COAST COMMUNITY COLLEGE DISTRICT

RISK SERVICES DEPARTMENT

ENVIRONMENTAL HEALTH & SAFETY

INJURY AND ILLNESS PREVENTION PROGRAM

December 2016

1370 Adams Avenue
Costa Mesa, CA 92626
(714) 438-4800

This document is to be maintained for public inspection during business hours and revised regularly.

TABLE OF CONTENTS

1370 Adams Avenue | Costa Mesa, CA 92626
(714) 438-4800 EHS@mail.cccd.edu

PURPOSE

The Coast Community College District (CCCD) Injury and Illness Prevention Program (IIPP) is written and adopted in accordance with the California Code of Regulations (CCR), Title 8, Section 3203. The IIPP is designed to ensure a safe and healthy work environment for all members of the District community. All other safety programs are governed by the principles and procedures established by this IIPP.

POLICIES AND PROGRAMS

On December 2, 2013, the Governing Board of the Coast Community College District adopted a revised and formal Injury and Illness Prevention Program Board Policy and Administrative Procedure (Refer to CCCD Board Policy and Administrative Policy 6800), which is included herein as Appendix A. In order to fulfill the intent of the Board policy and comply with federal and state occupational health and safety regulations, the District's Risk Services/Environmental Health and Safety (EHS) department maintains a system of health and safety programs. These programs are utilized to identify hazards, establish procedural requirements, and assign responsibilities for the purpose of minimizing risk of injuries and illnesses to staff, students, and visitors. Copies of the current programs are maintained in the Risk Services/Environmental Health and Safety department.

DIVISION OF RESPONSIBILITIES

The individual responsible for implementing the District's IIPP is the Environmental Health and Safety Coordinator in the Risk Services/Environmental Health and Safety department.

All employees within Coast Community College District are to adhere to the following.

- Follow appropriate safe work practices
- Report safety concerns utilizing the identified communication channels
- Attend safety meetings and training sessions as scheduled
- **Immediately** report employee injuries to supervisors, campus Human Resources office, and the District Workers' Compensation office.

Supervisors are responsible for implementing and maintaining the Injury and Illness Prevention Program including the following responsibilities.

- Implement health and safety programs as relevant to the operations that they oversee
- Develop, communicate, and enforce Safe Work Practices (SWPs) as appropriate
- Communicate information regarding safety issues to employees
- Arrange and/or provide employee safety training, as appropriate
- Perform and document safety inspections as appropriate
- Address and document employee safety concerns
- Submit a Supervisor Injury Report to Risk Services/EHS for all injuries **within 24 hours** of knowledge

Risk Services/EHS Department shall carry out the following.

- Develop and maintain health and safety programs including revising the IIPP every 3 years
- Develop and maintain Safe Work Practices applicable to each safety program

1370 Adams Avenue | Costa Mesa, CA 92626
(714) 438-4800 EHS@mail.cccd.edu

- Develop and maintain a Risk Services/EHS Programs and Procedures Manual
- Support supervisors in their responsibility to provide safety training
- Respond to employee and supervisor service requests
- Conduct safety inspections and assessments of selected areas
- Review Supervisor Injury Reports and follow-up as necessary

Safety Committees established by Risk Services/EHS department shall conduct the following.

- Respond to employee safety concerns
- Maintain an active and balanced membership at all times
- Maintain a hazard reporting mechanism, including an anonymous notification box
- Meet at least once per academic session
- Prepare and retain meeting minutes
- Recommend and/or facilitate campus-wide safety activities

COMPLIANCE

Supervisors are responsible for ensuring that employees comply with the provisions of Coast Community College District Environmental Health and Safety programs, associated Safe Work Practices, and training. Safe Work Practices provide employees with information and procedures on how to protect themselves and others from hazards in the workplace. District Risk Services/EHS will create general Safe Work Practices with assistance from the departments, as well as specific practices and operations. Supervisors should ensure compliance by the following.

- Recognizing employees for following safe and healthful work practices
- Integrate compliance with Safe Work Practices into employee performance evaluations
- Take appropriate progressive disciplinary actions against employees who do not comply with Safe Work Practices in accordance with current District disciplinary procedures

All employees are responsible for using Safe Work Practices, following all directions, training, policies and procedures, and assisting in maintaining a safe work environment. District Risk Services/EHS will work with departmental supervisors to provide training and education for following Safe Work Practices.

COMMUNICATION

District Communication to Employees

The District communicates health and safety related information to employees through the following.

- District Supervisor instruction, both oral and written
- Training
    - Departmental meetings and tailgate sessions
    - Risk Services/EHS sponsored training
    - Web-based safety training (e.g. Keenan *SafeColleges*)
- Campus Safety Committees
- Periodic Risk Services/EHS articles in publications and posted safety bulletins

Employee Communication to the District

Upon initial employment and through periodic distribution of safety publications, the Risk Services/EHS department provides employees with information regarding "Reporting Safety Concerns and Work-Related Injuries." A sample of this distribution is included as Appendix B and details that employees may communication their concerns regarding safety issues to the District by the following methods.

- Report to a Supervisor
- Inquiries via service request/hazard reporting mechanisms
    - Risk Services/EHS office line at (714) 438-4800
    - Hazard Alert Form (https://navigator.cccd.edu)
    - Maintenance and Operations service request
    - Public Safety
    - Campus Safety Committee
    - Anonymous notification box

ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT PROGRAMS

The Risk Services/EHS department creates and maintains relevant occupational health and safety regulations in the form of written programs. The programs identify responsibilities and procedures for Risk Services/EHS and the involved departments. The following are the current written programs in effect at CCCD, and additional may be added dependent upon regulation and practice changes.

