

# 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	
		33					
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 stored 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.							
All locations		33					

# 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			
	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> 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> 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.					
Chemical safety		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> 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 a 3 foot/36 inch clearance in front of breaker panels?		2			
	<i>Comments / Actions</i>					
	<i>Help Text</i> 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 stay 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> Child safety caps required in all spaces accessible to the public. ORDER OUTLET COVERS THROUGH CP. CP NUMBER 3032824.					
Electrical safety		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> 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> 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	<p>Are fire extinguishers in marked locations and not obstructed? (Select Not Applicable "N/A" if in a host locations, and the fire extinguisher is NOT found in our area.)</p> <p><i>Comments / Actions</i></p>		2			
<p><i>Help Text</i></p> <p>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).</p>						
4	<p>Have the fire extinguishers been inspected monthly? (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.)</p> <p>This question is only Not Applicable if location is in a host and does not have a fire extinguisher in their own retail area.</p> <p><i>Comments / Actions</i></p>		2			
<p><i>Help Text</i></p> <p>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.</p> <p>Order monthly inspection tags through CP.</p> <p>(Select Not Applicable if in a host locations, and the fire extinguisher is NOT found in our area.)</p>						
5	<p>Are emergency plans or evacuation maps posted or readily available?</p> <p><i>Comments / Actions</i></p>		2			
<p><i>Help Text</i></p> <p>This is the Emergency Action Plan (EAP) ,and it may be the mall's or the specific to the retail location.</p>						
ER - Fire safety		10				

Slips, Trips, Falls		Risk Level	Possible Pts	Answer	Pts Earned	Prev Failed
4						
1	<p>Are electrical cords secured and not located in walkways, or posing trip or entanglement hazards to associates or customers?</p> <p><i>Comments / Actions</i></p>		2			
<p><i>Help Text</i></p> <p>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.</p>						
2	<p>Is the ladder properly stored to prevent damage and trips?</p> <p>(Ladders should be stored secured so they do not fall over or present a trip hazard. Single step stepladders should be stored out of the way of traffic.)</p> <p><i>Comments / Actions</i></p>		2			
<p><i>Help Text</i></p> <p>Ladders and stepladders should be stored flat, secured, and out of the way to avoid trip hazards, tips, etc. while not in use.</p>						
Slips, Trips, Falls		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>						
<b>COVID</b>		6				