

General Workplace Safety Checklist for Employers

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Company or Division Name: _____

Workplace Location: _____

Checklist Prepared by: _____

Date of Preparation: _____

General Safety

Is the OSHA Job Safety and Health Protection Poster (if required) displayed in a prominent location where all employees are likely to see it?

Are emergency telephone numbers posted where they can be readily found in case of an emergency?

Where employees may be exposed to toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and Safety Data Sheets (SDSs) been posted, or otherwise made readily available to affected employees?

Are signs concerning exit routes, room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?

Recordkeeping

Are occupational injuries or illnesses (with the exception of certain injuries, such as minor injuries requiring only first aid) recorded, if required by OSHA or state law?

Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards?

Medical Services and First Aid

Is there a hospital, clinic, or infirmary for medical care near your workplace, or is at least one employee on each shift currently qualified to render first aid?

Are employees instructed in proper first aid and other emergency procedures?

Are medical personnel readily available for advice and consultation on matters of employees' health?

Are phone numbers for medical emergencies posted?

Are fully supplied first aid kits easily accessible to each work area, periodically inspected, and replenished as needed?

General Workplace Environment

Are all worksites and workstations kept clean, sanitary, and orderly?

Are all work surfaces kept dry, and are appropriate means taken to ensure the surfaces are slip-resistant?

Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?

Are combustible scrap and hazardous chemicals stored safely and promptly removed from the worksite?

Are permanent aisles and passageways appropriately marked and free of hazardous projections?

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General Workplace Environment (continued)	
	Are all stair treads slip-resistant?
	Are refuse and garbage promptly removed from the worksite?
	Is combustible dust cleaned up with a vacuum system to prevent suspension of dust particles in the environment?
	Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
	Are adequate toilet and washing facilities provided and maintained in a clean and sanitary fashion?
	Are all work areas adequately illuminated?
	Are all wet surfaces covered with non-slip materials?
	Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?
Slip and Trip Safety	
	Are all spills on walking surfaces promptly cleaned up?
	Are walking surfaces kept free, to the extent possible, of mud, grease, oil, and other slippery substances?
	Are walking surfaces kept free of dry product (e.g., dusts, powders, granules) that might make the surface slippery?
	Are employees instructed to exercise caution when walking on highly polished floors (e.g., concrete, marble, ceramic tile) and freshly-waxed surfaces?
	Are employees instructed to exercise caution when moving from one surface to another (e.g., carpeted to vinyl)?
	Are employees instructed to wipe their footwear clean of grease and other substances that might cause a slip?
	Are employees instructed to exercise caution when walking over uneven surfaces and floor tiles, to prevent tripping?
	Are employees instructed to exercise caution when walking on non-uniform, improper, or irregular steps, to avoid tripping?
Fall Safety	
	Do you train employees on how to identify potential fall hazards?
	Is fall protection equipment in good condition and used properly?
	Is general fall prevention training conducted on a regular basis?
	Are workers trained in how to use fall protection equipment and how to avoid identified fall hazards?
	Are appropriate procedures in place to dispose of or decontaminate PPE contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?

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Personal Protective Equipment (PPE) and Clothing	
	Have you determined whether hazards that require the use of PPE (e.g., head, eye, face, hand, or foot protection) are present or are likely to be present?
	If hazards or the likelihood of hazards are found, have you selected appropriate and properly fitted PPE suitable for protection from these hazards and ensured that affected employees use it?
	Is all PPE maintained in a sanitary condition and ready for use?
	Have you and your employees been trained on PPE use procedures (i.e., what PPE is necessary for job tasks, when workers need it, and how to properly wear and adjust it)?
	Are adequate work procedures, PPE, and other equipment provided and used when cleaning up spilled hazardous materials?
	Are appropriate procedures in place to dispose of or decontaminate PPE contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?
Hazard Communication and Environmental Controls	
	Does your worksite have a written hazard communication program that addresses Safety Data Sheets (SDSs), labeling, and employee training?
	Do you have, on site, a complete list of all hazardous substances used, and an MSDS readily available for each hazardous substance used?
	Are caution labels and signs used to warn of hazardous substances (e.g., asbestos) and biohazards (e.g., blood borne pathogens)?
	Are hazardous substance containers labeled with product identity and a hazard warning (i.e., a communication of the specific health and physical hazards)?
	Are blood and other potentially infectious materials, which may cause harm by inhalation, ingestion, or skin absorption or contact, identified?
	Are employees made aware of the potential hazards, and trained in safe handling practices, for situations involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols, etc.?
	Is the work area ventilation system appropriate for the work performed?
	Is vacuuming with appropriate equipment used whenever possible, rather than blowing or sweeping dust?
	Are employees instructed in the proper techniques for lifting heavy objects?
	When heat is a problem, have all fixed work areas been provided with fans or air conditioning?
Electrical Safety	
	Do you ensure required compliance with OSHA standards for all contract electrical work?
	Are all employees required to report any obvious hazard to life or property in connection with electrical equipment or lines as soon as possible?
	Are electrical appliances such as extension cords, vacuum cleaners, polishers, vending machines, etc., grounded?
	Are multiple plug adaptors prohibited?

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Electrical Safety (continued)	
	Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
	Are flexible cords and cables properly secured and free of splices and taps?
	Are all cord and cable connections intact and secure?
	Is sufficient access and working space provided and maintained around all electrical equipment to permit safe operation and maintenance?
Fire Safety and Prevention	
	Does your worksite have a Fire Prevention Plan?
	Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)?
	Are all spills of flammable or combustible liquids cleaned up promptly?
	Has the building sprinkler alarm system been inspected within the past 12 months?
	Are automatic sprinkler system water control valves, air, and water pressure checked periodically as required?
	If you have a fire alarm system, is it certified as required and tested annually?
	If your worksite has interior standpipes and valves, are they inspected regularly?
	Are building evacuation floor plans/evacuation maps posted prominently for all employees to see?
	Are portable fire extinguishers provided in adequate number and type, and mounted in readily accessible locations?
	Are fire extinguishers properly spaced, and are emergency lighting fixtures provided?
	Is access to extinguishers free from obstructions or blockage?
	Are all extinguishers serviced, maintained, and tagged at intervals that do not exceed one year?
	Are all extinguishers fully charged and in their designated locations?
	Are employees periodically instructed in the use of fire extinguishers and fire protection procedures?
	Is your local fire department familiar with your facility, its location, and specific hazards?
	Are fire doors and shutters unobstructed, protected against obstructions, and kept in good operating condition?
	Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and promptly removed from the worksite?
	Are flammable and combustible materials properly stored to minimize the risk of fire, including spontaneous combustion?
Evacuation Safety	
	Are all exits marked with an exit sign and illuminated by a reliable light source?
	Are the directions to exits, when not immediately apparent, marked with visible signs?

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Evacuation Safety (continued)

	Are doors, passageways, or stairways that are neither exits nor access to exits, but that could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?
	Are all exit doors side-hinged?
	Are all exits kept free of obstructions that might impede evacuation?
	Are there sufficient exits to permit escape in the event of an emergency?
	Are special precautions taken to protect employees during construction and repair operations?

Hand Tools, Equipment, and Machinery

	Are all tools and equipment (both company and employee-owned) used at the workplace kept in good condition?
	Do you train employees on safe methods of machine operation?
	Is there adequate supervision to ensure that employees are following safe machine operating procedures?
	Is all machinery and equipment kept clean and properly maintained?

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Notes:

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Provided by:

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