



**Safety Council** · Manitowoc County

# **Safety Self-Checklist**

## **Retail Version**



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**Safety Council · Manitowoc County**

1515 Memorial Drive, Manitowoc, WI 54220  
T (920) 684-5575 F (920) 684-1915  
www.chambermanitowoccounty.org

## Safety Self-Checklist

**A value added resource for Chamber members**

Who is this for?

- Chamber members.

Who will find this information useful?

- People newly assigned to safety and don't know where to start.
- People who have a program in place and want to make sure you're moving in the right direction.
- People who have an established safety program and are interested in self-checking what they already have.

## ***The keys to becoming a safety first organization***

What does it take to provide the safest working conditions for your employees, protect the environment and act as advocates for worker health and safety?

LUCK? Some would say it's better to be lucky than good. Not when it involves our way of life and the future of our employees and families. It's better to be good!

How does an organization demonstrate its commitment to the health and safety of its employees? The bottom line is not as easy for any company to accomplish. The fact is, there are no magic bullets and it takes team effort from your entire organization.

### ***Commitment***

Company owner, Board of Directors, CEO, President, Vice President, COO, whatever the structure in your organization this is where it all begins. This is where the commitment must be demonstrated. If your goal is to hang a plaque on the wall of fame -- guess what. This is not demonstrating commitment. Having a safe working environment often comes without making national or local headlines. The fame comes in the form of no lost time, zero accidents, low experience modification rate and no workers compensation claims. It's engrained in the culture of your organization, the safe lifestyles of employees at work and home and it's found in the bottom line.

Safety is not just a priority – since priorities can change daily, working safely is part of your culture and your behavior each day, because that will not change. Yes, safety does start with the commitment of management, but it certainly must go full circle to all employees. You don't just talk about safety but you live it.

### ***Communication, culture, training and education programs are key elements***

- ✓ The communication of the safety message is needed. A letter from the leader of the organization to employees that pledges and emphasizes the importance of safety to the company.
- ✓ A zero injury philosophy – Set the standards. Getting hurt at work is not part of the job! All injuries and occupational illnesses are preventable.
- ✓ Safety has priority over quality and production. What is the message you are sending?
- ✓ Maintain a world class EHS management system. Establish written safety guidelines and operating procedures.
- ✓ Employee safety orientation – Any structure built starts with a solid foundation. Weak foundations lead to cracks and future failures.

- ✓ Employee safety committees, risk assessment teams – These groups are part of your foundation building. There needs to be representation from multiple levels of the company. Your folks doing the job know the hazards. Provide extended education and training to your safety team.
- ✓ Employees are empowered to correct safety issues at your company. Employees are quicker to report safety issues or concerns. There will be employee buy-in of safety programs.
- ✓ Safety audits/inspections – A tool to identify nonconformance's that need correction. Empower your safety committee to issue corrective actions.
- ✓ An emergency action plan – Created for crisis situations and practice procedures.
- ✓ Job hazard and safety analysis - Identify risk, ergonomics and severity of injury involved with a job. The ounce of prevention is worth much more than the pound of cure.
- ✓ Plan and budget for specific safety improvements, risk assessments and risk reduction.
  - Plan at strategic engineering and project management levels. All operating exposures can be reasonably safe guarded. Require incoming equipment be EHS approved.
- ✓ All injuries are reviewed and investigated. Work towards finding the root cause. Pay close attention to employees with frequent injuries.
- ✓ Your organization uses safety measurement systems. Incident tracking, OSHA logs, etc.
- ✓ Safety is integrated into your organization's lean management system.
- ✓ Require OSHA 10 and 30 hour courses for supervisors and management teams. Training is not an expense but an investment. Along with financial commitment will be personal commitment.
- ✓ Daily tool box meetings – safety is the first topic
- ✓ Annual safety training for all employees.
- ✓ Work with your workers compensation carrier. Have them provide you with safety programs. Get more for your money.
- ✓ Send the company safety message to contractors, visitors and customers. Let them know you're concerned for the welfare of your employees and families in the community.
- ✓ Maintain an open door policy. Eliminate the fear of retribution for speaking up.
- ✓ Establish a behavior based safety program.
- ✓ Provide focused programs on healthy lifestyles. Employee wellness, prevention, nutrition, fitness and care.

