

FREE WORKPLACE SAFETY TEMPLATE

Workplace Safety Checklist

Use this 60-point checklist to inspect everyday workplace hazards, emergency readiness, electrical and equipment safety, chemicals, PPE, ergonomics, storage, environment, contractors, incidents, corrective actions, and final safety sign-off.

Site / location

Inspection date

Reviewer

Site manager

1. Safety governance, site profile, risk controls, and ownership

- 1** Confirm the workplace, department, operating activity, review date, reviewer, site manager, employee groups, contractors, and areas included in the safety check.

WORKPLACE SAFETY

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

● Execution tip: Set the inspection scope and critical-stop rules before starting so every reviewer applies the same risk and escalation logic.

- 2** Verify current safety policies, risk assessments, safe-work procedures, permits, emergency plans, required licences, and regulatory notices are available and applicable.

WORKPLACE SAFETY

Record

Current

Owner

Evidence

Action

● Execution tip: Set the inspection scope and critical-stop rules before starting so every reviewer applies the same risk and escalation logic.

- 3** Identify high-risk activities, vulnerable employees, visitors, lone workers, contractors, temporary work, and unusual conditions that need additional controls.

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Set the inspection scope and critical-stop rules before starting so every reviewer applies the same risk and escalation logic.

- 4** Review previous inspection findings, incidents, near misses, first-aid cases, employee concerns, equipment faults, and overdue corrective actions.

CRITICAL

WORKPLACE SAFETY

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Set the inspection scope and critical-stop rules before starting so every reviewer applies the same risk and escalation logic.

- 5** Confirm critical-stop rules are defined for imminent danger, unsafe equipment, blocked emergency routes, uncontrolled hazardous substances, and other serious hazards.

CRITICAL

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Set the inspection scope and critical-stop rules before starting so every reviewer applies the same risk and escalation logic.

- 6** Assign ownership for facilities, fire safety, electrical systems, equipment, chemicals, PPE, training, security, contractor safety, and action closure.

WORKPLACE SAFETY

Record

Current

Owner

Evidence

Action

● Execution tip: Set the inspection scope and critical-stop rules before starting so every reviewer applies the same risk and escalation logic.

2. Housekeeping, walking surfaces, access routes, and fall prevention

- 7** Inspect floors, stairs, ramps, corridors, entrances, workstations, loading areas, and common spaces for slips, trips, holes, uneven surfaces, loose materials, or obstructions.

WORKPLACE SAFETY

Record	Current	Owner	Evidence	Action

● Execution tip: Walk the actual routes employees and visitors use. Small housekeeping failures often become serious when combined with traffic, poor visibility, or rush periods.

- 8** Confirm spills, leaks, wet floors, trailing cables, packaging, waste, tools, and temporary work materials are removed or controlled promptly.

WORKPLACE SAFETY

Safe Needs action Critical N/A

● Execution tip: Walk the actual routes employees and visitors use. Small housekeeping failures often become serious when combined with traffic, poor visibility, or rush periods.

- 9** Verify aisles, pedestrian routes, stairs, handrails, guardrails, floor openings, platforms, and elevated edges are safe, stable, and unobstructed.

WORKPLACE SAFETY

CRITICAL

Safe Needs action Critical N/A

● Execution tip: Walk the actual routes employees and visitors use. Small housekeeping failures often become serious when combined with traffic, poor visibility, or rush periods.

- 10** Check ladders, step stools, mobile platforms, and access equipment are suitable, inspected, correctly stored, and used on stable surfaces.

WORKPLACE SAFETY

Safe Needs action Critical N/A

● Execution tip: Walk the actual routes employees and visitors use. Small housekeeping failures often become serious when combined with traffic, poor visibility, or rush periods.

- 11** Confirm work-at-height tasks use the required fall-prevention or fall-protection controls, permits, barriers, anchor points, and competent employees.

WORKPLACE SAFETY

CRITICAL

Safe Needs action Critical N/A

● Execution tip: Walk the actual routes employees and visitors use. Small housekeeping failures often become serious when combined with traffic, poor visibility, or rush periods.

- 12** Record damaged surfaces, missing barriers, poor housekeeping, unsafe access, or repeated trip hazards and assign correction before exposure continues.

WORKPLACE SAFETY

Record	Current	Owner	Evidence	Action

● Execution tip: Walk the actual routes employees and visitors use. Small housekeeping failures often become serious when combined with traffic, poor visibility, or rush periods.

3. Emergency readiness, fire protection, evacuation, and first aid

- 13** Verify emergency exits, exit routes, exit doors, assembly arrangements, evacuation maps, and emergency contact information are clear, marked, and immediately usable.

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Physically test a representative sample of emergency safeguards instead of relying only on service labels or documentation.

