

INJURY & ILLNESS PREVENTION PROGRAM



HEARTLAND FIRE TRAINING AUTHORITY

Updated September 2010

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SECTION I INTRODUCTION

PURPOSE

The purpose of this Injury and Illness Prevention Program (IIPP) is to further the goals of the Heartland Fire Training Authority (HFTA) to minimize accidental injury or loss to employees, public, and property as well as to comply with the provisions of Title 8 of the California Code of Regulations (CCR), Section 3203, and the California Labor Code.

This IIPP establishes employee safety and health procedures for the HFTA and its operations, regardless of whether the operation is performed by a HFTA employee or subcontractor. The IIPP is not a stand-alone document. Documents of equal importance in regards to the HFTA Health and Safety Program include the HFTA Safety Manual, SOGs Manual, Training Manual, the Zone 4 Operations Manual, and the Cal/OSHA General Industries Safety Orders book. Where other documents are referenced within this IIPP, they shall be treated as though they were a part of this document.

To comply with the California Occupational Safety and Health Act, also known as OSHA, every employer must have a written Injury and Illness Prevention plan. This is our plan. Please read it carefully. While no plan can guarantee an accident free work place, following the safety procedures set forth in this manual will reduce the risk of injury or illness to you and your co-workers. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health. Employees must also take responsibility for working safely.

SAFETY STATEMENT

HFTA administers its activities to achieve and maintain a safe and healthful work environment, protecting employees and the public from unnecessary risks resulting from their operations.

SAFETY STATEMENT

To protect the safety and health of all HFTA employees
All personnel shall:

- Place employee safety and health as the primary consideration in establishing work practices and procedures and in the selection of equipment.
- Give safety precedence over expediency.
- Make every effort to control the possibility of accident and injury occurrences to all personnel.
- Fully comply with, and enforce, all safety standards, regulations and guidelines.

RESPONSIBILITIES

HFTA RESPONSIBILITY

HFTA Board of Directors and its Board of Chief's accept the overall responsibility and accountability for providing a safe and healthful workplace for its employees. The Board of Chief's delegate the day-to-day responsibility and authority for carrying out employee safety and health policy to specific HFTA personnel.

RISK MANAGER

HFTA has appointed a Risk Manager to assist department heads, managers, and supervisors in carrying out their responsibilities below. The Risk Manager will:

- Ensure that every department has met the requirements of this IIPP in a fashion consistent with the hazards in that department.
- Develop knowledge and resources to understand and research department questions regarding California safety and health requirements within California Code of Regulations, Title 8.
- Assist departments in identifying safety resources, films, outside speakers, or other means necessary to aid departments with meeting the requirements of this IIPP.
- Review periodically employee injury and illness trends. Ensure OSHA form 300 is filed in an accurate and timely manner. Bring injury and illness trend to the attention of the respective department manager and Board of Chief Chair.
- Be available for employees to report safety hazards or injury exposures.
- Audit, or have audited, the HFTA hazards and compliance with this IIPP no less than annually.
- Report serious hazards, safety violations, or willful actions not meeting the intent of this IIPP to the HFTA Manager's Office.

The Risk Manager for HFTA is the HFTA Manager.

DIVISION HEADS

The duties and responsibilities of division heads are:

- ❑ Ensure that the appropriate sections of this IIPP are implemented within their department.
- ❑ Develop department-specific job safety rules and requirements for the use of personal protective equipment.
- ❑ Develop department-specific safety communication methods (see next Section).
- ❑ Review periodically employee injury and illness trends. Take any necessary preventive action to control the source(s) of these accidents.
- ❑ Be available for employees to report safety hazards or injury exposures.
- ❑ Ensure that their Division has an Emergency Plan that is designed with their Division in mind and that employees are trained in the Plan.
- ❑ Serve as a contact for inspections of the department by OSHA, Cal/OSHA, insurance company personnel, or other consultants.

DIVISION AND SUPERVISOR RESPONSIBILITY

The duties and responsibilities of managers and supervisors are to:

- ❑ Implement an effective safety and health program, consistent with the requirements of this IIPP and the needs of their department or work unit.
- ❑ Ensure that employees comply with safe and healthy work practices.
- ❑ Instruct employees in safe work practices to be followed in daily work assignments.
- ❑ Educate employees regarding the proper personal protective equipment required for daily work assignments and ensure that the appropriate protective equipment is available for employees.
- ❑ Review medical, fire, and earthquake emergency response plans specific to the department and/or project.
- ❑ Inform and train employees in job safety and health practices involving hazardous substances used in the workplace.
- ❑ Investigate every accident or employee report of incident to determine cause, mitigation, and prevention.
- ❑ Perform periodic hazard inspections of the HFTA or work area.
- ❑ Provide periodic safety meetings with employees to present job-specific safety information and answer questions from employees regarding accident prevention.
- ❑ Maintain records of hazard inspection and correction, communication of safe and healthy work practices, discipline for a failure to follow safe work guidelines, and training.
- ❑ Do everything necessary to maintain a safe and healthful work environment.

EMPLOYEES

Employees are responsible for ensuring their own safety, and the safety of others in the workplace by:

- ❑ Learning and following the standards, procedures, and safe work guidelines that applies to each job assignment.
- ❑ Discontinuing any specific activity that the employee feels or knows could lead to injury, illness, or damage to property. In such instances employees are responsible for promptly informing their supervisor or immediate superior and seeking guidance regarding the activity.
- ❑ Wearing and using the prescribed personal protective equipment required for a job assignment or task.
- ❑ Bringing to their supervisor's attention any activity, behavior, or unsafe condition that could cause injury, illness to others, or damage to property.
- ❑ Reporting promptly to their supervisor any occupational injury or illness, or damage to property.

EMPLOYEE COMPLIANCE

Employees are required to follow the safe work guidelines described within this IIPP, safety manual, SOGs, and the HFTA safety and health program, participate in required safety and health training, wear required personal protective equipment, and follow all safety and health rules established by HFTA.

The failure to do any of the above may result in disciplinary action up to and including termination of employment.

The management of each Division is required to enforce safe work guidelines, offer periodic safety training to affected employees, enforce the use of personal protective equipment, enforce the safety and health rules established by the HFTA, recognize safe performance, and set a good example through their own behavior.

SAFETY COMMUNICATION

HFTA uses a variety of methods to communicate safety information to, and from, employees. These can be through periodic safety meetings, verbal or written communications, (e-mail, memos, and/or bulletins), general and job specific safety training, safety posters, warning signs and tags and tailgates. HFTA divisions are allowed flexibility in meeting the requirements of this section. The operations, and hazards, of some divisions require greater attention to frequency of communication of safety and health issues. Each division is responsible to choose the methods and frequency of communication that is consistent with the hazards to employees in those divisions. Should the Risk Manager, or BOC Chair, feel differently; the department may be requested to change their procedures for communicating safety and health information to employees.

