



THE ULTIMATE

# Site Safety Checklist

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## Contents

Equipment, machinery and tools	3
Environment	5
Lighting	7
Noise	8
Indoor Air Quality	9
Workstations	10
Chemicals and Hazardous Substances	12
Welding and cutting	14
Confined spaces	15
Working at heights	16
Electricity	17
Smoking	18
Food and drink	19
Alcohol and drugs	20
Physical inactivity and screen time	21
Mental health	22
Emergency procedures and first aid	24

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## Equipment, machinery and tools

	Yes	No	N/A
Is the correct equipment always used for each job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have operators of tools, equipment and machinery been trained in their use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all tools and machinery properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stop/start switches clearly marked and positioned within easy reach of the operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do operators hold current licences to perform work that requires certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has provision been made to safely store or dispose of waste off-cuts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough work space around machinery? Are tools, equipment and machinery regularly maintained? (in accordance with manufacturer's instructions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a process to ensure that tools and machinery are switched off before maintenance and cleaning is carried out and cannot be inadvertently started by other workers during maintenance and cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are unsafe or faulty tools, equipment or machinery reported immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are unsafe or faulty tools, equipment or machinery removed from use until they are repaired or replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are repairs always carried out by authorised and competent persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Are health and safety risks considered before modification or alteration of any tools, equipment or machinery?

Do you safely store waste, particularly if near machinery and equipment?

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## Environment

	Yes	No	N/A
Have you made sure people cannot slip or trip when they move around? (e.g. on oil, grease, water, leads, hoses, cables)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have appropriate fall prevention methods been implemented for all tasks that are undertaken at height? (e.g. guard rails, scaffolds, harness systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can traffic and people move safely around the worksite? (e.g. walkways clearly marked, barriers to separate vehicles from walkways, unobstructed vision at intersections)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it easy to get in and out of the workplace safely? (e.g. exits clearly marked and unobstructed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairs, ladders and platforms safe? (e.g. fixed handrails, ladders secure when in use, anti-slip treads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are vehicle drivers trained and aware of hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do vehicle drivers have safe schedules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are traffic managers facing oncoming traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do traffic managers have the relevant PPE on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there correct signage and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If hazard beacons are in use, are they flashing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all loads safely secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the workplace clean and tidy (eg. is there a routine for cleaning, rubbish bin emptying)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there ample storage for equipment, tools, samples, stock, ingredients and product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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# Site Safety Checklist

	Yes	No	N/A
Are all pipes labelled, have enough support and have no leaks, drips or corrosion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are work areas safe from protruding sharp edges or objects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough light for people to do each task safely and without eye strain or glare?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate air and ventilation to ensure good air quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the workplace at a comfortable working temperature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate amenities (toilets, dining area) provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walkways and stairs kept clear and safe (eg. steps and handrails secure and anti-slip treads)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Lighting

	Yes	No	N/A
Is there sufficient lighting for the performance of tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees able to control incoming natural light?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is artificial lighting causing reflections from work surfaces or shadows over the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees find they have tired, sore or irritated eyes at the end of a day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Noise

	Yes	No	N/A
Is noise a problem in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it difficult to hear a normal voice within a 1-metre distance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there distracting or disruptive noises in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How well do screens or partitions control noise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Indoor Air Quality

	Yes	No	N/A
Are there problems or complaints about temperature, draughts, odours or lack of fresh air?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do staff suffer from dry, irritated eyes at the end of the day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the office seem stuffy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do staff find the temperature cold, hot or fluctuating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Workstations

	Yes	No	N/A
Are workstations adequately designed for the tasks being performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient space at the workstation for documents to be spread out within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there easy access to equipment such as a telephone and keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate and safe height adjustability of work surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workstations and equipment set up to reduce awkward postures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the desks suitable for the tasks to be performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do standing workstations meet the needs of the users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are standing workstations suitable for a range of users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient width and depth for the tasks being carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there provision for sitting at this workstation where short periods of continuous work are required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there suitable seating provided at a standing workstation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the chairs stable in access and egress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the visitors' chairs adequate for the number and type of visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do these chairs need to be hardy or soft and comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the reception chairs suitable for the tasks that need to be carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the reception chairs adjustable from the seated position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Do multiple operators use the reception chairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the keyboard operator chairs provide support and comfort to all individual operators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are these chairs adjustable in height and backrest angle from the seated position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the executive chairs provide adequate support during the performance of all tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Notes

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## Chemicals and Hazardous Substances

	Yes	No	N/A
Is there an up-to-date list of all chemicals used? (e.g. cleaning products, paints, solvents, degreasers, petrol, inks, toner, oil, adhesives, acids, acrylics, pesticides)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have information about these hazardous substances (eg. a material safety data sheet)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are MSDS / SDS readily available to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you assessed the risk of exposure (e.g. via inhalation, skin contact, ingestion) during transport, storage and use of the chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all hazardous substances, medications and containers clearly labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals and other hazardous substances stored safely? (e.g. in specific storage rooms or cabinets, separated from other reactive substances, away from ignition sources)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all employees received training and instruction on the safe use, handling, transport and storage of all hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate ventilation and fume extraction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that chemicals and hazardous substances cannot spill, leak or otherwise escape into the environment during storage, handling and transport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gas cylinders stored upright, secure, away from heat and ignition sources and in a ventilated area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is monitoring and health surveillance undertaken if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals and hazardous substances disposed of correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate personal protective equipment provided? (e.g. gloves, respirators)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Are hazardous substances stored in accordance with the MSDS / SDS?

Do you ensure there is no risk of infection from animals, humans (blood and body fluid), waste or rubbish?

