STANDARD OPERATING PROCEDURE

Workplace Safety Inspection SOP

Document no.	SOP-SAF-009
Revision	1.0
Owner	Safety Officer
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To find hazards before they cause an incident by scheduling regular, structured inspections of work areas, equipment and safety systems, and tracking corrective actions to closure.

2. Scope

Applies to all indoor and outdoor work areas, equipment and safety systems within the company's facilities, inspected on a schedule based on area risk level.

Definitions

Inspection checklist	A structured list of items to check during a safety inspection, tailored to the type of area being inspected.
Corrective action	A specific fix assigned to close out a hazard or deficiency found during an inspection.

3. Responsibilities

Safety Officer	Schedules inspections, prepares checklists, leads the walk-through and reports results to management.
Supervisor	Accompanies inspections in their area, provides context, and implements assigned corrective actions.
Employee	Raises hazards or concerns during the inspection and follows through on corrective actions affecting their work.
Department Manager	Reviews inspection results for their department and approves resources for corrective actions.

RACI matrix

Activity	Safety Officer	Supervisor	Employee	Department Manager
Schedule and prepare the inspection	R/A	I	-	I
Walk the area against the checklist	R/A	R	C	I
Document and prioritize findings	R/A	C	-	I
Assign and complete corrective	A	R	C	C

Activity	Safety Officer	Supervisor	Employee	Department Manager
actions				
Report inspection results to management	R/A	I	-	C

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Area-specific inspection checklist
- Camera or phone for documenting findings
- Inspection schedule by area and risk level
- Corrective action tracking log
- Prior inspection reports for comparison

Personal protective equipment

- PPE appropriate to the area being inspected

5. Procedure

Step	Task	Owner	Done
5.1	**Schedule the inspection** Set the inspection frequency for each area based on its risk level, and confirm the date on the inspection schedule with the area supervisor.	Safety Officer	☐
5.2	**Prepare the checklist** Select or prepare the inspection checklist matching the type of area, such as an office, warehouse or production floor, and review the prior inspection's open items.	Safety Officer	☐
5.3	**Walk the area systematically** Walk the area following a consistent route, working through the checklist item by item rather than relying on memory alone.	Safety Officer	☐
5.4	**Check housekeeping** Look for clutter, spills, blocked walkways and improperly stored materials that could cause a slip, trip or fall.	Safety Officer	☐
5.5	**Check fire safety and emergency exits** Confirm fire extinguishers are in place and accessible, emergency exits are unlocked and unobstructed, and exit signage is visible and working. **Checkpoint:** Every emergency exit checked is unlocked from the inside and free of obstruction.	Safety Officer	☐
5.6	**Check machine guarding and lockout devices** Verify machine guards are in place and functional, and that lockout and tagout devices are available and in good condition where required. **Warning:** Never operate or approach a machine found with a missing or defeated guard. Report it immediately and remove the machine from service.	Safety Officer	☐

Step	Task	Owner	Done
5.7	**Check PPE availability and condition** Confirm required PPE is available at the point of use, correctly stored, and free of visible damage, and observe whether employees are wearing it as required.	Safety Officer	☐
5.8	**Check electrical equipment and cords** Inspect visible electrical panels, cords and equipment for damage, exposed wiring or improper extension cord use.	Safety Officer	☐
5.9	**Talk with employees during the walk-through** Ask employees working in the area if they have noticed any hazard or have a safety concern that might not be obvious from a visual check alone.	Employee	☐
5.10	**Document findings with photos** Record each finding on the checklist with a description and a photo where practical, so it can be verified once corrected.	Safety Officer	☐
5.11	**Prioritize findings by severity** Rate each finding by how serious the hazard is and how likely it is to cause harm, so the most dangerous issues are corrected first.	Safety Officer	☐
5.12	**Assign corrective actions** Assign each finding a corrective action with a responsible owner and a due date matched to its severity rating.	Supervisor	☐
5.13	**Verify corrective actions are closed** Follow up on each assigned corrective action and confirm it is completed and effective before marking the finding closed. **Checkpoint:** Every corrective action is verified complete, not just marked as assigned, before the finding is closed.	Safety Officer	☐
5.14	**Report results to management** Summarize the inspection results, open items and trends across inspections, and report them to department managers and leadership.	Safety Officer	☐

6. Quality checks

- Every scheduled inspection is completed using the correct area checklist.
- High-severity findings are corrected within a short, defined timeframe.
- Corrective actions are verified complete, not just assigned, before being closed.
- Repeat findings across inspections are flagged for a deeper root cause review.

7. Records

- Completed inspection checklists and photos
- Corrective action tracking log
- Inspection summary reports to management

8. KPIs

- Percentage of scheduled inspections completed on time
- Number of open corrective actions past their due date
- Number of repeat findings across consecutive inspections

9. Common mistakes

- Walking through an area without following the checklist systematically.
- Marking a corrective action closed without verifying it was actually completed.
- Not talking to employees who work in the area during the inspection.
- Letting high-severity findings sit open for weeks without a target date.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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