



Building & Site Safety Checklist

- ✓ Are walking surfaces (walkways, floors, etc.) clean, clear of debris, and dry?
- ✓ If walking surfaces are slippery (wet, icy) how are employees warned?
- ✓ Are there adequate outside lights for employees to walk comfortably when it's dark?
- ✓ Are indoor lights bright enough for employees to see during darkness?
- ✓ Are there handrails to protect employees on stairs?
- ✓ Are all storage areas kept tidy and ordered?
- ✓ Is furniture in a good state of repair for employees and guests to use comfortably?
- ✓ Are exits properly identified, kept clear, and can they be easily accessed in the dark?
- ✓ Are there fire alarms? Do they work?
- ✓ Has the organisation done a fire (or earthquake) drill?
- ✓ Do staff know where to congregate outside a building in the event of a fire or earthquake?
- ✓ Are fire extinguishers available and regularly tested?
- ✓ Are gas heaters / stoves regularly checked for leaks?
- ✓ Are flammables stored appropriately away from heat/gas?
- ✓ Is there any evidence of electrical equipment not being properly wired or evidence of overheating?
- ✓ Are any electrical outlets overloaded with too many plugs?
- ✓ Is the kitchen properly ventilated?
- ✓ Are there adequate fire extinguishers/blankets in the kitchen?
- ✓ Is there any evidence of vermin in the workplace (e.g. rats, cockroaches, ants, etc.)?
- ✓ Can staff drink the tap water? Is this posted?
- ✓ Are drinking water containers regularly cleaned?
- ✓ Are dishes regularly done and the kitchen regularly cleaned?
- ✓ Are the washrooms regularly cleaned? How often?
- ✓ Are workplaces kept free from dust and surfaces, floors, and windows regularly washed?
- ✓ Do employees work with desks and chairs that will prevent repetitive stress injuries?
- ✓ Have employees been informed how to avoid repetitive stress injuries?
- ✓ Have employees been informed how to properly lift/move items if their job requires this?