

# RETAIL SAFETY AUDIT

## EMPLOYEE SAFETY

### GENERAL INFORMATION

Store Number:	Store Location:
Auditor:	Date:
Store Manager:	
"Yes" responses indicate compliance with the safety standard. Please comment on all "No" responses on a separate page	

### BODY MOTION

<b>Checkouts</b>	YES	NO
Commonly used items are within easy horizontal reach		
There are no sharp, hard edges that the cashier may come into contact with		
There are anti-fatigue mats at cashier stations		
Counter height for cashier is between waist and shoulder high		
Keyboards adjust in height, horizontal distance, and tilt		
Cashier work stations face the customer		
Cash register display is slightly below eye level and adjustable		
Hand held scanners are used for bulky or awkward items		
YES/NO TALLY:		

<b>Loading Docks</b>	YES	NO
Employees are trained regularly in proper lifting techniques		
Employees ask for help when lifting heavy, bulky, or awkward items		
YES/NO TALLY:		

<b>Office</b>	YES	NO
Computer monitors are located at just below eye level and are adjustable		
Keyboards are adjustable		
Chairs have five feet and are adjustable		
There is enough lighting to easily see work and read papers		
There are no hard/sharp corners		
YES/NO TALLY:		

<b>Stocking</b>	YES	NO
Employees lift properly		
Employees use kneepads when stocking low shelves for extended periods		
Stocking tasks are rotated		
Carts are used to transport items from boxes to shelves		
All cart and rack wheels are in good conditions		

<b>Stocking Cont.</b>	YES	NO
Boxes or totes have handles or hand holds		
There is adequate room in the aisles for stockers to sort and open cases		
Cases on carts can be turned easily		
YES/NO TALLY:		

## WRITTEN PROGRAMS AND RECORD KEEPING

<b>First Aid Log</b>	YES	NO
Log is up to date		
Injuries that led to a Workers' Compensation claim are marked as such		
Injuries that are determined to be recordable on the OSHA 300 log are marked as such		
YES/NO TALLY:		

<b>Access to Written Programs</b>	YES	NO
Employees know where and how to view written programs		
Written programs are available for employee viewing		
All managers know where and how to view written programs		
Written programs for employee viewing are up to date		
YES/NO TALLY:		

<b>OSHA, Workers' Compensation and Other Required Postings</b>	YES	NO
There is a posting explaining OSHA laws		
There is a posting explaining Workers' Compensation		
There is a posting to explain other laws, like minimum wage and FMLA		
Company postings are displayed		
All postings are in good condition		
All postings are in an area where they are easily seen by employees		
OSHA form 300A is posted from February 1 to April 30		
Management are able to access current and past OSHA logs		
YES/NO TALLY:		

## TRAINING

<b>Orientation</b>	YES	NO
New employees receive a safety orientation		
Annual Training		
Employees receive safety training every year		
Employees who miss training attend a make-up session		
YES/NO TALLY:		

## SHARP OBJECTS

<b>Box Cutters</b>	YES	NO
All box cutters are Pacific Safety Cutters		
Employees use cutters designed for their dominant hand		
Box cutter blades are sharp and unbroken		

<b>Box Cutters Cont.</b>	YES	NO
Employees use cut resistant gloves when using box cutters		
Employees retract box cutter blades when not in use		
Box cutter blades are disposed of in a hard-sided, enclosed container		
Employees cut away from themselves		
YES/NO TALLY:		

## PHYSICAL STORE CONDITION

<b>Lights</b>	YES	NO
Light covers are clean and in good condition		
There are no burned out lights		
Fluorescent lights covers are closed		
Burned out fluorescent lights are stored in a marked box and ready for transport to an approved disposal facility		
Emergency lights provide adequate guidance out of the store in a power outage		
Emergency lights are tested for 30 seconds every month		
Emergency lights are tested for 90 minutes on an annual basis		
YES/NO TALLY:		

<b>Windows</b>	YES	NO
There are no broken windows		
Windows are clean and in good condition		
YES/NO TALLY:		

<b>Automatic Doors</b>	YES	NO
Automatic doors open and close smoothly		
Automatic doors open when pulled apart by hand		
Automatic doors stop closing when they press on an object blocking their path of travel		
Automatic doors have warning stickers		
There are manually operated doors immediately next to automatic doors		
Automatic door sensors are operating properly		
YES/NO TALLY:		

<b>Emergency Exits</b>	YES	NO
There are at least two emergency exits that do not require persons to pass through the checkout lanes		
Emergency exits are inspected on a daily basis		
Panic alarms operate		
Panic alarms are tested on a monthly basis		
Emergency exits open and close smoothly		
Emergency exits are unlocked		
There is access at least 36" wide to emergency exits		
Emergency exits at the end of an aisle have access at least as wide as the aisle		
Emergency exits discharge to an open public area		
Emergency exits have a lit sign above them		
Employees can identify the location of the two closest emergency exits		

<b>Emergency Exits Cont.</b>	YES	NO
Access to emergency exits is unblocked and open		
Emergency exits are painted a different color than the walls and displays around them		
Exits used exclusively as emergency exits do not open from the outside		
Emergency exits open to the outside of the building		
YES/NO TALLY:		

<b>Fire Extinguishers</b>	YES	NO
Fire extinguishers are inspected monthly		
In regular store areas, there is no more than 75 feet of travel to a fire extinguisher		
Fire extinguishers are mounted in such a manner as to prevent them from falling from their mount is bumped		
Fire extinguishers are easily accessible		
Fire extinguishers in regular areas of the store are class ABC		
Fire extinguishers are free from damage		
There is no evidence of fire extinguisher chemical leaking from the extinguisher		
Fire extinguishers are properly charged		
YES/NO TALLY:		

