

The Ultimate Safety Audit Checklist



This checklist provides a structured approach to evaluating your workplace safety program. Use it to methodically identify potential hazards, assess compliance, and develop a robust action plan for improvement.

I. Pre-Audit Preparation

1. Gather Essential Documents

- **Current Safety Policies and Procedures:** (e.g., Injury and Illness Prevention Program)
 - Date of last review/update: _____
- **Must-have California Programs** (*Applies to Nearly All Industries*):
 - **Injury and Illness Prevention Program (IIPP)** [8 CCR §3203] ☐
 - **Emergency Action Plan (EAP)** [8 CCR §3220] ☐
 - **Fire Prevention Plan (FPP)** [8 CCR §3221] (*if your workplace has more than 10 employees or if fire extinguishers are provided*) ☐
 - **Hazard Communication Program (HazCom)** [8 CCR §5194] (*if your employees use or are exposed to hazardous chemicals*) ☐
 - **Workplace Violence Prevention Plan (WVPP)** [Labor Code §6401.9 / 8 CCR §3203] (*Mandatory as of July 1, 2024*) ☐
 - **Heat Illness Prevention Program (Indoor)** [8 CCR §3396] (*if indoor temperatures reach 82°F or higher where employees are present*) ☐
 - **Heat Illness Prevention Program (Outdoor)** [8 CCR §3395] (*required for all outdoor workplaces*) ☐
 - **Ergonomics Program (Repetitive Motion Injuries)** [8 CCR §5110] (*required if there's evidence of two or more employees suffering from repetitive motion injuries.*) ☐
- **Additional Required Programs:**
 - _____ ☐
 - _____ ☐
 - _____ ☐
- **Previous injury and incident reports:** (e.g., OSHA 300 log) ☐ Yes ☐ No
 - **Last 300 Log Review:** _____
- **All employee safety training records and certifications:**
 - Are records easily accessible? ☐ Yes ☐ No
- **Past OSHA inspection reports or citations (if any):**
 - Were all citations resolved? ☐ Yes ☐ No ☐ N/A
- **Workers' compensation claim history:**
 - Review for recurring incident types:

- **Emergency response plans:**
 - Date of last review/drill: _____

2. Assemble Your Audit Team

- **Management Representative(s):**
 - Name(s): _____
- **Employee Representative(s):** (from different departments)
 - Name(s): _____
- **Safety Committee Members (if applicable):**
 - Name(s): _____
- **External Expertise (if utilized):**
 - Name(s): _____

II. General Workplace Safety

1. Physical Environment

- **Lighting:**
 - Adequate in all areas? ☐ Yes ☐ No
 - Any excessively dim or bright spots? ☐ Yes ☐ No
- **Walkways & Aisles:**
 - Clear, unobstructed, and well-marked? ☐ Yes ☐ No
 - Minimum width maintained? ☐ Yes ☐ No
- **Exits:**
 - Clearly marked, unobstructed, and accessible? ☐ Yes ☐ No
 - Emergency lighting functional? ☐ Yes ☐ No
- **Ventilation:**
 - Adequate air circulation and quality? ☐ Yes ☐ No
 - Any noticeable fumes or odors? ☐ Yes ☐ No
- **Temperature:**
 - Comfortable and safe for work tasks? ☐ Yes ☐ No
- **Noise Levels:**
 - Within acceptable limits? ☐ Yes ☐ No
 - Hearing protection provided if needed? ☐ Yes ☐ No

2. Housekeeping

- **Cleanliness:** Work areas, restrooms, and common areas clean and tidy? ☐ Yes ☐ No
- **Waste Disposal:** Proper receptacles, regularly emptied? ☐ Yes ☐ No
 - Hazardous waste disposed of correctly? ☐ Yes ☐ No

- **Spill Procedures:** Clear procedures in place and understood? ☐ Yes ☐ No
 - Spill kits readily available? ☐ Yes ☐ No
- **Organized Storage:** Materials stored safely, off aisles, and within weight limits? ☐ Yes ☐ No
 - Shelving secure and in good condition? ☐ Yes ☐ No

III. Emergency Preparedness

1. Emergency Procedures

- **Written Emergency Response Plan:** Accessible and regularly reviewed? ☐ Yes ☐ No
- **Emergency Exits/Routes:** Clearly marked and unobstructed? ☐ Yes ☐ No
 - Are employees aware of all exits? ☐ Yes ☐ No
- **Emergency Contacts:** Posted and up to date? ☐ Yes ☐ No
- **Emergency Lighting:** Functional and regularly tested? ☐ Yes ☐ No
- **First Aid Kits:** Readily accessible, fully stocked, and regularly checked? ☐ Yes ☐ No
- **Emergency Assembly Points:** Clearly designated and communicated? ☐ Yes ☐ No

