



PLACEMENT CHECKLISTS

Wholesale Business Safety Checklists

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 trash removed regularly and not allowed to accumulate around doorways or exits?
- Is there a plan to respond to emergencies such as fires, evacuations, and injuries?
- Are employees trained in various types of emergency procedures?
- Are employees trained in the hazards of materials being used or handled?
- Are Material Safety Data Sheets available and do employees know how to use them?
- Is personal protective equipment and ventilation provided when required?
- Is the use of personal protective equipment - hearing, safety glasses and shields, etc. enforced?
- Are employees (or the facilities) monitored for exposure to chemicals, including dusts?
- Are the manufacturer provided guards on all tools functional, in good condition and used?
- Is material handling equipment training provided?
- If forklifts are used in a forklift training program in place which meets the requirements of the Ministry of Labour?
- Is there a formal preventative maintenance program for material handling equipment?
- Are steps taken to limit the frequency and extent of employee lifting and reaching above shoulder height?
- Are rack heights adjustable, or platforms provided to limit reaching.
- Is a formal material handling and vehicle maintenance program in place that identifies inspection and repair responsibilities?
- Is there a written policy related to the use of business vehicles?
- Is appropriate equipment including ramps or dock plates provided for material handling on the loading dock?
- Are floor surfaces slip resistant and properly maintained?
- Do all interior and exterior elevated areas, including stairs and ramps, have adequate and sturdy guardrails, kickboards and handrails?
- Are customers restricted to office areas, away from tools and machines?
- Are delivery people limited to incoming to dock areas, away from machines?
- Are the electrical systems adequate? Circuit breakers, no use of temporary extension cords in lieu of permanent wiring, fused power strips for multiple electrical connections.



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Wholesale Business Safety Checklists *Continued*

- Are fire extinguishers provided, maintained and readily accessible? Are staff trained?
- Are all hazardous materials and aerosols stored in appropriate cabinets or rooms designed for this purpose?
- Are only approved, self closing containers use