



PLACEMENT CHECKLISTS

Retail Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply. Use a check mark to indicate that an item is OK. Use an X to indicate items that are unacceptable or need further assessment.

- Is training given for both WHMIS and Consumer labelling?
- Do labels on all chemical containers indicate the contents, manufacturer and type and degree of hazard?
- Are Material Safety Data Sheets (MSDS) readily available?
- Are there written Emergency Procedures?
- Does the employer have a spill control plan and clean up procedures for spills?
- Is there a safety program with employee training related to the products and equipment handled?
- Are all machines guarded and in good working condition?
- Are carts, conveyors, and pallet movers provided to reduce the amount of lifting and carrying done by employees?
- Are Ground Fault Circuit Interrupter (GFCI) used for electric outlets at sinks or around wet work areas?
- Are electrical cords free of nicks, cuts or exposed wires?
- Are all electrical equipment and extensions properly grounded?
- Are all extensions suitable for the capacity required? (E.g. A heavy-duty plug should be plugged into a heavy duty extension cord, as opposed to a light duty extension cord?).
- Do any electrical cords run through doorways, windows, walls, across aisles or are they stapled around items such as door jambs?
- Do all stairs and elevated storage areas have railings and both kick boards and intermediate barriers to prevent accidental falls?
- Is there at least 1 metre in clear aisle width to all Exits?
- Are all Exit signs illuminated or "glow in the dark"?
- Are all doors unlocked and unobstructed during occupancy?
- Do the doors swing in the same direction as the exit of travel?
- Is all electrical equipment used in areas where flammable liquids are stored or used intrinsically safe (explosion proof)?
- Are ABC fire extinguishers available and properly mounted wherever flammable or combustible liquids are stored?
 - Are employees trained.
- Do competent individuals inspect all fire extinguishers on an annual basis?