Industry Guide 41

A Guide to OSHA for Small Businesses in North Carolina

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Acknowledgment

This guide is based upon the *OSHA Handbook for Small Businesses*, published by the U.S. Department of Labor's Occupational Safety and Health Administration, with changes to reflect the OSHA program in North Carolina. The information in this guide was revised in 2013.

This guide is intended to be consistent with all existing OSHA standards; therefore, if an area is considered by the reader to be inconsistent with a standard, then the OSHA standard should be followed.

To obtain additional copies of this guide, or if you have questions about N.C. occupational safety and health standards or rules, please contact:

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Phone: 919-707-7876 or 1-800-NC-LABOR (1-800-625-2267)

Additional sources of information are listed on the inside back cover of this guide.

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Contents

Part		Page
	Foreword	iv
1	Introduction	1
2	A Four-Point Workplace Program	3
3	Starting Your Voluntary Activity	7
4	Self-Inspection	11
	Self-Inspection Checklists	13
5	Assistance in Problem Solving	32
	Overall Action Plan Worksheet	37

Foreword

North Carolina is a state built on the success of its small businesses. From the small manufacturing plants located along our mountain roads to the restaurants lining our beaches, small business owners and workers build North Carolina's economic backbone.

No one doubts that small business employers often face special challenges in dealing with workplace safety and health hazards. Unlike large corporations, which can afford to hire full-time safety engineers and industrial hygienists, small businesses usually must rely on consultants, workshops and other methods to meet their safety goals.

This is why the N.C. Department of Labor has created this publication—to help small business employers establish their own safety and health programs. This booklet advises employers on how to manage safety and health protection at their own worksites and explains how to obtain free, on-site consultative visits by safety and health professionals.

In North Carolina, the N.C. Department of Labor enforces the federal Occupational Safety and Health Act. NCDOL offers many educational programs to the public and produces publications to help inform people about their rights and responsibilities regarding occupational safety and health.

When reading this guide, please remember the mission of the N.C. Department of Labor is greater than just regulatory enforcement. An equally important goal is to help citizens find ways to create safe workplaces. Everyone profits when managers and employees work together for safety. Using *A Guide to OSHA for Small Businesses in North Carolina* is a great place to start.

Josh Dobson
Commissioner of Labor

1.

Introduction

A Profit and Loss Statement

As a small business owner, you are characteristically a risk taker. You wager your business acumen against larger, perhaps more heavily financed corporate groups and other free-spirited, self-employed individuals like yourself. Excitement and challenge are the natural elements in such a venture. But to succeed, you need good management information, an ability to be a good manager of people, and the intelligence and inner strength both to make decisions and to make the right decisions.

Thousands of workers die each year, and many, many more suffer injury or illness from conditions at work. But how often does an owner or manager like you actually see or even hear about work-related deaths, serious injuries or illnesses in the businesses with which you are familiar? How often has your business actually sustained this type of loss?

In most small businesses, the answer is rarely. For this reason, many owners/managers do not understand why there is controversy about OSHA, job safety and health standards, inspections, citations, etc.

But others have learned why. Unfortunately, they have had to go through the kind of loss we are talking about. And these owners/managers will tell you that it is too late to do anything once a serious accident happens. They now know that prevention is the only real way to avoid this loss.

Reducing all losses is a goal that you as an owner or manager clearly share with us in the NCDOL's Occupational Safety and Health Division (OSH). Each of us may see this goal in a slightly different light, but it remains our common intent.

We have learned from small employers, like you, that you place a high value on the health and well-being of your employees. Like many small businesses, you probably employ family members and personal acquaintances. And, if you don't know your employees before they are hired, then chances are that the very size of your workgroup and workplace will promote the closeness and concern for one another that small businesses value.

Assuming that your commitment to safe and healthful work practices is a given ingredient, we in OSH want to work with you to prevent all losses. We believe that when you make job safety and health a real part of your everyday operations, you cannot lose in the long run.

Successful safety and health activity now will enable you to avoid possible losses in the future.

Developing a Profitable Strategy for Handling Occupational Safety and Health

Many people confuse the idea of "accidents" with the notion of acts of God. The difference is clear. Floods and tornadoes cannot be prevented by the owner or manager of a small business. But workplace accidents can be prevented.

Nobody wants accidents to happen in his or her business. A serious fire or the death of an employee or an owner can cause the loss of a great amount of profit or, in some cases, even an entire business. To prevent such losses, you don't have to turn your place upside down. You may not have to spend a lot of money either. You may only need to use good business sense and to apply recognized prevention principles.

There are reasons why accidents happen. Something goes wrong somewhere. It may take some thought, and maybe the help of friends or other trained people, to figure out *what* went wrong, but there will be a cause—a reason why. Once you know the cause, it is possible to prevent an accident. You need some basic facts and perhaps some help from others who know some of the answers already. You also need a plan—a plan for preventing accidents.

Not all danger at your worksite depends on an accident to cause harm, of course. Worker exposure to toxic chemicals or harmful levels of noise or radiation may happen in conjunction with *routine* work as well as by accident. You may not realize the extent of the exposure on the part of you and/or your employees or the harm that may result. The effect may not appear immediately, but it may be fatal in the long run. You need a plan that includes prevention of these "health hazard exposures" as well as accidents. You need a *safety and health protection plan*.

It is not a difficult task to develop such a plan. Basically, you only need to concern yourself with those types of accidents and health hazard exposures that *could* happen in your workplace.

Because each workplace is different, your program may be different from one that your neighbor or your

competitor might use. But this is not important. You want it to reflect *your* way of doing business, not theirs.

While the details may vary, there are four basic elements that are always found in workplaces with a good accident prevention program. They are:

1. The manager or management team leads the way, especially by setting policy, assigning and supporting responsibility, setting an example, and involving employees.
2. The worksite is continually analyzed to identify all hazards and potential hazards.
3. Methods for preventing or controlling existing or potential hazards are put in place and maintained.
4. Managers, supervisors and employees are trained to understand and deal with worksite hazards.

Regardless of the size of your business, you should use each of these elements to prevent workplace accidents and possible injuries and illnesses.

Developing a workplace program following these four points should lead you to do all the things needed to protect you and your workers' safety and health. If you already have a program, reviewing it in relation to these elements should help you improve what you have.

If you follow it, this four-point approach to safety and health protection in your business should also help you to improve efficiency. It may help you reduce insurance claims and other costs. While it does not guarantee complete compliance with OSHA standards, the approach will help you toward full compliance and beyond. It will certainly give you a way to express and document your good faith.

This approach usually does not involve large costs. Especially in smaller businesses, it generally does not require additional employees. Usually it can be integrated into your other business functions with modest effort on your part.

The key to the success of this plan is to see it as a part of your business operation and to see it reflected in all your work. As you continue doing it, the program becomes easier. It becomes built-in and then you need only check on it periodically to be sure everything is working well.

In Part 2, we give short titles for each of the elements and then give short descriptions and illustrations for each. Since most employers, like you, are pressed for time, these descriptions are capsules of information to assist you in thinking through and getting started on your own approach.

2.

A Four-Point Workplace Program

The four-point workplace program described here is based upon the Safety and Health Management Guidelines issued by federal OSHA on Jan. 26, 1989. Although voluntary, these guidelines represent OSHA's policy on what every worksite should have in place to protect workers from occupational hazards. The guidelines are based heavily on OSHA's experience with the Voluntary Protection Programs (VPP). These voluntary programs are designed to recognize and promote effective safety and health management as the best means of ensuring a safe and healthful workplace.

Using the Four-Point Program

As you go through this part and those that follow, we encourage you to use the action plan form that you can remove or duplicate from the back of this publication to jot down the actions that you wish to take to help make your workplace safer and more healthful for your employees. Noting those actions as you go along will make it much easier for you to assemble the total plan you need.

Point One: Management Commitment and Employee Involvement.

As the owner or manager of a small business, your attitude toward job safety and health will be reflected by your employees. If you are not interested in preventing employee injury and illness, nobody else is likely to be.

At all times, demonstrate your personal concern for employee safety and health and the priority you place on them in your workplace. Your policy must be clearly set. Only you can show its importance through your own actions.

Demonstrate to your employees the depth of your commitment by involving them in planning and carrying out your efforts. If you seriously involve your employees in identifying and resolving safety and health problems, they will commit their unique insights and energy to helping achieve the objectives of your program.

Consider forming a joint employee-management safety committee. This can assist you in starting a program and will help maintain interest in the program once it is operating. Committees can be an excellent way of communicating safety and health information. If you have few employees, consider rotating them so that all can have an active part in the safety and health programming. The men and women who work for you are among the most valuable assets you have. Their safety, health and goodwill are essential to the success of your business. Having them cooperate with you in protecting their safety and health not only helps to keep them healthy—it makes your job easier.

As a small business employer, you have inherent advantages, such as close contact with your employees, a specific acquaintance with the problems of the whole business, and usually a low worker turnover. Probably you have already developed a personal relationship of loyalty and cooperation that can be built up very easily. These advantages may not only increase your concern for your employees but also may make it easier to get their help.

Here are some actions to take:

- Post your own policy on the importance of worker safety and health next to the N.C. Department of Labor's "Notice to Employees" poster where all employees can see it.
- Hold a meeting with all your employees to communicate that policy to them and to discuss your objectives for safety and health for the rest of the year. (These objectives will result from the decisions you make about changes you think are needed after you finish reading this publication.)
- Make sure that support from the top is visible by taking an active part, personally, in the activities that are part of your safety and health program. For example, personally review all inspection and accident reports to ensure follow-up when needed.
- Ensure that you, your managers and supervisors follow all safety requirements that employees must follow, even if you are only in their area briefly. If, for instance, you require a hard hat, safety glasses and/or safety shoes in an area, wear them yourself when you are in that area.
- Use your employees' special knowledge and help them buy into the program by having them make inspections, put on safety training and/or help investigate accidents.
- Make clear assignments of responsibility for every part of the program that you develop. Make certain everyone understands them. The more people

involved the better. A good rule of thumb is to assign safety and health responsibilities in the same way you assign production responsibilities. Make it a special part of everyone's job to operate safely. That way, as you grow and disperse production responsibilities more widely, you will disperse safety and health responsibilities with them.

