

Checklist to Help Prevent Hazardous Situations

The following checklists are provided to assist you to prepare for and reduce the potential for injury and property damage.

Crime

	YES	NO	N/A
Is the alarm system periodically tested and operational?			
Video surveillance system installed?			
Is the alarm system periodically tested and operational?			
Are alternative entryways secured (i.e. skylights, ventilation ducts)?			
Is valuable merchandise illuminated and away from display windows?			
Exterior doors reinforced and protected?			
Exterior illuminated at night?			
Exterior windows burglar-resistant?			
Landscaping trimmed?			
Have employees been trained to handle emergency situations?			
Is the safe area illuminated or vault visible?			
Are checks stamped "For Deposit Only"?			
Is cash promptly deposited?			
Are all entry keys accounted for?			
Do multiple employees work late hours?			

Fire Protection

	YES	NO	N/A
Are smoke detectors installed and functioning properly?			
Are smoke detector batteries regularly replaced?			
Fire extinguishers in place and serviced regularly?			
Is the automatic sprinkler system tested?			
Flammable liquids stored in appropriate containers?			
Are "No Smoking" signs posted?			

Property Protection for Business/Office Equipment

	YES	NO	N/A
Are valuable papers stored in fire-resistive safe?			
Do you have back-up data locked offsite?			

Utilities

	YES	NO	N/A
Was the electrical systems installed and is it maintained by a qualified electrician?			
Is the electrical system of adequate size for place of business?			
Are electrical panels readily accessible and labeled?			
Is the correct size of fuses used?			
Are ground fault circuit interrupters (GFCIs) installed where necessary?			
Are extension cords being used as instructed by manufacturer?			
Do you have appliances, equipment, and tools listed by a recognized testing laboratory?			
Are surge suppressors protecting electrical equipment and appliances?			
Are carbon monoxide detectors installed?			
Is the plumbing system installed and repaired by a qualified contractor?			
Pipes that are susceptible to freezing are properly insulated?			
Is the heating system regularly checked?			

Property Checklist

Periodically checking your property or place of business is part of a good loss control-accident prevention program. Recognizing hazards, then taking steps to reduce or eliminate them creates a safer environment for employees, customers, or tenants. The following checklist is a tool to assist you with your premises evaluations.

Exterior

	Satisfactory	Unsatisfactory	N/A
Is your parking lot in good repair?			
Are parking barriers and speed bumps in good condition?			
Are potholes, cracks, and uneven places present?			
	Satisfactory	Unsatisfactory	N/A

Are sidewalks level, obstruction-free?			
Does water drain away from sidewalks/parking areas?			
Snow and ice promptly removed?			
Are sidewalk and parking areas well illuminated?			
Are natural gas meters, air conditioning units, etc. protected from vehicular damage?			
Are signs securely fastened to your building?			

Interior Conditions

	Satisfactory	Unsatisfactory	N/A
Are public areas clean, well illuminated, and unobstructed?			
Is carpeting tight, smooth, and free of tears and rips?			
Are doormats flat, slip-resistant, and clean?			
Are mats periodically checked in bad weather?			
Are stairs well illuminated, clean, and unobstructed?			
Handrails present, tight, and in good condition?			
Changes in interior floor level, elevation marked?			
Is emergency lighting present and operational?			

Kitchen-Food Service Area

	Satisfactory	Unsatisfactory	N/A
Are floors mopped regularly?			
Are floors swept regularly during business hours?			
Are floor mats clean, flat, and secure?			
Do employees wear slip-resistant footwear?			
Are anti-slip mats present near deep fryers, drink dispensers, washing sinks, meat grinders, and meat slicers?			
Are floors in walk-in units clean?			
Customer seats, tables, etc. in good condition?			
Caution signs used to designate wet areas?			
Are fire extinguishers wall-mounted and serviced annually?			
Is emergency lighting present and operational?			
Is kitchen equipment clean and well maintained?			
Are emergency phone numbers clearly posted?			
Is trash regularly removed?			

Restrooms

	Satisfactory	Unsatisfactory	N/A
Are restrooms cleaned regularly?			
Toilets, sinks, etc. in good repair?			
Flood drain in case of water leak?			
Is a log kept noting cleaning/inspection times?			
Lighting and vent fan operational?			
Handicap grab/assist bars secure?			

Storage Areas

	Satisfactory	Unsatisfactory	N/A
Storage area cleans, well organized?			
Combustible items kept away from furnace, water heater, etc.?			
Flammable liquids stored in their original containers and properly labeled?			
Are items at least 18" away from sprinkler heads?			
Is the electrical service panel accessible?			
Fire extinguisher available in storage area?			

Pool Area

	Satisfactory	Unsatisfactory	N/A
Is the pool area fenced with self-closing, locking gates?			
Are pool rules and emergency numbers posted?			
Lifesaving equipment present?			
Patio furniture in good condition?			
Pool depth noted along side of pool?			
Electrical outlets protected by ground fault circuit interrupter?			
Pool chemicals properly handled and stored?			
Pool deck area treated with slip-resistant material?			
Handrails and ladders secure and in good condition?			

Playground Area

	Satisfactory	Unsatisfactory	N/A
Is equipment in good condition and well maintained?			
Is equipment free of sharp edges and protruding hardware?			
Is the equipment and play area regularly inspected?			
Is the ground surface under the equipment clean and well maintained?			
If the area is fenced, is fencing in good condition?			

Slip, Trip and Fall Checklist

Each year thousands of people are injured as a result of slip and fall accidents. Slip and fall injuries occur for many reasons, however, you can reduce the likelihood of these incidents from occurring.. In the event someone were injured on your property, your documentation of your efforts to maintain a safe site may prove helpful.

The following checklist is a tool to assist you with your premises evaluation on a daily or weekly basis.

Exterior

Corrective Action Needed?

	Y/N	N/A
Parking lots in good repair.		
Curbs are flush with sidewalks.		
Sidewalks are level and obstruction free.		
Water drains away from sidewalk/parking areas.		
Sidewalks and parking areas are well illuminated.		
Changes in exterior surface level/elevations are marked.		
Snow and ice removed; surfaces treated (seasonal only).		

(With time completed) _____

	Y/N	N/A
Stair steps have a non-slip surface.		
Stairwells are illuminated, clean and unobstructed.		
Handrails are present, tight and in good condition.		

Interior

	Y/N	N/A
Public areas are clean, well illuminated, and unobstructed.		
Carpeting is tight, smooth, and free of tears and rips.		
Doormats are flat, slip-resistant, and clean.		
Mats absorb tracked-in moisture.		
Stairwells are illuminated, clean and unobstructed.		
Handrails are present, tight, and in good condition.		
Changes in interior floor level/elevation are marked.		
Emergency lighting is operational.		
Emergency phone numbers are clearly posted.		
Trash is regularly removed.		

Checklist completed by:

Initials	Date	Time

General

Make regular surveys of the property.
Follow up promptly on items needing corrective action.
Record completed work.
Train staff to identify, mark and report potential hazards for prompt follow up.
Train staff to contact emergency phone numbers and to assist injured parties.

This checklist is a tool for management to use in its efforts to reduce hazards. This checklist is not all-inclusive. There may be additional hazards or unsafe acts that need to be identified and corrected.