<b>Cords</b>	YES	NO
Cords do not stretch across customer walkways		
Cords across employee walkways are protected by a metal raceway		
Cord jackets are uncracked and undamaged		
Plugs are in good condition, and the cord jacket connects to the plug		
Plugs are not missing any prongs		
No adapters are used to plug in grounded plugs to ungrounded outlets		
All outlets are grounded		
Outlets in wet areas have ground fault protection		
Cords do not lay in wet areas		
Extension cords are not used		
All electrical devices are grounded or double insulated		
Power strips are only used as surge protection for sensitive electronic equipment		
YES/NO TALLY:		

<b>Sprinklers</b>	YES	NO
Risers are locked		
Valves are locked in the open position		
There is access to risers and valves		
Sprinkler flow alarms are tested monthly (in non-freezing weather)		
Sprinkler heads are in good condition		
YES/NO TALLY:		

<b>Circuit Breaker Boxes</b>	YES	NO
There are no missing knockouts on breaker boxes or outlet boxes		
There is 36" open clearance in front of breaker boxes		

<b>Circuit Breaker Boxes Cont.</b>	YES	NO
Breaker switches or fuses are labeled		
Breaker boxes have a label on the outside indicating voltage or amperage		
There are no open switch slots in breaker panels		
Duct tape is not used in breaker boxes		
YES/NO TALLY:		

<b>Shelving</b>	YES	NO
Shelves are mounted securely		
Shelf capacities are not exceeded		
Heavy items are secured from falling from shelves		
Shelves do not have sharp corners or edges		
Shelving surfaces are undamaged		
Gondolas are secured and will not tip		
Glass shelving is free of cracks or breaks		
Employees never climb shelves		
Product on shelves and racks is stable		
YES/NO TALLY:		

<b>Displays</b>	YES	NO
Products are stacked in a manner that or events the display from falling		
Displays have a secure base and will not tip		
Employees never climb on a display		
YES/NO TALLY:		

<b>Rest Rooms</b>	YES	NO
Rest rooms are clean and in good condition		
Rest rooms have adequate lighting		
Cleaning products are not stored in rest rooms		
Rest room doors open and close properly		
Rest rooms are properly supplied		
YES/NO TALLY:		

<b>Floors</b>	YES	NO
Floors are clean		
There are no missing floor tiles or tiles that are pulling up from the floor		
Sweep logs are kept properly		
Entryways have mats		
Changes in floor elevation are marked and conspicuous		
Slippery areas are reported and remedied promptly		
Stairways are adequately lit, and have handrails		
Mat edges and corners lay flat		
Mats are clean and dry		
YES/NO TALLY:		

<b>Aisles</b>	YES	NO
Aisles are wide enough to handle the traffic passing through them		
Displays in aisles do not reduce aisle width to less than 36"		
Aisles are adequately lit and labeled		
Overhead signs and storage do not pose a threat of falling into aisle		
YES/NO TALLY:		

<b>Waste</b>	YES	NO
There is no waste on the floors		
Waste bins are emptied regularly		
Waste bins are the proper size		
Outside dumpsters are closed		
YES/NO TALLY:		

<b>Break Areas</b>	YES	NO
Break areas are kept clean		
Break area food storage and preparing equipment is clean and in good condition		
Break areas are of adequate size		
Smoking is prohibited in break areas or there are specified break areas for smoking		
YES/NO TALLY:		

## VIOLENCE PREVENTION

<b>Employee Assistance Program (EAP)</b>	YES	NO
The EAP phone number is listed in a conspicuous posting		
Employees receive EAP information during orientation		
YES/NO TALLY:		

<b>Early and Late Hours</b>	YES	NO
Employees do not open or close the store alone		
Cash is secured prior to evening hours		
Phones with outside lines are readily available to employees during early and late hours		
YES/NO TALLY:		

## PARKING LOTS

<b>Lighting</b>	YES	NO
Light poles are secure against vehicle collision		
Light poles have brightly colored bases		
Parking lot lights are working		
Parking lot lights turn on automatically during low light conditions		
YES/NO TALLY:		

<b>Drainage</b>	YES	NO
Parking lot drains are free of blockage and clutter		
Parking lots drain adequately		

<b>Drainage Cont.</b>	YES	NO
Water from parking lots does not flow to walkways or entryways		
Sand, salt, or other similar material is placed over icy spots		
There are no areas where water pools		
Pavement is in good condition and there are no major potholes		
YES/NO TALLY:		

<b>Sidewalks</b>	YES	NO
Sidewalks are in good condition		
Elevation changes are marked with contrasting colors		
Steps have hand rails, and there are ramps or other alternatives to steps		
Sidewalks are not icy, and salt, sand, or other similar material is placed over any icy spots		
Sidewalks are well lit		
YES/NO TALLY:		

<b>Paint</b>	YES	NO
Parking spaces, lanes, etc. have clearly visible paint		
Signs and warnings are readable		
YES/NO TALLY:		

<b>Wheel Bumpers</b>	YES	NO
There are wheel bumpers to keep vehicles from rolling into walking or driving areas		
There are wheel bumpers to keep vehicles from rolling into the building		
Wheel bumpers are brightly colored		
Wheel bumpers are not located in walking or driving areas		
YES/NO TALLY:		

## EMERGENCY RESPONSE

<b>First Aid Kits</b>	YES	NO
First aid kits are accessible and stocked		
First aid kits are easily identifiable and found		
Employees know where to find the first aid kit		
YES/NO TALLY:		

<b>Emergency Numbers</b>	YES	NO
Emergency numbers are posted at all phones that dial out of the building		
Emergency numbers are correct		
Emergency numbers include ambulance, fire, police		
YES/NO TALLY:		
<b>TOTAL:</b>		