

# Retail Safety Audit

Store Number: \_\_\_\_\_ Location: \_\_\_\_\_

Auditor: \_\_\_\_\_

Date: \_\_\_\_\_

Store Manager: \_\_\_\_\_

"Yes" responses indicate compliance with the safety standard. Please comment on all "No" responses on the "Notes" page

**Retail Safety Audit- Employee Safety**

Item #		YES	NO
<b>BODY MOTION</b>			
<b>Checkouts</b>			
A-1	Powered in-feed conveyors bring items to the cashier work zones		
A-2	A sweeper is used to move items into the cashier reach zones		
A-3	Commonly used items are within easy horizontal reach		
A-4	In-feed and take-away conveyors are located as close as possible to the cashier		
A-5	There are no sharp, hard edges that the cashier may come into contact with		
A-6	Footrests are provided for cashiers		
A-7	There is at least four inches of toes space under the cashier workstation		
A-8	There are anti-fatigue mats at cashier stations		
A-9	Counter height for cashier is between waist and shoulder high		
A-10	Cashiers use the keyboard for multiple items instead of scanning each identical item		
A-11	Keyboards adjust in height, horizontal distance, and tilt		
A-12	Cashier work stations face the customer		
A-13	Cash register display is slightly below eye level and adjustable		
A-14	Hand held scanners are used for bulky or awkward items		
A-15	Scanning beds are at the same height as conveyors		
A-16	There is a regular maintenance schedule for scanning beds		
A-17	Scanning beds are combination scanner/scale units		
A-18	Bagging stands are adjustable (if bagging service is provided)		
A-19	Bags are equipped with handles (if bagging service is provided)		
A-20	Carts are used to transport bags and groceries to customer vehicles (if carry out service is provided)		
		Yes/No Tally:	
<b>Bakery</b>			
A-21	Cake decorating turntables are adjustable, or adjustable turntables are used		
A-22	Decorating bags are as small as practical		
A-23	Anti-fatigue mats are used in areas where employees stand for long periods of time		
A-24	There is at least four inches of toe clearance under work stations and counters		
A-25	Containers of baking materials, icing, batter, etc. are placed in the best work zone and are		
A-26	a manageable weight		
A-27	Carts or rolling stands are used to move large containers of material		
A-28	Bakery cart wheels are in good condition		
A-29	Short handled scoops are used to put icing into bags		
A-30	Hand tools (spoons, spatulas, etc.) are designed to fit comfortably into the hand		
A-31	Hand tools are ambidextrous		
A-32	Employees face the long side of pans and baking sheets when loading or unloading items		
A-33	Powered mixers are used instead of hand mixing		
A-34	Icing is warmed slightly before use		
A-35	Cases and counters are designed so the employee can hand items to customers without high or long reaches		
A-36	Heavy items are stored between waist and shoulder height		
		Yes/No Tally:	
<b>Deli/Meat</b>			
A-37	Cart and rack wheels are in good condition		
A-38	Cutting tools and slicers are kept sharp		
A-39	Gloves are used when handling frozen or cold material		
A-40	Heavy boxes are broken down prior to lifting material		
A-41	Labels are within easy reach at wrapping stations		
A-42	Roller bed controls are close to the wrap stations		
A-43	Roller bed and wrap station levels are aligned		
A-44	Scales are placed between waist and shoulder height		
A-45	There is a stool for employees at grinding stations		
A-46	Meat is ground into a container instead of caught by hand		

A-47	Meat grinders are loaded between waist and shoulder height		
A-48	Long handled tools are used to retrieve items from display cases		
A-49	Work tables are adjustable		
A-50	Anti-fatigue mats are used in areas where employees stand for long periods		
		Yes/No Tally:	

<b>Loading Dock</b>			
A-51	Lifting tools (pallet jacks, dollies, etc.) are used to move heavy materials		
A-52	Heavy cases are broken down prior to lifting cased items		
A-53	Employees are trained regularly in proper lifting techniques		
A-54	Gloves are worn for frozen or cold items		
A-55	Employees ask for help when lifting heavy, bulky, or awkward items		
A-56	Conveyors are used to move materials whenever possible		
A-57	Improperly stacked pallets are reported to suppliers		
		Yes/No Tally:	

