



Diaper Bank Safety Checklist

1. **Lighting:** Check lighting in stairways entrances, emergency exits, parking areas and individual work areas.
2. **Exits:** Make sure exits should be easily accessible and clearly marked. Can visitors find their way out in a smoke-filled hallway?
3. **Air Quality:** Has your HVAC (heating, ventilation, air conditioning) system been vacuumed and checked for leaks? Sick buildings are blamed for headaches, sore eyes and respiratory ailments.
4. **Noise:** What is the level of noise from the shop floor, computers, printers, copiers, FAX machines, postage meters and personal radios? Excessive noise interferes with concentration and can damage hearing over the long run.
5. **Hazardous Material:** Are hazardous materials such as paint, gasoline, toner, cleaning supplies such as bleach and ammonia clearly marked and properly stored? Have special disposal arrangement been made and publicized?
6. **Ergonomics:** Are workstations properly aligned to prevent eye, back, neck, shoulder and wrist strain?
7. **Transportation:** Do volunteers who drive while performing their duties follow defensive driving practices? This would include everyone in the vehicle wearing seatbelts, not driving when sleepy, taking medication that causes drowsiness, or after drinking alcohol, using reverse gear as little as possible, and driving with headlights on.
8. **Prevention Training:** Are volunteers trained to look for and remedy slip or trip conditions on steps and floors? These would be spills, loose rugs, slick paper, pencils or extension cords.