

**Bear Valley Community Services District
INJURY & ILLNESS
PREVENTION PROGRAM**

I. PURPOSE

To conduct all operations safely to prevent injuries to employees and damage to Bear Valley Community Services District (“District”) property by implementing the Injury and Illness Prevention Program (“IIPP”).

II. POLICY

A. Objectives of the IIPP are:

1. Prevent injuries, illnesses and accidents in the workplace.
2. Ensure a safe and healthy work environment for District employees.
3. Help all employees strive to achieve these goals.
4. Comply with applicable occupational safety & health regulations.

B. Authority to Take Action: To this end, each and every manager, supervisor and employee has the authority to take action to prevent mishaps.

C. Expectations: Employees and management will: do the right thing the first time, seek to integrate safety into all tasks, avoid short cuts, take time to ensure a safe workplace, and have a safe and healthy work experience.

1. Management Commitment and Assignment of Responsibilities

Management, in an effort to maintain a safe work place and effectively eliminate foreseeable hazards from the working environment, is committed to this IIPP.

a) General Manager: the duties of the General Manager include, but are not limited to, ensuring all Directors and Division Supervisors actively support, maintain and implement an effective IIPP.

b) Department Heads: implement the IIPP. This responsibility includes, but is not limited to:

- 1) Supporting the District-wide IIPP.
- 2) Training employees in accordance with this Program, other specific safety programs developed for the District and their specific divisions, and complying with applicable local, state, and federal laws.
- 3) Inspecting all workplaces regularly in accordance with the IIPP.
- 4) Eliminating workplace hazards in a timely and effective manner.
- 5) Ensuring participation of all divisional employees in the IIPP.

- 6) Reporting and investigating all accidents immediately and making recommendations for corrective actions.

c) **Division Supervisors:** ensure the tasks to achieve the goals and objectives of the IIPP are met. These responsibilities include, but are not limited to:

- 1) Maintaining a safe and healthy work environment.
- 2) Identifying and reporting safety hazards that needs to be eliminated.
- 3) Providing necessary personal protective equipment and enforcing the wearing of such equipment by employees.
- 4) Expediting the elimination of identified safety hazards.
- 5) Enforcing employee compliance with all safety policies and requirements by employees.
- 6) Recognizing employees who work in a safe manner in accordance with District policy.
- 7) Identifying training needs for employees and scheduling employees to attend training.
- 8) Reporting all accidents, injuries and illnesses immediately upon notification.
- 9) Investigating all accidents immediately and completing appropriate investigation reports.

d) **Employees:** All employees, no matter what classification, are responsible for working in a safe and healthy manner. These responsibilities include, but are not limited to:

- 1) Maintaining the workplace in a safe and healthy manner, including good housekeeping.
- 2) Working in a safe manner.
- 3) Knowing their responsibilities under this Program.
- 4) Following all applicable local, state and federal laws pertaining to health and safety in their work environment.
- 5) Reporting safety hazards and concerns to their immediate supervisors.
- 6) Reporting all accidents, injuries and illnesses at once to their immediate supervisors.
- 7) Participating in all safety and health meetings and training programs for their respective jobs.

- 8) Wearing and maintaining personal protective equipment as required.
- 9) Acknowledging receipt of the IIPP.

e) **Human Resources Representative:** Responsible for providing advisory assistance to managers, supervisors and employees on personnel-related matters, as they apply to the IIPP. This responsibility includes, but is not limited to providing reports to the General Manager about personnel-related issues as they apply to the IIPP.

f) **Program Administrator:** Unless another individual is designated by the General Manager, the Public Works Director will serve as the IIPP Program Administrator. The Program Administrator is responsible for providing advisory assistance to managers, supervisors, and employees on how to create, implement and maintain a comprehensive, cost-effective and efficient safety program. The Program Administrator may elect to utilize an assistant(s) or designee(s) to achieve any or all of the following listed responsibilities:

This position monitors all facets of the IIPP. This responsibility includes, but is not limited to:

- 1) Ensuring the IIPP is kept current.
- 2) Implementing Program guidelines.
- 3) Providing assistance in the development and implementation of inter-divisional training and District-wide equipment purchases.
- 4) Arranging and/or conducting regularly scheduled District-wide safety training programs.
- 5) Arranging and/or conducting District-wide safety inspections.
- 6) Ensuring an appropriate level of occupational injury and illness investigations.
- 7) Documenting of all District-wide Program activities.
- 8) Maintaining accident statistics for reporting progress regarding the IIPP.
- 9) Providing reports to the General Manager about the health and safety program, as needed or as requested.
- 10) Representing the District at legislative and regulatory hearings.

2. **Compliance and Accountability**

All employees are required to participate in the IIPP. This requirement is both a District and State mandated policy.

- a) Violation of any element of this Program is considered a violation of District policy and may result in discipline, up to and including termination.
- b) Employees are positively recognized for working in a safe manner in accordance with District policy.

3. System of Safety Communications with Employees

The following forms of communication may be utilized to ensure all relevant safety information is conveyed in a timely and effective manner:

a) Safety and Health Posters

The District uses local, state, and federally required safety posters, as well as any other job or industry specific, safety posters to assist in maintaining awareness of the potential safety and health hazards employees may face. These posters include, but are not limited to, the following:

- 1) Emergency Telephone Numbers
- 2) Safety and Health Protection on the Job
- 3) Access to Medical and Exposure Records
- 4) Operating Rules for Industrial Trucks
- 5) Cal/OSHA 300 Form (to be posted from February 1 through April 30)

b) Safety and Health Handouts

The District uses general and specific safety and health handouts to assist in maintaining awareness of the potential safety and health hazards employees may face. Employee safety and health handouts may consist of, but are not limited to, the following:

- 1) Safety Policies and Procedures
- 2) Relevant Safety Training Handouts
- 3) General Code of Safe Practices (Attached)
- 4) Safety Rules and Regulations

c) Employee Safety Suggestions and Reports

The District provides confidential *Employee Safety Suggestion* forms to be utilized by employees to relay safety information relevant to the safe operation of the equipment, safety practices, and potential exposures or hazards to which the employee(s) is subjected. The *Employee Safety Suggestion* form is attached. All employee safety suggestions are reviewed by the Employee Safety Committee and forwarded to management as

appropriate. Employee safety suggestions are also discussed during safety and health training related to the particular suggestion(s).

d) Safety Trainings

The District conducts safety trainings for all employees on a regular basis throughout the calendar year. These trainings are given no less than quarterly and may be integrated into annual training programs that are part of Safety and Health Training or Instruction (Section 7) or act as stand-alone meetings on additional subjects.

e) Tailgate Meetings

Employees involved in construction and maintenance activities participate in safety tailgate meetings bi-weekly, coordinated by their managers and Division Supervisors. Topics are geared for the kind of work they perform and materials may be acquired from the Program Administrator, purchased from various safety organizations, acquired from associations that their divisions participate in, or selected by the District.

f) Employee Report Form

Besides using the District's *Employee Safety Suggestion* form for communicating safety issues, employees may also use the District's *Employee Incident Report Form* (Attached).

