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FREE HSE RESOURCE

Workplace Inspection Checklist

A general workplace inspection checklist covering housekeeping, slips, trips and falls, machinery, electrical safety, chemicals, emergency preparedness, signage, and corrective actions.

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General guidance document. Professional review is required before operational use.

Purpose

This checklist helps companies identify workplace hazards, record conditions, assign corrective actions, and strengthen routine HSE control across operational areas.

When to Use

Use during daily walkthroughs, weekly supervisor inspections, monthly HSE audits, pre-audit preparation, after incidents, and after layout, process, or equipment changes.

Who Should Use It

HSE managers, supervisors, site managers, department managers, facility managers, employer representatives, and inspection teams.

Checklist / Form Table

Item / Requirement	Yes	No	N/A	Comments	Corrective Action	Responsible Person	Due Date
Work areas are clean, organized, and free from obstruction							
Floors, stairs, and walkways are controlled against slips and trips							
Machinery and equipment are guarded and maintained							
Electrical equipment and cables are in safe condition							
Chemicals are labeled, stored safely, and supported by SDS							
Emergency exits, fire points, and first aid access are clear							
Safety signs and barriers are visible and suitable							
Corrective actions are assigned, tracked, and closed							

Key Review Areas

- General housekeeping and safe access
- Slip, trip, and fall prevention
- Machine guarding, equipment condition, and isolation points
- Electrical safety and cable management
- Chemical storage, labeling, and SDS availability
- Emergency preparedness, exits, first aid, and fire controls
- Safety signage, barriers, and information boards
- Corrective action recording, ownership, and closure

Common Red Flags

- Repeated findings not closed from previous inspections
- Damaged equipment or missing guards
- Unlabeled chemicals or poor storage compatibility
- Blocked exits, fire points, or access routes
- No assigned owner for corrective actions

Recommended Follow-Up

Rank findings by urgency, assign responsible persons, set due dates, track completion, verify effective correction, and review repeated findings for deeper management or training action.

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