



Monthly Checklist

1. Inspect all fire protection equipment, extinguishers, hoses and alarm systems, detectors and other emergency equipment.
2. Are oily rags present and in the proper container?
3. Have all flammable materials been properly stored in the flammable storage cabinet?
4. Has this cabinet been inspected recently to ensure that materials are not in there that could cause combustion?
5. Are there any secondary chemical containers that require a WHMIS label?
6. Are all electrical cords, airlines and hydraulic hoses in good working order?
7. Are there GFCI's in place and being used?
8. Examine all material safety data sheets to see if any need updating.
9. Is housekeeping up to an acceptable standard?
10. Are items stored so that they are blocking pedestrian walkways?
11. Are there any tripping hazards?
12. Are there any items stored overhead that pose a potential danger?
13. Inspect the lock out board to make sure that all items are there.
14. Examine all hoses and cords for signs of wear.
15. Look in the Personal Protective Equipment cabinet or storage area to see if it has all necessary PPE.
16. Examine the first aid kit(s) to ensure all of the contents are there and that the logbook is up to date.
17. Update any of the training records that need updating.
18. Inspect the eyewash stations and safety showers. Clean any chemicals, dirt or debris off of all areas of the eyewash stations and safety showers. Flush the lines to the eyewash stations and safety showers until the water is clear. Ensure that the eyewash bottles have been filled with liquid.
19. Is the lift truck inspection sheet up to date?
20. Have the training records of all employees, current and new, been updated?
21. Have safety-training sessions for employees been scheduled?

- 22. Has the safety committee had their required meeting and performed their inspection?**
- 23. Have the operating procedures of any task changed significant enough to require an updated job safety hazard analysis review?**
- 24. Is the Health and Safety policy due for review?**
- 25. Has a prestart up safety review been performed on any new equipment?**
- 26. Inspect all ladders to ensure that they are safe to use. Remove any ladders with cracks or signs of damage.**