2. Fire Safety

- **Fire Extinguishers:** Accessible, charged, inspected monthly/annually? ☐ Yes ☐ No
 - Appropriate types for potential hazards? ☐ Yes ☐ No
- **Smoke/Carbon Monoxide Detectors:** Functional and regularly tested? ☐ Yes ☐ No
- **Sprinkler Systems (if applicable):** Inspected and maintained? ☐ Yes ☐ No ☐ N/A
- **Storage of Flammables:** Stored in approved containers/cabinets, away from ignition sources? ☐ Yes ☐ No
- **Electrical Code Compliance:** No frayed wires, overloaded circuits, or exposed wiring? ☐ Yes ☐ No
 - Extension cords used safely and temporarily? ☐ Yes ☐ No

IV. Personal Protective Equipment (PPE)

1. PPE Program

- **Hazard Assessment:** Has a written hazard assessment been conducted? ☐ Yes ☐ No

- **Appropriate PPE Identified/Provided:** Is PPE suitable for hazards present? ☐ Yes ☐ No
 - Provided to employees at no cost? ☐ Yes ☐ No
 - **Training on Use/Maintenance:** Employees trained in proper use, care, and limitations of PPE? ☐ Yes ☐ No
 - Training documented? ☐ Yes ☐ No
 - **Employee Compliance Monitoring:** Are employees consistently using required PPE? ☐ Yes ☐ No
 - **PPE Availability/Condition:** Is PPE readily available and in good condition? ☐ Yes ☐ No
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V. Equipment and Machinery Safety

1. Machine Guarding

- **Proper Guarding:** All moving parts, pinch points, and power transmission apparatuses guarded? ☐ Yes ☐ No
- **Lockout/Tagout Procedures:** Developed, implemented, and utilized during maintenance/servicing? ☐ Yes ☐ No
 - Employees trained and authorized? ☐ Yes ☐ No
- **Maintenance Schedules:** Regular preventative maintenance performed and documented? ☐ Yes ☐ No
- **Functional Safety Devices:** All emergency stop buttons, interlocks, and other safety devices working? ☐ Yes ☐ No

2. Tool Safety

- **Good Condition Tools:** All hand and power tools free from damage and defects? ☐ Yes ☐ No
 - **Proper Storage/Handling:** Tools stored securely and handled correctly? ☐ Yes ☐ No
 - **Training:** Employees trained in safe operation of all tools? ☐ Yes ☐ No
 - **Regular Inspections:** Tools regularly inspected for damage or wear? ☐ Yes ☐ No
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VI. Chemical and Hazardous Material Safety

1. Hazard Communication

- **Chemical Inventory:** Up-to-date list of all hazardous chemicals on site? ☐ Yes ☐ No
- **Safety Data Sheets (SDS):** Readily accessible to all employees for all chemicals? ☐ Yes ☐ No

- **Labeling System:** All chemical containers properly labeled with hazard information? ☐ Yes ☐ No
 - **Employee Training:** Employees trained in understanding SDS, labels, and chemical hazards? ☐ Yes ☐ No
 - **Proper Storage/Handling:** Chemicals stored according to SDS, segregated incompatible materials? ☐ Yes ☐ No
 - Spill containment measures in place? ☐ Yes ☐ No
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VII. Ergonomics and Workplace Design

1. Workstation Setup

- **Adjustable Stations:** Workstations adjustable to fit different employees? ☐ Yes ☐ No
 - **Proper Lifting Training:** Employees trained on safe lifting techniques? ☐ Yes ☐ No
 - **Repetitive Motion Hazard Identification:** Are repetitive tasks identified and addressed? ☐ Yes ☐ No
 - **Break Schedules:** Are regular breaks encouraged/provided for repetitive tasks? ☐ Yes ☐ No
 - **Ergonomic Assessments:** Have ergonomic assessments been conducted for high-risk jobs? ☐ Yes ☐ No ☐ N/A
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VIII. Training and Communication

1. Safety Training Program

- **New Employee Orientation:** Comprehensive safety orientation for all new hires? ☐ Yes ☐ No
- **Job-Specific Training:** Employees trained on hazards specific to their jobs? ☐ Yes ☐ No
- **Refreshers:** Regular refresher training provided? ☐ Yes ☐ No
- **Documentation:** All training documented with dates, topics, and attendees? ☐ Yes ☐ No
- **Supervisor Training:** Supervisors trained on safety leadership, hazard recognition, and incident investigation? ☐ Yes ☐ No

