City of San Bruno

Injury and Illness Prevention Program

567 El Camino Real
San Bruno, CA 94066

Table of Contents

INJURY AND ILLNESS PREVENTION PROGRAM APPROVALS

This Injury and Illness Prevention Program (IIPP) has been prepared for the following location:

City of San Bruno
567 El Camino Real
San Bruno, CA 94066

This IIPP has been prepared, reviewed, and approved by the following personnel:

Tami Yuki Human Resources Director	Date
Connie Jackson City Manager	Date

I. PURPOSE

This Injury and Illness Prevention Program (IIPP) has been developed as the cornerstone of the City of San Bruno's (the "City's") health and safety program in an effort to provide our employees with a safe and healthy working environment. The purpose of this program is to ensure that we identify, evaluate, and correct occupational hazards or unsafe acts in the workplace before they result in employee illness or injury.

This procedure serves as the City's written program for compliance with the requirements of an IIPP as contained in Title 8 of the California Code of Regulations, Section 3203 (8 CCR 3203).

II. HEALTH AND SAFETY POLICY STATEMENT

At the City of San Bruno, employees are our most important asset and their well being our greatest responsibility. The health and safety of every employee, as well as the public, must be primary in every business decision and plan.

A good safety record is evidence of effective management. The objectives of our health and safety programs are both humanitarian and economic. It is our policy to do everything reasonable to protect our employees, property, and the public from the results of accidents. Everyone in this organization, especially City management, is expected to actively support and participate in the health and safety program and accept the premise that "accidents can be prevented."

III. RESPONSIBILITIES

In order for this or any safety program to be successful, roles and responsibilities need to be assigned to the most appropriate personnel. It is our belief that City management is ultimately accountable for implementing safety practices and procedures at the City. The following personnel have been designated as the primary persons with authority and responsibility to implement and maintain the City's injury and illness prevention program:

City Manager: Connie Jackson
Program Administrator: Tami Yuki

The City safety committee will assist in the coordination for the IIPP responsibilities and will include representation from all major departments and job-safety classifications. Representatives from all departments will be included.

City Manager

The City Manager has the authority and responsibility for the overall development and implementation of the IIPP. He or she is also responsible for providing the support and resources necessary to maintain safe and healthy working conditions at City operations. This responsibility includes:

- Establishing a Citywide safety committee to assist in the coordination of the IIPP tasks. The charter for the safety committee can be found in the communication section of this program;
- Providing management support and resources necessary for health and safety programs;
- Empowering the Program Administrator with the authority to implement the IIPP;
- Evaluating the effectiveness of the City's health and safety programs;
- Monitoring the performance of health and safety policies and procedures;
- Ensuring that the IIPP and other health and safety programs are updated on an annual basis or more frequently if warranted;
- Ensuring compliance with local, state, and federal health and safety regulations, as well as the City's own policies and procedures; and
- Ensuring department head safety accountability in safety specific issues.

Program Administrator

The designated Program Administrator will work in conjunction with the City Manager, the safety committee, and managers/supervisors to administer the IIPP and other health and safety programs. This may include, but is not necessarily limited to:

- Provide the training as required by Cal/OSHA and necessary for managers/supervisors and employees to safely perform their job tasks;

- Ensure periodic safety inspections are conducted and corrective actions take place;

- Ensure the safety committee meets regularly (no less than quarterly) and keeps and posts minutes of the meetings.

- Provide feedback to the City Manager and managers/supervisors regarding safety performance;

- Assist managers/supervisors in conducting incident evaluations and accident investigations.

- Communicate program updates to employees and replying to all safety suggestions.

- Enforce the safety rules and all provisions of the IIPP.

- Recognize employees who contribute to the safety program.

- In cooperation with the City Safety Committee, maintain a safety plan of action that includes the safety training, safety inspection, and safety committee meeting schedule.

Managers and Supervisors

Managers include department heads, assistant directors, deputy directors and division managers. A supervisor includes any employee with responsibility for direct supervision of staff, but does not include lead workers. Each manager and supervisor will be responsible for annually reviewing the health and safety needs of employees under his or her direction and will serve as the initial contact for his or her employees' health and safety-related questions. If an issue arises that a supervisor cannot adequately address, he or she will contact the manager or Program Administrator as soon as practical to resolve the issue. The supervisor is also responsible for ensuring that all work-related injuries or illnesses are reported to the Program Administrator as soon as possible, with no delay exceeding 8 hours, including weekends and holidays for Public Safety personnel. In addition managers/supervisors will be responsible for:

- Providing representation to the safety committee.

- Investigating and reporting accidents, injuries, and other incidents to the Program Administrator promptly;

- Reporting unsafe equipment or operations to the Program Administrator and implementing corrective measures;

- Ensuring that periodic safety inspections are conducted on equipment and vehicles;

- Implementing and maintaining a safety training plan;

- Investigating employee's safety concerns;

- Attending and participating in all required safety training and drills;

- Keeping the Program Administrator apprised of developments on the job that may impact personnel health and safety;

Employees

Employees are responsible for immediately reporting unsafe conditions in the workplace to their supervisors so that potentially hazardous situations can be addressed in a timely fashion. Employees must also immediately notify their supervisors if a work-related injury or illness occurs. Employees are encouraged to communicate with their supervisors or with the Program Administrator whenever they have a health and safety question, concern, or suggestion. Employees are also responsible for:

- Routinely inspecting equipment, tools, vehicles, and operations and reporting any damage, defects, or safety hazards to the area supervisor;

- Identifying and reporting unsafe acts or working conditions to his or her supervisor or to the Program Administrator;

- Immediately reporting all accidents, injuries, and other incidents to his or her supervisor;

- Attending and participating in all required safety training and drills;

- Following the City safety rules and/or Codes of Safe Practices and performing all work in a safe, professional, and responsible manner; and

- Properly using and maintaining all equipment, tools, vehicles, respirators, and personal protective equipment.

