Workplace Housekeeping Audit

5S: sort, set in order, shine, standardize, sustain - OSHA 1910.22(a), 1926.25

Company: _____ **Area / Department:** _____

Date: _____ **Auditor:** _____

Scoring: 1 = Poor 2 = Below Average 3 = Acceptable 4 = Good 5 = Excellent. Mark the appropriate score for each item.

Audit Item	1	2	3	4	5	Notes
Floors and work surfaces clean, orderly and dry where feasible	☐	☐	☐	☐	☐	
Walkways at least 28 in clear, wider where equipment travels	☐	☐	☐	☐	☐	
Exit routes and exit doors not blocked, even temporarily	☐	☐	☐	☐	☐	
Debris, nails and scrap cleared from work areas, passageways and stairs	☐	☐	☐	☐	☐	
Oily rags in covered metal containers	☐	☐	☐	☐	☐	
Waste separated in labelled, covered containers	☐	☐	☐	☐	☐	
Spill kits stocked and reachable	☐	☐	☐	☐	☐	
36 inches in front of electrical panels, more at higher voltages	☐	☐	☐	☐	☐	
18 in clear below sprinkler heads	☐	☐	☐	☐	☐	
Cords and hoses not across walkways unless covered or overhead	☐	☐	☐	☐	☐	
Materials stacked stable, heavy items low	☐	☐	☐	☐	☐	
Compressed gas cylinders upright and secured	☐	☐	☐	☐	☐	
Lighting enough to see hazards	☐	☐	☐	☐	☐	
Tools returned to storage	☐	☐	☐	☐	☐	

Total Score	Maximum Possible	Percentage	Items scored 1 or 2
____ / 70	70	____%	____

Any item scored 1 or 2: write the action, owner and due date.

Auditor Signature: _____ Date: _____ Follow-Up Date: _____