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Safety @ Work

Division of Workers' Compensation



Work Area Safety Checklist

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INTRODUCTION

This sample Work Area Safety Checklist is a tool designed to ensure that your work areas are safe and free from hazards. Its primary function is to serve as a template to help you identify potential risks and hazards in the work area and implement needed measures to prevent accidents and injuries. Safety checklists typically include items such as proper storage of materials, clear pathways, proper equipment operations, proper lighting, and safety procedures. Regular use of a checklist can help employers and employees maintain a safe and healthy work environment.

This checklist should be personalized and made site-specific for your operations. Include only the parts that apply to your facility. You can tailor it for specific types of operations and procedures, such as spraying operations,

lockout/tagout procedures, entering confined spaces, hazardous materials storerooms, hoists and auxiliary equipment, machine guarding, conveyors, and more.

After going through your customized checklist, mark all items as “yes” or “no.” Since the checklist should be site-specific, you should not have anything marked “n/a” (not applicable). Once completed, it is crucial to document all the “no” items, assign someone the responsibility of correcting the hazard or potential hazard, and set a completion date for the work. Follow-up is necessary to ensure all corrections have been made. All documentation should be filed for future reference. By using a comprehensive and personalized safety checklist, workplaces can promote employee well-being and manage potential occupational hazards effectively.



TABLE OF CONTENTS

Work Area Safety Checklist

- Introduction 3**
- General Work Environment 5**
- Exits or Exit Routes 6**
- Exit Doors 7**
- Fire Protection 8**
 - Automatic Sprinklers 9
- Portable Ladders 9**
- Walkways 10**
- Floor and Wall Openings 11**
- Stairs and Stairways 12**
- Elevated Surfaces 13**
- Electrical Wiring, Fixtures, and Controls 13**
- Machines and Equipment 14**
 - For Welding or Flame Cutting Operations 15
- Materials 16**
 - For Lift Truck Operations 17
 - For Toxic Materials 17
- Employee Protection 17**

General Work Environment Checklist

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are the worksites clean and orderly?			
		Are work surfaces kept dry or are proper measures taken to ensure the surfaces are slip-resistant?			
		Are floor mats, platforms, or similar protection provided to protect employees from wet floors?			
		Are all spilled materials or liquids cleaned up immediately?			
		Is combustible scrap, debris, and waste stored safely and removed from the worksite promptly?			
		Are combustible dust routinely removed from elevated surfaces including the overhead structures of buildings?			
		Is combustible dust cleaned up with a vacuum system to prevent the dust from becoming suspended?			
		Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?			
		Are covered metal waste cans used for oily or paint-soaked waste?			
		Are waste cans used for oily or paint-soaked was emptied at least daily?			
		Are oil and gas-fired devices equipped with flame failure controls that will prevent the flow of fuel if pilots or main burners are not working?			
		Are the minimum number of toilets and washing facilities provided?			
		Are all toilets and washing facilities clean and sanitary?			
		Are all work areas amply illuminated?			
		Are pits and floor openings covered or otherwise guarded?			
		Is smoking permitted in designated "safe areas" only?			

(General Work Environment Checklist continued)

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are "NO SMOKING" signs prominently posted in areas containing combustibles and flammables?			
		Do all employees know what to do in emergencies?			
		Are emergency contact numbers posted?			

Exits or Exit Routes Checklist

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are all exits marked with an exit sign and illuminated by a reliable light source?			
		Are the directions to exits, when not immediately apparent, marked with visible signs?			
		Are doors, passageways, or stairways, that are neither exits nor access to exits and which could be mistaken for exits, properly marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?			
		Are exit signs provided with the word "EXIT" in lettering at least five inches high with the stroke of the lettering at least 1/2 inch wide?			
		Are exit doors side-hinged?			
		Are all exits and means of egress kept free of obstructions?			
		Are at least two means of egress provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?			
		Are there sufficient exits to permit escape in case of emergency?			
		Are special precautions taken to protect employees during construction and repair conditions?			
		Are the number of exits from each floor of a building and the number of exits from the building itself appropriate for the occupancy load?			