IV. COMPLIANCE

All employees of the City are expected to comply with this program, including all rules, policies, and procedures concerning health and safety in the workplace. Positive reinforcement and recognition of safety-conscious employees will be an integral part of the strategy to promote compliance. The City Manager or Program Administrator will reinforce positive safety-related behavior and take corrective action to address unsafe actions.

Health and safety performance will be reviewed as a part of each employee's and each supervisor's performance evaluation. Failure to comply with the IIPP or the City's Codes of Safe Practices will result in corrective action, which could include formal disciplinary action for serious or repeated violations. Disciplinary action will conducted in accordance with the City's policy and employee's Memorandum of Understanding.

V. COMMUNICATION

Employees receive information regarding health and safety issues in one or more of the following ways:

- A safety suggestion box is located in the lunchrooms and employees are encouraged to provide suggestions to improve safety. The safety committee will review all suggestions a reply to all suggestions will be made to the employee who made the suggestion. Suggestions may be anonymous. For anonymous suggestions, a response will be provides in the safety committee meeting minutes as posted on the bulletin board of the lunchroom.

- During regular staff meetings at the project, group, or office level;

- Through periodic informational memos distributed by their supervisors, the City Manager, or Program Administrator;

- As part of tailgate safety meetings during field operations in Public Works and Parks & Recreation Services. These meetings are to be conducted every 10 working days and documented on the Tailgate meeting form found in appendix B;

- The City safety committee will meet regularly to assist in the coordination of employee training, periodic safety inspections, review of accident investigations and corrective action, recognition of employees who contribute to the safety program, and communication of all these areas to their departments. The safety committee charter can be found on the following page.

Employees are encouraged to communicate directly with managers and supervisors in verbal or written form about hazardous health and safety conditions.

It is the City's policy that employees who report a hazardous situation or makes a suggestion for improving health and safety conditions in the workplace ***will not be subject to any type of retaliation***. All suggestions will be sent to the Program Administrator for review and follow-up at the regular safety committee meeting.

CITY SAFETY COMMITTEE CHARTER

Committee Name	Sponsor	Team Leader	Team Members
Safety Committee	Human Resources	Tami Yuki	Safety Coordinators as selected by the City Manager and Department Heads
Meeting Times/Location:	TBD		
Purpose	To help insure a safe and healthful workplace and compliance with federal, state, and local safety regulations through participation in: ▪ Monthly safety committee meetings per 8CCR, 3203, (c) et. al. ▪ Routine, periodic safety inspections to help identify and correct hazards ▪ Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence ▪ Communication between employees and management ▪ Schedule and review employee safety training		
Scope/Authority	▪ Provide advice and input to individual departments on safety matters ▪ Ensure that all employees are provided with a safe and healthy workplace ▪ Identify and discontinue unsafe practices and/or use of unsafe equipment ▪ Recommend corrective actions to address safety hazards ▪ Serve as communications conduit between employees and management on safety concerns ▪ Schedule required safety training		
Success Criteria	▪ Compliance with safety regulations and receive no OSHA citations. ▪ Provide regularly scheduled employee safety training ▪ Fewer near misses, accidents and injuries ▪ Establishment of required safety programs ▪ Improved feedback regarding employees' sense of safety and well-being		
Decision-Making Process	▪ Strive for consensus; majority vote by area safety coordinators present to pass on recommendations or take action. Roberts Rules of Order will be loosely followed.		
Product(s)	▪ Develop written safety programs in compliance with CCR, Title 8. ▪ Provide safety training and recordkeeping ▪ Produce periodic inspections reports ▪ Respond to employee safety concerns and/or suggestions		
Decision Communication	▪ Agendas and minutes of meetings to members are posted at employee worksites ▪ Use of internal and external communication tools to disseminate major actions		
Evaluation	Annual review by the Safety Committee and Management on committee effectiveness.		

V. HAZARD IDENTIFICATION & INSPECTIONS

Hazard Analysis

The City Manager may require that each department head conduct a hazard analysis of a job classification to determine the hazards associated with each job task, determine the safety requirements that apply and training and equipment needed to perform the job safely. The hazard analysis forms will assist department heads to identify and evaluate conditions with the potential for causing work-related illnesses or injuries. These hazard analysis forms will provide the foundation for determining the methods or training necessary to minimize job-related accidents or incidents. A hazard assessment form is presented in Appendix A to assist in the hazard analysis process.

Job Classifications

Under the California Code of Regulations, Title 8, Chapter 4, employees are protected under either the General Industrial Safety Orders (GISO), Subchapter 7, or the Construction Safety Orders (CSO), Subchapter 4, depending on the type of work being performed. *When employment exists in connection with the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or demolition of any fixed structure or its parts, that work will considered construction, and will be regulated by the CSO*. Based on this definition, and the High-Hazard industry list, shops and Departments will be considered as listed below:

General Industry Safety Orders:

- Office and Administrative Services
- Automotive Mechanics
- Engineering Services
- Parks & Recreation Services
- Police Services
- Fire Services

Construction Safety Orders:

- Carpentry
- Electrical
- Glass
- Locksmith
- Paint/Plaster
- Plumbing
- Welding
- Cable Television Installations

Because of the diverse nature of their assignments, laborers could be governed by either set of orders depending on the task.

Where this distinction is significant, notice shall be made in this and all subordinate programs, practices, and documents.

Codes of Safe Practices

Codes of Safe Practices are safety rules that have been developed for hazardous equipment and job functions, as required for construction work as performed in the Public Works and Parks & Recreation Services Departments. These codes address specific conditions identified during the job hazard analysis. The Codes of Safe Practices also serve as a guide for subsequent inspections conducted to evaluate and document compliance with the IIPP. The Codes of Safe Practices for each job classification are contained in Appendix A.

