



AN EMPLOYEE OWNED COMPANY

Injury and Illness Prevention Program



Management Approvals and Persons Responsible

Erica Tofson
Signature of Management Official

10/15/13
Date

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Printed Name

VP, Human Resources
Title

Person Responsible for implementing this injury and prevention program:

Name: Erica Tofson

Title: VP, HR & Admin Operations

Name: Florence Cherry

Title: Plan Administrator /Safety Manager

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Program Responsibilities

Management

Management has the following responsibilities:

1. To provide a workplace that is free of serious physical and health hazards.
2. To establish and maintain a company injury and illness prevention program.
3. To inform all employees of the provisions of this program.
4. To provide all necessary safety training to employees.
5. To evaluate the safety performance of all workers.
6. To provide training and guidance to employees whose safety performance is deficient.
7. To discipline workers for failure to comply with safe and healthful work practices.
8. To provide required personal protective equipment to employees.
9. To provide written procedures and policies to employees that allows them to work safely.
10. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
11. To review this safety policy for effectiveness periodically and when deficiencies are discovered.

Injury and Illness Prevention Plan Safety Manager

The company injury and illness prevention plan administrator is Florence Cherry. The administrator has the full authority of management to implement the policies listed in this program. The injury and illness prevention plan administrator has the following responsibilities:

1. To ensure that this program is in compliance with OSHA and meets the safety requirements of the company.
2. To facilitate communication between employees and management on safety issues.
3. To perform routine safety checks of work operations.
4. To provide or coordinate training on the required company safety topics.
5. To administer the company injury and illness recordkeeping program.
6. To monitor employees to verify they are using safe work practices.
7. To investigate and document safety violations.

Supervisors

It is the responsibility of supervisors to:

1. To make sure that all employees work in accordance with the requirements of this program.
2. To ensure that all employees receive the required safety training before starting work.
3. To make sure that the employees utilize the required personal protective equipment.
4. To hold safety meetings when deemed necessary where safe work practices are reviewed and concerns are discussed.
5. To assist the plan administrator in investigating safety incidents.
6. To coordinate with management on safety issues.

Employees

Employees have the following responsibilities.

1. To complete required safety training before starting work.
2. To work in accordance with the requirements of this program.
3. To use all required personal protective equipment.
4. To stop work immediately if any safety deficiencies are indentified.
5. To immediately report any safety issues to a supervisor.

Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Management and supervisors will enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following directives, policies and procedures, and for maintain a safe and healthful working environment.

Informing Workers

All workers will review the company injury and illness prevention plan at the following times:

1. During new employee orientation.
2. Whenever there is a change in the plan.
3. Whenever the company determines that workers are not working in compliance with the program.
4. The IIPP will be stored on company Intranet site and will be made available to all employees at any time.

The plan administrator will make sure that the plan is reviewed at the required times, and maintain a record that includes the employees name, signature, and the date that they reviewed it.

Company Disciplinary Policy

Violations of the company safety policies are a serious matter. The company expects every employee to abide by this policy and use safe work practices. Employees who willfully violate this policy will be disciplined as follows:

1. First Violation – Verbal Warning. The supervisor will provide a verbal warning to employees.
2. Second Violation – Written Warning. The employee will receive a formal warning and have a record of it placed in the employee file.
3. Third Violation – Additional disciplinary action up to and including termination of employment.

This is the general order of discipline. However, if the violations are serious enough, any step may be skipped. Mandatory time off from work may be included in the disciplinary action.

Communication

Open, two way communications between management and employees on health and safety issues is an essential part of maintaining a safe and healthy workplace. We encourage employees to provide their feedback. Workers can communicate their questions and concerns, free from fear of reprisal. The company has established several methods for communicate with employees.

New Employee Orientation

Every new employee will attend a new employee orientation. The orientation will include a review of the company injury and illness prevention plan. The employee will be provided the opportunity to ask questions about the program. The employee must sign a form indicating they have reviewed the plan and understand the policies.

The new employee orientation will also cover the basic safety policies and equipment that are required by the company. The employee will receive more task specific safety training when their report to their functional areas. All required safety training must be completed before they are permitted to start work.