<b>Office</b>			
A-58	Computer monitors are located at just below eye level and are adjustable		
A-59	Keyboards are adjustable		
A-60	Chairs have five feet and are adjustable		
A-61	There is enough lighting to easily see work and read papers		
A-62	There are no hard/sharp corners		
		Yes/No Tally:	

<b>Stocking</b>			
A-63	Cases may be stocked from behind		
A-64	Employees lift properly		
A-65	Employees use thermal gloves when stocking cold items		
A-66	Employees use kneepads when stocking low shelves for extended periods		
A-67	Stocking tasks are rotated		
A-68	Carts are used to transport items from pallets to shelves		
A-69	All cart and rack wheels are in good conditions		
A-70	Heavy items and fast moving items are placed within easy reach		
A-71	Pacific Safety Cutters are used, and the blades are kept sharp		
A-72	Pallets and carts are stacked properly		
A-73	Boxes or totes have handles or hand holds		
A-74	Heavy cases are broken down to lighter loads		
A-75	There is adequate room around pallets and carts to grab and lift product to be stocked		
A-76	There is adequate room in the aisles for stockers to sort and open cases		
A-77	Stocking and processing areas have conveyors to move merchandise		
A-78	Cases on carts can be turned easily		
A-79	A powered hand jack or lift is used to raise loads to a height between the waist and shoulder		
		Yes/No Tally:	

Retail Safety Audit- Employee Safety			
Item #		YES	NO
<b>WRITTEN PROGRAMS AND RECORD KEEPING</b>			
<b>First Aid Log</b>			
B-1	Log is up to date		
B-2	Injuries that led to a Workers' Compensation claim are marked as such		
B-3	Injuries that are determined to be recordable on the OSHA 300 log are marked as such		
		Yes/No Tally:	
<b>Access to Written Programs</b>			
B-4	Employees know where and how to view written programs		
B-5	Written programs are available for employee viewing		
B-6	All managers know where and how to view written programs		
B-7	Written programs for employee viewing are up to date		
		Yes/No Tally:	
<b>Equipment Manuals</b>			
B-8	All mechanical equipment manuals are on file		
B-9	Employees using mechanical equipment know where to find the manual		
B-10	Employees are using equipment in a manner consistent with the manufacturer instructions		
B-11	Manuals are in good condition or are replaced		
		Yes/No Tally:	
<b>Material Safety Data Sheets (MSDS)</b>			
B-12	Employees know where to find MSDS		
B-13	Employees know what an MSDS is and have been trained		
B-14	All managers know where to find MDS and how to replace an MSDS		
B-15	Every Sunburst chemical has an MSDS		
B-16	There is an MSDS file for each department		
		Yes/No Tally:	
<b>OSHA, Workers' Compensation and Other Required Postings</b>			
B-17	There is a posting explaining OSHA laws		
B-18	There is a posting explaining Workers' Compensation		
B-19	There is a posting to explain other laws, like minimum wage and FMLA		
B-20	Company postings are displayed		
B-21	All postings are in good condition		
B-22	All postings are in an area where they are easily seen by employees		
B-23	OSHA form 300A is posted from February 1 to April 30		
B-24	Management are able to access current and past OSHA logs		
		Yes/No Tally:	
<b>Temperature Records</b>			
B-25	All cold storage and cold display areas have thermometers		
B-26	Records of temperature checks are kept on file		
B-27	There is a comment/corrective action for any out of range temperatures		
		Yes/No Tally:	
<b>Powered Industrial Truck Inspections</b>			
B-28	Daily inspection records of powered industrial trucks are kept on record for one year		
		Yes/No Tally:	

Retail Safety Audit- Employee Safety			
Item #		YES	NO
<b>TRAINING</b>			
<b>Orientation</b>			
C-1	New employees receive a safety orientation		
C-2	Employees who transfer departments receive a safety orientation		
		Yes/No Tally:	
<b>Annual Training</b>			
C-3	Employees receive safety training every year		
C-4	Employees who miss training attend a make-up session		
		Yes/No Tally:	
<b>Powered Industrial Truck Training</b>			
C-5	All operators of powered moving equipment (forklifts, powered pallet jacks, etc.) have been trained or recertified within the last three years		
C-6	Powered moving equipment operators carry a certification card while operating the equipment		
		Yes/No Tally:	

