Safety Audit in Manufacturing Checklist

This comprehensive checklist is designed to assist safety professionals in evaluating manufacturing plants for compliance with industry standards, including OSHA and ISO 45001.

Section: General Workplace Safety

- Are emergency exits clearly marked and unobstructed?
- Are fire extinguishers available, labeled, and up to date?
- Are safety signs visible and relevant to site-specific hazards?
- Is housekeeping maintained (clean floors, no tripping hazards)?
- Are walkways and aisles free of obstruction?

Section: Machinery & Equipment Safety

- Are machine guards installed and functional on all equipment?
- Is Lockout/Tagout (LOTO) procedure enforced during maintenance?
- Are emergency stop switches clearly marked and working?
- Are machines regularly inspected and maintained?
- Are safety operating procedures available near each machine?

Section: Electrical Safety

- Are all electrical panels clearly labeled and accessible?
- Are wires and cords in good condition (no frays, damage, or exposed conductors)?
- Are portable tools and equipment properly grounded or double insulated?
- Are Ground Fault Circuit Interrupters (GFCIs) used where required?
- Is the area around electrical panels clear (minimum 1 meter)?

Section: Personal Protective Equipment (PPE)

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- Is the required PPE provided and maintained (gloves, helmets, goggles, etc.)?
- Are employees wearing appropriate PPE for the task?
- Are PPE signs posted in relevant work areas?
- Are PPE training and fit tests documented?
- Is PPE stored hygienically and replaced when damaged?

Section: Fire and Emergency Preparedness

- Are fire alarms, extinguishers, and sprinkler systems in working order?
- Are emergency evacuation maps posted at visible locations?
- Are emergency exits unlocked and easily operable from the inside?
- Are first aid kits fully stocked and accessible?
- Are emergency drills conducted and documented regularly?

Section: Chemical and Hazardous Material Safety

- Are chemicals properly labeled and stored?
- Are Material Safety Data Sheets (MSDS/SDS) available and accessible?
- Are spill kits available and regularly inspected?
- Are chemical containers in good condition (no leaks or rust)?
- Are flammable materials stored away from ignition sources?

Section: Ergonomics & Manual Handling

- Are workstation heights and designs ergonomically sound?
- Are lifting aids (trolleys, hoists) available and in good condition?
- Have workers been trained in manual handling techniques?
- Are repetitive motion risks identified and minimized?

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- Are chairs, mats, and supports available for long-standing workstations?

Risk Matrix (Severity × Likelihood)

Likelihood	Minor	Major	Critical
Rare	Low	Low	Medium
Possible	Low	Medium	High
Likely	Medium	High	High

Corrective Action Tracker

Finding	Risk Level	Recommended Action	Responsible Person	Due Date