

# Workplace Safety Checklist

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## Do's

- Keep the work area and all equipment tidy.
- Ensure that exits and aisles are clear and allow easy evacuation of the building.
- Keep stairways, passageways, ladders, scaffold and gangways free of material, supplies and obstructions.
- Plan for adequate disposal of scrap, waste and surplus materials.
- Keep oily rags in covered metal containers.
- Store equipment and materials in their assigned location.
- Clean air vents and filters to maintain ventilation efficiency.
- Ensure that boxes and piles are located on a firm foundation and properly stacked.
- Clean up tools and unused materials after finishing a job or before leaving the job site.
- Clean up spills promptly according to procedures.
- Report hazards such as uneven boards, cracks, burnt-out lights.
- Keep hoses, power cords, welding leads and such items from laying in heavily travelled walkways or areas.
- Place empty containers and pallets in designated locations.
- Dump small containers into larger ones.
- Ensure structural openings are covered/protected adequately.

## Don'ts

- Do not permit rubbish to fall freely from any level of the project.
- Do not pile material around fire extinguishers, sprinklers, or emergency exits.
- Do not leave clean-up to last few minutes of shift or day.
- Do not clean equipment without "locking out."
- Do not throw tools or other materials.
- Do not reach into waste containers; dump contents or remove bag.
- Do not blow off dust with compressed air, use a vacuum or brush.
- Do not collect broken glass and metal straps in plastic bags.
- Do not use bare hands when collecting waste.

- Do not use kegs or boxes as chairs or ladders.
- Do not raise or lower any tool or equipment by its own cable or supply hose.
- Flammable/Explosive Materials
  - Minimize fire hazards by keeping workplace free of accumulated combustible materials and waste.
  - Dispose of hazardous materials in approved marked containers.
  - Keep only enough combustible materials at job site for job at hand.
  - Store empty barrels separately.
  - Post signs prohibiting smoking, open flames and other ignition sources in areas where flammable and explosive materials are stored or used.
  - Ventilate all storage areas properly.
  - Ensure that all electric fixtures and switches are explosion-proof where flammable materials are stored.
  - Provide the appropriate fire extinguishers for the materials found on-site; Keep fire extinguisher stations clear and accessible.