

Health and Safety Inspection Report Form

This **health and safety inspection report form** sample provides a structured template to document workplace hazards and ensure compliance with safety regulations. It facilitates thorough inspections by guiding users to record findings systematically. Utilizing this form helps maintain a safer work environment through effective monitoring and corrective actions.

1. Basic Information

| | | | |
|-----------------|-----------------|------|-------|
| Inspection Date | YYYY-MM-DD | Time | HH:MM |
| Location | Department/Area | | |
| Inspected by | Name/Position | | |

2. Inspection Checklist

| Item | Status (OK/Not OK) | Findings / Hazards Identified | Corrective Action Required |
|-------------------------------------|--------------------|-------------------------------|----------------------------|
| Housekeeping | | | |
| Fire Exits/Equipment | | | |
| Electrical Safety | | | |
| Personal Protective Equipment (PPE) | | | |
| Other | | | |

3. Summary of Findings

Provide a brief summary of key findings and recommendations.

4. Follow-up Actions

| Action Required | Responsible Person | Target Completion Date | Status |
|-----------------|--------------------|------------------------|--------|
| | | | |
| | | | |

5. Signatures

| | | | |
|------------------------------|--|------|--|
| Inspector Signature | | Date | |
| Supervisor/Manager Signature | | Date | |