

Monthly Manager Workplace Inspection Checklist

Manager:	Date:
Department:	

Entrances and Exits	Yes	No	N/A	Comments
Are entrances and exits to and from work areas free from obstructions and Exit doors clearly marked				
Walkways, Floors and Storage Areas	Yes	No	N/A	Comments
Are floors clear of slip and trip hazards, i.e. extension cords, torn carpet, uneven surfaces, cracks, holes, etc.?				
Are aisles and passageways kept clear and walkways have unobstructed vision at intersections?				
Are racks and pallets in good condition?				
Lighting, Ventilation and Temperature	Yes	No	N/A	Comments
Are all light fittings in good working order, i.e. no flickering lights, burnt out lights, etc.?				
Equipment and Personal Protective Equipment (PPE)	Yes	No	N/A	Comments
Is equipment clean and working properly?				
Are lockout/tagout procedures used?				
Are equipment guards in place?				
Are noise levels controlled and is hearing protection being used?				
Do employees know when to use PPE and where it is located in your department?				
Hazardous Substances	Yes	No	N/A	Comments
Are hazardous substances properly labeled and stored?				
Are procedures followed for the safe use and disposal of hazardous substances?				
Are all containers labeled and have lids?				
Eye Wash Stations: Easily accessible to employees, wiped down and operating efficiently and up to date with quarterly inspections?				
Eye wash station in Building A has been flushed and refilled with water and additive.				Date completed:
Electrical	Yes	No	N/A	Comments
Are all cords, plugs and sockets in good condition, i.e. not frayed, exposed, cracked, etc.?				
Has electrical equipment been inspected, tested and tagged in accordance with company policies and regulations?				
Are battery chargers marked and well ventilated?				
Is there 3 feet of clearance in front of all electrical boxes?				
Dock Areas/ Baler Area	Yes	No	N/A	Comments
Are Truck/trailer wheels chocked?				
Baler area - routine cleanings being performed?				
First Aid and AED Machines	Yes	No	N/A	Comments
Check the expiration date on the unit. If it's expired notify the emergency coordinator and HR.				
Are first aid kits properly labeled, regularly maintained and stocked?				
Are emergency telephone numbers clearly displayed?				

CHECKLISTS MUST BE COMPLETED BY THE 2ND MONDAY OF EACH MONTH

****Give completed checklist to Human Resources**