

SEP 7

WORKPLACE SAFETY AUDIT CHECKLIST

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My Site

WEDNESDAY 30th September 2026

87.5 %
(21.0/24.0)

HEALTH & SAFETY

(21/24) 87.5 %

Information

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
1	Are minutes of the Health and safety meetings recorded?	(1/1)	YES	
2	Is the Occupational Health and Safety Regulation available and accessible to employees?		N/A	
3	Are management responsibilities posted?	(1/1)	YES	
4	Are employee responsibilities posted?	(1/1)	YES	
5	Is an up-to-date health and safety policy statement posted?	(1/1)	YES	
6	Is a fire safety procedure posted?	(1/1)	YES	

Incidents

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
7	Are fire exits and signs in place?	(1/1)	YES	
8	Are fire exits accessible?	(1/1)	YES	
9	Are fire extinguishers checked annually?	(1/1)	YES	
10	Is emergency lighting operable?	(0/1)	NO	
11	Is a fire drill conducted at least annually?	(1/1)	YES	

Strains and Sprains

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
12	Are loads carried close to the body between waist and chest level?	(1/1)	YES	
13	Are heavy items carried between waist and shoulder heights?		N/A	
14	High reach areas have been identified and appropriately equipped (for example, with footstools, steps at pass through, and ladders)?	(1/1)	YES	

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15	Are Preventing Strains and Sprains posters up?	(1/1)	YES
16	Are work areas clear and well organized?	(1/1)	YES
17	Are wet floor signs available and used?		N/A
18	Are floors and carpets in good condition?	(1/1)	YES
19	Do employees wear footwear that is slip resistant, closed toe and in good condition?	(1/1)	YES

Chemical hazards

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
20	Are workplace labels used on chemicals removed from their original containers (including spray bottles)?		N/A	
21	Are safety goggles available for use when mixing chemicals?	(1/1)	YES	
22	Are accidents investigated using an Incident Investigation Form and followed up on to prevent recurrences?	(1/1)	YES	
23	Are all CO2 tanks chained and secured to prevent falling over?		N/A	
24	Are all chemicals covered, labelled and stored away from food and food-service storage areas?	(1/1)	YES	

Records and Statistics

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
25	Is the number of accidents reviewed monthly?	(1/1)	YES	
26	Are maintenance records available?	(0/1)	NO	
27	Are all accidents and incidents recorded?		N/A	

First Aid

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
28	Is a First Aid certificate holder on duty at all times?	(1/1)	YES	
29	Is an appropriate first aid kit accessible to all employees, and is kept clean, dry, and fully stocked according to Regulation standards?	(1/1)	YES	
30	Is the first aid log book complete, up-to-date, and kept in the first aid kit?	(0/1)	NO	
31	Are First Aid certificate holders identified by posted hard copies of certificates?		N/A	

DECLARATION

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Auditor
(Aashiqe Rasul)