

Daily Safety Inspection Record Form

The **daily safety inspection record form** sample is designed to systematically document workplace safety checks, ensuring hazards are identified and addressed promptly. This form helps maintain compliance with safety regulations and promotes a secure environment for all employees. Using a standardized template facilitates consistent record-keeping and accountability.

General Information

Date:		Inspector Name:	
Department/Area:		Supervisor:	

Inspection Checklist

No.	Inspection Item	Status (Yes/No/N/A)	Comments/Actions Needed
1	Fire exits unobstructed		
2	First aid kits accessible		
3	Personal protective equipment available and in use		
4	Spillages and trip hazards addressed		
5	Electrical cords secured and undamaged		

Hazards Identified

Description of Hazard	Location	Action Taken/Required	Date Resolved

Inspector's Signature

	Date:
--	-------