

# Environmental, Health and Safety Checklist

Aisles/Exits/Egress/Walking Surfaces		YES	NO	NA	Comments/Notes
1	Are all exits marked, free of debris and readily accessible at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are floor surfaces clean, dry, level, not slippery or sticky and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are all emergency exit doors clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are all floor surfaces in undamaged, in good condition, and do not present a slip or trip hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Internal stairways, handrails in good order, wooden steps nosed yellow/white and well lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Have all emergency exits been identified and marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Are doors not used for egress (closets, offices, etc.) that could incorrectly be thought to be an exit labeled "NOT AN EXIT?"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internal Lighting		YES	NO	NA	Comments/Notes
8	Are lighting levels in work areas adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Is emergency lighting operating? (Test by using test button if you can do so from the ground or floor.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Is task lighting provided in areas of low light or high glare?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Is all internal lighting, including work and accommodation areas, operational and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Is all interior security lighting operational and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Safety		YES	NO	NA	Comments/Notes
13	Are fire alarm pull station locations marked and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Are fire extinguishers fully charged and have current inspection dates? All previous month's should be signed off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Are fire extinguishers mounted, visible, and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Is the sprinkler system riser valve open and has it been inspected monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Are fire sprinkler heads unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical		YES	NO	NA	Comments/Notes
18	Are there any overloaded electrical outlets or cords?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Do circuit breakers clearly indicate whether they are in the "ON" or "OFF" position and are switch panels clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Are electrical enclosures such as switches, receptacles, junction boxes, etc. provided with tight-fitting covers or place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Any wiring or cords observed with frayed or deteriorated insulation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Is sufficient access and working space provided and maintained around all electrical equipment to permit ready and safe operation and maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Is electrical panel access clear - 36 inches clearance in front of panel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Is equipment intended for long-term use hard wired into permanent facility wiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Do extension cords being used have a grounding conductor and are in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Are extension cords used only for temporary wiring applications (10 days max.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Any extension cords on the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Are plugs, sockets, and switches in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Are ground fault circuit interrupters available, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	All electrical, including domestic and commercial catering equipment, is operating with out fault.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemicals/Compressed Gas Cylinders		YES	NO	NA	Comments/Notes
32	Are flammable liquids stored in approved safety containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	Are materials that could burn kept away from ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Are chemical storage areas free of excessive trash or combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Is each chemical container properly labeled with a GHS compliant label which identifies the chemical's name and its associated hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Are all chemicals that are used in the facility listed in the SDS book and is the SDS book available to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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37	Is the chemical inventory current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Are cylinders legibly marked to clearly identify the gas contained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Are cylinders stored away from heat sources, upright and secured with the valve cap in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Is food separated and away from chemicals in the work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Office Spaces</b>		<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments/Notes</b>
41	Are desk/work and storage areas clean, organized, and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Are electrical/network cables organized to eliminate trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Are drawers of desks and file cabinets kept closed when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Is all lighting lit and/or appear adequate for the task performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Waste</b>		<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments/Notes</b>
45	Are hazardous waste containers properly identified and labeled with the words, "Hazardous Waste"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Are trash cans free of hazardous waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Are proper absorbent materials on hand for spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Is waste removed in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Waste controlled/managed as not to present a fire risk or pest hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	Are waste dumpsters kept closed, except when adding or removing material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equipment/Tools</b>		<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments/Notes</b>
51	Is proper guarding installed on all pinch points, rotation collars, cams, chucks, couplings, shafts flywheels, spindles, bolt ends, rotating mechanisms, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Are all emergency stops, safety guards, and safety devices located on equipment and tools working and adjusted properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Are hand and power tools stored in a manner to prevent damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	Are all motor start/stop switches are clearly marked and easy to reach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	Are portable power tools in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>First Aid/Eyewash Stations/PPE</b>		<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments/Notes</b>
56	Eyewash station is clean and has current inspection dates? All previous month's should be signed off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57	Eyewash station is located in a location that assures free and unimpeded access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58	First aid kits are stocked and inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59	AEDs are inspected and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60	Are employees wearing the appropriate PPE where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61	Bloodborne pathogen kits are stocked and inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Forklift/Industrial Trucks - Daily Inspection</b>		<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments/Notes</b>
62	Inspections are performed prior to first use of the day and are complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63	The load capacity is clearly labeled on the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64	Seatbelt is in good working condition and is worn while operating the truck?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65	Back-up alarm and light in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66	Is the horn operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Material Handling &amp; Storage</b>		<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments/Notes</b>
67	Are all slings, hoists, chains, jacks and supports certified and tagged with load limits and inspection dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68	Are supplies and materials stored on shelves, safely so they will not fall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69	Are trolleys, dollies, and wheelbarrows available to move heavy items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70	Are storage racks and shelves in good condition and free from damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ladders/Platforms</b>		<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments/Notes</b>
71	Are all ladders in good condition with no structural damage and labeled with its weight limitations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72	Are ladders provided with anti-slip treads on the rungs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
73	Are all ladders equipped with, good condition, rubber feet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
74	Are ladders securely stored when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

