



LBM Retail Operations Checklist

Label	

Safety Checklist for Retail LBM Store Operations

By assessing your business procedures and ensuring that your employees are adequately trained, you can create a safer workplace, reduce the risk of losses and help protect your customers, your business, and your employees. (NOTE: This is a sample checklist. Each Store should customize the checklist to meet business needs.)

YES	NO	N/A	Is a written spill control and clean up procedure for chemical spills in place?
YES	NO	N/A	Are all chemical containers labeled as to contents, manufacturer, and hazard levels, especially sprayers and secondary containers (re--used milk jugs, bleach bottles, etc.)?
YES	NO	N/A	Is a written Hazard Communication program done?
YES	NO	N/A	Is an inventory list of chemicals and other hazardous substances available in emergencies?
YES	NO	N/A	Are Safety Data Sheets (SDS) readily available, even in a power outage?
YES	NO	N/A	Has annual employee training on Hazard Communication program with new GHS changes completed and documented?
YES	NO	N/A	Have containers been checked to ensure NO food containers are used to store chemicals?
YES	NO	N/A	Are requirements in place for all employees to consult SDS and wear appropriate PPE-- safety goggles, glasses, gloves-- when handling chemicals?
YES	NO	N/A	Are emergency evacuation routes indicating path of travel and gathering places inside and outside, in case of an emergency posted?
YES	NO	N/A	Are all machine safeguards provided with equipment in good working condition?
YES	NO	N/A	Are dust collectors provided or is immediate clean up of sawdust being done?
YES	NO	N/A	Are hand--trucks, carts, conveyors, pallet--jacks provided to reduce the amount of lifting and carrying done by employees?
YES	NO	N/A	Are Ground Fault Circuit Interrupter (GFCI) electric outlets provided at sinks and around wet work areas?
YES	NO	N/A	Are flexible/extension cords used for permanent wiring access to machines or equipment?
YES	NO	N/A	Has all electrical equipment been checked to ensure cords are free of nicks, cuts or exposed wires, that all cords have grounding, and that the cords are at least equal to capacity required? (i.e. a heavy duty cord cannot be plugged into a light duty extension cord)
YES	NO	N/A	Are bench grinder tool rests no more than 1/8th inch from grinding wheel and the grinding wheels are properly guarded?
YES	NO	N/A	Has proper guarding system been provided around elevated storage areas and on stairs to prevent falls?
YES	NO	N/A	Are elevated/mezzanine storage areas marked with a load capacity rating and properly guarded?
YES	NO	N/A	Have forklift drivers been trained and documented/certified in the operation of their equipment?
YES	NO	N/A	Is an OSHA 300 Accident log and 300A Summary form (if you employ more than 10 people) complete?

Store/Warehouse			
YES	NO	N/A	Are all aisles maintained to have at least 28 in. wide clearance to all exits?
YES	NO	N/A	Are exit signs illuminated or “glow in the dark”?
YES	NO	N/A	Are all doors kept unlocked and unobstructed at all times, especially during occupancy?
YES	NO	N/A	Is emergency lighting in place, if store is over 3000 sq. ft.?
YES	NO	N/A	Is electrical equipment in paint mixing areas (involving flammable liquids) properly installed with UL listed for Class I, Division 2 Hazardous Locations?
YES	NO	N/A	Has electrical equipment within 15 feet of any exterior LPG filling areas been properly installed as UL listed for Class I, Group D, Division 1 Hazardous Locations?
YES	NO	N/A	Is the filling of portable LPG containers performed not less than 10 feet from the nearest important masonry walled building or not less than 25 feet from any other construction or any building opening? (NOTE: Local zoning/permit requirements may dictate other requirements.)
YES	NO	N/A	Is a visual inspection of the LPG pressure relief valve, cylinder body, and fill connections conducted prior to each filling?
YES	NO	N/A	Is a UL listed fire extinguisher rated at least 10B:C available during fueling operations, in any LPG storage areas or in any rooms with flammable liquids stored? Are employees trained in its use?
YES	NO	N/A	Have all lawn mowers, chain saws, etc. with gasoline been drained ? Any gasoline stored for demonstrations needs to be in proper containers approved for such use.
YES	NO	N/A	Are any store opened containers of flammable liquids kept in metal cabinets and limited to 60 gallons?
YES	NO	N/A	Are only listed “safety” cans for storing or dispensing being used for any flammable liquids?
YES	NO	N/A	Is a UL rated 2A:10BC fire extinguisher provided for each 3000 sq. ft. of space?
YES	NO	N/A	Are carbon dioxide extinguishers being used around electronic equipment?
YES	NO	N/A	Have extinguishers inspected by qualified individual annually, and by management monthly?
YES	NO	N/A	Are extinguishers hung on a hook or placed on a shelf and not sitting on the floor?
YES	NO	N/A	Are electrical cords not running through doorways, windows or across aisles and are not stapled around things like doorjambs?
YES	NO	N/A	Is a load capacity rating marked on storage rack shelves and lumber rack arms?
YES	NO	N/A	Are items stored above secured (shrink--wrapped, strapped) from falling?
YES	NO	N/A	Are forklift travel lanes distinctly marked with safety yellow paint?