

# 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: |
|--|-------|