Providing that direct line of sight to the executive team and to the CEO of the company helps support the top-down approach. Everyone in your company is involved with safety. Reward them with an organization that will set the standard for safety in your community and be the envy of your peers in the industry. Let that be your fame.

# *The Culture of Safety*

*The Chamber Safety Council of  
Manitowoc County*

# Background

Stopping injuries is going to require extraordinary activities.  
You can't continue to do the same thing.

*Doing more of the same things that didn't work before needs to be rethought*



***“How's that working for you”***

Management will need to model the leadership they want. They will need to lead the improvement.

We have to help people be successful.

# The Breakdown

High injury rates most commonly occur when there is inconsistent enforcement and communication of expectations and/or “The Message” between the supervisor and employees.

**This breakdown can result from the following:**

- Site safety is not providing management the information and guidance they need to lead and manage.
- Supervisors do not consistently enforce expectations because:
  - a) They are not doing what their boss is asking them to do;
  - b) Their boss is not consistently sending the correct message; or
  - c) Their boss’s boss is not consistently sending the correct message and it trickles down.





# The Breakdown

## Cause of Injuries:

- High injury rates = EE perception = culture = leadership

ART

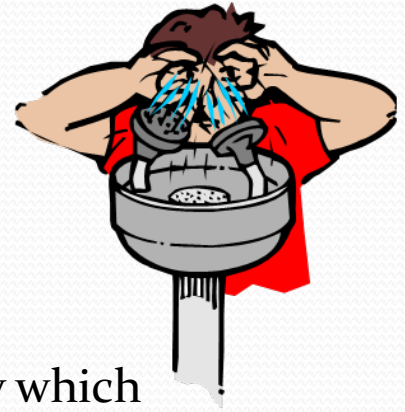
- Severity = regulatory compliance

SCIENCE

## Safety performance is a direct reflection of top management commitment:

- Insufficient commitment or willingness to step up to the plate.  
*“I agree that would help, but.....”*
- Not working on the right things which can contribute to an organizational perception that management is not committed.

# Actions Available



## Perform an injury analysis

While high injury rates are normally culturally related (verses severity which is reflective of regulatory compliance), identifying trends allowing to focus on specific actionable items which can be designed to affect culture.

### **Example:**

*Whether we follow PPE requirements is culture. We can focus efforts to change the perception that PPE rules don't have to be followed.*

Determine where the breakdown is occurring. If not site safety, determine where the breakdown is in the line of management.

# Actions Available

Safety to meet weekly with the GM 1-on-1. This will assure that their ideas will be supported before they are presented to the rest of management. Provides clarity to direction.

## **Management:**

“All Hands on Deck” meeting. Stop the facility so your safety leaders can reinforce the need to address risk and work safely. Require everyone to identify and fix at least 1 risk in their area of work.

## **Give them specifics:**

- Meeting with EE or supervisors with high injury rates to discuss performance and expectations.
- Regular monitoring on site plan. Initial review may include moving risk reduction or cultural initiatives earlier in the year.
- Frequent review of SCAR’s list (HUGE for culture). Don’t forget work orders.
- Participation in incident investigations.
- Attend toolbox meetings as opportunity to talk to EE and provide coaching to supervisors on how to improve effectiveness.

**Spend time with a top manager at another facility that has made good Improvements to compare notes and strategies.**

# Actions Available



## Middle management with high injury rates:

- Upper management communicates expectations and develop action plan for improvement.

## Supervisors of departments with high injury rates:

- Meet with the GM daily to discuss what they are doing for the day and precautions they are going to take. Review what they accomplished yesterday including hazards addressed.
- Implement a scorecard type system if you don't have one already.
- Utilize “The Message” tool.
- Focus limited resources in these areas. “make a dent” vs “brush all depts”
  - In addition to safety personnel, 5S and other resources can be focused here.



## Frequent Flyers (EE's with numerous injuries)

- Daily meeting with their supervisor to discuss the task they are performing and review what they are going to do to avoid injury.
- Find out what their issues are. What can we do?
- Have “the discussion”: concern they are going to have a significant injury; perhaps they are not cut out for this line of work.

# Actions Available



## **Eliminate PPE rules which are not black and white.**

- This will make it easier for employees to comply with and for supervision to enforce these policies.
- Can't expect supervisors to spend their entire day debating if PPE was warranted while performing a specific task.

## **Other PPE Initiatives:**

- Results of unscheduled PPE audits added to scorecard.
- Schedule a time each day when supervisors are to focus specifically on PPE. Top Mgt to go out and assure this is being done.

