

# WORKPLACE SAFETY AUDIT TEMPLATE

Comprehensive 200+ Point Interactive Audit System  
Automated Scoring • Action Item Tracking • Professional Reports

**Facility Name:****Audit Date:****Auditor Name:****Department/Area:****Employee Count:****Industry Type:**

## Audit Dashboard & Overall Results

**0%**

Overall Score

**200+**

Audit Items

**0**

Items Completed

**0**

Action Items

**Progress Overview:**

0% Complete

**Excellent (90-100%)**  
Best Practice**Good (70-89%)**  
Meets Standards**Fair (50-69%)**  
Needs Improvement**Poor (0-49%)**  
Requires Action**Scoring Formula:** Overall Score = (Sum of all scores ÷ Total possible points) × 100**Weighting:** All categories weighted equally for comprehensive assessment**Action Threshold:** Items scoring below 70% automatically generate action items

 **Step-by-Step Instructions:**

1. **Complete Facility Information:** Fill in all details in the header section above
2. **Navigate Through Categories:** Use the tabs to access different audit categories
3. **Score Each Item:** Rate each item from 0-3 based on compliance level
4. **Add Comments:** Provide specific observations and evidence
5. **Identify Actions:** Note required corrective actions for low scores
6. **Review Dashboard:** Monitor overall progress and scores
7. **Generate Report:** Create professional audit report for management

 **Scoring Guidelines:**

- **3 - Excellent:** Fully compliant, best practice implementation
- **2 - Good:** Compliant with minor opportunities for improvement
- **1 - Fair:** Partially compliant, needs improvement
- **0 - Poor:** Non-compliant, immediate action required
- **N/A:** Not applicable to this workplace

 **Best Practices for Effective Auditing:**

- Conduct audits during normal operating conditions
- Interview workers and supervisors for their perspectives
- Review documentation and records thoroughly
- Take photos as evidence (where permitted)
- Focus on both compliance and effectiveness
- Involve local management in findings discussion
- Set realistic timelines for corrective actions
- Schedule follow-up audits to verify improvements

| Audit Criteria                                               | Score               | Comments/Evidence                | Action Required               | Priority       |
|--------------------------------------------------------------|---------------------|----------------------------------|-------------------------------|----------------|
| HEALTH & SAFETY POLICY & COMMITMENT                          |                     |                                  |                               |                |
| Written health and safety policy exists and is current       | <div>Select ▼</div> | <div>Enter observations...</div> | <div>Action required...</div> | <div>- ▼</div> |
| Policy signed by senior management and dated within 2 years  | <div>Select ▼</div> | <div>Enter observations...</div> | <div>Action required...</div> | <div>- ▼</div> |
| Policy posted and accessible to all employees                | <div>Select ▼</div> | <div>Enter observations...</div> | <div>Action required...</div> | <div>- ▼</div> |
| MANAGEMENT ACCOUNTABILITY & LEADERSHIP                       |                     |                                  |                               |                |
| Senior management actively participates in safety activities | <div>Select ▼</div> | <div>Enter observations...</div> | <div>Action required...</div> | <div>- ▼</div> |
| Safety performance is measured and reviewed regularly        | <div>Select ▼</div> | <div>Enter observations...</div> | <div>Action required...</div> | <div>- ▼</div> |
| Safety responsibilities clearly defined and communicated     | <div>Select ▼</div> | <div>Enter observations...</div> | <div>Action required...</div> | <div>- ▼</div> |

 **Action Items & Corrective Measures**

 **High Priority Actions**

*Items scoring below 50% will automatically appear here...*

 **Medium Priority Actions**

*Items scoring 50-69% will automatically appear here...*

 **Low Priority Improvements**

*Items scoring 70-89% will automatically appear here...*

 **Generate Professional Report**

Create a comprehensive audit report for management review and regulatory compliance.

**Report Format:**

- ☐ Executive Summary
- ☒ Detailed Report
- ☐ Action Items Only

 **Generate Report**

 **Export to Excel**

 **Print Report**

Report will be generated here...

## **Workplace Environment & Conditions**

Comprehensive workplace assessment including housekeeping, lighting, ventilation, and general safety conditions.

 **Equipment & Machinery Safety**

Assessment of equipment safety, maintenance programs, and machine guarding.

## **Chemical Management & WHMIS**

Chemical inventory, SDS management, and WHMIS compliance.

## **Emergency Procedures & Preparedness**

Emergency response plans, evacuation procedures, and first aid capabilities.

 **Training & Competency Management**

Training programs, competency assessments, and record keeping.

 **Incident Management & Investigation**

Incident reporting, investigation procedures, and corrective actions.

## 👉 Contractor Safety Management

Contractor prequalification, orientation, and ongoing management.

## Documentation & Record Keeping

Safety records, documentation systems, and regulatory compliance.

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This template provides a framework for comprehensive safety auditing. Professional consultation recommended for complex compliance requirements.

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