

HEALTH AND SAFETY CHECKLIST

Store Entranceway and Emergency Exit Walkthrough

	Yes	No
Are all entranceways and exits free of any obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
Are all walkways free of any obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
Are all emergency exits clearly marked and obstruction free?	<input type="checkbox"/>	<input type="checkbox"/>
(If applicable) are there any cracks or uneven surfaces in the sidewalk or pavement outside the store?	<input type="checkbox"/>	<input type="checkbox"/>
(If applicable) are stairs, accessibility ramps, and/or lifts free of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
Do all doors (automatic and manual) open and close easily?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient lighting (no burnt out bulbs or flickering lights) around the exterior of the store?	<input type="checkbox"/>	<input type="checkbox"/>
(If applicable) Is there salt/sand stored onsite for snowy/icy weather?	<input type="checkbox"/>	<input type="checkbox"/>
Is there wet floor signs/pop-ups on hand in case there are any spills?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire exit signs fully lit and is emergency lighting working?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Any additional comments, questions, or areas that need improvement?</i>		

Sales Floor Walkthrough

	Yes	No
Is the store free of any tripping hazards or slippery surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
Are aisles clear and uncluttered?	<input type="checkbox"/>	<input type="checkbox"/>
Is interior lighting bright enough so customers can safely navigate the store?	<input type="checkbox"/>	<input type="checkbox"/>
Are all ladders and/or step stools in good condition and stable?	<input type="checkbox"/>	<input type="checkbox"/>
Is store shelving safely secured?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any protruding or sharp corners that may cause injury to customers or employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are there covers on all electrical outlets?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Any additional comments, questions, or areas that need improvement?</i>		

Back Office/Stockroom Walkthrough

	Yes	No
Is the stockroom free of any sharp edges, corners, and/or debris that may cause injury?	<input type="checkbox"/>	<input type="checkbox"/>
Are storage shelves structurally sound?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Are there any tripping hazards (electrical chords, loose tiles, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the office space clean and clutter free?	<input type="checkbox"/>	<input type="checkbox"/>
(If applicable) are staff storage lockers in good condition and able to lock?	<input type="checkbox"/>	<input type="checkbox"/>
Are there covers on all electrical outlets?	<input type="checkbox"/>	<input type="checkbox"/>
Is the staff washroom clean?	<input type="checkbox"/>	<input type="checkbox"/>
Is there hand soap/sanitizer, toilet paper, and paper towels in stock?	<input type="checkbox"/>	<input type="checkbox"/>
Are store cleaning supplies in stock and stored safely away from customers?	<input type="checkbox"/>	<input type="checkbox"/>
Are loading areas uncluttered and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Is the break area clean, free of any old food, and uncluttered?	<input type="checkbox"/>	<input type="checkbox"/>
Are there up-to-date health and safety guidelines posted in the backroom where employees can see them?	<input type="checkbox"/>	<input type="checkbox"/>

Any additional comments, questions, or areas that need improvement?

First Aid

	Yes	No
Is the first aid kit fully stocked?	<input type="checkbox"/>	<input type="checkbox"/>
Do managers and store associates know where to find the first aid kit?	<input type="checkbox"/>	<input type="checkbox"/>
Is the store's automatic defibrillator easy to locate?	<input type="checkbox"/>	<input type="checkbox"/>
Is there always at least one employee on site who has their first aid certification?	<input type="checkbox"/>	<input type="checkbox"/>
Do staff understand the incident reporting procedure for injuries that occur on the job?	<input type="checkbox"/>	<input type="checkbox"/>

Any additional comments, questions, or areas that need improvement?

Fire Safety

	Yes	No
Do staff know proper procedures in the event a fire is discovered?	<input type="checkbox"/>	<input type="checkbox"/>
Have all smoke detectors been tested and are they working properly?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers unobstructed and easily spotted in their designated areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers properly charged?	<input type="checkbox"/>	<input type="checkbox"/>
Are the fire extinguisher inspection records filled out correctly and on a monthly basis?	<input type="checkbox"/>	<input type="checkbox"/>
Have the staff been trained on how to use a fire extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>
Do the emergency exit doors work properly and are they unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>

Any additional comments, questions, or areas that need improvement?