Aboveground Storage Tanks (AST)
Air Tank Safety
Automated External Defibrillator (AED)
Asbestos Management
Bloodborne Pathogens
Chemical Hygiene Plan (Laboratory)
Confined Space Entry
Crane Safety
Electrical Safety
Elevator Permitting
Emergency Eyewash and Shower
Equipment Maintenance/Calibration
Ergonomics
Fall Protection
Fire/Life Safety
Food Facility Inspection
Forklift/Powered Industrial Truck Safety
Formaldehyde Safety
Hazard Communication
Hazard Materials Business Plan
Hazardous and Medical Waste Management
Hearing/Noise Conservation
Heat Illness Prevention
Indoor Environmental Quality
Injury and Illness Prevention
Integrated Pest Management
Laser Safety
Lead Safety
Legionella Management
Lockout/Tagout
Machine Guarding/Shop Safety
Personal Protective Equipment
Pesticide Safety
Playground Safety
Pool Safety
Regulatory Agency Compliance
Respiratory Protection
Slip, Trip, Fall Prevention
Specialized Ventilation Systems
Spill Prevention, Control, & Countermeasure
Storm/Wastewater Management
Vehicle Safety

1370 Adams Avenue | Costa Mesa, CA 92626
(714) 438-4800 EHS@mail.cccd.edu

HAZARD ASSESSMENT AND CONTROL

General

The District proactively identifies and corrects workplace hazards through the efforts of supervisors, the Risk Services/EHS department, and campus safety committees. Hazardous conditions must be corrected in a timely manner appropriate to their severity; and when imminent hazards exist, employees must be removed from exposure until the condition has been corrected. Appendix F provides a checklist of potential hazards in the workplace.

Supervisor Activities

Each supervisor must ensure that safety inspections/assessments of all work areas under their control are performed and that hazardous conditions are corrected:

- Whenever a new hazard is introduced or discovered
- At an internal appropriate to ensure that safe work conditions are maintained
- When occupational injuries and illnesses occur
- When hired/reassigned permanent or intermittent workers are tasked with new processes or operations that may pose a hazard
- On at least an annual basis

Supervisors are required to document safety inspections and to address and document safety concerns as communicated by employees. These records must be maintained for at least three years. A sample safety action log is included in Appendix D. The Safety Action Log should be used to document unsafe conditions and/or work practices and the subsequent resolution of these concerns.

Risk Services/EHS Activities

The Risk Services/EHS Department identifies and corrects workplace hazards by the following.

- Develop and implement health and safety programs
- Provide resources to assist supervisors in completing periodic safety inspections/assessments (e.g. checklists, inspection forms, technical support)
- Inspections/Assessments of selected work areas
    - Routine/Planned (introduction of new or previously unrecognized hazard)
    - Risk Services/EHS program-based inspections/assessments
    - Risk Services/EHS departmental-based inspections/assessments (ranked by risk)
- Accident/Claim/Reported Hazard Investigation (incident-based)
    - When hazardous conditions are reported by the above mechanisms, an investigation form or equivalent (Appendix F) is to be completed by the entity reported to with findings routed to Risk Services/EHS
- Hazard Correction
    - When incident investigations or routine assessments find the existence of hazardous conditions, the hazard needs to be corrected immediately or interim actions must be taken to prevent employee exposure (e.g. restricting access to areas, temporary safe work practices, other means)

All hazard recognition and control activities performed by the Risk Services/EHS Department must be documented and records maintained for at least one year.

Campus Safety Committee Activities

The campus safety committees identify and correct workplace hazards by the following.

- Respond to employee safety concerns as expressed to any committee member
- Maintain and solicit a hazard reporting mechanism which includes, at a minimum an anonymous safety notification box that is checked on a monthly interval
- Various other activities as determined by the committee (e.g. inspections, surveys, and training)

In addition to fulfilling the above obligations, safety committees must adhere to the following.

- Comprise of members from the classified, academic, and management job classifications, and the student body
- Meet at least once each academic session (i.e. spring, summer, fall)
- Address or refer to an appropriate party (i.e. supervisor or Risk Services/EHS Department) safety issues brought before the committee
- Prepare a record of issues discussed (i.e. minutes) and retain for one year
- Make committee records available to employees

TRAINING/INSTRUCTION

District employees shall be trained in the provisions of this program at the time of initial employment with the District. At a minimum, the training shall include the following.

- District EHS management programs and enforcement of Safe Work Practices
- How to report and receive information regarding safety concerns, including how to contact the Risk Services/EHS department, campus Safety Committee, campus Public Safety, and the location of the anonymous notification box
- Rights protected by law (i.e., right the report safety concerns without reprisal and right to notify regulatory agencies about safety hazards)
- How to report workplace injuries

In addition, employees will receive safety training addressing workplace hazards that they are exposed to and Safe Work Practices appropriate to their job assignments. Employees must be trained on the hazards associated with a work operation before participating in the operation, whenever a new hazard is introduced or discovered, and at an interval appropriate to ensure that safe work practices are adhered to. Supervisors may contact the Risk Services/EHS department to obtain a current copy of the Cal/OSHA Training Matrix, and the *SafeColleges* web-based training schedule, outlining the recommended training intervals by topic.

Supervisors are responsible for ensuring employees under their immediate direction are appropriately trained. The Risk Services/EHS department assists supervisors in fulfilling their training responsibilities by sponsoring scheduled and periodic general training sessions to address various safety issues, and providing the resources necessary to conduct on-site supervisor safety training. Departmental-supervisors are responsible for providing job-specific training.

