

# EHS Health & Safety Monthly Checklist

Audit Date:  
End Date:  
System Completed:  
Version # : 1.0

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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 |
|---------------------|-----------------|---------------|----------|---------|
| Chemical safety     | 3               |               |          |         |
| Electrical safety   | 4               |               |          |         |
| ER - Fire safety    | 10              |               |          |         |
| Slips, Trips, Falls | 4               |               |          |         |
| COVID               | 6               |               |          |         |
|                     | <hr/>           | <hr/>         |          |         |
|                     | 27.00           | 0.00          |          |         |

Comments:

| Chemical safety   |  | Risk Level | Possible Pts | Answer | Pts Earned | Prev Failed |
|---|--|------------|--------------|--------|------------|-------------|
|   |  |            | 3            |        |            |             |
| 1   | Are all consumer cleaning products stored in a secure area, off the Retail floor, and away from heat sources?  |            | 1            |        |            |             |
| <i>Comments / Actions</i>   |  |            |              |        |            |             |
| <i>Help Text</i><br>Cleaners should not be accessible to the general public. These should have a dedicated storage area in a back-of-house area. If you have store in a restroom or other area that customers may access, be sure the cleaners are locked and secured so children cannot accidentally access. |  |            |              |        |            |             |
| 2   | Are all bottles and containers with liquid labeled with the contents and the manufacturer name? (This includes all spray bottles that are used for refills of cleaning materials.) |            | 2            |        |            |             |
| <i>Comments / Actions</i>   |  |            |              |        |            |             |
| <i>Help Text</i><br>If an 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>Chemical safety</b>  |  |            | 3            |        |            |             |

| Electrical safety   |  | Risk Level | Possible Pts | Answer | Pts Earned | Prev Failed |
|---|--|------------|--------------|--------|------------|-------------|
|   |  |            | 4            |        |            |             |
| 1   | Are electrical power cords in good condition? (No exposed wires, no damaged / missing prongs.) |            | 1            |        |            |             |
| <i>Comments / Actions</i>   |  |            |              |        |            |             |
| <i>Help Text</i><br>Replace cords that are damaged. If the cord is part of equipment, open a Store Maintenance Portal work order to request repair.   |  |            |              |        |            |             |
| 2   | Is there is a 3 foot/36 inch clearance in front of breaker panels?                             |            | 2            |        |            |             |
| <i>Comments / Actions</i>   |  |            |              |        |            |             |
| <i>Help Text</i><br>No objects (table, chairs, ladders, trash, etc.) should be in front of the electrical panels. As a best practice, mark the area that needs to say clear on the floor with striped tape or a warning label posted on panel door. |  |            |              |        |            |             |
| 3   | Are child safety caps in place on all unused electrical outlets in the retail area?            |            | 1            |        |            |             |
| <i>Comments / Actions</i>   |  |            |              |        |            |             |
| <i>Help Text</i><br>Child safety caps required in all spaces accessible to the public. ORDER OUTLET COVERS THROUGH CP. CP NUMBER 3032824.   |  |            |              |        |            |             |
| <b>Electrical safety</b>  |  |            | 4            |        |            |             |

| ER - Fire safety  |  | Risk Level | Possible Pts | Answer | Pts Earned | Prev Failed |
|---|--|------------|--------------|--------|------------|-------------|
|   |  |            | 10           |        |            |             |
| 1   | 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><br>Exit routes and doors must be free of stored items, with a minimum 3 ft. wide clearance. If necessary, move anything that even potentially obstructs the exit routes. |  |            |              |        |            |             |
| 2   | Are sprinklers unobstructed with a minimum of 18" clearance from the ceiling? (Check sprinkler heads to make sure no stock or other storage blocks the sprinkler heads.) |            | 2            |        |            |             |
| <i>Comments / Actions</i>   |  |            |              |        |            |             |
| <i>Help Text</i><br>Make sure boxes or other stock are not too close to sprinkler heads. If something is stored too close and may be blocking the water flow, move it.                    |  |            |              |        |            |             |

