

<i>Safety Tour Checklist</i>						
Team Name	Supervisor	Shop	Tour Date (mm/dd/yy)	Sheet Status <i>(X Appropriate box)</i>		
				<i>Incomplete</i>		<i>Completed</i>
<i>Tour Participants</i>						
Name	Shop	Name	Shop	Name	Shop	

Section One

Work Area <i>(Mark S if Satisfactory) or X for discrepancies</i>											
Description	S	X	Description	S	X	Description	S	X	Description	S	X
First Aid Boxes			Emergency Lighting			Hallways			Housekeeping		
WHMIS Labels			Exit Markings			Stairs			Condition of Equip.		
Hose reels			Emergency Exit Safety			Fire Extinguishers			Condition of Tools		
Tripping Hazards			Electrical Cords						Machine Guarding		

Section One Comments: <i>(Record any discrepancies)</i>	Date	Responsible

Section Two

Knowledge and Compliance <i>(Mark S if Satisfactory) or X for discrepancies)</i>											
Description	S	X	Description	S	X	Description	S	X	Description	S	X
Lockout Conditions			Plant Safety Rep			Evacuation Procedure			Stop Sign Compliance		
Pull Boxes location			Emergency phone #			Marshalling area			Fork lift license		
Fire Exting. location			Emer. phone location			Eye & Face Prot.			Hearing Protection		
			PPE compliance								

Section Two Comments: <i>(Record any discrepancies)</i>	Date	Responsible

Section Three

Shop Tour <i>(Specific to Own Work Area)</i> <i>(Mark S if Satisfactory) or X for discrepancies)</i>											
Description	S	X	Description	S	X	Description	S	X	Description	S	X

Section Three Comments: <i>(Record any discrepancies)</i>	Date	Responsible