All training activities must be documented and records maintained for the duration of employee employment. Safety training records are documented in the Risk Services/EHS Training Database, the *SafeColleges* web-based training program, and hard copies are maintained in the District Risk Services/EHS department. When specified by the respective safety program, safety quizzes are administered and will serve as documentation of training completion. In all other cases, a sign-in log shall serve as record of completion. A sample safety-training log is included in Appendix C.

ACCIDENT/EXPOSURE REPORTING AND INVESTIGATION

All employees are responsible for reporting injuries as soon as possible after knowledge of injury to their supervisor and campus Personnel/Human Resources office or District Workers' Compensation office. Supervisors must complete a Supervisor Injury Report as found in Appendix E. The Risk Services/EHS department reviews the Supervisor Injury Report and conducts additional investigations as appropriate.

Any incident that involves serious injury/illness, hospitalization (*expected* to be in excess of 24 hours), or death must be verbally reported to the District Risk Services/EHS department immediately. Campus Public Safety departments have been provided emergency after-hours contact information in the event that such reporting is necessary.

The following are a list of procedures that are used for investigating workplace accidents and hazardous substance exposures.

- Visit the accident scene as soon as possible
- Interview injured workers and witnesses
- Examine the workplace for factors associated with the accident/exposure
- Determine the cause of the accident/exposure
- Take corrective action to prevent the accident/exposure from reoccurring
- Record the findings and corrective actions taken

RECORDKEEPING

In accordance with Cal/OSHA requirements, the following records retention schedule shall be maintained relevant to occupational health and safety. The departments responsible for maintaining these records must be able to present them to any regulatory agency that requests them.

The following records are maintained by District Risk Services/EHS.

- Regulatory Agency Inspection Records: 3 years
- Correction Action Records: 3 years
- Employee Safety Training Records: Duration of employment
- Internal Audit/Inspection Records: 3 years
- Accident Reports: 3 years
- Cal/OSHA 300 Log and Summary of Occupation Injury and Illness: 5 years

The following records are maintained by department Supervisors.

- Department Safety Inspections (Safety Action Logs): 3 years
- Safety Meeting Agendas: 3 years

**Training logs/quizzes should be forwarded to the Risk Services/EHS Department for retention, while agendas/handouts are retained by the supervisor)*

PROGRAM REVIEW HISTORY

8/1/1992	Program created
2/1/1998	Program revised, changes never implemented
2/29/2000	Program substantially revised
3/12/2000	Minor program revisions
4/18/2000	Minor program revisions
3/27/2001	Program substantially revised
5/24/2001	Program grammatically corrected
5/13/2005	Revised per Cal/OSHA consultation recommendations
12/12/2006	Program review
1/8/2009	Revision (Jerry Marchbank)
11/24/2014	Revision incorporating BP/AP 6800 revisions/other (Bill Kerwin)
11/25/2014	Minor revisions/forms created (Kevin Pegg)
12/8/2016	Minor revisions/forms created (Kevin Pegg)

APPENDIX A: BOARD POLICY AND ADMINSITRATIVE PROCEDURE BP/AP 6800

COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY AND ADMINISTRATIVE PROCEDURE
BP/AP 6800 - Revised December 2, 2013

Coast Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6800 OCCUPATIONAL AND WORKPLACE SAFETY

References:
49 Code of Federal Regulations, Parts 40 and 655;
Title 8 Section 3203;
29 Code of Federal Regulations 1910.101 et seq.;
Health & Safety Code Section 104420

The District shall have a safe and healthful work place for its students, faculty, administrators, staff, and visitors. To that end, the District has in place an Injury and Illness Prevention Program (IIPP). The prevention of accidents is considered to be an integral part of the District's operation and all reasonable efforts will be made to assure a safe environment and to always be in compliance with federal, state, and local safety regulations.

It shall be the duty of all District personnel to assist in the proper use and adequate maintenance of District buildings, grounds, installations, and instructional equipment by reporting to the proper District authority all misuse, inadequate maintenance, risks or hazards that they observe. A program of preventative maintenance will be defined and implemented to assure maximum benefit from initial investments and from budgeted maintenance funds. Health and safety factors shall be given consideration in the installation, operation, and maintenance of plant facilities and operating equipment.

Employees are required to obey safety rules, follow established safe work practices, exercise caution in all their work activities, and to immediately report any unsafe conditions to their supervisor. Employees at all levels of the organization who are responsible for correcting unsafe conditions will do so.

The Chancellor shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

• Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.

• Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and federal and state law. These procedures shall promote an active program to reduce and/or control safety and health risks.
• Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.

• Prohibition of the use of tobacco in all public buildings. Also see AP 7343 titled Industrial Accident and Illness Leave Adopted March 4, 1992, Revised May 2, 2012, Renumbered from CCCD Policy 040-14-1, Spring 2011, Renumbered from CCCD Policy 4611, December 2, 2013, Revised December 2, 2013

Coast Community College District
ADMINISTRATIVE PROCEDURE
Chapter 6
Business and Fiscal Affairs

AP 6800 OCCUPATIONAL AND WORKPLACE SAFETY

References:
Cal/OSHA;
Labor Code Sections 6300 et seq;
Title 8 Section 3203;
Code of Civil Procedure Section 527.8;
Penal Code Sections 273.6, 626.9, 626.10, and 12021

Definitions
Prevention activities increase awareness and minimize the potential for injury or incidents in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical or emotional harm to self, another individual or property.

Workplace includes off-campus locations as well as college-sponsored activities where faculty, staff, or student employees are engaged in college business or locations where incidents occur as a result of the person's relationship to the college community.

Emergencies
Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel by first dialing 911 and then notifying law enforcement.