Retail Safety Audit- Employee Safety			
Item #		YES	NO
<b>SHARP OBJECTS</b>			
<b>Box Cutters</b>			
D-1	All box cutters are Pacific Safety Cutters		
D-2	Employees use cutters designed for their dominant hand		
D-3	Box cutter blades are sharp and unbroken		
D-4	Employees use cut resistant gloves when using box cutters		
D-5	Employees retract box cutter blades when not in use		
D-6	Box cutter blades are disposed of in a hard-sided, enclosed container		
D-7	Employees cut away from themselves		
		Yes/No Tally:	
<b>Knives- Deli, Meat, Bakery</b>			
D-8	All knives are sharp and clean		
D-9	Employees use cut resistant gloves when using or cleaning knives		
D-10	Knives are stored properly		
D-11	Whenever possible, automatic cutting tools, such as slicers, are used		
D-12	Knife handles are in good condition		
D-13	Knives used are appropriate for the job being completed		
		Yes/No Tally:	
<b>Hand Saws</b>			
D-14	Hand saw handles are in good condition		
D-15	Hand saw blades are properly attached to the handle		
D-16	Hand saws are not missing any teeth		
D-17	Hand saw blades are clean and not warped		
		Yes/No Tally:	
<b>Powered Saws</b>			
D-18	There are posted warnings that prohibit employees under 18 from using powered saws		
D-19	Powered saws have grounded plugs		
D-20	Powered saws have emergency stop buttons that are within easy reach of the operator		
D-21	Powered saw guards are in place		
D-22	Powered saws have wide bases or are bolted down to prevent "walking"		
D-23	Powered saws are stored and operated in areas away from customers		
		Yes/No Tally:	
<b>Powered Knives</b>			
D-24	Powered knives are clean and in good condition		
D-25	Employees use cut resistant gloves when using powered knives		
D-26	Powered knives are unplugged when not in use		
D-27	Powered knives are stored with blades detached		
		Yes/No Tally:	
<b>Deli Slicers</b>			
D-28	There are posted warnings that prohibit employees under 18 from using slicers		
D-29	Employees use slicer guards during operation		
D-30	Employees unplug slicer when cleaning it		
D-31	Employees wear cut resistant gloves when cleaning the slicer		
D-32	Employees clean the slicer after each use		
D-33	Only trained employees use and clean the slicer		
D-34	Slicer blade is kept sharp and in good condition		
D-35	Slicer is turned off when not in use		
		Yes/No Tally:	
<b>Cut Resistant Gloves</b>			
D-36	Employees have access to cut resistant gloves		
D-37	Cut resistant gloves are Kevlar fabric		
D-38	Cut resistant gloves are clean and in good condition		
D-39	There is a variety of sizes of cut resistant gloves available		
		Yes/No Tally:	

