

# Monthly Safety Inspection Checklist



## Items/Areas in Need of Inspection

YES      NO      N/A

Floors are maintained free from spills, wet spots, grease and debris			
Non-slip floor mats are in place			
Wet floor signs posted when necessary			
Anti-slip shoes worn by employees			
Stairs free of clutter and storage			
Fire extinguishers are fully charged and accessible			
First aid kit adequately supplied and accessible to employees			
Eyewash station flushed or bottled eyewash available			
Knives properly stored and kept sharp			
Exhaust filters clean			
Emergency door release or ax available in freezer			
Electrical appliances are in good working order and properly guarded			
Only authorized personnel using mixer, slicer and other power equipment			
All employees trained in their current position			
Adequate lighting and ventilation			
Heavy objects stored properly on lower shelves			
Ladder available for reaching upper shelves			
Ladder in good working order, free of rust and damage to rungs and feet			
Material handling equipment is available			
Furniture and fixtures are in good repair			
Exit signs are properly illuminated			
Exit doors are clear of storage			
Emergency treatment telephone number and required postings are posted			
A method for reporting unsafe conditions is established and practiced			
Other:			
Corrective Actions & Comments:			

Completed by:

Date:

Manager Signature: