

Risk Mitigation Checklist

Developed for janitorial services, maintenance services, and commercial cleaning services professionals.

Conduct a background check on all new hires

Create a written employee handbook for all employees to follow

Conduct an on-site risk assessment to check for hazards before beginning work

Create a written emergency plan (and train employees to handle emergency situations)

Provide personal protective equipment

Clearly label all cleaning supplies and equipment, especially any chemical cleaners

Train employees on how to safely handle and dilute chemical cleaners

Maintain and use proper hazard signs

Establish and enforce quality control standards and procedures

Regularly check, clean, inspect, and maintain mechanical equipment

Document and report any safety violations

Provide ongoing safety training and ensure all employees are familiar with OSHA standards

Create (and regularly review) a business continuity plan

Maintain comprehensive insurance to address all the risks of the business

Conduct periodic audits for safety and quality

