

Safety Checklist



MANUFACTURING

Supervisor: _____ Date: _____

Department/Area : _____

Yes	No	Training
		Training provided to each employee assigned to a job and/or machine
		Employees receive training in the usage of the required personal protective equipment provided
		Employees receive training on the chemicals they work with or may be exposed to as part of their job duties

First Aid

		First aid kits well stocked
		Eyewash bottles filled adequately
		Eyewash stations available in case of accidental exposure to chemicals or flying particles such as metal shards or wood chips projected from machinery
		Emergency eyewash stations adequately maintained, free of obstructions and located in close proximity to the work area

Shipping / Packing

		Employees utilize the correct lifting technique
		Hand trucks or other lifting aides available to transport heavy and awkward loads
		If applicable, employees complete mandatory OSHA safety certification program for forklift and other power industrial equipment
		Hoist hooks have safety latches
		Adequate lighting in the work area
		Materials not stored over the edges of shelving units
		Materials properly stacked
		Plastic and metal straps deposited in refuse bins and not left on the floor
		Pallets inspected – nails removed and broken pallets discarded

Yes	No	Machine Safety
		Written lockout/tagout program in place
		An up to date inspection log noting service and maintenance kept on machinery
		All points of operation, points of contact and other moving parts and wiring adequately guarded
		Lockout/tagout procedures followed when conducting maintenance and repairs on machinery
		Appropriate personal protective equipment worn when operating machinery (eye, respiratory, hearing protection, etc.)
		Employees not wearing jewelry or loose fitting clothing while operating machinery
		All machinery properly grounded
		Machines with "hot surfaces" appropriately labeled
		"High voltage" signage placed on machinery with hazardous voltage
		Adequate lighting in the work area
		Adequate space between work stations

Fire Extinguishers

		Adequate number of fire extinguishers in each work area
		All extinguishers properly marked and easily accessible
		All extinguishers fully charged and operable
		All fire extinguisher locations properly marked

Evacuation Procedures

		All exits unlocked to allow prompt escape
		All exit doors clearly marked and illuminated
		Doors have the necessary signage such as "Leads To Basement", "Storage Room", "Exit", etc.
		Exit doors and paths leading to exits kept free of obstructions
		All employees trained in proper evacuation procedures

Chemical Safety

		Written hazard communication program in place
		MSDS sheets available for all hazardous chemicals in the work place
		MSDS sheets located in close proximity to the work area where chemicals are used or stored
		All chemical containers properly labeled
		Chemicals stored in their proper containers



Yes No

Electrical Safety

		Portable tools properly grounded
		Power cords free of tears
		All electrical outlets, junction boxes and other electrical components properly covered
		Power cords kept out of the walkway
		Panel boxes have their doors closed and circuit spaces filled in
		Rubber insulating mats placed at the base of high voltage boxes

Housekeeping

		Each work area clean and organized
		Walkways and stairways kept free of obstructions
		Materials stored neatly and not hanging off the edges of storage shelves
		Refuse bins not overflowing
		Flammable and combustible materials deposited in approved containers, separate from regular refuse

