

Safety Checklist



SMALL BUSINESS

Supervisor: _____ Date: _____

Department/Area : _____

Yes No Prevention Of Back Injuries

<input type="checkbox"/>	<input type="checkbox"/>	Hand trucks or other lifting aides used to transport heavy or awkward loads
<input type="checkbox"/>	<input type="checkbox"/>	Employees utilizing the correct lifting technique when manually handling materials

Ergonomics

<input type="checkbox"/>	<input type="checkbox"/>	Chair's height can be adjusted so that feet rest comfortably on the floor and chair provides adequate back support
<input type="checkbox"/>	<input type="checkbox"/>	Computer monitor positioned just below eye level and 18 to 24 inches from employees' eyes
<input type="checkbox"/>	<input type="checkbox"/>	Angle of keyboard adjusted to allow wrist and elbow to be in neutral (straight) position while typing

Housekeeping / Fall Prevention

<input type="checkbox"/>	<input type="checkbox"/>	Floors and stairways kept clear of obstructions, debris, and other tripping hazards
<input type="checkbox"/>	<input type="checkbox"/>	Good housekeeping followed in all work areas
<input type="checkbox"/>	<input type="checkbox"/>	Electrical cords and hoses tied up and not left scattered across walkways
<input type="checkbox"/>	<input type="checkbox"/>	Adequate lighting in all work areas
<input type="checkbox"/>	<input type="checkbox"/>	Non-slip mats used in areas where there may be wet floors

Machine Safety

<input type="checkbox"/>	<input type="checkbox"/>	Machinery, hand and power tools inspected before use
<input type="checkbox"/>	<input type="checkbox"/>	All moving parts and points of contact adequately guarded
<input type="checkbox"/>	<input type="checkbox"/>	A lockout/tagout program in place
<input type="checkbox"/>	<input type="checkbox"/>	Appropriate personal protective equipment worn while operating machinery
<input type="checkbox"/>	<input type="checkbox"/>	Power tools have a third prong or double-insulation to ensure proper grounding



Yes No

Fire Safety

		Exit doors and fire extinguishers kept free of obstructions
		Storage kept at least 18 inches below sprinkler heads
		Flammable and combustible materials stored in approved cabinets and away from heat and electrical sources
		Oily rags and other flammable and combustible materials disposed in approved closed metal bins
		Fire extinguishers fully charged and their location clearly identified

Personal Protective Equipment

		Proper personal protective equipment provided and worn, when needed
		Appropriate footwear worn

Ladder Safety

		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 top two steps of ladder-appropriate ladder selected, inspected and used correctly

Electrical Safety

		Frayed electrical cords replaced
		All electrical switches, circuit spaces in panel boxes and other electrical components adequately covered
		Rubber insulating mats placed at the base of high voltage boxes
		GFCI protectors (Ground Fault Circuit Interrupters) placed on electrical outlets near water sources

Chemical Safety

		MSDS sheets available for all hazardous chemicals and easily accessible
		Chemicals placed in their proper containers and labeled correctly

First Aid

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