Workplace Safety and Health Training Programs

All employees will be trained on the procedures and equipment that is required to work safely. This training will cover all the hazards, and methods for dealing with them, that are present in their work area. This training will occur before the employee is first assigned to the job, whenever hazards change or new equipment and processes are introduced, and refresher training as required by the company training plan. Training will vary based on the employee's job assignment. Some positions will not require training beyond review of the IIPP plan.

Safety Meetings

Safe work practices and the requirements of this program will be reinforced at safety meetings. These meetings will be scheduled, and held at a frequency that is determined necessary by the area supervisor. At these meetings, the workers will be provided the opportunity to ask questions and raise concerns. Any safety concerns identified will be addressed immediately and forwarded to management.

Posted or Distributed Safety Information

The company will post relevant safety rules and work practices on the company Intranet site. Safety articles will be published in the company newsletter. Management, supervisors, and safety administrator will work together to identify the information that will be posted and distributed.

Hazard Assessment

The identification and assessment of hazards is a key component of the company safety program. A complete analysis of the work processes, procedures, and equipment used at the facility must be performed to identify hazards to workers or equipment. These hazard assessments will be performed by designated and trained employees, and will occur at scheduled intervals.

Hazard Management Priorities and Hazard Correction

Elimination of the Hazard

Eliminating the hazard is the first priority for dealing with identified hazards. Eliminating the hazard eliminates the risk to employees or equipment. The hazard can be eliminated by:

1. Redesigning equipment, tools or workstations.
2. Replacing equipment, tools or workstations.
3. Usage of guards and other protective covers.
4. Other methods identified by the company that can eliminate the hazard.

Management of the Hazard

If the hazard cannot be eliminated by reasonable means, then the company will establish managerial and process controls that will manage the risk. These processes may include:

1. Changing work processes.
2. Rotating personnel assignments.
3. Change work procedures.
4. Changing design requirements.
5. Other methods identified by the company.

Personal Protective Equipment

If the hazard cannot be eliminated through engineering or management controls, then the workers must be provided with personal protective equipment that provides them complete protection from the hazard. Employees will be provided the protective equipment, and will be trained on their proper use and maintenance.

Uncontrolled Hazards

Hazards must be safely controlled through engineering controls, management controls, or the use of personal protective equipment. If these methods are not sufficient to protect employees from a hazard of a particular job task, then that task will not be allowed. All work involving that task will stop, until a means to safely manage the hazard is determined.

Employees Designated to Perform Job Hazard Assessment

Each Program Manager will be responsible to assess the job hazards for their work site. The Safety Administrator will assess the job hazards for the corporate office and will be responsible to coordinate with Program Managers to ensure that Job Hazard Assessments are completed.

Hazard Assessment Procedure

Each Program Manager will be responsible to assess their work site for any possible job hazards. Managers will be given a comprehensive Hazard Assessment checklist that should be used to evaluate the work site. Any hazards that are identified should be described in detail and brought to the attention of the Safety Administrator. The Manager, Safety Administrator and someone from corporate management will meet to assess the hazard and implement a solution to eliminate or control the hazard.

Frequency of Assessments

Hazards assessments will be performed once a year and at the following times:

1. When the IIP Program is initially established.
2. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.
5. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
6. Whenever workplace conditions warrant an inspection.
7. When determined necessary by employees, supervisors, or management.

Hazard Assessment Checklists

Managers performing Hazard assessment analyses will complete the job hazard checklists that are included with this procedure, to ensure that safe work practices are being followed. These periodic inspections must be performed annually. Managers only need to complete parts of the checklist that are applicable to their work site. These checklists will be completed, signed, and filed as part of the company safety documentation program. See attached Hazard Assessment checklist.

Hazard Assessment Checklist Functional Areas

The following hazard assessment checklists have been assigned to the functional areas listed in the chart. An "X" has been added to the functional areas that have been assigned that particular hazard checklist.

