

Daily Safety Checklist

Date: [Insert Date]

Floor Manager: [Insert Name]

Safety Checklist

1. Check all emergency exits are clear and accessible.
2. Ensure fire extinguishers are in place and fully charged.
3. Verify that all safety signage is visible and legible.
4. Inspect the floor for any spills or hazards.
5. Confirm that personal protective equipment (PPE) is available and in good condition.
6. Conduct a walkthrough to identify any potential safety risks.
7. Review incident reports from the previous day.
8. Ensure all first aid kits are fully stocked.
9. Check that all machinery is operating safely and correctly.
10. Gather feedback from staff regarding safety concerns.

Manager's Comments:

[Insert Comments Here]

Signature:

[Insert Signature]