

# Checklist

## General Daily Safety

<b>Personal Protective Equipment</b>	
Ensure that all workers are wearing the appropriate personal protective equipment (PPE) for their job tasks	•
Check that all PPE is properly maintained and in good condition.	•
<b>Housekeeping</b>	
Ensure that all work areas are clean and free of hazards.	•
Ensure that all spills, debris, and equipment are promptly cleaned up.	•
Ensure that all walkways and exits are clear and free of obstructions.	•
<b>Equipment Inspection</b>	
Inspect all equipment and machinery to ensure that it is properly maintained and in good working condition.	•

Address any safety concerns or issues identified during the inspection.	•
Ensure that all safety guards and devices are in place and working properly.	•
<b>Emergency Preparedness</b>	
Ensure that all emergency exits, fire extinguishers, first aid kits, and emergency alarms are in good working condition and properly located.	•
Conduct regular emergency drills and ensure that all workers are aware of emergency procedures.	•
<b>Chemical Safety</b>	
Ensure that all chemicals are properly labeled and stored in designated areas.	•
Ensure that all workers are properly trained on the safe handling and use of chemicals.	•
Ensure that all spills and leaks are promptly cleaned up and properly disposed of.	•
<b>Electrical Safety</b>	
Ensure that all electrical equipment is properly grounded and in good working condition.	•
Ensure that all workers are properly trained on the safe use of electrical equipment and the proper procedures for handling electrical hazards.	•

<b>Training and Communication</b>	
Ensure that all workers are properly trained on safety procedures and aware of potential hazards.	•
Ensure that all workers understand their roles and responsibilities in maintaining a safe workplace.	•
Encourage workers to report any safety concerns or issues.	•