SAFETY MEETINGS

General division safety meetings are one method that meets the safety communication requirement. This method requires a division to have periodic, department-wide, employee meetings at which employee safety and health is one topic. Such meetings are not to be held less than semi-annually when used to meet this standard. These meetings can include any of the following:

- Discussion of safety and health issues specific to division operations, present safe work practices, or a project that has specific safety and health exposures.
- Presentation of videos or films illustrating employee safety and health topics.
- Outside speakers on employee safety and health topics.
- Management presentation of existing, new, or revised safe work practices required in preventing employee injury or illness.
- Solicitation from employees of safety and health issues of concern to them.

Record of these meetings, topics discussed, and attendance is required.

SAFETY COMMITTEES

Safety committees are composed of management and labor from the division, or, if HFTA wide, from all divisions within the HFTA. The actual number and size of the committee is dependent upon the size of the HFTA or department. The safety committee, if used to meet this safety communication requirement, shall not meet less than quarterly. The safety committee reviews the topics below and establishes action plans at each meeting to address improvements to employee safety or health, physical deficiencies, or safe work practices, if any.

- Review of any employee accident, or incidents that could have caused injury, that have occurred since the last meeting.
- Presentation and discussion of physical condition inspection reports.
- Recommendation of new policies, procedures, or work practices necessary to prevent injuries or illnesses.
- Development of employee training needs and scheduling the required employee training.
- Review and discussion of any other safety and health issues brought to the committee by its members.

The results of the safety committee meetings, and any action taken by the committee, are posted for employees on the common file of HFTA intranet system. All HFTA personnel are notified of the posting of the minutes. Safety committee meeting minutes are kept for one year.

TAILBOARD MEETINGS

Employees shall utilize tailboard meetings when crews are working at work sites on a daily or weekly basis. Tailboard meetings are brief, formal or informal discussion of crew safety. Tailboard meetings are best when they are lead by the Captain or supervisors and include a discussion of that week's or day's activity, hazards, and accident prevention critical to the safety of performing the tasks discussed. Divisions choosing this form of safety communication hold the meetings no less than once a week.

HAZARDOUS ASSESSMENT

Employees are encouraged to report previously unrecognized hazards that could cause injury, illness, or death of an employee or to a member of the public, or damage to property.

Employees may report hazards to their supervisor and expect that the hazard will be evaluated and abated, consistent with the potential it creates. Should an employee not feel comfortable in reporting the hazard to their supervisor, they may report it to the Risk Manager or BOC Chair's Office. The 'Hazard Report' form should be used. Employees may report hazards without fear of reprisal and may also report hazards anonymously.

Whenever an employee reports a hazard, it will be evaluated with regard to the potential injury or illness it creates. Based upon this evaluation, the hazard may be abated immediately, temporary measures may be taken until the hazard is abated fully, or the hazard may be scheduled for future abatement. The employee reporting the hazard will be informed of the outcome of their hazard report.

SAFETY & HEALTH INFORMATION POSTING

Each division maintains bulletin boards with occupational safety and health information. Safety and health information posted on this bulletin board consist of the following:

Permanent Postings

- Cal/OSHA Poster, "Safety & Health Protection On The Job."
- Workers' Compensation Notice regarding current insurance carrier and employee rights.
- Emergency Evacuation Map and Emergency Response Information.

Temporary Postings

- Annual OSHA Statistical Report. Annually, in February, the Cal/OSHA Form 300 will have the statistical summary portion posted for employee review.
- Safety Committee results, if applicable
- Safety Promotional Information
- Safety Posters.
- Any other pertinent safety communication not required to be more urgently communicated. The safety bulletin boards may be used for safety memos and other non-critical information regarding safety, safety meetings, and minutes from safety meetings.

TRAINING

SAFETY & HEALTH TRAINING - GENERAL GUIDELINES

All employees new to the HFTA, division, job, or task are provided with hazard awareness training for the jobs and tasks that they will be performing. Job Hazard Analysis (if performed for that job) and the applicable Safety Rules (See Appendix) are used for training employees regarding job hazards, personal protective equipment, and safe work practices.

Employees are trained whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a significant hazard. Employees shall also be trained whenever a previously unrecognized hazard is identified.

Any employee, who has responsibility for the direction of the work of other employees, is trained regarding the safety and health hazards to which their employees are exposed.

ALL HFTA EMPLOYEES

Employees new to HFTA have orientation and training regarding all items in the HFTA IIPP. Particular attention will be paid to:

Emergency Action Plan and Fire Prevention for location the employee is assigned.

Hazard Communication regarding the hazardous substances that are in the workplace(s) of the employee, material safety data sheets, how to access them, and the full content of the Hazard Communication Program requirements.

Work Related Injury And Illness Reporting. Work-related injury reporting and the employees' rights under workers' compensation laws.

Ergonomics Training regarding the prevention of lifting and workstation hazards and injury.

DEPARTMENT TRAINING

Each HFTA division is responsible to train employees in the hazards and prevention of injury specific to that department. This training must be performed when the employee is first assigned to the division, and whenever an employee changes position or is assigned a new task or piece of equipment to operate. Training may consist of formal training supported by audio visual aides and speakers, or informal, operational instruction that identifies the proper work practices, necessary personal protective equipment, and operational hazards should the employee fail to follow the safe work practices.

TRAINING DOCUMENTATION

Employee safety training is documented in the HFTA training report program. This checklist is to be used in training all employees.

All training is documented and that documentation maintained for three years. Additional safety training documentation includes:

- ❑ Course contents.
- ❑ Course handouts.
- ❑ When the training was conducted.
- ❑ Attendance roster (readable).
- ❑ Instructor's name and title.
- ❑ Any additional training on the same topic and its schedule.

HAZARD IDENTIFICATION

Hazard identification and safety inspections are the responsibility of all employees. Managers and supervisors of each department or work area are responsible to identify and abate employee safety and health hazards. The frequency of hazard identification must be based upon the department's activities, hazards, and health hazards. Hazard identification and safety inspection methods include:

- Daily Inspections** Daily inspections are visual inspections of all work areas, apparatus and safety equipment for general hazards and deficiencies. Inspections should also include but not limited to, apparatus pre-trip inspections, equipment and PPE inspections, station or work area inspections.
- Bi-Weekly Inspections** Include pump/apparatus checkouts and general workstation inspections.
- Monthly Inspections** Monthly inspections include the respiratory protection equipment inspection. A separate form for these inspections shall be kept at the stations.
- Annual Inspections** Annual safety inspections are scheduled by the Shift Battalion Chiefs, Administrative Division Chief, and Fleet Maintenance Supervisor. Inspections are conducted by the Supervisors using the Self Inspection Checklist included in this document. The original copy shall be signed forwarded to the Operations Chief, and one copy shall be maintained in the station or supervisors office of the division inspected for a 12-month period.
- Job Hazard Analysis** When performed, a job hazard analysis (JHA) identifies the major tasks performed by that job classification, potential hazards, injuries, and illness that the employee is to be cautious about, and the safe job procedures to be utilized in safely performing the task. JHA's are useful for jobs or tasks with severe injury exposures, or jobs seldom performed but with significant injury or illness potential. When performed, JHA's are to be used for training new employees, used as a reference whenever an employee is not familiar with the tasks to be performed, and to be used for training employees with new job assignments.

