



## Michigan Bankers Workers' Compensation Fund Safety Checklist

<b>Bank:</b>	<b>Branch Location:</b>
<b>Address:</b>	
<b>Name of Person Completing Checklist:</b>	

*\* Denotes MIOSHA requirement - Immediate attention must be given for any irregularity*

IN ALL AREAS	Y	N	COMMENTS
Building structure is in good condition - windows, roof, floors, etc.			
Restricted areas are clearly marked and properly secured			
No tripping hazards or obstructed aisles - if you see it, report it			
* Tile floor/ Rugs - good condition (no loose areas, no tears)			
*All furniture in good condition			
*File cabinets and shelving is secure			
*Adequate lighting - especially parking lots/ATM area			
*Emergency lighting available and checked monthly for operation			
*All equipment is properly grounded			
*No Smoking - posted and enforced			
Are employees aware portable heaters are prohibited			
*Fire extinguisher - available			
Smoke detectors operational			
Fire doors closed; not blocked or open			
Are employees trained in fire extinguisher use - P.A.S.S.			
PARKING LOTS	Y	N	COMMENTS
*No holes			
Curbs are painted where needed and intact			
Handicapped parking properly marked			
Drainage basins are clear and operational			
Gates, posts, fencing, flag poles in good condition/functional			
*Electrical outlets/weatherproof (GFI)			
Security cameras operational			
ATM area - no vegetation or obstructions			
WALKWAYS, ENTRANCES & EXITS	Y	N	COMMENTS
1910.22 GENERAL REQUIREMENTS (a) Surface conditions. The employer must ensure: (3) Walking-working surfaces are maintained free of hazards such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, and ice.			
*Emergency exits available			
Cleared/salted well before start time			
During the day when snowing, is someone responsible for the above task			
*Water/snow mopped			
Employees have a convenient location to change footwear when entering			
Floor runners changed regularly during inclement weather			
All stairs have clearly marked edges			
Stair treads: firm, level, clean, not excessively worn or slippery			
Handrails are firm and accessible on both sides			
Glass doors have visible decals			
*All cords are secured to prevent tripping			
LOBBY & PUBLIC AREAS	Y	N	COMMENTS
Portable stanchion/ropes - stable/good condition			
No open or boxed electrical outlets in traffic areas			
Elevators checked quarterly, inspected by certified contractor annually			
OFFICE ERGONOMICS	Y	N	COMMENTS
Regular periodic assessment of office ergonomics			
Stretching/warm-up exercises offered for hands/wrists/shoulders			
Employees are shown how to adjust office furniture			
Furniture including workstations, chairs, computers are adjusted properly			
Work holders, wrist rests, lumbar support, foot rests are provided			
Back injury prevention training given			

DRIVE-IN TELLERS	Y	N	COMMENTS
Overhead clearance signs present at drive-in			
Do not enter signs on exit side of drive-in			
Tubes/drawers properly functioning			
Entrance door has means to indentify who is at the door before opening			
TELLER AREA	Y	N	COMMENTS
Emergency Alert line number posted at/on each phone			
Bandit description form present at each station			
Entrances/Exits hav posted height markers			
VAULT AREAS	Y	N	COMMENTS
*Emergency ventilation in all vaults			
Key access restricted			
Step ladder provided			
Slip-resistant material on vault ramp			
Lifting policy (weight/frequency) written and reviewed with employees			
Coin bag weight limitations in place			
Adequate number of coin carts in place			
Coin carts are height adjustable and in good condition			
Hand washing facilities near vault operations			
STORAGE AREAS	Y	N	COMMENTS
Shelving - adequate weight for boxes			
File boxes stacked less than 4' high			
Step ladder provided			
No combustibles in furnace room			
Electrical connections covered - doors on breaker boxes closed			
Electrical panels, circuits, breaker switches identified			
No missing or loose cover plates (water heather, furnace, etc.)			
MISCELLANEOUS FOR THE MAIN OFFICE	Y	N	COMMENTS
Are state and federal postings placed in a conspicuous area			
<b>Have emergency prodedures been reviewed in the last 12 months</b>			
*Ladders, step stools, carts inspected regularly for damage, appropriate use			
*Point of operations guarded on machinery (mechanical room review, unguarded moving parts, i.e. pulleys, printers, etc.			
Vehicle registration checks done on employees who drive for bank business			
Preventive Maintenance schedule on bank owned vehicles			
Are certificates of Liability Insurance obtained from subcontractors			
Do you have a Conflict/Resolution Training Program			
Is an employee assistance plan made available			
Do you have a worker's injury claims kit			
*Bloodborne Pathogens Safety (BPS) Standards reviewed and BPS ER kit provided			
Has a medical facility been designated for worker injury treatment			
Employee accidents investigated to determine cause, corrective actions taken			
How are employees encouraged to report safety issues/concerns			
Have you implemented a loss control program			
Is there a robbery crisis plan and training in place Critical Incident Stress Debriefing: Onsite Services and Management Line. 1-877-823-4394			

**NOTES**