4. Scheduled Inspections

a) Purpose for Inspections

The Program Administrator or designee conducts safety and health inspections in order to:

1. Provide assistance in discovering any safety and/or health related issues or hazards;
2. Assure that Safety and Health posters are up-to-date;
3. Determine the effectiveness of the safety and health program; and
4. Evaluate the machinery, equipment, procedures, and employees.

b) Regularly Scheduled Inspections

It is the District's policy to conduct a District-wide safety and health inspection of all District facilities semi-annually. The Program Administrator or designee and Division Supervisors conduct this inspection.

It is the responsibility of each division to conduct an inspection of their facilities no less than semi-annually, in coordination with the Employee Safety Committee. The Division Supervisors conduct this inspection for their respective divisions.

c) Vehicle and Equipment Inspections

Each employee is to conduct a safety inspection of the vehicle assigned to them to conduct their daily District business, in accordance with the District Vehicle Use Policy. All other District equipment must also be inspected prior to use.

It is the responsibility of each division and its Division Supervisor to train each employee on the appropriate way in which to inspect the equipment, machinery, or vehicle that the employee may use.

d) Employee Inspection for Unsafe Conditions or Procedures

Employees are responsible to notify management of unsafe conditions, acts, or procedures they observe or discover.

e) Department Heads or their designees and Division Supervisors are responsible for conducting inspections when any new substance, process, procedure, or equipment is introduced to the workplace or management is made aware of a new or previously unrecognized hazard. Applicable training will be provided to employees in a timely manner.

5. Accident Investigation Procedures

a) Responsibility for Conducting Accident Investigations

Department Heads and Division Supervisors, in partnership with the Program Administrator and the Human Resources Representative, are responsible for the investigation of any incident regardless of whether it is a “near miss,” an occupational injury or illness, or property damage.

b) Investigations must be immediately initiated upon learning of the incident.

1) The involved employee must immediately notify their Director or Division Supervisor and complete the enclosed *Employee Incident Report* form (Attached).

2) Director or Division Supervisor must immediately notify the Program Administrator and the Human Resources Representative of the incident and thoroughly complete the enclosed *Supervisors' Incident Report* form or *Supervisors' Illness-Injury Report* form (Attached).

3) All original forms must be submitted to the Human Resource Representative and a copy must be sent to the Program Administrator. Investigations will be conducted for both acute (sudden) and chronic (over a period of time) incidents.

c) Procedure(s) For Accident Investigation

The following procedures for investigating any injury or illness must be adhered to:

- 1) Identification of injured or ill employee(s).
- 2) Visual inspection of the area, processes, and systems in which the incident occurred.
- 3) Physical inspection of the area, equipment, machinery, and systems where the incident occurred.
- 4) Interview of injured or ill employee(s), witnesses, and employee's supervisor(s).
- 5) Documentation of the preceding procedures in addition to date, time, and location of the incident, and personal data regarding the injured or ill employee(s).
- 6) Completion of all the answers relating to the questions of who, when, where, what, how, and why.

d) Procedures For Reporting to Cal-OSHA (in accordance with Title 8 California Code of Regulations, Sections 330(h) and 342)

- 1) The Program Administrator reports immediately by telephone to the nearest District office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment.
- 2) Immediately means as soon as practically possible but not longer than 8 hours after the District knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.
- 3) Serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.
- 4) The following information must be given in the report, if available:
 - i. time and date of accident;
 - ii. employer's name, address and telephone number;
 - iii. name and job title;

- iv. address of site of accident or event;
- v. name of person to contact at site of accident;
- vi. name and address of injured employee(s);
- vii. nature of injury;
- viii. location to where injured employee was moved;
- ix. list and identity of other law enforcement agencies present at the site of accident; and
- x. description of accident and whether the accident scene instrumentality has been altered.

6. Procedures for Correcting Unsafe or Unhealthy Conditions or Hazards

a) Reporting Problems

Employees are encouraged by management to report and document any unsafe or unhealthy act, condition, process, or procedure. It is the policy of the District to assure employees there are no reprisals for reporting any unsafe or unhealthy act, condition, process, or procedure. Problems may be identified via the employee communication process or during the conducting of an inspection or while doing an accident investigation.

b) Time Table for Correction for Newly Discovered or Observed Hazards

Division management must correct or abate all confirmed, reported unsafe or unhealthy conditions, processes, or procedures within fifteen (15) working days, unless the correction or abatement is delayed due to lack of appropriate materials, extensive repairs, processes or funds. If the correction process is delayed, the Program Administrator or designee, will notify all employees and management of the delay and the reason.

No employee is allowed to perform any production on or with any equipment or machinery that is in need of, or is in repair, or that has been deemed unsafe or unhealthy, unless properly trained on what to do and provided with the necessary equipment and/or personal protective equipment.

c) Hazards Which Give Rise to Imminent Danger

Division management must notify all employees of any imminent danger that may cause serious or even fatal injury. Should such a situation arise or exist, division management will instruct all exposed employees in the area(s) where the imminent danger exists to evacuate. Only those employees absolutely necessary for the correction or abatement of the hazard(s) are allowed in the area(s) where the hazard exists. Division management must ensure all required employees are properly trained to utilize any equipment or personal

protective equipment that is necessary to complete the task(s) in a safe manner.

