

# MONTHLY SAFETY CHECKLIST

## Retail Store Safety Compliance Assessment

**INSTRUCTIONS:** This checklist must be completed monthly by store management. Stores can miss up to 10 items from this checklist. Missing more than 10 items requires submission of a detailed corrective action plan to the District Manager.

### 1. PARKING LOT, SIDEWALKS & RAMPS

1.	Parking lot is free of potholes, cracks, and debris	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
2.	Proper lighting in parking areas during evening hours	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
3.	Clear signage for traffic flow and pedestrian crossings	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
4.	Sidewalks are free of tripping hazards (cracks, uneven surfaces)	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
5.	Ramps meet ADA compliance standards (slope, handrails, landing areas)	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
6.	Snow/ice removal procedures implemented during winter months	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
7.	Drainage systems are clear and functioning properly	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
8.	Wheel stops and barriers are in good condition	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
9.	Fire lane access is clearly marked and unobstructed	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant

### 2. GENERAL STORE CONDITIONS

1.	All floors are clean, dry, and free of slip/trip hazards	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
2.	Aisles and walkways are clear of obstructions and merchandise	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
3.	Proper housekeeping maintained in all areas including stockrooms	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
4.	Spill kits readily available and easily accessible	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
5.	Wet floor signs available and used when appropriate	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
6.	Ladders and step stools are in good condition and properly stored	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
7.	Electrical cords are secured and not creating trip hazards	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
8.	Overhead storage is secure and not overloaded	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
9.	Emergency exits are clearly marked and unobstructed	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
10.	Temperature and ventilation systems are functioning properly	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant

### 3. FIRST AID & EMERGENCY PROCEDURES

1.	First aid kits are fully stocked and easily accessible	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
2.	First aid kit contents are not expired	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant

3.	Emergency contact numbers are posted near phones	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
4.	Employees know location of first aid kits and emergency procedures	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
5.	AED (Automated External Defibrillator) is available and maintained	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
6.	Emergency evacuation routes are clearly posted	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
7.	Fire extinguishers are inspected and charged	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
8.	Emergency lighting is functional	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
9.	Employees trained on basic first aid procedures	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
10.	Incident reporting procedures are understood by all staff	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant

## 4. SAFETY AND COMPLIANCE

1.	OSHA poster is displayed in a visible location	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
2.	Workers' compensation information is posted	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
3.	Safety data sheets (SDS) are accessible for all chemicals	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
4.	Personal protective equipment (PPE) is available and used when required	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
5.	Machine guards are in place and functioning	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
6.	Lockout/tagout procedures are followed for equipment maintenance	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
7.	Hazard communication program is implemented	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
8.	Slip-resistant footwear policy is enforced where applicable	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
9.	Proper lifting techniques are practiced by employees	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
10.	Safety training records are up to date	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant

## 5. FOOD SAFETY

1.	Food storage areas maintain proper temperatures (refrigeration below 41°F, freezer below 0°F)	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
2.	Cross-contamination prevention measures are in place	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
3.	Food handling employees have proper food handler permits	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
4.	Hand washing stations are accessible and well-stocked	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
5.	Food preparation surfaces are clean and sanitized	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
6.	Raw and ready-to-eat foods are properly separated	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
7.	Food rotation follows FIFO (First In, First Out) principles	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
8.	Pest infestation prevention measures are implemented	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
9.	Thermometers are calibrated and accurate	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
10.	Food waste disposal procedures are followed	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant

## 6. FIRE PREVENTION AND PROTECTION

1.	Fire extinguishers are inspected monthly and tagged	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
2.	Fire alarm system is tested regularly	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
3.	Sprinkler systems are unobstructed and maintained	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
4.	Flammable materials are stored properly	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
5.	Electrical panels are accessible and not overloaded	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
6.	Extension cords are not used as permanent wiring	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
7.	Space heaters are approved and used safely	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
8.	Combustible materials are stored away from heat sources	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
9.	Fire doors close and latch properly	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
10.	Smoke detectors are functioning and tested	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant

## 7. RECORD KEEPING & POSTERS

1.	Required federal, state, and local posters are displayed	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
2.	Safety inspection records are maintained for required time period	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
3.	Incident/accident reports are completed and filed	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
4.	Training records are current and accessible	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
5.	Equipment maintenance logs are up to date	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
6.	Temperature logs for refrigeration units are maintained	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
7.	Pest control service records are current	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
8.	Employee safety acknowledgments are on file	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
9.	Emergency contact information is current	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
10.	Vendor safety documentation is maintained	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant

## 8. SCORING AND FOLLOW-UP

1.	Total number of non-compliant items documented	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
2.	Areas below passing threshold (more than 10 non-compliant items) identified	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
3.	Corrective actions assigned to responsible personnel	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
4.	Timeline established for corrective action completion	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
5.	Follow-up inspection scheduled for corrective actions	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
6.	District Manager notified if more than 10 items missed	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
7.	Corrective action plan submitted to District Manager (if applicable)	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
8.	Store General Manager has reviewed and signed checklist	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
9.	Copy provided to Loss Prevention department	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant

10.	Previous month's corrective actions verified as completed	<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant
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## **SIGNATURE SECTION**

Store Name:	_____	Date:	_____
Store Manager Signature:	_____	Date:	_____
Safety Coordinator Signature:	_____	Date:	_____
General Manager Signature:	_____	Date:	_____