



# Corporate Safety Audit Template

*When was the last time you took a long, honest look at your environment, health, and safety processes? If it's been a while, or you can't remember—or if you've never conducted a safety inspection or audit before—it's time to get to work. By evaluating your facilities, people, and processes, you'll make your workplace a whole lot safer and more efficient.*

If you find the audit and inspection process overwhelming, you're not alone. To help you make improvements to your corporate safety processes, KPA has put together this template for you to use when conducting your audit.

But remember, corporate safety is just one of the many types of audits you should be conducting. Reach out to KPA for additional help improving your EHS programs and audit and inspection processes.

# Corporate Safety Audit

A general inspection checklist designed to cover common inspection items found at most facilities.

		YES	NO
1	Are ALL Secondary chemical containers (including spray bottles, squeeze bottles, dispensers, and used oil collection devices) labeled with their contents and appropriate hazard warnings?	<input type="radio"/>	<input type="radio"/>
2	Are all fire extinguishers inspected on a monthly basis to ensure the fire extinguisher is ready for use in the event of an emergency? This includes examining the gauge (the needle needs to be in the "green".)	<input type="radio"/>	<input type="radio"/>
3	Are all self-contained eyewash stations at the facility inspected on a monthly basis and are those activities documented?	<input type="radio"/>	<input type="radio"/>
4	Do all first aid kits have documented regular inspections to guarantee that all required items are present?	<input type="radio"/>	<input type="radio"/>
5	Are all employees wearing safety glasses, safety goggles or face shields when performing eye threatening activities?	<input type="radio"/>	<input type="radio"/>
6	Are all employees wearing the proper gloves for the job they are performing? OSHA requires that necessary gloves are provided to employees at no cost.	<input type="radio"/>	<input type="radio"/>
7	Do all employees wear the appropriate footwear for their work area? Slip-Resistant Soles are required where oil or other slippery conditions exist.	<input type="radio"/>	<input type="radio"/>
8	Are all electrical panels clear of obstructions within 36 inches?	<input type="radio"/>	<input type="radio"/>
9	Is proper housekeeping maintained to keep work areas free of trip and slip hazards?	<input type="radio"/>	<input type="radio"/>

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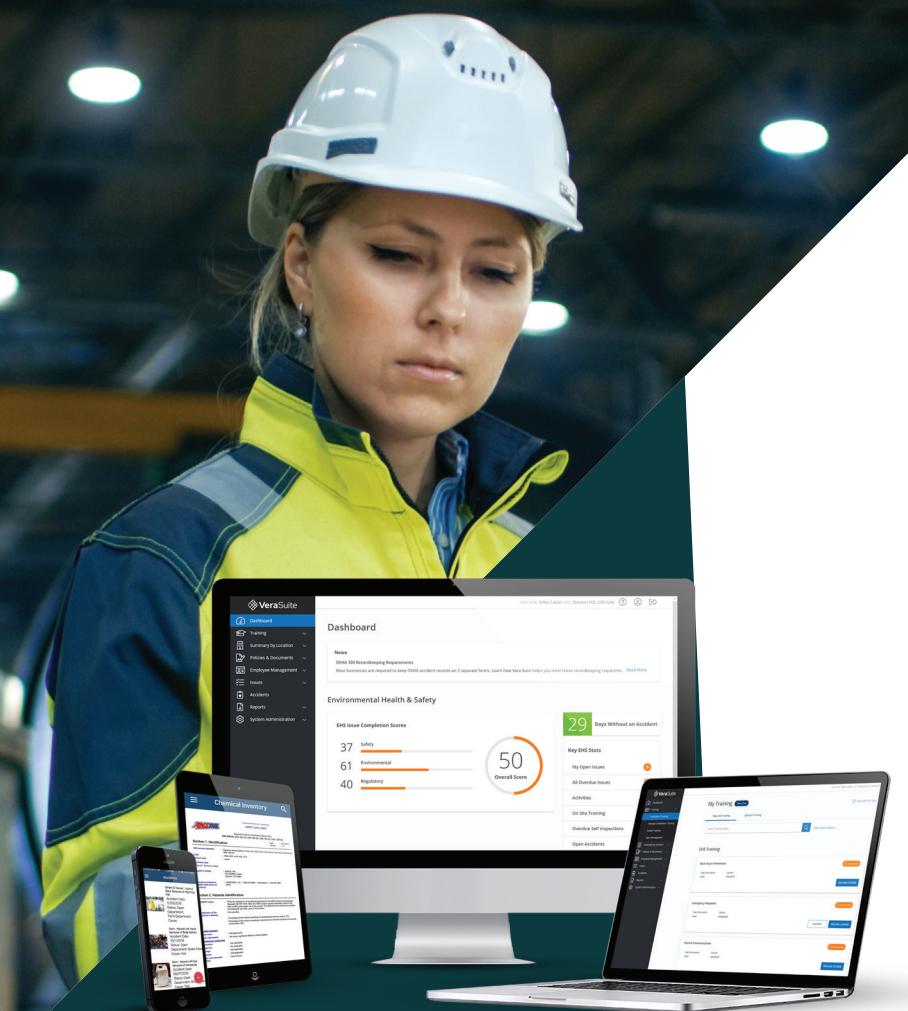
*A general inspection checklist designed to cover common inspection items found at most facilities.*