Equipment and Sanitation
Should the duties of an employee require the use of equipment to ensure the safety of the employee, the District shall furnish such equipment. Complaints related to health safety, sanitation and working conditions shall be forwarded to Chief Business Officer for review and recommendation.

Crisis and Conflict Intervention
Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the Chief Business Officer. The supervisor shall immediately notify the Chief Business Officer about any acts or threats of violence. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence or any other behavior which deliberately hurts or harms another person at the District to their immediate supervisor and the Campus Public Safety/Security Office. Such reports will be promptly and thoroughly investigated.

Threat Assessment Team
A Threat Assessment Team is established to provide assessment of individuals who may pose a risk of harm to themselves or to others. A secondary purpose of the Threat Assessment Team is to assist the District and its colleges in conflict resolution and communication, anger management and the early identification of unsafe working conditions in the workplace caused by employees or students. Immediately upon notification of an act of violence or threat of violence involving an employee, the Team member notified will inform the District or college Human Resources office for assistance. In the event of an act or threat of violence, the Team will investigate the incident and forward the results of the completed investigation to the Chief Business Officer of the college or the District for consideration. Law enforcement will take appropriate action if the incident involves injuries or criminal activity. The Team will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to work with victims and observers of the incident.

Restraining Orders/Court Orders
An employee shall notify law enforcement of any restraining orders/court orders when named as a plaintiff or Petitioner, and provide a copy of the order to their supervisor and the college Campus Public Safety Office.

Also see AP 7343 titled Industrial Accident and Illness Leave.
Ratified December 2, 2013

Coast Community College District

Injury and Illness Prevention
Risk Services| Environmental Health & Safety
1370 Adams Avenue | Costa Mesa, CA 92626
(714) 438-4800 EHS@mail.cccd.edu

APPENDIX B: SAFETY CONCERN REPORT FORM

Association with the District

☐Faculty ☐Staff ☐Student ☐Administration ☐Visitor

Description and Location of Unsafe Condition or Practice:

Causes or other Contributing Factors:

Has this been reported to one of the following?

☐Area Supervisor ☐Maintenance and Operations ☐Public Safety ☐Risk Services/EHS

Suggestion for Improving Safety or Environmental Protection

Additional Comments/Optional Contact Information

APPENDIX C: SAFETY TRAINING LOG

Date: _____ **Training Description:** _____
Time: _____
Campus: _____
Location: _____
Trainer: _____

I hereby acknowledge that I received and understand the above described training and will incorporate these principles into my daily work practices.

Print Name:	**Department/Area:**	**Signature:**
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
11.	11.	11.
12.	12.	12.

APPENDIX D: SAFETY ACTION LOG

Campus:	**Department:**
Inspector(s):	**Work Area(s):**

Date	Observations	Corrective Actions	Completion Date	Signature

Coast Community College District

Injury and Illness Prevention
Risk Services| Environmental Health & Safety
1370 Adams Avenue | Costa Mesa, CA 92626
(714) 438-4800 EHS@mail.cccd.edu

APPENDIX E: SUPERVISOR REPORT OF INJURY

SUPERVISOR REVIEW

DESCRIPTION BY SUPERVISOR: HOW DID THE INCIDENT OCCUR ACCORDING TO YOUR FINDINGS? WHAT WAS THE ACTIVITY AND ANY TOOLS, EQUIPMENT, OR MATERIALS THE EMPLOYEE WAS USING? (*Example: Employee was opening a box of paper using a razor blade. Employee was distracted and the razor blade slipped on the surface of the box, cutting the employee's right index finger)*

Employee Name: | Date of Injury: | Campus:

TYPE OF INJURY (OR DIRECT CAUSE)

☐Animal Bite ☐Burn ☐Chemical Exposure ☐Caught in/under/between	☐Cut of Wound ☐Fall/Slip/Trip ☐Lifting, pushing, pulling or other material handling activities	☐Puncture and/or body fluid exposure ☐Needle Stick | ☐Sharp ☐Repetitive Motion (Ergonomic) ☐Other_____

DID THE EMPLOYEE LOSE TIME FROM WORK? ☐YES ☐NO | IF YES, WHAT WAS THE FIRST DAY OF LOST TIME?

WAS ANY EQUIPMENT INVOLVED? ☐YES ☐NO | IF YES, WHAT WAS THE EQUIPMENT?

ROOT CAUSE ANALYSIS

1. *EMPLOYEE PERFORMANCE*	☐Lack of practice ☐Rush ☐Fatigue	☐Physically not capable ☐Improper risk taken and/or poor judgment ☐Lack of skill, knowledge, or hazard awareness	☐Other (please describe):
2. *ENVIRONMENT AND WORK AREA*	☐Uneven surface ☐ Slippery surface ☐ Insufficient lighting	☐ Noisy environmental ☐ Poor housekeeping ☐ Improper work area setup	☐Other (please describe):
3. *EQUIPMENT AND TOOLS (PPE)*	☐ Failure of malfunction ☐ Improper use of equipment (i.e. wrong type selected for the job)	☐ Not available ☐ Insufficient equipment/tool (example: not enough machine guarding)	☐Other (please describe):
4. *MANAGEMENT SYSTEMS AND PROCESSES*	☐ Lack of policies/procedures ☐ No enforcement ☐ Lack of communication ☐ Training was not provided	☐ Safety was not considered during equipment purchasing, work setup, or project development ☐ Training was insufficient/inadequate	☐ Inadequate manpower (not enough staff) ☐Other (please describe):

Instructions

List the perceived cause(s), or reason(s) why the incident occurred. For each root cause, make sure to identify a preventive action (things that supervisor or employee will do to prevent the incident from occurring again).

