

# EHS Health & Safety Site Conversion Audit

Audit Date:  
End Date:  
System Completed:  
Version # : 4.0

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Audit #:  
Store Number:  
Store Name:  
Store Manager:  
Performed By:

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## Audit Summary

Audit Score: %

Section	Possible Points	Points Scored	% Scored	Scoring
All locations	33			
	33.00	0.00		

## Comments:

All locations		Risk Level	Possible Pts	Answer	Pts Earned	Prev Failed
			33			
1	Are electrical power cords on all equipment and appliances are in good condition, with no exposed wires or damaged / missing prongs?		1			
<i>Comments / Actions</i>						
<i>Help Text</i> Include the Doctor Office when inspecting. Any equipment with electrical issues should be locked out / tagged out.						
2	Is there is a 3 foot/36 inch clearance in front of breaker panels? (Clearance area may be floor striped or a warning label posted on panel door).		2			
<i>Comments / Actions</i>						
<i>Help Text</i> No objects blocking the electrical panels like tables, chairs, ladders, or trash.						
3	Are electrical cords secured and not located in walkways, or posing trip or entanglement hazards to associates or customers? (Electrical cords / cables at dispensing tables must also be secured.)		2			
<i>Comments / Actions</i>						
<i>Help Text</i> Include the Doctor Office when inspecting. Cords should be tied up / taped out of the way. Consider the arrangement of furniture if needed to prevent cords from being in walkways. Contact your ROM for guidance if unable to properly secure.						
4	Are child safety caps in place on all retail floor and OD offices unused electrical outlets?		1			
<i>Comments / Actions</i>						
<i>Help Text</i> Child safety caps required in all spaces accessible to the public. Order caps through CP - CP# 3032824						
5	Are all powered items (ex. Lab equipment, microwaves, mini-refrigerators, etc.) plugged directly into an electrical socket or a surge protector? (Extension cords may not be used as a permanent power source.)		1			
<i>Comments / Actions</i>						
<i>Help Text</i> If power is needed but not available, 1st reorganize the space if possible. If not possible to reorganize, open a work order to request an electrician.						
6	Are all exit doors clearly marked and not blocked? (Both the exit signs and emergency lighting must be cleared of obstructions.)		2			
<i>Comments / Actions</i>						
<i>Help Text</i> Exit routes and doors must be free of stored items, with a minimum 3 ft. wide clearance.						
7	Do all exit signs work?		1			
<i>Comments / Actions</i>						
<i>Help Text</i> Test each exit sign by pressing the test button or turning power off using breaker in breaker box. Check the Health & Safety Manual for more detailed instruction.						
8	Are sprinklers unobstructed with a minimum of 24" clearance from the ceiling?		2			
<i>Comments / Actions</i>						
<i>Help Text</i> 24" clearance is required from ceiling;						
9	Are fire extinguishers present in marked locations and not obstructed?		2			
<i>Comments / Actions</i>						
<i>Help Text</i> Fire extinguishers are clearly marked and identifiable as to where they are. Locations as per designated on evacuation maps. Extinguishers should not be obstructed.						

All locations		Risk Level	Possible Pts	Answer	Pts Earned	Prev Failed
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10	Are the fire extinguishers in good condition and inspected monthly? (Gauge is in the green, hose in good shape, nozzle appears clean, and monthly tag both on the extinguisher and filled out each month..)		2			
<i>Comments / Actions</i>						
<i>Help Text</i> Order Monthly inspection tags through CP -- 3003396 Inspection includes inspecting hose for any damage, and ensuring it is charged and needle is in green section of indicator. Tags must be marked and up-to-date.						
11	Have the fire extinguishers been serviced annually by an outside agency and have an updated annual service tag?		2			
<i>Comments / Actions</i>						
<i>Help Text</i> Open a work order if needed.						
12	Is the ladder in good shape (no broken or bent rungs or bars) and stored to prevent damage and trips?		2			
<i>Comments / Actions</i>						
<i>Help Text</i> Store must have a ladder or stepstool to reach higher objects. Ladders should be stored flat, either level on the floor or upright and secured to a wall, to prevent them from bending. Ladders and stepstools should be stored secured away to avoid trip hazards, tips, etc. while not in use.						
13	Is a First Aid Kit present and fully stocked with no items that are expired?		2			
<i>Comments / Actions</i>						
<i>Help Text</i> Check the first aid kit list and ensure all items and quantities match contents in kit. Make sure no pieces are expired (Check Iodine, Antiseptic wipes, BZK Antiseptic wipes, and Burn Cream.)						
14	Are interior finishes in good condition and do not pose hazards? Hazards including trip / fall, collapse, etc. (Include all furniture, fixtures, etc. and all areas of the store.)		1			
<i>Comments / Actions</i>						
<i>Help Text</i> If a work order has been opened, then this is a pass.						
15	Are emergency plans (including emergency phone numbers) and for the store posted or available for viewing?		2			
<i>Comments / Actions</i>						
<i>Help Text</i> This is the Emergency Action Plan (EAP), and it may be the mall's or the specific to the retail location. Brand Provided Blue and White Emergency Procedures Poster. CP # 3013385						
16	Are evacuation maps posted in various locations?		2			
<i>Comments / Actions</i>						
<i>Help Text</i> (Generally they should be on the Retail Floor, in the lab and in the OD offices.) The map should reflect the current layout. If your store needs updated map due to layout changes or your map isn't a clean copy reference Environmental Health and Safety/Support Documents in the documents folder on the toolkit to learn how to get a new map.						
17	Do team members know where to find Safety Data Sheets for cleaning chemicals and do they understand how to use them?		2			
<i>Comments / Actions</i>						
<i>Help Text</i> SDS for cleaners can be found in Ciao! Toolkit, under the Health & Safety section.						

All locations		Risk Level	Possible Pts	Answer	Pts Earned	Prev Failed
			33			
18	Are all consumer cleaning products stored properly? (Consumer cleaners should be stored in designated retail/ common areas and not in the lab. They should not be openly accessible to customers.)		1			
<i>Comments / Actions</i>						
<i>Help Text</i> Cleaning supplies include normal household cleaning supplies and also disinfectants. Flammable / combustible cleaners must be store away from electrical equipment. Consumer cleaners should be stored in designated retail/ common areas and not in the lab. They should not be accessible to customers.						
19	Are chemical storage areas (including consumer cleaners) clean and showing no signs of spills or corrosion?		1			
<i>Comments / Actions</i>						
<i>Help Text</i> All chemicals stored upright and caps are tight on bottles.						
20	Are all bottles / containers with chemicals (including consumer cleaners) clearly and legibly labeled?		2			
<i>Comments / Actions</i>						
<i>Help Text</i> If the original label is not legible, a new label must be applied. This can be a hand written label, but must include the chemical name and the hazardous associated with the chemical.						
<b>All locations</b>			33			