Workplace safety inspection checklist

A walk-through checklist you can edit. Adapt it to your workplace before you use it.

How to use this checklist

1. Walk the area and answer each check: Yes, No, N/A, or Not checked if you could not see it.
2. For every No, write a finding number in the last column and record it in the findings section on the last pages.
3. Record Not checked as a gap. An unchecked item is a different result from a passed one.
4. Agree a corrective action for each finding. Give each action one accountable owner (a named person or formally designated position) and a due date. Someone other than the person assigned the action confirms the fix.

Inspection details

Organisation and site	
Area or scope of this inspection	
Date and time	
Inspector (name and role)	
Accompanied by (include any health and safety representative)	
Checklist version used	
Conditions on the day (shift, weather, unusual activity)	
Areas or items not inspected, the reason and the new date	

1. Access, floors and housekeeping

No.	Check	Yes	No	N/A	Not checked	Finding no. or note
1.1	Walkways, aisles and entries are clear and wide enough for the people and equipment that use them.	☐	☐	☐	☐	
1.2	Floors are dry, even and in good repair. Spills and wet areas are cleaned up or marked.	☐	☐	☐	☐	
1.3	Cables, hoses and leads are routed so that nobody has to step over them.	☐	☐	☐	☐	
1.4	Stairs, ramps and steps have intact treads, handrails and lighting.	☐	☐	☐	☐	
1.5	Stored items are stable, within shelf or rack limits and not blocking access.	☐	☐	☐	☐	
1.6	Waste and packaging are removed regularly and not stacked where they create a trip or fire hazard.	☐	☐	☐	☐	

2. Emergency arrangements

No.	Check	Yes	No	N/A	Not checked	Finding no. or note
2.1	Emergency exits and the paths to them are clear and open from the inside without a key.	☐	☐	☐	☐	
2.2	Exit signs and emergency lighting are visible and working.	☐	☐	☐	☐	
2.3	Fire doors are closed and not wedged open.	☐	☐	☐	☐	
2.4	Fire extinguishers and fire blankets are in their marked places, easy to reach and within their service date.	☐	☐	☐	☐	
2.5	Evacuation diagrams match the current layout, and people can say where the assembly point is.	☐	☐	☐	☐	
2.6	First aid kits are stocked and easy to reach, and the first aid officers are identified.	☐	☐	☐	☐	
2.7	Emergency contact numbers are displayed where people will see them.	☐	☐	☐	☐	

3. Electrical

No.	Check	Yes	No	N/A	Not checked	Finding no. or note
3.1	Leads, plugs and power boards have no cracks, exposed wires or heat marks.	☐	☐	☐	☐	
3.2	Power boards are not chained together or overloaded, and extension leads are not used as permanent wiring.	☐	☐	☐	☐	
3.3	Switchboards and isolators are accessible, labelled and closed.	☐	☐	☐	☐	
3.4	Portable electrical equipment is checked and tagged as your electrical procedures require.	☐	☐	☐	☐	
3.5	Safety switches (RCDs) are tested at the interval your procedures set, and the result is recorded.	☐	☐	☐	☐	
3.6	Electrical equipment is kept away from water, or protected where wet work cannot be avoided.	☐	☐	☐	☐	
3.7	Damaged electrical equipment has been removed from use and tagged.	☐	☐	☐	☐	

4. Plant, equipment and tools

No.	Check	Yes	No	N/A	Not checked	Finding no. or note
4.1	Guards, interlocks and emergency stops are fitted and working.	☐	☐	☐	☐	
4.2	Only trained and authorised people use the equipment, and operating instructions are available.	☐	☐	☐	☐	
4.3	Pre-start or routine checks are being done and recorded.	☐	☐	☐	☐	
4.4	Faulty equipment is tagged out and cannot be used.	☐	☐	☐	☐	
4.5	Ladders, steps and platforms are in good condition and suit the task.	☐	☐	☐	☐	
4.6	Trolleys and lifting aids are available for heavy or awkward loads.	☐	☐	☐	☐	
4.7	Protective equipment is available, fits, is in good condition and is worn where required.	☐	☐	☐	☐	

5. Hazardous chemicals

No.	Check	Yes	No	N/A	Not checked	Finding no. or note
5.1	Containers are labelled and the contents can be identified.	☐	☐	☐	☐	
5.2	Safety data sheets are current and easy to reach.	☐	☐	☐	☐	
5.3	Chemicals are stored as their safety data sheets direct, with incompatible products kept apart.	☐	☐	☐	☐	
5.4	A spill kit suited to the chemicals on site is stocked, and people know where it is.	☐	☐	☐	☐	
5.5	Ventilation or extraction works where chemicals or fumes are used.	☐	☐	☐	☐	
5.6	Chemical waste is stored and labelled correctly.	☐	☐	☐	☐	

