



Checklist for Holiday-Proofing Your EHS Operations

Antea® Group

Understanding today.
Improving tomorrow.

Date: _____

Facility Name: _____

General Housekeeping

	Yes	No	N/A	Notes/Comments	Date Completed	Employee
Is there a designated area for packages upon arrival?						
Is there a plan in place for disposal of packing materials?						
Are fire hazards (e.g., cardboard/shipping material storage) identified and mitigated?						
Are walkways, exits, and fire extinguishers clear and accessible?						
Is there a "clean as you go" policy to reduce clutter?						
Are cords and decorations secured and not blocking safety equipment?						
Is facility lighting functional in aisles, docks, and storage areas?						
If dock areas exist: Are dock plates level, secure, and inspected before use?						
If dock areas exist: Are dock areas dry, clear of debris, and equipped for cold/wet conditions?						
If dock areas exist: Is rain/snow tracked and managed as trucks arrive/depart?						
If powered industrial trucks (PITs) are present: Is foot traffic minimized in zones with PITs (e.g., forklifts)?						
If PITs are present: Are PIT pathways clearly marked?						
Are tasks staggered to reduce congestion and allow safe movement?						

Hazardous Material Handling and Storage

	Yes	No	N/A	Notes/Comments	Date Completed	Employee
Are all hazardous materials identified and properly stowed?						
Do employees (including seasonal employees) have required hazmat training (handling, shipping, spill response)?						
Is general awareness and function-specific training provided as needed?						
Have spill-kit use and emergency response steps been established?						
Are preventative measures in place to avoid overfilled shelves and crushed products?						
Is inventory managed to avoid exceeding permitted hazmat limits?						
Are all containers stored upright?						
Are employees (including seasonal employees) trained in hazmat incompatibility?						
Is there a plan for overflow storage during peak season?						

Employee Wellbeing and Support

	Yes	No	N/A	Notes/Comments	Date Completed	Employee
Are signs of burnout (fatigue, irritability, disengagement) monitored?						
Are patterns of tardiness and callouts tracked?						
Are micro-breaks and reset moments encouraged?						
Do employees know who to talk to if experiencing burnout?						
Is staffing/scheduling reviewed for adequate time off between shifts?						
Is onboarding training provided for seasonal/new employees?						
Are all employees (including seasonal employees) familiar with emergency response, evacuation routes, and injury reporting?						
Do all employees (including seasonal employees) know who to contact in an emergency?						

Workplace Violence Prevention

	Yes	No	N/A	Notes/Comments	Date Completed	Employee
Is security provided as needed for high-traffic days?						
Are opening/closing procedures completed in pairs?						
Is training provided for responding to unsafe situations and workplace violence?						
Do employees know who to contact in case of violence?						
Is de-escalation training available?						
Are supervisors/team leads trained to notice early warning signs (irritability, isolation, frustration)?						