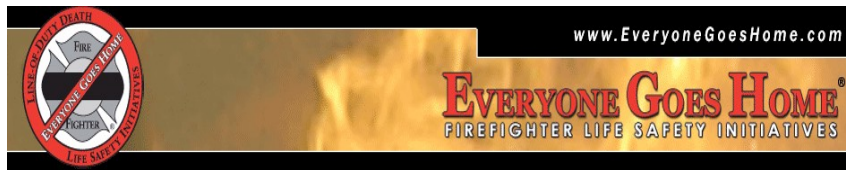


Injury & Illness Prevention Program

Mammoth Lakes Fire Protection District



August, 2008

The requirements for establishing, implementing and maintaining an effective written injury and illness prevention program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following eight elements:

- Responsibility**
- Compliance**
- Communication**
- Hazard Assessment**
- Accident/Exposure Investigation**
- Hazard Correction**
- Training and Instruction**

The Mammoth Lakes Fire Protection District is committed to maintaining a safety and health program conforming to the best practices of an organization of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of Chief Officers, Captains, Firefighters, and other employees of the district. Only thru cooperative efforts by all can a safety culture be established and preserved.

Fire Chief Brent Harper

Date

INJURY AND ILLNESS PREVENTION PROGRAM

RESPONSIBILITY

The overall responsibility for the Injury Illness Prevention Program (IIPP) resides with the Fire Chief. The Injury and Illness Prevention Program administrator, Division Chief Bill Anderson has the authority and responsibility for implementing the provisions of this program for the Mammoth Lakes Fire Protection District.

All Chief Officers and Captains are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. Firefighters and other district employees are responsible for following the safe work practices and procedures of this program. A copy of this IIP Program is available from the Department Administrative Assistant.

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Chief Officers and Captains are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes

1. Informing workers of the provisions of our IIP Program
2. Evaluating the safety performance of all workers
3. Recognizing employees who perform safe and healthful work practices
4. Providing training to workers whose safety performance is deficient
5. Disciplining workers for failure to comply with safe and healthful work practices
6. Record number of days without injuries or accidents

COMMUNICATION

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following:

- **New worker orientation including a discussion of safety and health policies and procedures.**
- **Review of our IIP Program.**
- **Workplace safety and health training programs.**
- **Regularly scheduled safety meetings.**
- **Effective communication of safety and health concerns between workers and supervisors.**
- **Posted or distributed safety information.**
- **A system for workers to anonymously inform management about workplace hazards.**
- **A labor/management safety and health committee that meets regularly, prepares written records of the safety and health committees meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestion.**

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in the following areas of our workplace:

<u>Competent Observer</u>	<u>Area</u>
Fire Chief Division Chiefs Captains	All Fire Department operations Facilities, Fire and Training Ground Facilities, Fire and Training Ground

Periodic inspections are performed according to the following schedule:

1. Daily, weekly, monthly, including quarterly Safety and Annual fire inspections
2. When we initially established our IIP Program;
3. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
4. When new, previously unidentified hazards are recognized;
5. When occupational injuries and illnesses occur;
6. 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;
7. Whenever workplace conditions warrant an inspection.

(Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist and any other effective methods to identify and evaluate workplace hazards.)

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures will be conducted by the On Duty Chief, Training and Safety Chief, with notification to the Fire Chief. Investigation will include:

1. Visiting the accident scene as soon as possible;
2. Interviewing injured workers and witnesses;
3. Examining the workplace for factors associated with the accident/exposure;
4. Determining the cause of the accident/exposure;
5. Taking corrective action to prevent the accident/exposure from reoccurring
6. Recording the findings and corrective actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or 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 observed or discovered;
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we 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;

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 shall be provided as follows:

1. When the IIP Program is first established;
2. To all new workers
3. To all workers given new job assignments for which training has not previously provided
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
5. Whenever the employer is made aware of a new or previously unrecognized hazard
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
7. To all workers with respect to hazards specific to each employee's job assignment. Workplace safety and health practices for all
 1. Explanation of the employer's IIP Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
 2. Use of appropriate clothing, including gloves, footwear, helmet, turnouts and personal protective equipment.
 3. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
 4. Provisions for medical services and first aid including emergency procedures. In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

RECORDKEEPING

We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form;

2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training form.

