

SAFETY CHECKLIST

This checklist was created to serve as a general tool which can be used to guide companies in creating a safe and healthy workplace. After reviewing this checklist, it is recommended that companies customize the audit with specific federal and state requirements to ensure best practices and compliance. To learn more about federal and state OSHA regulations, visit [osha.gov/laws-regs](https://www.osha.gov/laws-regs).

It is recommended the person completing the audit be knowledgeable about the operations of the space and has the authority to affect positive changes. Items under each section are structured to guide the thinking of management in addressing areas in need of improvement.



SAFETY CHECKLIST

COMPLETED BY: _____

DATE: _____

№	GENERAL SAFETY	Y	N	N/A
1	Walkways including aisles, hallways, and exits are unobstructed			
2	Floors are clear and free from spills, wires, and other potential slip/trip/fall hazards			
3	Floor coverings and/or mats are well secured to the floor and free of frayed or worn seams			
4	The work area is adequately illuminated			
5	The work area has proper ventilation			
6	Electrical cords, phone lines, and miscellaneous wires are secured to avoid trip hazards and kept away from heat sources			
7	Handrails are available at all staircases with four or more steps, free of sharp edges and broken parts, and function properly			
8	Machines have proper safeguards that are free of damage			
9	Workspace is free of loud noises and/or proper hearing protection is provided			
10	Job Hazard Analysis completed for individual job tasks			
11	Employees have been trained in fall protection requirements, if applicable and fall protection gear is properly maintained			
12	Dock platform, bumpers, and stairs are in good condition and free from debris			
13	The necessary cleaning supplies are readily available for the immediate clean-up of spills and leaks			
14	Hazardous materials are stored properly and MSDS sheets are provided to employees			
15	Employees working with sharps have been properly trained in disposal procedures			
16	PPE is provided, used, and well-maintained			
17	The PPE policy is posted and readily available for review			

№	EMERGENCY PREPAREDNESS/FIRE PROTECTION	Y	N	N/A
1	Functioning fire alarm is located in the workspace area			
2	Functioning carbon monoxide detector is located in or near the workspace			
3	At least one multi-use fire extinguisher is available, unobstructed, and inspected annually			
4	All adults in the work area are aware of how to properly use the multi-use fire extinguisher			
5	Workspace is kept free of trash, clutter, and flammable liquids			
6	Radiators and/or portable heaters are located away from flammable items			
7	Emergency supply kit and evacuation plan are in place in the event of a fire or other emergency			
8	All employees are familiar with applicable general and site-specific emergency plans			
9	Employees have been trained in first aid and know where to locate medical supplies			
10	Medical supplies are inventoried annually, ensuring kits are fully stocked, sterile items are properly sealed, and no items are expired			

№	ELECTRICAL SAFETY	Y	N	N/A
1	All electrical cords are in good condition, free from shown wear and tear			
2	Extension cords and/or multi-outlet devices are not connected in a series (or daisy-chained)			
3	Extension cords are only being used temporarily, stored away when no longer needed, and are rated for the equipment being powered			
4	Sufficient electrical outlets are available and accessible			
5	All electrical outlets are appropriate and adequate for the equipment they are powering			
6	Equipment is powered off when not in use			

№	PROPER ERGONOMICS	Y	N	N/A
1	The workspace allows for full range of movement			
2	Mechanical aids and equipment are available			
3	The height of the work surface is adjustable			
4	The work surface can be tilted or angled			
5	Workers are able to vary posture			
6	Armrests are provided where needed			
7	Knee clearance is sufficient for seated and standing workstations			
8	Footrests are provided to allow both feet to be fully supported			
9	Cushioned floor mats or anti-fatigue insoles are provided for employees required to stand for long periods			
10	Chairs/Stools are easily adjusted and allow for ample leg space			
11	The workstation is designed to reduce or eliminate the following for all workstation users:			
	• bending or twisting at the waist			
	• reaching above the shoulders			
	• static muscle loading			
	• full extension of the arms			
	• raised elbows			
	• neck bending and twisting			

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Additional Resources/Sources:

- CDC Workstation Checklist: www.cdc.gov/niosh/topics/ergonomics/ergoprimer/pdfs/Workstation-Checklist.pdf
- OSHA Compliance Assistance Quick Start: <https://www.osha.gov/complianceassistance/quickstarts/general-industry>
- Briotix Health Resource Guide: Identify Ergonomic Risk Factors in the Workplace: <https://health.briotix.com/en-us/workplace-safety-inspection-checklist-download>