Outside Professionals HFTA has the ability to hire professionals to perform inspections of the worksite, budget allowing. These professionals should be familiar with the hazards and operations of the various HFTA divisions, and public entities in general. The frequency of such services is normally not useful more than semi-annually.

OFFICE HAZARDS

Periodic surveys of the office environment and work practices are to be performed. Record of these inspections are kept along with record of action taken to correct any hazards identified. These inspections shall identify the status of, at a minimum, the following areas:

- ✓ Ergonomics of office workstations and ergonomic hazards to employees.
- ✓ Electrical cord and receptacle usage.
- ✓ Trip and fall hazards.
- ✓ Securing file cabinets.
- ✓ Posting of emergency evacuation plan.
- ✓ Employee knowledge of the emergency plan.
- ✓ Housekeeping
- ✓ Material Safety Data Sheets (MSDS) availability.

DIVISION HAZARDS

Each work area will utilize the Hazard Identification schedule to perform hazard inspections. These inspections focus upon employee injury and illness exposures. Records of these reviews will be kept along with record of action taken to correct any hazards identified. While the inspection forms guide the inspections, they cover, at a minimum:

- ✓ Safe work practices of employees.
- ✓ Availability and use of personal protective equipment such as eye, head, hand, or face protection.
- ✓ Machinery guarding.
- ✓ Trip, slip, or fall hazards.
- ✓ Health exposures from noise, chemicals, or outside contractors.
- ✓ Posting of emergency evacuation plan.
- ✓ Employee knowledge of the emergency plan.
- ✓ Housekeeping
- ✓ Material Safety Data Sheets (MSDS) availability.

HAZARD CORRECTION

Whenever hazards, unsafe work practices, violations of OSHA or Cal/OSHA, and unsafe equipment is identified the following steps are taken:

- Immediately abate the hazard and record the action.
- Fully abate the hazard as soon as practical, in accordance with the severity of the exposure, and warn employees regarding the hazard until fully abated
- Inform the appropriate subcontractor or vendor of the hazard and request that they abate the hazard within a time frame consistent with the degree of severity the hazard creates.

Whenever subcontractors or vendors willfully or negligently ignore the correction of safety violations such subcontractors or vendors shall be reported to the Risk Manager.

ACCIDENT/INJURY/EXPOSURE INVESTIGATION & REPORTING

Accident/Injury investigation is utilized as one method for identifying previously unrecognized hazards. The investigation identifies the probable causes and prevention of the accident. All injuries and illnesses arising from, or in the course of, employment with the HFTA are reported immediately to the appropriate supervisor. The supervisor and injured employee follow HFTA-specific injury and illness response procedures that are posted on the facility's safety or employee bulletin board. See HFTA common file for Accident/Injury Investigation Reporting Program and Forms. Generally these procedures include:

- ❑ Implement control measures to prevent any further injuries to employees and obtain medical treatment for the injured worker at one of more medical facilities identified on the bulletin board.
- ❑ The injured worker filling out a "Report of Injury" form and "Workers' Compensation Claim Form (DWC 1)".
- ❑ The supervisor filing a "Supervisor's Investigation Report of Employee Accident" form with the appropriate human resources representative.
- ❑ The supervisor or Safety Officer filling out the HFTA "Accident/Injury Witness Statement" form.
- ❑ The Supervisor following up with any injured workers who lose time from work.
- ❑ The supervisor taking steps to prevent a similar event from occurring in the division.
- ❑ All reports submitted to the appropriate Human Resource personnel and the Safety Officer within 24 hours of the accident.

OSHA 300 LOG OF OCCUPATIONAL INJURIES & ILLNESSES

HFTA maintains an OSHA 300 Log of Occupational Injuries and Illnesses. The instruction and definition of recordable injuries and illnesses to be recorded are on the back of the log itself. This log is kept by calendar year. At the end of each calendar year the log is totaled and signed by the Administrative Assistant of the department maintaining it. During the month of February, the right side of the log is posted on the safety bulletin board(s) for employee information regarding recordable injuries and illnesses. Each log is kept as a record for five years.

SECTION II

SPECIAL PROGRAM REQUIREMENTS

HAZARD COMMUNICATION

Hazard Communication applies to any hazardous substance present in the workplace that employees may be exposed under normal working conditions or in a reasonably foreseeable emergency. Hazardous substances are categorized as:

- **Health Hazards** – Substances that are toxic, carcinogenic, irritants, corrosives, or other health hazards.
- **Physical Hazards** – Substances that are combustible, flammable, explosive, oxidizers, pyrophorics, compressed gasses, or other physical hazards.

Products packaged and intended for use by the public (consumer products) are normally exempted for this regulation, except where these products are used in the workplace and constitute employee hazards. Insecticides, fungicides, and rodenticides are exempted if labeled and used according to California regulations for such chemicals and by licensed applicators.

Material Safety Data Sheets

A material safety data sheet (MSDS) accompanies all hazardous materials used in HFTA. The following criteria apply to these MSDS:

- They are maintained in a three-ring binder in a location, or locations that are readily available to employees during working hours.
- They are readily available to the employees using or exposed to hazardous substances.
- They are identified during employee training on hazards in the workplace.
- They are preceded in the three-ring binder by an inventory of hazardous materials represented by a MSDS sheet contained in the binder.

Each division obtains material safety data sheets for hazardous substances that employees may be exposed to. The MSDS are placed in a three-ring binder and made available to all employees. Individual departments are responsible to obtain MSDS from vendors and subcontractors if the hazardous materials used by vendors and subcontractors may expose employees. These MSDS are kept in a separate binder that is appropriately labeled. All MSDS will be preceded by an inventory of all hazardous materials represented by the MSD sheets.

Labeling - All Divisions

Hazardous materials will be used only in their original container with their manufacturers' label, or in a secondary container, supplied by the manufacturer or distributor and labeled with a vendor supplied label which contains the appropriate information.

Hazardous Materials Are Not To Be Used In Unlabeled, or Improperly Labeled, Containers.

Spill Response

HFTA employees are required to report hazardous or suspected hazardous material spills. In the event of a hazardous material spill or leak HFTA employees are to respond according to the following two categories:

- ❑ **Emergency Response** – A spill or leak that is immediately threat to the life, health, or safety, of HFTA employees or contractors, or the public. In the event of this category of spill or leak report the emergency by enacting a 911 response and following HFTA spill response guidelines.
- ❑ **Non-Emergency Response** – Those spills or leaks that that do not provide an immediate threat to the life, health, or safety, of HFTA employees or contractors, or the public. Report internally according HFTA spill response guidelines and clean up according to those guidelines.