Retail Safety Audit- Employee Safety			
Item #		YES	NO
<b>PHYSICAL STORE CONDITION</b>			
<b>Lights</b>			
E-1	Light covers are clean and in good condition		
E-2	There are no burned out lights		
E-3	Florescent light covers are closed		
E-4	Burned out florescent lights are stored in a marked box and ready for transport to an approved disposal facility		
E-5	Emergency lights provide adequate guidance out of the store in a power outage		
E-6	Emergency lights are tested for 30 seconds every month		
E-7	Emergency lights are tested for 90 minutes on an annual basis		
		Yes/No Tally:	
<b>Windows</b>			
E-8	There are no broken windows		
E-9	Windows are clean and in good condition		
		Yes/No Tally:	
<b>Automatic Doors</b>			
E-10	Automatic doors open and close smoothly		
E-11	Automatic doors open when pulled apart by hand		
E-12	Automatic doors stop closing when they press on an object blocking their path of travel		
E-13	Automatic doors have warning stickers		
E-14	There are manually operated doors immediately next to automatic doors		
E-15	Automatic door sensors are operating properly		
		Yes/No Tally:	
<b>Emergency Exits</b>			
E-16	There are at least two emergency exits that do not require persons to pass through the checkout lanes		
E-17	Emergency exits are inspected on a daily basis		
E-18	Panic alarms operate		
E-19	Panic alarms are tested on a monthly basis		
E-20	Emergency exits open and close smoothly		
E-21	Emergency exits are unlocked		
E-22	There is access at least 36" wide to emergency exits		
E-23	Emergency exits at the end of an aisle have access at least as wide as the aisle		
E-24	Emergency exits discharge to an open public area		
E-25	Emergency exits have a lit sign above them		
E-26	Employees can identify the location of the two closest emergency exits		
E-27	Access to emergency exits is unblocked and open		
E-28	Emergency exits are painted a different color than the walls and displays around them		
E-29	Exits used exclusively as emergency exits do not open from the outside		
E-30	Emergency exits open to the outside of the building		
		Yes/No Tally:	
<b>Fire Extinguishers</b>			
E-31	Fire extinguishers are inspected monthly		
E-32	Fire extinguishers undergo a major inspection annually		
E-33	In regular store areas, there is no more than 75 feet of travel to a fire extinguisher		
E-34	In deli areas, or other areas where there is cooking activity, there is no more than 50 feet of travel to a fire extinguisher		
E-35	In deli areas, or other areas where there is cooking activity, fire extinguishers are class K		
E-36	Stoves and fryers are under a protected hood		
E-37	Kitchen hoods are inspected monthly		
E-38	Kitchen hoods undergo a major inspection annually		
E-39	Fire extinguisher locations are marked with a sign		
E-40	Fire extinguishers are mounted with the handle three to five feet above the floor		

E-41	Fire extinguishers are mounted in such a manner as to prevent them from falling from their mount is bumped		
E-42	Fire extinguishers are easily accessible		
E-43	Fire extinguishers in regular areas of the store are class ABC		
E-44	Fire extinguishers are free from damage		
E-45	There is no evidence of fire extinguisher chemical leaking from the extinguisher		
E-46	Fire extinguishers are properly charged		
E-47	Fire extinguisher pin and seal are in place		
		Yes/No Tally:	

<b>Cords</b>			
E-48	Cords do not stretch across customer walkways		
E-49	Cords across employee walkways are protected by a metal raceway		
E-50	Cord jackets are uncracked and undamaged		
E-51	Plugs are in good condition, and the cord jacket connects to the plug		
E-52	Plugs are not missing any prongs		
E-53	No adapters are used to plug in grounded plugs to ungrounded outlets		
E-54	All outlets are grounded		
E-55	Outlets in wet areas have ground fault protection		
E-56	Cords do not lay in wet areas		
E-57	Extension cords are not used		
E-58	All electrical devices are grounded or double insulated		
E-59	Power strips are only used as surge protection for sensitive electronic equipment		
		Yes/No Tally:	

<b>Sprinklers</b>			
E-59	Risers are locked		
E-60	Valves are locked in the open position		
E-61	There is access to risers and valves		
E-62	Sprinkler flow alarms are tested monthly (in non-freezing weather)		
E-63	Sprinkler heads are in good condition		
E-64	All store areas are covered by sprinkler protection		
		Yes/No Tally:	

<b>Circuit Breaker Boxes</b>			
E-65	There are no missing knockouts on breaker boxes or outlet boxes		
E-66	There is 36" open clearance in front of breaker boxes		
E-67	Breaker switches or fuses are labeled		
E-68	Breaker boxes have a label on the outside indicating voltage or amperage		
E-69	There are no open switch slots in breaker panels		
E-70	Duct tape is not used in breaker boxes		
		Yes/No Tally:	

<b>Balers/Compactors</b>			
E-71	There are posted warnings prohibiting employees under 18 from using balers/compactors		
		Yes/No Tally:	

<b>Wheel Chocks</b>			
E-72	Trucks at loading docks have wheels chocked or are secured by dock locks		
E-73	Employees ensure trucks are chocked or secured with dock lock before entering		
		Yes/No Tally:	

