Internal Health & Safety Audit Checklist

A checklist for auditing your organization's health & safety processes, policies, and reporting systems.

Organization:		**Site / Department:**	
Audit Ref. No.:		**Audit Date:**	
Lead Auditor:		**Co-Auditor(s):**	
Audit Type:		**Criteria / Standard:**	

Result codes — C: Conforms | NC: Non-conformance | OBS: Observation | N/A: Not applicable. Record the code in the Result column; use Evidence / Comments for what was reviewed or found.

1. Policy & Leadership Commitment

Ref	Audit Question	Result	Evidence / Comments
1	H&S policy is current, approved by leadership, and communicated to staff		
2	Roles, responsibilities, and authorities for H&S are defined and assigned		
3	Management demonstrates visible commitment (reviews, walkthroughs, resourcing)		

2. Risk Assessment & Hazard Control

Ref	Audit Question	Result	Evidence / Comments
4	A hazard identification and risk assessment process is in place and current		
5	Risk assessments exist for high-risk tasks and are reviewed on a set schedule		
6	Identified hazards have an assigned owner and a documented control measure		

3. Legal & Regulatory Compliance

Ref	Audit Question	Result	Evidence / Comments
7	A register of applicable H&S legal and regulatory requirements is maintained		
8	Evidence confirms compliance with the requirements in the register		
9	Permits, licenses, and certifications relevant to operations are valid and on file		

4. Training & Competence

Ref	Audit Question	Result	Evidence / Comments
10	New hires complete an H&S induction before starting work		
11	Refresher and role-specific training records are current and traceable		
12	Competence for specialised roles (first aid, confined space, etc.) is verified		

5. Operational Controls (PPE & Equipment)

Ref	Audit Question	Result	Evidence / Comments
13	Required PPE is available, in good condition, and used correctly		
14	Machine guards, interlocks, and safety devices are functional		
15	Equipment inspection and maintenance records are current		

6. Emergency Preparedness & Response

Ref	Audit Question	Result	Evidence / Comments
16	Emergency and evacuation plans are documented and accessible		
17	Fire and emergency equipment is inspected, tagged, and in date		
18	Drills are conducted periodically and outcomes are recorded		

7. Incident Reporting & Investigation

Ref	Audit Question	Result	Evidence / Comments
19	A defined process exists for reporting incidents and near-misses		
20	Reported incidents are investigated with root-cause analysis		
21	Investigation outcomes are used to prevent recurrence, not just filed		

8. Corrective Action & Previous Audit Follow-up

Ref	Audit Question	Result	Evidence / Comments
22	Corrective actions from the previous audit have been closed and verified		
23	Open corrective actions have a named owner and due date		
24	Recurring findings across audits have been flagged for root-cause review		

Findings & Corrective Action Log

Ref	Finding (NC)	Corrective Action	Owner	Due Date	Status
1					
2					
3					
4					
5					
6					

Log each Non-conformance (NC) or Observation (OBS) here, following a Finding → Evidence → Required Action approach. Doing this on paper works fine — if you'd rather have findings logged, actions assigned, and closures tracked automatically, QISS QMS's Audit Management and CAPA modules are built for exactly this. Learn more at qi-a.com.

Audit Conducted By: ______________________ Date: ______________________

Signature: ______________________

Reviewed / Acknowledged By: ______________________ Date: ______________________

Signature: ______________________