Safety Checklist

GENERAL CONTRACTOR

Supervisor: _____ **Date:** _____

Department/Area : _____

Yes	No	Operating Procedures
		Written safety program in place and distributed to employees
		Work areas pre-inspected for hazardous conditions
		Safety training provided on a regular basis
		Appropriate personal protective equipment worn

Electrical Safety

		All machinery and equipment properly grounded
		Ground Fault Circuit Interrupters (GFCI) installed on electrical outlets near water sources
		Junction boxes, electrical outlets, switches and other electrical components adequately covered
		Rubber-insulating mats placed at the base of high voltage boxes
		Insulation inspected on wiring before making a connection to power source
		Inspections and / or tests conducted prior to starting work on electrical equipment or power lines
		Jewelry, watches and other metal objects not worn while working with electricity or machinery

Fall Prevention

		Housekeeping rules enforced, travel areas kept free of obstructions
		Electrical cords not left scattered across walkways
		Adequate lighting in the work area
		Fall arrest equipment worn as required
		Changes in elevation clearly highlighted

Yes	No	Machine / Tool Safety
		Tools and machinery inspected before use, defective machinery / tools repaired or replaced
		Frayed power cords repaired or replaced promptly
		Appropriate tools used for the job
		Power tools grounded with a third prong or rated “double insulated”
		All tools, machinery and electrical equipment properly guarded
		Written lock out/tag out program in place and procedures enforced

Ladder Safety

		Ladders inspected before use
		Makeshift ladders – chairs, boxes, etc. – not permitted
		Ladders set up properly using the 4 to 1 rule – base of ladder set 1 foot away from the wall for every 4 feet of ladder height
		Employees not leaning over or standing on the top two steps of the ladder
		Ladders placed on a secure and stable surface
		Non-metallic ladders used to conduct electrical repairs

Fire Safety

		Employees know location of emergency exits at their job sites
		Emergency exits free of obstructions
		Fire extinguishers easily accessible and fully charged
		Training provided on fire extinguisher use
		Flammable and combustible materials stored in approved areas
		“No Smoking” rules enforced

Back Safety

		Hand trucks or other lifting aides used to transport heavy or awkward loads
		Employees utilize the correct lifting technique

Confined Spaces

		Air quality monitored, required safeguards in place prior to entry
		Large excavations and trenches properly shored and braced
		Safety attendant in constant communication with confined space entrants

Yes	No	Chemical Safety
		MSDS sheets readily available for all hazardous chemicals
		All chemical containers properly labeled
		Chemicals stored in their proper containers

		First Aid
		First aid kits well stocked and easily accessible to employees
		Eyewash stations properly maintained and free of obstructions