- Give those with responsibility enough people, on-the-clock time, training, money and authority to get the job done.
- Do not forget about it after you make assignments: make sure personally that they get the job done. Recognize and reward those who do well and correct those who don't.
- Take time, at least annually, to review what you have accomplished against what you set as your objectives and decide if you need new objectives or program revisions to get where you want to be.

Point Two: Worksite Analysis

It is your responsibility to know what you have in your workplace that could hurt your workers. Worksite analysis is a group of processes that helps you make sure that you know what you need to keep your workers safe. You may need help in getting started with these processes. You can call on the OSH Consultative Services Bureau for this help. (See the inside back cover for address and telephone number.) Once you get everything set up, you or your employees can do many of them.

Here are some actions to take:

- Request a consultation visit from the Consultative Services Bureau covering both safety and health to get a full survey of the hazards that exist in your workplace and those that could develop. (You can also contract for such services from expert private consultants if you prefer.)
- Set up a way to get expert help when you make changes, to be sure that the changes are not introducing new hazards into your workplace. Also, find ways to stay current on newly recognized hazards in your industry.
- Make an assignment (maybe to teams that include employees) to look carefully at each job from time to time, taking it apart step-by-step to see if there are any hidden hazards in the equipment or procedures. Some training may be necessary at the start.
- Set up a system of checking to make sure that your hazard controls have not failed and that new hazards have not appeared. This is usually done by routine self-inspections. You can use the checklists in Part 4 of this book as a starting point. Add items to them that better fit your situation. Subtract from them those items that do not fit your situation.
- Provide a way for your employees to let you or another member of management know when they see things that look harmful to them and encourage them to use it.
- Learn how to do a thorough investigation when things do go wrong and someone gets sick or hurt. This will help you find ways to prevent recurrences.
- Initially, take the time to look back over several years of injury or illness experience to identify patterns that can lead to further prevention. Thereafter, periodically look back over several months of experience to determine if any new patterns are developing.

Point Three: Hazard Prevention and Control

Once you know what your hazards and potential hazards are, you are ready to put in place the systems that prevent or control those hazards. Your state consultant can help you do this.

Whenever possible, you will want to eliminate those hazards. Sometimes that can be done through substitution of a less toxic material or through engineering controls that can be built in. When you cannot eliminate hazards, systems should be set up to control them.

Here are some actions to take:

- Set up safe work procedures, based on the analysis of the hazards in your employees' jobs (discussed above), and make sure that the employees doing each job understand the procedures and follow them. This may be easier if employees are involved in the analysis that results in those procedures.
- Be ready, if necessary, to enforce the rules for safe work procedures by asking your employees to help you set up a disciplinary system that will be fair and understood by everyone.
- Where necessary to protect your employees, provide personal protective equipment (PPE) and be sure your employees know why they need it, how to use it and how to maintain it.
- Provide for regular equipment maintenance to prevent breakdowns that can create hazards.
- Plan for emergencies, including fire and natural disasters, and drill everyone frequently enough so that if the real thing happens, everyone will know what to do even under stressful conditions.

- Ask your state consultant to help you develop a medical program that fits your worksite and involves nearby doctors and emergency facilities. Invite these medical personnel to visit the plant before emergencies occur to help you plan the best way to avoid injuries and illness during emergency situations.
- You must ensure the ready availability of medical personnel for advice and consultation on matters of employee health. **This does not mean that you must provide health care.** But, if health problems develop in your workplace, you are expected to get medical help to treat them and their causes.

To fulfill the above requirements, consider the following:

- You should have an emergency medical procedure for handling injuries, transporting ill or injured workers, and notifying medical facilities with a minimum of confusion. Posting emergency numbers is a good idea.
- Survey the medical facilities near your place of business and make arrangements for them to handle routine and emergency cases. Cooperative agreements could possibly be made with nearby larger plants that have medical personnel and/or facilities on site.
- You should have a procedure for reporting injuries and illnesses that is understood by all employees.
- If your business is remote from medical facilities, you are *required* to ensure that one or more people be adequately trained and available to render first aid. Adequate first aid supplies must be readily available for emergency use. Arrangements for this training can be made through your local Red Cross chapter, your insurance carrier, your local safety council and others.
- You should check battery charging stations, maintenance operations, laboratories, heating and ventilating operations, and any corrosive materials areas to make sure you have the required eye wash facilities and showers.
- Consider retaining a local doctor or an occupational health nurse on a part-time or as-used basis to advise you in your medical and first aid planning.

Point Four:
Training for Employees, Supervisors and Managers

An effective accident prevention program requires proper job performance from everyone in the workplace.

As an owner or manager, you must ensure that all employees know about the materials and equipment they work with, what known hazards are in the operation, and how you are controlling the hazards.

Each employee needs to know the following:

- No employee is expected to undertake a job until he or she has received job instructions on how to do it properly and has been authorized to perform that job.
- No employee should undertake a job that appears unsafe.

You may be able to combine safety and health training with other training that you do, depending upon the kinds of potential and existing hazards that you have. With training, the "proof is in the pudding" in that the result that you want is all employees knowing what they need to know to keep themselves and their fellow workers safe and healthy.

Here are some actions to take:

- Ask your state consultant to recommend training for your worksite. The consultant may be able to do some of the training while he or she is there.
- Make sure you have trained your employees on every potential hazard that they could be exposed to and how to protect themselves. Then verify that they really understand what you taught them.
- Pay particular attention to your new employees and to old employees who are moving to new jobs. Because they are learning new operations, they are more likely to get hurt.
- Make sure that you train your supervisors to know all the hazards that face the people they supervise and how to reinforce training with quick reminders and refreshers, and with disciplinary action if necessary. Verify that they know what is expected of them.
- Make sure that you and your top management staff understand all of your responsibilities and how to hold subordinate supervisory employees accountable for theirs.

Documenting Your Activities

Document your activities in all elements of the four-point workplace program. Essential records, including those legally required for workers' compensation, insurance audits and government inspections, must be maintained as long as the actual need exists. Keeping records of your activities, such as policy statements,

training sessions for management and employees safety and health meetings held, information distributed to employees, and medical arrangements made, is greatly encouraged. Maintaining essential records also will aid:

1. The demonstration of sound business management as supporting proof for credit applications, for showing "good faith" in reducing any proposed penalties from OSH inspections, for insurance audits and others; and
2. The efficient review of your current safety and health activities for better control of your operations and to plan improvements.

Safety and Health Recordkeeping

Records of sales, costs, profits and losses are essential to all successful businesses. They enable the owner or manager to learn from experience and to make corrections for future operations. Records of accidents, related injuries, illnesses and property losses can serve the same purpose, if they are used the same way. The sole purpose of OSHA recordkeeping is to store factual information about certain accidents that have happened. When the facts have been determined, causes can often be identified, and control procedures can be instituted to prevent similar occurrences from happening.

Injury/Illness Records

There are injury/illness recordkeeping requirements, addressed in Part 1904 (Recording and Reporting Occupational Injuries and Illnesses), to cover OSHA standards that require a minimum of paperwork. OSHA issued a revised rule to improve the system that employers use to track and record workplace injuries and illnesses. The final rule became effective Jan. 1, 2002. The OSHA Form 200 was replaced in the new rule. Three updated recordkeeping forms were developed and are now in effect as follows: The new OSHA Form 300 (Log of Work-Related Injuries and Illnesses) has been simplified and can be printed on smaller legal-sized paper. The new OSHA Form 301 (Injury and Illness Incident Report) includes more data about how the injury or illness occurred. The new OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) provides additional data to make it easier for employers to calculate incidence rates. Maintaining these records will provide you with one measure for evaluating the success of your safety and health activities. Success would generally mean a lack of, or a reduced number of, employee injuries and illnesses during a calendar year.

There are five important steps required by the OSHA recordkeeping system:

1. Obtain a report on every injury requiring medical treatment (other than first aid).
2. Record each injury on the OSHA 300 Log according to the instructions provided.
3. Prepare a supplementary record of occupational injuries and illnesses for recordable cases either on OSHA Form No. 301 or on workers' compensation form 19 giving the same information.
4. Every year, prepare the annual summary (OSHA 300 Log); post it no later than Feb. 1, and keep it posted until April 30 (ref. 1904.32). (Next to the N.C. Department of Labor's workplace poster is a good place to post it.)
5. Retain these records for at least five years.

During the year, periodically review the records to see where injuries are occurring. Look for any patterns or repeat situations. These records can help you to identify high risk areas that demand your immediate attention.

Since the basic OSHA records include only injuries and illnesses, you might consider expanding your own system to include all incidents, including those where no injury or illness resulted, if you think such information would assist you in pinpointing unsafe conditions and/or procedures. Safety councils, insurance carriers and others can assist you in instituting such a system.

Injury/illness recordkeeping makes sense, and we recommend this practice to all employers. However, you are not required to keep records under the OSHA injury/illness recordkeeping system if you employ 10 or fewer employees.

Regardless of the number of employees you have, you may be selected for inclusion in an annual sample survey. You may receive a letter directly from the N.C. Department of Labor's Research and Policy Division or BLS with instructions if you are selected.

Exposure Records and Others

The injury/illness records may not be the only records you will need to maintain. Certain OSHA standards that deal with toxic substances and hazardous exposures require records on the exposure of employees, physical examination reports, employment records, etc.

As you work on identifying hazards, you will be able to determine whether these requirements apply to your situation on a case-by-case basis. We mention it here so that you will be aware of these records and that, if required, they should be used with your control procedures and with your self-inspection activity. They should not be considered merely as bookkeeping.