- 14** Check fire alarms, detectors, extinguishers, hose reels, suppression systems, emergency lighting, and other fire safeguards are accessible, in service, and within required inspection dates.

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

● Execution tip: Physically test a representative sample of emergency safeguards instead of relying only on service labels or documentation.

- 15** Confirm fire doors, smoke doors, stairwells, escape routes, and emergency equipment are not blocked, wedged open, damaged, or used for storage.

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

● Execution tip: Physically test a representative sample of emergency safeguards instead of relying only on service labels or documentation.

- 16** Verify employees understand alarms, evacuation responsibilities, assembly points, emergency shutdowns, and the process for assisting visitors or people needing support.

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Physically test a representative sample of emergency safeguards instead of relying only on service labels or documentation.

- 17** Check first-aid kits, eyewash, safety showers, AEDs, trauma supplies, spill kits, and trained responders are available where required and suitable for site risks.

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Physically test a representative sample of emergency safeguards instead of relying only on service labels or documentation.

- 18** Review recent drills, emergency events, first-aid use, missing supplies, response gaps, and corrective actions requiring follow-up.

WORKPLACE SAFETY

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Physically test a representative sample of emergency safeguards instead of relying only on service labels or documentation.

4. Electrical systems, machinery, tools, guarding, and maintenance safety

- 19** Inspect electrical panels, sockets, plugs, extension leads, portable appliances, cables, chargers, temporary power, and distribution equipment for damage, overload, heat, or exposed conductors.

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Inspect equipment while it is in normal use where safe to do so, and never treat a temporary repair as a permanent control without formal approval.

- 20** Confirm electrical panels, disconnects, emergency stops, and isolation points are labelled, accessible, unobstructed, and protected from unauthorized access.

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Inspect equipment while it is in normal use where safe to do so, and never treat a temporary repair as a permanent control without formal approval.

- 21** Verify machinery, powered equipment, conveyors, cutters, presses, moving parts, and other hazardous equipment have effective guards, interlocks, and emergency stops.

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

● Execution tip: Inspect equipment while it is in normal use where safe to do so, and never treat a temporary repair as a permanent control without formal approval.

- 22** Check hand tools, portable power tools, lifting devices, workshop equipment, and accessories are suitable, maintained, inspected, and removed from use when defective.

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Inspect equipment while it is in normal use where safe to do so, and never treat a temporary repair as a permanent control without formal approval.

- 23** Confirm lockout, tagout, isolation, de-energization, permit, or equivalent controls are followed before maintenance, cleaning, jam clearing, or repair of hazardous equipment.

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

● Execution tip: Inspect equipment while it is in normal use where safe to do so, and never treat a temporary repair as a permanent control without formal approval.

- 24** Review preventive maintenance, statutory inspection, calibration, repair records, open defects, and temporary fixes that may affect safe operation.

WORKPLACE SAFETY

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Inspect equipment while it is in normal use where safe to do so, and never treat a temporary repair as a permanent control without formal approval.

5. Hazardous substances, chemicals, compressed gases, spills, and waste

- 25** Confirm hazardous substances, cleaning chemicals, fuels, gases, aerosols, batteries, and other controlled materials are identified and supported by current safety information.

WORKPLACE SAFETY

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Trace hazardous materials from receipt through use, storage, spill response, and disposal so gaps between departments do not remain hidden.

- 26** Verify containers are correctly labelled, closed, compatible, undamaged, and not decanted into unmarked or unsuitable bottles or containers.

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Trace hazardous materials from receipt through use, storage, spill response, and disposal so gaps between departments do not remain hidden.

- 27** Check chemical stores, gas cylinders, flammable materials, corrosives, incompatible substances, and hazardous waste are segregated, ventilated, secured, and protected from ignition or impact.

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

● Execution tip: Trace hazardous materials from receipt through use, storage, spill response, and disposal so gaps between departments do not remain hidden.

- 28** Confirm employees use approved dilution, handling, transfer, disposal, spill-response, and exposure-control procedures for hazardous substances.

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Trace hazardous materials from receipt through use, storage, spill response, and disposal so gaps between departments do not remain hidden.

- 29** Verify spill kits, absorbents, neutralizers, drainage protection, emergency washing, ventilation, and required PPE are available near relevant hazards.

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Trace hazardous materials from receipt through use, storage, spill response, and disposal so gaps between departments do not remain hidden.

- 30** Investigate leaks, spills, damaged containers, uncontrolled fumes, unknown substances, waste accumulation, or exposure incidents and assign immediate containment.

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Trace hazardous materials from receipt through use, storage, spill response, and disposal so gaps between departments do not remain hidden.