Inspection records and training documentation will be maintained:

- For ten years after completion of employment. Training records of employees who have worked for less than one year are provided to the worker upon termination of Employment if requested**

LIST OF TRAINING SUBJECTS

We train our workers about the following training subjects:

- The employer's Code of Safe Practices.
- Confined spaces.
- Safe practices for operating any firefighting equipment.
- Good housekeeping, fire prevention, safe practices for operating any construction equipment.
- Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery.
- Safe access to working areas.
- Protection from falls.
- Electrical hazards, including working around high voltage lines.
- Aerial Truck operations.
- Trenching and excavation work.
- Proper use of powered tools.
- Guarding of belts and pulleys, gears and sprockets, and conveyor nip points.
- Machine, machine parts, and prime movers guarding.
- Lock-out/tag-out procedures.
- Materials handling.
- Chainsaw and other power tool operation.
- Tree falling/bucking procedures and precautions, including procedures for recognizing and working with hazard trees, snags, lodged trees, and unsafe weather conditions.
- Yarding operations, including skidding, running lines, unstable logs, rigging and communication.
- Fall protection from elevated locations.
- Use of elevated platforms, and scissor lifts.
- Safe use of firing devices
- Driver safety.
- Slips, falls, and back injuries.
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time.
- Personal protective equipment.
- Respiratory Equipment.
- Hazardous chemical exposures.
- Hazard communication.
- Physical hazards, such as heat/cold stress, noise, and ionizing and non-ionizing radiation.
- Bloodborne pathogens and other biological hazards.

Other job-specific hazards, such as

CODE of SAFE PRACTICES

General

1. All district personnel shall follow these safe practice rules, and perform safe operations. Report all unsafe condition and practices to Safety and Training supervisor.
2. Supervisory personnel shall insist on employees observing and obeying every rule regulation, and order as is necessary to the safe conduct of the work, and shall take action as necessary to obtain observance.
3. All employees shall be given a weekly safety message.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other act that tend to have an adverse influence on the safety or well being of employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in handling of tools, materials and working together with equipment.
7. No one shall knowingly be permitted or required to while the employee's ability or alertness is impaired by fatigue, illness, or other causes that might unnecessary expose the employee or others to injury.
8. Employees shall not enter confined spaces until it has been determined it is safe to enter.
9. Employees shall be instructed to ensure that all guards or other protective devices are in place and adjusted and shall report deficiencies promptly to supervisor.
10. Crowding, pushing or running while boarding or leaving vehicles shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, or machinery they have not received instructions on safe operation from their supervisor.
12. All injuries shall be reported promptly to a Captain, Duty Chief, Safety Training Chief so arrangements can be made for medical treatment.
13. When lifting heavy objects, use the large muscles of the legs instead of the smaller muscles of the back. Get help when lifting large awkward loads.
14. All PPE shall be worn when performing hazardous tasks, or operations. If PPE is not adequate notify Operations Chief
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
16. Every effort will be made to remove snow/ice from the property during and after storms. Ice melt will be used on icy areas. Snow will be removed from entrances. During storms it may not be possible to remove all snow/ice hazards continuously 24 hours a day. It is the Employees responsibility to use caution when ice and snow conditions exist.

CODE of SAFE PRACTICES

Fire Fighter Safety

1. Provide for your personal safety.
2. Provide for the safety of other fire fighters.
3. Provide for the safety of others at the emergency scene.
4. Follow standard operating procedures and guidelines.
5. Hazards and safe work practices must be addressed in all training activities to avoid injuries.
6. Team work is essential for safe fire ground operations.
7. All fire fighters shall stop unsafe acts and report unsafe conditions.
8. Personal health and physical fitness provide for fire fighter safety.