6. Work environment and facilities

No.	Check	Yes	No	N/A	Not checked	Finding no. or note
6.1	Lighting is adequate for the tasks, including in storage areas and at night.	☐	☐	☐	☐	
6.2	Temperature and ventilation are reasonable for the work, and heat or cold concerns are managed.	☐	☐	☐	☐	
6.3	Workstations suit the people using them and the tasks they do.	☐	☐	☐	☐	
6.4	Toilets, washing facilities, drinking water and break areas are available, clean and working.	☐	☐	☐	☐	
6.5	Noisy areas are identified, and hearing protection or other controls are in place.	☐	☐	☐	☐	

7. People and work practices

No.	Check	Yes	No	N/A	Not checked	Finding no. or note
7.1	Workers are following the safe work procedures for their tasks.	☐	☐	☐	☐	
7.2	Manual tasks are done with the planned methods and aids.	☐	☐	☐	☐	
7.3	Visitors and contractors have been inducted and signed in.	☐	☐	☐	☐	
7.4	People who work alone or in remote locations have a check-in arrangement that is working.	☐	☐	☐	☐	
7.5	Workers asked during the walk-through had no new concerns, or their concerns are recorded as findings.	☐	☐	☐	☐	

8. Hazards specific to this site

Add the hazards from your own risk assessments. Examples to consider: vehicles and mobile plant, work at height, confined spaces, hot work, contact with the public, sharps, animals.

No.	Check	Yes	No	N/A	Not checked	Finding no. or note
8.1		☐	☐	☐	☐	
8.2		☐	☐	☐	☐	
8.3		☐	☐	☐	☐	
8.4		☐	☐	☐	☐	
8.5		☐	☐	☐	☐	

9. Earlier findings

List findings from the previous inspection that were still open or recently closed, and check them on the day.

Finding no.	What it was	Still present?	Note

Findings

One row per finding. Record what you saw, not who is to blame. What you made safe at the time is the immediate action taken on the day. It is not the corrective action. Note the number of each action (below) that deals with the finding.

No.	Location and observation	Rating	Made safe at the time (immediate action)	Action no(s).

Recommendations and corrective actions

One row per recommendation or corrective action. A finding can need more than one: add a row for each and give each its own owner and due date. Use a named person or position. Avoid a team.

Action no.	Finding no.	Recommendation or corrective action (what will be done)	Owner (named person or designated position)	Due date

Verification and follow-up

Complete this when the work is done, one row per corrective action. The person who verifies should not be the person assigned the action.

Action no.	What changed (evidence)	Date done	Verified by (not the person assigned)	Date verified	Closed and verified?

Sign-off

Role	Name	Signature	Date
Inspector			
Supervisor or manager			
Health and safety representative (acknowledges access to this record)			

Rating key

Level	What the response looks like	Response time (set by your organisation)
High	Make safe now where a serious hazard or unsafe work practice is found, then fix urgently.	
Medium	Fix by a set date, with an interim control where the fix will take time.	
Low	Schedule a corrective action with an accountable owner and a due date.	

Adapt this checklist before you use it

This checklist is a starting point. It does not know your workplace, your hazards, your jurisdiction or your risk assessments. You are responsible for adapting it.

Remove what does not apply

Delete sections and rows for hazards your workplace does not have. A shorter checklist that people complete properly is better than a long one that is skimmed.

Add what is missing

Add rows from your own risk assessments and safe work procedures. Section 8 is there for this.

Match your jurisdiction

Your regulator's laws, codes and guidance set what applies to you. The Safe Work Australia model codes are a starting point and have legal effect only where your jurisdiction has adopted them.

Set your own rating levels

Replace High, Medium and Low with the levels from your organisation's risk matrix, and fill in your response times.

Keep the version

Change the version number whenever you edit the checklist, and record it on each inspection.

Review it

Review the checklist after incidents, after changes to the work or the site, and at an interval you set.

Where to read more

Safe Work Australia model Codes of Practice on the topics in this checklist. Check with your regulator whether a code has legal effect where you work.

- Managing the work environment and facilities
  https://www.safeworkaustralia.gov.au/doc/model-code-practice-managing-work-environment-and-facilities
- How to manage work health and safety risks
  https://www.safeworkaustralia.gov.au/doc/model-code-practice-how-manage-work-health-and-safety-risks
- Managing electrical risks in the workplace
  https://www.safeworkaustralia.gov.au/doc/model-code-practice-managing-electrical-risks-workplace
- Managing risks of hazardous chemicals in the workplace
  https://www.safeworkaustralia.gov.au/doc/model-code-practice-managing-risks-hazardous-chemicals-workplace
- First aid in the workplace
  https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace
- Hazardous manual tasks
  https://www.safeworkaustralia.gov.au/doc/model-code-practice-hazardous-manual-tasks