3.

Starting Your Voluntary Activity

You can use this basic action plan to get started on your program.

To avoid confusion, we need to explain that this action plan is not organized solely in the order of the four points we described in Part 2. Rather, it provides the most direct route to getting yourself organized to complete your four-point program.

When you have completed your action plan, your activity should be organized around the four points described in Part 2.

Decide to Start Now

The time to start your safety and health program is **now**. You have a better picture of what constitutes a good safety and health program. Now you can address the practical concerns of putting these elements together and coming up with a program to suit *your* workplace.

Presumably you have been taking notes for your action plan as you went through the preceding description of the four-point program. You should be ready now to decide exactly what you want to accomplish and to determine what steps are necessary to achieve your goals. Then you will plan how and when each step will be done and who will do it.

Your plan should consider your company's immediate needs and provide for ongoing, long-lasting worker protection. Once your plan is designed, it is important to follow through and use it in the workplace. You will then have a program to anticipate, identify and eliminate conditions or practices that could result in injuries and illnesses.

If you have difficulty in deciding where to begin, a phone call to the OSH Consultative Services Bureau will get you the assistance you need. A state consultant will survey your workplace for existing or potential hazards. Then, if you request it, he or she will determine what you need to make your safety and health program effective. The consultant will work with you to develop a plan for making these improvements and to establish procedures for making sure that your program stays effective.

Whether you choose to work with a consultant or to develop your program yourself, there are other publications similar to this one that spell out in greater detail the steps you can take to create an effective safety and health program for your workplace. The rewards for your efforts will be a workplace with a high level of efficiency and productivity and a low level of loss and injury.

Designating Responsibility

You must decide who in your company is the most appropriate person to manage your safety and health program. Who can be sure that the program will become an integral part of the business? In many cases it will be the owner. Sometimes it will be the plant manager or a key supervisor. It could even be an engineer, personnel specialist or other staff member.

You should choose someone who is as committed to workplace safety and health as you are, who has the time to devote to developing and managing the program, and who is willing to take on the responsibility and accountability that goes with operating an effective program. The success of your program hinges on the success of the individual you choose, and he or she cannot succeed without your full cooperation and support. Remember, though, that even when you appoint someone as your safety manager and delegate the authority to manage the program, the ultimate responsibility for safety and health in *your* workplace rests on *you*.

Having made your selection of a safety and health manager, you or your designee and any others you choose will need to take (or be sure you have already taken) the following actions.

Get Some Help on the Details

First, you may need to catch up with all the changes made since the OSH Act became law in December 1970. For example, the federal law contains provisions for allowing a state to develop and operate its own occupational safety and health program in place of the federal program. North Carolina has such an approved state plan for occupational safety and health. The N.C. Department of Labor's Occupational Safety and Health Division is charged with administering the state plan.

Second, you will need certain OSHA publications for use in your safety and health activities:

1. OSHA workplace poster (commonly called the "Notice to Employees" poster)—You must have the state OSHA poster displayed in your workplace.
2. Standards that apply to your operations—You need these standards for reference material in your business. These are the regulations OSH uses when inspecting for compliance with the act.

These standards are the baseline for your own inspections and are useful in determining what specific changes need to be made when hazards are identified. Most businesses come under the *North Carolina Occupational Safety and Health Standards for General Industry*, but if you are involved with construction or maritime operations, you will need the standards that apply to these classifications.

3. Recordkeeping requirements and the necessary forms—You need these if you have 11 or more employees. These forms are not too different from other information forms you have been keeping for workers' compensation and other records.
4. Occupational Safety and Health Act of North Carolina—You may want this for your own information and reference in the future. (See the inside back cover of this publication for ordering information regarding these publications.)

Clean Up Your Place of Business

Poor housekeeping is a major contributor to low morale and sloppy work in general, even if it is not usually the cause of major accidents. Most safety action programs start with an intensive cleanup campaign in all areas of a given business.

Get rid of rubbish that has collected; make sure proper containers are provided; see that flammables are properly stored; make sure that exits are not blocked; if necessary, mark aisles and passageways; provide adequate lighting, etc.

Get everyone involved and impress upon them exactly what it is you want to do to make your workplace safer, more healthful and more efficient.

Start Gathering Specific Facts About Your Situation

Before you make any changes in your safety and health operations, you will want to gather as much information as possible about the current conditions at your workplace and about business practices that are already part of your safety and health program. This information can help you identify workplace problems and see what is involved in solving them.

The assessment of your workplace should be conducted by the person responsible for the safety and health program and/or a professional safety and health consultant. It consists of two major activities.

The first is a comprehensive safety and health survey of your entire facility, designed to identify any existing or potential safety and health hazards. This initial survey should focus on evaluating workplace conditions with respect to safety and health regulations and generally recognized safe and healthful work practices. It should include checking on the use of any hazardous materials, observing employee work habits and practices, and discussing safety and health problems with employees. See Part 4, Self-Inspection Checklists, to help you get a good start on creating this initial survey.

The second major activity is an assessment of your existing safety and health program to identify areas that may be working well and those that may need improvement. You will want to gather as much information as you can that relates to the safety and health management of your workplace. You should include the following in this review:

- **Safety and Health Activities—**Examine current ongoing activities as well as those tried previously, company policy statements, rules (both work and safety), guidelines for proper work practices, and procedures and records of training programs.
- **Equipment—**Make a list of your major equipment, principal operations and the locations of each. Special attention should be given to inspection schedules, maintenance activities, and plant and office layouts.
- **Employees' Capabilities—**Make an alphabetical list of all employees, showing the date they were hired, what their jobs are, and what experience and training they have had. Special attention should be given to new employees and to employees with disabilities.
- **Accident and Injury/Illness History—**Take a look at your first aid cases, workers' compensation insurance payments and workers' compensation awards, if any. Review any losses. Determine how your insurance rate compares with others in your group. Special attention should be given to recurring accidents, types of injuries, etc.

With whatever facts you have been able to assemble, take a quick look to see if any major problem areas can be identified. You would be looking for such things as interruptions in your normal operations, too many employees taking too much time off, too many damaged products and so on. General assistance in this kind of problem identification can often be obtained from compensation carriers, local safety councils, state agencies, your major suppliers and even, perhaps, a competitor.

If there is a major problem, see what can be done to solve it. Once a problem is identified, you can work on the corrective action or a plan for controlling the problem. Take immediate action at this point and make a record of what you have done. Do not become overly involved in looking for major problem areas during this fact-finding stage. Remember that no one hazardous situation causes all of your safety and health problems. Therefore, it is likely that no single action will greatly improve your safety and health program.

Even if you have found no major problem at this point, continue on. Now it is time to develop a comprehensive safety and health program that meets your needs and those of your employees. This will make it more difficult for major problems to crop up in the future.

Establish Your Four-Point Safety and Health Program

The success of any workplace safety and health program depends on careful planning. This means that you have taken time to think through what you want to accomplish, and you may even have a general idea of what it will take to accomplish your goals. Based on that, you can design a step-by-step process that will take you from the idea stage to having a fully effective operation.

The most effective way to create the safest possible workplace for you and your employees is to institute the four-point program discussed in Part 2 of this handbook. Use the guidance presented in Part 2 to help you develop your program.

Establish your *management commitment* and *involve your employees*. No safety and health program will work, especially in the long term, without this commitment and involvement. You should have already taken the first step by designating the person who will be responsible for your program.

Be certain that your employees are as widely involved in the program as possible from the beginning. They are the people most in contact with the potential and actual safety and health hazards at your worksite. They will have constructive input into the development of your safety and health program. Its ultimate success will depend upon their support—support that will be more forthcoming for a program created with their meaningful involvement.

Make sure your program assigns responsibility and accountability to all employees in your organization. A good safety and health program makes it clear that each employee from you through the supervisory levels to the line worker is responsible for his or her part of the program. You will make their safety and health duties clear, and each of them will be held accountable for his or her safety- and health-related duties.

Refer to the recommended actions to take on page 4 in Part 2. These will help start your program off on the right track. You will be building the foundation for a successful safety and health program.

Establish and regularly conduct your *worksite analysis*. You cannot have a successful safety and health program if it has not identified all the hazards and potential hazards present in your workplace. This is an ongoing process that includes routine self-inspections if you are to know where probable hazards exist and whether or not they are under control.

Create the systems and procedures necessary to *prevent and control the hazards* that have been identified through your worksite analysis. These control procedures will be your basic means for preventing accidents. The OSHA standards that have been promulgated can be of great assistance to you since they address controls in order of effectiveness and preference. Where no standard exists, creative problem solving and consultant resources should help you create effective controls. The basic formula OSHA follows is, in order of preference:

1. *Eliminating the hazard* from the machine, the method, the material or the plant structure.
2. *Abating the hazard* by limiting exposure or controlling it at its source.
3. *Training personnel* to be aware of the hazard and to follow safe work procedures to avoid it.
4. *Prescribing personal protective equipment* for protecting employees against the hazard.

Be sure to establish and provide ongoing training for employees, supervisors and managers. This should ensure that everyone at your worksite will know about the hazards that exist and how to control them.

Each of these points is crucial if you want to establish a safe and healthy workplace for you and your employees. They also work together to reinforce each other, thereby making it more difficult for accidents to occur and for work-related health problems to develop.

Develop and Implement Your Action Plan

Develop an action plan to help you build your safety and health program around the four points discussed above. It can serve as a road map to get your program from where it is now to where you want it to be. It tells you what has to be done, the logical order in which to do it, who is responsible, and perhaps most important, where

you want to be when you finish. It is a specific description of the problems and solutions, but it is not ironclad—it can and should be changed to correspond with changes in the workplace.