<b>Shelving</b>			
E-74	Shelves are mounted securely		
E-75	Shelf capacities are not exceeded		
E-76	Heavy items are secured from falling from shelves		
E-77	Shelves do not have sharp corners or edges		
E-78	Shelving surfaces are undamaged		
E-79	Gondolas are secured and will not tip		
E-80	Glass shelving is free of cracks or breaks		
E-81	Employees never climb shelves		
E-82	Product on shelves and racks is stable		
E-83	There is no storage on top of freezers		
		Yes/No Tally:	



<b>Carts</b>		
E-84	Carts are clean and in good condition	
E-85	There are no sharp edges or wires to carts	
E-86	Carts are not tippy	
E-87	Infant seats are secured to carts and have belts to secure infants in the seat	
E-88	Carts in disrepair are stored in non-customer areas	
		Yes/No Tally:
<b>Displays</b>		
E-89	Products are stacked in a manner that prevents the display from falling	
E-90	Displays have a secure base and will not tip	
E-91	Employees never climb on a display	
		Yes/No Tally:
<b>Chemical Storage</b>		
E-92	There are no leaking chemical containers	
E-93	All chemical containers are labeled	
E-94	All chemical containers are closed properly	
E-95	Chemicals are in proper containers; never in food containers	
E-96	Chemicals are stored in areas away from customers	
E-97	Chemical dispensing stations do not leak	
		Yes/No Tally:
<b>Rest Rooms</b>		
E-98	Rest rooms are clean and in good condition	
E-99	Rest rooms have adequate lighting	
E-100	Cleaning products are not stored in rest rooms	
E-101	Rest room doors open and close properly	
E-102	Rest rooms are properly supplied	
		Yes/No Tally:
<b>Floors</b>		
E-103	Floors are clean	
E-104	There are no missing floor tiles or tiles that are pulling up from the floor	
E-105	There are mats under produce and frozen foods displays	
E-106	Sweep logs are kept properly	
E-107	Entryways have mats	
E-108	There are no wet or greasy areas	
E-109	Spills are reported and cleaned promptly	
E-110	Changes in floor elevation are marked and conspicuous	
E-111	Slippery areas are reported and remedied promptly	
E-112	Floors are waxed on a regular basis	
E-113	Stairways are adequately lit, and have handrails	
E-114	Mat edges and corners lay flat	
E-115	Mats are clean and dry	
		Yes/No Tally:
<b>Aisles</b>		
E-116	Aisles are wide enough to handle the traffic passing through them	
E-117	Displays in aisles do not reduce aisle width to less than 36"	
E-118	Aisles are adequately lit and labeled	
E-119	Overhead signs and storage do not pose a threat of falling into aisle	
		Yes/No Tally:
<b>Waste</b>		
E-120	There is no waste on the floors	
E-121	Waste bins are emptied regularly	
E-122	Waste bins are the proper size	
E-123	Outside dumpsters are closed	
E-124	Waste that generates pests is removed from the store promptly	
E-125	Waste grease/cooking oil is removed from the store daily	
E-126	While awaiting removal, waste grease/cooking oil is stored near a class K fire extinguisher	
E-127	Waste bins do not leak	
E-128	There is a labeled waste bin for sharp objects	
E-129	There is a labeled waste bin for defective products	
		Yes/No Tally:

<b>Eyewashes</b>			
E-130	Emergency eyewash stations are required in the following areas:		
E-130A	Powered Industrial truck charging stations		
E-130B	Chemical storage areas		
E-131	Eyewash stations are clean and in good condition		
E-132	Eyewash stations that have a water tank have been treated with a manufacturer approved anti-microbial solution		
E-133	Eyewashes that are plumbed are flushed for three minutes once a week		
E-134	Eyewashes lead to a drain		
		Yes/No Tally:	
<b>Powered Industrial Truck Charging Station</b>			
E-135	Charging station is away from customer areas		
E-136	Charging station has face shield, apron, gloves, and eyewash station		
E-137	Cords used in charging are in good condition		
E-138	Extension cords are not used for charging		
E-139	Charging stations have posted instructions		
E-140	Charging stations have postings that prohibit employees under the age of 18 from using the charging station		
		Yes/No Tally:	
<b>Break Areas</b>			
E-141	Break areas are kept clean		
E-142	Break area food storage and preparing equipment is clean and in good condition		
E-143	Break areas are of adequate size		
E-144	Smoking is prohibited in break areas or there are specified break areas for smoking		
		Yes/No Tally:	

