

# Safety Checklist - Basic

Facility: ..... Auditor: ..... Date: .....

**A- Facility entrance and safety first impression:** ✓ / x

1- Appropriate safety protective equipment is provided to visitors	
2- Appropriate site information and safety rules are provided to visitors	
3- Smoking is strictly prohibited except in the specified areas	
4- The use of mobile phones is strictly prohibited on the shop floor	
5- Work areas are generally safe and free from hazards and other obstructions	
6- Safety rules are being enforced visually throughout the whole facility	
7- Employees are using PPEs correctly and at all time (hearing protection and safety footwear)	
8- PPEs are being used as per the requirement (helmets, face shields, goggles, safety glasses, masks and respirators, safety gloves, safety harnesses)	

**B- Fire and emergency:**

9. The general condition of fire extinguishers is satisfactory (cleanliness, labeling, visibility, seal)	
10. Fire extinguishers are tagged with the last date of inspection (no more than 12 months)	
11. The firefighting equipment cabinet is in good condition and has a checklist of its content	
12. The fire protection system (detection, alarm, sprinkler, pump) is tested periodically	
13. Emergency drills are conducted on a regular basis and for all shifts	
14. Evacuation procedures and routs are posted at appropriate places	
15. Emergency lighting is in good condition and exit doors are operating properly	
16. Emergency services numbers are posted at appropriate places	
17. At least one member in every work area is trained on fire fighting	

**C- First aid and accident reporting:**

18. First aid stations are in good condition and accessible during all work shifts	
19. First aid stations are regularly inspected for content** and items are within use-by dates	
20. Items in each first aid station are of sufficient quantities and adequately stocked	
21. At least one first aider is present at all times during working hours for every 50 workers	
22. Specific procedures are in place in the event of accidents, incidents and near misses	
23. Accident and incident investigations are conducted to determine causes & avoid recurrence	
24. Investigation results of accidents and incidents are communicated to all internal teams	

**D- Safety systems:**

25. Safety measures are in place (e.g. recordable cases, near miss cases, lost work days)	
26. A workplace inspection system is in place to report unsafe conditions	
27. A safety observation and communication system is in place to report unsafe acts	
28. Hazard identification and risk assessments are performed reactively and proactively	
29. Safety training programs are delivered by qualified personnel & included in the training plan	
30. Skills matrices are utilized to manage and track safety skills of all work teams	

Comments: .....