



Nonprofit Safety & Health Checklist

Before you begin, use this checklist to make a quick assessment of your organization. Check off items that your organization addresses currently. After you have gone through the Safety & Health materials, come back to the checklist to make notes about what you’ve learned and what improvements you can make.

This checklist draws on OSHA and L&I resources and is by no means all-inclusive. Not all checklists will apply to your organization. Focus on the topics that your organization has previously encountered or that are most relevant to your organization. Refer to [L&I Safety & Health Core Rules](#) for specific standards and guidance. An [L&I Consultation](#) will also provide more information in your specific situation.

Notes and Next Steps

<p>1. GENERAL RESPONSIBILITIES</p> <p>Employer responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide a workplace free of recognized hazards <input type="checkbox"/> Provide and use means to make your workplace safe <input type="checkbox"/> Prohibit employees from entering, or being in, any workplace that is not safe <input type="checkbox"/> Construct your workplace so it is safe <input type="checkbox"/> Prohibit alcohol and narcotics from your workplace <input type="checkbox"/> Prohibit employees from using tools and equipment that are not safe <input type="checkbox"/> Establish, supervise, and enforce rules that lead to a safe and healthy work environment that are effective in practice <input type="checkbox"/> Control chemical agents <input type="checkbox"/> Protect employees from biological agents 	
<p>Organizational responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish a safety committee or hold safety meetings (See Chapter 3 for more) <input type="checkbox"/> Develop a formal, written Accident Prevention Program (See Chapter 3 for more) <input type="checkbox"/> Develop, supervise, implement, and enforce safety and health training programs <input type="checkbox"/> Include on-the-job instruction to employees prior to their job assignment) that are effective in practice 	



<p>Employee responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Play an active role in creating a safe and healthy workplace and comply with all applicable rules 	
<p>First aid</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure that first-aid trained personnel are available to provide quick and effective first aid <input type="checkbox"/> Make sure appropriate first aid supplies are readily available <input type="checkbox"/> Make sure emergency washing facilities are functional and readily accessible 	
<p>Fire extinguishers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide portable fire extinguishers <input type="checkbox"/> Make sure that portable fire extinguishers are kept fully charged, in operable condition, and left in their designated places <input type="checkbox"/> Inspect and test all portable fire extinguishers according to their recommended maintenance schedule <input type="checkbox"/> Train your employees to use portable fire extinguishers 	
<p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide appropriate PPE to your employees <input type="checkbox"/> Train your employees how to use PPE <input type="checkbox"/> Require employees to use PPE on the job 	
<p>Safety bulletin board</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide a safety bulletin board in your workplace <input type="checkbox"/> Post the required posters on this bulletin board (or other visible place) <input type="checkbox"/> Post any other relevant safety information 	
<p>2. BEHAVIOR</p> <p>Tobacco, alcohol, and narcotics</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prohibit tobacco smoke in your office work environment <input type="checkbox"/> Prohibit alcohol and narcotics from your workplace <input type="checkbox"/> Prohibit employees under the influence of alcohol and narcotics in the workplace 	



<p>Workplace violence</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct an inventory of risk factors <input type="checkbox"/> Assign responsibility and authority for the various aspects of workplace violence prevention <input type="checkbox"/> Maintain a system of accountability, including recordkeeping and evaluation <input type="checkbox"/> Provide training as appropriate 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>Ergonomic issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instruct employees on proper ergonomic guidelines, such as proper alignment of office desks, chairs, and computer monitors <input type="checkbox"/> Follow Labor & Industries ergonomic checklist for specifics on how to create a safe workstation 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>Transportation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure employees who operate vehicles as a part of job requirements have a valid driver's license of the appropriate type <input type="checkbox"/> Ensure enforcement of a driving policy that includes cell phone use and insurance. 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>Lighting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain adequate lighting 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>Housekeeping, drainage, and storage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep your workplace clean <input type="checkbox"/> Sweep and clean your workplace to minimize dust <input type="checkbox"/> Keep your workplace free of obstacles that interfere with cleaning <input type="checkbox"/> Control pests in your workplace <input type="checkbox"/> Make sure floors are clean and well-maintained <input type="checkbox"/> Keep your workroom floors dry, when practical <input type="checkbox"/> Provide proper drainage <input type="checkbox"/> Store things safely <input type="checkbox"/> Control for mold in your storage areas 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>



<p>Drinking water, bathrooms, washing facilities, and waste disposal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide safe drinking water in your workplace <input type="checkbox"/> Clearly mark the water outlets that are not fit for drinking <input type="checkbox"/> Provide bathrooms for your employees <input type="checkbox"/> Provide convenient and clean washing facilities <input type="checkbox"/> Make sure eating areas are safe and healthy <input type="checkbox"/> Dispose of garbage and waste appropriately <input type="checkbox"/> Provide changing rooms when required <input type="checkbox"/> Make sure any work clothes you provide are dry 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>Biological hazards</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assess risks related to bloodborne pathogens or other biological hazards <input type="checkbox"/> Implement a system for managing sharps (instruments, needles, and other sharp objects) <input type="checkbox"/> Plan ways to protect people from exposure to blood or other potentially infectious materials <input type="checkbox"/> Plan ways to dispose of biohazard waste <input type="checkbox"/> Create a plan to manage risks 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>Building structure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide fixed stairs where required <input type="checkbox"/> Provide stairs that minimize hazards <input type="checkbox"/> Provide handrails and stair railings <input type="checkbox"/> Guard or cover floor openings and floor holes <input type="checkbox"/> Protect open-sided floors and platforms <input type="checkbox"/> Do not overload floors or roofs <input type="checkbox"/> Make sure that floors are safe <input type="checkbox"/> Make sure floors can support equipment that moves or has motion <input type="checkbox"/> Post approved weight limits for floors <input type="checkbox"/> Inspect all electrical equipment your employees use to make sure the equipment is safe 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>



<p>Building structure, cont.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure all electrical equipment is used for its approved or listed purpose <input type="checkbox"/> Make sure electrical equipment used or located in wet or damp locations is designed for such use <input type="checkbox"/> Maintain electrical fittings, boxes, cabinets, and outlets in good condition <input type="checkbox"/> Maintain all flexible cords and cables in good condition and use safely <input type="checkbox"/> Make sure electrical equipment is effectively grounded <input type="checkbox"/> Make sure electrical equipment has surge protection 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>Exit routes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide adequate number of exit routes <input type="checkbox"/> Make sure that exit routes suffice for the number of people in the space <input type="checkbox"/> Make sure that exit routes lead outside <input type="checkbox"/> Provide unobstructed access to exit routes <input type="checkbox"/> Exit doors must be capable of being opened from the inside <input type="checkbox"/> Mark exits adequately <input type="checkbox"/> Provide adequate lighting for exit routes <input type="checkbox"/> Install and maintain an appropriate employee alarm system <input type="checkbox"/> Test the employee alarm system on a regular basis per manufacturer recommendations <input type="checkbox"/> Create an evacuation plan for emergencies 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4. REPORTING (when an accident happens)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure equipment involved in a work-related accident is not moved <input type="checkbox"/> Document the preliminary investigation findings <input type="checkbox"/> Conduct a preliminary investigation for all serious injuries <input type="checkbox"/> Assign people to assist the Department of Labor & Industries in their investigation 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>