(Exits and Exit Routes Checklist continued)

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are exit stairways that are separated from other parts of the building enclosed with construction that makes them fire-resistive for at least two hours if the building is more than four stories high, and fire-resistive for not less than one hour elsewhere?			
		When ramps are used as part of required exiting from a building, is the ramp slope limited to 1 foot vertical and 12 feet horizontal?			
		When an exit must be made through an unframed glass door, glass exit door, etc., are the doors fully tempered and meet the safety requirements for human impact?			
		Is there an assigned gathering place in the event of an evacuation?			
		Is there a plan in place for a headcount should an evacuation happen?			

Exit Doors

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?			
		Are windows that could be mistaken for exit doors made inaccessible because of barriers or railings?			
		Are exit doors able to open from the direction of travel without the use of a key or any special knowledge or effort when the building is occupied?			
		Is a revolving, sliding, or overhead door prohibited from serving as a required exit door?			
		Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?			

(Exits Doors Checklist continued)

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are doors in cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked from the outside?			
		Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?			
		Are there viewing panels in doors that swing in both directions and are they located between rooms where there is frequent traffic?			

Fire Protection Checklist

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are portable fire extinguishers provided in an adequate number and type?			
		Are fire extinguishers inspected monthly for their general condition, operability, and inspection tag?			
		Are fire extinguishers recharged regularly and properly noted on the inspection tag?			
		Are fire extinguishers mounted in readily accessible locations?			
		If you have interior standpipes and valves, are they inspected regularly?			
		Is your fire alarm system tested at least annually?			
		Are employees periodically instructed in the use of extinguishers and fire protection procedures?			
		Have your outside private fire hydrants been flushed within the last year and placed on a regular maintenance schedule?			
		Are fire doors and shutters in good operating condition?			
		Are fire doors and shutters unobstructed and protected against obstruction?			
		Is your local fire department well acquainted with your plant, location, and specific hazards?			

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
Automatic Sprinklers					
		Are water control valves, air, and water pressures checked weekly?			
		Are control valves locked open?			
		Is maintenance of the system assigned to responsible persons or a sprinkler contractor?			
		Are sprinkler heads protected by metal guards in locations exposed to possible mechanical damage?			
		Is proper minimum clearance maintained around sprinkler heads?			

Portable Ladders Checklist

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are all ladders maintained and in good condition: joints between steps and side rails are tight, all hardware and fittings are securely attached, and movable parts operate freely without binding or undue play?			
		Are non-slip safety cleats provided on each ladder?			
		Are ladder rungs and steps free of grease and oil?			
		Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked, locked, or otherwise guarded?			
		Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?			
		Are employees instructed to face the ladder when ascending or descending?			
		Are employees prohibited from using ladders that have broken side rails, missing steps, rungs, or other faulty equipment?			
		Are employees instructed not to use the top step of ordinary stepladders as a step?			

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		When portable extension ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?			
		Is it required that when using portable ladders, the bases must be placed so that slipping will not occur, or are they lashed or otherwise held into place?			
		Are portable metal ladders clearly marked with signs reading "CAUTION: DO NOT USE NEAR ELECTRICAL EQUIPMENT" or equivalent wording?			
		Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for anything other than their intended purpose?			
		Are employees instructed to adjust extension ladders only while standing at the base (not while standing on the ladder or from a position above the ladder)?			
		Is a ladder inspection program in place?			

Walkways Checklist

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are the aisles and passageways kept clear?			
		Are aisles and walkways marked as appropriate?			
		Are wet surfaces covered with non-slip materials?			
		Are holes in floors, sidewalks, or other walking surfaces repaired properly, covered, or otherwise made safe?			
		Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?			
		Are materials or equipment stored in such a way that sharp projections will not interfere with the walkway?			