Safety During Emergency Response

1. Drive safely to the Station. Follow all traffic laws.
2. Don all PPE before mounting the apparatus. Don't run.
3. Fasten seat belts prior to apparatus movement. Don't remove until vehicle is at a complete stop.
4. Keep emergency vehicle under control at all times. Watch speed and STOP for school buses, at red lights and controlled intersections.

Safety at Emergency Scene

1. Wait for assignment from Captain and follow directions.
2. Use the buddy system. Work as a team.
3. Use the accountability system. Give tag to Captain.
4. Identify incident scene hazards, traffic, weather, electrical, LDH atmosphere, and collapse. Use all PPE/ SCBA.
5. Think before you act.

Equipment and Tools

1. Equipment and tools shall be used by trained and qualified persons.
2. All tools shall be cleaned and inspected after use.
3. Damaged or broken tools shall be removed from service and repaired.
4. All tools shall be placed back in service in their proper place in a ready to use state.
5. Use all tools safely to prevent injury to others.
6. Use all proper PPE when using tools and equipment.
7. Lift with your legs not your back. Ask for help with heavy objects.

Safety at the Fire Station

1. Use caution working with power tools, ladders, electrical appliances, pressurized cylinders, cleaning products and hot surfaces.
2. Use PPE, eye, hand, face, hearing, and head protection.
3. Prevent slip and falls. Cleanup spills, post warning signs when mopping.
4. Apply ice melt to icy areas as they are observed. Use caution when walking on ice and snow especially after the loader has scraped the parking lot.

HAZARD ASSESSMENT CHECKLIST

GENERAL WORK ENVIRONMENT

M Are all worksites clean and orderly?

A Are work surfaces kept dry or appropriate means taken

to assure the surfaces are slip-resistant?

A Are all spilled materials or liquids cleaned up immediately?

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

A Is combustible hazardous dust cleaned up to prevent the dust going into suspension?

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

A 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?

A Are dip tanks and the like cleaned regularly?

A Are all toilets and washing facilities clean and sanitary?

A Are all work areas adequately illuminated?

A Are pits and floor openings covered or otherwise guarded?

PERSONAL PROTECTIVE EQUIPMENT & CLOTHING

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

A 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?

A 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?

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

A Are hard hats provided and worn where danger of falling objects exists?

A Are hard hats inspected periodically for damage to the shell and suspension system?

A Is appropriate foot protection required where

there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?

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

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

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

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

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

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

WALKWAYS

M Are aisles and passageways kept clear?

A Are aisles and walkways marked as appropriate?

A Are snow/icy surfaces cleared on snow and ice in a timely manner based on storm conditions?

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

A Are spilled materials cleaned up immediately?

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

A 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?

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

FLOOR & WALL OPENINGS

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

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

A 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?

STAIRS & STAIRWAYS

- M** Are stairs of hollow-pan type treads and landings filled to noising level with solid material?
- A** Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7-1/2 inches?
- A** Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- A** Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
- A** 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?

ELEVATED SURFACES

- M** Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe boards?
- A** Is required headroom provided where necessary?
- A** Is material on elevated racks, racked or secured in a manner to prevent it from, falling.

EXITING OR EGRESS

- M** Are all exits marked with an exit sign and illuminated by a reliable light source?
- A** Are the directions to exits, when not immediately apparent, marked with visible signs?
- A** Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?
- A** Are all exits kept free of obstructions?
- A** Are there sufficient exits to permit prompt escape in case of emergency?
- A** Are special precautions taken to protect employees during construction, cleaning and repair operations?

EXIT DOORS

- M** 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?