Employee Training - All Divisions

All employees who are handling hazardous substances, or who work near and around such substances are trained regarding safe use of those substances. Training is updated whenever a new hazardous substance is introduced to the work place. Training for employees includes:

- ❑ Information on the substances that employees to which they are exposed.
- ❑ The requirements of the Hazard Communication Standard and the employees' right to know about the hazards of the chemicals with which they work.
- ❑ The location of chemical inventories and materials safety data sheets for the substances to which they are exposed.
- ❑ Methods and observations that may be used to detect a leak or exposure to substances covered under this section.
- ❑ Measures employees can take to protect themselves from substances covered by this section.
- ❑ Emergency procedures in the event of a spill or accidental contact.
- ❑ First aid treatment in the event of an exposure.

- Disposal methods for the hazardous substances with which they work.
- Employees' rights to receive information regarding hazardous substances to which they may have been exposed.
- Information on chemicals known to the State to cause cancer or reproductive toxins (Proposition 65 Warning).

EMERGENCY ACTION PLANS

A written emergency action plan is posted within each facility owned or operated by HFTA. This plan details emergency response and evacuation. On these evacuation plans is an indication of where employees are to gather to be counted to ensure all employees have left the building.

In case of fire activate an emergency response and report the exact location to the communication authority. Facilities are to be evacuated in case of fire and when all employees are accounted for initiate fire suppression.

In case of Earthquake take shelter under a table or desk. If unavailable, take shelter in a doorway. Emergency responder follows the Operation manual procedures.

In case of Bomb Threat, if received by telephone, take as much information as possible, including location and time for detonation of the bomb, and immediately report this information to the police by using an outside line or secure method of communication.

Emergencies must be announced, as appropriate, by using the voice, intercom, or other methods based upon the facility, telephone equipment, and number of employees possibly affected by the emergency.

SECTION III

GENERAL SAFE WORK PRACTICES

It is the employees' responsibility to follow safety rules and to use required safety equipment. Below are general safety rules that employees will follow:

1. Good housekeeping is practiced at all times. Clean up all waste and eliminate injury or illness exposures in work areas.
2. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hardhats, face, hand, hearing protectors, dust masks, and eye protection) are worn whenever required by the hazard or job requirement.
3. All employees participate in safety meetings conducted periodically.
4. Anyone under the influence of intoxicating liquor or drugs, which might impair motor skills and judgment, shall not be allowed in the workplace and are subject to termination.
5. Horseplay, scuffling, and other acts, that have an adverse influence on safety or well being of other employees, are prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
7. No one is permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
8. Employees should check to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their supervisor.
9. Employees shall not handle or tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties, unless they have received instructions from an authorized source.
10. All injuries should be reported to the supervisor so that arrangements can be made for medical or first aid treatment.
11. When lifting cartons or heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.

12. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully.
13. Do not wear shoes with thin or torn soles.
14. When job conditions change, so do the hazards; therefore, each worker should anticipate new hazards and plan their avoidance.
15. All new hazards should be brought to the attention of the supervisor.
16. Each worker should develop a daily routine of checking his/her job area for any potential hazards or deficiencies.
17. All defective tools should be brought to the attention of the supervisor.
18. Each employee should provide suggestions concerning safety to his or her supervisor.
19. All employees should familiarize themselves with the location of first aid equipment.
20. Use a ladder when required. Do not use the top two - (2) rungs. Do not climb on other objects to reach heights.
21. All emergency equipment such as fire extinguishers and fire alarms must be properly identified and maintained.
22. Know the location of fire and safety exits. All exit doors must be kept clear of obstacles.
23. Each employee is expected to be responsible for his/her own safety and at the same time to exercise care in avoiding injury to his/her fellow workers.
24. Be sure that all tools are maintained in a good state of repair.
25. No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.

SECTION IV: FORMS

ACKNOWLEDGEMENT OF HFTA SAFETY POLICY

I have read and understand the Injury and Illness Prevention Program (IIPP) and safety procedures of HFTA. I acknowledge the content of this document and agree to abide by it.

Employee Signature

Printed Name

Date

Supervisor Signature

Date

Original: Personnel File
Copy: Employee

Issue: _____

Action Plan: _____

Responsibility: _____ Date Due: _____

Issue: _____

Action Plan: _____

Responsibility: _____ Date Due: _____

Issue: _____

Action Plan: _____

Responsibility: _____ Date Due: _____

Issue: _____

Action Plan: _____

Responsibility: _____ Date Due: _____

Issue: _____

Action Plan: _____

Responsibility: _____ Date Due: _____

SELF-INSPECTION CHECKLIST

These check lists are by no means all-inclusive. You should add to them or delete portions or items that do not apply to your operations. However, carefully consider each item as you come to it and then make your decision.

EMPLOYER POSTING _____

Is the CAL/OSHA Poster "Safety and Health Protection on the Job" displayed in a prominent location where all employees are likely to see it?

Are emergency telephone number posted where they can be readily found in case of emergency?

Where employees may be exposed to any toxic substances or harmful physical agents, is appropriate information concerning employee access to medical exposure records, and "Material Safety Data Sheets", etc., been posted or other wise made readily available to affected employees?

Are signs concerning "Exiting from buildings", room capacities, floor loading, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?

Are other California posters properly displayed, such as:
Industrial Welfare Commission orders regulating wages, hours and working conditions?

Discrimination in employment prohibited by Law?

Notice to employees of unemployment and disability insurance?

Payday Notice?

Summary of occupational injuries and illnesses posted in the month of February?

RECORD KEEPING _____

Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the Cal/OSHA Form 300?

Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date?

Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years?)

Are operating permits and records up-to-date for such items as elevators, air pressure tanks, liquid gas tanks, etc.?

SAFETY AND HEALTH PROGRAM _____

Do you have an active safety and health program in operation?

Is one person clearly responsible for the overall activities of the safety and health program?

Do you have a safety committee or group made-up of management and labor representatives that meet regularly and report in writing on its activities?

Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?

MEDICAL SERVICES AND FIRST AID _____

Do you require each employee to have a pre-employment physical examination?

Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?

If medical and first aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?

Are medical personnel readily available for advice and consultation on matters of employees' health?

Are emergency phone numbers posted?

Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?

Have first aid kit supplies been approved by a qualified individual, indicating that they are adequate for a particular area or operation?

Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or material are handled?

FIRE PROTECTION _____

Is your local fire department well acquainted with your facilities, its location and specific hazards?

If you have a fire alarm system, is it certified as required?

If you have a fire alarm system, is it tested at least annually?

If you have interior standpipes and valves, are they inspected regularly?

If you have outside private fire hydrants, are they flushed at least once a year and on routine preventive maintenance schedule?

Are fire doors and shutters in good operating condition?

Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?

Are fire doors and shutter fusible links in place?

Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?

Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?

Do metal guards protect sprinkler heads, when exposed to physical damage?

Is proper clearance maintained below sprinkler heads?

Are portable fire extinguishers provided in adequate number and type?

Are fire extinguishers mounted in readily accessible locations?

Are fire extinguishers recharged regularly and noted on the inspection tag?

Are employees periodically instructed in the use of extinguishers and fire protection procedures?

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING _____

Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?

Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?

Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?

Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals?

Are hard hats provided and worn where danger of falling objects exists?
Are hard hats inspected periodically for damage to the shell and suspension system?

Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, and crushing or penetrating actions?

Are approved respirators provided for regular or emergency use where needed?

