

Workplace Safety Inspection Checklist

By Checklister

☐ Prepare the site-specific route

☐ Confirm the area, inspector and applicable procedure

Record the site, named area, inspection date/time, competent inspector and applicable local procedure/reference. Include excluded or restricted areas and the specialist inspections that this general walkthrough does not replace.

☐ Include people who know the work

Ask workers in the area about recent changes, close calls and recurring hazards. Add the activities and places they identify to the route, including temporary storage or contractor work that may not appear on a floor plan.

☐ Record the observed conditions

☐ Inspect exits and access routes

Before the run, rename the starter locations for the actual approved route. Duplicate a check for each distinct exit or route that needs its own observation. Follow local emergency/protective procedures immediately when required; do not wait to enter an answer.

☐ Starter location: main exit and its approach

Rename for the exact exit. Observe obstruction, accessible opening/route and any relevant visible condition without operating safety equipment outside the approved procedure. Record the exact location and facts in task notes.

☐ Starter location: aisle or access route

Rename for the exact corridor/aisle. Walk the safe approved route and observe obstructions, trip hazards and access to emergency equipment. Duplicate for distinct routes.

☐ Check housekeeping, spills and waste

Look for spills, accumulated waste, trailing leads and items left where people work or walk. Record the condition and current controls, then arrange safe correction by the responsible person rather than handling unknown substances yourself.

Before the inspection, name the exact area in this task and duplicate it for separate locations. Record the factual observation and safe evidence reference in the task notes. Not inspected is an observation gap requiring a separate follow-up, not a passing result.

☐ Check storage and falling-object risks

Inspect visible stacking, shelf loading, protruding items and access to stored materials from a safe position. Do not climb unstable storage or move heavy loads to inspect; mark concerns for the competent owner.

Before the inspection, name the exact area in this task and duplicate it for separate locations. Record the factual observation and safe evidence reference in the task notes. Not inspected is an observation gap requiring a separate follow-up, not a passing result.

☐ Look for visible electrical damage

Check accessible cables, plugs and equipment for obvious damage or unsafe placement without opening covers or touching exposed parts. Keep unsafe equipment out of use through the local authorized procedure and refer repair/testing to qualified people.

Before the inspection, name the exact area in this task and duplicate it for separate locations. Record the factual observation and safe evidence reference in the task notes. Not inspected is an observation gap requiring a separate follow-up, not a passing result.

☐ Inspect lighting, signs and walking surfaces

Name the actual area and duplicate the relevant child check for separate locations. Observe from a safe position under the local inspection procedure. Record the precise location, factual condition and safe evidence in each task's notes; refer specialist building-system concerns to the responsible owner.

☐ Check lighting along the named route

Observe failed or insufficient lighting affecting safe movement under the site's procedure. Record the exact location and observed condition; do not open fixtures or attempt electrical work.

☐ Check route signs in the named area

Observe whether required route and emergency signs are visible, understandable and unobstructed according to the site procedure. Record the actual missing, damaged or obscured sign/location.

☐ Check the named walking surfaces

Observe visible damage, uneven surfaces or other conditions affecting safe movement. Record the precise location and condition, and refer structural concerns to the competent owner.

☐ **Check task-specific controls within your competence**

Review the controls that the local assessment requires for the work being observed. If machinery, chemicals or specialist equipment need expert inspection, record the referral and do not mark them safe based on this general checklist.

Before the inspection, name the exact area in this task and duplicate it for separate locations. Record the factual observation and safe evidence reference in the task notes. Not inspected is an observation gap requiring a separate follow-up, not a passing result.

☐ **Protect, correct and verify**

☐ **Write one clear finding per observed issue**

For every observed issue, add a separate named corrective-action task with the exact location, factual condition, safe evidence reference, required control and responsible owner. Include the interim protective action and next review date. Avoid unnecessary personal details. Multiple hazards need separate actions when owners or due dates differ.

☐ **Escalate immediate risks and document interim controls**

Apply the site's stop-work, restriction or emergency escalation procedure within your authority. Record whom you notified and what temporary control is in place; do not delay protection while completing the form.

☐ **Assign corrective work and a review date**

Agree a responsible owner and appropriate target date for each finding using the local risk process. Specify what a satisfactory correction would look like and keep open hazards visible while work is pending. Put the owner and date on each separate corrective-action task. A recorded inspection answer completes the observation only; it does not resolve the hazard.

☐ **Reinspect the corrected condition**

Check the actual location or work practice after correction and compare it with the intended control. Record the date, result and evidence; a repair request or photo of materials purchased does not establish that the hazard is controlled. Keep the corrective-action task incomplete until this verification is satisfactory. Retain the original observation when adding the recheck evidence.

☐ **Review overdue and recurring findings**

Escalate overdue work and repeated problems to the appropriate owner. Ask whether the control or process needs to change, record the next decision and set the next inspection based on the local procedure.