

# Workplace Safety Compliance Checklist

Company Name

Date

Location

Inspector

## General Safety

☐ Emergency exits are clearly marked and accessible.

☐ Fire extinguishers are present and inspected regularly.

☐ First-aid kits are available and stocked.

☐ Walkways and work areas are free of obstructions.

☐ Adequate lighting in all areas.

## Employee Training

☐ Employees have received safety training.

☐ Emergency procedures are communicated to all staff.

☐ Personal protective equipment training conducted.

## Equipment and Machinery

☐ All equipment is regularly inspected and maintained.

☐ Safety guards/devices are in place on machinery.

☐ Only authorized personnel operate machinery.

## Chemical & Hazardous Materials

☐ Safety Data Sheets are available for all chemicals.

☐ Chemicals are properly labeled and stored.

☐ Spill kits and procedures in place.

## Document & Compliance

☐ Workplace safety policies are in place and reviewed.

☐ Incident/accident reports are documented and investigated.

☐ Safety meetings are held regularly.

**Notes:**