

Safety Checklist



HOTEL

Supervisor: _____ Date: _____

Department/Area : _____

Yes	No	Fall Prevention
		Floors and stairs kept clean, dry and free of debris and obstructions
		Carpeting free of holes, loose threads and other tripping hazards
		Door mats maintained daily and replaced when in disrepair
		Slippery areas clearly marked with appropriate signage
		Chairs and boxes not used as substitutes for ladders
		Ladders inspected before usage, defective ladders repaired or discarded
		Employees wearing non-slip shoes when working in areas with wet surfaces
		Outside grounds and parking lot surfaces maintained on a daily basis
		Carts, refuse containers, vacuum cords and other materials not left in walkways
		Adequate lighting in all walkways and stairways

Back Safety

		Carts used to transport luggage, laundry bags, housekeeping supplies and other heavy or bulky materials
		Employees handling luggage or supplies utilizing the correct lifting techniques
		A minimum of two employees used to move heavy furniture
		Adequate number of staff used to turn over bed mattresses

Fire Safety

		Fire exit doors free of obstructions, exit signs appropriately illuminated
		Fire extinguishers easily accessible, locations properly marked
		Fire extinguishers fully charged and inspected on a regular basis
		Paints and other flammable and combustible materials stored in approved cabinets

Yes	No	Electrical Safety
		Portable tools properly grounded
		Frayed power cords repaired or replaced promptly
		Electrical outlets, light switches, junction boxes and other electrical components properly covered
		Doors closed and circuit spaces covered on panel boxes

Prevention Of Infectious Diseases

		Hand protection worn when disposing of refuse bags and contaminants
		Staff trained to be alert for sharps and body fluids when changing bed sheets and handling refuse bags
		Contaminants disposed of in “approved” bins

Chemical Safety

		MSDS sheets available for hazardous chemicals and accessible to all employees
		All chemicals stored in their proper containers and appropriately labeled
		Proper personal protective equipment worn when handling chemicals

Workplace Violence

		Panic button within reach of front desk to alert police in the event of an emergency
		Security cameras placed in strategic locations throughout the workplace
		Adequate lighting in the parking lot