Periodic Safety Inspections

The Program Administrator will confirm that periodic inspections are conducted to identify and correct hazardous conditions in the work areas, verify compliance with the safety rules and Codes of Safe Practices, as well as to identify previously unrecognized hazards. Inspections will occur under the following circumstances:

- At the inception of the IIPP;
- Whenever new substances, processes, procedures, or equipment are introduced into the work area that represent a new health and safety hazard;
- Whenever the Program Administrator, department head, manager, or supervisor is made aware of a new or previously unrecognized hazard;
- When an occupational illness or injury occurs;
- At least annually for all office areas;
- Some departments and divisions may require semi-annually or quarterly evaluations.

Inspections will be documented on Health and Safety Inspection/Corrective Action forms, which will be forwarded to the Program Administrator when complete. Hazards found during the inspection will be assigned one of the following risk assessment code numbers:

The Risk Assessment Code is determined as follows:

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria).

If an unsafe work condition or work practice is identified, the employee's supervisor or Program Administrator will remedy the situation. If either party cannot correct the situation, the City Manager will be contacted to resolve the issue. A copy of the Health and Safety Inspection/Corrective Action form is located in Appendix F.

VII. ACCIDENT INVESTIGATIONS

Employee supervisors will be responsible for investigating occupational illnesses and injuries to facilitate identification and abatement of hazards and unsafe acts. It is important that the investigation begin as soon as possible after the event. Where appropriate, the investigation may proceed as follows:

- A visit will be made to the site of the occurrence as soon as possible after the injury or incident occurs.

- The injured or affected party, as well as witnesses, will be interviewed privately, if possible.

- Supportive documentation and details will be gathered, such as sketches, photographs, etc. The Accident/Incident Report Form will be used as a guide in collecting relevant information. A copy of the Accident/Incident Report Form is provided in Appendix D of this program.

- The findings report will include an analysis of the conditions and situations that led to the incident, as well as proposed actions to control the hazard and prevent similar incidents from occurring in the future. A copy of the form will be forwarded to the City Manager and the Program Administrator.

- In addition to the specific requirements of the IIPP, the responsible manager or supervisor will complete any OSHA reports necessitated by serious injury or death. In such event, the responsible department head, the City Manager and the Program Administrator will be immediately notified.

    - **ALL SERIOUS INJURIES <u>MUST</u> BE REPORTED TO CAL/OSHA IMMEDIATELY BUT NO LONGER THAN 8 HOURS AFTER THE INJURY.** This notification will be made by Human Resources to the Ca/OSHA Enforcement District Office in San Francisco at:

415-703-5210
SF - 415-972-8670
Foster City – 650-573-3812

Employees are responsible for immediately notifying a City Manager or Human Resources of a serious injury or death. A serious injury is defined as an injury or illness which requires hospitalization for more than 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement. Immediate is defined as: as soon as a call can possibly be made without interfering with medical treatment or emergency response activities:

VIII. CORRECTING UNHEALTHY OR UNSAFE CONDITIONS

The Program Administrator or employee supervisors will be responsible for abatement of hazardous conditions or unsafe acts after consultation with the City Manager.

Imminent danger situations require immediate corrective action. If an employee detects a condition of imminent danger, he or she must immediately leave the area and report the situation to his or her supervisor or department head. If the supervisor or department head is not immediately available, the employee shall notify the City Manager or Program Administrator. The City Manager must be immediately notified of an imminent danger situation. Corrective action will be taken within 24 hours of detection.

Employees and subcontractors must not be knowingly exposed to imminent danger or serious hazards without proper personal protective equipment (PPE) and only under the authorization of the City Manager. For less severe situations, corrective action will be taken within 7 to 30 days of detection, provided employees are not exposed to serious hazards and take appropriate personnel protective measures.

IX. TRAINING

Employees will be trained regarding the purpose of the IIPP, the communication procedures, and the Codes of Safe Practices for the corresponding job safety class. The training will be provided as follows:

- When the program is first established;
- To all new employees;
- To reassigned employees;
- Whenever new hazards are introduced by new substances, processes, or equipment;
- To familiarize supervisors with the hazards faced by their employees.
- As identified by job safety classification on the City safety-training matrix

Training will be provided by the Program Administrator or a designee or by the employee's supervisor in a manner and language that can be understood by the trainee. Such training may be integrated with other scheduled training including:

- New employee orientation;
- Periodic health and safety awareness training;
- Job-specific training;

- Site tailgate safety meetings.

In addition, employees will be encouraged to discuss their concerns with their supervisors, their department head or with the City Manager or Program Administrator. The training program will be reviewed and updated as needed or based on the results of regular inspections. A safety training matrix is included in Appendix I.

X. RECORD KEEPING

The Program Administrator for a minimum of three years will maintain documentation and records required by the IIPP standard. These records may include:

- Periodic safety inspection records;
- Employee communications,
- Illness and injury incident investigations;
- Employee training documentation;
- Safety committee meeting minutes;
- OSHA Log 300
- Tailgate meetings (every ten days for public works)
- Any other pertinent health and safety documentation.

XI. CONTRACTOR/SUBCONTRACTOR EMPLOYEES

Contractors or subcontractors whose employees may be covered by this standard while working at an City job site shall be notified by the Project Manager responsible of the requirement to abide by this program. This requirement may be fulfilled through job-specific safety meetings.

XII. ADDITIONAL HEALTH AND SAFETY PROGRAMS

The City will prioritize, develop, and implement additional health and safety programs to address specific occupational hazards. These supplemental programs may include, but not necessarily be limited to, the following:

- Hazard Communication; 8, CCR 5194
- Ergonomics; 8, CCR 5110
- Violence in the Workplace;
- Bloodborne Pathogens; 8, CCR 5193
- Respiratory Protection; 8, CCR 5144
- Confined Space Entry; 8, CCR 5157
- Control of Hazardous Energy (Lockout/Tagout); 8, CCR 5157

- Hearing Conservation; 8, CCR 5099
- Trenching and Excavation; 8, CCR 1540
- Emergency Action Plan; 8, CCR 3220
- Personal Protective Equipment; 8, CCR 3380
- 1st Aid/CPR; 8, CCR 3400
- Hazardous Waste; 8, CCR 5192
- Fall Protection; 8, CCR 1669
- Asbestos; 8, CCR 1529
- Hotwork; 8, CCR 4848
- Forklift; 8, CCR 3664
- Traffic Control; 8, CCR 1599
- Heavy Equipment/DOT

Employees identified as exposed to the above hazards and who need training to meet the above requirement are identified on the City's safety-training matrix.

