



Quick Workplace Safety Checklist

National Safety Month is a great time to review small workplace hazards before they turn into costly claims.

Small safety issues are easy to overlook during a busy workday, but they can lead to employee injuries, customer accidents, downtime, and insurance claims. Use this checklist as a simple starting point to review your workplace and reduce avoidable risks.



Use this checklist to review your workplace

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| <ul style="list-style-type: none"><input type="checkbox"/> 1. Walkways, entrances, exits, and stairways are clear<input type="checkbox"/> 2. Floors are dry and spills are cleaned up quickly<input type="checkbox"/> 3. Rugs, mats, cords, and cables are secured<input type="checkbox"/> 4. Storage areas are organized and not overloaded<input type="checkbox"/> 5. Heavy items are stored safely and not placed too high<input type="checkbox"/> 6. Employees know proper lifting and carrying procedures<input type="checkbox"/> 7. Step stools and ladders are stable and used correctly<input type="checkbox"/> 8. Lighting is adequate in work areas, hallways, parking lots, and entrances<input type="checkbox"/> 9. Emergency exits are clearly marked and not blocked<input type="checkbox"/> 10. Fire extinguishers are visible, accessible, and inspected<input type="checkbox"/> 11. Employees know what to do in case of fire, injury, or emergency<input type="checkbox"/> 12. First aid supplies are stocked and easy to access<input type="checkbox"/> 13. Employees know how and when to report injuries, hazards, and near-misses | <ul style="list-style-type: none"><input type="checkbox"/> 14. Incidents and near-misses are documented properly<input type="checkbox"/> 15. Equipment, tools, and machinery are maintained and inspected regularly<input type="checkbox"/> 16. Employees use required protective equipment when needed<input type="checkbox"/> 17. Cleaning products, chemicals, and hazardous materials are labeled and stored safely<input type="checkbox"/> 18. Parking lots, sidewalks, and outdoor areas are checked for cracks, uneven surfaces, and trip hazards<input type="checkbox"/> 19. Company drivers understand written safety rules<input type="checkbox"/> 20. Vehicles used for business are properly maintained<input type="checkbox"/> 21. Employees using personal vehicles for work understand company expectations<input type="checkbox"/> 22. New employees receive safety training before starting work<input type="checkbox"/> 23. Supervisors regularly remind employees about safety procedures<input type="checkbox"/> 24. Vendors, contractors, and visitors are given clear safety instructions when needed<input type="checkbox"/> 25. Customers and employees can easily identify who to contact if they notice a hazard |
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Even with strong safety procedures in place, accidents can still happen. Review your business insurance regularly to make sure your coverage matches your current operations, employees, vehicles, and risks.

Questions about your business insurance?

Contact us to review options.



Scan to contact us

Important Notice

Disclaimer: This checklist is provided for general informational purposes only. It is not legal, safety, compliance, or insurance coverage advice, and it does not replace guidance from Cal/OSHA, OSHA, legal counsel, a qualified safety professional, or a licensed insurance professional. California businesses should review applicable federal, state, local, and industry-specific requirements. Insurance coverage is subject to policy terms, conditions, exclusions, and endorsements.