A good action plan has two parts:

1. An overall list of the major changes or improvements that are needed to make your safety and health program effective. Assign each item a priority and a target date for completion, and identify the person who will monitor or direct each action.
2. A specific plan on how to implement each major change or improvement. Here, you would write out what you wanted to accomplish, the steps required, who would be assigned to do what, and when you plan to be finished. This part of the action plan will help you keep track of program improvements so that details do not slip through the cracks. When several improvements are being made at once, it is easy to overlook something that may be an important prerequisite for your next action.

A worksheet that may help you design an overall action plan and describe specific action steps appears at the end of this publication.

Once the plan has been established, you must begin putting it into action. This begins with the item that has been assigned the highest priority. Check to make sure it is realistic and manageable, then address the steps you have written out for that item. This detailed description of the steps required will help you keep track of the development that is taking place. Keep in mind that you can, of course, work on more than one item at a time and that the priorities may change as other needs are identified or as your company's resources change.

Open communication with your employees is crucial to the success of your efforts. Their cooperation depends on understanding what the safety and health program is all about, why it is important to them, and how it affects their work. The more you do to involve them in the changes you are making, the smoother your transition will be.

By putting your action plan into operation at your workplace, you will have taken a major step toward having an effective safety and health program. **Remember, a safety and health program is a plan put into practice.** You can keep your program on track by periodically checking its progress and by calling on a state or private consultant when you need assistance.

Any good management system requires a periodic review to make sure the system is operating as intended. Every so often (quarterly, semiannually, or annually) you should take a careful look at each critical component in your safety and health program to determine what is working well and what changes are needed. Your consultant can assist you in this area as well. When you identify improvements that should be made, you have the basis for new safety and health objectives for the coming year. Developing new action plans for those improvements will help you to continue to progress toward an effective safety and health program. That, in turn, will reduce your safety and health risks and increase efficiency and profit.

Remember, however, that it is also important to document your activities. The only way you can evaluate the success of your safety and health program is to have the documentation available to tell you what you have done, to assess how it has worked, and to provide you with guidance on how you can make it work even better.

Technical assistance may be available to you as a small business owner or manager through your insurance carrier, your fellow business people, suppliers of your durable equipment and raw materials, the local safety council, and many local, state and federal agencies, including the Occupational Safety and Health Division's Consultative Services Bureau. You may even find help in the yellow pages of your telephone directory, which will give you the names of many companies that specialize in items and services relating to safety, health and fire prevention.

Establishing a quality safety and health program at your place of business will take some time and involve some resources. However, you should be pleasantly surprised with the results. You will have happier employees because they will know you are committed to their safety and health on the job. You will probably save money through increased productivity and reduced workers' compensation insurance costs. You will find increased respect in your community. The rewards you receive will surely exceed the cost of your investment in safety and health protection.

4.

Self-Inspection

The most widely accepted way to identify hazards is to conduct safety and health inspections. The only way you can be certain of the actual situation is for you to look at it from time to time.

Make a Self-Inspection of Your Business

Begin a program of self-inspection in your own workplace. Self-inspection is a must if you are to know where probable hazards exist and whether they are under control.

Later in this part, you will find checklists designed to assist you in this fact-finding. They will give you some indication of where you should begin action to make your business safer and more healthful for all of your employees.

These checklists are by no means all-inclusive. You may wish to add to them or delete portions that do not apply to your business. Consider carefully each item as you come to it and then make your decision.

Don't spend time with items that obviously have no application to your business. Make sure each item is seen by you or your designee, and leave nothing to memory or chance. Write down what you see, or don't see, and what you think you should do about it.

When you have completed the checklists, add this material to your injury information, your employee information, and your process and equipment information. You will now possess many facts that will help you determine what problems exist. Then, if you use the OSHA standards in your problem-solving process, it will be much easier for you to determine the action needed to solve these problems.

Once the hazards have been identified, you can institute the control procedures described in Part 3 and establish your four-point safety and health program.

Technical assistance in self-inspection may be available to you as a small business owner or manager through your insurance carrier, the local safety council, and many local, state and federal agencies, including the Occupational Safety and Health Division's Consultative Services Bureau.

Self-Inspection Scope

The scope of your self-inspections should include the following:

- **Processing, Receiving, Shipping and Storage—** equipment, job planning, layout, heights, floor loads, projection of materials, materials handling and storage methods.
- **Building and Grounds Conditions—**floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways and aisles.
- **Housekeeping Program—**waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas and storage areas.
- **Electricity—**equipment, switches, breakers, fuses, switch boxes, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding and NEC compliance.
- **Lighting—**type, intensity, controls, conditions, diffusion, location, and glare and shadow control.
- **Heating and Ventilation—**type, effectiveness, temperature, humidity, controls, natural and artificial ventilation, and exhausting.
- **Machinery—**points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, lock out, grounding, work space, location, and purchasing standards.
- **Personnel—**training, experience, methods of checking machines before use, type of clothing, personal protective equipment, use of guards, tool storage, work practices, and method of cleaning, oiling or adjusting machinery.
- **Hand and Power Tools—**purchasing standards, inspection, storage, repair, types, maintenance, grounding, use and handling.
- **Chemicals—**storage, handling, transportation, spills, disposal, amounts used, toxicity or other

harmful effects, warning signs, supervision, training, and protective clothing and equipment.

- **Fire Prevention**—extinguishers, alarms, sprinklers, smoking rules, exits, personnel assigned, separation of flammable materials and dangerous operations, explosive-proof fixtures in hazardous locations, and waste disposal.
- **Maintenance**—regularity, effectiveness, training of personnel, materials and equipment used, records maintained, method of locking out machinery, and general methods.
- **Personal Protective Equipment**—type, size, maintenance, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use, and method of assignment.

Self-Inspection Checklists

These checklists are by no means all-inclusive. You should add to them or delete portions or items that do not apply to your operations; however, carefully consider each item as you come to it and then make your decision. You also will need to refer to OSHA standards for complete and specific standards that may apply to your work situation.

Employer Posting

- ☐ Is the required OSHA workplace poster displayed in a prominent location where all employees are likely to see it?
- ☐ Are emergency telephone numbers posted where they can be readily found in case of emergency?
- ☐ Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and safety data sheets (SDS) been posted or otherwise made readily available to affected employees?
- ☐ Are signs concerning "Exiting from buildings," room capacities, floor loading, biohazards, exposures to X-ray, microwave, or other harmful radiation or substances posted where appropriate?
- ☐ Is the summary of occupational injuries and illnesses posted in the month of February?

Recordkeeping

- ☐ Are all occupational injuries and illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 300 log?
- ☐ Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards?
- ☐ Are employee training records kept and accessible for review by employees, when required by OSHA standards?
- ☐ Have arrangements been made to maintain required records for the legal period of time for each specific type of record? (Some records must be maintained for at least 40 years.)
- ☐ Are operating permits and records up-to-date for such items as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.?

Safety and Health Program

- ☐ Do you have an active safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite?
- ☐ Is one person clearly responsible for the overall activities of the safety and health program?
- ☐ Do you have a safety committee or group made up of management and employee representatives that meets regularly and reports in writing on its activities?
- ☐ Do you have a working procedure for handling in-house employee complaints regarding safety and health?
- ☐ Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in ensuring they will have a workplace that is safe and healthful?

Medical Services and First Aid

- ☐ Is there a hospital, clinic or infirmary for medical care in proximity of your workplace?
- ☐ If medical and first aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?
- ☐ Have all employees who are expected to respond to medical emergencies as part of their work*

  (1) received first aid training; (2) had hepatitis B vaccination made available to them; (3) had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions; and (4) have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodborne diseases?

*In North Carolina, seasonal or temporary workers who are employed for six months or less who render first aid only as a collateral duty do not have to be offered pre-exposure hepatitis B vaccine if the employer puts the following requirements into his/her exposure control plan and implements them: (1) the employer must record all first aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the first aid incident occurred; (2) the employer must comply with post-exposure evaluation, prophylaxis and followup requirements of the standard with respect to "exposure incidents," as defined by the standard; (3) the employer must train designated first aid providers about the reporting procedure; (4) the employer must offer to initiate hepatitis B vaccination series within 24 hours to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials.

- ☐ Where employees have had an exposure incident involving bloodborne pathogens, did you provide an immediate post-exposure medical evaluation and follow-up?
- ☐ Are medical personnel readily available for advice and consultation on matters of employees' health?
- ☐ Are emergency phone numbers posted?
- ☐ Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
- ☐ Have first aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation?
- ☐ Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

Fire Protection

- ☐ Is your local fire department well acquainted with your facilities, its location and specific hazards?
- ☐ If you have a fire alarm system, is it certified as required?
- ☐ If you have a fire alarm system, is it tested at least annually?
- ☐ If you have interior stand pipes and valves, are they inspected regularly?
- ☐ If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- ☐ Are fire doors and shutters in good operating condition?
- ☐ Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- ☐ Are fire door and shutter fusible links in place?
- ☐ Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?
- ☐ Is the maintenance of automatic sprinkler systems assigned to responsible people 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?

Personal Protective Equipment and Clothing

- ☐ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- ☐ Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
- ☐ Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures required to wear *only* approved safety glasses or protective goggles or use other medically approved precautionary procedures?
- ☐ Are protective gloves, aprons, shields or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood or other potentially infectious materials? (See 29 CFR 1910.1030(b) for the definition of "other potentially infectious materials.")
- ☐ 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?
- ☐ Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood or other potentially infectious materials?

- ☐ Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?
- ☐ Are adequate work procedures, protective clothing, and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials and liquids?
- ☐ Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?

General Work Environment

- ☐ Are all worksites clean, sanitary, and orderly?
- ☐ Are work surfaces kept dry or appropriate means taken to ensure the surfaces are slip-resistant?
- ☐ Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?
- ☐ Are combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- ☐ Is all regulated waste, as defined in the OSHA bloodborne pathogens standard (29 CFR 1910.1030), discarded according to federal, state and local regulations?
- ☐ Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?
- ☐ Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
- ☐ Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
- ☐ Are covered metal waste cans used for oily and paint-soaked waste?
- ☐ 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, etc., 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?

