

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.		

Personal Protection

DESCRIPTION	YES	NO
Machine guards in place.		
Emergency Eye Wash Stations capped, functional, accessible.		
Personal Protective Equipment being used.		
Good body mechanics (lifting, pushing, pulling, range of motion, no twisting).		
Lockout - Tagout program properly used.		

Chemical Safety

DESCRIPTION	YES	NO
All containers are properly labeled with specific hazards and are closed/sealed.		
Only the minimum amount needed is in the work area, all others are properly stored.		

Forklifts & Pallet Jacks

DESCRIPTION	YES	NO
All operators have current licenses.		
All equipment functions properly - brakes, horn, controls, backup alarm.		
Forklift seat belts used.		
Traffic routes established and marked.		