



Business Safety Checklist

LICENSING

- Are all licenses required by federal, state or local entities, current and within the appropriate NAICS codes?

- Employees who hold industry specific certificates - are they current and valid? Which employees need to update this year?

INSURANCE

- Who is my insurance agent?

- When was my last review with my agent?

What coverage do I have?

- Fire
- Theft
- Vehicle
- Errors and Omissions
- Flood/Hurricane
- Health/Life
- Key Person
- Industry Specific
- Workers Compensation
- Disability
- Other (Harassment, Discrimination, etc.)



HEALTH & SAFETY PLAN

- Does my company have a written Health and Safety Plan?

- Is it regularly reviewed?

- Is all contact information correct?

- Have we added or deleted any provisions?

- Has it been communicated to all employees?

- Is the Drug Screening Policy up to date? (Follow federal, state and local laws, keeping in mind there have been many changes.)

EMPLOYEES

Pre-hire Checklist:

- Reference Checks (either by TSS or a contractor)
- Drug Screening (without bias or discrimination) *This policy should be clearly communicated at the start of the hiring process.*
- Background Checks (have a written policy, without bias or discrimination)

Continuing Education Checklist:

- Annual review of certificates
- Schedule all necessary training to avoid lapses in certification or licensing.
- Consider education opportunities to inspire and motivate employees and support wellbeing.

Teambuilding

- Implement strategies to create long-term team players.
- Provide employee incentives toward this goal.