

Flower Shop Workshop Safety & Tool Maintenance Checklist 2026

Sharp Tool Inspection & Sharpening

Routine checks for shears, floral knives, and clippers to ensure blades are sharp, clean, and free of rust or debris.

Tools Inspected

- ☐ Floral Shears/Snips
- ☐ Floral Knives
- ☐ Wire Cutters
- ☐ Pruning Clippers
- ☐ Stem Trimmers

Blade Condition Status

- ☐ Sharp and ready for use
- ☐ Dull - Requires sharpening
- ☐ Damaged - Requires replacement
- ☐ Rusty - Requires cleaning

Maintenance Notes

Write something...

Inspection Date

Enter date...

Technician Signature

Electrical Equipment & Cord Safety

Inspection of floral coolers, heat guns, electric saws, and workstations for frayed wires, proper grounding, and safe plug connections.

Inspection Date

Enter date...

Equipment Inspected

- ☐ Floral Coolers/Refrigeration Units
- ☐ Electric Floral Wire Cutters
- ☐ Heat Guns
- ☐ Electric Lighting/Work Lamps
- ☐ Paper Shredder/Processing Machines

Cord Condition Status

- ☐ All cords are intact and undamaged
- ☐ Minor wear detected (monitor closely)
- ☐ Damaged cord detected (immediate replacement required)

Observed Electrical Hazards or Notes

Write something...

Safety Officer Signature

Chemical & Adhesive Safety

Proper storage, labeling, and handling of floral preservatives, flower food, adhesives, and cleaning solvents to prevent inhalation or skin contact.

Chemicals Inspected Today

- ☐ Floral Preservative
- ☐ Floral Adhesive/Glue
- ☐ Cleaning Disinfectants
- ☐ Insecticide/Pesticide Sprays
- ☐ Flower Food/Nutrients

Storage Condition Status

- ☐ All containers properly sealed
- ☐ Some containers unsealed
- ☐ Hazardous leak detected

Observed Labeling Issues

Write something...

Safety Data Sheet (SDS) Update Notes

Write something...

Last Safety Audit Date

Enter date...

Safety Officer Verification

Workshop Ergonomics & Workstation Setup

Evaluation of workbench height, anti-fatigue matting, and lighting levels to prevent repetitive strain and eye fatigue.

Workstation Height Assessment

- ☐ Ergonomic Height (Correct)
- ☐ Too Low (Risk of Back Strain)
- ☐ Too High (Risk of Shoulder Strain)

Anti-Fatigue Mat Condition

- ☐ Mat is clean and flat
- ☐ Mat is worn/cracked
- ☐ Mat needs replacement

Ambient Light Lux Level

Enter a number...

Immediate Ergonomic Fixes Needed

Write something...

Last Ergonomic Audit Date

Enter date...

Workshop Manager Verification

Spill Management & Floor Safety

Ensuring immediate cleanup of water, leaves, and organic debris to prevent slips, trips, and falls in the workshop area.

Floor Condition Status

- ☐ Dry and Clear
- ☐ Minor Debris (Leaves/Stems) Present
- ☐ Wet/Slippery Surface Detected
- ☐ Hazardous Spill Detected

Spill Location Details

Write something...

Cleaning Actions Taken

- ☐ Swept floor
- ☐ Mopped/Wiped spill
- ☐ Placed 'Wet Floor' signage
- ☐ Replaced absorbent material

Photo of Cleared Area

 Upload File

Safety Officer Verification

Sanitization & Tool Sterilization

Protocol for disinfecting buckets, scissors, and surfaces to prevent the cross-contamination of bacteria and plant pathogens.

Sterilization Date

Tools Sanitized

- ☐ Floral Shears & Scissors
- ☐ Floral Knives
- ☐ Wire Cutters
- ☐ Bucket & Container Scrubbing
- ☐ Work Surface/Bench Cleaning

Cleaning Agent Used

- ☐ Bleach Solution
- ☐ Isopropyl Alcohol
- ☐ Hydrogen Peroxide
- ☐ Commercial Floral Sanitizer

Notes on Residue or Contamination Found

Technician Verification

Personal Protective Equipment (PPE) Audit

Checking the availability and condition of gloves, aprons, eye protection, and first aid supplies for all staff members.

PPE Items Inspected

- ☐ Nitrile/Latex Gloves
- ☐ Protective Aprons
- ☐ Safety Goggles/Eye Protection
- ☐ Work Gloves (Heavy Duty)
- ☐ First Aid Kit Contents

Condition of PPE

- ☐ All items in good condition
- ☐ Some items require replacement
- ☐ Urgent replacement needed

Deficiencies Noted

Write something...

Inspection Date

Enter date...

Safety Officer Signature

Waste Disposal & Sharp Object Handling

Safe disposal procedures for broken glass, thorny stems, and discarded metal wire to ensure a hazard-free environment.

Disposed Waste Categories

- ☐ Organic Floral Debris (Stems/Leaves)
- ☐ Broken Glass/Vases
- ☐ Sharp Metal (Wire/Thorns/Tape)
- ☐ Plastic/Cellophane Packaging
- ☐ Chemical/Preservative Containers

Sharp Object Disposal Method

Write something...

Disposal Bin Condition

- ☐ Secure & Sealed
- ☐ Needs Replacement/Repair
- ☐ Overflowing

Disposal Completion Date

Enter date...

Staff Member Verification

< Previous

> Next

✓ Finish

🔗 Generate Sample Report