Is all protective equipment maintained in a sanitary condition and ready for use?

Do you have eye wash facilities and a quick Drench Shower within the work area where employees are exposed to injurious corrosive materials?

Where special equipment is needed for electrical workers, is it available?

When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?

Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the Cal/OSHA noise standard?

Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?

GENERAL WORK ENVIRONMENT_____

Are all worksites clean and orderly?

Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?

Are all spilled materials or liquids cleaned up immediately?

Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?

Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?

Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?

Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?

Are covered metal waste cans used for oily and paint soaked waste?

Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?

Are paint spray booths and dip tanks cleaned regularly?

Are the minimum numbers of toilets and washing facilities provided?

Are all toilets and washing facilities clean and sanitary?

Are all work areas adequately illuminated?

Are pits and floor openings covered or otherwise guarded?

WALKWAYS_____

Are aisles and passageways kept clear?

Are aisles and walkways marked as appropriate?

Are wet surfaces covered with non-slip materials?

Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?

Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?

Are materials or equipment stored in such a way that sharp projective will not interfere with the walkway?

Are spilled materials cleaned up immediately?

Are changes of direction or elevations readily identifiable?

Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?

Is adequate headroom provided for the entire length of any aisle or walkway?

Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?

Are bridges provided over conveyors and similar hazards?

FLOOR AND WALL OPENINGS_____

Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?

Are toe-boards installed around the edges of permanent floor opening (where persons may pass below the opening)?

Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?

Is the glass in windows, doors, glass walls, etc, which are subject to human impact of sufficient thickness and type for the condition of use?

Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?

Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?

Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?

Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self closing feature when appropriate?

STAIRS AND STAIRWAYS_____

Are standard stair rails or handrails on all stairways having four or more risers?

Are all stairways at least 22 inches wide?

Do stairs have at least a 6'6" overhead clearance?

Do stairs angle no more than 50 and no less than 30 degrees?

Are stairs of hollow-pan type treads and landings filled to noising level with solid material?

Are step risers on stairs uniform from tip to bottom, with no riser spacing greater than 7 ½ inches?

Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?

Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?

Do stairway handrails have at least 1 ½ inches of clearance between the handrails and the wall or surface they are mounted on?

Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?

Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?

Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?

Is the vertical distance between stairway landings limited to 12 feet or less?

Is a stairway provided to the roof of each building four or more stories in height, provided the roof slope is 4 in 12 or less?

ELEVATED SURFACES_____

Are signs posted when appropriate, showing the elevated surface load capability?

Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?

Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe boards?

Are a permanent means of access and egress provided to elevated storage and work surfaces?

Is required headroom provided where necessary?

Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?

Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

EXITING OR EGRESS_____

Are all exits marked with an exit sign and illuminated by a reliable light source?

Are the directions to exits, when not immediately apparent, marked with visible signs?

Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.?

Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least ½ inch wide?

Are exit doors side-hinged?

Are all exits kept free of obstructions?

- Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous corrosive, suffocating, flammable, or explosive substances?
- Are there sufficient exits to permit prompt escape in case of emergency?
- Are special precautions taken to protect employees during construction and repair operations?
- Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?
- Are exit stairways which are required to be separated from other parts of a building, enclosed by at least two hour fire-resistive construction in buildings more than four stories in height, and not less than one-hour fire resistive construction elsewhere?
- When ramps are used as part of required exiting from a building, is the ramp slope limited to 1 ft. vertical and 12 ft. horizontal?
- Where exiting will be through frameless glass door, glass exit doors, storm doors, etc., are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS_____

- Are doors, which are required to serve as exits, designed and constructed so that the way of exit travel is obvious and direct?
- Are windows, which could be mistaken for exit doors, made inaccessible by means of barriers or railings?
- Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
- Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 12 pounds or less in the direction of the exit traffic?
- Are doors that swing in both directions and are located between rooms where there is frequent traffic provided with viewing panels in each door?

PORTABLE LADDERS_____

- Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?
- Are non-slip safety feet provided on each metal or rung ladder?
- Are ladder rungs and steps free of grease and oil?
- Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
- Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
- Are employees instructed to face the ladder when ascending or descending?
- Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- Are employees instructed not to use the top step of ordinary stepladders as a step?
- When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?
- Is it required that when portable rung or cleat type ladders are used, the base be so placed that slipping will not occur, or it is lashed or otherwise held in place?
- Are portable metal ladders legibly marked with signs reading "CAUTION, DO NOT USE AROUND ELECTRICAL EQUIPMENT" or equivalent wording?
- Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
- Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
- Are metal ladders inspected for damage?

HAND TOOLS AND EQUIPMENT_____

- Are tools and equipment, (both HFTA and employee-owned, in good condition?
- Are hand tools such as chisels, punches, etc., which develop mushroomed heads during use, reconditioned or replaced as necessary?
- Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
- Are worn or bent wrenches replaced regularly?
- Are appropriate handles used on files and similar tools?
- Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment that might produce flying materials or be subject to breakage?
- Are jacks checked periodically to assure they are in good operating condition?
- Are tool handles wedged tightly in the head of all tools?
- Are tools stored in dry, secure location where they won't be tampered with?
- Is eye and face protection used when driving hardened or tempered spuds or nails?

PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT_____

- Are grinders, saws and similar equipment provided with appropriate safety guards?
- Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?
- Are portable circular saws equipped with guards above and below the base shoe?
- Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
- Are rotating or moving parts of equipment guarded to prevent physical contact?
- Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?

- Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc?
- Are portable fans provided with full guards or screens having openings ½ inch or less?
- Is hoisting equipment available and used for lifting heavy objects and are hoist ratings and characteristics appropriate for the task?
- Are ground-fault circuit interrupters provided on all temporary electrical 12 and 20-ampere circuits, used during periods of construction?
- Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT-GRINDERS_____

- Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
- Is the adjustable tongue used and kept adjusted to within ¼ inch of the wheel?
- Do side guards cover the spindle, nut and flange and 75 percent of the wheel diameter?
- Are bench and pedestal grinders permanently mounted?
- Are goggles or face shields always worn when grinding?
- Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- Are the fixed or permanently mounted grinders connected to their electric supply system with metallic conduit or other permanent wiring method?
- Does each grinder have an individual on and off control switch?
- Is each electrically operated grinder effectively grounded?
- Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?

Are splashguards mounted on grinders that use coolant to prevent the coolant reaching employees?

Is cleanliness maintained around grinders?

POWER ACTUATED TOOLS_____

Are employees who operate power-actuated tools trained in their use and carry a valid operator's card?

Do the power-actuated tools being used have written approval of the Division of Occupational Safety and Health?

Is each power-actuated tool stored in its own locked container when not being used?

Is a sign at least 7 inches by 10 inches with bold face type reading "POWER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?

Are power-actuated tools left unloaded until they are actually ready to be used?

Are powder-actuated tools inspected for obstructions or defects each day before use?

Do power-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

MACHINE GUARDING_____

Is there a training program to instruct employees on safe methods of machine operation?

Is there adequate supervision to ensure that employees are following safe machine operating procedures?

Is there a regular program of safety inspection of machinery and equipment?

