

Retail Store Safety Checklist Template

❑ Parking Lot, Sidewalks & Ramps

- Sufficient lighting
- Surface should have no holes or trash (depending on the season, no leaves or snow)
- Obstructions must be well marked
- All parking areas and travel lanes must be marked
- No Parking emergency areas should be clearly identified
- Cart stalls should be in regular collection.

❑ General Store Conditions

- Automatic doors are functioning properly
- Door mats are in good condition
- Bubble gum machines, toy machines, key machines, etc. are secured and are not in danger of tipping over
- Cash registers, kiddie rides, water coolers, etc. are grounded
- Shelf displays are arranged to avoid tripping hazards, such as boxes, or anything from falling off
- Wall and overhanging displays are secured
- Shopping carts are in good condition, check for loose or bent wheels, sharp edges, etc.
 - A defective cart needs to be removed and replaced
- Check for sharp edges, projecting metal bits, loose mats, etc. in all displays, counters and floors.
- Exits must be clearly marked by illuminated signs and must be visible throughout the store

- Non-exits are marked as well
- Emergency lighting in good operational condition.

❑ **First Aid & Emergency**

- First aid station is clearly marked and has sufficient supplies
- A certified first aid employee is available during every shift
- Emergency numbers clearly presented.

❑ **Employee Safety**

- Electrical equipment and tools are inspected daily and are safely stored
- All stairs and work areas are sufficiently lighted
- Hand and power tools are inspected daily and is safely stored
- Ladders are in good condition and are safety stored
- Broken glass, metal bands, sharp objects must be removed from storage and work areas
- Proper lifting instructions are clearly marked
- Metal conveyors must be properly stored
- Trucks and trailers should be chocked during unloading.

❑ **Fire Prevention and Protection**

- Sprinkler valves are locked in the open position
 - Stock must be kept at a minimum of 18" from the sprinkler heads and heater units
- No smoking signs are clearly posted and are enforced
 - Employee smoking areas are designated

- Fire extinguishers must be mounted and accessible, all locations should be identified to employees, and extinguishers should be inspected and tagged on a regular basis
 - Employees should be trained to use fire protection equipment, like extinguishers
 - Fire extinguisher records must be kept and maintained
- Incinerator or compactor area must be kept free of combustibles and hazardous materials
- Electrical panels need to be accessible and labeled properly
- Extension cord use should be done at a minimum and used only as a temporary measure
- All electrical wiring should be installed in accordance with city codes
- Compressor room must be free of combustibles
- Waste cans should be made of noncombustible material and have the proper covers
- Flammable liquids should be kept in approved containers
- Heat buildup areas should be clear of combustibles, such as heaters, appliances, etc.

□ Record Keeping & Posters

- State and federal injury records must be maintained
- Copies must be made and kept of a supervisor's accident and injury reports
- Safety activities should be documented
- Emergency plans for all situations should be made and posted for all employees and managers.