The development of supplemental health and safety programs will be prioritized based on the potential for employee exposure to hazards, severity of exposure, and available resources.

Appendix A
Hazard Analysis Form

	Job: **Example**		Date:
JOB SAFETY ANALYSIS FORM SAMPLE	Title of Person who does Job:	Title of Supervisor:	Analysis by:
Department:	Division/section:		Reviewed by:
Required personal protective equipment:	Required material safety data sheets:		Approved by:
SEQUENCE OF BASIC JOB STEPS	**POTENTIAL ACCIDENTS OR HAZARDS**		**RECOMMENDED SAFE JOB PROCEDURE**
Break the job down into its basic steps, e.g. what is done first, what is done next, and so on. You can do this by 1) observing the job, 2) discussing it with a knowledgeable person, 3) drawing on your knowledge of the job, or 4) a combination of the three. Record the steps in the normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.	For each job step, ask yourself what accidents could happen to the person doing this job step. You can get the answers by, 1) observing the job, 2) discussing it with a knowledgeable person, 3) recalling past accidents, or 4) a combination of the three. Ask yourself, can the person be struck by or contacted by anything, can the person strike against or come in contact with anything; can the person be caught in, on or between anything, can the person fall, can the person overexert, does the step require repetitive motions; is the person overexposed to anything injurious, such as hazardous chemicals, noise, extreme temperatures, etc.?		For each potential accident or hazard, ask yourself how should the person do the job step to avoid the potential accident, or what should the person do or not do to avoid the accident. You can get your answers by, 1) observing the job for leads, 2) discussing precautions with a knowledgeable person, 3) drawing on your personal experience, or 4) a combination of all three. Be sure to describe specifically the precautions a person must take. Don't leave out important details. Number each separate recommended precaution with the same number as the potential accident or hazard. Use specific do and don't statements. Where appropriate, include the use of personal protective equipment, and safety apparatus, materials, and facilities that would mitigate the hazard.

<table>
<tr><td></td><td colspan="2"></td><td></td></tr>
<tr><td></td><td colspan="2">Job:</td><td>Date:</td></tr>
<tr><td rowspan="2">JOB SAFETY ANALYSIS FORM</td><td>Title of Person who does Job:</td><td>Title of Supervisor:</td><td>Analysis by:</td></tr>
<tr><td colspan="2">Department:</td><td>Division/section:</td><td>Reviewed by:</td></tr>
<tr><td colspan="2">Required personal protective equipment:</td><td>Required material safety data sheets:</td><td>Approved by:</td></tr>
<tr><td>SEQUENCE OF BASIC JOB STEPS</td><td colspan="2">POTENTIAL ACCIDENTS OR HAZARDS</td><td>RECOMMENDED SAFE JOB PROCEDURE</td></tr>
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Appendix B
Tailgate Safety Meeting Report

Date:
Department/Shop:
Meeting Leader (print):
Meeting Leader (signature):

Topic Discussed

Personnel in Attendance	
Employee Name (print clearly)	Employee Signature

Appendix C

SAFETY COMMITTEE

<Date>
<Time>
Main Conference Room

- Approval of Agenda
- Approval of Minutes
- Safety Plan of Action
  - Progress Report
  - Employee Training
- Periodic Inspection Report
- Safety Suggestions
- Review of Injury/Accident Reports
- Next Meeting Date:
  - Establish Monthly Meeting Date

Appendix D
Supervisor's Incident/Accident Investigation Form

CITY OF SAN BRUNO
SUPERVISOR'S INCIDENT/ACCIDENT INVESTIGATION REPORT

In order to prevent accidents, we must know how and why they occur. State facts as accurately as possible. Submit your report to the City Manager's Office within 24 hours. If more space is needed, attach additional sheets.

Department or Division	Name of Immediate Supervisor Making Report		Phone Number
Location of Incident	**Date of Occurrence**	**Time**	**Date Reported**

PERSONAL INJURY **PROPERTY DAMAGE**

Injured's Name		Property Damaged
Occupation	**Injured Part of Body**	**Estimated Costs**
Nature of Injury		**Nature of Damage (If None, Please State)**

Describe in Detail, How the Incident Occurred

What Acts and/or Conditions Contributed Most Directly to this Incident?

In Detail What Action Has or Will be Taken to Prevent Recurrence

Please Check ALL That Apply

- ☐ Inadequate training
- ☐ Inadequate equipment/tools
- ☐ Inadequate protective gear
- ☐ Poor housecleaning
- ☐ Inadequate facility maintenance
- ☐ Inadequate equipment maintenance
- ☐ Employee physical limitations
- ☐ Poor planning, design, layout
- ☐ Inadequate procedure
- ☐ Failure to follow procedures
- ☐ Emergency / haste
- ☐ Hazard exposure / haste
- ☐ Environmental factors
- ☐ Act of another
- ☐ Vandalism
- ☐ Horseplay
- ☐ Inattention
- ☐ Insufficient information
- ☐ Unknown cause
- ☐ Assault
- ☐ Vegetation (poison oak / ivy)

		Est. Date Condition Will Be Corrected
		Has Employee Returned to Work
Signature of Immediate Supervisor	**Date**	**Investigated Incident?**
Signature of Department Director	**Date**	**Information Given Complete & Correct?**

Copies: _____ City Manager _____ Department _____ TPA _____Employee

Appendix E

Periodic Safety Inspection Checklist

This checklist is provided as a tool to assess hazards that may be present in a variety of operations in the City. This checklist can be modified to address specific hazards and may be used in initial and routine inspections.

