

Sample Safety Checklist for Safety Group

568 Members

General Operations Procedures

	Do you have a written safety program in place that has been provided to all employees?
	Do you provide safety training for all employees on a regular basis?
	Do you provide the appropriate protective equipment to be worn by your employees?
	Are work areas regularly inspected for hazardous conditions?


Slip, Trip, and Fall Prevention

	Do you strongly enforce housekeeping rules, such as immediately cleaning up spills and messes?
	Are electrical cords stored properly and clear of walkways?
	Are any changes in elevation (ex. Steps) clearly marked?
	Are all workspaces properly lit?
	Is appropriate signage placed to alert employees or wet or slippery floor conditions?
	Are bathrooms properly furnished with grab bars?
	Are employees required to wear appropriate footwear?

Equipment Safety

	Is all equipment inspected before use, and if found defective is equipment removed from use until proper repairs have been made or the equipment has been replaced?
	Is equipment properly stored when not in use to ensure that it is not tampered with by unauthorized personnel?
	Are all employees educated on how to properly use equipment required for their position?
	Are frayed wires and power cords immediately replaced?
	Are employees required to sign in and out when taking equipment to perform a work at outside locations?

Brought to you by:

 Innovative Risk Concepts, Inc.
Safety Group & Program Managers

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Ladder Safety	
	Are all ladders properly inspected before use?
	Are employees prohibited from using “Makeshift Ladders” such as chairs or boxes?
	Are all ladders in use placed on a stable and level surface?
	Do employees properly set up ladders using the “4 to 1 Rule”?
Fire and Chemical Safety	
	Are employees educated on the location of all emergency exits when they are performing work at an outside location?
	Do employees keep all emergency exits clear of equipment and other obstructions while performing work?
	Are employees properly trained on how to use a fire extinguisher?
	Are “No Smoking” rules properly enforced while employees are working?
	Are all combustible and flammable objects properly stored in an authorized area?
	Are all chemicals properly labelled?
	Are Material Safety Data Sheets (MSDS) available for all hazardous chemicals?
Lifting Precautions	
	Are employees educated on proper lifting techniques?
	Are employees provided with hand trucks or other tools that can assist them with transporting heavy loads?
First Aid	
	Are all first aid kits fully stocked and checked on a regular basis?
	Are first aid kits easily accessible to all employees?