Retail Safety Audit- Employee Safety			
Item #		YES	NO
<b>VIOLENCE PREVENTION</b>			
<b>Employee Assistance Program (EAP)</b>			
F-1	The EAP phone number is listed in a conspicuous posting		
F-2	Employees receive EAP information during orientation		
		Yes/No Tally:	
<b>Early and Late Hours</b>			
F-3	Employees do not open or close the store alone		
F-4	Cash is secured prior to evening hours		
F-5	Phones with outside lines are readily available to employees during early and late hours		
		Yes/No Tally:	

Retail Safety Audit- Employee Safety			
Item #		YES	NO
<b>SAFETY COMMITTEE</b>			
<b>Monthly Meeting Minutes</b>			
G-1	Monthly meeting minutes are recorded		
G-2	Monthly meeting minutes are forwarded to the Corporate Safety Manager		
G-3	Monthly meeting minutes are posted in a conspicuous area		
		Yes/No Tally:	
<b>Assigned Tasks</b>			
G-4	The Safety Committee has an assigned leader		
G-5	The Safety Committee has an assigned note taker		
G-6	The date and time of the next Safety Committee is posted with the meeting minutes		
		Yes/No Tally:	
<b>Regular Members</b>			
G-7	Safety Committee is made up of both full and part time employees		
G-8	Safety Committee has membership to cover all shifts		
G-9	Safety Committee has membership to cover all departments		
G-10	Safety Committee has a sign in sheet to track attendance		
G-11	Safety Committee members who are continually absent are replaced		
		Yes/No Tally:	
<b>Communication</b>			
G-12	Employees know who the Safety Committee members are		
G-13	Employees feel free to report concerns to the Safety Committee		
		Yes/No Tally:	

Retail Safety Audit- Employee Safety			
Item #		YES	NO
<b>INSPECTIONS</b>			
<b>Daily</b>			
H-1	Forklift inspections are completed		
H-2	Sweep logs are completed		
H-3	Emergency exits are inspected prior to business every day		
		Yes/No Tally:	
<b>Weekly</b>			
H-4	Plumbed eyewash stations are flowed for three minutes once each week		
		Yes/No Tally:	
<b>Monthly</b>			
H-5	Emergency lights are tested for 30 seconds each month		
H-6	Fire extinguishers are inspected monthly		
H-7	Panic bars on emergency exits are tested monthly		
		Yes/No Tally:	
<b>Annual</b>			
H-8	Emergency lights are tested for 90 minutes		
H-9	Fire hoods are inspected annually by the outside vendor		
H-10	Fire extinguishers are inspected annually by the outside vendor		
		Yes/No Tally:	