PREVENTATIVE ACTION PLAN	**PERCEIVED CAUSES** *Identified from analysis*	**PREVENTIVE ACTION** *To be taken for each root cause*	**INDIVIDUAL** *Assigned to*	**TARGET DATE**
	1.			
	2 .			
	3.			
	4.			
	5.			

Supervisor Certification: *By signing this form the supervisor (or designee) certifies that the information provided is true and correct to the best of the supervisor's (or designee's) knowledge.*	**SUPERVISOR SIGNATURE (OR DESIGNEE):**	**DATE:**

Send this completed form to: **CCCD District Risk Services/Workers' Compensation**	Fax to: **(714) 438-4689**	Mail to: **1370 Adams Avenue Costa Mesa, CA 92626**	Email to: **workerscomp@cccd.edu**

APPENDIX F: ACCIDENT INVESTIGATION FORM

Section A: Information

Campus and Facility: _____ Date: _____

Investigators and Titles:

Name	**Title**

Section B: Incident Description/Injury Information

Name and Age of Injured Employee: _____

Employee's First Language: _____

Employee's Job Title: _____

Job at Time of Injury: _____

Type of Employment (Full-time, part-time, temporary, etc.): _____

Length of Time with District: _____

Length in Current Position at the Time of the Incident: _____

Description and Severity of Injury: _____

Date and Time of Incident: _____

Location of Incident: _____

Detailed Description of Incident: Include relevant events leading up to, during, and after the incident.

Description of incident from eye witnesses, including relevant events leading up to, during and after the incident. Include names of persons interviewed, job titles, and date/time of interviews.

Description of incident from additional employees with knowledge, including relevant events leading up to, during and after the incident. Include names of persons interviewed, job titles, and date/time of interviews.

Section C: Identify the Root Causes: What Caused or Allowed the Incident to Happen?

The Root Causes are the underlying reasons the incident occurred, and are the factors that need to be addressed to prevent future incidents. If safety procedures were not being followed, why were they not being followed? If a machine was faulty or a safety device failed, why did it fail? It is common to find factors that contributed to the incident in several of these areas: equipment/machinery, tools, procedures, training or lack of training, and work environment. If these factors are identified, you must determine why these factors were not addressed before the incident.

Section D: Recommended Corrective Actions to Prevent Future Incidents

Section E: Corrective Actions Taken/Root Causes Addressed

Section F: Images and Photographs

Coast Community College District

Injury and Illness Prevention
Risk Services| Environmental Health & Safety
1370 Adams Avenue | Costa Mesa, CA 92626
(714) 438-4800 EHS@mail.cccd.edu

APPENDIX G: JOB HAZARD ANALYSIS

Title of Operation:	**Date:**
Position/Title:	**Campus:**
Building:	**Department:**

Sequence of Basic Job Steps	Potential Hazards	Recommended Actions or Procedures	Personal Protective Equipment
1.	**1.**	**1.**	**1.**

1370 Adams Avenue | Costa Mesa, CA 92626
(714) 438-4800 EHS@mail.cccd.edu

APPENDIX H: CODE OF SAFE PRACTICES

District policy governing workplace safety provides that all employees are expected to obey safety rules and follow safe work practices. At a minimum, this includes adhering to the following Code of Safe Practices.

Employees Shall…

1. Report any accident, injury or illness, no matter how slight, to their immediate supervisor on the day of the injury or as soon as the employee becomes aware of the injury.
2. Wear proper personal protective equipment (PPE) when and where required.
3. Immediately report unsafe conditions, unsafe employee acts, all property damage, and non-injury or near-miss accidents to your immediate supervisor. This includes reporting defective tools and/or equipment.

Employees Shall Not....

1. Horseplay, scuffle, or commit other acts which tend to have an adverse influence on the safety or well-being of others.
2. Make inappropriate and/or unauthorized repairs to District equipment or tools.
3. Permit or require an employee to work while his/her ability or alertness is so impaired by fatigue, illness, or other causes that might unnecessarily expose him/her or other to injury.
4. Commit any unsafe act that causes or could cause injury or illness to oneself or another person. Includes any acts of aggression, acts of violence, threats, or any other action that may threaten workplace security.
5. Commit any unsafe act that causes or could cause a fire, or in any way violates the District, local or state fire regulations.
6. Use power, or other equipment, or tools, known to be defective.
7. Operate equipment in an unsafe manner or operate equipment if not authorized to do so (i.e., forklifts, trucks, tools, equipment, safety equipment, etc.)
8. Dispose of any chemicals into sinks, floor drains or trash containers unless specifically authorized to do so by their supervisor or a representative from the District Environmental Health & Safety Office.
9. Bring tools, equipment, or safety devices onto District property without prior approval of their supervisor.
10. Wear inappropriate attire that may present a hazard to a particular assignment (i.e. tank tops, cut-off shirts or pants, open-toed shoes/sandals, high heels, rings, hanging necklaces, bracelets, loose clothing, etc.).
11. Leave materials (i.e., electrical cords, boxes, hoses, debris, etc.) in walkways, aisles, exits, or passageways.
12. Use or be under the influence of drugs or alcohol while engaged in District activity.

APPENDIX I: HAZARD CHECKLISTS

GENERAL WORK ENVIRONMENT

□ Are all worksites clean and orderly?
□ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
□ Are all spilled materials or liquids cleaned up immediately?
□ Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
□ 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

□ 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?

WALKWAYS

□ Are aisles and passageways kept clear?
□ Are aisles and walkways marked as appropriate?
□ Are wet surfaces covered with non-slip materials?
□ Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
□ Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating.
□ Are spilled materials cleaned up immediately?
□ Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
□ Are changes of direction or elevations readily identifiable?
□ Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
□ Is adequate headroom provided for the entire length of any aisle or walkway?
□ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
□ Are bridges provided over conveyors and similar hazards?

