

Safety inspection checklist

Workplace inspection under Section 3 of the Occupational Safety and Health Act (ArbSchG)

Company / area

Date

Participants

TRAFFIC ROUTES AND HOUSEKEEPING

	Yes	No	N/A
Traffic routes clear, marked and wide enough	☐	☐	☐
Floors even, slip-resistant, no tripping hazards (cables, pallets)	☐	☐	☐
Stairs with handrail, steps marked	☐	☐	☐
Storage areas marked, stacking heights observed	☐	☐	☐
Workplace tidy and clean	☐	☐	☐

ESCAPE AND RESCUE ROUTES, FIRE SAFETY

	Yes	No	N/A
Escape routes and emergency exits clear, not obstructed, easy to open from inside	☐	☐	☐
Escape and rescue plan up to date and posted	☐	☐	☐
Emergency lighting and signage working	☐	☐	☐
Fire extinguishers available, accessible, inspection not overdue	☐	☐	☐
Fire doors close automatically, not wedged open	☐	☐	☐
Fire loads removed from escape and rescue routes	☐	☐	☐

ELECTRICAL INSTALLATIONS AND EQUIPMENT

	Yes	No	N/A
Devices and cables undamaged, test sticker current (DGUV Regulation 3)	☐	☐	☐
No overloaded power strips, no cables across traffic routes	☐	☐	☐
Control cabinets closed, access clear, labelled	☐	☐	☐
Residual current devices installed and tested	☐	☐	☐

MACHINES AND WORK EQUIPMENT

	Yes	No	N/A
Guards in place, effective, not tampered with	☐	☐	☐
Emergency stop accessible and working	☐	☐	☐
Operating instructions available at the machine	☐	☐	☐
Ladders, steps and shelving inspected and undamaged	☐	☐	☐
Industrial trucks inspected, drivers with licence and written authorisation	☐	☐	☐
Maintenance and inspection intervals observed	☐	☐	☐

HAZARDOUS SUBSTANCES

	Yes	No	N/A
Containers labelled, no food containers used	☐	☐	☐
Hazardous substances register and safety data sheets up to date and accessible	☐	☐	☐
Operating instructions posted, employees instructed	☐	☐	☐
Storage according to TRGS 510: drip trays, mixed storage, ventilation	☐	☐	☐
Eye wash stations and emergency showers available and tested	☐	☐	☐

PERSONAL PROTECTIVE EQUIPMENT

	Yes	No	N/A
Required PPE available, in good condition and worn	☐	☐	☐

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Mandatory signs for PPE displayed	☐	☐	☐
Noise areas marked, hearing protection available	☐	☐	☐
Skin protection plan available, products provided	☐	☐	☐

FIRST AID AND EMERGENCIES

	Yes	No	N/A
First aid supplies complete, not past their expiry date	☐	☐	☐
Sufficient first aiders, notice with names up to date	☐	☐	☐
Emergency numbers and rescue chain posted	☐	☐	☐
First aid log available and kept	☐	☐	☐

WORK ENVIRONMENT AND ERGONOMICS

	Yes	No	N/A
Lighting sufficient, lights working	☐	☐	☐
Indoor climate and ventilation appropriate	☐	☐	☐
Display screen workstations set up ergonomically	☐	☐	☐
Lifting aids available, heavy loads avoided	☐	☐	☐
Sanitary facilities and break rooms clean and sufficient	☐	☐	☐

ORGANISATION AND DOCUMENTATION

	Yes	No	N/A
Risk assessment for the area up to date	☐	☐	☐
Safety instructions documented and not overdue	☐	☐	☐
Safety representatives appointed and known	☐	☐	☐
Contractors briefed, responsibilities clarified	☐	☐	☐
Measures from the last inspection implemented	☐	☐	☐
Near misses and improvement suggestions discussed	☐	☐	☐

Defects found and agreed measures (with owners and deadlines – see defects list)

Date, signature of inspection lead

Date, signature of area manager