7. Safety and Health Training or Instruction

The Program Administrator coordinates District-wide training and instruction according to the following:

Employee Training Programs (District-wide): Employee training programs include, but are not be limited to:

1) Employee Injury & Illness Prevention Program

At the commencement of the District's Employee Injury & Illness Prevention Program and at the initiation of any major revisions of this program, all District employees are trained by the Program Administrator or designee on what the program contains and what actions employees are to take regarding their assigned duties.

2) New Employee Safety Orientation

This program is for all newly hired employees and is offered in coordination a new employee safety orientation that includes the following information that applies to all District employees:

(1) Employee Injury & Illness Prevention Program

(i.) Each new employee receives a copy and signs a receipt for receiving and understanding this program.

(ii.)The signed receipt is maintained in the employee's personnel file.

(2) General Code of Safe Practices

(i.) Each new employee receives a copy and signs a receipt for receiving and understanding this document.

(ii.)The signed receipt is maintained in the employee's personnel file.

3) Workplace Safety and Health Practices (Attached)

Quarterly training as covered in Section 3(d).

4) Specialized Training

- i. As needed, the Program Administrator coordinates training for Directors and Division Supervisors in their responsibilities for

the safety and health of their employees. Such training includes both safety management and technical subjects.

As needed, division management provides supervisors with training on the hazards and risks faced by the employees under their immediate direction. They are also trained on how to actually train or instruct the employees under their immediate direction.

- ii. In addition, division management provides training whenever:
 - (a) New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
 - (b) Division management becomes aware of a new or previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.
 - (c) An employee receives a new job assignment and there are hazards associated with the new job or task. Any special circumstances, processes, or procedures are covered completely with the employee before he or she begins work at the new job assignment.

8. Recordkeeping and Documentation

a) Safety and Health Inspections

- 1) District-wide Safety and Health Inspections: The Program Administrator maintains written documentation of all safety and health District-wide inspections that are directed by the Program Administrator.
- 2) Division Safety and Health Inspections: each individual division maintains written documentation of all safety and health inspections that are conducted by the division itself.
- 3) All Safety and Health Inspections are documented on the enclosed *Safety & Health Inspection & Action Plan* form (Attached).
- 4) The inspection documentation includes:
 - i. Date of inspection;
 - ii. Name(s) of the individual(s) conducting inspection;
 - iii. Physical address/location of inspection;
 - iv. Description of the unsafe/unhealthy act, condition, process, procedure, or equipment observed or discovered; and

v. The action taken to abate or correct the unsafe or unhealthy act, condition, process, procedure, or equipment.

5) All inspection documentation is maintained for a period of at least three (3) years.

b) Investigation Form – See the enclosed *Supervisors' Investigation Report(s)* (Attached).

c) Safety and Health Training and Instruction

This documentation is maintained for a period of at least three (3) years by the by the Program Administrator. Documentation includes the following information:

- 1) Date of the training and instruction;
- 2) Person(s) conducting the training and instruction;
- 3) Name(s) and signature(s) of employee(s) trained and instructed;
- 4) Description of the training and instruction; and
- 5) Materials used during the training including curriculum and handouts.

All safety training and safety meeting programs are documented on the enclosed *Employee Safety Training and Instruction Record* form (Attached).

d) Safety and Health Program Recordkeeping Forms

- 1) Acknowledgment of Receipt of the District's IIPP
- 2) Acknowledgment of Receipt of the District's General Code of Safe Practices
- 3) Confidential Employee Safety Suggestions
- 4) Employee Report
- 5) Supervisors' Investigation Report
- 6) Employee Safety Training and Instruction Record
- 7) Cal-OSHA Serious Injury/Illness Reporting Requirements
- 8) Exposure and Medical Records

II. **EXCEPTIONS**

Per the Occupational Safety and Health Act, there are no exceptions to this policy.

III. **AUTHORITY**

By the authority of the General Manager.

**Bear Valley Community Services District
INJURY & ILLNESS
PREVENTION PROGRAM
ACKNOWLEDGEMENT OF RECEIPT**

By my signature below, I acknowledge that I have received, read and understood the Bear Valley Community Services District's Injury & Illness Prevention Program policy, and I will abide by its terms. I understand that failure to fully comply with all terms set forth in the policy may lead to disciplinary action, up to and including termination. A copy of this receipt will be placed in my personnel file.

Employee's Name (PLEASE PRINT)

Employee's Signature

Date

**Bear Valley Community Services District
GENERAL CODE OF SAFE PRACTICES**

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CAL-OSHA SERIOUS INJURY/ILLNESS REPORTING REQUIREMENTS

What to report to Cal-OSHA upon learning of a serious occupational injury or illness.

Within eight (8) hours of learning of an occupational injury or illness involving death or serious* injury, the organization's IIPP Administrator is required to provide the following information to the nearest office of the Division of Occupational Safety and Health (DOSH) in California:

Offices (in alphabetical order)*					
#	Office	Telephone #	#	Office	Telephone #
1	Concord	925-602-6517	11	San Bernardino	909-383-4321
2	Foster City	650-573-3812	12	San Diego	619-767-2280
3	Fremont	510-794-2521	13	San Francisco	415-972-8670
4	Fresno	559-445-5302	14	Santa Ana	714-558-4451
5	Los Angeles	213-576-7451	15	Santa Rosa	707-576-2388
6	Modesto	209-576-6260	16	Torrance	310-516-3734
7	Monrovia	626-256-7913	17	Van Nuys	818-901-5403
8	Oakland	510-622-2916	18	Ventura	805-654-4581
9	Redding	530-224-4743	19	West Covina	626-472-0046
10	Sacramento	916-263-2800			

* Offices and their telephone numbers obtained from the Cal-OSHA web site:
www.dir.ca.gov/DOSH/DistrictOffices.htm

1. Time and date of accident.
2. Employer's name, address and telephone number.
3. Name and job title, or badge number of person reporting the accident.
4. Address of site of accident or event.
5. Name of person to contact at site of accident.
6. Name and address of injured employee(s).
7. Nature of injury.
8. Location where injured employee(s) was (were) moved to.
9. List and identity of other law enforcement agencies present at the site of accident.
10. Description of accident and whether the accident scene has been instrumentality altered.