Walkways

- ☐ Are aisles and passageways kept clear?
- ☐ Are aisles and walkways marked as appropriate?
- ☐ Are wet surfaces covered with nonslip materials?
- ☐ Are holes in the floor, sidewalk or other walking surfaces repaired properly, covered or otherwise made safe?
- ☐ Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
- ☐ Are materials or equipment stored in such a way that sharp projectives will not interfere with the walkway?
- ☐ Are spilled materials cleaned up immediately?
- ☐ Are changes of direction or elevation 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 and 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 permanent floor openings (where people 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 the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
- ☐ Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?

- ☐ Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
- ☐ Are manhole covers, trench covers and similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
- ☐ Are floor or wall openings in fire-resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?

Stairs and 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 landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?
- ☐ Do stairs angle no more than 50 and no less than 30 degrees?
- ☐ Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material?
- ☐ Are step risers on stairs uniform from top to bottom?
- ☐ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- ☐ Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
- ☐ Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?
- ☐ Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
- ☐ Are stairway handrails capable of withstanding a load of 200 pounds, applied within 2 inches of the top edge, in any downward or outward 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 the 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,” etc.?
- ☐ Are exit signs provided with the word “EXIT” in lettering at least 5 inches high and the stroke of the lettering at least ½-inch wide?
- ☐ Are exit doors side-hinged?
- ☐ Are all exits kept free of obstructions?
- ☐ Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable or explosive substances?
- ☐ Are there sufficient exits to permit prompt escape in case of emergency?
- ☐ Are special precautions taken to protect employees during construction and repair operations?

- ☐ Is the number of exits from each floor of a building, and the number of exits from the building itself, appropriate for the building occupancy load?
- ☐ Are exit stairways that 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?
- ☐ Where 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, etc., are the doors fully tempered and do they 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 nonslip safety feet provided on each ladder?
- ☐ Are nonslip 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 step of ordinary stepladders as a step?
- ☐ When portable rung ladders are used to gain access to elevated platforms, roofs, etc., 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 latched or otherwise held in place?
- ☐ Are portable metal ladders 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 and 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, etc., that 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, etc., used while using hand tools or other equipment that might produce flying materials or be subject to breakage?
- ☐ Are jacks checked periodically to ensure they are in good operating condition?
- ☐ Are tool handles wedged tightly in the head of all tools?
- ☐ Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- ☐ Are tools stored in a dry, secure location where they won't be tampered with?
- ☐ Is eye and face protection used when driving hardened or tempered studs or nails?

Portable (Power-Operated) Tools and Equipment

- ☐ Are grinders, saws and similar equipment provided with appropriate safety guards?
- ☐ Are power tools used with the correct shield, guard or attachment, recommended by the manufacturer?
- ☐ Are portable circular saws equipped with guards above and below the base shoe?
- ☐ Are circular saw guards checked to ensure 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, etc.?
- ☐ Are portable fans provided with full guards or screens having openings ½ inch or less?
- ☐ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- ☐ Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits used during periods of construction?
- ☐ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

Abrasive Wheel Equipment—Grinders

- ☐ Is the work rest used and kept adjusted to within ⅛ inch of the wheel?
- ☐ Is the adjustable tongue on the top side of the grinder used and kept adjusted to within ¼ inch of the wheel?
- ☐ Do side guards cover the spindle, nut, flange and 75 percent of the wheel diameter?
- ☐ Are bench and pedestal grinders permanently mounted?
- ☐ Are goggles or face shields always worn when grinding?
- ☐ Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- ☐ Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
- ☐ Does each grinder have an individual on and off control switch?
- ☐ Is each electrically operated grinder effectively grounded?
- ☐ Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- ☐ Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- ☐ Are splash guards mounted on grinders that use coolant to prevent the coolant from reaching employees?
- ☐ Is cleanliness maintained around grinders?

Powder-Actuated Tools

- ☐ Are employees who operate powder-actuated tools trained in their use?
- ☐ Is each powder-actuated tool stored in its own locked container when not being used?
- ☐ Are powder-actuated tools left unloaded until they are actually ready to be used?
- ☐ Are powder-actuated tools inspected for obstructions or defects each day before use?

- ☐ Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

Machine Guarding

- ☐ Is there a training program to instruct employees on safe methods of machine operation?
- ☐ Is there adequate supervision to ensure that employees are following safe machine operating procedures?
- ☐ Is there a regular program of safety inspection of machinery and equipment?
- ☐ Is all machinery and equipment kept clean and properly maintained?
- ☐ Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal?
- ☐ Are equipment and machinery securely placed and anchored when necessary to prevent tipping or other movement that could result in personal injury?
- ☐ Is there a power shut-off switch within reach of the operator's position at each machine?
- ☐ Can electric power to each machine be locked out for maintenance, repair or security?
- ☐ Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?
- ☐ Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?
- ☐ Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- ☐ Are all emergency stop buttons colored red?
- ☐ Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
- ☐ Are all moving chains and gears properly guarded?
- ☐ Are splash guards mounted on machines that use coolant to prevent the coolant from reaching employees?
- ☐ Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips and sparks?
- ☐ Are machinery guards secure and so arranged that they do not offer a hazard in their use?
- ☐ If special hand tools are used for placing and removing material, do they protect the operator's hands?
- ☐ Are revolving drums, barrels and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place?
- ☐ 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 utilized to protect operators and other workers from eye and body injury?
- ☐ Are fan blades protected with a guard having openings no larger than ½ inch when operating within 7 feet of the floor?
- ☐ Are saws used for ripping equipped with anti-kick back devices and spreaders?
- ☐ Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

Lockout/Blockout Procedures

- ☐ Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?
- ☐ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:

  Are the appropriate electrical enclosures identified?

  Is means provided to ensure the control circuit can also be disconnected and locked out?
- ☐ 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 (mechanical, hydraulic, air, etc.) 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 only the employee exposed to the hazard place or remove the safety lock?
- ☐ Is it required that employees check the safety of the lockout by attempting to start up after making sure no one is exposed?
- ☐ Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?
- ☐ Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?
- ☐ Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?
- ☐ When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?
- ☐ In the event that equipment or lines cannot be shut down, locked out and tagged, is a safe job procedure established and rigidly followed?

Welding, Cutting and Brazing

- ☐ Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?
- ☐ Do all operators have copies 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, etc., 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?
- ☐ Are the cylinders kept away from elevators, stairs or gangways?
- ☐ Is it prohibited to use cylinders as rollers or supports?
- ☐ Are empty cylinders appropriately marked and their valves closed?
- ☐ Are signs reading "DANGER—NO SMOKING, MATCHES OR OPEN LIGHTS," or the equivalent, posted?
- ☐ Are cylinders, cylinder valves, couplings, regulators, hoses and apparatus kept free of oily or greasy substances?
- ☐ Is care taken not to drop or strike cylinders?
- ☐ Unless secured on special trucks, are regulators removed and valve protection caps put in place before moving cylinders?
- ☐ Do cylinders without fixed wheels have keys, handles or nonadjustable wrenches on stem valves when in service?
- ☐ Are liquefied gases stored and shipped valve end up with valve covers in place?
- ☐ Are provisions made to never crack a fuel gas cylinder valve near sources of ignition?
- ☐ Before a regulator is removed, is the valve closed and gas released from the regulator?
- ☐ Is red used to identify the acetylene (and other fuel gas) hose, green for oxygen hose, and black for inert gas and air hose?
- ☐ Are pressure-reducing regulators used only for the gas and pressures for which they are intended?
- ☐ Is open circuit (no-load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?
- ☐ Under wet conditions, are automatic controls for reducing no-load voltage used?
- ☐ Is grounding of the machine frame and safety ground connections of portable machines checked periodically?
- ☐ Are electrodes removed from the holders when not in use?
- ☐ Is it required that electric power to the welder be shut off when no one is in attendance?
- ☐ Is suitable fire extinguishing equipment available for immediate use?
- ☐ Is the welder forbidden to coil or loop welding electrode cable around his or her body?
- ☐ Are wet machines thoroughly dried and tested before being used?

- ☐ Are work and electrode lead cables frequently inspected for wear and damage and replaced when needed?
- ☐ Do means for connecting cable lengths have adequate insulation?
- ☐ When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?
- ☐ Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?
- ☐ Are combustible floors kept wet, covered by damp sand or protected by fire-resistant shields?
- ☐ When floors are wet down, are personnel protected from possible electrical shock?
- ☐ When welding is done on metal walls, are precautions taken to protect combustibles on the other side?
- ☐ Before hot work is begun, are used drums, barrels, tanks and other containers so thoroughly cleaned that no substances remain that could explode, ignite or produce toxic vapors?
- ☐ Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?
- ☐ Are employees exposed to the hazards created by welding, cutting or brazing operations protected with personal protective equipment and clothing?
- ☐ Is a check made for adequate ventilation where welding or cutting is performed?
- ☐ When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?

Compressors and Compressed Air

- ☐ Are compressors equipped with pressure relief valves and pressure gauges?
- ☐ Are compressor air intakes installed and equipped so as 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 30 psi?
- ☐ When using compressed air for cleaning, do employees wear protective chip guarding and 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 drain pipe 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 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 that 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 subjected to tampering by unauthorized people?
- ☐ Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling?
- ☐ Are cylinders containing liquefied fuel gas stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?
- ☐ Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?
- ☐ 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' bottoms?

Hoist and Auxiliary Equipment

- ☐ Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
- ☐ Will each hoist automatically stop and hold any load up to 125 percent of its rated load if its actuating force is removed?
- ☐ Is the rated load of each hoist legibly marked and visible to the operator?
- ☐ Are stops provided at the safe limits of travel for trolley hoists?
- ☐ 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 hoists to ensure hoist ropes will be maintained in the sheave grooves?
- ☐ Are all hoist chains or ropes of sufficient length to handle the full range of movement of 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 that 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 drivers authorized by the employer and trained in the safe operations of industrial trucks permitted to operate such vehicles? Methods must be devised to train operators in safe operation of powered industrial trucks.
- ☐ Does employer ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of required training and evaluation in accordance with 1910.178(l)—Operator Training?
- ☐ 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 footcandles per square foot of general lighting?
- ☐ Does each industrial truck have a warning horn, whistle, gong or other device that 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 or her grip on the device that controls the travel?
- ☐ Are industrial trucks with internal combustion engines, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentrations of dangerous gases or fumes?

