

Prevent Hazardous Situations

Periodically checking your property is part of a good loss control-accident prevention program. Recognizing hazards, then taking steps to reduce or eliminate them may create a safer environment for customers, employees, and visitors.

The following checklists include suggestions that are provided to help you prepare for and reduce the potential for injury and property damage. These checklists are not meant to be all-inclusive. There may be additional hazards or unsafe acts that need to be identified and corrected.

Fire Protection

- Smoke detectors are installed and functioning properly.
- Smoke detectors are cleaned and tested regularly.
- Smoke detector batteries are replaced regularly.
- Fire extinguishers are in place and serviced regularly.
- Automatic sprinkler system is regularly tested.
- Sprinkler pipes are protected from freezing temperatures.
- Flammable liquids are stored in original, labeled containers and in well-ventilated areas.
- "No Smoking" signs are posted.
- Valuable papers are stored in a fire-resistive safe.

Crime and Security

- Alarm system is periodically tested and operational.
- Alternative entryways are secured (skylights, ventilation ducts, etc.).
- Exterior doors are equipped with heavy-duty locks and reinforced.
- All entry keys are accounted for.
- Exterior windows are burglar resistant.
- Valuable merchandise is illuminated and away from display windows.
- Safe or vault area is illuminated and visible.
- Hallways, stairwells, parking lots, garages, exterior walkways and porches have adequate lighting.
- Trees and shrubs are kept trimmed away from windows and doors.
- Background checks are performed on employees.
- Cash receipts are promptly deposited.
- Periodic, unscheduled audits of employee money handling are performed.

Water Loss Prevention

Exterior and Common Areas

- Roof is free of deteriorated, missing, or damaged shingles.
- Soffits, siding, trim, and flashing are free of damage, looseness, warping, or decay.
- Gutters, eaves, and downspouts are free of debris.
- Downspouts direct water away from the building and foundation.
- The area at the base of the sliding glass doors does not show evidence of any water seepage.
- Attic insulation is adequate and in good condition and soffit vents are clear.
- Basements and crawl spaces do not have any standing water or other evidence of leaks.
- Garden hoses are disconnected each fall.

Interior

- There are no signs of existing leaks on ceilings, walls, floors, or near appliances and fixtures that use water.
- Water pipes that are exposed to freezing temperatures have been insulated.
- Hose connections are secure on all water supply lines.
- Sinks, tubs, and showers have been caulked and grouted properly.
- Washing machine hoses are replaced when they show signs of cracking, bulging, or fraying.
- The recommended maintenance procedures are followed for all appliances that use water.
- Air conditioner is serviced by a professional on a regular basis in order to help keep drain pan drain lines clear of buildups or obstructions.

Utilities

- Electrical system was installed and is maintained by a qualified electrician.
- The electrical system is of adequate size.
- Electrical panels are readily accessible and labeled.

- Fuses are of the correct size.
- Ground fault circuit interrupters are installed where necessary.
- Appliances, equipment, and tools are listed by a recognized testing laboratory.
- Heating systems are regularly checked.

Business Personal Property

- Back-up data is located offsite.
- Surge suppressors are protecting electrical equipment and appliances.

Safety Checklist

Exterior

- Parking lot is in good repair.
- Parking barriers and speed bumps are in good condition.
- Potholes, cracks, or uneven areas have been repaired.
- Sidewalks are level and obstruction free.
- Water drains away from sidewalks and parking areas.
- A plan for removal of snow and ice is in place.
- Sidewalks and parking areas are well illuminated.
- Natural gas meters, air conditioning units, etc. are protected from vehicular damage.
- Signs are securely fastened to the building.

Interior

- Public areas are clean, well illuminated, and unobstructed.
- Carpeting is tight, smooth, and free of tears or rips.
- Doormats are flat, slip resistant, and clean.
- Mats are periodically checked during bad weather.
- Handrails are present, secure, and in good condition.
- Emergency lighting is present and operational.
- Changes in interior floor level or elevation are marked.

Kitchen - Food Service Area

- Floors are swept and mopped regularly.
- Floor mats are clean, flat, and secure.
- Employees wear slip resistant footwear.
- Anti-slip mats are located near deep fryers, drink dispensers, washing sinks, meat grinders, and meat slicers.
- Customer seats and tables are in good condition.
- Caution signs are used to designate wet areas.
- Fire extinguishers are wall mounted and serviced regularly.
- Trash is regularly removed.

Restrooms

- Restrooms are cleaned on a regular basis.
- Fixtures are in good repair.
- Floor drains are present and in good condition.
- Lighting and vent fans are operational.
- Handicap grab/assist bars are secure.

Storage Areas

- Storage area is clean and well organized.
- Combustible items are kept away from furnace, water heater, etc.
- Fire extinguisher is present and operational.