

Burgee Program: Weekly Safety Check List (SAMPLE)



Inspected by: _____ Date: _____

		OK	NOT OK	CHECK	NOTES
1.	EXTENSION CORDS:				
	No cuts or bare wire				
	Ground pins in place				
	No trip hazards				
	No cords going through/over doorways				
2.	ELECTRICAL PANEL:				
	Accessible				
	Doors working				
	No missing breakers				
3.	FIRE EXTINGUISHERS:				
	Accessible				
	Charged				
	Signs in place				
4.	SAFETY GLASSES:				
	In use as needed				
	Goggles or face shields in designated areas				
5.	EXITS:				
	Clear				
	Signs in place				
6.	HAZARDOUS AREAS:				
	Properly labeled				
	Stored in proper area				
7.	SAFETY SIGNS:				
	In proper locations				
8.	EYE WASH STATIONS:				
	Accessible				
	Containers full and sealed				
9.	HOUSEKEEPING:				
	Barrels empty				
	Rags in proper container				
10.	POWER TOOLS:				
	Adjusted properly				
	Grounded				
	Good working order				
11.	FLAMMABLE STORAGE CABINET:				
	Nothing stored on top				
	Doors completely shut				
	All materials properly labeled and sealed				
12.	FLAMMABLES IN FLAMMABLE STORAGE CABINET:				
13.	RESPIRATORS CLEANED:				

COMMENTS:

Club Manager Signature: _____ Date: _____





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