## MONTHLY SAFETY CHECKLIST

<table>
<thead>
<tr>
<th>Department:</th>
<th>Supervisor:</th>
<th>Date:</th>
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**Indicate Discrepancy by (X)**

### GENERAL AREA
- Floor Conditions
- Special Purpose Flooring
- Aisle, Clearance/Markings
- Floor Openings, Require Safeguards
- Railings, Stairs Temp./Perm.
- Dock Board -- (Bridges Plated)
- Piping-(Water-Steam-Air)
- Wall Damage
- Ventilation
- Other:

### ILLUMINATION-WIRING
- Unnecessary/Improper Use
- Lights on During Shutdown
- Frayed/Defective Wiring
- Overloading Circuits
- Machinery Not Grounded
- Hazardous Location
- Wall Outlets
- Other:

### HOUSEKEEPING
- Floors
- Machines
- Break Area/Lavatories
- Waste Disposal
- Vending Machines/Food Protection
- Rodent, Insect, Vermin Control

### VEHICLES
- Unauthorized Use
- Operating Defective Vehicle
- Reckless/Speeding Operation
- Failure to Obey Traffic Rules
- Other:

### MATERIAL STORAGE
- Hazardous and Flammable Material Not Stored Properly
- Improper Stacking/Loading/Securing
- Improper Lighting, Warning Signs, Ventilation
- Other:

### FIRST AID
- First Aid Kits
- Stretchers, Fire Blankets, Oxygen
- Other:

### MACHINERY
- Unattended Machines Operating
- Emergency Stops Not Operational
- Platforms/Ladders/Catwalks
- Instructions to Operate/Stop Posted
- Maintenance Being Performed on Machines
- Guards in Place
- Pinch Points
- Other:

### SECURITY
- Doors/Windows, etc. (secured when required)
- Alarm Operation
- Department Shutdown Security
- Equipment Secured
- Unauthorized Personnel
- Other:

### FIRE PROTECTION
- Fire Hoses Hung Properly
- Extinguisher Charged/Proper Locations
- Access to Fire Equipment
- Exit Lights/Doors/Signs
- Other:

### Comments:

**Inspected By:**