## **Improve housekeeping.**

## **Improve case management:**

- Immediate notification to management to increase urgency.
- Traditional case management tactics.
- Drug testing following incident.



# Actions Available



**Assure risk are being reported and feedback is being provided during toolbox meetings.**

**Implement interactive observations (BBS) to identify risk or reinforce safe work practices.**

- If an issue is seen multiple times, ask the suprv, *“Why don’t you see what I am seeing?”*
- Increase frequency of interactive observations to departments where injuries are higher.

**Increase EE involvement through committees, inspections, etc.**

**Workstation clean-up at the end of each shift.**

**Bring in a motivational speaker for EE’s and/or a leadership speaker/coach for management.**



# Actions Available

**Improve training process for new/transferred employees. Develop a checklist and/or implement a buddy system.**

**Get manufacturing engineers more directly involved in the safety program and define specific responsibilities.**

**Have leadership focus on the commitment of the next level down by asking:**

- What safety initiatives are you working on today?
- What is your biggest safety issue?
- What are you doing about it?

**Identify opportunities for eliminating “silent consent” and clarifying “the message” which are two important factors in creating an unsafe work culture.**

**Hold focus meetings with Supervisors regarding safety and reinforce “the message” with them.**

**Review Individual Performance Goals with all levels of management in operations.**

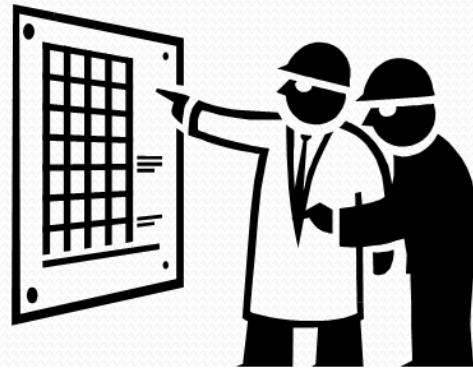
# Supervisors

**Supervisors have the most difficult job in our company. But that doesn't mean we reduce our expectation. We need to help them understand the expectations and find ways to support their success.**

- Ask them. Consider all their tasks and expectations.

**We can't improve safety without supervision.**

- We don't have to also have to do safety.
- It has always been part of the job.
- We just haven't always communicated expectations or held individuals
- accountable.





## Unknowingly Establishing an **UNSAFE** Culture

80-90% of the injuries are a result of 'unsafe acts'...



**...i.e. human error and  
behavior related acts**

*How do we talk ourselves into unsafe behavior/conditions*

*I don't have time*

*Its what I was told to do*

*Its ONLY temporary*





## The Uphill Battle – Why Don't People Like To Talk About Safety?

- Confrontational
- Afraid to look stupid.....don't know the answer
- Shy
- “Not my job” or “Not my area”
- Not perfect yourself

# Final Thoughts

*Employees will give you what you ask for. If they think production is most important, they will give you production at all cost.*

*If you are not willing to implement extraordinary measures to improve safety, you don't have the will to improve.*



## Retail Safety Self-Checklist



Date: \_\_\_\_\_

**Safety Council · Manitowoc County**

### Retail Safety Self-Checklist Topics

Administration Record keeping General Safety/Environmental Ergonomics Retail	Lock out / Tag out Blood borne Pathogens Industrial Powered Vehicles Ladders Accountability, Culture & Planning	Hazard Communication Program Fire Protection Exit Routes / Means of Egress	
<b>Administration</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Does the company promote an attitude of safety awareness; make it part of your company's culture, and get management on board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is one person clearly responsible for the overall activities of the safety and health program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the company provided designated safety personnel and managers additional safety training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an established safety committee or team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a safety committee or group made up of management and labor representatives that meets regularly and reports in writing on its activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the safety committee or team been provided with additional safety training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a working procedure for handling in-house employee complaints regarding safety and health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the company communicate safety on a regular basis? (Bulletin boards, Briefing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures, job instructions and precautions to prevent accidents/incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received a workplace safety manual including mission statement, rules and safe work practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have an incident/accident investigation procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency numbers posted where they can be found easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the OSHA workplace posting displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the company had a focus on safety training for employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Record Keeping</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are OSHA 300/301 logs maintained as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are medical records and exposure records maintained as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are training records maintained in accordance with OSHA requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employee records being maintained for the required time frames?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are operating permits up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place to maintain records and logs?			
a. Safety inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Safety meeting minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Accident/Incident investigations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Emergency response drills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the summary of Occupational Illnesses posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are operating permits and records up-to-date for such items as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accountability, Culture &amp; Planning</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>

