, competent roles, and rescue arrangements are verified.

- 64 Verify rescue capability, retrieval equipment where applicable, emergency communication, access, responder readiness, and coordination with any external rescue service are confirmed before entry. CRITICAL SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Treat high-risk entry or maintenance work as critical until authorization, isolation, testing, competent roles, and rescue arrangements are verified.

- 65 Check non-routine maintenance involving line breaking, elevated work, energized systems, heavy lifts, unusual chemicals, temporary bypasses, or simultaneous operations uses the appropriate risk assessment and permit controls. SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Treat high-risk entry or maintenance work as critical until authorization, isolation, testing, competent roles, and rescue arrangements are verified.

- 66 Confirm contractor work is coordinated with site operations for inductions, competency, permits, hazardous-energy control, traffic management, area handover, incident reporting, supervision, and safe return to service. SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Treat high-risk entry or maintenance work as critical until authorization, isolation, testing, competent roles, and rescue arrangements are verified.

12. Training, incident learning, corrective actions, verification, and sign-off

67

Confirm the safety training and competency matrix identifies required induction, machine, LOTO, forklift, electrical, chemical, PPE, emergency, confined-space, hot-work, and other role-specific training.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Keep actions open until objective evidence confirms the hazard is controlled, recurrence is addressed, and significant trends are reviewed.

68

Verify incidents, injuries, occupational illnesses, near misses, unsafe conditions, and significant safety observations are reported promptly, investigated proportionately, and used to identify system causes.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Keep actions open until objective evidence confirms the hazard is controlled, recurrence is addressed, and significant trends are reviewed.

69

Confirm any serious or imminent hazard found during the audit receives immediate containment, stop-work or isolation where necessary, defined escalation, and management awareness before work resumes.

CRITICAL

SAFETY AUDIT

C

PC

NC

NA

Execution tip: Keep actions open until objective evidence confirms the hazard is controlled, recurrence is addressed, and significant trends are reviewed.

70

Assign each corrective action to a named owner with severity, priority, due date, temporary control, required evidence, affected area or equipment, and escalation route.

SAFETY AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Keep actions open until objective evidence confirms the hazard is controlled, recurrence is addressed, and significant trends are reviewed.

71

Verify closure through repeat inspection, photos, test results, maintenance records, training evidence, revised risk assessments, updated procedures, worker feedback, or other objective proof appropriate to the hazard.

SAFETY AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Keep actions open until objective evidence confirms the hazard is controlled, recurrence is addressed, and significant trends are reviewed.

72

Record the final audit result, unresolved critical risks, regulatory follow-up where applicable, management review, next audit date, auditor, site representative, reviewer, date, time, and approval.

CRITICAL

SAFETY AUDIT

SITE / AREA | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Keep actions open until objective evidence confirms the hazard is controlled, recurrence is addressed, and significant trends are reviewed.

RUN THIS CHECKLIST DIGITALLY

Turn safety findings into verified corrective action

Use Taqtics to schedule audits, capture evidence, escalate critical hazards, assign actions, and verify closure.

Try This Checklist
in Taqtics