Facility Safety Checklist

Facility Security

□ Is there a written facility/floor plan with a general layout of the facility (inc. Exit routes, fire extinguishers etc)?
□ Are perimeters protected by intrusion alarm devices?
□ Is the alarm system inspected regularly?
\square Is the perimeter of the facility protected by adequate lighting?
□ Are lighting fixtures checked for proper operation and replaced immediately if found to be defective/inoperable?
□ Does the facility have a dependable auxiliary source of power?
\square Are locks and keys to all buildings and entrances supervised and controlled by authorized personnel?
□ Are locks changed immediately upon loss or theft of keys?
\square If master keys are used, are they devoid of markings identifying them as such?
□ Is there an emergency action plan or evacuation plan —if so, are employees aware and educated on procedures?
□ Is there a workplace violence plan, drug and substance abuse plan -if so. are emplovees aware and educated on procedures?