



Health and Safety Checklist

page 1 of 2

This checklist can be used by adults who place students at jobsites and by students, to assess the safety of a workplace.

Floors and Walkways

- yes no Are exits marked and walkways kept clear?
- yes no Do you know where to get buckets and mops to clean up spills?
- yes no Are non-slip mats, grates, or slip-free coatings used in wet areas to prevent falls?
- yes no Are stairways clear?
- yes no Do stairways have handrails?

Ladders

- yes no Do ladders appear to be in good condition?
- yes no Do ladders have safety feet?
- yes no Are non-metal ladders used when there is a possibility of electric shock?

Fire Safety

- yes no Are there at least two fire emergency exits for each work area?
- yes no Are fire exits clearly marked and pathways to the exits cleared?
- yes no Have you been told what to do in case of a fire?
- yes no Is there a fire extinguisher close to your workstation?

Electrical Hazards

- yes no Have you been told how to recognize when a machine has been locked out (electrical power turned off)?
- yes no Are electrical cords in good condition (no fraying or other defects)?

Ventilation

- yes no Have measures been taken to keep dust levels as low as possible?
- yes no Is the temperature, humidity and air movement in all areas kept as comfortable as possible?

Lighting

- yes no Is there adequate lighting throughout the plant or workplace?
- yes no Are the areas around all machines well lighted?



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page 2 of 2

Sanitation and Housekeeping

- yes no Are toilet facilities kept clean and ventilated?
- yes no Do toilet facilities have sinks with hot and cold water and disposable hand towels?
- yes no Are insects and rodents adequately controlled?
- yes no Are there eating areas that are separate from work areas?
- yes no Are eating areas and drinking facilities kept clean?
- yes no Are there enough waste containers and are they well-maintained, leak proof, and emptied regularly?

Machine Guarding and Mechanical Safety

- yes no Are machines securely attached to the floor?
- yes no Do machines have guards on them to protect workers from being accidentally injured?
- yes no Have you been instructed to report missing machine guards to your supervisor?
- yes no Do you know how to turn off the machines in your area in case of an emergency?
- yes no Have you been trained in how to work safely around machines?

Noise

- yes no Do you feel your work area is too noisy?
- yes no Do you know where hearing protection is necessary in the plant?

Chemical Hazards

- yes no Are chemicals (including pesticides) properly labeled and stored?
- yes no If you use chemicals (including pesticides) have you:
 Been trained in how to use them safely?
- yes no Been provided protective clothing, gloves and/or respirator as needed?
- yes no Is smoking forbidden near chemicals?
- yes no Are smoking and non-smoking areas clearly marked?

Ergonomic Hazards

- yes no Do you lift more than 30 pounds alone?
- yes no Have you been instructed about proper lifting methods?
- yes no Are job tasks requiring repetitive movements varied or rotated?
- yes no Is the temperature comfortable?