PORTABLE LADDERS

- M** 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?
- A** Are non-slip safety feet provided on each ladder?
- A** Are ladder rungs and steps free of grease and oil?
- A** 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?
- A** Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
- A** Are employees instructed to face the ladder when ascending or descending?

- A** Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side

rails or other faulty equipment?

- A** Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?
- A** 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?
- A** 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?
- A** Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?
- A** 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)?
- A** Are metal ladders inspected for damage?

HAND TOOLS & EQUIPMENT

- M** Are all tools and equipment (both, company and employee owned) used by employees at their workplace in good condition?
- A** Are hand tools such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
- A** Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
- A** Are worn or bent wrenches replaced regularly?
- A** Are appropriate handles used on files and similar tools?
- A** Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- A** 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?
- A** Are jacks checked periodically to assure they are in good operating condition?
- A** Are tool handles wedged tightly in the head of all tools?
- A** Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- A** Are tools stored in dry, secure location where they won't be tampered with?
- A** Is eye and face protection used when driving hardened or tempered spuds or nails?

PORTABLE (POWER OPERATED) TOOLS & EQUIPMENT

- M** Are grinders, saws, and similar equipment provided with appropriate safety guards?
- A** Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?
- A** 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?

A Are rotating or moving parts of equipment guarded to prevent physical contact?

A Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?

A Are effective guards in place over belts, pulleys, chains, and sprockets, on equipment such as, air compressors, fans and the like?

A Are portable fans provided with full guards or screens having openings 1/2 inch or less?

A Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?

A Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used on portable junction boxes?

A Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT GRINDERS

M Is the work rest used and kept adjusted to within 1/8 inch of the wheel?

A Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?

A Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?

A Are bench and pedestal grinders permanently mounted?

A Are goggles or face shields always worn when grinding?

A Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?

A Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?

A Does each grinder have an individual on and off control switch?

A Is each electrically operated grinder effectively grounded?

A Before new abrasive wheels are mounted, are they visually inspected and ring tested?

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MACHINE GUARDING

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

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

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

A Is all machinery and equipment kept clean and properly maintained?

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

could result in personal injury?

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

A Can electric power to each machine be locked out for maintenance, repair, or security?

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

A Are all emergency stop buttons colored red?

A Are all moving chains and gears properly guarded?

A 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?

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

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

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

A 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?

LOCKOUT BLOCKOUT PROCEDURES

M 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?

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

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

A Does the lockout procedure require that stored energy (i.e. mechanical, hydraulic, air,) be released or blocked before equipment is locked-out for repairs?

A Are appropriate employees provided with individually keyed personal safety locks?

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

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

A Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:

A Are the appropriate electrical enclosures identified?

A Is means provide to assure the control circuit can also be disconnected and locked out?

WELDING, CUTTING & BRAZING

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

A Do all operators have a copy of the appropriate operating instructions and are they directed to follow them?

A 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?

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

A Are cylinders kept away from sources of heat?

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

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

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

A Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus keep free of oily or greasy substances?

A Is care taken not to drop or strike cylinders?

A Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?

A Are employees instructed to never crack a fuel-gas cylinder valve near sources of ignition?

A Before a regulator is removed, is the valve closed and gas released from the regulator?

A Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?

A Are pressure-reducing regulators used only for the gas and pressures for which they are intended?

A Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?

A Under wet conditions, are automatic controls for reducing no-load voltage used?

A Are electrodes removed from the holders when not in use?

A Is it required that electric power to the welder be shut off when no one is in attendance?

A Is suitable fire extinguishing equipment available for immediate use?

A Is the welder forbidden to coil or loop welding electrode cable around his body?

A Are wet machines thoroughly dried and tested before being used?

A Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?

A Do means for connecting cables' lengths have adequate insulation?

A When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?

A Are firewatchers assigned when welding or cutting is performed, in locations where a serious fire might develop?

A Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?

A When floors are wet down, are personnel protected from possible electrical shock?

A 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?

A Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?