	Corporate Office	Madrid	Meadows	Comber	Gig Harbor			
Hazard Checklist								
General Work Environment	X	X	X	X	X			
PPE & Clothing		X	X	X				
Exiting & Egress	X	X	X	X	X			
Exit Doors	X	X	X	X	X			
Portable Ladders	X	X	X		X			
Hand Tools & Equipment		X	X					
Portable (Power Operated) Tools & Equipment		X	X					
Machine Guarding		X	X					
Lockout Blockout Procedures			X					
Welding, Cutting & Brazing		X	X					
Industrial Trucks - Forklifts		X	X	X				
Environmental Controls		X	X					
Flammable & Combustible Materials		X	X					
Fire Protection	X	X	X		X			
Hazardous Chemical Exposures		X	X					
Hazardous Substances Communication		X	X					
Electrical		X	X					
Noise		X	X	X				
Fueling		X	X					
Material Handling		X	X					
Sanitizing Equipment & Clothing		X	X	X				
Emergency Action Plan	X				X			
Infection Control	X	X	X	X	X			
Ergonomics	X	X	X	X	X			

Correcting Unsafe or Unhealthy Conditions

Every employee has the authority and responsibility to take action when work hazards are identified. The company urges employees to err on the side caution. If there is any doubt, there is no doubt – stop work and notify a supervisor.

Unsafe or unhealthy work conditions, practices and procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When it is observed or discovered.
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, the company will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.

All actions taken and their date will be documented on the appropriate forms. These forms will be stored with the company hazard assessment and correction files.

Accident and Exposure Investigations

The company will investigate all accidents and near misses to prevent these incidents from occurring again. Once the cause of the accident is determined, the company will take steps to ensure that it does not happen again.

Designating Accident Investigators

Company management will designate a person to lead the accident investigation who:

1. Has been trained to conduct accident investigations.
2. Has the requisite technical knowledge for the type of accident being investigated. (For example, electrical safety accidents should be investigated by someone who has a strong technical knowledge of electrical systems.)
3. Is a senior employee or supervisor.
4. Has the ability to communicate details clearly and concisely.
5. Was not involved in any way with the accident that occurred.

In most cases the Program Manager will conduct the accident investigation under the guidance of the Safety Administrator or Director of Human Resources.

Accident Investigation Procedure

1. Make sure the area is free of hazards before entering.
2. Make sure that employees involved in the accident are in a safe condition and have received any needed emergency services.
3. Define the scope of the investigation, when the incident began and ended.
4. Select appropriate investigators and assign specific tasks to each.
5. Perform a preliminary briefing. Each brief must include:
 - a. A description of the accident.
 - b. A description of normal operating procedures.
 - c. A description of the site layout.

- d. A list of witness.
 - e. An account of events preceding the accident.
6. Collect physical evidence, take photos and prepare sketches.
7. Interview each victim and witness privately and separately.
8. Make the following determinations:
 - a. What was not normal before the accident?
 - b. Where the abnormality occurred.
 - c. When the abnormality was first noted.
 - d. How the abnormality occurred.
 - e. The qualifications of the people involved.
9. Make the following determinations:
 - a. Why the accident occurred.
 - b. The likely accident sequence of events.
 - c. Any alternative sequence of events.
10. Determine the most likely sequence of events and the probable causes of the incident.
11. Conduct a post-investigation briefing with management.
12. Prepare a report of the incident, and submit it to management.

Training and Instruction

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

1. When the IPP program is first established.
2. To all new workers.
3. To workers given new job assignments for which training was not previously provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the company is made aware of a new or previously unrecognized hazard.
6. To all workers with respect to hazards specific to each employee's job assignment.
7. Whenever an employee demonstrates deficiency in a certain area.
8. As required by company safety and health programs.

List of Training Subjects

Our workers will be trained, as required, on the following subjects:

1. The requirements of the company injury and illness prevention plan.
2. The company emergency action plan.
3. The company fire prevention plan.
4. The procedure for reporting unsafe conditions.
5. Provisions for medical services and first aid including emergency procedures.
6. The company code of safe work practices.
7. Safe procedures for cleaning, repairing, servicing, and adjusting equipment and machinery.
8. Proper use of powered tools.

9. Machine, machine parts, and prime movers guarding.
10. Materials handling.
11. Driver safety.
12. Slips, falls, and back injuries.
13. Ergonomic hazards, including proper lifting techniques.
14. Personal protective equipment.
15. Hazard communication.

