**Workplace Inspections Checklist**

**STAGE & BACKSTAGE**

|  |  |  |
| --- | --- | --- |
| LOCATION | INSPECTION | DATE |
|  |  |  |
| **A Floors** | **Yes No** |
| **A1** The stage is clean and clutter free. |  |  |
| **A2** Electrical cords are gaffed and stored properly. |  |  |
| **A3** Wings and backstage areas are free of clutter. |  |  |
| **A4** Stage edges are marked with indicators. |  |  |
| **B Aisles, Stairs, and Elevators** | **Yes No** |
| **B1** Aisles, stairs, and elevators are unobstructed, marked, lit, and ventilated properly. |  |  |
| **B2** Fly rail(s) are operable and lines are secured. |  |  |
| **B3** Crossover light systems are operating as intended. |  |  |
| **B4** Pit lift(s), revolver(s), and stage plugs are secured. |  |  |
| **C Props** | **Yes No** |
| **C1** Props and sceneries are in correct position and secured. |  |  |
| **C2** There are no signs of damage and worn out parts on wagons and rolling sceneries. |  |  |
| **D Material-Handing Equipment** | **Yes No** |
| **D1** Road cases, carts, and other devices are properly stored. |  |  |
| **D2** Pallet jacks, forklifts, and boom lifts are properly stowed. |  |  |
| **E Spill Control** | **Yes No** |
| **E1** Supplies and procedures are available for spill control. |  |  |
| **E2** Barriers and/or hazard signs are adequate and visible to alert people. |  |  |
| **F Equipment** | **Yes No** |
| **F1** First-aid supplies, fire extinguishers, and exit signage are present and working. |  |  |
| **F2** Ventilation system operates properly, especially for special effects such as fog. |  |  |
| **F3** Appropriate ladders are available and stored securely with chain(s). |  |  |
| **F4** Waste and recycling containers are present and well maintained. |  |  |
| **G Workers, Contractors, and Volunteers** | **Yes No** |
| **G1** Workers, contractors, and volunteers know where muster point(s) are. |  |  |
| **G2** Workers, contractors, and volunteers know how and where to get first-aid assistance. |  |  |
| **G3** Involved parties are aware of hazards and trained in equipment usage. |  |  |
| **H Storage** | **Yes No** |
| **H1** Storage areas are safe to access and shelves are not overloaded. |  |  |
| **H2** Props, such as furniture, costumes, lights, audio equipment, etc. are stored securely. |  |  |
| **H3** General housekeeping is maintained. |  |  |
| Identified hazards from previous inspection have been resolved. |  |  |

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# NOTES

Any item on the checklist that was checked under “No” should be explained here. Make any note regarding hazards, questions or concerns you have.