

Hotel & Conference Center

SAFETY CHECKLIST

Name _____

Date _____

Guest Safety: Most injuries are minor (slips and falls) but the ratio of injuries to claims is high. Catastrophic exposures are fire, earthquake, and other disasters.

DESCRIPTION	YES	NO
Risk Management Plan tailored to the services provided? Includes a fire response plan?		
Exit and exit markings as required (NFPA 101)?		
Exit areas are free from any obstructions?		
Smoke and fire alarms present in all areas of the hotel and tested? Hearing impaired provisions?		
Emergency exit plans in all rooms?		
Emergency lighting?		
Backup generators (tested)?		
Alarm systems monitored at all times by a hotel employee?		
Operators trained to give evacuation instructions? Instructions present at switchboards?		
Are visitors prohibited from "hazardous" areas of the hotel? Posted?		
Common areas well maintained and free of debris?		
Cords in walkways?		
Condition of floors and floor coverings? Floors waxed with non-skid compound?		
Handrails for all stairs/steps? Non-slip treads? Well illuminated?		
Trash and rubbish removed as needed- daily? Provisions for spill clean ups?		
Shelving firmly secured to the wall or, if freestanding, be level and solidly constructed, or anchored?		
Do guest bathtubs and shower stalls have flooring that provides traction? Handrails?		
Public restrooms easily accessible and properly maintained? Cleaned daily?		
Furniture inspected regularly for sturdiness and sharp edges?		
Escalator stop buttons visible and accessible?		
Do stair and escalator railing have obstructions to prevent people from sliding down them?		
Maintenance schedule for escalators and elevators? Inspection certificates posted? Emergency power?		
Elevator emergency features- stop button, phones, return to ground during a fire, etc?		
Attractive nuisances (fountains, special displays) barricaded off by plants?		
Public protected from construction areas?		
Lighting in public areas (parking lots, ATMs) bright enough to discourage criminal activity?		
Security monitoring appropriate?		

Background checks on employees?		
Documentation of security patrols?		
Room locks adequate? Access card system vs. keys?		
Balcony railings and platform inspections?		
Exercise room equipment inspections and supervision?		
Releases for horseback riding, zip-lines, day care, etc.?		
Are first aid resources readily available to patrons?		

Pool Safety

Swimming pool safety equipment present and warnings posted?		
Depths marked?		
Enclosures locked when pool is closed?		
Supervision?		
Water testing documented?		
Pool area inspected regularly?		
Chemical storage?		
Electrical safeguards?		

Staff Safety: High turnover and the physical nature of the job may result in a large number of claims.

DESCRIPTION	YES	NO
Are monthly safety meetings held with employees? Documented?		
Common areas well maintained and free of debris?		
Condition of floors and floor coverings?		
Floors waxed with non-skid compound?		
Provisions for spill clean ups?		
Ladders in good condition? Inspected? Ladder training provided as needed?		
Power tools, hand tools and other maintenance equipment in good condition? Inspected? Employee training?		
Personal protective equipment- safety glasses, gloves, etc. provided? Employee training?		
Maintenance and special event employees trained in lock out procedures? Equipment available?		
Hazardous chemical training and personal protective equipment?		
Trash compactor and banding safety training?		
Housekeeper and bellmen strain/sprain prevention training and enforcement? Two person lifting?		
Security personnel safety training?		
Are employees trained on what to do during a robbery or handling an unruly patron?		
Vehicle exposure - seatbelts required?		
Motor vehicle records checked?		
Multiple employee exposure in vans or buses?		
Valet speed limits?		
Are first aid resources readily available to employees?		