Recordkeeping

Accurate recordkeeping is an important part of the company injury and illness prevention plan. This policy covers recordkeeping for hazard assessment inspections and training. The company policies and procedures for injury and illness recordkeeping are maintained in a separate policy.

Records of Hazard Assessments and Inspections

A record of the hazard assessment inspections, including the persons conducting the inspection, the unsafe conditions and work practices identified, and the corrective action taken will be recorded on the hazard assessment and record form. Completed records for will be kept for at least one year. This information will be made available to employees or designated representatives.

Records of Employee Safety Training

Documentation of safety and health training for each worker will include the:

1. Workers name.
2. Date of training.
3. Type(s) of training.
4. Training provider.
5. Other required information.

Records relating to working training provided by a construction industry occupational safety and health program approved by Cal-OSHA will also be kept. Training records will be kept for the duration of the workers employment.

Program Evaluation

Any changes to the company injury and illness prevention program shall be approved by management. The program will be reviewed annually and every time an event occurs that causes the company to doubt the effectiveness of the program. All employees will be notified of and trained on changes in this program. A copy of this program will be made available to every employee.

Appendix

Hazard Assessment Checklist

General Work Environment				
Inspector:			Date:	
Item	Yes	No	N/A	Notes
Are all worksites clean and orderly?				
Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?				
Are all spilled materials or liquids cleaned up immediately?				
Is 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 accumulation on or around electrical enclosures or equipment?				
Are covered metal waste cans used for oily and paint-soaked waste?				
Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?				
Are paint spray booths, 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 & Clothing				
Inspector:				Date:
Item	Yes	No	N/A	Notes
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, crushing or penetrating actions?				
Are approved respirators provided for regular or emergency use where needed?				
Is all protective equipment maintained in a sanitary condition and ready for use?				
Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?				
Where special equipment is needed for electrical workers, is it available?				
When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?				
Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the Cal/OSHA noise standard?				

Exiting or Egress				
Inspector:			Date:	
Item	Yes	No	N/A	Notes
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 all exits kept free of obstructions?				
Are there sufficient exits to permit prompt escape in case of emergency?				
Are special precautions taken to protect employees during construction and repair operations?				

Exit Doors				
Inspector:			Date:	
Item	Yes	No	N/A	Notes
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?				
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				
Inspector:				Date:
Item	Yes	No	N/A	Notes
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, broken side rails or other faulty equipment?				
Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?				
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 guys, braces, skids, gin poles, or for other than their intended purposes?				
Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?				
Are metal ladders inspected for damage?				

Hand Tools & Equipment				
Inspector:				Date:
Item	Yes	No	N/A	Notes
Are all tools and equipment (both, company and employee-owned) used by employees at their workplace in good condition?				
Are hand tools such as chisels, 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 that might produce flying materials or be subject to breakage?				
Are jacks checked periodically to assure they are in good operating condition?				
Are tool handles wedged tightly in the head of all tools?				
Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?				
Are tools stored in dry, secure location where they won't be tampered with?				
Is eye and face protection used when driving hardened or tempered spuds or nails?				

Portable (Power Operated) Tools & Equipment				
Inspector:			Date:	
Item	Yes	No	N/A	Notes
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, and sprockets, on equipment such as concrete mixers, air compressors, and the like?				
Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?				

Machine Guarding				
Inspector:				Date:
Item	Yes	No	N/A	Notes
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 moving chains and gears properly guarded?				
Are splashguards mounted on machines that use coolant, to prevent the coolant from reaching employees?				
Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation,				

ingoing nip 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 provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?				
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 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				
Inspector:				Date:
Item	Yes	No	N/A	Notes
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 lockout 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 lock out by attempting a start up after making sure no one is exposed?				
Are the appropriate electrical enclosures identified?				
Are means provided to assure the control circuit can also be disconnected and locked out?				

Welding, Cutting & Brazing				
Inspector:				Date:
Item	Yes	No	N/A	Notes
Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?				
Do all operators 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 keep 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 cables' 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 firewatchers 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 preformed?				
When working in confined places are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency				

Industrial Trucks - Forklifts				
Inspector:				Date:
Item	Yes	No	N/A	Notes
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?				
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 engine operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?				