* Definition of a serious injury from Cal-OSHA Title 8, Section 330(h):

Serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period of 24 hours for other than medical observation **or** in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

CAL-OSHA INSPECTION PROCEDURES

1. Equipment needed:
 - a. A camera, if at all possible.
 - b. Paper and pen.
2. When a Cal-OSHA inspector arrives on site, the following procedures are to be followed:
 - a. Ask to see the inspector's identification card.
 - b. Request your organization's safety coordinator to meet with the inspector and to act as the organization's management representative.
 - c. Ensure an employee representative (NON-EXEMPT) is included during all meetings and inspections with the inspector.
 - d. Be cordial and polite to the inspector. The inspector is there to help the organization in its safety efforts. Refrain from creating an adversarial relationship with the inspector.
 - e. The safety coordinator or designee does the following:
 - 1) Takes notes detailing the work site, including tools, equipment, work location and activities.
 - 2) Accompanies the inspector at all times without hindering the inspection or investigation.
 - 3) Secures all evidence of noted unsafe practices and/or conditions.
 - 4) Duplicates samples taken (if possible), requests copies or duplicates any photos taken.
 - 5) Photographs all conditions noted by the inspector.
 - 6) Answers all questions as truthfully and directly as possible. Does not speculate or express opinions.
 - 7) Requests to be included in all meetings the inspector has with employees. The inspector is entitled by law to speak privately with employees. Consequently, the inspector does not have to grant the safety coordinator access to such meetings.
 - f. Ensure all information from the inspection process is recorded and maintained. At the Closing Conference, request as many details from the inspector as possible including an estimate of when a report will be forthcoming.

DRIVING SAFETY

Take the follow precautions when driving on organization business:

1. Have permission to use the vehicle.
2. Have the following documents with you:
 - a. Your driver's license for the particular type of vehicle you are driving.
 - b. Vehicle registration form.
 - c. Proof of vehicle insurance.
3. Conduct a safety check prior to driving the vehicle:
 - a. Walk around the vehicle to make sure everything is in order, especially the lights and tires.
 - b. Check the operation of brakes, steering mechanism, signals, headlights, and horn.
 - c. Be sure you have good visibility all around.
4. Ensure you and your passenger compartment occupants buckle your safety belts.
5. Obey all State and local traffic regulations with special emphasis on:
 - a. Obeying the speed limit.
 - b. Using turn signals.
 - c. Backing. Use care and caution and walk around the vehicle to make sure no person or thing is in your rearward path.
 - d. Staying a safe distance behind the vehicle in front of you using the 3-second rule.
 - e. Driving defensively - - letting the other driver go ahead.
6. Keep valuables out of sight from passersby.
7. Store tools and similar loose equipment in secure compartments to prevent them from becoming flying objects.
8. When departing the vehicle, set the hand/foot brake and remove the keys.
9. Report any problems to your supervisor immediately.
10. In the event of an accident:
 - a. Call the Police
 - b. Call your supervisor
 - c. Cooperate with accident investigators
 - d. Admit blame to no one
 - e. Talk with authorities only

ELECTRICAL SAFETY

1. Check equipment, cords and attachments before each use to ensure they are safe to use and operate.
2. Keep electrical cords up and out of the way so no one steps on the cords, a potential shock or fire hazard.
3. Report any damaged electrical equipment promptly to your immediate supervisor.
4. Make sure equipment is properly grounded and plugged into grounded circuits.
5. If flammable or corrosive chemicals are nearby, use extreme caution with electricity. Follow procedures for operating electrical equipment in these areas.
6. Use lockout/tagout procedures and equipment to ensure power is completely off during maintenance and repairs of hard-wired equipment.
7. Stay clear of energized parts whenever possible. If you must work with energized parts, always use protective equipment such as rubber gloves, sleeves, blankets, mats and non-conducting tools.
8. Keep conductive materials away from sources of electricity. Such materials include steel wool, metallic cleaning cloths and some chemical solutions.
9. Keep in place original equipment guards protecting electrical equipment.
10. Use only electrical equipment in wet or damp locations designed for such use. All electrical equipment in these areas must be grounded and the use of ground fault circuit interrupters (GFCI) is required.
11. Remove damaged equipment from service. Only use equipment you know is safe to use.
12. Keep electrical panel doors on and closed.
13. Keep access to electrical panels clear with at least a 36" clearance.
14. Ensure all circuit breakers in electrical panels are correctly labeled so you know which circuits to shut off in an emergency.
15. Attempt to plug electrical equipment directly into a nearby outlet so electrical extension cords do not have to be used. Add additional electrical outlets as needed.
16. Rearrange furniture or install additional electrical outlets where the power is needed so electrical cords do not have to be run across aisle ways.

EXCAVATIONS

Article 6 of Title 8 regarding Excavations does not require a separate program document.

Therefore, Bear Valley Community Services District complies at a minimum with the California Code of Regulations (CCR), Title 8, Subchapter 4, Construction Safety Orders, Article 6, Excavations, Sections 1539 through 1543.

Cal/OSHA requires that site evaluations and safety provisions be carried out by a Competent Person. The designated Competent Person must be on site to identify hazards. If the Competent Person finds evidence of a hazard, workers must be removed from the dangerous area. No employee is to be permitted to enter a trench or excavation unless the Competent Person is on site. Bear Valley Community Services District complies with the Competent Person requirements.

Competent Person – Title 8, Section 1504. Definitions

Competent Person. One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them

In a broad sense a Competent Person is an individual who, through training and/or experience, is:

1. Knowledgeable of applicable standards
2. Capable of identifying site specific workplace hazards
3. Designated by the employer, *and*
4. Has authority to take appropriate corrective actions

Under Cal/OSHA Policies and Procedures, a Competent Person may be interviewed by a Cal/OSHA inspector to determine whether that person has knowledge of:

1. The Title 8 requirements for excavations, trenches and earthwork,
2. Use of protective systems,
3. Soil analysis as required in Title 8 provisions pertaining to trenches, excavations, and earthwork, *and*
4. Ability to recognize and test for hazardous atmospheres performance, as follows:
 - a. Training shall be determined by furnishing a copy of a certificate, a letter or other written evidence, indicating completion of competent person training conducted by the employer, an employer association, or third party trainer, *or*
 - b. Experience shall be determined by asking the designated competent person to satisfactorily demonstrate that they have acquired the requisite knowledge and ability through previous experience, *and*
 - c. Performance shall be determined by an evaluation of whether the competent person has been given the required authority and has fulfilled the responsibilities of the competent person.