Is all machinery and equipment kept clean and properly maintained?

Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?

Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?

Is there a power shut off switch within reach of the operator's position at each machine?

Is the non-current carrying metal parts of electrically operated machines bonded and grounded?

Are foot operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?

Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?

Are all emergency stop buttons colored red?

Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?

Are all moving chains and gears properly guarded?

Are splashguards mounted on machines that use coolant to prevent the coolant from reaching employees?

Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip point, rotating part, flying chips and sparks?

Are machinery guards secure and so arranged that they do not offer a hazard in their use?

If special hand tools are used for placing and removing material, do they protect the operator's hands?

Are revolving drums, barrels and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded?

Do arbors and mandrels have firm and secure bearings and are they free from play?

Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?

Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?

If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?

Are fan blades protected with a guard having openings no larger than ½ inch, when operating within 7 feet of the floor?

Are saws used for ripping, equipped with anti-kick back devices and spreaders?

Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

LOCKOUT BLOCKOUT PROCEDURES_____

Are all machinery or equipment capable of movement de-energized or disengaged and blocked or locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?

Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
Are the appropriate electrical enclosures identified?
Is means provided to assure the control circuit can also be disconnected and locked out?

Is the locking out of control circuits in lieu of locking out main power disconnects prohibited?

Are all equipment control valve handles provided with a means for locking out?

Does the lock out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked out for repairs?

Are appropriate employees provided with individually keyed personal safety locks?

Are employees required to keep personal control of their key(s) while they have safety locks in use?

Is it required that employees check the safety of the lock out by attempting a start up after making sure no one is exposed?

Are employees instructed to always push the control circuits stop button prior to re-energizing the main power switch?

Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?

Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?

When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?

In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

WELDING_____

Are only authorized and trained personnel permitted to use welding equipment?

Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?

Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?

Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?

Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?

Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?

Are cylinders kept away from sources of heat?

Are the cylinders kept away from elevators, stairs, or gangways?

Is it prohibited to use cylinders as rollers or supports?

Are empty cylinders appropriately marked and their valves closed?

Are signs reading: DANGER—NO SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent, posted?

- Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?
- Is care taken not to drop or strike cylinders?
- Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?
- Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?
- Are liquefied gases stored and shipped valve-end up with valve covers in place?
- Are provisions made to never crack a fuel-gas cylinder valve near sources of ignition?
- Before a regulator is removed, is the valve closed and gas released from the regulator?
- Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?
- Are pressure-reducing regulators used only for the gas and pressures for which they are intended?
- Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?
- Under wet conditions, are automatic controls for reducing no load voltage used?
- Is grounding of the machine frame and safety ground connections of portable machines checked periodically?
- Are electrodes removed from the holders when not in use?
- Is it required that electric power to the welder be shut off when no one is in attendance?
- Is suitable fire extinguishing equipment available for immediate use?
- Is the welder forbidden to coil or loop welding electrode cable around his body?
- Are wet machines thoroughly dried and tested before being used?
- Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?

- Do means for connecting cable lengths have adequate insulation?
- When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heats, sparks, and slag?
- Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?
- Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?
- When floors are wet down, are personnel protected from possible electrical shock?
- When welding is done on metal walls, are precautions taken to protect combustibles on the other side?
- Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?
- Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?
- Are employees exposed to the hazards created by welding, cutting or brazing operations protected with personal protective equipment and clothing?
- Is a check made for adequate ventilation in and where welding or cutting is performed?
- When welding in confined places are environmental monitoring test taken and means provided for quick removal of a welders in case of an emergency?

COMPRESSORS AND COMPRESSED AIR

- Are compressors equipped with pressure relief valves, and pressure gauges?
- Are compressor air intakes installed and equipped so as to ensuring that only clean uncontaminated air enters the compressor?
- Are air filters installed on the compressor intake?
- Are compressors operated and lubricated in accordance with the manufacturer's recommendations?
- Are safety devices on compressed air systems checked frequently?

- Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?
- Are signs posted to warn of the automatic starting feature of the compressors?
- Is the belt drive system totally enclosed to provide protection for the front, back, top and sides?
- Is it strictly prohibited to direct compressed air towards a person?
- Are employees prohibited from using highly compressed air for cleaning purposes?
- If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?
- When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?
- Are safety chains or other suitable locking devices used at couplings of high-pressure hose lines where a connection failure would create a hazard?
- Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?
- When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?
- When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?
- Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?

COMPRESSED AIR RECEIVERS _____

- Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?
- Is the total relieving of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10%?
- Is every air receiver provided with a drainpipe and valve at the lowest pint for the removal of accumulated oil and water?

- Are compressed air receivers periodically drained of moisture and oil?
- Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?
- Is there a current operating permit issued by the Division of Occupational Safety and Health?
- Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS CYLINDERS _____

- Are cylinders with water weight over 30 pounds, equipped with means for connecting a valve protector device or with a collar or recess to protect the valve?
- Are cylinders legibly marked to clearly identify the gas contained?
- Are compressed gas cylinders stored in areas, which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?
- Are cylinders located or stored in areas where unauthorized persons will not damage them by passing or by falling objects or subject to tampering? Are cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling or rolling?
- Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?
- Are valve protectors always placed on cylinders where the cylinders are not in use or connected for use?
- Are all valves closed off before a cylinder is moved, where the cylinder is empty, and at the completion of each job?
- Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?
- Does the periodic check of low-pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

HOIST AND AUXILIARY EQUIPMENT_____

- Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
- Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?
- Is the rated load of each hoist legibly marked and visible to the operator?
- Are stops provided at the safe limits of travel for trolley hoist?
- Are the controls of hoist plainly marked to indicate the direction of travel or motion?
- Is each cage-controlled hoist equipped with an effective warning device?
- Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave grooves?
- Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times?
- Are nip points or contact points between hoist ropes and sheaves which are permanently located within seven feet of the floor, ground or working platform, guarded?
- Is it prohibited to use chains or rope slings that are kinked or twisted?
- Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?
- Is the operator instructed to avoid carrying loads over people?

INDUSTRIAL TRUCKS-FORKLIFTS_____

- Are only employees who have been trained in the proper use of hoists allowed to operate them?
- Are only trained personnel allowed to operate industrial trucks?
- Is substantial overhead protective equipment provided on high lift rider equipment?

- Are the required lift trucks operating rules posted and enforced?
- Is directional lighting provided on each industrial truck that operates in an area with less than 2-foot candles per square foot of general lighting?
- Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?
- Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- Will the industrial trucks' parking brake effectively prevent the vehicle from moving when unattended?
- Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?
- Is motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?
- Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?

SPRAYING OPERATIONS_____

- Is adequate ventilation assured before spray operations safe started?
- Is mechanical ventilation provided when spraying operation is done in enclosed areas?
- When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
- Is the spray area free of hot surfaces?
- Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?
- Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?

