**WORKPLACE SAFETY CHECKLIST**

**NAME:              \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**LOCATION:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**DATE:               \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
  
  
 **YES     NO**  
                          **GENERAL**  
  
\_\_\_\_    \_\_\_\_   1. Is the area clean and in order?  
\_\_\_\_    \_\_\_\_   2. Are exits accessible and free of obstacles?  
\_\_\_\_    \_\_\_\_   3. Are storage areas secured?  
\_\_\_\_    \_\_\_\_   4. Are there proper warning signs and tags posted?  
  
                           **TRAINING**  
  
\_\_\_\_    \_\_\_\_   1. Is basic safety training provided to new employees?  
\_\_\_\_    \_\_\_\_   2. Is job-specific training given to employees regularly?  
\_\_\_\_    \_\_\_\_   3. Is personnel familiar with MSDS?  
\_\_\_\_    \_\_\_\_   4. Are employees familiar with the emergency evacuation plan?  
\_\_\_\_    \_\_\_\_   5. Are training materials/documents up to date and accessible?  
  
                           **SAFE LIFTING**  
  
\_\_\_\_    \_\_\_\_   1. Are safe lifting training techniques provided?  
\_\_\_\_    \_\_\_\_      a. testing load  
\_\_\_\_    \_\_\_\_      b. Avoiding heavy loads  
\_\_\_\_    \_\_\_\_      c. Bending knees when lifting  
\_\_\_\_    \_\_\_\_      d. Firming up abdominals when lifting  
\_\_\_\_    \_\_\_\_      e. Avoid twisting  
  
                           **ERGONOMICS**  
  
\_\_\_\_    \_\_\_\_   1. Are workers provided with proper ergonomics, adequate breaks and some activities?  
                           **FIRE PREVENTION**  
  
\_\_\_\_    \_\_\_\_   1. Are emergency exit signs well lit?  
\_\_\_\_    \_\_\_\_   2. Are fire extinguishers/alarms visibly located and accessible?  
\_\_\_\_    \_\_\_\_   3. Are manual stairway doors kept closed?  
\_\_\_\_    \_\_\_\_   4. Is there a 18” vertical clearance below sprinkler heads?  
\_\_\_\_    \_\_\_\_   5. Are annual inspections of fire extinguishers maintained?  
\_\_\_\_    \_\_\_\_   6. Are aisles and stairways clear and free of obstruction?  
  
**EARTHQUAKE**  
  
\_\_\_\_    \_\_\_\_   1. Are cabinets, shelves, and storages over four feet tall secured?  
\_\_\_\_    \_\_\_\_   2. Does shelving have seismic restraints?  
\_\_\_\_    \_\_\_\_   3. Are portable machines secured against movement?  
\_\_\_\_    \_\_\_\_   4. Is heavy equipment secured to withstand accelerations?  
\_\_\_\_    \_\_\_\_   5. Is storage of heavy & large objects located on lower areas?  
\_\_\_\_    \_\_\_\_   6. Is the location of valuable and sensitive equipment secured (ie. computer disks, glass, instruments)?  
\_\_\_\_    \_\_\_\_   7. Are files or equipment in the storage area filed and orderly?  
\_\_\_\_    \_\_\_\_   8. Are storage cabinets of hazardous materials equipped with latch mechanisms?  
  
                           **EQUIPMENT AND MACHINERY**  
  
\_\_\_\_    \_\_\_\_   1. Is it clean and in good condition?  
\_\_\_\_    \_\_\_\_   2. Are electrical cords in good condition with proper grounding?  
\_\_\_\_    \_\_\_\_   3. Are extension cords used only temporary and equipped with circuit breakers and multiple connectors?  
\_\_\_\_    \_\_\_\_   4. Are combustible materials kept away?  
\_\_\_\_    \_\_\_\_   5. Is there enough ventilation?  
\_\_\_\_    \_\_\_\_   6. Are switches and emergency stop mechanisms working properly?  
\_\_\_\_    \_\_\_\_   7. Are machine guards in place and working properly?  
\_\_\_\_    \_\_\_\_   8. Is PPE available to employees whenever necessary?

**HAZARDOUS MATERIALS**  
  
\_\_\_\_    \_\_\_\_   1. Are hazardous containers properly labelled?  
\_\_\_\_    \_\_\_\_   2. Are non-hazardous containers properly labelled?  
\_\_\_\_    \_\_\_\_   3. Are secondary containers provided for liquid chemicals?  
\_\_\_\_    \_\_\_\_   4. Are sinks clear and away from stored hazardous materials?  
\_\_\_\_    \_\_\_\_   5. Are there proper segregations of solids and chemicals?  
\_\_\_\_    \_\_\_\_   6. Are chemical containers sealed properly?  
\_\_\_\_    \_\_\_\_   7. Are 10 gallons or more of flammable liquids properly stored?  
\_\_\_\_    \_\_\_\_   8. Is hazard communication training completed by your employees?  
\_\_\_\_    \_\_\_\_   9. Are MSDS and chemical inventory lists accessible?  
  
                           **HAZARDOUS WASTE**  
  
\_\_\_\_    \_\_\_\_   1. Are waste containers inspected regularly and closed tightly?  
\_\_\_\_    \_\_\_\_   2. Are containers labelled properly (ie. date of accumulation, physical state, full chemical names and other hazardous properties)?  
\_\_\_\_    \_\_\_\_   3. Is waste disposed after 9 months?  
\_\_\_\_    \_\_\_\_   4. Is waste stored for no more than 8 months and has it been reported for waste pick-up?  
\_\_\_\_    \_\_\_\_   5. Are there no other wastes being used for red bags but infectious wastes?