

# Wholesale best practices safety checklist

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Use this checklist to spot potential hazards and help keep your team, equipment, and property safe.  
For each item, select: Yes / No / N/A

## Slip, trip, and fall prevention

Yes No N/A

|   |  |  |  |
|---|--|--|--|
| Are sturdy, clean mats placed both inside and outside each doorway to help keep floors dry and clean?   |  |  |  |
| Do you have a routine in place to keep floors clean — including a plan for when spills happen?  |  |  |  |
| During rain or snow, do you take extra steps to keep floors safe (like more frequent mopping or signage)?                                     |  |  |  |
| Is storage kept away from walkways and doorways to keep paths clear?  |  |  |  |
| Have you shared footwear guidelines with staff and visitors to help prevent slips?  |  |  |  |
| Do you regularly check floors and walkways for damage like cracks or uneven surfaces?   |  |  |  |
| If there's floor damage, is it clearly marked so no one trips before it gets fixed?   |  |  |  |
| Do you regularly inspect and maintain ladders and step stools to make sure they're safe to use?   |  |  |  |
| Is there training for staff on how to properly use ladders and step stools?   |  |  |  |
| When employees are working at heights or on platforms, are they protected with guardrails, fall protection gear, or a fall protection system? |  |  |  |
| Do you provide yearly training on fall protection equipment and how to spot slip and trip hazards?  |  |  |  |
| When someone slips, trips, or has a close call, do you complete a root cause investigation to help prevent it from happening again?           |  |  |  |

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## Overexertion and repetitive motion

Yes No N/A

|  |  |  |  |
|--|--|--|--|
| Before hiring or assigning roles, do you check that employees can safely meet the physical demands of the job?                 |  |  |  |
| Do you have enough carts, lift tables, forklifts, or other tools to help with heavy lifting?                                   |  |  |  |
| Is there training in place for employees who operate forklifts (powered industrial trucks)?                                    |  |  |  |
| Do crane operators receive specific training too?  |  |  |  |
| Are employees trained on how to safely use all material handling tools and equipment?  |  |  |  |
| Is each piece of equipment on a preventive maintenance checklist to make sure it stays in good working order?                  |  |  |  |
| Do leaders encourage staff to use lifting tools instead of manual lifting?   |  |  |  |
| Have you identified any repetitive tasks and taken steps to reduce strains — like job rotation, more breaks, or automation?    |  |  |  |
| Do you investigate the root cause of any overexertion injuries or near misses?   |  |  |  |
| Is there a return-to-work plan in place with light-duty options and clear steps to help injured employees ease back into work? |  |  |  |

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## Equipment safety

Yes No N/A

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|--|--|--|--|
| Is there a preventative maintenance schedule in place for all machines?  |  |  |  |
| Are moving parts and points of operation guarded to prevent accidental contact?                                |  |  |  |
| Are lockout/tagout (LOTO) procedures clearly outlined for each machine?  |  |  |  |
| Are employees trained on how to follow LOTO procedures — both when they're hired and during annual refreshers? |  |  |  |
| Have you completed a PPE (personal protective equipment) assessment for every workstation?                     |  |  |  |
| Is PPE training provided at hire and refreshed each year, including how to store gear properly?                |  |  |  |

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## Electrical safety

Yes No N/A

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|--|--|--|--|
| Are extension cords being used only temporarily (less than 90 days) — not as permanent wiring?                                 |  |  |  |
| Is there a process for checking and removing any damaged cords or plugs?   |  |  |  |
| Each year, do you use infrared thermography to check for loose or damaged electrical connections inside panels and switchgear? |  |  |  |
| Is there a process in place to manage arc flash risks when working in electrical panels or switchgear?                         |  |  |  |
| Are GFCI (ground fault circuit interrupter) outlets installed near sinks, showers, or other wet areas?                         |  |  |  |

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## Flammable or combustible materials

Yes No N/A

|   |  |  |  |
|---|--|--|--|
| Are small amounts of flammable or combustible materials stored in a UL-rated, closed flammables cabinet?                                    |  |  |  |
| If you store more than the cabinet can hold, are materials kept in a designated room with proper fire suppression and ventilation?          |  |  |  |
| If your business involves flammable materials, is your building's fire suppression system rated for the type and volume of material stored? |  |  |  |

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## Fleet safety

Yes No N/A

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|---|--|--|--|
| Do you pull motor vehicle reports (MVRs) for all new and existing drivers every year?   |  |  |  |
| Are drivers enrolled in an MVR monitoring program?  |  |  |  |
| Have you set clear, minimum standards for driver eligibility?   |  |  |  |
| Do you check each driver's MVR against those standards at least once a year?  |  |  |  |
| Have drivers ever been removed from driving duties due to unsafe driving records?   |  |  |  |
| Is there hands-on driver training that ends with a road test and passing score?   |  |  |  |
| Do you track driver behavior through ride-alongs or vehicle telematics?   |  |  |  |
| Is there a formal process for addressing unsafe driving — like coaching, warnings, or disciplinary action?                        |  |  |  |
| When unsafe habits show up, do you provide coaching in a timely way?  |  |  |  |
| If coaching doesn't lead to improvement, have drivers been reassigned from driving duties?  |  |  |  |
| Do drivers receive annual training on your fleet policies and expectations?   |  |  |  |
| Is there a formal maintenance program for vehicles — including pre- and post-trip inspections and a documented annual inspection? |  |  |  |

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