A Are employees exposed to the hazards created by welding, cutting, or bracing operations protected with personal protective equipment and clothing?

A Is a check made for adequate ventilation in and where welding or cutting is preformed?

A Are compressors equipped with pressure relief valves, and pressure gauges?

A Are compressor air intakes installed and equipped to ensure that only clean uncontaminated air enters the compressor?

A Are air filters installed on the compressor intake?

A Are compressors operated and lubricated in accordance with the manufacturer's recommendations?

A Are safety devices on compressed air systems checked frequently?

A Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system lockedout?

A Are signs posted to warn of the automatic starting feature of the compressors?

A Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?

A Is it strictly prohibited to direct compressed air towards a person?

A Are employees prohibited from using highly compressed air for cleaning purposes?

A If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?

A When using compressed air for cleaning, do employees use personal protective equipment?

A Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?

A Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?

A When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?

A When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?

COMPRESSED AIR RECEIVERS

M Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?

A 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?

A Are compressed air receivers periodically drained of moisture and oil?

A Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?

A Is there a current operating permit issued by the Division of Occupational Safety and Health?

A Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS & CYLINDERS

M 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?

A Are cylinders legibly marked to clearly identify the gas contained?

A 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?

A 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?

A Are cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling or rolling?

A 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?

A Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?

A Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?

A 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?

A Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

ENTERING CONFINED SPACES

M Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?

A Before entry, are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated?

A Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?

A Is either natural or mechanical ventilation provided prior to confined space entry?

A Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substance and explosive concentrations in the confined space before entry?

A Is adequate illumination provided for the work to be performed in the confined space?

A Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?

A 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?

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

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

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

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

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

A 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?

A Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?

A Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?

A Whenever combustion-type equipment is used in confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?

A Is each confined space checked for decaying vegetation or animal matter, which may produce methane?

A Is the confined space checked for possible industrial waste, which could contain toxic properties?

A 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

M Are all work areas properly illuminated?

A Are employees instructed in proper first aid and other emergency procedures?

A Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?

A 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, products of combustion?

Is employee exposure to chemicals in the workplace kept within acceptable levels?

A Can a less harmful method or product be used?

A Is the work area's ventilation system appropriate for the work being performed?

A Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?

A Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?

A Are welders and other workers nearby provided with flash shields during welding operations?

A If gas powered fans and other gas powered tools are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?

A Has there been a determination that noise levels in the work areas are within acceptable levels?

A Are steps being taken to use engineering controls to reduce excessive noise levels?

A Are proper precautions being taken when handling asbestos and other fibrous materials?

A Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?

A 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?

A Is personal protective equipment provided, used and maintained wherever required?

A Are there written standard operating procedures for the selection and use of respirators where needed?

A Is all water provided for drinking, washing, and cooking potable?

A Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?

A Are employees instructed in the proper manner of lifting heavy objects?

A 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?

A Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored (traffic green) warning vest?

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

FLAMMABLE & COMBUSTIBLE MATERIALS

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

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

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

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

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

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

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

A Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?

A 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.

Class K: Cooking Oil

A 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?

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

A 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?

A Are employees trained in the use of fire extinguishers?

A Are extinguishers free from obstructions or blockage?

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

A Are all extinguishers fully charged and in their designated places?

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

A 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?

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

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

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

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

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

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

A Are spare portable or LPG tanks stored in accordance with regulations?