Is spraying work only done by trained people?

Are warning signs displayed near outdoor spraying work?

Is the correct PPE used for spraying (eg. gloves, footwear, coveralls, respirators and masks)?

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## Welding and cutting

	Yes	No	N/A
Are welding and cutting tasks only done by trained people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the risk of fire and explosion controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are welding and cutting equipment, cables, and compressed gas cylinders checked for defects, rust and leakage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Notes

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## Confined spaces

	Yes	No	N/A
Have all confined spaces been identified? <i>Note: A confined space is a limited or restricted means of entry and exit, and may contain harmful atmospheres or stored substances that pose a risk to employees working in them.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there permits for entering or working in a confined space (eg. no corrosive or dangerous substances, supply lines cut-off, moving parts locked out, natural or mechanical ventilation, air quality checked, enough lighting, standby person, emergency and rescue procedures and equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are only trained people with a confined space entry permit enter a confined space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Notes

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## Working at heights

	Yes	No	N/A
Have all tasks to be done at height been identified (eg. access to areas for repair, maintenance, cleaning or inspection, operation and maintenance of equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has fall prevention been put in place (eg. guardrails, scaffolds or other temporary work platforms, harness systems)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stock, materials and displays stored or stacked at an easily reachable height or are ladders or steps required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ensure unstable or inappropriate objects/ladders/steps are not used? For example, a chair used as ladder, a straight ladder used on smooth surfaces, or a straight ladder used to get stock from racking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders or steps used incorrectly? For example, reaching too far to either side, standing on the top rung of a ladder, used on uneven floor surfaces, or a rung ladder used without being secured, or at too shallow or too steep an angle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Electricity

	Yes	No	N/A
Are electrical leads, plugs, sockets and switches in good condition? (e.g. not frayed or damaged)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured there are no electrical leads lying across floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured there are no double adaptors used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical leads and power boards checked and tagged as safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the location of powerlines and cables checked before digging, drilling, using cranes or other similar work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is portable electrical equipment fitted with residual current devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are non-conductive portable ladders used near electrical equipment or powerlines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Smoking

	Yes	No	N/A
Is smoking discouraged as part of the workplace culture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a smoke-free policy that addresses exposure to passive smoke and are people aware of this policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is smoking restricted on the worksite (including work vehicles)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Quit smoking programs and messages promoted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the location of powerlines and cables checked before digging, drilling, using cranes or other similar work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is portable electrical equipment fitted with residual current devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are non-conductive portable ladders used near electrical equipment or powerlines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Food and drink

	Yes	No	N/A
Is healthy food and drink an accepted part of the workplace culture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are facilities available for staff to bring healthy food from home and eat it at work? (e.g. cooler bags, fridge, cutlery)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a policy for safe working in heat that encourages drinking water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there easy access to healthy food and drink at work and shops near work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is information available on healthy eating and drinking to manage fatigue and stay fit for work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is portable electrical equipment fitted with residual current devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are non-conductive portable ladders used near electrical equipment or powerlines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Alcohol and drugs

	Yes	No	N/A
Is responsible alcohol or drug consumption an accepted part of the workplace culture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your work provide support for isolated workers who have extended separation from family or friends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a drug and alcohol policy and are staff familiar with it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At work functions, do you consider responsible provision of alcohol including food and nonalcoholic drinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you promote safe consumption of alcohol messages and the use of support services such as the Alcohol and Drug Information Service (ADIS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is portable electrical equipment fitted with residual current devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are non-conductive portable ladders used near electrical equipment or powerlines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Physical inactivity and screen time

	Yes	No	N/A
Are work tasks designed to include healthy dynamic muscular movement, including large limb and trunk movement to encourage circulation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workstations and/or equipment designed to encourage the above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tasks designed to encourage frequent eye movement and change of focus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are regular walking or stretching breaks an accepted part of the workplace culture? Is information available on the benefits of activity and regular movement? (e.g. stretching regularly at work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is information available on local physical activity opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is portable electrical equipment fitted with residual current devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are non-conductive portable ladders used near electrical equipment or powerlines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Mental health

	Yes	No	N/A
Does the workplace encourage a culture where work-related stresses and struggles can be discussed in an open and supportive/constructive manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do workers indicate that they are able to cope with the demands of the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided sufficient support to your workers? (e.g. management, training, coaching)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide workers with opportunities to have a say about the way they do their job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you educate staff in relation to acceptable behaviours and how to report unacceptable behaviours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you clarified job descriptions appropriately so workers understand their role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you communicated and managed any business changes effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you promote a fair and positive work environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you recognise and reward workers efforts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you monitor workers for signs of fatigue and take appropriate action to address risk factors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is coaching available for those suffering from work stress? (e.g. an Employee Assistance Program that allows workers to access counselling confidentially that the employer pays for)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are regular breaks taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Emergency procedures and first aid

	Yes	No	N/A
Are there procedures to cover emergencies such as fire, explosion, chemical spill, flood, medical emergency, machinery accidents, motor vehicle accidents and robbery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have those in charge of emergency situations (such as floor wardens, fire wardens and first aid officers) been trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit and assembly points accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are evacuation plans on display in a prominent area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exit doors open easily from inside, including cold storeroom doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold regular emergency drills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all emergency equipment in place and working (eg. smoke or heat detectors, sprinkler systems, fire extinguishers, duress and other alarms, emergency lighting)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid officers appropriately trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are these qualifications maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your employees know who and where your first aid officers are?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep records of first aid provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are regular breaks taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SCHEDULE A DEMO





# Site Safety Checklist

## Notes

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SCHEDULE A DEMO