

WORKPLACE SAFETY CHECKLIST

Completed by: _____

Date: _____

Location: _____

GENERAL SAFETY

YES NO

- Is there a fully stocked first aid kit on site?
- Are emergency phone numbers clearly posted?
- Is required safety signage clearly posted in the appropriate area?
- Is the workplace clean and orderly?
- Are the floors unobstructed and free of trip and slip hazards?
- Are cabinets and bookshelves properly anchored?
- Are large items secured from tipping?
- Do all common areas and workstations have adequate lighting?
- Are the company safety program and inspection reports recorded and available?
- Have all workers and subcontractors been trained in safety procedures?

FIRE SAFETY

YES NO

- Does the workplace have a fire emergency plan that has been communicated to employees?
- Is building evacuation signage up to date and posted near fire exits?
- Are escape routes free of obstructions?
- Are fire exits unlocked and accessible?
- Are all on-site fire extinguishers within a 75-foot travel distance?
- Is at least one fire extinguisher located adjacent to the stairway at each floor level?—California Requirement
- Have fire extinguishers been inspected annually and brought up to date?
- Are hand-held extinguishers mounted on walls at least 4 inches off the ground?
- Are flammable and combustible materials sealed in appropriate containers?
- Are “No Smoking” signs posted and enforced according to local requirements?
- Have sprinkler systems and fire alarms been inspected and found in working order?

Notes: _____

PPE SAFETY

YES NO

- Do employees and on-site visitors wear necessary personal protective equipment?
- Are hard hats required in construction areas where there is a risk of injury?
- Is PPE kept in a sanitary and reliable condition?
- Do workers wear hearing protection in areas of moderate, extreme or long-term noise?
- Do workers wear slip-resistant, puncture-resistant or impact-resistant footwear where necessary?
- Do workers wear eye protection or face shields for protection against chemicals, fumes, dust or fine particles?
- Do workers wear NIOSH-approved masks or respirators to avoid inhaling silica dust, fumes or toxic vapors in hazardous areas?

HAND & POWER TOOL SAFETY

YES NO

- Are employees fully trained in safety procedures before using the tools?
- Are all hand and power tools in good working order?
- Are tools stored in a dry, secured place?
- Are power tool cords in good condition and free of cuts or abrasions?
- Are all safety guards and devices in place while the tools are in use?
- Are wooden handles for hammers and other tools in good condition and free of cracks or splinters?
- Do employees wear appropriate PPE when using powder-actuated tools?

SLIP, TRIP & FALL PROTECTION

YES NO

- Are walkways free of cabling and other obstructions?
- Are all ladders in good repair and safe to use?
- Are OSHA-standard guardrails provided on elevated platforms?
- Do stairways have handrails in good condition?
- Are holes or openings barricaded or covered securely and marked?
- Are personal fall protection devices and equipment provided with training?
- Are employees protected from potentially falling objects?

ELECTRICAL SAFETY

YES NO

- Is all equipment double-insulated and grounded?
- Are equipment cords and extension cords placed to prevent damage to the cord insulation?
- Are outlets, extension cords and power strips in use without exceeding capacity?
- Do appropriate receptacles have GFCI protection?
- Are warning signs for electrical dangers clearly posted?
- Are lockout tagout devices used where and when needed?
- Are terminal boxes equipped with covers?
- Are all electrical equipment parts that may produce sparks or flames enclosed or isolated from combustible material?

ELECTRICAL SAFETY - CONT.

YES NO

- Is all electrical equipment marked with the voltage, current wattage or other ratings as needed?
- Is sufficient access and working space provided for all electrical equipment to permit safe operation and maintenance?
- Are entrances to rooms or buildings that contain exposed live parts locked and marked with warning signs?
- Is electrical equipment operating at 50 volts or more guarded against accidental contact by approved enclosures?

HOUSEKEEPING & SANITATION

YES NO

- Is the work site clean and free of dangerous waste and materials?
- Are trash and combustible materials placed in appropriate containers?
- Is personal garbage removed to avoid attracting pests?
- Are nails removed from scrap lumber and other unused materials?
- Are floor mats in the proper locations needed to keep employees from tracking material throughout the workplace?
- Are "Wet Floor" signs and other signage available and placed so workers can be aware of slippery areas and other temporary hazards?



EASY, PLAIN-LANGUAGE SAFETY STANDARDS

Use The Home Depot Pro's Legislation and Safety guides to understand industry regulations and ensure your business complies.

WWW.HOMEDEPOT.COM/C/PRO_ARTICLES#LEGISLATIONSAFETY

Notes:
