Facility Safety Checklist



Facility Security

- Is there a written facility/floor plan with a general layout of the facility (inc. Exit routes, fire extinguishers etc)?
- Are perimeters protected by intrusion alarm devices?
- Is the alarm system inspected regularly?
- Is the perimeter of the facility protected by adequate lighting?
- Are lighting fixtures checked for proper operation and replaced immediately if found to be defective/inoperable?
- Does the facility have a dependable auxiliary source of power?
- Are locks and keys to all buildings and entrances supervised and controlled by a anauthorized personnel?
- Are locks changed immediately upon loss or theft of keys?
- If master keys are used, are they devoid of markings identifying them as such?
- Is there an emergency action plan or evacuation plan –if so are employees aware and educated on procedures?
- Is there a workplace violence plan, drug and substance abuse plan -if so are employees aware and educated on procedures?