6. PPE, ergonomics, manual handling, workstation safety, and occupational exposure

- 31 Confirm required PPE is defined by task and hazard, available in suitable sizes, in good condition, correctly worn, and replaced when damaged or expired.**

CRITICAL

WORKPLACE SAFETY

Record	Current	Owner	Evidence	Action

● Execution tip: Observe real tasks. PPE and ergonomic controls should match the actual exposure, not only the written procedure.

- 32 Inspect eye, face, hearing, respiratory, hand, foot, head, high-visibility, fall-protection, and task-specific PPE where applicable.**

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Observe real tasks. PPE and ergonomic controls should match the actual exposure, not only the written procedure.

- 33 Verify employees using specialist PPE have received required fit testing, medical clearance, training, inspection, storage, and maintenance support where applicable.**

CRITICAL

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Observe real tasks. PPE and ergonomic controls should match the actual exposure, not only the written procedure.

- 34 Assess lifting, carrying, pushing, pulling, repetitive movement, awkward posture, force, reach, and load-handling tasks for avoidable ergonomic risk.**

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Observe real tasks. PPE and ergonomic controls should match the actual exposure, not only the written procedure.

- 35 Check desks, workstations, seating, screens, keyboards, tools, production stations, and frequently used equipment can be adjusted or arranged to reduce strain.**

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Observe real tasks. PPE and ergonomic controls should match the actual exposure, not only the written procedure.

- 36 Review noise, vibration, dust, heat, cold, radiation, biological, or other occupational exposures requiring monitoring, engineering controls, restricted time, or health surveillance.**

WORKPLACE SAFETY

READING	Enter	LIMIT	Enter	DEVICE ID	Enter
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● Execution tip: Observe real tasks. PPE and ergonomic controls should match the actual exposure, not only the written procedure.

7. Storage, material handling, vehicles, loading areas, and warehouse safety

- 37** Inspect racks, shelves, cupboards, mezzanines, pallets, bins, cages, and storage systems for stability, damage, loading limits, safe stacking, and adequate clearance.

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Review both people and vehicle movement. Storage and loading risks often increase where routes, visibility, and housekeeping overlap.

- 38** Confirm heavy, unstable, sharp, fragile, hazardous, or frequently handled items are stored in locations that reduce falling-object and manual-handling risk.

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Review both people and vehicle movement. Storage and loading risks often increase where routes, visibility, and housekeeping overlap.

- 39** Check forklifts, pallet trucks, carts, trolleys, dock equipment, lifting aids, and material-handling devices are inspected, serviceable, and operated by authorized employees.

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Review both people and vehicle movement. Storage and loading risks often increase where routes, visibility, and housekeeping overlap.

- 40** Verify pedestrian and vehicle routes, crossings, barriers, mirrors, speed controls, reversing areas, loading docks, yards, and delivery points reduce collision risk.

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

● Execution tip: Review both people and vehicle movement. Storage and loading risks often increase where routes, visibility, and housekeeping overlap.

- 41** Confirm loading, unloading, securing, lifting, stacking, dock-edge, trailer, and vehicle-movement tasks follow approved safe-work procedures.

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Review both people and vehicle movement. Storage and loading risks often increase where routes, visibility, and housekeeping overlap.

- 42** Record damaged racking, unsafe stacking, blocked routes, vehicle defects, poor segregation, or overloaded storage and restrict the affected area where necessary.

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Review both people and vehicle movement. Storage and loading risks often increase where routes, visibility, and housekeeping overlap.

8. Work environment, lighting, ventilation, welfare, hygiene, and security

- 43 Verify work areas have adequate lighting for tasks, access routes, stairs, inspection points, emergency equipment, and night or low-light operations.**

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Inspect welfare and environmental conditions during normal occupancy so ventilation, lighting, heat, hygiene, and security reflect real working conditions.

- 44 Check ventilation, extraction, air quality, temperature, humidity, dust control, fumes, odours, and indoor environmental conditions are suitable for the work performed.**

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Inspect welfare and environmental conditions during normal occupancy so ventilation, lighting, heat, hygiene, and security reflect real working conditions.

- 45 Inspect toilets, wash areas, drinking water, rest areas, changing facilities, lockers, kitchens, and welfare spaces for cleanliness, supplies, accessibility, and safe condition.**

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Inspect welfare and environmental conditions during normal occupancy so ventilation, lighting, heat, hygiene, and security reflect real working conditions.

- 46 Confirm waste, pest, drainage, cleaning, sanitation, and general facility controls prevent unhealthy or unsafe workplace conditions.**

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Inspect welfare and environmental conditions during normal occupancy so ventilation, lighting, heat, hygiene, and security reflect real working conditions.