(Walkways Checklist continued)

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are spilled materials cleaned up immediately?			
		Are changes of direction or elevation readily identifiable?			
		Are aisles or walkways that pass near moving or operating machinery, welding operations, or similar operations arranged so employees will not be subject to potential hazards?			
		Is adequate headroom provided for the entire length of any aisle or passageway? Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?			
		Are bridges provided over conveyors and similar hazards?			

Floor and Wall Openings Checklist

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at an entrance to a stairway or ladder)?			
		Are toeboards installed around the edges of permanent floor openings (where people may pass below the opening)?			
		Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?			
		Is the glass that is subject to human impact (such as in windows, doors, glass walls, etc.) of sufficient thickness and type for its use?			
		Are grates or other similar covers over floor openings (such as floor drains), and is the spacing of the grates designed to not affect foot traffic or rolling equipment?			
		Are unused portions of service pits (and pits not in use) either covered or protected by guardrails or equivalent?			

(Floor and Wall Openings Checklist continued)

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are manhole covers, trench covers, and similar covers, and their supports, designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways or other areas with vehicle traffic?			
		Are floor or wall openings in fire-resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?			

Stairs and Stairways Checklist

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are all stairways at least 22 inches wide?			
		Do stairs have an overhead clearance of at least 6 feet, 6 inches?			
		Do stairs angle no more than 50 degrees and no less than 30 degrees?			
		Are stairs of hollow-pan-type treads and landings filled with solid materials to reduce trip hazards?			
		Are steps on stairs and stairways designed or provided with a slip-resistant surface? Are stairway handrails located between 30 inches to 34 inches above the leading edge of stair treads?			
		Do stairway handrails have at least 1.5 inches of clearance between the handrails and the wall or surface where they are mounted?			
		Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?			
		Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?			
		Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?			
		Is the vertical distance between stairway landings limited to 12 feet or less?			

Elevated Surfaces Checklist

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are signs posted, when appropriate, showing elevated surface load capacity?			
		Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?			
		Are elevated surfaces over areas where people or machinery could be exposed to falling objects provided with standard 4-inch toe boards?			
		Is a permanent means of access and exit provided to elevated storage and work surfaces?			
		Is required headroom provided where necessary?			
		Is the material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?			
		Are dock boards or bridge plates used when transferring materials between docks, trucks, or rail cars?			

Electrical Wiring, Fixtures, and Controls Checklist

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are workplace electricians familiar with the requirements of the National Electrical Code (NEC)?			
		Do you specify compliance with the NEC for all contract electrical work?			
		Do all electrical installations in hazardous dust or vapor areas meet the NEC for hazardous locations?			
		Are all electrical cords strung so they do not hang on pipes, nails, hooks, etc.?			
		Are all conduits properly attached to all supports and tightly connected to junction and outlet boxes?			
		Are all electrical cords free of fraying or broken insulation?			

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are rubber cords kept free of grease, oil, and chemicals?			
		Are metallic cable and conduit systems properly grounded?			
		Are portable electric tools and appliances grounded or double insulated?			
		Are all ground connections clean and tight?			
		Are fuses and circuit breakers the right type and size for the load of each circuit?			
		Are personnel aware that pennies or metal strips may not be used for "jumping" fuses?			
		Do switches or any electrical connections show evidence of overheating?			
		Are switches mounted in clean, tightly closed metal boxes?			
		Are all electrical switches marked to show their purpose?			
		Are motors clean and kept free of excessive grease and oil?			
		Are motors properly maintained and provided with adequate over-current protection?			
		Are bearings in good condition?			
		Are portable lights equipped with proper guards?			
		Are all lamps kept free of combustible material?			
		Does someone competent in the NEC check your electrical system periodically?			

Machines and Equipment Checklist

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are all machines or operations that expose operators or other employees to rotating parts, pinch points, flying chips, particles, or sparks properly guarded?			

