

Storage	Yes	No
Are supplies and materials stored properly on shelves?		
Does your storage layout minimize lifting problems?		
Are trolleys or dollies available to move heavy items?		
Are floors around shelves clear of rubbish?		
Are racks and shelves in good condition?		
Electrical	Yes	No
Are electrical cords in good repair?		
Is there clear access to electrical panels and switches?		
Are electrical cords secured?		
Are proper plugs used?		
Are plugs, sockets, and switches in good condition?		
Are ground fault circuit interrupters available, if required?		
Are portable power tools in good condition?		
Equipment and Machinery	Yes	No
Are equipment and machinery kept clean?		
Is the equipment regularly maintained?		
Are operators properly trained?		
Are start/stop switches clearly marked and in easy reach?		
Is machinery adequately guarded?		
Is there enough work space?		
Are noise levels controlled?		
Are fumes and exhaust controlled?		
Is kitchen equipment in good working order and properly maintained?		
– Microwave ovens		
– Deep fryers		
– Cutters, grinders, choppers		
– Grease receptacles		
– Storage of knives		
– Oiling, cleaning, adjusting		
Does any equipment require staff to perform de-energization and lockout (e.g., for maintenance)?		

Chairs & Computers	Yes	No
Are chairs in good condition?		
Are chairs properly adjusted?		
Are display screens free of dust?		
Are display screens bright enough with sufficient contrast?		
Are display screens positioned at a comfortable viewing level?		
Fire Safety & Security	Yes	No
Are fire extinguishers clearly marked?		
Are fire extinguishers properly installed on walls?		
Have fire extinguishers been inspected within the last year?		
Are workers trained to use fire extinguishers?		
Are flammable liquids properly stored?		
Will space heaters shut off automatically when tipped over?		
Are emergency phone numbers close to phones?		
Are smoke, fire, and burglar alarms in place?		
Are emergency exits clearly marked?		
Are emergency lights in working condition?		
Have sprinkler systems been inspected?		
Entrances & Exits	Yes	No
Is there safe access for workers and customers?		
Are emergency exits clear of materials or equipment?		
Are emergency exit signs working?		
Are emergency lighting units installed?		
Are they working?		
First Aid	Yes	No
Is the first aid kit accessible and clearly labeled?		
Is the first aid kit adequate and complete?		
Is the first aid kit clean and dry?		
Are emergency numbers displayed?		
Are injury report forms readily available (ie: WorkSafeBC Form 7)?		

Garbage	Yes	No
Are bins located at suitable points?		
Are bins emptied regularly?		
Hazardous Materials	Yes	No
Are Material Safety Data Sheets (MSDSs) provided for all hazardous materials?		
Are containers clearly labeled?		
Are hazardous materials properly stored?		
Are hazardous materials disposed of properly?		
Environment	Yes	No
Is air quality good?		
Are workers protected from cool drafts or excessive heat?		
Are workers protected from excessive or irritating noise?		
Parking	Yes	No
Are parking spots and walkways appropriately lighted?		
Are parking spots safe?		
Are workers encouraged to use a buddy or escort?		
Is a speed limit posted in the parking lot?		
General Staff Questions	Yes	No
Does everyone know where to go and who to call for first aid assistance?		
Does everyone know where to find MSDSs for chemical products?		
Does everyone know where to find personal protective equipment?		
Does everyone know how to use personal protective equipment?		
Does everyone use personal protective equipment properly, if required?		
– Eye/face protection		
– Footwear		
– Gloves		
– Protective clothing		
– Aprons		
– Other		

Safe Work Practices	Yes	No
Does everyone use proper manual lifting techniques?		
Are wastes disposed of properly?		
Does everyone know how to deal with violent customers?		
Does everyone understand and follow the procedures/written instructions for working alone?		