

Daily Safety Checklist

Date and Time:			
Location/Area Inspected:			
Inspector's Name:			
Inspector's Signature:			

	Yes	No	Corrective Actions
General Safety Conditions:			
Are all emergency exits clear and unobstructed?			
Are walkways and aisles free from spills, debris, or obstacles?			
Fire extinguishers, first aid kits, and emergency equipment readily accessible?			
Are there any signs of structural damage or hazards, such as loose wires or slippery floors?			
Housekeeping:			
Are work areas clean and organized?			
Are tools and equipment properly stored when not in use?			
Waste bins emptied regularly?			
Are spills promptly cleaned up?			
Personal Protective Equipment (PPE):			
Are employees wearing appropriate PPE for their tasks?			
Are PPE items in good condition and properly maintained?			
Any instances of non-compliance with PPE requirements?			
Machinery and Equipment:			
Are machines and equipment operating safely and as intended?			
Are guards and safety devices in place and functioning correctly?			
Any signs of wear or damage on equipment that could pose a safety risk?			
Electrical Safety:			
Are electrical cords and outlets in good condition?			
Are there any exposed wires or overloaded circuits?			
Electrical panels accessible and properly labeled?			
Chemical Safety:			
Are hazardous chemicals properly labeled and stored?			
Are SDS (Safety Data Sheets) readily available for all chemicals used in the workplace?			
Employees trained in the safe handling and disposal of chemicals?			
Fire Safety:			
Are fire alarms and smoke detectors in working order?			
Are fire exits clearly marked and unobstructed?			
Flammable materials stored in designated areas away from ignition sources?			
Emergency Preparedness:			
Are employees familiar with emergency evacuation procedures?			
Have emergency contact information and procedures been communicated to all employees?			
Are emergency response kits stocked and accessible?			

Observations and Comments:
