Standard Operating Procedure (SOP)

Daily Opening and Closing Safety Checklist

This SOP details the **daily opening and closing safety checklist** to ensure a secure and hazard-free environment at the start and end of each workday. It includes verification of all safety equipment, inspection of operational machinery, confirmation of secure storage of hazardous materials, assessment of fire safety protocols, and documentation of any safety concerns. The checklist aims to promote consistent safety practices, prevent accidents, and maintain compliance with workplace safety regulations.

1. Purpose

To establish a standardized process ensuring workplace safety through a daily opening and closing checklist, supporting accident prevention and regulatory compliance.

2. Scope

Applicable to all employees responsible for opening or closing the facility/workspace.

3. Responsibilities

- **Opening/Closing Staff:** Complete all checklist items and document findings daily.
- **Supervisors/Managers:** Review checklists, address reported hazards, ensure corrective actions are taken.

4. Checklist

Item	Opening	Closing	Notes/Issues Found
Check and test all safety equipment (fire extinguishers, alarms, first aid kits).	☐	☐	
Inspect operational machinery/equipment for readiness and safety compliance.	☐	☐	
Ensure hazardous materials are securely stored and labeled.	☐	☐	
Verify emergency exits and evacuation routes are unobstructed.	☐	☐	
Confirm fire safety protocols (extinguishers, alarms, sprinklers) are operable.	☐	☐	
Check that all lights, switches, and electrical panels are in safe condition.	☐	☐	
Remove any slip, trip, or fall hazards from work areas and walkways.	☐	☐	
Document and report any urgent safety concerns or incidents.	☐	☐	
Secure all entrances, windows, and sensitive storage areas (closing only).		☐	

5. Documentation and Reporting

- Ensure all checklist items are reviewed and initialed.
- Report any hazards or malfunctions immediately to the supervisor/manager.
- Submit completed checklist daily for review and recordkeeping.

6. Corrective Actions

- All identified issues must be addressed as soon as possible.
- Supervisors are responsible for documenting corrective actions taken.

Completed by	Date	Supervisor Review	Date

This SOP must be reviewed annually and updated as necessary.