GENERAL WORK ENVIRONMENT

☐ Are all worksites clean and orderly?

☐ Are work surfaces kept dry or appropriate means taken to ensure 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?

☐ Is accumulated combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings?

☐ 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?

☐ Is 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, dip tanks, and the like cleaned regularly?

☐ Are the minimum number 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?

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 lenses) in working environments with 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 eyewash 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?

Hearing Protection?

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

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 spilled materials cleaned up immediately?
- ☐ Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- ☐ 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 & 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 a 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, and glass walls, 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 a self-closing feature when appropriate?

STAIRS & STAIRWAYS

☐ Are standard stair rails or handrails present 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 top 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 width of the stairway?

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

ELEVATED SURFACES

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

☐ 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?

☐ Is 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", and the like?

☐ 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-foot vertical and 12-feet horizontal?

☐ Where exiting will be through frameless glass doors, glass exit doors, storm doors, and such, are the doors fully tempered and do they 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 openable 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 15 pounds or less in the direction of the exit traffic?

☐ Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it is padlocked or otherwise locked on the outside?

☐ Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of 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 ladder?

☐ 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, have broken side rails, or other faulty equipment?

☐ Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?

☐ When portable rung ladders are used to gain access to elevated platforms, roofs, and the like, 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 is 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 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?

☐ Are the rungs of ladders uniformly spaced at 12 inches, center to center?

HAND TOOLS AND EQUIPMENT

- ☐ Are all tools and equipment (both City and employee-owned) used by employees at their workplace in good condition?
- ☐ Are hand tools such as chisels and punches, 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, and similar equipment used while using hand tools or equipment which 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 tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- ☐ Are tools stored in a dry, secure location where they will not 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, or sprockets on equipment such as concrete mixers, air compressors, and the like?
- ☐ Are portable fans provided with full guards or screens having openings of 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 15 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 on the top side of the grinder 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 fixed or permanently mounted grinders connected to their electrical 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 splash guards mounted on grinders that use coolant to prevent the coolant reaching employees?

☐ Is cleanliness maintained around grinder?

POWDER ACTUATED TOOLS

☐ Are employees who operate powder-actuated tools trained in their use and carry a valid operators card?

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

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

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

☐ Are powder-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 powder-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?
- ☐ Can electric power to each machine be locked out for maintenance, repair, or security?
- ☐ Are the noncurrent-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 splash guards 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 points, rotating parts, 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 used 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

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

☐ 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 (i.e. mechanical, hydraulic, air) 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 lockout by attempting a start up after making sure no one is exposed?

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?

WELDING, CUTTING AND BRAZING

☐ Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?

☐ Do all operator s 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, and the like, 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?

☐ Is it prohibited to use cylinders as rollers or supports?

☐ Are empty cylinders appropriately marked, their valves closed and valve-protection caps on?

☐ 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 employees instructed 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 heat, 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 bracing operations protected with personal protective equipment and clothing?
- ☐ Is a check made for adequate ventilation in and where welding or cutting is performed?
- ☐ When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?

COMPRESSORS AND COMPRESSED AIR

- ☐ Are compressor air intakes installed and equipped to ensure 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 use 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 capacity 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 percent?
- ☐ Is every air receiver provided with a drainpipe and valve at the lowest point 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 AND CYLINDERS

☐ Are cylinders with a water weight capacity 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 they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?

☐ Are cylinders stored or transported in a manner to prevent them from 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 when the cylinders are not in use or connected for use?

Hydrostatic Test of Compressed gas cylinder?

☐ Are all valves closed off before a cylinder is moved, when 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 hoists 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 groves?
- ☐ 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?
- ☐ Are only employees who have been trained in the proper use of hoists allowed to operate them?

INDUSTRIAL TRUCKS - FORKLIFTS

- ☐ Are only trained personnel allowed to operate industrial trucks?
- ☐ Is substantial overhead protective equipment provided on high lift rider equipment?
- ☐ Are the required lift truck operating rules posted and enforced?
- ☐ Is directional lighting provided on each industrial truck that operates in an area with less than two 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 truck's 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?

☐ Are 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/her grip on the device that controls the travel?

☐ Are industrial trucks with internal combustion engines 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 are 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?
- ☐ Before entry, are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated?
- ☐ 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?
- ☐ Before 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 whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?

- ☐ Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any questions as to the cause of an emergency?

- ☐ In addition to the standby employee, is there at least one other trained rescuer in the vicinity?

- ☐ Are all rescuers appropriately trained and using approved, recently inspected equipment?

- ☐ Does all rescue equipment allow for lifting employees vertically from a top opening?

- ☐ Are there personnel trained in First Aid and CPR immediately available?

- ☐ Is there an effective communication system in place whenever respiratory equipment is used and the employee in the confined space is out of sight of the standby person?

- ☐ 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?

- ☐ 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) 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 in 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?

☐ 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? Are the ducts free of obstructions or the belts slipping?
- ☐ 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 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 screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?
- ☐ 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 located so 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 (i.e. oily rags) 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)?
- ☐ 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 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 worksite?
- ☐ Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- ☐ Are fire 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, or other means 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?

☐ Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?

☐ Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B" fire?

☐ Are employees trained in the use of fire extinguishers?

☐ 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?

☐ Is a record maintained of required monthly checks of extinguishers?

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

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

☐ Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?

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

☐ 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 spare portable or butane tanks which are used by industrial trucks stored in accord with regulations?

FIRE PROTECTION

☐ Do you have a fire prevention plan?

☐ Does your plan describe the type of fire protection equipment and/or systems?

☐ Have you established practices and procedures to control potential fire hazards and ignition sources?

☐ Are employees aware of the fire hazards of the material and processes to which they are exposed?

☐ Is your local fire department well acquainted with your facilities, locations and specific hazards?

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

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

☐ If you have interior stand pipes and valves, are they inspected regularly?

☐ If you have outside private fire hydrants, are they flushed at least once a year and on a 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 door and shutter fusible links in place?

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

☐ Is maintenance of automatic sprinkler system assigned to responsible persons or to a sprinkler contractor?

