ORIGINAL

RESOLUTION NO. 2014-06

RESOLUTION TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the County of Weakley hereby updates the Occupational Safety and Health Program Plan for our employees; and

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements.

NOW, THEREFORE, BE IT RESOLVED by the Weakley County Commission that there be and is hereby amended as follows:

TITLE:
This section shall be known as "The Occupational Safety and Health Program Plan" for the employees of Weakley County.

PURPOSE:
The Weakley County Commission in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

1) Provide a safe and healthful place and condition of employment that includes:
   a) Top Management Commitment and Employee Involvement;
   b) Continually analyze the worksite to identify all hazards and potential hazards;
   c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
   d) Train managers, supervisors, and employees to understand and deal with worksite hazards.

2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.

3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.

4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.

5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.

6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.

7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this Program Plan.

COVERAGE:

The provisions of the Occupational Safety and Health Program Plan for the employees of Weakley County shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.

STANDARDS AUTHORIZED:

The Occupational Safety and Health standards adopted by the Weakley County Commission are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

VARIANCES FROM STANDARDS AUTHORIZED:

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

ADMINISTRATION:

For the purposes of this resolution, Weakley County Public Safety Director is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

FUNDING THE PROGRAM PLAN:

Sufficient funds for administering and staffing the Program Plan pursuant to this resolution shall be made available as authorized by the Weakley County Commission.

SEVERABILITY:

SECTION 2. BE IT FURTHER RESOLVED, that if any section, sub-section, sentence, clause, phrase, or portion of this resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

AMENDMENTS, ETC:

SECTION 3. BE IT FURTHER RESOLVED, that this resolution shall take effect from and after the date it shall have been passed, properly signed, certified, and has met all other legal requirements, and as otherwise provided by law, the general welfare of Weakley County requiring it.

NOW, THEREFORE, BE IT RESOLVED by the county legislative body of Weakley County, meeting in general session on this the 16th day of September, 2013, that: Weakley County adopted the updated Occupational Safety and Health Program Plan for our employees.

BE IT FURTHER RESOLVED, that all resolutions of the Board of County Commissioners of Weakley County, Tennessee, which are in conflict with this resolution are hereby repealed.

BE IT FURTHER RESOLVED, that this resolution take effect from and after its passage, the public welfare requiring it. This resolution shall be spread upon the minutes of the, Board of County Commissioners.

Pursuant To The Rules Of The Commission, This Resolution Is Sponsored By The Following Members Of The Weakley County Board of County Commissioners:

SPONSORED BY:

ACKNOWLEDGED AND APPROVED:

Chairman, Public Safety Committee

SPONSORED BY:

Earl Wright

ACKNOWLEDGED AND APPROVED:

Chairman, Health, Education, & Econ Dvlp Committee

Motion made by Commissioner Jones that the foregoing resolution be adopted:

Motion seconded by Commissioner Vincent.

Upon being put to a ~~roll call vote~~ voice, Motion carried by a vote of 17 Yeas, 0 Nay 0 Passed and 1 Absent.

ATTESTED:

Pat Scarbrough, County Clerk

APPROVED:

James H. Westbrook, Jr., Chrm, County Commission

THIS THE 16th DAY OF SEPTEMBER, 2013.

APPROVED:

Houston W. Patrick, County Mayor

Date: 09/17/13

VETOED:

Houston W. Patrick, County Mayor

Date:

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN FOR THE EMPLOYEES OF WEAKLEY COUNTY

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of Weakley County.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The Weakley County Commission in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

a. Provide a safe and healthful place and condition of employment.
b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees□ safety and health.

II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

a. COMMISSIONER OF LABOR and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
b. EMPLOYER means the Weakley County Government and includes each administrative department, board, commission, division, or other agency of the County of Weakley.
c. SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or SAFETY DIRECTOR means the person designated by the establishing resolution, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of Weakley County.
d. INSPECTOR(S) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
e. APPOINTING AUTHORITY means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.
f. EMPLOYEE means any person performing services for this employer and listed on the payroll of this employer, either

as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as □volunteers□ provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.

g. PERSON means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
h. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
i. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
j. ESTABLISHMENT or WORKSITE means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
k. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:

    1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
    2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

l. ACT or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.
m. GOVERNING BODY means the County Quarterly Court, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local government, government agency, or utility to which this plan applies.
n. CHIEF EXECUTIVE OFFICER means the chief administrative official, County Judge, County Chairman, County Mayor, Mayor, City Manager, General Manager, etc., as may be applicable.

III. EMPLOYERS RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

a. Employer shall furnish to each employee 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 harm to employees.
b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
c. Employer shall refrain from and unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.

f. Employer is entitled to protection of its legally privileged communication.
g. Employer shall inspect all worksites to insure the provisions of this Program Plan are complied with and carried out.
h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
i. Employer shall notify all employees of their rights and duties under this Program Plan.