EYE AND FACE PROTECTION

Personal Protective Equipment

1. Always wear the correct eye and face protection if you work with anything that can injure your eyes.
2. Never rely on regular glasses or contact lenses to protect your eyes.
3. Where there is a specific requirement to wear safety glasses or goggles for complete eye protection, face shields by themselves are not permitted.
4. Wear safety glasses or goggles under face shields for added protection whenever possible.
5. Wear tinted or shaded lenses to protect your eyes from glare when working in a bright environment.
6. Ask your supervisor if contact lenses are safe to wear for the kind of work you are doing.
7. Always keep your safety eye protection equipment in good repair, replacing it if scratched or cracked.
 - a. Keep lenses clean.
 - b. Keep goggles in a case or pouch when not in use.
8. Management ensure:
 - a. Previously used equipment is disinfected before reissuing to another employee.
 - b. First-aid instructions are posted close to potential danger spots.

FIRE SAFETY

1. Ensure good housekeeping is maintained, keeping work areas clean and free of debris.
2. Make sure all electrical equipment is protected.
3. Store flammable materials in approved safety cans and/or cabinets.
 - a. Keep smoking and flames/sparks away from areas where flammables are present.
 - b. Clean or report all spills of flammable liquids.
4. Maintain all electrical circuits so they do not become overloaded.
5. Use only space heaters having:
 - a. An automatic *tip-over* device that shuts the unit off if the device should topple over.
 - b. Sufficient electrical power on the circuit to handle the space heater's electrical needs.
6. Keep fire exits and escape routes clear and well marked.
7. Know the evacuation routes from your work area.
8. Know where alarm boxes are located.
9. Know the procedures for reporting fires and using fire extinguishers.
10. Know where fire extinguishers are located and what type to use on each kind of fire:
 - a. Type A Wood, paper, cloth, rubbish
 - b. Type B Flammable gas/liquids, oil, grease, oil-based paint
 - c. Type C Electrical
 - d. Type D Combustible metals
11. Maintain a fire watch at all times open flames are present, and follow all safety precautions when welding, cutting and/or brazing.

TOP 10

GENERAL SAFETY PRACTICES

The following practices are designed to help you work in a safe manner. All practices are to be followed. Managers and supervisors enforce them for the good and welfare of everyone.

1. *No function of this organization is so critical as to justify or require a compromise of safety and health.*
2. Learn everything you can about your job so you do each task in a safe manner.
3. Work at a pace whereby you get the job done in a timely manner without hurting yourself or fellow employees.
4. As time permits, keep your work area as clean as possible so you do not get hurt.
5. Take special care to watch where you are walking to avoid slipping or tripping and possibly falling.
6. Only use equipment and machines on which you have been trained to operate.
7. Bend your knees and use your legs when lifting, pushing or pulling objects.
8. Wear all the personal protective equipment appropriate for the work you are performing.
9. Take your job seriously and work diligently to ensure you and everyone around you works in a safe manner. Ensure safe performance matters in all you do, and remember: alcohol and illegal drugs are prohibited in the workplace.
10. Report immediately to your supervisor:
 - a. On-the-job injuries or illnesses.
 - b. Hazards, unsafe practices, or policies and procedures you believe could cause an accident.

GUARDING

Machine guards are meant to protect you from harm:

1. When Operating Machines:
 - a. Never remove or bypass a guard or other safety device.
 - b. Never operate a machine if a guard is missing, modified or not working right.
 - c. Make sure guards removed for maintenance are replaced and working right before operations resume.
 - d. Never remove a guard to increase your productivity. If you believe a guard is making it hard for you to work efficiently, talk to your supervisor or organization manager. Don't sacrifice your safety to get a job done faster.
 - e. Always keep guards in place to protect you from pinch points, crush points, amputation injuries and dangerous energy sources (electrical, mechanical, pneumatic, hydraulic, gravity, chemical or thermal) capable of harming you.

2. Kinds of Guards:
 - a. Enclosures – most common type
 - b. Remote control
 - c. Removal devices
 - d. Two-handed tripping devices
 - e. Interlocking devices
 - f. Electronic safety devices
 - g. Moving barriers

HAND TOOLS

1. Basic Rules

- a. Select the right tool for the job.
- b. Inspect the tool and ensure the tool is in good condition.
- c. Wear eye protection at all times.
- d. Use the tool in the correct and safe way.
- e. Concentrate your full attention on the task at hand.
- f. Use tools in a professional manner; they are not toys.
- g. After use, store the tool in a safe location.

2. Handsaws

- a. Ensure all saws are sharp and properly set.
- b. Select the proper saw for the material being cut.
- c. Move the saw in a straight line, without twisting or binding.
- d. Hold the material being cut firmly so it will not bind or stick.

3. Hammers

- a. Select the correct hammer for the job; only soft hammers should be used to drive hardened drills or chisels or to adjust dies.
- b. Hammer handles must fit tightly, and not have any cracks or splinters.
- c. Grip the hammer handle near the end; do not choke the handle.
- d. Look at the striking end of the hammer when delivering the blow, to avoid hitting your hand or fingers.

4. Punches, Drills and Chisels

- a. Dress flat the ends of struck tools such as cold chisels, star drills, and punches.
5. Grind or file a small radius around the edge of the striking surface to reduce spilling and subsequent danger of flying steel chips.

5. Keep Cutting Edges Sharp.

6. Use Pliers or Tongs to Hold a Tool and To Avoid Hand Injury, Where Possible.

HOUSEKEEPING

1. Arrange furniture and equipment so it is easy to use and move around.
2. Keep tables and shelving units from becoming overloaded.
3. Keep chairs squarely on the floor; make sure coasters are securely attached.
4. Store heavier items at waist level for ease of lifting.
5. Open one file or storage drawer at a time.
6. Keep electrical circuits from becoming overloaded; request additional outlets and power if needed.
7. Check electrical cords for frayed or worn spots.
8. Keep electrical, telephone, computer and other cords out of aisle ways. The optimum approach is to rearrange furniture and/or install additional outlets where the power is needed. Keep cords up and out of the way.
9. Store sharp tools down and away; use cardboard sheaths to cover such tools.
10. Keep all bottles and containers clearly labeled as to their ACTUAL contents.
11. Box and label supplies.
12. Keep a step stool or ladder on hand for reaching hard to reach objects.
13. Maintain good, sufficient lighting.
14. Clean up spills immediately.