☐ Are sprinkler heads protected by metal guards, 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?

HAZARDOUS CHEMICAL EXPOSURES

☐ Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, and the like?

☐ Are employees aware of the potential hazards involving various chemicals stored or used in the workplace--such as acids, bases, caustics, epoxies, phenols?

☐ 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 and storage tanks labeled as to their contents--e.g. "CAUSTICS"?

☐ Are all employees required to use personal protective clothing and equipment when handling chemicals (i.e. gloves, eye protection, respirators)?

☐ 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 pipe lines, 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, and the like?
- ☐ 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, 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 decreasing, 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 skin dryness, irritation, or sensitization?
- ☐ 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, asphyxiating, suffocating, or anesthetic fumes stored in remote or isolated locations when not in use?

HAZARDOUS SUBSTANCES COMMUNICATION (HAZARD 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?

☐ Who is responsible for MSDSs, container labeling, employee training?

☐ Is each container for a hazardous substance (i.e. vats, bottles, storage tanks) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?

☐ Is there a MSDS readily available for each hazardous substance used?

☐ How will you inform other employers whose employees share the same work area where the hazardous substances are used?

☐ Is there an employee training program for hazardous substances? Does this program include:

- ☐ An explanation of what an MSDS is and how to use and obtain one?
- ☐ MSDS contents for each hazardous substance or class of substances?
- ☐ Explanation of "Right to Know"?
- ☐ Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area?
- ☐ The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?
- ☐ Details of the hazard communication program, including how to use the labeling system and MSDSs?
- ☐ How employees will be informed of hazards of non-routine tasks and hazards of unlabeled pipes?

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?
- ☐ Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on 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, and vending machines 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?
- ☐ Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
- ☐ Are 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, and equipment 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, underfloor, other side of walls) determined before digging, drilling, or similar work is begun?
- ☐ Are metal measuring tapes, ropes, handlines, 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 which could possibly cause 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 85 dBA? (To determine maximum allowable levels for intermittent or impact noise, see Title 8, Section 5097.)

☐ Are noise levels being measured using a sound level meter or an octave band analyzer and records being kept?

☐ Have you tried isolating noisy machinery from the rest of your operation?

☐ Have engineering controls been used to reduce excessive noise levels?

☐ Where engineering controls are determined not feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposure to noise?

☐ Is there an ongoing preventive health program to educate employees in safe levels of noise and exposure, effects of noise on their health, and use of personal protection?

☐ Is the training repeated annually for employees exposed to continuous noise above 85 dBA?

☐ Have work areas where noise levels make voice communication between employees difficult been identified and posted?

☐ Is approved hearing protective equipment (noise attenuating devices) available to every employee working in areas where continuous noise levels exceed 85 dBA?

☐ If you use ear protectors, are employees properly fitted and instructed in their use and care?

☐ Are employees exposed to continuous noise above 85 dBA 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 cleaned up 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 always metal contact between the container and 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 transfer 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 nonpotable 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 pipelines are identified by color painting, 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 electricity, steam, or other external source, are suitable warning signs or tags placed at unions, valves, or other 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 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 arrangements used when hoisting materials so that slings or load attachments will not 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 MSDS 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 devices, 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 BC rating maintained in each employee transport vehicle?

☐ When cutting tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?

☐ Are employees prohibited from riding on top of any load which 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?

☐ Where two or more different types 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 intake for makeup air located so that only clean, fresh air, which is free of contaminates, will enter the work environment?

☐ 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 AND CLOTHING

☐ Is personal protective clothing or equipment, that employees are required to wear or use, of a type capable of being easily cleaned and disinfected?

☐ Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?

☐ Are machines and equipment, which process, handle or apply materials that 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 contaminates are present that could be injurious if ingested?

☐ 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 air flow 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 is being inflated?

EMERGENCY ACTION PLAN

☐ Are you required to have an emergency action plan?

☐ Does the emergency action plan comply with requirements of T8CCR 3220(a)?

☐ Have emergency escape procedures and routes been developed and communicated to all employers?

☐ Do employees, who remain to operate critical plant operations before they evacuate, know the proper procedures?

- ☐ Is the employee alarm system that provides a warning for emergency action recognizable and perceptible above ambient conditions?
- ☐ Are alarm systems properly maintained and tested regularly?
- ☐ Is the emergency action plan reviewed and revised periodically? Do employees know their responsibilities:
  - ☐ For reporting emergencies?
  - ☐ During an emergency?
  - ☐ For conducting rescue and medical duties?

INFECTION CONTROL

- ☐ Are employees potentially exposed to infectious agents in body fluids?
- ☐ Have occasions of potential occupational exposure been identified and documented?
- ☐ Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?
- ☐ Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, personal protective equipment?
- ☐ Are employees aware of specific workplace practices to follow when appropriate? (hand washing, handling sharp instruments, handling of laundry, disposal of contaminated materials, reusable equipment)
- ☐ Is personal protective equipment provided to employees, and in all appropriate locations?
- ☐ Is the necessary equipment (i.e., mouth-pieces, resuscitation bags, other ventilation devices) provided for administering mouth-to-mouth resuscitation on potentially infected patients?
- ☐ Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents/disinfectants, to clean up spills?
- ☐ Are all equipment and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?

- ☐ Is infectious waste placed in closable, leak proof containers, bags, or puncture-resistant holders with proper labels?
- ☐ Has medical surveillance including HBV evaluation, antibody testing, and vaccination been made available to potentially exposed employees?
- ☐ Training on universal precautions?
- ☐ Training on personal protective equipment?
- ☐ Training on workplace practices which should include blood drawing, room cleaning, laundry handling, clean-up of blood spills?
- ☐ Training on needle stick exposure/management?
- ☐ Have affected employees received Hepatitis B vaccinations?

