

Business and Consumer Services Worksite Assessment Checklist

General Health and Safety

	Yes	No	N/A	Comments
Are stepladders or step stools readily available for use?				
Are rolling ladders readily available for use, in warehouse settings?				
Are ladders in good condition? (e.g., no missing rungs)				
Are employees using/wearing PPE?				
Safety glasses (warehouse settings)				
Hearing protection (warehouse settings)				
Dust masks/Respirators (e.g. artificial nail filing)				
Gloves (nitrile, etc.)				
Apron				
Is there a separate area for lunch/eating, away from hazardous substances?				
Are cash registers closed when not in use?				
Are panic buttons available? (e.g. reception, heavily trafficked public places)				
Is there a workplace violence prevention program in place, or incorporated into an existing accident prevention program or employee handbook?				

Chemicals and Storage

	Yes	No	N/A	Comments
Are containers with chemicals, <i>including items like nail polish</i> , covered/closed when not in use?				
Are trash cans lidded and closed?				
Is there a ventilation system? (HVAC, manicure tables w/built in vents, other)				
Are there proper stations for clean and soiled towels?				
Is there a labeled fire-safe storage cabinet?				
Is there a flammable storage permit?				
Are tools sanitized regularly? (i.e., Soaking in chemical solution or stored in autoclave when not in use)				

Electrical

	Yes	No	N/A	Comments
Are GFCIs (ground-fault circuit interrupters) used near sinks/water sources?				
Are there enough outlets available? (e.g., One socket = plug)				
Is portable electric equipment (hair dryers, clothes irons, etc.) unplugged when not in use?				

Ergonomics

	Yes	No	N/A	Comments
Do workspaces have enough room to move around and perform work comfortably and without injury?				
Are headsets or other adaptive devices for telephones available? (e.g. employees can keep head upright/shoulders relaxed while using computer at the same time)				
Are electrical rooms/areas free from non-electrical storage? (e.g. no housekeeping supplies in electrical rooms, do not block circuit panels)				
Are regular breaks encouraged?				