## Retail Safety Self-Checklist

Has a vision statement describing their desired program been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a safety plan been developed for the year identifying actions, responsible party and due dates for each action? (Some actions are based on analysis of previous injuries.) Has money needed to execute the plan been budgeted or planned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do members of management have individual safety goals included in their annual performance review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are metrics/dashboards developed and provide management actionable information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are scorecards developed and used to track the completion of safety expectations by front line supervisors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does a process exist to track issues identified during group meetings, inspections, incident investigations, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does management review the metrics, site plan status and other relevant safety data at least monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees receive regular communication on the status of issues to be fixed (closed loop communication) and the status of the site safety plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do individual recognition programs exist that are based on employee involvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are group recognition programs defined and not based solely on injury rates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are opportunities for employee involvement well known and utilized by the workforce. (e.g. inspections, committees, JSA development, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are positive reinforcements used to get "safe" work practices repeated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the discipline process followed when employees do not follow the described work practices or rules? Has HR has issued discipline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees trained in hazard recognition skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the process for training new and transferred employees documented and followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are near-misses reported more frequently than injuries occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>General Safety/Environmental</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Is operator safety equipment available and being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an emergency shower and eye wash station? Is inspection up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is recycling adhered to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are safety warnings legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is emergency lighting in place and working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is first aid, CPR and AED training provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an employee notification system in place for warning of severe weather?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have severe weather shelters been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are regular inspections of the facility conducted to identify and correct hazards such as poor lighting, unsafe storage and ergonomic standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are toilets and washing facilities provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a first aid kit appropriate for the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all work areas adequately illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all work sites clean, sanitary, and orderly?				
Are pits and door openings covered or otherwise guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there good ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is adequate makeup air provided to areas where exhaust systems are operating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a combustible dust assessment been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are water outlets not suitable for drinking clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lock out / Tag out</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Is there a Lock out / Tag out policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all employees trained in the LO/TO policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there machine specific LO/TO procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are "authorized" employees annually trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are equipment control valve handles provided with a means of lock out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Blood Borne Pathogens</b>				
Does the company have a BBP policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Retail Safety Self-Checklist

Have employees been trained in BBP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is waste discarded according to applicable laws and regulations? (bio Hazard containers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Hazard Communication Program</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Does the company have a Haz-Com Policy and is it reviewed annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees trained in Haz-Com Policy and are they aware of chemicals in workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the training documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the training conducted by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is retraining required whenever there is a change in job assignments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are MSDS information "Employee Right to Know" available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is spill response equipment in proper area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is oil/chemical containment area clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are warning signs in place and legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees aware of spill prevention plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all bottles/containers clearly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Protection</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Does the company have a fire alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Posted Evacuation Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were employees trained in the Evacuation Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are portable fire extinguishers checked monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees provided with fire extinguisher training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is fire equipment available and charged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are drills practiced annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers mounted in readily accessible locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are extinguishers free from obstructions or blockage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are sprinkler heads protected from possible damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is material stored a safe distance from sprinkler heads (18 inches)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers selected and provided for the types of materials in areas where they are to be used? *Class A Ordinary combustible material fires *Class B Flammable liquid, gas or grease fires Class *C Energized-electrical equipment fires.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the required annual fire sprinkler system inspection up to date and have you taken out the city permit for the inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Exit Routes / Means of Egress</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Are exits marked and illuminated by reliable light sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are exits clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there no locked exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where panic hardware is installed on exit door, will it allow the door to open with 15 pounds or less force in the direction of the exit traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all exit doors open from the inside without the use of a key, tool or any special knowledge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are frameless glass doors, glass exit doors, storm doors, etc. fully tempered and do they meet safety requirements for human impact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is "EXIT" sign lettering at least 5 inches high with ½ inch wide stroke?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there sufficient exits to permit prompt escape in case of emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1 ft. vertical and 12 ft. horizontal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ergonomics</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Is there an ergonomic program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has ergonomic training been provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all affected employees informed of job related ergonomic hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Retail Safety Self-Checklist