FLOOR & WALL OPENINGS

□ Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
□ Are toeboards installed around the edges of a permanent floor opening (where persons may pass below the opening)?
□ Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
□ Is the glass in windows, doors, glass walls that are subject to human impact, of sufficient thickness and type for the condition of use?
□ Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
□ Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
□ Are manhole covers, trench covers and similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
□ Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self-closing feature when appropriate?

STAIRS & STAIRWAYS

□ Are standard stair rails or handrails on all stairways having four or more risers?
□ Are all stairways at least 22 inches wide?
□ Do stairs have at least a 6'6" overhead clearance?
□ Do stairs angle no more than 50 and no less than 30 degrees?
□ Are stairs of hollow-pan type treads and landings filled to noising level with solid material?
□ Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7-1/2 inches?
□ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
□ Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?

□ Do stairway handrails have a least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?
□ Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?
□ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
□ Do stairway landings have a dimension measured in the direction of travel, at least equal to width of the stairway?
□ Is the vertical distance between stairway landings limited to 12 feet or less?

ELEVATED SURFACES
□ Are signs posted, when appropriate, showing the elevated surface load capacity?
□ Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
□ Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toeboards?
□ Is a permanent means of access and egress provided to elevated storage and work surfaces?
□ Is required headroom provided where necessary?
□ Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
□ Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

EXITING OR EGRESS
□ Are all exits marked with an exit sign and illuminated by a reliable light source?
□ Are the directions to exits, when not immediately apparent, marked with visible signs?
□ Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", and the like?
□ Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?
□ Are exit doors side-hinged?
□ Are all exits kept free of obstructions?
□ Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
□ Are there sufficient exits to permit prompt escape in case of emergency?
□ Are special precautions taken to protect employees during construction and repair operations?
□ Is the number of exits from each floor of a building, and the number of exits from the building itself, appropriate for the building occupancy load?
□ Are exit stairways which are required to be separated from other parts of a building enclosed by at least two hour fire- resistive construction in buildings more than four stories in height, and not less than one-hour fire resistive construction elsewhere?
□ When ramps are used as part of required exiting from a building, is the ramp slope limited to 1- foot vertical and 12 feet horizontal?
□ Where exiting will be through frameless glass doors, glass exit doors, storm doors, and such are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS

□ Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
□ Are windows that could be mistaken for exit doors, made inaccessible by means of barriers or railings?
□ Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort, when the building is occupied?
□ Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
□ Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?
□ Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
□ Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
□ Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

PORTABLE LADDERS

□ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
□ Are non-slip safety feet provided on each ladder?
□ Are non-slip safety feet provided on each metal or rung ladder?
□ Are ladder rungs and steps free of grease and oil?
□ Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
□ Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
□ Are employees instructed to face the ladder when ascending or descending?
□ Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
□ Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?
□ When portable rung ladders are used to gain access to elevated platforms, roofs, and the like does the ladder always extend at least 3 feet above the elevated surface?
□ Is it required that when portable rung or cleat type ladders are used the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
□ Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?
□ Are employees prohibited from using ladders as 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?
□ Are the rungs of ladders uniformly spaced at 12 inches, center to center?

HAND TOOLS & EQUIPMENT

□ 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
□ 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 portable fans provided with full guards or screens having openings 1/2 inch or less?
□ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
□ Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?
□ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT GRINDERS
□ Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
□ Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?
□ Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?
□ Are bench and pedestal grinders permanently mounted?
□ Are goggles or face shields always worn when grinding?
□ Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
□ Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
□ Does each grinder have an individual on and off control switch?

□ Is each electrically operated grinder effectively grounded?
□ Before new abrasive wheels are mounted, are they visually inspected and ring tested?
□ Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
□ Are splashguards mounted on grinders that use coolant, to prevent the coolant reaching employees?
□ Is cleanliness maintained around grinder?

POWDER ACTUATED TOOLS

□ Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?
□ Do the powder-actuated tools being used have written approval of the Division of Occupational Safety and Health?
□ Is each powder-actuated tool stored in its own locked container when not being used?
□ Is a sign at least 7" by 10" with bold type reading "POWDER- ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
□ Are powder-actuated tools left unloaded until they are actually ready to be used?
□ Are powder-actuated tools inspected for obstructions or defects each day before use?
□ Do powder-actuated tools operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

MACHINE GUARDING

□ Is there a training program to instruct employees on safe methods of machine operation?
□ Is there adequate supervision to ensure that employees are following safe machine operating procedures?
□ Is there a regular program of safety inspection of machinery and equipment?
□ Is all machinery and equipment kept clean and properly maintained?
□ Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?
□ Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?
□ Is there a power shut-off switch within reach of the operator's position at each machine?
□ Can electric power to each machine be locked out for maintenance, repair, or security?
□ Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?
□ Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?
□ Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
□ Are all emergency stop buttons colored red?
□ Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
□ Are all moving chains and gears properly guarded?
□ Are 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 revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded?
□ Do arbors and mandrels have firm and secure bearings and are they free from play?
□ Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
□ Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?
□ If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?
□ Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?
□ Are saws used for ripping, equipped with anti-kick back devices and spreaders?
□ Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

LOCKOUT TAGOUT PROCEDURES

□ Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?
□ Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
□ Are all equipment control valve handles provided with a means for locking-out?
□ Does the 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?
□ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
□ Are the appropriate electrical enclosures identified?
□ Is means provide to assure the control circuit can also be disconnected and locked out?

WELDING, CUTTING & BRAZING

□ Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?
□ Do all operator have a copy of the appropriate operating instructions and are they directed to follow them?
□ Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?
□ Is care used in handling and storage of cylinders, safety valves, relief valves, 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 form 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?