Spraying Operations

- ☐ Is adequate ventilation ensured before spray operations are started?
- ☐ Is mechanical ventilation provided when spraying operations are 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?
- ☐ Does the cleaning solvent have a flash point higher than the product used in the spraying operation?
- ☐ 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 spay 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?
- ☐ Are all lines to a confined space containing inert, toxic, flammable or corrosive materials valved off and blanked or disconnected and separated before entry?
- ☐ 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?
- ☐ Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?
- ☐ Is adequate illumination provided for the work to be performed in the confined space?
- ☐ Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?
- ☐ Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary and render assistance?
- ☐ Is the standby employee appropriately trained and equipped to handle an emergency?
- ☐ Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?
- ☐ 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, etc., in a confined space, is sufficient air provided to ensure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
- ☐ Whenever combustion-type equipment is used in a 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 that may produce methane?
- ☐ Is the confined space checked for possible industrial waste that could contain toxic properties?
- ☐ If the confined space is below the ground and near areas where motor vehicles are 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, blood and other potentially infectious materials that may cause harm by inhalation, ingestion, or skin absorption or contact identified?
- ☐ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.?
- ☐ Is employee exposure to chemicals in the workplace kept within acceptable levels?
- ☐ Are the safest methods and products being 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 hazardous substances (e.g., asbestos) and biohazards (e.g., bloodborne pathogens)?
- ☐ Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?
- ☐ Are engineering controls examined and maintained or replaced on a scheduled basis?
- ☐ 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 air flow and volume necessary for the application, ducts not plugged, or 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 high visibility or reflective warning vests?
- ☐ Are exhaust stacks and air intakes so located that contaminated air will not be recirculated within a building or other enclosed area?
- ☐ Is equipment producing ultraviolet radiation properly shielded?
- ☐ Are universal precautions observed where occupational exposure to blood or other potentially infectious materials can occur and in all instances where differentiation of types of body fluids or potentially infectious materials is difficult or impossible?

Flammable and Combustible Materials

- ☐ Are combustible scrap, debris, and waste materials (oily rags, etc.) 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 liquids?
- ☐ Are all connections on drums and flammable liquid piping tight?
- ☐ Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)?
- ☐ Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- ☐ Do storage rooms for flammable liquids have explosion-proof lights?
- ☐ Do storage rooms for flammable liquids have mechanical or gravity ventilation?
- ☐ Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
- ☐ Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?
- ☐ 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 wherever possible rather than blowing or sweeping combustible dust?
- ☐ Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to ensure their support and stability?
- ☐ Are fuel gas cylinders and oxygen cylinders separated by distance, fire-resistant barriers, etc., while in storage?
- ☐ Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?

  Class A Ordinary combustible material fires.

  Class B Flammable liquid, gas or grease fires.

  Class C Energized electrical equipment fires.
- ☐ Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?
- ☐ 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?
- ☐ Where sprinkler systems are permanently installed, are the nozzle heads so directed and arranged that water will not be sprayed into operating electrical switch boards and equipment?
- ☐ Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
- ☐ Are safety cans used for dispensing flammable liquids at a point of use?
- ☐ Are all spills of flammable 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 "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?

Hazardous Chemical Exposure

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

- ☐ Are employees aware of the potential hazards involving various chemicals stored or used in the workplace, such as acids, bases, caustics, epoxies, phenols, etc.?
- ☐ 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, storage tanks, etc., labeled with their identity and hazards?
- ☐ Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)?
- ☐ Are flammable or toxic chemicals kept in closed containers when not in use?
- ☐ Are chemical piping systems clearly marked as to their content?
- ☐ Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipe lines, are 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, etc.?
- ☐ 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, aerosols or mists that 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 degreasing and is it operating properly?
- ☐ Do you monitor employees to make sure there are no complaints about dizziness, headaches, nausea, irritation or other discomfort when they use solvents or other chemicals?
- ☐ Do you watch for employee health problems such as dryness, irritation or sensitization of the skin?
- ☐ 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 cleanup?
- ☐ Are materials that give off toxic, asphyxiant, suffocating or anesthetic fumes stored in remote or isolated locations when not in use?

Respiratory Protection Program

In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, has a written respiratory protection program with worksite-specific procedures been established and implemented? The program must be updated as necessary to reflect those changes in workplace conditions that affect respirator use. You must include in the program the following provisions as applicable:

- ☐ 1. Procedures for selecting respirators for use in the workplace.
- ☐ 2. Medical evaluations of employees required to use respirators.
- ☐ 3. Fit testing procedures for tight-fitting respirators.
- ☐ 4. Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations.

- ☐ 5. Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respirators.
- ☐ 6. Procedures to ensure adequate air quality, quantity and flow of breathing air for atmosphere-supplying respirators.
- ☐ 7. Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations.
- ☐ 8. Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance.
- ☐ 9. Procedures for regularly evaluating the effectiveness of the program.

Hazardous Substances Communication

- ☐ Is there a list of hazardous substances used in your workplace?
- ☐ Is there a current written exposure control plan for occupational exposure to bloodborne pathogens and other potentially infectious materials, where applicable?
- ☐ Is there a written hazard communication program dealing with safety data sheets (SDS), labeling and employee training?
- ☐ Is each container for a hazardous substance (including vats, bottles and storage tanks) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
- ☐ Is there a safety data sheet readily available for each hazardous substance used?
- ☐ Is there an employee training program for hazardous substances?

  This program needs to include:

  - ☐ 1. An explanation of what an SDS is and how to use and obtain one.
  - ☐ 2. SDS contents for each hazardous substance or class of substances.
  - ☐ 3. Explanation of "right to know."
  - ☐ 4. Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work areas.
  - ☐ 5. Physical and health hazards of substances in the work area and specific protective measures to be used.
  - ☐ 6. Details of the hazard communication program, including how to use the labeling system and SDSs.

  The employee training program on the bloodborne pathogens standard needs to contain the following elements:

  - ☐ 1. An accessible copy of the standard and an explanation of its contents.
  - ☐ 2. A general explanation of the epidemiology and symptoms of bloodborne diseases.
  - ☐ 3. An explanation of the modes of transmission of bloodborne pathogens.
  - ☐ 4. An explanation of the employer's exposure control plan and the means by which employees can obtain a copy of the written plan.
  - ☐ 5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
  - ☐ 6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices and personal protective equipment.
  - ☐ 7. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
  - ☐ 8. An explanation of the basis for selection of personal protective equipment.
  - ☐ 9. Information on the hepatitis B vaccine.
  - ☐ 10. Information on the appropriate actions to take and people to contact in an emergency involving blood or other potentially infectious materials.
  - ☐ 11. An explanation of the procedure to follow if an exposure incident occurs, including the methods of reporting the incident and the medical follow-up that will be made available.
  - ☐ 12. Information on post-exposure evaluations and follow-up.
  - ☐ 13. An explanation of signs, labels and color coding.

  Are employees trained in the following:

- ☐ How to recognize tasks that might result in occupational exposure?
- ☐ How to use work practice and engineering controls and personal protective equipment and to know their limitations?

- ☐ How to obtain information on the types, selection, proper use, location, removal, handling, decontamination and disposal of personal protective equipment?
- ☐ Who to contact and what to do in an emergency?

Electrical

- ☐ Do you specify compliance with OSHA standards for all contract electrical work?
- ☐ Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
- ☐ Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
- ☐ When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked out and tagged whenever possible?
- ☐ Are portable electrical tools and equipment grounded or of the double-insulated type?
- ☐ Are electrical appliances such as vacuum cleaners, polishers and vending machines grounded?
- ☐ Do extension cords being used have a grounding conductor?
- ☐ Are multiple-plug adapters prohibited?
- ☐ Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
- ☐ Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
- ☐ Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?
- ☐ Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- ☐ Are flexible cords and cables free of splices or taps?
- ☐ Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools and equipment, and is the cord jacket securely held in place?
- ☐ Are all cord, cable and raceway connections intact and secure?
- ☐ In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
- ☐ Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling or similar work is begun?
- ☐ Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment of circuit conductors?
- ☐ Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
- ☐ Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- ☐ Are disconnecting means always opened before fuses are replaced?
- ☐ Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
- ☐ Are all electrical raceways and enclosures securely fastened in place?
- ☐ Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- ☐ Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- ☐ Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
- ☐ Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
- ☐ Are disconnecting switches for electrical motors in excess of 2 horsepower capable of opening the circuit when the motor is in a stalled condition without exploding? (The horsepower rating of switches must be equal to or in excess of the motor's horsepower rating.)
- ☐ Is low voltage protection provided in the control device of motors driving machines or equipment that could cause probable 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 2 horsepower rated in horsepower equal to or in excess of the rating of the motor it serves?
- ☐ Are employees who regularly work on or around energized electrical equipment or lines instructed in cardiopulmonary resuscitation (CPR)?
- ☐ Are employees prohibited from working alone on energized lines or equipment over 600 volts?

Noise

- ☐ Does every area in the workplace have a continuous noise level that does not exceed 85 dBA?
- ☐ Is there an ongoing preventive health program to educate employees in safe levels of noise, exposures, effects of noise on their health and the use of personal protection?
- ☐ Have work areas where noise levels make voice communication between employees difficult been identified and posted?
- ☐ Are noise levels being measured using a sound level meter or octave band analyzer and are records being kept?
- ☐ Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined to not be feasible, are administrative controls (such as worker rotation) being used to minimize individual employee exposure to noise?
- ☐ Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?
- ☐ Have you tried isolating noisy machinery from the rest of your operation?
- ☐ If you use ear protectors, are employees properly fitted and instructed in their use?
- ☐ Are employees in high noise areas 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 the likelihood of spillage will be minimal?
- ☐ When spillage occurs during fueling operations, is the spilled fuel washed away 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 the 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 buildings 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 a pipeline is identified by color painting, are all visible parts of the line so identified?
- ☐ When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?
- ☐ When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?
- ☐ When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?
- ☐ When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and

permanently distinguishable, and are tags installed at each valve or outlet?