ERGONOMICS

- ☐ Can the work be performed without eye strain or glare to the employees?
- ☐ Does the task require prolonged raising of the arms?
- ☐ Do the neck and shoulders have to be stooped to view the task?
- ☐ Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?
- ☐ Can the work be done using the larger muscles of the body?
- ☐ Can the work be done without twisting or overly bending the lower back?
- ☐ Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?
- ☐ Are tools, instruments, and machinery shaped, positioned, and handled so that tasks can be performed comfortably?
- ☐ Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on all parts of the body?

VENTILATION FOR INDOOR AIR QUALITY

- ☐ Does your HVAC system provide at least the quantity of outdoor air required by the State Building Standards Code, Title 24, Part 2 at the time the building was constructed?

☐ Is the HVAC system inspected at least annually and problems corrected?

☐ Are inspection records retained for at least five years?

CRANE CHECKLIST

☐ Are the cranes visually inspected for defective components prior to the beginning of any work shift?

☐ Are all electrically operated cranes effectively grounded?

☐ Is a crane preventive maintenance program established?

☐ Is the load chart clearly visible to the operator?

☐ Are operating controls clearly identified?

☐ Is a fire extinguisher provided at the operator's station?

☐ Is the rated capacity visibly marked on each crane?

☐ Is an audible warning device mounted on each crane?

☐ Is sufficient illumination provided for the operator to perform the work safely?

☐ Are cranes of such design that the boom could fall over backward equipped with boom stops?

☐ Does each crane have a certificate indicating that required testing and examinations have been performed?

☐ Are crane inspection and maintenance records maintained and available for inspection?

Appendix F

Codes of Safe Practices

The following Code of Safe Practices are provided as examples only and are not intended to encompass all activities conducted or hazards identified for the City.

Job Safety Class: Office - Clerical/Administrative/Management

Prepared By:

The City's Illness and Injury Prevention Program requires employees in the designated Job Safety Class to abide by the following safe practices:

1. Report all unsafe conditions and equipment to the supervisor, Program Administrator, or City Manager.

2. Report all accidents, illnesses, and injuries to the supervisor, Program Administrator, or City Manager.

3. In the event of fire, sound the alarm and evacuate along established escape routes.

4. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit; gather at the designated refuge.

5. Only trained employees may attempt to respond to a fire or other emergency.

6. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.

7. Materials, including flammables and combustibles, and equipment shall not be stored under egress stairways, block doors, exits, or fire extinguisher locations.

8. All spills shall be wiped up promptly, using appropriate materials.

9. Work areas shall be kept free of debris, and trash shall be placed in appropriate receptacles.

10. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.

11. File cabinet drawers shall be opened one at a time and closed when work is finished.

12. Proper lifting and carrying techniques and appropriate equipment shall be used.

13. All electrical equipment shall be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.

14. Care will be taken to properly secure electric cables and cords to avoid trips and falls.

15. Electrical appliances, such as coffee pots and microwaves, shall be inspected regularly to replace worn or fraying cords. All equipment such as fans, paper cutters, and shredders shall be properly guarded to prevent cuts and abrasions.

16. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.

17. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working conditions.

18. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not be allowed at the workplace.

19. VDT workstations, including monitors, chairs, and keyboards, shall be adjustable.

20. VDT workstations should be adjusted as appropriate for employee comfort and to relieve physical strain and unnecessary exertions, to the extent possible.

21. VDT monitor background and screen lighting should be compatible.

22. Use rest periods provided to relax eyes and body to prevent conditions associated with intensive VDT use.

23. Access to fire fighting equipment shall remain unblocked.

24. The contents of all containers shall be clearly identified on the labels.

25. Files, materials, and supplies shall be stored in such a manner to prevent damage to the articles or injury to personnel when they are moved.

26. Weapons are not permitted in the work environment.

27. Equipment such as scissors and staplers should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

Job Safety Class: Field Operations

Prepared By: _____

The City Illness and Injury Prevention Program requires employees in the designated Job Safety Class to abide by the following safe practices:

1. When conducting office activities, follow the Codes of Safe Practices for office staff.

2. Report all unsafe conditions and equipment to the supervisor, Program Administrator, or City Manager.

3. Report all accidents, illnesses, and injuries to the supervisor, Program Administrator, or City Manager.

4. In the event of fire or other emergency, sound the alarm and evacuate along established routes.

5. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit; gather at the designated refuge.

6. Only trained employees may attempt to respond to a fire or other emergency.

7. All routes of egress shall remain unblocked, well lighted, and be kept clear of items that can impair orderly evacuation.

8. Work areas shall be kept free of debris, and trash shall be placed in appropriate receptacles.

9. Chemicals will be properly labeled and stored to prevent accidental misuse and spills.

10. All spills shall be cleaned up promptly, using appropriate materials.

11. Waste materials, such as spilled chemicals, used oils and lubricants, and other contaminated materials, will be labeled, inventoried, stored, and shipped for disposal at authorized facilities following established safety practices and regulatory requirements.

12. Employees shall use hand carts and other mechanical material handling devices for heavy loads.

13. Use proper lifting and carrying techniques and equipment. Do not attempt to carry or move more than can be safely handled.

14. All electrical equipment shall be plugged into appropriate ground fault interrupt circuit receptacles.

15. Care will be taken to properly secure electric cables and cords to avoid trips and falls.

16. Electrical tools, such as saws, drills, generators, and pumps, shall be inspected regularly to ensure safe operation.

17. All equipment such as saws and drills shall be properly guarded to prevent cuts and abrasions.

18. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.

19. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Aluminum ladders are not permitted in areas near electrical sources.

20. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior will not be allowed at the workplace.

21. Employees must wear a seat belt and shoulder harness while operating vehicles, including cars, trucks, and field equipment. Observe proper speed limits and practice defensive driving.

22. Employees shall comply with proper confined space procedures.

23. Employees shall wear proper protective equipment (including safety glasses, hard hats, safety shoes, protective clothing, respirators, etc.) as identified in the Site-Specific HSP and abide by all health and safety procedures contained therein.

