

# Work practices inspection checklist

Date inspected:			Inspected by:	
Item	Yes	No	Comments, deficiencies and action required	Date corrected
Do employees refrain from horseplay, teasing or otherwise playfully distracting fellow workers?	<input type="checkbox"/>	<input type="checkbox"/>		
Do employees refrain from running or rushing while performing their duties?	<input type="checkbox"/>	<input type="checkbox"/>		
Are employees attentive to their tasks, especially when operating moving equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
Do employees observe "no smoking" restrictions?	<input type="checkbox"/>	<input type="checkbox"/>		
Are correct manual lifting procedures followed – is the load kept as close as possible to the body, are knees bent, and is the back straight – to prevent injuries?	<input type="checkbox"/>	<input type="checkbox"/>		
Do employees push, not pull, carts and other mobile equipment, except at doorways?	<input type="checkbox"/>	<input type="checkbox"/>		
Do employees abstain from using boxes, chairs and other objects as makeshift ladders?	<input type="checkbox"/>	<input type="checkbox"/>		
Are employees observed moving equipment, such as slicers, grinders or portable fans while the equipment is in operation?	<input type="checkbox"/>	<input type="checkbox"/>		
Are aisleways and traffic ways kept free of obstacles and obstructions?	<input type="checkbox"/>	<input type="checkbox"/>		
Are employees trained in the proper use of the equipment their duties require them to use, and are they restricted from using other equipment?	<input type="checkbox"/>	<input type="checkbox"/>		