- Is approved respiratory equipment provided and used when appropriate during spraying operations?
- Do solvents used for cleaning have a flash point of 100° F or more?
- Are fire control sprinkler heads kept clean?
- Are “NO SMOKING” signs posted in spray areas, paint rooms, paint booths and paint storage areas?
- Is the spray area kept clean of combustible residue?
- Are spray booths constructed of metal, masonry, or other substantial noncombustible material?
- Are spray booth floors and baffles noncombustible and easily cleaned?
- Is infrared drying apparatus kept out of the spray area during spraying operations?
- Is the spray booth completely ventilated before using the drying apparatus?
- Is the electric drying apparatus properly grounded?
- Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
- Are the electric motors for exhaust fans placed outside booths or ducts?
- Are belts and pulleys inside the booth fully enclosed?
- Do ducts have access doors to allow cleaning?
- Do all drying spaces have adequate ventilation?

ENTERING CONFINED SPACES _____

- Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
- Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials closed off and blanked or disconnected and separated before entry?
- Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?

- Is either natural or mechanical ventilation provided prior to confined space entry?
- Are appropriate atmospheric tests performed to check for: oxygen deficiency, toxic substance and explosive concentrations in the confined space before entry?
- Is adequate illumination provided for the work to be performed in the confined space?
- Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?
- Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
- Is the standby employee appropriately trained and equipped to handle an emergency?
- Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?
- Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
- Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
- Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
- Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
- If employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, etc., in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
- Whenever combustion type equipment is used on a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?

- Is each confined space checked for decaying vegetation or animal matter, which may produce methane?
- Is the confined space checked for possible industrial waste, which could contain toxic properties?
- If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

ENVIRONMENTAL CONTROLS_____

- Are all work areas properly illuminated?
- Are employees instructed in proper first aid and other emergency procedures?
- Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?
- Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc?
- Is employee exposure to chemicals in the workplace kept within acceptable levels?
- Can a less harmful method or product be used?
- Is the work area's ventilation system appropriate for the work being performed?
- Are spray-painting operations done in spray rooms or booths equipped with an appropriate exhaust system?
- Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?
- Are welders and other workers nearby provided with flash shields during welding operations?
- If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?
- Has there been a determination that noise levels in the facilities are within acceptable levels?
- Are steps being taken to use engineering controls to reduce excessive noise levels?
- Are proper precautions being taken when handling asbestos and other fibrous materials?
- Are caution labels and signs used to warn of asbestos?
- Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?
- Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?
- Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?
- Are all local exhaust ventilation systems designed and operating properly such as airflow and volume necessary for the application, ducts not plugged or belts slipping?
- Is personal protective equipment provided, used and maintained wherever required?
- Are there written standard operating procedures for the selection and use of respirators where needed?
- Are restrooms and washrooms kept clean and sanitary?
- Is all water provided for drinking, washing and cooking potable?
- Are all outlets for water not suitable for drinking clearly identified?
- Are all outlets for water not suitable for drinking clearly identified?
- Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- Are employees instructed in the proper manner of lifting heavy objects?
- Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?
- Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored (traffic orange) warning vest?

Are exhaust stacks and air intakes so located that contaminated air will not be recirculated within a building or other enclosed area?

Is equipment producing ultra-violet radiation properly shielded?

FLAMMABLE AND COMBUSTIBLE MATERIALS

Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?

Is proper storage practiced to minimize the risk of fire including spontaneous combustion?

Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?

Are all connections on drums and combustible liquid piping, vapor and liquid tight?

Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans, etc.)?

Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?

Do storage rooms for flammable and combustible liquids have explosion-proof lights?

Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?

Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?

Are no smoking signs posted on liquefied petroleum gas tanks?

Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?

Are all solvent wastes, and flammable liquids kept in fire-resistant, covered containers until they are removed from the vehicles?

Are all solvent wastes, and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?

Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?

Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?

Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers, etc. while in storage?

Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?

Class A: Ordinary combustible material fires.

Class B: Flammable liquid, gas or grease fires.

Class C: Energized-electrical equipment fires.

Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?

Are extinguishers free from obstructions or blockage?

Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?

Are all extinguishers fully charged and in their designated places?

Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switchboards and equipment?

Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?

Are safety cans used for dispensing flammable or combustible liquids at a point of use?

Are all spills of flammable or combustible liquids cleaned up promptly?

Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?

Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?

Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?

HAZARDOUS CHEMICAL EXPOSURES

- Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?
- Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols, etc.?
- Is employee exposure to chemicals kept within acceptable levels?
- Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
- Are all containers, such as vats, storage tanks, etc. labeled as to their contents, e.g. "CAUSTICS"?
- Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)?
- Are flammable or toxic chemicals kept in closed containers when not in use?
- Are chemical piping systems clearly marked as to their content?
- Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?
- Have standard operating procedures been established and are they being followed when cleaning up chemical spills?
- Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?
- Are respirators intended for emergency use adequate for the various uses for which they may be needed?
- Are employees prohibited from eating in areas where hazardous chemicals are present?
- Is personal protective equipment provided, used and maintained whenever necessary?
- Are there written standard operating procedures for the selection and use of respirators where needed?
- If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators? Are the respirators NIOSH approved for this particular application? Are they regularly inspected and cleaned, sanitized and maintained?
- If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?
- Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?
- Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, etc.?
- Whenever possible are hazardous substances handled in properly designed and exhausted booths or similar locations?
- Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, and fumes, smoke solvents or mists which may be generated in your workplace?
- Is ventilation equipment provided for removal of contaminants from such operations as: production grinding, buffing, spray painting, and/or vapor degreasing, and is it operating properly?
- Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?
- Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin?
- Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?
- If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean up?
- Are materials, which give off toxic asphyxiate, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?

HAZARDOUS SUBSTANCES COMMUNICATION

- Is there a list of hazardous substances used in your workplace?
- Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training?
- Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
- Is there a Material Safety Data Sheet readily available for each hazardous substance used?
- Is there an employee-training program for hazardous substances?
 - Does this program include?
 1. An explanation of what an MSDS is and how to use and obtain one.
 2. MSDS contents for each hazardous substance or class of substances.
 3. Explanation of "Right to Know".
 4. Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas.
 5. The physical and health hazards of substances in the work area, and specific protective measures to be used.
 6. Details of the hazard communication program, including how to use the labeling system and MSDS'.

ELECTRICAL

- Are your workplace electricians familiar with the Cal/OSHA Electrical Safety Orders?
 - Do you specify compliance with Cal/OSHA for all contract electrical work?
 - Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
 - When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked out and tagged whenever possible?
 - Are portable electrical tools and equipment grounded or of the double insulated type?
- Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?
 - Do extension cords being used have a grounding conductor?
 - Are multiple plug adapters prohibited?
 - Are ground-fault circuit interrupters installed on each temporary 15 or 20-ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
 - Do suitable disconnecting switches or plug connectors at the junction with permanent wiring protect all temporary circuits?
 - Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
 - Are flexible cords and cables free of splices or taps?
 - Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?
 - Are all cord, cable and raceway connections intact and secure?
 - In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
 - Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.) determined before digging, drilling or similar work is begun?
 - Are metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
 - Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
 - Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

- Are disconnecting means always opened before fuses are replaced?
- Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
- Are all electrical raceways and enclosures securely fastened in place?
- Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
- Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
- Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating.)
- Is low voltage protection provided in the control device of motors driving machines or equipment that could cause probable injury from inadvertent starting?
- Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
- Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
- Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?
- Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardio-pulmonary resuscitation (CPR) methods?
- Are employees prohibited from working alone on energized lines or equipment over 600 volts?