ILLUMINATION

1. Inspect your work place to identify areas needing improved illumination for more work efficiency, safety, and security.
2. Work only with protected light sources (no bare bulbs) wherever possible to reduce glare and improve focusing power; keep lighting needed for just your work area, shielded so others are not bothered by direct light.
3. Keep bulbs and reflectors clean to reduce glare and eliminate shadows. Your work area should have direct light.
4. To improve work efficiency while doing computer work, take one or more of the following actions to help you reduce glare:
 - a. Dim office lights
 - b. Control brightness of the screen
 - c. Move the screen so direct light doesn't shine on it.
 - d. Install a glare reducer on the screen.
5. Stop, and adjust your eyes when entering an area with reduced lighting.
6. If you work in a poorly lit area where you need to concentrate on detailed work, try to improve the illumination if possible. If it is not possible to do so, take periodic breaks from the detailed work and focus your eyes on distant objects to give your eyes a rest break.

OFFICE SAFETY

1. Maintain an orderly and clean work environment:
 - a. Keep desk and file cabinet drawers closed when unattended.
 - b. Keep open only one filing cabinet drawer at a time.
 - c. Close drawers on desks when they are not being used.
 - d. Keep boxes and supplies out of aisles.
 - e. Keep cords out of aisles; strap or tape them to desks or walls.
 - f. Put office supplies away when finished with a specific task.
 - g. Dispose of food and drink after use to keep pests away from the office.
 - h. Wipe up spills.
2. Keep personal items (such as purses, umbrellas, jackets, sweaters) off the floor, and in drawers, closets or on coat racks to avoid creating tripping hazards.
3. Take note of unfamiliar people in the office environment. Report suspicious people to your supervisor.
4. Use extreme caution when using stairs; hold on to handrails as you descend or ascend.
5. Open doors slowly, other people may be on the other side of doors as you enter or leave.

PORTABLE LADDER SAFETY

1. All ladders:
 - a. Select the right ladder for the job.
 - 1) The ladder should be tall enough so you can reach the required objects without standing on the top or second-to-the-top rung/step of the ladder or putting the ladder on some other object to reach the required objects.
 - 2) The ladder should be made of a material conducive for the work to be performed, e.g., a wood or fiberglass ladder for working around electrical equipment rather than a metal ladder.
 - b. Use ladders for only their intended purpose, i.e., climbing up and down.
 - c. Maintain ladders in good condition. Ladders in disrepair should be either disposed or fixed.
 - d. Before climbing any ladder, check its condition:
 - 1) Nuts and bolts tight?
 - 2) Rungs secure?
 - 3) Spreaders working?
 - 4) Safety feet properly working?
 - e. Always face the ladder when ascending or descending, holding on with both hands.
 - f. While working and whenever possible, hold on to the ladder with one hand.
 - g. Use a tool belt or a bucket attached to a hand line to pull tools up.
 - h. The trunk of your body should not extend past the side of the ladder. Move the ladder if you have to reach outside of this area.
 - i. Wear slip-resistant footwear.
 - j. Keep the ladder rungs free of oil and grease.

2. Step Ladders

- a. Make sure the spreaders are locked open before climbing.
- b. Place a ladder only where it is safe to do so. For example, it is not safe to put a ladder in front of doors opening toward the ladder unless the door is blocked open, locked or guarded.
- c. Keep at or below the second rung from the top.

3. Straight Ladders

- a. Use the 4 to 1 rule. Position the base of the ladder one foot out from the wall for every four feet of the ladder's height up to the support point. For example, the base of a 16-foot ladder should be four feet out from the wall.
- b. Ensure the ladder extends at least 3 feet above the elevated surface to which you are climbing.
- c. Place the base of the ladder so the ladder will not slip.
- d. Lash the ladder at the top to hold it in place.
- e. Adjust extension ladders while standing at the base, not while standing on the ladder or from a position above the ladder.
- f. Keep at or below the third rung from the top on a straight ladder.

PORTABLE POWER TOOLS AND EQUIPMENT

1. Install required safety guards and shields on grinders, saws and similar equipment.
2. Equip circular saws with guards above and below the base shoe.
3. Check circular saw guards to assure they are not wedged up, leaving the lower portion of the blade unguarded.
4. Guard completely all rotating or moving parts of equipment, such as belts, pulleys, chains, and sprockets.
5. Effectively ground all cord-connected, electrically-powered tools and equipment, or use double-insulated type tools.
6. Only use grounded tools in wet conditions.
7. Use ground-fault circuit interrupters (GFCI) on all temporary electrical 15 and 20 ampere circuits used during periods of construction and anywhere near water including sinks.
8. Check regularly all pneumatic and hydraulic hoses on power-operated equipment for deterioration or damage. Replace if necessary.
9. Ensure portable fans have full guards or screens having openings of not more than 1/2 inch.
10. Install all equipment prior to use. If damaged, do not use.

TOP 10

SAFETY RESPONSIBILITIES

FOR MANAGERS AND SUPERVISORS

1. *No function of this organization is so critical as to justify or require a compromise of safety and health.*
2. Maintain a safe and healthy work environment for all your employees.
3. Coach the new employee on what is required and expected.
4. Train all employees to be aware of the hazards in their work environment and to take appropriate action to prevent injury to themselves and others.
5. Enforce safety practices:
 - a. Recognize employees who comply regularly with the safety rules for their jobs.
 - b. Correct employees who do not comply. Provide discipline when needed.
6. Continually inspect your work areas to identify potential safety hazards or unsafe work practices.
7. Correct problems as quickly as possible after they are identified.
8. Keep aware of current and new occupational safety & health standards.
9. Obtain employee input to improve the safety effort.
10. *Always set the safety example yourself.*

SLIPS, TRIPS AND FALLS

Same Level

Avoid Slips, Trips and Falls By:

1. Looking before you walk; making sure your pathways are clear.
2. Wearing slip-resistant and well-fitted footwear.
3. Keeping materials off the floor.
4. Storing everything in its proper place.
5. Closing drawers immediately after each use.
6. Cleaning up debris, tools and equipment after each job.
7. Reporting accidental spills immediately.
8. Bundling and strapping wires, cords and cables together, and securing them up and out-of-the-way.
9. Posting WARNING signs to make sure others are aware of a slip or trip hazard.
10. Inspecting the area around you for slip and trip hazards.
 - a. Correcting those problems you can fix yourself.
 - b. Reporting those hazards requiring funds or more skilled people and equipment to fix.
11. Carrying a flashlight when you know you will be working in an area with low lighting or where you will be walking where there is insufficient lighting.
12. Walk, don't run!

