

Safety Audit Checklist

Facility:	
Auditor:	
Date:	
Review Date:	

	Yes / No / NA	This rating should match the scales of your risk assessment e.g. High, Medium, Low or 1-3	Comments should include next steps and should refer to the risk assessment for potential control measures that are "reasonably practicable"
Checklist item	Exist	Rating	Comments
Safety Management and Culture			
Appropriate safety protective equipment is provided to visitors			
Appropriate site information and safety rules are provided to visitors			
Smoking is strictly prohibited except in specified areas			
The use of mobile phones is strictly prohibited in work areas			
Work areas are generally safe and free from hazards and other obstructions			
Sites rules are documented and distributed			
The level of supervision is sufficient to ensure that safe standards are maintained			
Employees have appropriate protection against unpleasant working environments			

	Checklist item	Exist	Rating	Comments
	Employees have enough time to complete their work without rushing or working excessive hours			
	Workstations are designed ergonomically			
	The workforce is involved in and consulted on safety measures			
	There is a regular preventative maintenance programme in place for vehicles and equipment			
	Staff are inducted to the company as a whole and to any site specific regulations			
	Staff are trained on the safety rules as a whole and on any role specific safety measures			
	Safety rules are enforced visually using signs throughout the whole facility			
	Employees use PPE correctly and at all times (hearing protection and safety footwear)			
	A planned programme of refresher training is in place to ensure that the workforce maintains their competence			

	Checklist item	Exist	Rating	Comments
	Employees are trained on the safe use, storage and maintenance of their PPE			
	PPE is being used as per the requirements (helmets, face shields, goggles, safety glasses, safety gloves, safety harnesses, masks and respirators)			
	Managers and supervisors set a good example to maintain a good safety culture			
Fire and emergency*				
	The general condition of fire extinguishers is satisfactory (cleanliness, labelling, visibility, safety seal)			
	Fire extinguishers are tagged with the last date of inspection (no more than 12 months)			
	The firefighting equipment cabinet is in good condition and has a checklist of its content			
	The fire protection system (detection, alarm, sprinkler, pump and hose subsystems) is tested periodically			
	Emergency drills are conducted on a regular basis and for all shifts			

	Checklist item	Exist	Rating	Comments
	Evacuation procedures and routes are posted at appropriate places			
	Emergency lighting is in good condition and exit doors are operating properly			
	Emergency services numbers are posted at appropriate places			
	Evacuation routes are kept clear and free of obstruction			
	At least one member in every work area is trained on fire fighting			
First aid and accident reporting				
	First aid stations are in good condition and accessible during all work shifts			
	First aid stations are regularly inspected for contents** and items are within use-by dates			
	Items in each first aid station are of sufficient quantities and adequately stocked			
	At least one first aider is present at all times during working hours for every 50 workers			
	Specific procedures are in place in the event of accidents, incidents and near misses			

	Checklist item	Exist	Rating	Comments
	Investigations are conducted to identify causes and prevent recurrence of accidents and serious incidents			
	Investigation results are communicated to all internal teams			
Safety systems				
	Safety measures are in place (e.g. recordable cases, near miss cases, lost work days)			
	Has a risk assessment been completed for all workplace transport hazards?			
	Is the level of supervision sufficient to ensure that safe standards are maintained?			
	A workplace inspection system is in place to report unsafe conditions			
	A safety observation and communication system is in place to report unsafe acts			
	Qualified personnel deliver safety training, which is integrated into the training plan and documented.			
	Skills matrices are utilised to manage and track safety skills of all work teams			

	Checklist item	Exist	Rating	Comments
	Hazard identification and risk assessments are performed reactively and proactively (in highly unsafe areas)			
	Communication systems are in place for vulnerable employees e.g. lone workers, employees in high risk areas			
Vehicles				
	Vehicles and pedestrians are kept segregated			
	The roads and footways are suitable for the types and volumes of vehicular traffic and pedestrian traffic using them			
	Road signs as used in the Highway code are installed where necessary			
	The level of lighting in each area are sufficient for the pedestrian and vehicle routes within the workplace			
	Roads and footways have firm and even surfaces			
	Hazard identification and risk assessments are performed reactively and proactively (in highly unsafe areas)			
	Roads and footways are well maintained			