Environmental Controls				
Inspector:				Date:
Item	Yes	No	N/A	Notes
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, and 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?				
Is personal protective equipment provided, used and maintained wherever required?				
Are there written standard operating procedures for the selection and use of respirators where needed?				
Are restrooms and washrooms kept clean and sanitary?				
Is all water provided for drinking, washing, and cooking potable?				
Are all outlets for water not suitable for drinking clearly identified?				
Are 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 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				
Inspector:			Date:	
Item	Yes	No	N/A	Notes
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.				
If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?				
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 switchboards 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				
Inspector:				Date:
Item	Yes	No	N/A	Notes
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, location 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 standpipes 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				
Inspector:				Date:
Item	Yes	No	N/A	Notes
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, and 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, and 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 pipelines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?				
Have standard operating procedures been established and are they being followed when cleaning up chemical spills?				
Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?				
Are respirators intended for emergency use adequate for the various uses for which they may be needed?				
Are employees prohibited from eating in areas where hazardous chemicals are present?				
Is personal protective equipment provided, used and maintained whenever necessary?				

Are there written standard operating procedures for the selection and use of respirators where needed?				
If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?				
Are the respirators NIOSH approved for this particular application?				
Are they regularly inspected and cleaned sanitized and maintained?				
If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?				
Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?				
Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, 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 asphyxiant, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?				

Hazardous Substances Communication				
Inspector:			Date:	
Item	Yes	No	N/A	Notes
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 Material Safety Data Sheet 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?				

		Fueling		
Inspector:				Date:
Item	Yes	No	N/A	Notes
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?				

Material Handling				
Inspector:				Date:
Item	Yes	No	N/A	Notes
Is there safe clearance for equipment through aisles and doorways?				
Are aisleways designated, permanently marked, and kept clear to allow unhindered passage?				
Are motorized vehicles and mechanized equipment inspected daily or prior to use?				
Are vehicles shut off and brakes set prior to loading or unloading?				
Are containers or combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?				
Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?				
Are trucks and trailers secured from movement during loading and unloading operations?				
Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?				
Are hand trucks maintained in safe operating condition?				
Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?				
Are chutes and gravity roller sections firmly placed or secured to prevent displacement?				
At the delivery end of rollers or chutes, are provisions made to brake the movement of the handled materials?				
Are pallets usually inspected before being loaded or moved?				
Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?				
Are securing chains, ropes, chockers or slings adequate for the job to be performed?				
When hoisting material or equipment, are				

provisions made to assure no one will be passing under the suspended loads?				
Are Material Safety Data Sheets available to employees handling hazardous substances?				
Sanitizing Equipment & Clothing				
Inspector:			Date:	
Item	Yes	No	N/A	Notes
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 processes, 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 contaminants 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?				

Emergency Action Plan				
Inspector:			Date:	
Item	Yes	No	N/A	Notes
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 employees?				
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				
Inspector:				Date:
Item	Yes	No	N/A	Notes
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, and 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. mouthpieces, resuscitation bags, and 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 needlestick exposure/management?				
Hepatitis B vaccinations?				

Ergonomics				
Inspector:				Date:
Item	Yes	No	N/A	Notes
Can the work be performed without eyestrain 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?				

Hazard Assessment and Correction Record

Inspector:	Date:
Location or Work Area:	
Unsafe Condition or Work Practice	
Description:	
Correction Action Taken	
Description:	

Inspector:	Date:
Location or Work Area:	
Unsafe Condition or Work Practice	
Description:	
Correction Action Taken	
Description:	

Inspector:	Date:
Location or Work Area:	
Unsafe Condition or Work Practice	
Description:	
Correction Action Taken	
Description:	

Accident/Exposure Investigation Report

Name:		Date:
Accident Information		
Date of Accident:	Time of Accident:	
Location of Accident:		
Accident Description:		
Employees Involved:		
Corrective Action		
Preventative Action Recommendations:		
Corrective Actions Taken:		
Manager Responsible:		Date:

Worker Training and Instruction Record

Employee Name	Training Dates	Type of Training	Trainer(s)