

# Monthly Safety Inspection Checklist

Check Yes (Y) if satisfactory, No (N) if attention needed, (N/A) if not applicable. Location: \_\_\_\_\_

Y	N	N/A	Key elements to inspect	Y	N	N/A	Key elements to inspect
			<b><u>General Conditions</u></b>				<b><u>Warehouse Area</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First-aid kits visible, accessible, & contains no medicines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pallet racks are stable & bolted to floor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Body fluid spill cleanup kit present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Damaged pallet racks are replaced immediately
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers in designated areas & unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pallets away from walls for cleaning & rodent control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers re-certified within last 12 months, properly charged, and inspection card initialed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No storage or trash between pallets & walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18" clearance maintained below all fire sprinkler heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Products stacked on pallets are stable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire sprinkler system maintained per requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Empty pallet storage minimized & stacked less than 6' high
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical panels, thermostats, & utility shut-off valves are accessible (3 ft. clearance required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loading dock operable, clean, & safe (railing, warning lights, & chocks used)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical outlets in good condition (GFCI near sinks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ladders in good condition and stored securely to wall
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power cords in good condition – no frays/exposed wire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gasoline & other flammable materials are in approved containers & locked in a storage cabinet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling heaters/air conditioner securely mounted with area below clear of food products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mezzanine level orderly, clean, safety railed, toe board, & within floor-load rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting is adequate and functioning				<b><u>Patron Service Area</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housekeeping maintained at a high standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shelving/roller racks: safe, secured, functional, with no sharp edges
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste and empty boxes are properly disposed of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit doors functioning, unobstructed, & unlocked during operating hours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floors & stairs are clean & safe (free of spills or hazards)				<b><u>Office /Restroom Areas</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand railings on stairways are present & in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bookcases orderly & when over 5' high secured to wall (if in a seismic zone)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exits are marked & all doors are unobstructed and functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computers & office equipment positioned for comfort
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning & other chemicals labeled & stored properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restroom cleanliness is maintained & supplies stocked
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Data Sheets updated for all chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand washing sign posted in restrooms
			<b><u>Equipment</u></b>				<b><u>Building Exterior</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment has safety guards & guards are unmodified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean, orderly, & free of debris
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forklift: pre-operation inspection checklists completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rodent bait stations are maintained, locked, & securely anchored
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forklift: personal protective equipment (PPE) worn while servicing batteries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spill kit fully supplied and located near fuel tanks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pallet jack: in working condition and stored out of aisles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks and parking areas clean and adequately maintained
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compactor/bailer: functions, safe guards in place, locked when unused				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency eyewash: (where provided) properly identified, unobstructed, functions, & within shelf life				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor cleaning machine: cleaned, serviced & used only by trained operators				

Comments or follow-up: \_\_\_\_\_  
 \_\_\_\_\_ (Write additional comments on reverse of this form)

Report any problems to your field manager and keep signed checklist on file for one year plus current year.

Inspector's signature: \_\_\_\_\_ Date: \_\_\_\_\_