- 47 Verify entrances, restricted areas, keys, badges, CCTV, visitor controls, lone-work arrangements, cash or high-value areas, and after-hours access protect employees and assets.**

WORKPLACE SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Inspect welfare and environmental conditions during normal occupancy so ventilation, lighting, heat, hygiene, and security reflect real working conditions.

- 48 Review workplace violence, harassment, aggression, customer conflict, security incidents, or lone-worker risks that require additional controls or escalation.**

WORKPLACE SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Inspect welfare and environmental conditions during normal occupancy so ventilation, lighting, heat, hygiene, and security reflect real working conditions.

9. Training, employee participation, contractors, incidents, and safe-work behaviour

- 49** Confirm employees receive role-specific induction, hazard awareness, emergency, equipment, PPE, chemical, manual-handling, and refresher training relevant to their work.

WORKPLACE SAFETY

Record	Current	Owner	Evidence	Action

● Execution tip: Verify competence by observing behaviour and records together. Training completion alone does not prove the task is being performed safely.

- 50** Verify licences, competency records, permits, authorizations, and training expiry dates are current for safety-critical tasks and equipment.

CRITICAL

WORKPLACE SAFETY

Safe Needs action Critical N/A

● Execution tip: Verify competence by observing behaviour and records together. Training completion alone does not prove the task is being performed safely.

- 51** Observe actual work to confirm employees follow safe procedures, use safeguards, maintain housekeeping, report hazards, and stop work when serious risk is identified.

WORKPLACE SAFETY

Safe Needs action Critical N/A

● Execution tip: Verify competence by observing behaviour and records together. Training completion alone does not prove the task is being performed safely.

- 52** Check contractors, vendors, visitors, and temporary workers receive site rules, hazard information, permits, supervision, emergency instructions, and access restrictions before work begins.

CRITICAL

WORKPLACE SAFETY

Safe Needs action Critical N/A

● Execution tip: Verify competence by observing behaviour and records together. Training completion alone does not prove the task is being performed safely.

- 53** Confirm incidents, injuries, near misses, unsafe conditions, equipment damage, and employee safety concerns can be reported quickly without losing important evidence.

WORKPLACE SAFETY

Safe Needs action Critical N/A

● Execution tip: Verify competence by observing behaviour and records together. Training completion alone does not prove the task is being performed safely.

- 54** Review investigation quality, root causes, repeated unsafe behaviours, employee suggestions, toolbox talks, safety meetings, and actions requiring management support.

WORKPLACE SAFETY

Record	Current	Owner	Evidence	Action

● Execution tip: Verify competence by observing behaviour and records together. Training completion alone does not prove the task is being performed safely.

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

- 55** Record every safety finding with the hazard, location, people exposed, observed condition, evidence, risk level, and immediate containment completed.

WORKPLACE SAFETY

Record	Current	Owner	Evidence	Action
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● Execution tip: Keep actions open until objective evidence confirms the hazard is controlled and repeated failures have been addressed at the root cause.

- 56** Classify findings using the approved severity and likelihood method and escalate imminent-danger, legal, life-safety, or repeated critical failures immediately.

WORKPLACE SAFETY

Safe Needs action Critical N/A

CRITICAL

● Execution tip: Keep actions open until objective evidence confirms the hazard is controlled and repeated failures have been addressed at the root cause.

- 57** Assign every corrective action to a named owner with priority, due date, temporary control, required proof, escalation route, and resources needed.

WORKPLACE SAFETY

Safe Needs action Critical N/A

CRITICAL

● Execution tip: Keep actions open until objective evidence confirms the hazard is controlled and repeated failures have been addressed at the root cause.

- 58** Verify closure through repeat inspection, live photos, repair records, test results, training evidence, replacement proof, permits, or updated procedures.

WORKPLACE SAFETY

Safe Needs action Critical N/A

● Execution tip: Keep actions open until objective evidence confirms the hazard is controlled and repeated failures have been addressed at the root cause.

- 59** Review repeat hazards, incident trends, overdue actions, department patterns, contractor issues, equipment failures, and systemic risks requiring broader preventive action.

WORKPLACE SAFETY

Safe Needs action Critical N/A

● Execution tip: Keep actions open until objective evidence confirms the hazard is controlled and repeated failures have been addressed at the root cause.

- 60** Record the final safety status, unresolved critical risks, next review date, site manager, reviewer, approver, date, time, and signatures.

WORKPLACE SAFETY

NAME Enter DATE / TIME Enter APPROVAL Sign

CRITICAL

● Execution tip: Keep actions open until objective evidence confirms the hazard is controlled and repeated failures have been addressed at the root cause.

RUN THIS CHECKLIST DIGITALLY

Turn workplace hazards into verified corrective action

Use Taqtics to schedule safety checks, capture live evidence, escalate critical hazards, assign owners, verify corrections, and compare recurring workplace risks across every location.