

DOCUMENT LOCATOR GUIDE



SAFE T FIRST

DOCUMENT

LOCATION

New Hire Orientation Records

Automatic Sprinkler Annual Inspection Receipts

Fire Alarm Annual Test Record Receipts

Fire Extinguisher Annual Inspection Receipts

Rolling Steel Fire Door Annual Inspection Receipts

Forklift Daily Inspections

Oil/Water Separator Cleanout Receipts

Petroleum Bulk Storage Tank Permit

Used Oil Pickup Receipts

Used Oil Filter Pickup Receipts

Spent Battery Core Pickup Receipts

Used Tire Pickup Receipts

Waste Hauler Transport Permits

Batteries

Tires

Used Oil

Waste Paint/Solvent Manifests

Workers Comp Ins. Certs - Contractors

Required Local Permits
