

Yes	No	Fire Safety
✓		Storage kept at least 18 inches below sprinkler heads
✓		Clear paths leading to exit doors
✓		All exits clearly identified
	✗	Fire extinguishers easily accessible, fully charged and their locations clearly designated
✓		Flammable and combustible materials stored appropriately

		Ladder Safety
✓		Ladders inspected before use and in good condition
✓		Metallic ladders not used to change light bulbs or to conduct other electrical maintenance in the workplace
✓		Employees using the proper ladder for the job

		Electrical Safety
✓		All electrical outlets, junction boxes and other electrical components properly covered
	✗	Rubber insulating mats placed at the base of high voltage boxes
✓		Electrical rooms free of clutter and storage
✓		Panel box doors closed and all circuit spaces covered
✓		Machinery and other electrical equipment properly grounded
✓		Extension cords not used as permanent wiring

		Loading Dock
	✗	Caution markings placed at the edges of the loading dock
✓		Dock area free of obstructions, clutter and spills
✓		Trailers in the docking bay have chocks placed in front of their wheels while loading

		Truck Safety
✓		Vehicles inspected on a regular basis and maintenance logs kept of service
✓		Drivers' licenses checked periodically for violations
✓		Vehicles equipped with fire extinguishers, first aid and accident kits
✓		Employees attend mandatory defensive driving courses
✓		Drivers' time limited to prevent fatigue