2. Communication

- **Regular Safety Meetings:** Conducted regularly and documented? ☐ Yes ☐ No
- **Suggestion System:** Employees encouraged to provide safety suggestions/concerns? ☐ Yes ☐ No

- **Incident Reporting:** Clear and accessible process for reporting incidents/near misses? ☐ Yes ☐ No
- **Performance Tracking:** Safety performance tracked and communicated? ☐ Yes ☐ No

IX. California-Specific Requirements (Cal/OSHA)

1. Cal/OSHA Compliance

- **Injury and Illness Prevention Program (IIPP):** Written, implemented, and effective? ☐ Yes ☐ No
 - Includes specific elements required by Cal/OSHA? ☐ Yes ☐ No
- **Heat Illness Prevention Program (if applicable):** Written and implemented for outdoor workers? ☐ Yes ☐ No ☐ N/A
 - Includes water, shade, rest, and emergency response? ☐ Yes ☐ No ☐ N/A
- **Workplace Violence Prevention Program:** Written and implemented? *(Required by July 1, 2024, for most California employers)* ☐ Yes ☐ No
- **Required Safety Training:** Are all Cal/OSHA mandated trainings provided (e.g., Hazard Communication, Lockout/Tagout)? ☐ Yes ☐ No
- **Current Workers' Compensation Insurance:** Proof of current coverage available? ☐ Yes ☐ No

X. Record Keeping and Documentation

1. Required Records

- **OSHA 300 Log:** If 10+ employees, accurately maintained and posted annually? ☐ Yes ☐ No ☐ N/A
- **Training Records:** All safety training records complete and accessible? ☐ Yes ☐ No
- **Incident Investigation Reports:** All incidents/near misses investigated and documented? ☐ Yes ☐ No
- **Safety Meeting Minutes:** Documented topics, attendees, and action items? ☐ Yes ☐ No
- **Inspection/Maintenance Records:** Records for equipment, machinery, and facilities maintained? ☐ Yes ☐ No

XI. Action Plan Development

For each "No" answer or identified hazard, create an action item below.

[illegible]

[illegible]

This comprehensive checklist will empower your small business to conduct a thorough safety audit. Remember, consistent effort in safety not only protects your team but also strengthens your business.

Beyond the Checklist: Ongoing Safety Tips for Your Small Business

- **Make Safety a Daily Habit:** Encourage employees to identify and report hazards, no matter how small. A proactive culture is your best defense.
- **Regularly Review & Update:** Your business evolves, and so do potential hazards. Revisit your safety program and this checklist at least annually, or whenever there are significant changes in operations, equipment, or regulations.
- **Lead by Example:** As a business owner or manager, your commitment to safety sets the tone. Follow all safety protocols yourself and actively participate in safety discussions and training.
- **Invest in Training:** Don't view training as a one-time event. Ongoing, relevant safety training empowers your employees and reduces the likelihood of incidents.
- **Learn from Incidents:** Even minor incidents or "near misses" are opportunities to learn and improve. Investigate them thoroughly to prevent recurrence.

Your Next Steps: Get Started on Your Safety Audit Today!

Don't wait for an incident to prioritize workplace safety. Use this checklist to empower your business:

- **Schedule Your Audit:** Block out dedicated time to conduct a thorough assessment.
- **Document Everything:** Take photos and detailed notes of all findings.
- **Prioritize & Act:** Focus on high-risk items first, assign responsibilities, and set deadlines.
- **Plan Follow-up:** Schedule regular re-audits to maintain compliance and continuous improvement.

Professional Safety Support: Partnering for a Safer Workplace

Developing comprehensive workplace safety programs and ensuring sustained Cal/OSHA compliance requires specialized expertise. If you lack internal resources, have complex regulatory needs, or desire an objective third-party assessment, professional safety consulting is a smart investment.

At **The Task Alchemist**, our safety support services help small businesses navigate these complexities. Our Comprehensive Safety Audit Package provides precisely the expert, systematic evaluation you need to identify gaps and build a robust safety foundation. Following the audit, our Ongoing Safety Support Services offer continuous guidance, program development, and training delivery to protect your team and business year-round.

Your employees' safety is worth the investment—and so is your business's future. Contact us today to discuss how we can partner to ensure your business is fully protected and compliant.

Connect with The Task Alchemist:

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