24. Employees shall be trained on the use and limitations of personal protective equipment.

25. Nonessential employees shall maintain a safe distance from field equipment.

26. Before digging, a utilities locator must be contacted if underground utilities are possible and property owners will be asked to identify hidden utilities.

27. Excavations shall proceed slowly for the first 6 feet while a spotter checks for possible utilities. OSHA excavation safety standards shall be followed at all times.

28. Walls of trenches and excavations must be shored, benched, or sloped to avoid cave-ins. Workers may not enter a trench or excavation without appropriate protective systems in place.

29. Spoils piles must be no closer than 2 feet from the edge of any excavation.

30. A safe means of egress must be constructed every 25 feet of lateral travel for trench excavations.

31. Excavations shall not be dug near building foundations, walls, or sidewalks without using proper support systems, shoring.

32. Physical barriers shall be erected around excavations.

33. Do not ride inloader, tractor, or backhoe buckets, shovels or other equipment not designed for this purpose.

34. Maintain safe operations around electrical sources and equipment.

35. Employees working in hot environments shall drink plenty of fluids and take frequent breaks to avoid heat stress.

36. Employees working in cold environments shall wear appropriate clothing and protective devices.

37. Weapons are not permitted in the work environment.

38. All containers shall be labeled to clearly identify the contents.

39. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.

40. Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in areas where hazardous materials are present.

41. Maintenance workers shall be familiar with and abide by the instructions and recommendations contained in the Material Safety Data sheets of all chemicals in use.

42. Flammable liquids and gasoline shall be stored in appropriate containers.

43. Inspect motorized vehicles and other mechanized equipment daily prior to use.

44. Shut off engines, set brakes, and chock wheels prior to loading and unloading vehicles.

Job Safety Class: Equipment Maintenance Technicians

Prepared By: _____

The City's Illness and Injury Prevention Program requires employees in the designated Job Safety Class to abide by the following safe practices:

1. When conducting office activities, follow the Codes of Safe Practices for office staff.

2. Report all unsafe conditions and equipment to the supervisor, Program Administrator, or City Manager.

3. Report all accidents, illnesses, and injuries to the supervisor, Program Administrator, or City Manager.

4. In the event of fire, sound the alarm and evacuate.

5. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit; gather at the designated refuge.

6. Only trained employees may attempt to respond to a fire or other emergency.

7. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.

8. Materials, including flammables and combustibles, and equipment shall not be stored under egress stairways, block doors, exits, or fire extinguisher locations.

9. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.

10. File cabinet drawers shall be opened one at a time and closed when work is finished.

11. Proper lifting and carrying techniques and equipment shall be used.

12. All electrical equipment shall be plugged in appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.

13. Care shall be taken to properly secure electric cables and cords to avoid trips and falls.

14. Electrical appliances, such as coffee pots and microwaves, shall be inspected regularly to replace worn or fraying cords.

15. All equipment, such as fans, saws, drills, and grinders, shall be properly guarded to prevent cuts and abrasions.

16. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.

17. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Metal ladders may not be used near sources of electricity.

18. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not be allowed in the workplace.

19. Use proper lockout and tagout procedures prior to performing maintenance on equipment.

20. Employees shall use proper techniques for glass cutting and disposal.

21. Employees shall wear proper personal protective equipment (e.g., gloves, steel-toed shoes, and safety glasses/goggles) while working with tools and compressed air equipment.

22. Maintenance technicians shall be familiar with and abide by the instructions and recommendations contained in the Material Safety Data Sheets of all chemicals in use.

23. Emergency shower and eye wash stations will be inspected periodically to ensure they are in proper working order.

24. Be aware of surrounding area and assure proper footing to avoid trips and falls.

25. Weapons are not permitted in the work environment.

26. All containers shall be labeled to clearly identify the contents.

27. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.

28. Flammable liquids and gasoline shall be stored in appropriate containers and approved flammable storage cabinets.

29. While operating vehicles, including cars, trucks, or field equipment, employees must wear a seat belt and shoulder harness, observe proper speed limits, and practice defensive driving.

30. Inspect motorized vehicles and other mechanized equipment daily prior to use.

31. Shut off engines, set brakes, and chock wheels prior to loading and unloading vehicles.

Appendix G

Health and Safety Inspection/Corrective Action Form

HEALTH AND SAFETY INSPECTION/
CORRECTIVE ACTION FORM

Person conducting inspection: _____ Date: _____

Area(s) inspected: _____

Were any unsafe conditions or work practices identified? ☐ Yes ☐ No

If yes, please describe: _____

What action(s) have been taken to correct the unsafe conditions or work practices identified?

Appendix H
Safety Training Matrix

Training Matrix

This chart identifies potential training requirements. Some programs apply to all employees and others are very specialized by function. Each department should identify trainings applicable to their employees and coordinate with the Program Administrator for provision of training.

Safety Training Topic						Mgr.	Supv
Injury and Illness Prevention Program							
How to Conduct Safety Inspections							
How to Report Unsafe Conditions/Acts							
Effective Safety Committee							
How to Conduct Accident Investigations							
Training on Receipt of New Equipment/Processes							
Ways to Reinforce Safe Behavior							
Asbestos							
Blood Borne Pathogens							
Confined Space Entry							
Defensive Driver Training							
Emergency Action Plan/Fire Prevention /Use of Fire Extinguishers							
Emergency Eyewash							
Ergonomics							
Fall Protection							
First Aid and CPR							
Flammable and Combustible Liquids							
Fork Lift/Arial Lift Safety							
Forklift/Man lift/ Scissor lift							
Hazard Communication (Chemical Safety)							
Hazardous Materials							
Hearing Conservation							
Heavy Equipment							
Hot work / Welding							
Lockout/Tagout							
Managing Safety and Goal Setting for Safety							
Personal Protective Equipment							
Play Structure Safety Inspections							
Respiratory Protection							
Traffic Operations							
Tree Pruning including Around Electrical Wires							
Trenching/Shoring Safety							
Work Zone Safety							
Workplace Violence, Recognition and Prevention of							