

Workplace Inspections Checklist

STAGE & BACKSTAGE

LOCATION	INSPECTOR(S)	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-Handling 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.

