SAFETY

Monthly workplace safety inspection checklist

A monthly walk-through of one area or department: housekeeping and walkways, exits and emergency equipment, electrical, machines and guarding, chemicals and storage, PPE and first aid, with a photo and an owner for every finding.

How often: **Monthly** Who: **Supervisor or safety committee member** **About 30 min** **37 items**

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- A general walk-through for a supervisor or safety committee member, written to cover the conditions most workplace inspection programs look at. It makes no claim about what any regulation requires. Where a specific OSHA rule applies to an item, use the dedicated checklist: fire extinguishers, exit routes, walking-working surfaces, eyewash stations, electrical panels, ladders, first aid kits and machine guarding each have one in this library.
- Run it per area or department rather than per site, so each finding has an owner. Every failed item takes a photo and a note, and the result section records how many findings were raised as work orders.
- Adjust the sections to the area: drop the chemicals section in an office, add forklift and dock items in a warehouse, add the line-specific items a production area needs.

Area

NO.	ITEM	RESULT	NOTES
1	**Scan the area's checkpoint tag**	☐ Visited	
2	**Area or department**	_____	
3	**People consulted during the walk-through**	_____	

Housekeeping and walkways

NO.	ITEM	RESULT	NOTES
4	**Aisles and walkways clear and marked**	☐ Pass ☐ Fail ☐ N/A	
5	**Floors clean, dry and free of trip hazards**	☐ Pass ☐ Fail ☐ N/A	
6	**Stacked materials stable and within the height limit set for the area**	☐ Pass ☐ Fail ☐ N/A	
7	**Waste removed; no build-up of combustible material**	☐ Pass ☐ Fail ☐ N/A	
8	**Lighting works in work areas, stairs and corridors**	☐ Pass ☐ Fail ☐ N/A	

Exits and emergency equipment

NO.	ITEM	RESULT	NOTES
9	Exit doors open from inside without a key and are unobstructed; exit signs lit	☐ Pass ☐ Fail ☐ N/A	
10	Fire extinguishers in place, visible and accessible, with the monthly check tag current	☐ Pass ☐ Fail ☐ N/A	
11	Alarm pull stations and emergency lighting unobstructed	☐ Pass ☐ Fail ☐ N/A	
12	Eyewash stations and safety showers accessible, with the weekly check current	☐ Pass ☐ Fail ☐ N/A	
13	First aid kit present and stocked, with its check current	☐ Pass ☐ Fail ☐ N/A	
14	Evacuation map posted and current for the area	☐ Pass ☐ Fail ☐ N/A	

Electrical

NO.	ITEM	RESULT	NOTES
15	Panel doors closed and the space in front of each panel clear	☐ Pass ☐ Fail ☐ N/A	
16	Cords and plugs undamaged; no power strips plugged into power strips	☐ Pass ☐ Fail ☐ N/A	
17	No exposed wiring, missing covers or open junction boxes	☐ Pass ☐ Fail ☐ N/A	
18	Extension cords not in use as permanent wiring	☐ Pass ☐ Fail ☐ N/A	

Machines and equipment

NO.	ITEM	RESULT	NOTES
19	Guards in place on moving parts, belts, blades and nip points	☐ Pass ☐ Fail ☐ N/A	
20	Emergency stops accessible, labeled and tested	☐ Pass ☐ Fail ☐ N/A	
21	Portable tools undamaged, with guards and cords intact	☐ Pass ☐ Fail ☐ N/A	
22	Ladders undamaged; defective ladders tagged and removed	☐ Pass ☐ Fail ☐ N/A	
23	Lifting equipment and slings tagged and within their inspection date	☐ Pass ☐ Fail ☐ N/A	
24	Lockout points identified; locks and tags available at the equipment	☐ Pass ☐ Fail ☐ N/A	

Chemicals and storage

NO.	ITEM	RESULT	NOTES
25	**Containers labeled; incompatible chemicals separated**	☐ Pass ☐ Fail ☐ N/A	
26	**Safety data sheets available for the chemicals used in the area**	☐ Pass ☐ Fail ☐ N/A	
27	**Flammable liquids stored in approved cabinets**	☐ Pass ☐ Fail ☐ N/A	
28	**Compressed gas cylinders secured upright, caps on when not in use**	☐ Pass ☐ Fail ☐ N/A	
29	**Spill kit stocked and accessible**	☐ Pass ☐ Fail ☐ N/A	

People and PPE

NO.	ITEM	RESULT	NOTES
30	**Required PPE available, worn and in good condition**	☐ Pass ☐ Fail ☐ N/A	
31	**Safety signs and floor markings legible**	☐ Pass ☐ Fail ☐ N/A	
32	**Employees asked can say how they report a hazard**	☐ Pass ☐ Fail ☐ N/A	
33	**Open items from last month's inspection closed**	☐ Pass ☐ Fail ☐ N/A	

Result

NO.	ITEM	RESULT	NOTES
34	**Photo of each finding**	☐ Photo taken	
35	**Findings and corrective actions, with an owner and a date for each**	_____ _____	
36	**Findings raised as work orders**	_____ work orders Limit _____	
37	**Inspector**	Name _____ Signature _____ Date _____	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/monthly-workplace-safety-inspection.