Periodic Inspection Form

Comprehensive Safety and Compliance Documentation

This form provides a standardized approach for conducting periodic safety inspections of facilities, equipment, and work areas. Regular inspections help identify hazards before incidents occur and ensure compliance with OSHA regulations and company safety policies. Complete all applicable sections and document any deficiencies requiring corrective action.

Inspection Information			
Inspection Type:		**Inspection Date:**	
Location/Area:		**Time:**	
Building/Facility:		**Weather Conditions:**	
Inspector Name:		**Inspector Title:**	
Inspection Frequency:		**Last Inspection Date:**	

Section 1: General Workplace Conditions	Pass	Fail	N/A	Comments/Corrective Action
Floors clean, dry, and free of slip/trip hazards	☐	☐	☐	
Aisles and walkways clear and properly marked	☐	☐	☐	
Adequate lighting in all work areas	☐	☐	☐	
Emergency exits clearly marked and unobstructed	☐	☐	☐	
Stairways in good condition with handrails secure	☐	☐	☐	
Proper ventilation and air quality maintained	☐	☐	☐	
Temperature and humidity at acceptable levels	☐	☐	☐	
Noise levels within acceptable limits	☐	☐	☐	

Section 2: Fire Safety	Pass	Fail	N/A	Comments/Corrective Action
Fire extinguishers present, inspected, and accessible	☐	☐	☐	
Fire extinguisher inspection tags current	☐	☐	☐	
Sprinkler heads unobstructed (18" clearance)	☐	☐	☐	
Fire alarm pull stations accessible and visible	☐	☐	☐	
Emergency evacuation routes posted	☐	☐	☐	
Fire doors operational and unobstructed	☐	☐	☐	
Flammable materials properly stored	☐	☐	☐	
No accumulation of combustible materials	☐	☐	☐	

Section 3: Electrical Safety	Pass	Fail	N/A	Comments/Corrective Action
Electrical panels accessible (36" clearance)	☐	☐	☐	
Panel covers in place and properly labeled	☐	☐	☐	
No exposed wiring or damaged cords	☐	☐	☐	
GFCIs installed and tested where required	☐	☐	☐	
Extension cords used appropriately (not permanent)	☐	☐	☐	
Outlet covers in place and undamaged	☐	☐	☐	
No overloaded circuits or power strips	☐	☐	☐	
Lockout/Tagout equipment available and in good condition	☐	☐	☐	

Section 4: Equipment & Machinery	Pass	Fail	N/A	Comments/Corrective Action
Machine guards in place and functional	☐	☐	☐	
Emergency stop buttons accessible and working	☐	☐	☐	
Equipment properly maintained per schedule	☐	☐	☐	
Operating procedures posted or available	☐	☐	☐	
Warning labels and signs visible and legible	☐	☐	☐	
Proper PPE available for equipment operation	☐	☐	☐	
No fluid leaks or spills around equipment	☐	☐	☐	
Equipment grounding verified	☐	☐	☐	

Section 5: Hazardous Materials	Pass	Fail	N/A	Comments/Corrective Action
SDS sheets accessible and current	☐	☐	☐	
Chemical containers properly labeled	☐	☐	☐	
Secondary containment in place where required	☐	☐	☐	
Incompatible chemicals stored separately	☐	☐	☐	
Eyewash/shower stations accessible and tested	☐	☐	☐	
Spill kits available and properly stocked	☐	☐	☐	
Hazardous waste containers labeled and closed	☐	☐	☐	
Ventilation adequate for chemical use areas	☐	☐	☐	

Section 6: Personal Protective Equipment	Pass	Fail	N/A	Comments/Corrective Action
Required PPE available and in good condition	☐	☐	☐	
PPE requirements posted in appropriate areas	☐	☐	☐	
Eye protection available where required	☐	☐	☐	
Hearing protection available where required	☐	☐	☐	
Respiratory protection program current (if applicable)	☐	☐	☐	
Gloves appropriate for tasks being performed	☐	☐	☐	
Safety footwear worn in designated areas	☐	☐	☐	
PPE storage clean and organized	☐	☐	☐	

Section 7: Ergonomics & Material Handling	Pass	Fail	N/A	Comments/Corrective Action
Workstations properly adjusted for employees	☐	☐	☐	
Lifting equipment available and in good condition	☐	☐	☐	
Heavy items stored at appropriate heights	☐	☐	☐	
Anti-fatigue mats in place where needed	☐	☐	☐	
Material handling equipment inspected	☐	☐	☐	
Proper lifting techniques being followed	☐	☐	☐	
Repetitive motion hazards addressed	☐	☐	☐	
Break areas adequate and accessible	☐	☐	☐	

Section 8: Emergency Preparedness	Pass	Fail	N/A	Comments/Corrective Action
First aid kits stocked and accessible	☐	☐	☐	
AED units present and inspection current	☐	☐	☐	
Emergency contact information posted	☐	☐	☐	
Emergency action plan current and communicated	☐	☐	☐	
Assembly areas designated and known	☐	☐	☐	
Emergency lighting functional	☐	☐	☐	
Communication systems operational	☐	☐	☐	
Trained first aid/CPR personnel on shift	☐	☐	☐	

Section 9: Documentation & Training	Pass	Fail	N/A	Comments/Corrective Action
Safety training records current	☐	☐	☐	
Equipment inspection logs maintained	☐	☐	☐	
Incident/near-miss reports filed appropriately	☐	☐	☐	
Safety meeting records documented	☐	☐	☐	
Required permits current (hot work, confined space)	☐	☐	☐	
Contractor safety documentation on file	☐	☐	☐	
Safety policies accessible to employees	☐	☐	☐	
Regulatory postings current and displayed	☐	☐	☐	

Deficiency Summary & Corrective Actions

Item	Section	Deficiency Description	Priority	Assigned To	Due Date
1					
2					
3					
4					
5					
6					
7					
8					

Priority Levels: 1 = Imminent Danger (Correct immediately) | **2 = Serious** (Correct within 24-72 hours) | **3 = Moderate** (Correct within 7 days) | **4 = Minor** (Correct within 30 days)

Additional Comments / Observations

Inspection Certification			
Inspector Signature:		**Date:**	
Supervisor Review:		**Date:**	
Safety Manager Approval:		**Date:**	
Follow-up Inspection Required:	☐ Yes ☐ No	**Scheduled Date:**	

This periodic inspection form is provided as a general guide and may not address all hazards specific to your facility or operations. Users should customize checklists based on their specific workplace conditions, industry requirements, and applicable regulations. First Underwriters Insurance Brokers recommends establishing inspection frequencies based on risk assessment and regulatory requirements. Retain completed forms as part of your safety documentation program for a minimum of three years or as required by applicable regulations.