

## Facility Safety Tour

# CHECKLIST

Before you can begin to create a safety program for your business, you need to understand what challenges you face. This includes doing a Facility Safety Tour to assess potential problem areas. It's time to stretch those legs and see for yourself what safety challenges are out there.

Get the team together, grab some clipboards and plot your course. Make sure you hit every part of your business because safety issues can be hiding anywhere. As you walk, look for safety issues throughout your facility. Consider giving each person on your team a specific safety category to focus on.

### Have your team look for hazards in the following areas:

- |  |  |
|--|--|
| <input type="checkbox"/> <b>General housekeeping</b>         | <input type="checkbox"/> <b>Fire protection</b>  |
| <input type="checkbox"/> <b>Slip, trip, and fall hazards</b> | <input type="checkbox"/> <b>Work organization and process flow<br/>(including staffing and scheduling)</b> |
| <input type="checkbox"/> <b>Electrical hazards</b>           | <input type="checkbox"/> <b>Ergonomic problems</b>   |
| <input type="checkbox"/> <b>Equipment operation</b>          | <input type="checkbox"/> <b>Lack of emergency procedures</b>   |
| <input type="checkbox"/> <b>Equipment maintenance</b>        |  |

Once you have identified any hazards in these areas, address the problems quickly.

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