Are jobs monitored to ensure a continued use of proper work practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are engineering controls the preferred method to reduce hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees educated about safe lifting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are regular inspections of the facility conducted to identify and correct hazards related to ergonomics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have adjustable workstations been installed to reduce strain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has an ergonomic assessment committee (EAC) been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are supervisors aware of proper work techniques to improve ergonomics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Industrial Powered Vehicles</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Are only trained personnel allowed to operate industrial trucks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees trained and re-certified every 36 months and are training records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are required lift truck rules posted and enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does each forklift have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are operators driving at prescribe speed limit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are operators wearing seatbelts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the forklift's parking brakes effectively prevent the vehicle from moving when unattended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are drive motors shut off and brakes applied when any motorized hand and hand rider truck control grip is released?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ladders</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Are ladders inspected and maintained in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are non slip feet provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are ladder rungs and steps free from grease and oil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is it prohibited to place ladders on boxes, barrels or other unstable bases to provide extra height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are ladders with broken, missing steps, rungs or cleats, broken side rails or faulty equipment removed from service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees instructed not to use the top two steps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When in use do ladders extend at least three feet above the elevated surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are metal ladders legibly marked with signs cautioning against using them around electrical power sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are metal ladders inspected for damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the rungs of ladders uniformly spaced at 12 inches, center to center?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Retail</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Is back door locked from outside entrance, but allowing egress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is back door not used as employee entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all access doors with peep holes and request for entry required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is staff not working alone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is panic button installed and in good location; tested pre-shift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is emergency phone system posted and drills done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is video surveillance in place and working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there very visible video surveillance signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there well lighted front and rear, and parking areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a police audit done annually for advice on security measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there no unattended rolling racks or carts on sales floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there no material handling equipment on sales floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Emergency shutoff equipment checked prior to opening on any applicable equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Retail Safety Self-Checklist

Are display items <b>fully</b> secure and <b>will not</b> tip over or create hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are displays changed during non-operating hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fixtures, displays, shelves, etc checked prior to opening for damage or hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are display hooks not used where they create a poking hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are sign holders and toppers secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there no empty fixtures on floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do fixtures used have items moved to the end to increase visibility/merchandise pulled to ends of fixtures arms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is adequate clearance maintained between racks and aisles, and means of egress assured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire alarms and devices checked prior to opening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are trip and slip hazards addressed prior to opening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are drying floor mats utilized at all entry points and any other areas where wet floors are possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a "Zero slip" policy enforced requiring <b>full</b> parameter marking and blocking for clean-up of spills; spill procedures implemented <b>immediately</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are electrical installations sound?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fixtures properly filled and in no case unattended, empty, or bare while on the selling floor during operational hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prior to opening and throughout the operational hours, are aisle ways checked for trash, paper, plastic and other debris to be picked up immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are furniture and other items being displayed secure with electrical cords wrapped and placed with appliances applicable to prevent pull down?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fixtures and displays set such as to not create an "attractive nuisance" or climbing hazard to children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any chipped or cracked glass items removed and put in designated container off the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are tablecloths and other similar items not draped such that they create a hazard for pulling, or trip and slip on floor surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is merchandise distributed on fixtures evenly to prevent tip over?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fixtures secured to prevent tip over?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is facility work done during non-operational hours and all tools, materials, etc kept in controlled area, barricaded and marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is merchandise placed on displays near the corners to increase visibility of corners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are edges of floor displays marked with highlighter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are mannequins and other display props securely placed to prevent tip over?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are hazardous items (knives, other sharp items, etc) kept in main display booth and out of open display?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are elevator and escalator entrances and exit paths maintained and marked; current posted inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Retail -ADA accessibility assured:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Are displays placed in aisle to allow minimum aisle width of 4½ feet (54 inches)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are aisles between tables (when used within aisles) allowing spacing of 3 feet between tables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are round tables spaced at least 3 feet apart and maintain the main aisle width of 4½ feet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The information contained herein is provided as a public service. All critical information should be independently verified. The Chamber makes no representation or guarantee as to the correctness or suitability of the information provided or of any linked information. The information and/or services provided may change at any time without notice.



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Chamber**  
**Safety Council · Manitowoc County**

**Phone: (920) 684-5575**

**[www.chambermanitowoccounty.org](http://www.chambermanitowoccounty.org)**