COMPRESSORS & COMPRESSED AIR

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

COMPRESSED AIR RECEIVERS

□ Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?
□ Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?
□ Is every air receiver provided with a drainpipe and valve at the lowest point for the removal of accumulated oil and water?
□ Are compressed air receivers periodically drained of moisture and oil?
□ Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?
□ Is there a current operating permit issued by the Division of Occupational Safety and Health?
□ Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS & CYLINDERS

□ Are cylinders with a water weight capacity over 30 pounds equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?
□ Are cylinders legibly marked to clearly identify the gas contained?

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

HOIST & AUXILIARY EQUIPMENT
□ Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
□ Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?
□ Is the rated load of each hoist legibly marked and visible to the operator?
□ Are stops provided at the safe limits of travel for trolley hoist?
□ Are the controls of hoists plainly marked to indicate the direction of travel or motion?
□ Is each cage-controlled hoist equipped with an effective warning device?
□ Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave groves?
□ Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times?
□ Are nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet of the floor, ground or working platform, guarded?
□ Is it prohibited to use chains or rope slings that are kinked or twisted?
□ Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?
□ Is the operator instructed to avoid carrying loads over people?
□ Are only employees who have been trained in the proper use of hoists allowed to operate them?

INDUSTRIAL TRUCKS - FORKLIFTS
□ Are only trained personnel allowed to operate industrial trucks?
□ Is substantial overhead protective equipment provided on high lift rider equipment?
□ Are the required lift truck operating rules posted and enforced?
□ Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting?
□ Does each industrial truck have a warning horn, whistle, gong or other device which can be clearly heard above the normal noise in the areas where operated?

□ Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
□ Will the industrial 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?

SPRAYING OPERATIONS

□ Is adequate ventilation assured before spray operations are started?
□ Is mechanical ventilation provided when spraying operation is done in enclosed areas?
□ When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
□ Is the spray area free of hot surfaces?
□ Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?
□ Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?
□ Is approved respiratory equipment provided and used when appropriate during spraying operations?
□ Do solvents used for cleaning have a flash point of 100(F or more?
□ Are fire control sprinkler heads kept clean?
□ Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
□ Is the spray area kept clean of combustible residue?
□ Are spray booths constructed of metal, masonry, or other substantial noncombustible material?
□ Are spray booth floors and baffles noncombustible and easily cleaned?
□ Is infrared drying apparatus kept out of the spray area during spraying operations?
□ Is the spray booth completely ventilated before using the drying apparatus?
□ Is the electric drying apparatus properly grounded?
□ Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
□ Are the electric motors for exhaust fans placed outside booths or ducts?
□ Are belts and pulleys inside the booth fully enclosed?
□ Do ducts have access doors to allow cleaning?
□ Do all drying spaces have adequate ventilation?

ENTERING CONFINED SPACES

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

□ Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substance and explosive concentrations in the confined space before entry?
□ Is adequate illumination provided for the work to be performed in the confined space?
□ Is the atmosphere inside the confined space frequently tested or continuously monitor during conduct of work?
□ Is there an assigned safety standby employee outside of the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
□ Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any questions as to the cause of an emergency?
□ In addition to the standby employee, is there at least one other trained rescuer in the vicinity?
□ Are all rescuers appropriately trained and using approved, recently inspected equipment?
□ Does all rescue equipment allow for lifting employees vertically from a top opening?
□ Are there trained personnel in First Aid and CPR immediately available?
□ Is there an effective communication system in place whenever respiratory equipment is used and the employee in the confined space is out of sight of the standby person?
□ Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
□ Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
□ Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
□ If employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
□ Whenever combustion-type equipment is used in confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
□ Is each confined space checked for decaying vegetation or animal matter, which may produce methane?
□ Is the confined space checked for possible industrial waste, which could contain toxic properties?
□ If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

ENVIRONMENTAL CONTROLS

□ Are all work areas properly illuminated?
□ Are employees instructed in proper first aid and other emergency procedures?
□ Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?
□ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, 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 & COMBUSTIBLE MATERIALS

□ Are combustible scrap, debris and waste materials (i.e. oily rags) stored in covered metal receptacles and removed from the worksite promptly?
□ Is proper storage practiced to minimize the risk of fire including spontaneous combustion?
□ Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
□ Are all connections on drums and combustible liquid piping, vapor and liquid tight?
□ Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans)?
□ Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?

□ Do storage rooms for flammable and combustible liquids have explosion-proof lights?
□ Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
□ Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
□ Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
□ Are all solvent wastes and flammable liquids kept in fire- resistant covered containers until they are removed from the worksite?
□ Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
□ Are fire separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
□ Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?
□ Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
Class A: Ordinary combustible material fires. Class B: Flammable liquid, gas or grease fires. Class C: Energized-electrical equipment fires.
□ 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 sued by industrial trucks stored in accord with regulations?

FIRE PROTECTION
□ Do you have a fire prevention plan?
□ Does your plan describe the type of fire protection equipment and/or systems?

□ Have you established practices and procedures to control potential fire hazards and ignition sources?
□ Are employees aware of the fire hazards of the material and processes to which they are exposed?
□ Is your local fire department well acquainted with your facilities, 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

□ 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

□ 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?

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

□ Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
□ Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
□ Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
□ Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating).
□ Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probably injury from inadvertent starting?
□ Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
□ Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
□ Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor is serves?
□ 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

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

FUELING

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

□ Are fueling operations done in such a manner that likelihood of spillage will be minimal?
□ When spillage occurs during fueling operations, is the spilled fuel cleaned up completely, evaporated, or other measures taken to control vapors before restarting the engine?
□ Are fuel tank caps replaced and secured before starting the engine?
□ In fueling operations is there always metal contact between the container and fuel tank?
□ Are fueling hoses of a type designed to handle the specific type of fuel?
□ Is it prohibited to handle or transfer gasoline in open containers?
□ Are open lights, open flames, or sparking or arcing equipment prohibited near fueling or transfer of fuel operations?
□ Is smoking prohibited in the vicinity of fueling operations?
□ Are fueling operations prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?
□ Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

IDENTIFICATION OF PIPING SYSTEMS
□ When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?
□ When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?
□ When pipelines are identified by color painting, are all visible parts of the line so identified?
□ When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?
□ When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?
□ When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?
□ When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly ad permanently distinguishable and are tags installed at each valve or outlet?
□ When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

MATERIAL HANDLING
□ Is there safe clearance for equipment through aisles and doorways?
□ Are 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?

