Workplace Safety Checklist

Must-Have Elements of a Successful Safety Program

The key to success for any business is protecting its greatest asset — its employees! Some industries are inherently more prone to risk and require additional safety protocols to help ensure the wellbeing of their workforces.

The Department of Labor's Occupational Safety and Health Administration (OSHA) has issued extensive recommended practices for implementing a safety program. Here, we'll provide a helpful overview along with a general safety checklist that is appropriate for most organizations.

DEVELOPING YOUR SAFETY PROGRAM

Before a written policy can be produced and promoted, management must champion the program and show that safety and health are primary organizational values. As part of a comprehensive safety program, you will need to:

- Gather Safety Data Sheets (SDS), operating manuals, incident and inspection records, workers' compensation reports and more

- Allocate appropriate resources and materials to ensure a safe working environment

- Educate and train all workers about the safety program and procedures

- Maintain a positive tone and encourage worker participation

- Recognize workers who meet or exceed safety and health goals

- Encourage open communication and continually improve the program

- Ensure that sensitive personal information remains confidential in accordance with regulations

- Follow the same safety procedures that are expected of others

OSHA REQUIRES EMPLOYERS TO ESTABLISH A "REASONABLE" PROCEDURE FOR EMPLOYEES TO REPORT WORK-RELATED INJURIES AND ILLNESSES PROMPTLY AND ACCURATELY.

(Rule: 29 CFR 1904)

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IDENTIFY TYPICAL SAFETY AND HEALTH HAZARDS

Every business will have unique risks. The following are hazards that may be found throughout a typical organization that you should be on the lookout for. Go through the checklist to see how you're doing in each area.

General Housekeeping

- ☐ Aisles and walkways are clean and free of debris, boxes, cords, etc.
- ☐ Walkways are well lit to prevent slips, trips and falls
- ☐ Floor surfaces are dry and free of oil, water, etc.
- ☐ Exits are clearly marked and doorways are free of clutter

- ☐ Workstations and operating areas are tidy and in order
- ☐ Frequently used items are easily accessible and within easy reach
- ☐ Tools are available to help workers safely retrieve difficult-to-reach items
- ☐ Heavy items are placed on the lowest shelves
- ☐ Items on shelves are securely stored

Electrical

- ☐ High voltage areas are clearly identified and proper safety features are in place
- ☐ Exposed or frayed wires have been secured and repaired
- ☐ Electrical equipment has been inspected and properly tagged

- ☐ Wiring is properly routed and out of the way of moving parts or equipment
- ☐ Switches are clearly identified and maintained

Equipment

- ☐ Workers are trained on proper handling based on manufacturer recommendations
- ☐ Proper guards are in place

- ☐ There is a routine schedule for inspections and servicing of equipment
- ☐ Emergency stop buttons are easily visible and accessible

Chemicals & Hazardous Materials

- ☐ Containers are clearly labeled according to manufacturer recommendations
- ☐ Containers are properly stored according to manufacturer recommendations

- ☐ Proper ventilation has been installed
- ☐ Appropriate SDS are readily accessible

Environmental

☐ Hearing protection is provided for excessively noisy areas

☐ Any other necessary personal protection equipment (PPE) for job functions is provided to workers (e.g., gloves, safety glasses, etc.)

☐ Protocols are in place to prevent exposure to excessive heat, burns, dehydration and fatigue

☐ Head protection is provided where needed

☐ Protections against sources of biological hazards that may cause allergic reactions are in place (e.g., mold, infectious diseases, animal materials, etc.)

☐ Protective measures have been put in place to prevent injury from repetitive motions, vibration and other ergonomic risk factors

☐ Protection from radiation exposure is in place

Emergency Preparedness

☐ An emergency exit plan is in place and all exits are clearly marked

☐ First aid kits, eye wash stations, etc. are clearly identified and accessible

☐ First aid kits have been inspected, restocked and checked for expiration dates

☐ Fire alarms and fire fighting equipment is clearly identified and accessible

☐ Workers are trained on how to address workplace violence or an active shooter situation

☐ There are clear procedures and workers are prepared to respond to a fire, explosion, severe weather, medical emergency, hazardous material spill, etc.

☐ Routine emergency exit drills are conducted

Ensuring the safety and wellbeing of employees is part of a core strategy for improving worker satisfaction and achieving overall success. If you want help developing a safety program tailored to your company's unique risks or to boost an existing one, reach out to our team. We offer a range of resources to support you as you develop a more efficient and safer workplace.

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While this checklist is not all-inclusive, OSHA has provided additional resources and tools on their website at www.osha.gov.

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