Workplace Safety Checklist

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# Tasks:

☐ **Do's**

☐ **Keep the work area and all equipment tidy.**

☐ **Ensure that exits and aisles are clear and allow easy evacuation of the building.**

☐ **Keep stairways, passageways, ladders, scaffold and gangways free of material, supplies and obstructions.**

☐ **Plan for adequate disposal of scrap, waste and surplus materials.**

☐ **Keep oily rags in covered metal containers.**

☐ **Store equipment and materials in their assigned location.**

☐ **Clean air vents and filters to maintain ventilation efficiency.**

☐ **Ensure that boxes and piles are located on a firm foundation and properly stacked.**

☐ **Clean up tools and unused materials after finishing a job or before leaving the job site.**

☐ **Clean up spills promptly according to procedures.**

☐ **Report hazards such as uneven boards, cracks, burnt-out lights.**

☐ **Keep hoses, power cords, welding leads and such items from laying in heavily travelled walkways or areas.**

☐ **Place empty containers and pallets in designated locations.**

☐ **Dump small containers into larger ones.**

☐ **Ensure structural openings are covered/protected adequately.**

☐ **Don'ts**

☐ **Do not permit rubbish to fall freely from any level of the project.**

☐ **Do not pile material around fire extinguishers, sprinklers, or emergency exits.**

☐ **Do not leave clean-up to last few minutes of shift or day.**

☐ **Do not clean equipment without "locking out."**

☐ **Do not throw tools or other materials.**

☐ **Do not reach into waste containers; dump contents or remove bag.**

☐ **Do not blow off dust with compressed air, use a vacuum or brush.**

☐ **Do not collect broken glass and metal straps in plastic bags.**

☐ **Do not use bare hands when collecting waste.**

☐ **Do not use kegs or boxes as chairs or ladders.**

☐ **Do not raise or lower any tool or equipment by its own cable or supply hose.**

☐ **Flammable/Explosive Materials**

☐ **Minimize fire hazards by keeping workplace free of accumulated combustible materials and waste.**

☐ **Dispose of hazardous materials in approved marked containers.**

☐ **Keep only enough combustible materials at job site for job at hand.**

☐ **Store empty barrels separately.**

☐ **Post signs prohibiting smoking, open flames and other ignition sources in areas where flammable and explosive materials are stored or used.**

☐ **Ventilate all storage areas properly.**

☐ **Ensure that all electric fixtures and switches are explosion-proof where flammable materials are stored.**

☐ **Provide the appropriate fire extinguishers for the materials found on-site; Keep fire extinguisher stations clear and accessible.**