

# WORKPLACE SAFETY CHECKLIST

- Make sure your workspace is clean and organized
- Make sure all exits are easily accessible and nothing is blocking the exits
- Make sure all warning and exit signs are up, lit and easily seen
- Make sure all lighting is adequate. Work areas should be well lit
- Make sure all alarms and fire extinguishers work properly (fire extinguishers should be serviced annually)      **Last time serviced** \_\_\_\_\_
- Make sure sprinkler system is in place and working properly
- Make sure lockers, cabinets; dining area is clean and organized
- Clean out filing cabinets and book shelves are cleaned and updated
- Make sure all shelves have a limited amount of weight on them and are not top heavy
- Make sure all equipment is cleaned and functioning properly
- Make sure ladder is in good condition and stored properly when not in use
- All restrooms are clean and sanitary
- Make sure all new employees have had basic safety training
- Make sure all employees know the emergency evacuation plan.
- Dispose of hazardous material properly
- Make sure all stairways are kept clear
- Keep all aisles clean and clear