| ER - Fire safety   |  | Risk Level | Possible Pts | Answer | Pts Earned | Prev Failed |
|--|--|------------|--------------|--------|------------|-------------|
|  |  |            | 10           |        |            |             |
| 3  | Are fire extinguishers in marked locations and not obstructed?<br><br>(Select Not Applicable "N/A" if in a host locations, and the fire extinguisher is NOT found in our area.)  |            | 2            |        |            |             |
| <i>Comments / Actions</i>  |  |            |              |        |            |             |
| <i>Help Text</i><br>Fire extinguisher locations should be marked with a sign on the wall or ceiling, so they can easily be found. Nothing should be stored by the fire extinguisher within a 2 foot area. Move anything that even potentially obstructs access. Order fire extinguisher signs through Central Procurement (CP).  |  |            |              |        |            |             |
| 4  | Have the fire extinguishers been inspected monthly?<br>(Inspect the extinguisher now. Make sure the hose is in good shape, the tank is charged, and the needle is in the green section of the indicator. Once inspected, initial and date the monthly tag.)<br><br>This question is only Not Applicable if location is in a host and does not have a fire extinguisher in their own retail area. |            | 2            |        |            |             |
| <i>Comments / Actions</i>  |  |            |              |        |            |             |
| <i>Help Text</i><br>Locations in host locations may not be responsible for their fire extinguishers. If you are in a host location and have a fire extinguisher, check the gauges, etc. but report issues to the Host. All non-host locations should open a Store Maintenance Portal work order if there are any issues with the fire extinguisher. Order monthly inspection tags through CP.<br><br>(Select Not Applicable if in a host locations, and the fire extinguisher is NOT found in our area.) |  |            |              |        |            |             |
| 5  | Are emergency plans or evacuation maps posted or readily available?  |            | 2            |        |            |             |
| <i>Comments / Actions</i>  |  |            |              |        |            |             |
| <i>Help Text</i><br>This is the Emergency Action Plan (EAP) ,and it may be the mall's or the specific to the retail location.  |  |            |              |        |            |             |
| <b>ER - Fire safety</b>  |  |            | 10           |        |            |             |

| Slips, Trips, Falls   |  | Risk Level | Possible Pts | Answer | Pts Earned | Prev Failed |
|---|--|------------|--------------|--------|------------|-------------|
|   |  |            | 4            |        |            |             |
| 1   | Are electrical cords secured and not located in walkways, or posing trip or entanglement hazards to associates or customers?   |            | 2            |        |            |             |
| <i>Comments / Actions</i>   |  |            |              |        |            |             |
| <i>Help Text</i><br>Cords should be tied up / taped out of the way. Consider the arrangement of furniture if needed to prevent cords from being in walkways. Do not use extension cords across the sales floor. If you need electric in a different location, open a work order for an electrician. |  |            |              |        |            |             |
| 2   | Is the ladder properly stored to prevent damage and trips?<br><br>(Ladders should be stored secured so they do not fall over or present a trip hazard. Single step stepstools should be stored out of the way of traffic.) |            | 2            |        |            |             |
| <i>Comments / Actions</i>   |  |            |              |        |            |             |
| <i>Help Text</i><br>Ladders and stepstools should be stored flat, secured, and out of the way to avoid trip hazards, tips, etc. while not in use.   |  |            |              |        |            |             |
| <b>Slips, Trips, Falls</b>  |  |            | 4            |        |            |             |

| COVID                     |  | Risk Level | Possible Pts | Answer | Pts Earned | Prev Failed |
|---------------------------|--|------------|--------------|--------|------------|-------------|
|                           |  |            | 6            |        |            |             |
| 1                         | Are all COVID related materials available in enough stock for one week? (This includes hand sanitizer, gloves, masks, paper towels, product cleaner, etc.) |            | 2            |        |            |             |
| <i>Comments / Actions</i> |  |            |              |        |            |             |
| <i>Help Text</i>          |  |            |              |        |            |             |
| 2                         | Are all products reviewed for handling and cleanliness, and cleaned following current product cleaning protocol?   |            | 2            |        |            |             |
| <i>Comments / Actions</i> |  |            |              |        |            |             |
| <i>Help Text</i>          |  |            |              |        |            |             |
| 3                         | Are all high contact surfaces (handles, cash wrap, etc.) cleaned twice a day?  |            | 2            |        |            |             |
| <i>Comments / Actions</i> |  |            |              |        |            |             |
| <i>Help Text</i>          |  |            |              |        |            |             |
| COVID                     |  |            | 6            |        |            |             |