NOISE

- Are there areas in the workplace where continuous noise levels exceed 85dBA? (To determine maximum allowable levels for intermittent or impact noise, see Title 8 CAC Section 5097.)
- Is there an ongoing preventive health program to educate employees in safe levels of noise, exposures; effects of noise on their health; and the use of personal protection?
- Have work areas where noise levels make voice communication between employees difficult been identified and posted?
- Are noise levels being measured using a sound level meter or an octave band analyzer and records being kept?
- Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined to not be feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposures to noise?
- Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?
- Have you tried isolating noisy machinery from the rest of your operation?
- If you use ear protectors, are employees properly fitted and instructed in their use?
- Are employees in high noise areas given periodic audiometric testing to ensure that you have an effective hearing protection system?

FUELING

- Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?
- Are fueling operations done in such a manner that likelihood of spillage will be minimal?
- When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?
- Are fuel tank caps replaced and secured before starting the engine?

- In fueling operations is there metal contact between the container and the fuel tank?
- Are fueling hoses of a type designed to handle the specific type of fuel?
- Is it prohibited to handle or transfer gasoline in open containers?
- Are open lights, open flames, or sparking, or arcing equipment prohibited near fueling or transfers of fuel operations?
- Is smoking prohibited in the vicinity of fueling operations?
- Are fueling operations prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?
- Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

IDENTIFICATION OF PIPING SYSTEMS_

- When non-potable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?
- When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?
- When color painting identifies pipelines, are all visible parts of the line so identified?
- When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?
- When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?
- When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?
- When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?

- When pipelines are heated by electrical, steam or other external source, are suitable warning signs or tags placed at union, valves, or their serviceable parts of the system?

MATERIAL HANDLING_____

- Is there safe clearance for equipment through aisles and doorways?
- Are aisle ways designated, permanently marked, and kept clear to allow unhindered passage?
- Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- Are vehicles shut off and brakes set prior to loading or unloading?
- Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
- Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
- Are trucks and trailers secured from movement during loading and unloading operations?
- Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?
- Are hand trucks maintained in safe operating condition?
- Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
- Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
- At the delivery end of rollers or chutes, are provisions made to brake the movement of the handled materials?
- Are pallets usually inspected before being loaded or moved?
- Are hooks with safety latches or other arrangement used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?

- ❑ Are securing chains, ropes, chockers or slings adequate for the job to be performed?
- ❑ When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?
- ❑ Are material safety data sheets available to employees handling hazardous substances?

TRANSPORTING EMPLOYEES AND MATERIALS

- ❑ Do employees who operate vehicles on public thoroughfares have valid operator's licenses?
- ❑ When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?
- ❑ Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?
- ❑ When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?
- ❑ Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?
- ❑ Are transport vehicles provided with handrails, steps, stirrups or similar device, so placed and arranged that employees can safely mount or dismount?
- ❑ Are employee transport vehicles equipped at all times with at least two reflective type flares?
- ❑ Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?
- ❑ When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers that are secured in place?
- ❑ Are employees prohibited from riding on top of any load that can shift, topple, or otherwise become unstable?

CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

- ❑ Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?
- ❑ Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?
- ❑ Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?
- ❑ When two or more different type of operations are being controlled through the same exhaust system, will the combination of substances being controlled, constitute a fire, explosion or chemical reaction hazard in the duct?
- ❑ Is adequate makeup air provided to areas where exhaust systems are operating?
- ❑ Is the source point for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environments?
- ❑ Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

SANITIZING EQUIPMENT & CLOTHING

- ❑ Is personal protective clothing or equipment that employees are required to wear or use, of a type capable of being cleaned easily and disinfected?
- ❑ Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?
- ❑ Are machines and equipment, which processes, handles or applies materials, which could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?
- ❑ Are employees prohibited from smoking or eating in any area where contaminants that could be injurious if ingested are present?
- ❑ When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?
- ❑ Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?

When equipment, materials, or other items are taken into or removed from a carcinogen-regulated area, is it done in a manner that will not contaminate non-regulated areas or the external environment?

TIRE INFLATION_____

Where tires are mounted and/or inflated on drop center wheels is a safe practice procedure posted and enforced?

Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings is a safe practice procedure posted and enforced?

Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?

Does the tire inflation control valve automatically shut-off the airflow when the valve is released?

Is a tire-restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?

Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?

TAILBOARD SAFETY MEETING REPORT

Date: ___/___/___

Work Site: _____

1. Safety Areas Discussed:

- a) _____
- b) _____
- c) _____

2. Previous week review of Safe Practices and Job Conditions:

- a) _____
- b) _____
- c) _____

3. Action Taken to Correct Unsafe Practices and Conditions:

- a) _____
- b) _____
- c) _____

4. Injuries Reported:

- a) Date: _____ Time: _____ AM/PM Injury: _____
- b) Date: _____ Time: _____ AM/PM Injury: _____

5. Job Conditions & Equipment Inspected:

- a) _____
- b) _____
- c) _____

Inspected By: _____

Attended By:

Employee's Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

EMPLOYEE INCIDENT REPORT

An employee incident report is not designed to find fault or blame. It is an investigation to determine the contributing causes (there is almost always more than one) that led to the incident. When performed correctly, the report will help identify how to prevent future incidents.

Employee Name: _____

Accident Description: _____

Date of Incident: _____ Time of Incident: _____ AM/PM Date Reported: _____

Job Title: _____ Department or Occurrence Location: _____

Length of time the injured employee is in job position (circle one)

0 - 6 Months

7 - 12 Months

13 - 24 Months

25 + Months

Source Of Incident:

- Lifting materials, equipment, or tools
 - Carrying materials, equipment, or tools
 - Repetitive motion from lifting, carrying or use of tools or equipment
 - Repetitive motion from computer operation
 - Slip and fall on water, grease, or fluids on floor
 - Trip and fall over object
 - Trip but no fall
 - Fall from height, ladder, or elevated work platform
 - Needle or sharps injury from contaminated object
 - Cut or puncture from uncontaminated sharp objects such as knife, hand tools, etc.
 - Pinched by or between objects
 - Struck by flying or moving objects
 - Struck against stationary object
 - Fluid or object in the eye
 - Exposure to chemicals
 - Struck, attacked, or injured by other person
- Other (Describe) _____

Cause Of Incident - There may be more than one.

- Did not follow safe work practice
- There is no safe work practice
- Did not understand how to perform task
- Safe practice was not communicated
- Equipment was not available or working
- Not comfortable using equipment
- Employee failed to recognize hazard
- Tool or equipment failed
- Act of other employee or person

List the following that contributed to causing the incident (more than one may apply):

Unsafe Acts: _____

Unsafe Conditions: _____

Unsafe Equipment: _____

Is there any reason to question the authenticity of this injury? Yes ___ No ___ Why? _____

What Has, Or Should Be Done, To Prevent Recurrence: _____

Completed By: _____ Date: _____

Name

Position

Reviewed By: _____ Date: _____

Name

Position