

# 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.

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**Notes:**

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