

LOSS CONTROL DATA GUIDE

Retail Store Safety Survey Checklist

COMPANY NAME	STORE SURVEYED	LOCATION CODE	DATE

This form is a reminder only, of general areas and items to be inspected. Check also for other unsafe acts and conditions and report them so they can be corrected.

Unsatisfactory conditions noted and list conditions below.

FIRST AID AND EMERGENCY

- First Aid station provided
- First Aid supplies adequate
- Certified First Aides available
- Emergency numbers posted—Location known

RECORD KEEPING AND POSTERS

- State/Federal Injury Records Maintained
- Copies of supervisor's accident/injury reports
- Safety activities documented
- Emergency plan established and posted

FIRE PREVENTION AND PROTECTION

- Sprinkler valves locked in open position
- Stock kept at a minimum of 18" from sprinkler heads and heater units
- No smoking signs posted—enforced
- Employee smoking areas designated
- Fire extinguishers mounted—accessible
- Extinguisher locations identified
- Extinguishers adequate—type and number
- Extinguishers inspected—tagged
- Employees trained to use fire protection equipment (extinguishers)
- Fire extinguisher records of service, maintenance and recharging
- Fusible links in sprinkler heads and fire doors free of paint
- Incinerator provided a Class B fire wall and door (fusible link on door)
- Incinerator or compactor area free of combustibles and hazardous materials
- Electrical panels accessible—labeled
- Proper size fuses (if fuse-type)
- Extension cord use held to a minimum and only as a temporary measure
- All electrical wiring installed in accordance with codes
- Compressor room free of combustibles
- Waste cans of a noncombustible material and provided covers
- Flammable liquids—approved containers
- Noncombustible enclosure—self closing door—boiler or furnace room
- Heat buildup areas clear of combustibles (heaters, appliances, etc.)
- Final Building check at closing
- General housekeeping

EMPLOYEE SAFETY

- Electrical equipment—tools grounded
- Sufficient lighting stairs—work areas
- Hand and power tools inspected
- Non-exit doors marked—not an exit
- Ladders in good condition—safety feet as needed
- Broken glass, metal bands, sharp objects removed from storage and work areas
- Instructions provided for proper lifting
- Metal conveyors properly stored
- Trucks-trailers chocked during unloading

WAREHOUSE OPERATIONS

- Aisles clear and well marked
- Storage conditions consistent with good warehousing practices

PARKING LOTS-SIDEWALKS-RAMP

- Sufficient lighting
- Surfaces free of holes, trash, snow
- Obstructions well marked
- Parking areas, travel lanes marked
- No Parking emergency areas identified
- Cart stalls—regular collection

GENERAL CONDITIONS—STORE

- Automatic doors operate properly (rate of closing, travel area)
- In-out decals on automatic doors
- Door mats in good condition
- Bubble gum machines, paint mixers, key machines, etc. secured against tipping over
- Cash registers, kiddie rides, water coolers adequately grounded
- All free standing displays at least 48" high
- Shelf stocking regulated to eliminate tripping hazards (boxes)
- Wall and overhanging displays secured
- Shelf displays arranged to prevent stock being knocked from shelves
- Shopping carts in good condition—inspected for loose or bent wheels, sharp edges
- Defective carts removed from service
- Emergency cleanup procedure used
- General sweeping program effective in keeping aisles clear of debris—slipping hazards
- Displays, counters, floors free of loose mats, carpets, projecting metal strips, sharp edges
- Exits clearly marked by illuminated signs which are visible throughout the store
- Emergency lighting in good operational condition—Records of monthly check (if battery units)
- Employees trained in how to handle an accident—involving the public