		YES	NO
<b>10</b>	Are employees prohibited from eating or preparing food in areas of hazardous materials use?	<input type="radio"/>	<input type="radio"/>
<b>11</b>	Are all containers of hazardous materials and waste kept closed when not being actively filled or drained?	<input type="radio"/>	<input type="radio"/>
<b>12</b>	Has a "Hazardous Waste" label been applied to all containers of hazardous waste and filled out with all required information?	<input type="radio"/>	<input type="radio"/>
<b>13</b>	Are all lifts functioning properly (e.g. worn contact pads?)	<input type="radio"/>	<input type="radio"/>
<b>14</b>	Are lifts free of safety override devices?	<input type="radio"/>	<input type="radio"/>
<b>15</b>	Are all load holding devices labeled with load capacities (e.g. floor jacks, pole jacks?)	<input type="radio"/>	<input type="radio"/>
<b>16</b>	Are all chemicals on the premises on the chemical inventory in myKPAonline.com? Placing all of your chemicals within your inventory will provide quick MSDS access for those chemicals.	<input type="radio"/>	<input type="radio"/>
<b>17</b>	Are exit routes free from obstruction and is exit signage functioning properly?	<input type="radio"/>	<input type="radio"/>
<b>18</b>	Are there any other safety or environmental concerns identified that are not addressed in this checklist?	<input type="radio"/>	<input type="radio"/>

I have agreed to have all these items completed by:

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## Access Expert Safety Auditors and EHS Software and Training with KPA

KPA is the leader in safety audits and EHS consulting services. Our team has the knowledge and tools you need to keep your employees safe, minimize your risks, and maximize your organization's performance.

KPA's EHS consultants will address safety issues at your facilities before they lead to injuries, fines, and lawsuits. Working on-site, remotely, or both, your KPA Risk Management Consultant will work with you to identify potential risks, develop programs and training, and take action to mitigate risk. Our goal is to help ensure a safe workplace for your employees through programs aligned with EPA and OSHA requirements, so your people can work at their best—while you avoid citations and potential legal action.

Plus, we provide award-winning, interactive safety training covering over 100 key topics—ranging from equipment and machine safety to industry regulations, internal policies, ethics, employment law, harassment prevention, and more.

It's all supported by Vera Suite: our powerful, cloud-based EHS software platform. Vera Suite helps organizations across industries maintain cultures of safety, streamline operations, and comprehensively manage risk.

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