FIRE PROTECTION

- M** Do you have a fire prevention plan?
- A** Does your plan describe the type of fire protection equipment and/or systems?
- A** Have you established practices and procedures to control potential fire hazards and ignition sources?
- A** Are employees aware of the fire hazards of the material and processes to which they are exposed?
- A** Is your local fire department well acquainted with your facilities, location and specific hazards?
- A** If you have a fire alarm system, is it tested at least annually?
- A** If you have a fire alarm system, is it certified as required?
- A** If you have interior standpipes and valves, are they inspected regularly?
- A** If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- A** Are fire doors and shutters in good operating condition?
- A** Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- A** Are fire door and shutter fusible links in place?
- A** Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?
- A** Is maintenance of automatic sprinkler system assigned to responsible persons or to a sprinkler contractor?
- A** Are sprinkler heads protected by metal guards, when exposed to physical damage?
- A** Is proper clearance maintained below sprinkler heads?
- A** Are portable fire extinguishers provided in adequate number and type?
- A** Are fire extinguishers mounted in readily accessible locations?
- A** Are fire extinguishers recharged regularly and noted on the inspection tag?
- A** Are employees periodically instructed in the use of extinguishers and fire protection procedures?

HAZARDOUS CHEMICAL EXPOSURES

- M** Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, and the like?
- A** Are employees aware of the potential hazards involving various chemicals stored or used in the workplace--such as acids, bases, caustics, epoxies, and phenols?
- A** Is employee exposure to chemicals kept within acceptable levels?
- A** Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?

- A** Are all employees required to use personal protective clothing and equipment when handling chemicals (i.e. gloves, eye protection, and respirators)?
- A** Are flammable or toxic chemicals kept in closed containers when not in use?
- A** 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?
- A** Have standard operating procedures been established and are they being followed when cleaning up chemical spills?
- A** Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?
- A** Are respirators intended for emergency use adequate for the various uses for which they may be needed?
- A** Are employees prohibited from eating in areas where hazardous chemicals are present?
- A** Is personal protective equipment provided, used and maintained whenever necessary?
- A** Are there written standard operating procedures for the selection and use of respirators where needed?
- A** If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?
- A** Are the respirators NIOSH approved for this particular application?
- A** Are they regularly inspected and cleaned sanitized and maintained?
- A** If hazardous substances are used in your workplace, do you have a medical monitoring system in operation?
- A** Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents found in your workplace?
- A** Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, and the like?
- A** Do you use general local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents or mists which may be generated in your workplace?
- A** Is ventilation equipment provided for removal of contaminants from such operations operating properly?

- A** If internal combustion engines are used, is carbon monoxide kept within acceptable levels?

- A** Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean up?

HAZARDOUS SUBSTANCES COMMUNICATION

- M** Is there a list of hazardous substances used in your workplace?
- A** 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?

A 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)?

A Is there a Material Safety Data Sheet readily available for each hazardous substance used?

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

A Is there an employee training program for hazardous substances?

A Does this program include:

A An explanation of what an MSDS is and how to use and obtain one?

A MSDS contents for each hazardous substance or class of substances?

A Explanation of "Right to Know"?

A Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area?

A The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?

A Details of the hazard communication program, including how to use the labeling system and MSDSs?

A How employees will be informed of hazards of non-routine tasks, and hazards of unlabeled pipes?

ELECTRICAL

M Are your workplace electricians familiar with the Cal/OSHA Electrical Safety Orders?

A Do you specify compliance with Cal/OSHA for all contract electrical work?

A 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?

A Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?

A When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?

A Are portable electrical tools and equipment grounded or of the double insulated type?

A Are electrical appliances such as vacuum cleaners, tools, grounded?

A Do extension cords being used have a grounding conductor?

A Are multiple plug adapters prohibited?

A Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?

A Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?

A Are flexible cords and cables free of splices or taps?

A 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?

A Are all cord, cable and raceway connections intact and secure?

A In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?

A 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?

A 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?

A Is the use of metal ladders prohibited in area where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?

A Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

A Are disconnecting means always opened before fuses are replaced?

A Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?

A Are all electrical raceways and enclosures securely fastened in place?

A Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?

A Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?

A Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?

A Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?

A 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).

A Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probably injury from inadvertent starting?

A Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?

A 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 separated disconnecting means installed in the circuit within sight of the motor?

A Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?

Are employees prohibited from working alone on energized lines or equipment over 600 volts?

NOISE

M 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.)