- ☐ When pipelines are heated by electricity, steam or another external source, are suitable warning signs or tags placed at unions, valves or other serviceable parts of the system?

Materials 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 before use?
- ☐ Are vehicles shut off and brakes set before loading or unloading?
- ☐ Are containers of 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 the rollers or chutes, are provisions made to brake the movement of the handled materials?
- ☐ Are pallets inspected before being loaded or moved?
- ☐ Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments will not accidentally slip off the hoist hooks?
- ☐ Are securing chains, ropes, chockers or slings adequate for the job to be performed?
- ☐ When hoisting material or equipment, are provisions made to ensure no one will be passing under the suspended loads?
- ☐ Are safety data sheets available to employees handling hazardous substances?

Transporting Employees and Materials

- ☐ Do employees who operate vehicles on public thoroughfares have valid operator's licenses?
- ☐ When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?
- ☐ Is each van, bus or truck used regularly to transport employees equipped with an adequate number of seats?
- ☐ When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?
- ☐ Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?
- ☐ Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount and dismount?
- ☐ Are employee transport vehicles equipped at all times with at least two reflective type flares?
- ☐ When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers that are secured in place?
- ☐ Are employees prohibited from riding on top of any load that 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?
- ☐ Are proper safeguards taken to ensure that where two or more different types of operations are being controlled through the same exhaust system, the combination of substances being controlled do not 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 source point for makeup air located so that only clean, fresh air, which is free of contaminants, 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 function of the other?

Sanitizing Equipment and Clothing

- ☐ Is personal protective clothing or equipment that employees are required to wear or use of a type capable of being cleaned easily and disinfected?
- ☐ Are employees prohibited from interchanging personal protective clothing or equipment unless it has been properly cleaned?
- ☐ Are machines and equipment that process, handle or apply materials that could be injurious to employees cleaned and/or decontaminated before being overhauled or placed in storage?
- ☐ Are employees prohibited from smoking or eating in any area where contaminants that could be injurious if ingested are present?
- ☐ When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?
- ☐ Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?
- ☐ When equipment, materials or other items are taken into or removed from a carcinogen regulated area, is it done in a manner that will not contaminate non-regulated areas or the external environment?

Tire Inflation

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

5

Assistance in Problem Solving

Free On-Site Consultation

The OSH Consultative Services Bureau offers free on-site consultation. (See the inside back cover of this publication for address and telephone number.) You may request a visit from a consultant who will give you practical advice about your job site's safety and health protection. These consultants do not issue citations, propose penalties or routinely provide information about you or your workplace conditions to inspectors from the OSH compliance bureaus.

Because employers, not employees, are subject to the legal sanctions under OSHA, you will have the option of deciding whether employees or their representatives will participate in an on-site consultative visit. Consultants, however, will be required to explain that OSHA allows employee participation during inspections.

While the on-site consultants do not write citations, issue proposed penalties or routinely provide consultation information to the inspection staff, it is expected the employers will cooperate broadly with the recommendations of the consultants and achieve compliance with the job safety and health law voluntarily.

Any conditions of "imminent danger" identified by the consultant must be resolved immediately. Such conditions are rare, but if they are found during an on-site consultative visit, you must take immediate corrective action. Please note that if immediate action is not taken, the OSH Division requires that the consultant immediately notify his or her supervisor so that appropriate enforcement action can be taken as prescribed by regulation. The agreement between federal OSHA and the OSH Division to provide on-site consultation also requires the consultant to ensure that all "serious" hazards be eliminated. These are hazards from which it is reasonably predictable that death or serious physical harm could result. When a consultant finds such a situation, he or she must notify you and give you a reasonable length of time in which to effectively control or eliminate the hazard. The consultant is required to work with you and to help you develop a plan and a timetable for correction.

If, at the end of the agreed upon period or an agreed upon extension of time, the consultant is not satisfied that proper action has been taken, he or she must notify a supervisor, who will take appropriate action as described above.

These are the only occasions when such information may be referred to the compliance staff. You can see that it would be deliberate inaction on the part of the owner/manager in an imminent/serious danger situation that would force the consultant to initiate this action. We have found that this situation only arises in rare circumstances. The employer who requests consultation demonstrates an interest in having a safe and healthful workplace. We are confident that the employer will not ignore the advice of a professional when warned of such hazardous conditions.

All of this will be discussed with you when you call the Consultative Services Bureau. At that point, you can decide whether to proceed with the consultation request. If you decide against it, which we hope you will not do, you can request that the consultant send you any special materials pertaining to your workplace conditions. You should read and implement these on your own or with continued telephone contact.

Either way, it will be worth the call.

Multiple Sources of Help

The OSH Division promotes workplace safety and heath through efforts of education, training and technical assistance. The Education, Training and Technical Assistance Bureau (**ETTA**) leads and coordinates division training efforts. The division is expanding outreach activities to promote workplace safety and health. The new mobile training unit, Labor One, is the latest innovation. Labor One travels throughout the state to take training to employers and employees in construction and general industry. ETTA offers educational materials, arranges conferences, and provides professional training for OSH staff members and for the public. The bureau also offers assistance with standards interpretation. ETTA is the primary coordinator and administrator of the educational function for the OSH Division. ETTA works to develop appropriate partnerships, coordinate and conduct internal and external training, and provide outreach to stakeholders and affected industries. The overall emphasis of ETTA, consistent with efforts of other OSH bureaus, is on reducing and eliminating hazards that lead to injuries, illnesses and fatalities in selected industries and activities.

OSH on the Move for Safety and Health:
Labor One is NCDOL's new mobile training unit

Standards Interpretation and Publications

ETTA responds to requests for technical assistance and interpretation of safety and health standards. ETTA has primary responsibility to address issues related to the adoption and development of safety and health standards as applied by the OSH Division. The Standards Section of ETTA evaluates variance requests, helps interpret safety and health standards, and provides technical assistance. Copies of Safety and Health Standards for 29 CFR 1910 (General Industry) and 29 CFR 1926 (Construction Industry) can be obtained from ETTA. Other North Carolina occupational safety and health publications available to the public include books, brochures, "Notice to Employees" poster, forms and industry guides.

Training and Outreach Services

On-going training and outreach efforts are addressed by ETTA's Training Section. Outreach Services handle an array of activities and events. ETTA staff work diligently with health and safety organizations, industrial groups, private safety consultants, individual businesses and governmental agencies to provide informed speakers on safety and health standards.

Workers' Compensation Carriers and Other Insurance Companies

Many workers' compensation carriers as well as many liability and fire insurance companies conduct periodic inspections and visits to evaluate safety and health hazards. Managers of small- and medium-sized businesses need to know what services are available from these sources. Contact your carrier to see what it has to offer.

Trade Associations and Employer Groups

Because of the increase in job safety and health awareness resulting from OSHA activities, many trade associations and employer groups have put a new emphasis on safety and health matters to better serve their members. If you are a member of such a group, find out how it is assisting its members. If you are not a member, find out if these groups are circulating their materials to nonmembers, as many do.

Trade Unions and Employee Groups

If your employees are organized, set up some communications, as you do in normal labor relations, to get coordinated action on hazards in your business. Safety and health is one area where advance planning will produce action on common goals. Many trade unions have safety and health expertise that they are willing to share.

The National Safety Council and Local Chapters

The National Safety Council has a broad range of information services available. If you have a local chapter of the NSC, you can call or visit to see how you can use materials pertaining to your business. If there is no chapter nearby, you can write:

National Safety Council
1121 Spring Lake Drive
Itasca, IL 60143-3201

Professional Associations

The following professional associations are an additional resource that may be able to provide assistance to you:

American Society of Safety Engineers
1800 E. Oakton
Des Plaines, IL 60018

American Industrial Hygiene Association
2700 Prosperity Ave., #250
Fairfax, VA 22031
Phone: (703) 349-8888
E-mail: infonet@aiha.org

American Conference of Governmental Industrial Hygienists
1330 Kemper Meadow Drive
Cincinnati, OH 45211-4438
Phone: (513) 742-2020
Fax: (513) 742-3355

For Specific Medical Consultation

Talk to your local doctors or clinics and see if one of them will advise you on workplace medical matters on a consulting basis.

You can contact your local Red Cross chapter for assistance in first aid training. If you cannot locate a local chapter, write:

American National Red Cross National
Headquarters
Safety Programs
18th and E Streets, N.W.
Washington, DC 20006

Your Local Library

Many local and university libraries contain information on specific safety and health subjects pertaining to your business.

These materials are usually in reference rooms or technical subject areas. Ask your librarian what is available. The library may be able to obtain materials for you through inter-library loan, purchase, etc.

Two basic publications of the National Safety Council will give you many sources of technical information. The *Accident Prevention Manual for Industrial Operations* is a basic reference book for all safety and health work. The second, *Fundamentals of Industrial Hygiene*, contains excellent information on toxic materials and recommended health and hygiene practices. Both of these references have other sources listed at the end of each chapter that may help you in solving specific problems.

Model Policy Statements

"The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthful working conditions. The safety and health of our employees continues to be the first consideration in the operation of this business."

"Safety and health in our business must be a part of every operation. Without question it is every employee's responsibility at all levels."

"It is the intent of this company to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is expected. Inform your supervisor immediately of any situation beyond your ability or authority to correct."

"The personal safety and health of each employee of this company is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards."

"We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved."

"Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries."

"Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspection to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment and instructions for its use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it will not happen again.
- Setting up a system of recognition and awards for outstanding safety service or performance."

"We recognize that the responsibilities for safety and health are shared:

- The employer accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

- Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program including compliance with all rules and regulations—and for continuously practicing safety while performing their duties."

Code of Safe Practices

This is a suggested code. It is general in nature and inclusive of many types of small business activities. It is intended only as a model that you can redraft to describe your own particular work environment.

General Policy

1. All employees of this firm shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor/employer.
2. Supervisors shall insist that employees observe and obey every rule, regulation and order necessary to the safe conduct of the work and shall take such action necessary to obtain compliance.
3. All employees shall be given frequent accident prevention instructions. Instructions, practice drills and articles concerning workplace safety and health shall be given at least once every ___ working days.
4. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. People with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work-related problems with the supervisor/employer.
5. No one shall knowingly be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness or other causes that might expose the individual or others to injury.
6. Employees should be alert to see that all guards and other protective devices are in place properly and adjusted and shall report deficiencies. Approved personal protective equipment shall be worn in specified work areas.
7. Horseplay, scuffling and other acts that tend to endanger the safety or well-being of employees are prohibited.
8. Work shall be well planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, employees should bend their knees and use the large muscles of the leg instead of the smaller muscles of the back. Back injuries are the most frequent and often the most persistent and painful type of workplace injury.
9. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from the supervisor/employer.
10. All injuries shall be reported promptly to the supervisor/employer so that arrangements can be made for medical and/or first aid treatment. First aid materials are located in _____; emergency, fire, ambulance, rescue squad and doctor's telephone numbers are located on _____; and fire extinguishers are located at _____.

Suggested Safety Rules

- Do not throw material, tools or other objects from heights (whether structures or buildings) until proper precautions are taken to protect others from the falling object hazard.
- Wash thoroughly after handling injurious or poisonous substances.
- Gasoline shall not be used for cleaning purposes.
- Arrange work so that you are able to face ladder and use both hands while climbing.

Use of Tools and Equipment

- Keep faces of hammers in good condition to avoid flying nails and bruised fingers.
- Files shall be equipped with handles; never use a file as a punch or pry.
- Do not use a screwdriver as a chisel.
- Do not lift or lower portable electric tools by the power cords; use a rope. Do not leave the cords of these tools where cars or trucks will run over them.

Machinery and Vehicles

- Do not attempt to operate machinery or equipment without special permission unless it is one of your regular duties.
- Loose or frayed clothing, dangling ties, finger rings, etc., must not be worn around moving machinery or other places they can get caught.
- Machinery shall not be repaired or adjusted while in operation.

OSHA Job Safety and Health Standards, Regulations and Requirements

OSHA has four separate sets of standards: General Industry (29 Code of Federal Regulations [CFR] 1910), Construction (29 CFR 1926), Maritime Employment (29 CFR 1915–1919), and Agriculture (29 CFR 1928). OSHA has regulations on posting and other administrative matters in 29 CFR 1903 and on recording and reporting of injuries and illnesses in 29 CFR 1904.

The Occupational Safety and Health Act of North Carolina also has a general duty clause (N.C. Gen. Stat. 95-129(1)):

> Each employer shall furnish to each of his employees conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or serious physical harm to his employees.

A recognized hazard is a danger recognized by the employer's industry or industry in general, by the employer, or by common sense. The general duty clause does not apply if there is an OSHA standard dealing with the hazard, unless the employer knows that the standard does not adequately address the hazard.

To order a copy of OSHA regulations, contact the OSH Education, Training and Technical Assistance Bureau. (See the inside back cover of this publication for address and telephone number.)

After you have obtained a copy of the current standards, those that apply to your business can be identified easily by a process of elimination. Read the introduction to the subpart heading, then analyze the possible hazards mentioned, but only in terms of your workplace, your equipment, your materials and your employees.

For example, if you are engaged in retail trade or service and you do not have compressed gases, flammables or explosives on your premises, you can eliminate Hazardous Materials (Subpart H) as not applying to your business. Most small businesses need to pay particular attention to the following:

- Walking-Working Surfaces (Subpart D)
- Means of Egress (Subpart E)
- Occupational Health and Environmental Control (Subpart G)
- Fire Protection (Subpart L)
- Materials Handling and Storage (Subpart N)

Applicability of other standards depends on the functions of your business.

If you have any problems determining whether a standard is applicable to your workplace, you may contact the Education, Training and Technical Assistance Bureau. Staff should be able to answer any questions you may have about standards, as well as give you general guidelines on methods of implementing them in your workplace.

Financing Workplace Improvement

The Small Business Administration (SBA) is authorized to make loans to assist small businesses to meet OSHA standards. Because SBA's definition of a "small" business varies from industry to industry, it is advisable to contact your local SBA field office and ask whether you qualify.

If you have not been inspected by the OSH Division, now is the time to seek consultation to learn whether your workplace will require any improvements and how much improvements are going to cost. Staff from the Consultative Services Bureau can assist you in assessing what improvements are needed and which standards relate to the condition(s) to be corrected.

A helpful hint: if you decide to apply for an SBA loan, experience indicates that most delays in processing SBA/OSHA loans are due to applications that either do not (1) adequately describe each workplace condition to be corrected and identify one or more OSHA standards applicable to the condition to be corrected or (2) provide a reasonable estimate of the cost of correcting each condition.

In most cases, safety hazards can be corrected without financial assistance. Health hazards may be more costly to correct. The age and condition of the building and equipment are major factors to be considered.

Interest rate information on SBA loans may be obtained from any SBA office. They fluctuate but are generally lower than you can obtain elsewhere. In addition, you may wish to consult your own bank. It pays to shop around for loans.

And don't forget to check with your accountant at income tax time, since safety and health improvements generally can be expended or depreciated.

Overall Action Plan Worksheet

Major Action Steps to Be Taken	Priority (Assign Each Step a Number)	Projected Completion Date	Actual Completion Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Action Step _____

Description of Action to Be Taken: _____

_____

Specific Steps Required	People Assigned	Projected Completion Date	Problems/Delays Encountered	Actual Completion Date
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

OSH Publications

We provide a variety of OSH publications. These include general industry and construction regulations, industry guides that cover different OSH topics, quick cards, fact sheets and brochures that cover a wide variety of serious safety and health workplace hazards. Workplace labor law posters are available free of charge. To obtain publications, call toll free at 1-800-NC-LABOR (1-800-625-2267) or direct at 919-707-7876. You may view the list of publications and also download many of them at **www.labor.nc.gov/safety-and-health/publications**.

Occupational Safety and Health (OSH)
Sources of Information

You may call 1-800-NC-LABOR (1-800-625-2267) to reach any division of the N.C. Department of Labor (NCDOL); or visit the NCDOL home page at www.labor.nc.gov

Occupational Safety and Health Division

Mailing Address:
1101 Mail Service Center
Raleigh, NC 27699-1101
Local Telephone: 919-707-7806 Fax: 919-707-7964

Physical Location:
111 Hillsborough St.
(Old Revenue Building, 3rd Floor)

For information concerning education, training, interpretations of occupational safety and health standards, and OSH recognition programs contact:

Education, Training and Technical Assistance Bureau

Mailing Address:
1101 Mail Service Center
Raleigh, NC 27699-1101
Telephone: 919-707-7876 Fax: 919-707-7965

Physical Location:
111 Hillsborough St.
(Old Revenue Building, 4th Floor)

For information concerning occupational safety and health consultative services contact:

Consultative Services Bureau

Mailing Address:
1101 Mail Service Center
Raleigh, NC 27699-1101
Telephone: 919-707-7846 Fax: 919-707-7966

Physical Location:
111 Hillsborough St.
(Old Revenue Building, 3rd Floor)

For information concerning migrant housing inspections and other related activities contact:

Agricultural Safety and Health Bureau

Mailing Address:
1101 Mail Service Center
Raleigh, NC 27699-1101
Telephone: 919-707-7820 Fax: 919-707-7967

Physical Location:
111 Hillsborough St.
(Old Revenue Building, 2nd Floor)

For information concerning occupational safety and health compliance contact:

Safety and Health Compliance District Offices

Raleigh District Office (3801 Lake Boone Trail, Suite 300, Raleigh, NC 27607)
Telephone: 919-779-8570 Fax: 919-420-7966

Asheville District Office (204 Charlotte Highway, Suite B, Asheville, NC 28803-8681)
Telephone: 828-299-8232 Fax: 828-299-8266

Charlotte District Office (901 Blairhill Road, Suite 200, Charlotte, NC 28217-1578)
Telephone: 704-665-4341 Fax: 704-665-4342

Winston-Salem District Office (4964 University Parkway, Suite 202, Winston-Salem, NC 27106-2800)
Telephone: 336-776-4420 Fax: 336-767-3989

Wilmington District Office (1200 N. 23rd St., Suite 205, Wilmington, NC 28405-1824)
Telephone: 910-530-6840 Fax: 910-251-2654

******To make an OSH Complaint,* OSH Complaint Desk:** 919-779-8560

For statistical information concerning program activities contact:

Planning, Statistics and Information Management Bureau

Mailing Address:
1101 Mail Service Center
Raleigh, NC 27699-1101
Telephone: 919-707-7838 Fax: 919-707-7969

Physical Location:
111 Hillsborough St.
(Old Revenue Building, 2nd Floor)

For information about safety videos, labor-related books or electronic resources contact:

N.C. Department of Labor Library

Mailing Address:
1101 Mail Service Center
Raleigh, NC 27699-1101
Telephone: 919-707-7880 Fax: 919-707-7963

Physical Location:
111 Hillsborough St.
(Old Revenue Building, 5th Floor)

N.C. Department of Labor (Other than OSH)

1101 Mail Service Center
Raleigh, NC 27699-1101
Telephone: 919-707-7766 Fax: 919-733-6197