

Workplace safety inspection report template

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Inspection items

☐ PPE compliance and availability	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Housekeeping and general tidiness	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Chemical storage and COSHH compliance	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Machine guarding and lockout/tagout	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Emergency exits and evacuation routes	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ First aid provisions and signage	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Slip, trip, and fall hazards	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Working at height controls	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____