Retail Safety Audit- Employee Safety			
Item #		YES	NO
<b>PARKING LOTS</b>			
<b>Lighting</b>			
I-1	Parking lot is adequately lit		
I-2	Light poles are secure against vehicle collision		
I-3	Light poles have brightly colored bases		
I-4	Parking lot lights are working		
I-5	Parking lot lights turn on automatically during low light conditions		
		Yes/No Tally:	
<b>Drainage</b>			
I-6	Parking lot drains are free of blockage and clutter		
I-7	Parking lots drain adequately		
I-8	Water from parking lots does not flow to walkways or entryways		
I-9	Sand, salt, or other similar material is placed over icy spots		
I-10	There are no areas where water pools		
I-11	Pavement is in good condition and there are no major potholes		
		Yes/No Tally:	
<b>Cart Corrals</b>			
I-12	There are enough cart corrals to handle the carts in the parking lot		
I-13	Cart corrals are spaced so that they are easily used by customers		
I-14	Cart corrals are able to adequately hold carts in place		
I-15	Cart corrals are not in areas that impede traffic		
I-16	Cart corrals have signage and are easily identified		
		Yes/No Tally:	
<b>Sidewalks</b>			
I-17	Sidewalks are in good condition		
I-18	Elevation changes are marked with contrasting colors		
I-19	Steps have hand rails, and there are ramps or other alternatives to steps		
I-20	Sidewalks are not icy, and salt, sand, or other similar material is placed over any icy spots		
I-21	Sidewalks are well lit		
		Yes/No Tally:	
<b>Vehicle Speed</b>			
I-22	There are signs that indicate acceptable vehicle speed		
I-23	There is a physical division between driving lanes and the parking lot		
I-24	There are physical means to control vehicle speed in areas that have the potential for high speed interaction between vehicle and pedestrians		
		Yes/No Tally:	
<b>Paint</b>			
I-25	Parking spaces, lanes, etc. have clearly visible paint		
I-26	Signs and warnings are readable		
		Yes/No Tally:	
<b>Wheel Bumpers</b>			
I-27	There are wheel bumpers to keep vehicles from rolling into walking or driving areas		
I-28	There are wheel bumpers to keep vehicles from rolling into the building		
I-29	Wheel bumpers are brightly colored		
I-30	Wheel bumpers are not located in walking or driving areas		
		Yes/No Tally:	
<b>Cart Retrieval</b>			
I-31	There is a cart retrieval schedule		
I-32	There is not an overly large number of carts in the parking lot		
I-33	Cart tugs are used to help retrieve carts		
I-34	Employees retrieving carts are wearing orange reflective vests		
I-35	There are an adequate number of carts available in the store		
I-36	There is no evidence of carts being taken off property		
		Yes/No Tally:	

**Retail Safety Audit- Employee Safety**

Item #		YES	NO
<b>DELIVERY VANS</b>			
J-1	Seat belts are in place and work		
J-2	The vehicle insurance card and registration are present		
J-3	The inside of the vehicle is clean and in good condition		
J-4	Vehicle tires have tread and do not show evidence of under inflation		
J-5	License plates are in place and tabs are up to date		
J-6	Headlights, blinkers, horn, and backup lights work		
Yes/No Tally:			

Retail Safety Audit- Employee Safety			
Item #		YES	NO
<b>EMERGENCY RESPONSE</b>			
<b>First Aid Kits</b>			
K-1	First aid kits are accessible and stocked		
K-2	First aid kits are easily identifiable and found		
K-3	Employees know where to find the first aid kit		
		Yes/No Tally:	
<b>Emergency Numbers</b>			
K-4	Emergency numbers are posted at all phones that dial out of the building		
K-5	Emergency numbers are correct		
K-6	Emergency numbers include ambulance, fire, police		
		Yes/No Tally:	
<b>Bloodborne Cleanup Kits</b>			
K-7	There are bloodborne pathogen cleanup kits on hand		
K-8	Trained bloodborne pathogen spill responders know the location of the kits		
K-9	Kits include cleanup materials, liquid soaking materials, a shovel, tongs, protective gear, and a biohazard container		
K-10	Protective gloves are medical grade		
		Yes/No Tally:	



Please comment on any "no" responses below.

ITEM

COMMENT

CORRECTIVE ACTION

DATE

Retail Safety Audit- Employee Safety			
Item #		YES	NO
<b>EMERGENCY RESPONSE</b>			
<b>First Aid Kits</b>			
K-1	First aid kits are accessible and stocked		
K-2	First aid kits are easily identifiable and found		
K-3	Employees know where to find the first aid kit		
		Yes/No Tally:	
<b>Emergency Numbers</b>			
K-4	Emergency numbers are posted at all phones that dial out of the building		
K-5	Emergency numbers are correct		
K-6	Emergency numbers include ambulance, fire, police		
		Yes/No Tally:	
<b>Bloodborne Cleanup Kits</b>			
K-7	There are bloodborne pathogen cleanup kits on hand		
K-8	Trained bloodborne pathogen spill responders know the location of the kits		
K-9	Kits include cleanup materials, liquid soaking materials, a shovel, tongs, protective gear, and a biohazard container		
K-10	Protective gloves are medical grade		
		Yes/No Tally:	