(Machine and Equipment Checklist continued)

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are mechanical power transmission belts and pinch points guarded?			
		Is exposed power shafting less than 7 feet from the floor guarded?			
		Are hand tools and other equipment regularly inspected for safe condition?			
		Is compressed air used for cleaning reduced to less than 30 psi?			
		Are power saws and similar equipment provided with safety guards?			
		Are grinding-wheel tool rests set to within 1/8 inch or less of the wheel?			
		Is there a system for inspecting small hand tools for burred ends, cracked handles, and other damage?			
		Are compressed gas cylinders examined regularly for obvious signs of defects, deep rusting, or leakage?			
		Is care used in handling and storing cylinders and valves to prevent damage?			
		Are all air receivers periodically examined including the safety valves?			
		Are safety valves tested regularly and frequently?			
		Is there sufficient clearance from stoves, furnaces, etc., for stock, woodwork, or other combustible materials?			
		Are all oil and gas-fired devices equipped with flame failure controls that will prevent the flow of fuel if pilots or main burners are not working?			
		Is there at least a 2-inch clearance between the chimney brickwork and all woodwork or other combustible materials?			

For Welding or Flame Cutting Operations

		Are only authorized, trained personnel permitted to use such equipment?			
		Have operators been given a copy of operating instructions and asked to follow them?			

(Machine and Equipment Checklist continued)

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are welding gas cylinders stored so they are not subjected to damage?			
		Are welding gas cylinders stored at least 20 feet from oxygen cylinders?			
		Are valve protection caps in place on all cylinders not connected for use?			
		Are all combustible materials near the operator covered with protective shields or otherwise protected?			
		Is the proper fire extinguisher provided at the welding site?			
		Do operators have the proper protective clothing and equipment?			

Materials Checklist

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are approved safety cans or other acceptable containers used for handling and dispensing flammable liquids?			
		Are all flammable liquids kept inside buildings stored in proper storage containers or cabinets?			
		Do all combustible spray paint or dip tank operations meet OSHA standards?			
		Are oxidizing chemicals stored in areas separate from all organic material except shipping bags?			
		Are NO SMOKING rules enforced in areas designed for the storage and use of hazardous materials?			
		Is the ventilation equipment for the removal of air contaminants from production grinding, buffing, spray painting, and vapor degreasing operating properly?			
		Are protective measures in place for operations involving X-rays or other radiation?			

(Materials Checklist continued)

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
For Lift Truck Operations					
		Are only trained personnel allowed to operate forklift trucks?			
		Is overhead protection provided on high-lift rider trucks?			
For Toxic Materials					
		Are all materials used checked for toxic qualities?			
		Is there a Safety Data Sheet (SDS) for each chemical in the workplace?			
		Have appropriate control procedures such as ventilation systems, enclosed operations, safe handling practices, and proper personal protective equipment (respirators, glasses or goggles, gloves, etc.) been installed for toxic materials?			

Employee Protection Checklist

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Is there a hospital, clinic, or infirmary for medical care close by?			
		If medical and first-aid facilities are not nearby, are there one or more employees trained in first-aid?			
		Are the first-aid supplies adequate for the type of potential injuries in your workplace and do they comply with American National Standards Institute/International Safety Equipment Association (ANSI/ISEA) Z308.1-2021?			
		Are there quick water flush facilities available where employees are exposed to corrosive materials?			
		Are hard hats provided and worn in any area where danger of falling objects exists?			

(Employee Protection Checklist continued)

Yes	No	Safety Topic	If "no," who is responsible for correcting it?	Assigned completion date	Follow-up date
		Are protective glasses or goggles provided and worn where there is any danger of flying particles or splashing of corrosive materials?			
		Are protective gloves, aprons, shields, or other means provided for protection from sharp, hot, or corrosive materials?			
		Are approved respirators provided for regular or emergency use where needed?			
		Is all protective equipment maintained in a sanitary condition and readily available for use?			
		If special equipment is needed for electrical workers, is it available?			
		Are breakrooms and lunchrooms located in areas where there is no exposure to toxic materials or toilet facility areas?			
		Is protection against occupational noise exposure provided when the sound levels exceed those of the OSHA noise standard?			

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