



# Supervisor Weekly

## SAFETY CHECKLIST

Name

Location

Date

For items checked "NO", Fill out a Maintenance Work Order. Mark "N/A" for items not applicable to your area.

### Fire Protection

DESCRIPTION	YES	NO
Fire extinguishers inspected, charged, accessible (3 ft. clearance).		
Combustible material removed, stored properly. Flammable material in approved areas.		
Exit routes clear & EXIT or NO EXIT signs posted (lighted & visible).		
Evacuation routes are posted.		
Storage separation from Walls & Ceiling (18" minimum for sprinklered areas).		

### Electrical Safety

DESCRIPTION	YES	NO
Power panels, controls, receptacles & wiring covered. No missing, lose or broken parts.		
Electric power cords are not frayed or broken.		
All plugs have 3 prongs.		
No extension cords through walls, doors, ceiling, windows, under mats or rugs.		
Electric panels are marked to indicate Service & Voltage - 3 foot clearance each side.		

### Trip-Slip-Fall Hazards

DESCRIPTION	YES	NO
Drain covers & grates are in good repair and installed.		
Walkways are clear of material, cords.		
Guardrails, steps are secured. Ladders are in good repair, no missing, loose parts.		
Adequate lighting in all areas, including exterior night lighting.		