TRAFFIC CONTROL POLICY

The Organization complies with the most current edition of the California Manual on Uniform Traffic Control Devices (MUTCD), as published by the California Department of Transportation and customizes specific situations for tailored traffic control activities.

The policy focuses on establishing safe work zones and flagger activities.

BVCSD Safety Suggestion Slip

Safety Suggestion/Comment:

Name (Optional):

Dept./Division (Optional):

BVCSD Safety Suggestion Slip

Safety Suggestion/Comment:

Name (Optional):

Dept./Division (Optional):

BVCSD Safety Suggestion Slip

Safety Suggestion/Comment:

Name (Optional):

Dept./Division (Optional):

BVCSD Safety Suggestion Slip

Safety Suggestion/Comment:

Name (Optional):

Dept./Division (Optional):

It is the policy of the District to assure employees that there will be no reprisals for reporting any unsafe or unhealthy act, condition, process, or procedure. The District will strive to maintain the confidentiality of all employees who provide suggestions or reports and will not disclose the identity of any employees. If you believe you have been retaliated against for reporting a safety concern, please contact the Human Resources Representative.

It is the policy of the District to assure employees that there will be no reprisals for reporting any unsafe or unhealthy act, condition, process, or procedure. The District will strive to maintain the confidentiality of all employees who provide suggestions or reports and will not disclose the identity of any employees. If you believe you have been retaliated against for reporting a safety concern, please contact the Human Resources Representative.

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Employee Incident Report

INSTRUCTIONS

1. Report the incident **IMMEDIATELY** to your supervisor and Human Resources Representative
2. **Within 24 hours of the incident:** Complete ALL sections of this form and return to Human Resources

I. EMPLOYEE

Name:		Job Title:	
Address:		City:	State: Zip:
Home Phone No: ()		Department:	
Direct Supervisor:			

II. FACTS RELATED TO INCIDENT

Date/time of incident:	Any witness(es)? No Yes*	
Date of supervisor's knowledge or notice of incident:	<u>*Witness Name(s)</u>	<u>Phone No.</u>
Where did incident occur (department/room/location outside):		
Were other employees involved? Yes No If yes, who?		Was an outside agency/person involved? Yes No If yes, who?
What were you doing at the time?		
Describe step by step what led up to the incident (continue on back if necessary):		
What could have been done to prevent this incident?		
Nature of injury:		Body part injured:
Describe any previous conditions/injury to body part currently injured:		
Did incident result in First Aid? Yes No		Did you see a doctor? Yes No

- The above information is true and correct to the best of my knowledge.
- I understand that I am not filing a Worker's Compensation claim at this time. I do not choose to complete the DWC Form 1, "Employee's Claim for Worker's Compensation Benefits", which has been provided to me, at this time. If I am in need of medical treatment in the future related to this incident, I will immediately inform my supervisor and complete the DWC Form 1.

Employee Signature

Date



Supervisor's Incident Report

INSTRUCTIONS

- Report the incident **IMMEDIATELY** to Human Resources
- With 24 hours of the incident, complete ALL sections of this form and return to Human Resources

I. EMPLOYEE INVOLVED

Name:		Job Title:	
Address:		City:	State: Zip:
Home Phone No: ()		Department:	
Direct Supervisor:			

II. FACTS RELATED TO INCIDENT

Date/time of incident:	Any witness(es)? No Yes*	
Date/time the employee began work:	<u>*Witness Name(s)</u>	<u>Phone No.</u>
Date of supervisor's knowledge or notice of incident:		
Where did incident occur (department/room/location outside):		
Were other employees involved? Yes No If yes, who?	Was an outside agency/person involved? Yes No If yes, who?	
Did incident result in injury? Yes No	If employee died, date/time of death:	
Specific injury/illness and part(s) of body affected: (i.e., broken finger on <u>right</u> hand, tendonitis in <u>left</u> elbow, etc.)		
What was employee doing when event occurred? (i.e., lifting, keyboarding, loading boxes on truck, driving tractor, etc.)		
What equipment, chemicals, or tools was employee using when the event occurred (i.e., computer equipment, tools, machinery)?		
Describe how incident occurred. If more space is needed, please attach separate sheet of paper:		
Could anything be done to prevent incidents of this type? What course of action do you propose?		

Signature of Supervisor

Date



Supervisor's Injury & Illness Report

INSTRUCTIONS

- Report the illness/injury **IMMEDIATELY** to Human Resources
- With eight (8) hours of the illness/injury, complete ALL sections of this form and return to Human Resources

I. INJURED/ILL EMPLOYEE

Name:		Job Title:	
Address:		City:	State: Zip:
Home Phone No: ()		Department:	
Direct Supervisor:			

II. FACTS RELATED TO INJURY/ILLNESS

Date/time of injury or onset of illness:	Any witness(es)? No Yes*	
Date/time the employee began work:	<u>*Witness Name(s)</u>	<u>Phone No.</u>
Date of supervisor's knowledge or notice of injury/illness:		
Where did injury/illness occur (department/room/location outside):		
Were other employees injured? Yes No If yes, who?	Was an outside agency/person involved? Yes No If yes, who?	
Did injury/illness result in First Aid? Yes No	If employee died, date/time of death:	
Specific injury/illness and part(s) of body affected: (i.e., broken finger on <u>right</u> hand, tendonitis in <u>left</u> elbow, etc.)		
What was employee doing when event occurred? (i.e., lifting, keyboarding, loading boxes on truck, driving tractor, etc.)		
What equipment, chemicals, or tools was employee using when the event occurred (i.e., computer equipment, tools, machinery)?		
Describe how injury/illness occurred. If more space is needed, please attach separate sheet of paper:		
Could anything be done to prevent injuries/illnesses of this type? What course of action do you propose?		