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

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

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

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

A 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?

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

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

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

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

A Are employees exposed to continuous noise above 85 dBA given periodic audiometric testing to ensure that you have an effective hearing protection system?

FUELING

M Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?

A Are fueling operations done in such a manner that likelihood of spillage will be minimal?

A 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?

A Are fuel tank caps replaced and secured before starting the engine?

A In fueling operations is there always metal contact between the container and fuel tank?

A Are fueling hoses of a type designed to handle the specific type of fuel?

A Is it prohibited to handle or transfer gasoline in open containers?

A Are open lights, open flames, or sparking or arcing equipment prohibited near fueling or transfer of fuel operations?

A Is smoking prohibited in the vicinity of fueling operations?

A Are fueling operations prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?

A Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

IDENTIFICATION

MATERIAL HANDLING

M Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?

A Are trucks and trailers secured from movement during loading and unloading operations?

A Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?

A Are hand trucks maintained in safe operating condition?

A Are pallets usually inspected before being loaded or moved?

TRANSPORTING EMPLOYEES & MATERIALS

M Do employees who operate vehicles on public thoroughfares have valid operator's licenses?

A Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?

A Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?

A Are employee transport vehicles equipped at all times with at least two reflective type flares?

A Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?

A 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?

CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

M 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?

A Is adequate makeup air provided to areas where exhaust systems are operating?

A Is the intake for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment?

A Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

SANITIZING EQUIPMENT & CLOTHING

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

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

A Are employees prohibited from smoking or eating in any area where contaminants are present that could be injurious if ingested?

A Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?

TIRE INFLATION

M 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?

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

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

EMERGENCY ACTION PLAN

M Are you required to have an emergency action plan?

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

A Have emergency escape procedures and routes been developed and communicated to all employees?

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

A Is the employee alarm system that provides a warning for emergency action recognizable and perceptible above ambient conditions?

A Are alarm systems properly maintained and tested regularly?

A Is the emergency action plan reviewed and revised periodically?

A Do employees know their responsibilities:

A For reporting emergencies?

A During an emergency?

A For conducting rescue and medical duties?

INFECTION CONTROL

M Are employees potentially exposed to infectious agents in body fluids?

A Have occasions of potential occupational exposure been identified and documented?

A Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?

A Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment?

A 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.)

A Is personal protective equipment provided to employees, and in all appropriate locations?

A Is the necessary equipment (i.e. mouthpieces, resuscitation bags, and other ventilation devices) provided for administering mouth-to-mouth resuscitation on potentially infected patients?

A 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?

A Are all equipment and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?

A Is infectious waste placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels?

A Has medical surveillance including HBV evaluation, antibody testing and vaccination been made available to potentially exposed employees?

A Training on universal precautions?

A Training on personal protective equipment?

A Training on workplace practices, which should include room cleaning, laundry handling, clean up of blood spills?

A Training on needlestick exposure/management?

A Hepatitis B vaccinations?

ERGONOMICS

M Can the work be performed without eyestrain or glare to the employees?

A Does the task require prolonged raising of the arms? **A** Do the neck and shoulders have to be stooped to view the task?

A Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?

A Can the work be done using the larger muscles of the body?

A Can the work be done without twisting or overly bending the lower back?

A Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?

A Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?

A Are all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body?

VENTILATION FOR INDOOR AIR QUALITY

M 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?

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

A Are inspection records retained for at least 5 years?

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: _____

Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

Inspector

sign

date

Person making corrections

print name

date

ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date: _____

Time of Accident: _____

Location: _____

Accident Description:

Employees Involved:

Preventive Action Recommendations:

Corrective Actions Taken:

Manager Responsible: _____ Date Completed: _____

**WORKER TRAINING AND INSTRUCTION RECORD
EMPLOYEE NAME TRAINING DATES TYPE OF TRAINING
TRAINERS**

Records are available in the Firehouse Training computerized program.

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