IV. EMPLOYEES RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety or others or when a medical examination may be reasonably required for performance of a specific job.
k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

V. ADMINISTRATION

a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.

    1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties,

and responsibilities under this Program Plan.

2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.
3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
9. **The Safety Director shall, in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours.**

b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.

1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

a. The application for a variance shall be prepared in writing and shall contain:

   1. A specification of the standard or portion thereof from which the variance is sought.
   2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
   3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
   4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
   5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.

b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:

   1. The employer
      i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
      ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
      iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.

   2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.

d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to ww.osha.gov and click on Recordkeeping Forms located on the home page.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the governing body.
f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

a. Safety Director and/or Compliance Inspector(s):

   1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.

   2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors,

and employees of the existence of safety and health hazards will be furnished.

b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employees work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocution; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.

   i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.

   ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.

   iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

a. In order to carry out the purposes of this Resolution, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
   1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
   2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.

b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with

Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.

c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.

d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.

e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.

f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.

g. Advance Notice of Inspections.

1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.

h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:

1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.

i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMINENT DANGER PROCEDURES

a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:

1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be

abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.

5. The imminent danger shall be deemed abated if:

   i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
   ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.

6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.

b. Refusal to Abate.

   1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
   2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

XIII. ABATEMENT ORDERS AND HEARINGS

a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:

   1. Issue an abatement order to the head of the worksite.
   2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.

b. Abatement orders shall contain the following information:

   1. The standard, rule, or regulation which was found to violated.
   2. A description of the nature and location of the violation.
   3. A description of what is required to abate or correct the violation.
   4. A reasonable period of time during which the violation must be abated or corrected.

c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

XIV. PENALTIES

a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following

ways as appropriate and warranted:

1. Oral reprimand.
2. Written reprimand.
3. Suspension for three (3) or more working days.
4. Termination of employment.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (resolution, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

a. Compliance with any other law, statute, resolution, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statue, resolution, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, resolution, or executive order, as applicable, is specifically repealed.

9/17/13

Signature: Safety Director, Occupational Safety and Health and Date

APPENDIX - I WORK LOCATIONS

Department of Finance	8319 Hwy 22	Dresden	7
Courthouse	116 W Main St	Dresden	42
Detention Center	7951 Hwy 22	Dresden	64
Highway Department	608 County Maint. Rd	Dresden	38
Election Building	135 S Poplar, Suite A	Dresden	2
Library	341 Linden St	Dresden	7
Health Department	9852 Hwy 22	Dresden	2
Dresden Senior Center	598 Evergreen St	Dresden	7
Sharon Senior Center	207 E Main St	Sharon	1
Soil Conservation	196 Hunt St	Dresden	1
District Attorney	121 W Main St	Dresden	1
Dresden Elementary School	759 Linden St, Suite B	Dresden	68
Dresden Middle School	759 Linden St, Suite A	Dresden	36
Dresden High School	7150 Hwy 22	Dresden	41
Gleason School	9299 State Championship Dr	Gleason	67
Greenfield School	319 W Main St	Greenfield	68
Martin Primary School	215 S College St	Martin	64
Martin Elementary School	300 S College St	Martin	55
Martin Middle School	700 Fowler Rd	Martin	44
Westview High School	8161 Hwy 45	Martin	67
Sharon School	254 N Woodlawn St	Sharon	49
WC Adult Learning Center	8250 Hwy 22	Dresden	12
WC Board of Education	8319 Hwy 22	Dresden	30
Weakley County Bus Garage	608 County Maint. Rd	Dresden	59

TOTAL NUMBER OF EMPLOYEES: 832

APPENDIX – II NOTICE TO ALL EMPLOYEES

NOTICE TO ALL EMPLOYEES OF WEAKLEY COUNTY GOVERNMENT

The Tennessee Occupational Safety and Health Act of 1972 provide job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to insure compliance with the Act.

Employees shall be furnished 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 harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or the respective Department Head.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before Weakley County Personnel Committee for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of Weakley County is available for inspection by any employee at the Weakley County Sheriff's Office during regular office hours.

Houston Patrick 9/17/13

Signature: (City/County) MAYOR AND DATE

APPENDIX - III PROGRAM PLAN BUDGET

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY

ie assured that Weakley County Government has sufficient financial resources available or will make sufficient financial esources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and) comply with standards.

APPENDIX – IV ACCIDENT REPORTING PROCEDURES

Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves loss of consciousness, a fatality, broken bones, severed body member, or third degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor or the administrative head of the accident within seventy-two (72) hours after the accident occurred (four (4) hours in the event of accidents involving a fatality or the hospitalization of three (3) or more employees).

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

APPENDIX – V SAMPLE MONTHLY INSPECTION REPORT

EMPLOYER POSTING & RECORDKEEPING

- ☐ Is the required OSHA workplace poster displayed in a prominent location where all employees are likely to see it?
- ☐ 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 "Material Safety Data Sheets" 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?
- ☐ Are employees training records kept and accessible for review by employees, when required by OSHA standards?
- ☐ Are operating permits and records up-to-date for such items as elevators, air pressure tanks, and liquefied petroleum gas tanks?
- ☐ Is one person in your department clearly responsible for the overall activities of the safety and health program?