Signature of Supervisor

Date

**INJURY & ILLNESS
PREVENTION PROGRAM
WORKPLACE SAFETY & HEALTH PRACTICES**

1. Emergency Evacuation Plan (Site Specific)
2. Fire Prevention Plan
3. Fire Extinguisher Use
4. Hazard Communication Program – Employee Right-to-Know
5. Ergonomics in the Work Environment
6. Emergency Preparedness
7. First Aid/CPR/AED Training
8. Defensive Driver Training
9. Active Shooter Training
10. Heat Stress Prevention
11. Material Safety Data Sheets
12. New Substance, Process, Procedure or Equipment

FACILITY SAFETY INSPECTION CHECKLIST

FACILITY NAME: _____ LOCATION: _____

INSPECTION COMPLETED BY: _____ DATE: _____

Administrative:

	SATISFACTORY			COMMENTS/ACTIONS
1. Written safety rules/safe job procedures in place (IIPP)	Y	N	N/A	_____
2. OSHA log updated/safety posters displayed	Y	N	N/A	_____
3. Management Safety Policy in place	Y	N	N/A	_____
4. All planned safety activities performed (meetings, inspections, training)	Y	N	N/A	_____

Life Safety Issues/Housekeeping:

1. Walkways maintained, aisles defined, uncluttered	Y	N	N/A	_____
2. Emergency exits mapped out and posted	Y	N	N/A	_____
3. Emergency exits clearly identified, adequate number	Y	N	N/A	_____
4. Egress routes marked and accessible	Y	N	N/A	_____
5. Unapproved doors clearly marked "NOT AN EXIT"	Y	N	N/A	_____
6. Stairs/aisle ways free from material storage and debris	Y	N	N/A	_____

Emergency Medical:

1. Emergency contact information posted	Y	N	N/A	_____
2. First aid responders available for each shift	Y	N	N/A	_____
3. Bloodborne pathogens exposure potential adequately addressed	Y	N	N/A	_____
4. First aid supplies adequate and available	Y	N	N/A	_____
5. Transportation available for injured workers/plan in place	Y	N	N/A	_____

Slip/Trip/Fall Hazards:

1. Portable ladders equipped with non-slip feet. Metal ladders marked "Do Not Use Around Electrical Equipment"	Y	N	N/A	_____
2. Stairways in good repair with handrails, treads and risers in proper proportion and non-slip	Y	N	N/A	_____
3. Elevated areas have guardrails and toe boards	Y	N	N/A	_____
4. Work areas, aisle ways, storage areas are orderly	Y	N	N/A	_____
5. Illumination adequate for normal conditions, emergency lighting in place, all bulbs function properly	Y	N	N/A	_____
6. External walking, parking, break areas free of hazards, well maintained	Y	N	N/A	_____
7. Warning signs posted for wet floors or spills	Y	N	N/A	_____
8. Anti-slip mats and flooring used where appropriate	Y	N	N/A	_____
9. All flooring is void of tripping hazards	Y	N	N/A	_____

Fire Safety:

	SATISFACTORY			COMMENTS/ACTIONS
1. Portable fire extinguishers of proper type are mounted properly, accessible, and inspected	Y	N	N/A	_____
2. Approved safety containers are used for flammable liquids	Y	N	N/A	_____
3. Bonding and grounding used for flammable liquids	Y	N	N/A	_____
4. Combustible debris disposed of regularly	Y	N	N/A	_____
5. Combustibles are properly stored and labeled	Y	N	N/A	_____
6. Smoke/heat detectors functional and inspected	Y	N	N/A	_____

Electrical Hazards:

1. Machinery and equipment are grounded	Y	N	N/A	_____
2. 36" clearance is maintained in front of all electrical panels	Y	N	N/A	_____
3. Electrical panels clearly marked	Y	N	N/A	_____
4. Outlets, switches and boxes have covers	Y	N	N/A	_____
5. Permanent wiring in place – no extension cords	Y	N	N/A	_____
6. Exposure of overhead electrical lines controlled	Y	N	N/A	_____
7. Emergency stops and critical electrical controls are identified	Y	N	N/A	_____

Mechanical and Manual Material Handling and Storage:

1. Hoist chains, cables and slings are inspected regularly and documented	Y	N	N/A	_____
2. Storage piles are stable and secured from falling or collapse	Y	N	N/A	_____
3. Guards are provided for "point-of-operation" of machinery	Y	N	N/A	_____
4. Power transmission guards are in place	Y	N	N/A	_____
5. Noise exposure adequately addressed	Y	N	N/A	_____
6. Warnings displayed in obvious locations	Y	N	N/A	_____
7. Compressed air systems have pressure relief valve in place and are not leaking	Y	N	N/A	_____
8. Air hoses provided with safety latch to prevent accidental disconnect	Y	N	N/A	_____
9. Welding equipment in good condition	Y	N	N/A	_____
10. Compressed gas cylinders are secured to prevent falling	Y	N	N/A	_____
11. Overhead hazards from equipment are guarded below 7 feet from floor	Y	N	N/A	_____

Chemicals:

1. Hazardous material containers labeled	Y	N	N/A	_____
2. SDS available	Y	N	N/A	_____
3. Eating prohibited in work areas where chemicals are used	Y	N	N/A	_____
4. Eyewash/emergency shower available and functional	Y	N	N/A	_____

SATISFACTORY COMMENTS/ACTIONS

Personal Protective Equipment:

1. Ear protection in place where needed	Y	N	N/A	_____
2. Face/eye protection in place where needed	Y	N	N/A	_____
3. Protective clothing, gloves, aprons, boots, face shields and goggles are used when handling hazardous materials	Y	N	N/A	_____
4. Approved respiratory protection equipment available and fit tested	Y	N	N/A	_____

Additional Notes:

Correction Actions

Due Date: _____

Inspected By: _____

Re-Inspected By: _____

