



## Workplace Inspection Checklist

Tired of pen and paper checklists? Sign up for a free trial of IntouchCheck mobile checklist software at <https://go.intouchinsight.com/check-trial>

<b>FIRE</b>	<b>YES</b>	<b>NO</b>
Were fire extinguishers in place?		
Were fire extinguishers serviced in the last 6 months?		
Was the fire alarm in working order?		
Were the exit doors able to be easily opened?		
Was the emergency plan displayed?		
<b>FIRST AID</b>		
Was the first aid kit adequately stocked?		
Was there easy access to the first aid kit?		
Was there at least one worker present with current First Aid certification?		
Were the contents of the first aid kit labeled and clean?		
<b>STORAGE</b>		
Were materials stored in a safe manner?		
Were the storage racks properly identified?		
Were there locks available for the storage racks?		
Was the racking in good condition (no damages etc.)?		
<b>SECURITY</b>		

Were there adequate locks on all external doors and windows?		
Was there an alarm system provided?		
Were valuable items stored when not in use?		
<b>BATHROOMS</b>		
Were there adequate toilets for males and females?		
Were there toilets for people with disabilities provided?		
Were there sanitary facilities provided?		
Were the bathrooms cleaned regularly?		
<b>KITCHEN</b>		
Were there suitable facilities for breaks and eating?		
Were all materials stocked appropriately?		