

## Supervisors Checklist

### Daily / Weekly Supervisor Safety Checklist

For routine workplace inspections and proactive safety monitoring.

#### 1. General Workplace Conditions

Walkways clear and free from obstructions	
Floors clean, dry and in good condition	
Adequate lighting in all work areas	
Ventilation functioning and appropriate	
Welfare facilities clean and stocked	

#### 2. Fire Safety

Fire exits unobstructed and clearly signed	
Fire doors closed and functioning	
Fire extinguishers in place and in date	
Fire alarm panel shows no faults	
Emergency lighting operational	

#### 3. Equipment & Machinery

Guards and safety devices in place	
Pre-use checks completed by operators	
Defects reported and logged	
Lock-out/tag-out procedures followed	
Maintenance schedules up to date	

#### 4. Hazardous Substances (COSHH)

Chemicals stored correctly	
COSHH assessments available and current	
Spill kits stocked and accessible	
PPE for chemical use available and used	
Containers labelled and sealed	

#### 5. PPE (Personal Protective Equipment)

Required PPE worn in designated areas	
PPE in good condition and replaced if needed	
PPE storage clean and organised	
Face-fit checks completed (where applicable)	



## 6. Manual Handling & Ergonomics

Loads stored safely and within limits	
Trolleys/handling aids available and functional	
Workstations set up ergonomically	
Staff trained in safe lifting techniques	

## 7. Workplace Behaviour & Culture

Staff following safe systems of work	
Supervisors visible and engaging with staff	
Unsafe behaviours challenged and corrected	
Near-misses reported and discussed	

## 8. First Aid & Emergency Preparedness

First aid kits stocked and in date	
Trained first aiders available on shift	
Accident book accessible and up to date	
Emergency procedures displayed	
Assembly points clear and signed	

## 9. Housekeeping & Storage

Racking and shelving secure	
Materials stored safely and below height limits	
Waste disposed of correctly	
Tools stored properly after use	

## 10. Documentation & Compliance

Risk assessments available and relevant	
Toolbox talks delivered and recorded	
Training records up to date	
Permits to work completed where required	
Previous inspection actions closed out	



## 11. Supervisor Notes

Observations:

Actions Required:

Responsible Person:

Completion Date:

Prepared by:

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Supporting UK businesses with compliance, risk management, and competent advice.

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If you require tailored support, professional risk assessments or competent person services, please contact us at [simon@kissafety.co.uk](mailto:simon@kissafety.co.uk)

