

Safety Audit

Inspected by:

Store:

Date:

ITEM	YES	N/A	NO	CORRECTIVE ACTION
1. Do the sidewalks have broken or busted concrete that needs repair?				
2. Are there any portions of the sidewalk; i.e. curbs or other characteristics that need to be painted safety yellow?				
3. Is the safety board present in the break room and does it contain the required posters and information?				
4. Do associates know the current month safety topic is? (Ask 3 associates).				
5. Are all doors locked when not in use; i.e. office doors, safe, and roll up doors?				
6. Is the sales floor free of any broken tile or other tripping hazards?				
7. Does the store have an adequate number of wet floor signs? (Minimum of 4).				
8. Do all exits on and off the sales floor provide an unobstructed path? (Offices, emergency exits, front entrance/exit and stockroom).				
9. Does the store have an Emergency Action Plan posted for fire and tornado?				
10. Is a floor plan of the store posted?				
11. Are exit signs in good condition and illuminated?				
12. Do all electrical panels have ease of access and not obstructed within 3ft of the panels?				
13. Are all electrical panel doors closed?				
14. Inspect the backroom, all offices and registers for extension cords in use. Are extension cords being used properly and protected from damage?				
15. Do all wall outlets have plate covers?				
16. Are ladders secured with a CHAIN to prevent them from falling?				
17. Are all ladders and step stools stable and in good working condition?				
18. Are all pallets laid down flat and not standing or leaning on their edges?				
19. Nothing is allowed to be stored in electrical rooms. Is the electrical room clear of merchandise or cleaning supplies?				
20. Are gas cylinders chained to prevent them from falling?				
21. Does the baler have safety signage indicating "Confined Space Do-Not-Enter"?				
22. Does the baler operate properly? Baler controls including the emergency OFF button which must be in good condition with no damage. (Inspect and operate)				

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23. Does the store have the required spill kits in a location that is easily accessible?				
24. Do the store associates know where the spill kit is located? (Ask 3 associates)				
25. Are associates wearing safety goggles while using corrosive chemicals? (Meat case, produce case etc.)				
26. Do employees know where to find the SDS (Safety Data Sheets)? (Ask 3 associates)				
27. Do all cleaning bottles have a manufacturer label?				
28. Do all fire extinguishers contain a monthly inspection tag?				
29. Are all fire extinguishers mounted to a solid surface? (not sitting on the floor)				
30. Are fire extinguishers charged, being inspected and initialed monthly?				
32. If a truck is being unloaded; are associates working safely?				
33. Has the employee using the power jack completed the necessary training?				
34. Are associates using the buddy system when attempting to lift heavy or awkward shaped items?				
35. During the store tour, were associates observed operating hand jacks or electrical jacks properly?				
36. During the store tour, were associates observed lifting properly?				
Meat and Produce				
1. Does all meat cutting equipment have safety guards attached?				
2. Are the safety guards in good working order?				
3. Are associates using the cutting glove(s) as required during the cutting of meat and produce?				
4. Are associates using the cutting glove(s) as required when cleaning and breaking down of the equipment?				
5. Are all knives in good working condition and properly stored when not physically in use?				
6. Are safety goggles available in the Meat Room?				
7. Are safety goggles being worn when cleaning chemicals are being used? (Examples: Kay Block Whitener, Bleach, Betco AX-IT plus stripper etc..)				
8. Check the Eyewash Station, is it operational? (Flush eyewash station for 3 minutes).				