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

CONTROL OF HARMFUL SUBSTANCES BY VENTILATION
□ Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?
□ Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?
□ Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?
□ Where two or more different type of operations are being controlled through the same exhaust system, will the combination of substances being controlled, constitute a fire, explosion or chemical reaction hazard in the duct?
□ Is adequate makeup air provided to areas where exhaust systems are operating?

□ Is the intake for makeup air located so that only clean, fresh air, which is free of contaminates, will enter the work environment?
□ Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

SANITIZING EQUIPMENT & CLOTHING
□ Is personal protective clothing or equipment, that employees are required to wear or use, of a type capable of being easily cleaned and disinfected?
□ Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?
□ Are machines and equipment, which 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 contaminates are present that could be injurious if ingested?
□ When employees are required to change from street clothing into protective clothing, is a clean changeroom with separate storage facility for street and protective clothing provided?
□ Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?
□ When equipment, materials, or other items are taken into or removed from a carcinogen regulated area, is it done in a manner that will not contaminate non-regulated areas or the external environment?

TIRE INFLATION
□ Where tires are mounted and/or inflated on drop center wheels is a safe practice procedure posted and enforced?
□ Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings is a safe practice procedure posted and enforced?
□ Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?
□ Does the tire inflation control valve automatically shut off the airflow when the valve is released?
□ Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?
□ Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?

EMERGENCY ACTION PLAN
□ Are you required to have an emergency action plan?
□ Does the emergency action plan comply with requirements of T8CCR 3220(a)?
□ Have emergency escape procedures and routes been developed and communicated to all employers?
□ Do employees, who remain to operate critical plant operations before they evacuate, know the proper procedures?
□ Is the employee alarm system that provides a warning for emergency action recognizable and perceptible above ambient conditions?
□ Are alarm systems properly maintained and tested regularly?
□ Is the emergency action plan reviewed and revised periodically?
□ Do employees now their responsibilities:

□ For reporting emergencies?
□ During an emergency?
□ For conducting rescue and medical duties?

INFECTION CONTROL

□ Are employees potentially exposed to infectious agents in body fluids?
□ Have occasions of potential occupational exposure been identified and documented?
□ Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?
□ Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, 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

□ 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?

1370 Adams Avenue | Costa Mesa, CA 92626
(714) 438-4800 EHS@mail.cccd.edu

VENTILATION FOR INDOOR AIR QUALITY

□ Does your HVAC system provide at least the quantity of outdoor air required by the State Building Standards Code, Title 24, Part 2 at the time the building was constructed?
□ Is the HVAC system inspected at least annually, and problems corrected?
□ Are inspection records retained for at least 5 years?

CRANE CHECKLIST

□ Are the cranes visually inspected for defective components prior to the beginning of any work shift?
□ Are all electrically operated cranes effectively grounded?
□ Is a crane preventive maintenance program established?
□ Is the load chart clearly visible to the operator?
□ Are operating controls clearly identified?
□ Is a fire extinguisher provided at the operator's station?
□ Is the rated capacity visibly marked on each crane?
□ Is an audible warning device mounted on each crane?
□ Is sufficient illumination provided for the operator to perform the work safely?
□ Are cranes of such design, that the boom could fall over backward, equipped with boomstops?
□ Does each crane have a certificate indicating that required testing and examinations have been performed?
□ Are crane inspection and maintenance records maintained and available for inspection?

Source: http://www.dir.ca.gov/dosh/dosh_publications/iiphihzemp.pdf

APPENDIX J: 8 CCR § 3203

Subchapter 7. General Industry Safety Orders
Group 1. General Physical Conditions and Structures Orders
Introduction
Return to index
New query

---

§3203. Injury and Illness Prevention Program. ETOOL
Cal/OSHA Workplace Injury and Illness Prevention Program, with checklists for self-inspection || (printable version)
Prevention Model Program for High Hazard Employers || (printable version)
Prevention Model Program for Non-High Hazard Employers || (printable version)
Prevention Model Program for Employers with Intermittent Workers || (printable version)
Prevention Model Program for Employers with Intermittent Workers in Agriculture || (printable version)
Prevention Model Program for Workplace Security || (printable version)

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

(1) Identify the person or persons with authority and responsibility for implementing the Program.

(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

Exception: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:

(A) When the Program is first established;

Exception: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

Exception: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1:Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

EXCEPTION NO. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection (a)(7).

ExceptionNo. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

(1) Meets regularly, but not less than quarterly;

(2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;

(3) Reviews results of the periodic, scheduled worksite inspections;

(4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;

(5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

(6) Submits recommendations to assist in the evaluation of employee safety suggestions; and

(7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

Note: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

HISTORY

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.
2. Editorial correction of subsection (a)(1) (Register 77, No. 41).
3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).
4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).
5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).
6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).
7. Amendment of subsection (b)(2), ExceptionNo. 1, new ExceptionNo. 3 through ExceptionNo. 4, Note2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).
8. Editorial correction of subsections (a)(6)(A) and (a)(7)(A) (Register 95, No. 22).
9. Amendment of subsections (b)(1)-(2) and (c)(2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).
10. Editorial correction of subsection (a)(4) (Register 2002, No. 46).