

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?