	Checklist item	Exist	Rating	Comments
	Employees receive job specific training; covering their tasks, specific hazards, speed limits, and proper parking practices, loading areas etc.			
	Drivers possess the necessary licences or certificates for the vehicles they are authorised to drive e.g. FLT's, shunt vehicles, site dumpers etc.?			
	Car parking facilities are well maintained and monitored as a part of the safety management programme			
	Drivers check their vehicles to ensure they are safe before use			
Chemical				
	A master list of all chemicals, solvents and lubricants is in place			
	Only chemicals provided by the company are used on site			
	Chemicals are procured from reputable and reliable providers			
	Chemicals are kept away from potentially vulnerable people			
	Signage warning of potential chemical hazards are in place, clean and relevant			

	Checklist item	Exist	Rating	Comments
	Appropriate safety containers are being used for chemical and solvent handling			
	All containers are clearly labeled with the appropriate content (including trial materials)			
	Showers and eye baths are in place in chemical and solvent areas			
	The contents of the emergency spill kit cabinets are clearly identified and regularly checked			
	Hazardous and combustible materials are disposed of in a safe and appropriate way			
	There is an emergency procedure in place for the unintentional release of chemicals			
	Employees handling chemicals are trained and authorised to do so			
	Measures are in place to keep chemicals from mixing or reacting with other substances			
	Material Safety Data Sheets (SDS) are available where materials are being used and are up to date			

	Checklist item	Exist	Rating	Comments
	Employees handling chemicals are provided with appropriate PPE that protects from all possible entry routes that could cause harm to physical health			
	Hazardous and combustible materials are stored away from electrical equipment and ignition sources			
Electromechanical				
	Every electrical device is switched-off if not in use			
	All electrical cabinets are locked when not being worked on			
	Only electrical equipment provided by the company is used on site			
	Is equipment currently in use or can it be decommissioned?			
	Equipment is kept away from potentially vulnerable people			
	Electrical devices have the CE or other authority mark			
	The use of improper or unauthorised electrical appliances is strictly prohibited within the facility premises			

	Checklist item	Exist	Rating	Comments
	Electrical plugs and wires are in good condition and inspected for possible damage regularly			
	Power sources are disconnected before repairing, lubricating or cleaning any machinery that is in motion			
	Portable equipment is regularly PAT tested by a competent person			
	Equipment guards are in place and must prevent all access to moving parts			
	Equipment guards are secured by a method requiring a tool to remove it			
	Equipment has emergency stop features implemented			
	Employees operating equipment undergo training and are given authorisation use them			
	Equipment is procured from reputable and reliable providers			
	The facility uses an effective lockout/tag-out system during service or maintenance activities			

	Checklist item	Exist	Rating	Comments
Environmental				
	Waste is segregated or recycled where possible			
	Waste containers are kept closed and secured except when waste is being added or removed			
	Air quality and noise level are measured and monitored regularly			
	Waste is managed to reduce potential risk of fire			
	Waste containers are regularly emptied by a competent person or waste management company			
	Housekeeping is maintained to prevent other potential hazards e.g. slips & trips, fire			
	Efforts are being made to reduce wastage (a waste management plan is in place)			
	Efforts are being made to reduce energy and water consumption			
	Air emission is monitored and controls are in place			
	Waste water is disposed of in a safe and responsible manner			

	Checklist item	Exist	Rating	Comments
	Open water systems are regularly tested for Legionnella			
	Steps are taken to manage and control potential pests			
More				
	Ladders are in good condition, inspected regularly and used properly			
	Permit to work is applied for all work within confined spaces or work at height			
	Permit to work is applied for all work using hot works			
	Safety alerts and route signs are in place when working on fragile roofs			
	Safety walkways for pedestrians are identified and handrails are in place at slippery floors or at heights			
	Cranes and forklifts are only operated by authorised and licensed drivers			
	Signage, hazard warnings and safety instructions are in place at the point of need and are updated to reflect changes to regulations			

	Checklist item	Exist	Rating	Comments
	Visual management maps are employed to oversee areas with a high frequency of unsafe incidents and elevated risks			
	Ladders are secured (via a locked chain) and only used by authorised and trained personnel			
	Safety representatives are elected to encourage communication and instruction of safety rules			
	Overall Rating			
Comments				

* Examples of emergencies other than fires are: earthquakes, bomb threats, gas leaks, chemical spills, violence, sand storms and floods.

**Each first aid station should include at least: bandages, emergency blankets, antiseptic wipes, gloves, adhesive tapes, gauze rolls and pads, instant cold packs, scissors and tweezers, and a first aid manual.