FIRE AND MEDICAL SERVICES

- ☐ Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
- ☐ Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?
- ☐ Is your local fire department well acquainted with your facilities, its location and specific hazards?
- ☐ 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?
- ☐ Are fire doors unobstructed and protected against obstructions?
- ☐ 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

- ☐ Are employers assessing the workplace to determine if hazards that require the use of person protective equipment (e.g. head, eye, face, hand or foot protection) are present or are likely to be present?
- ☐ If hazards or the likelihood of hazards are found, are employers selecting and having affected employees use properly fitted person protective equipment suitable for protection from these hazards?
- ☐ Has the employer been trained on PPE procedures, i.e. what PPE is necessary for job tasks, when they need it, and how to properly adjust it?
- ☐ 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, protective goggles, or us 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 infections materials? See 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 penetration actions?
- ☐ 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 are where employees are exposed to injurious corrosive materials?

GENERAL WORK ENVIRONMENT

- ☐ Are all worksites clean, sanitary, and orderly?
- ☐ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- ☐ Are all spilled hazardous materials or liquids, including blood and other potentially infections materials, cleaned

up immediately and according to proper procedures?

- ☐ Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- ☐ Is all regulated waste as defined in the OSHA blood borne pathogens standard (29 CFR 1910.1030), discarded according to federal, state and local regulations?
- ☐ Are all toilets and washing facilities clean and sanitary?
- ☐ Are all work areas adequately illuminated?
- ☐ Are pits in floor openings covered or otherwise guarded?
- ☐ Have all confined spaces been evaluated for compliance with 29 CFR 1910.146?

WALKWAYS, FLOOR AND WALL OPENINGS

- ☐ Are aisles and passageways kept clear?
- ☐ Are wet surfaces covered in non-slip materials?
- ☐ Are holes in the floor, sidewalk, or other walking surface repaired properly, covered or otherwise made safe?
- ☐ Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
- ☐ Are materials or equipment stored in such a way that sharp projectives will not interfere with the walkway?
- ☐ Are spilled materials cleaned up immediately?
- ☐ 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?
- ☐ 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?

STAIRWAYS / EXITING / EGRESS

- ☐ Are standard stair rails or handrails on all stairways having four or more risers?
- ☐ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- ☐ 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 all exits kept free of obstructions?
- ☐ Are special precautions taken to protect employees during construction and repair operations?
- ☐ Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?

PORTABLE LADDERS

- ☐ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?
- ☐ Are non-slip safety feet provided on each ladder?
- ☐ Are non-slip safety feet provided on each metal or rung ladder?
- ☐ Are ladder rungs and steps free of grease and oil?
- ☐ Is it prohibited to place a ladder in front of doors opening toward the ladder expect 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 and 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 lashed or otherwise held in place?

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 and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
- ☐ Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
- ☐ Are worn out 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 suing hand tools or equipment which 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 dry, secure location where they won't be tampered with?
- ☐ Is eye and face protection used when driving hardened or tempered spuds or nails?
- ☐ Are grinders, saws and similar equipment provided with appropriate safety guards?
- ☐ Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?
- ☐ Are portable circular saws equipped with guards above and below the base shoe?
- ☐ Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
- ☐ Are rotating or moving parts of equipment guarded to prevent physical contact?
- ☐ Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
- ☐ Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers and air compressors?
- ☐ 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 during periods of constructions?
- ☐ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT GRINDERS

- ☐ Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
- ☐ Is the adjustable tongue on the top side of the grinder used and kept adjusted to within ¼ inch of the wheel?
- ☐ Do side guards cover the spindle, nut and flange and 75% of the wheel diameter?
- ☐ Are bench and pedestal grinders permanently mounted?
- ☐ Are goggles or face shields always worn when grinding?
- ☐ Is the maximum revolutions per minute 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?
- ☐ Are new abrasive wheels visually inspected and ring tested before they are mounted?
- ☐ Are dust collectors and powered exhausts provided on grinders used in operations that produce a large amount of dust?
- ☐ Are splash guards mounted on grinders that use coolant to prevent the coolant from reaching employees?
- ☐ Is cleanliness maintained around grinders?

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, material handling and waste removal?
- ☐ Is equipment and machinery securely placed and anchored 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 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 machine guards secure and arranged so they do not cause a hazard while in use?
- ☐ If special hand tools are used for placing and removing material, do they protect the operator's hands?
- ☐ Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
- ☐ 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 PPE of 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-kickback devices and spreaders?
- ☐ Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

LOCKOUT / TAGOUT PROCEDURES

- ☐ Is all the machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, or setting up operations?
- ☐ If the power disconnect does not also disconnect the electrical control circuit, are the appropriate enclosures identified and is a means provided to ensure that the control circuit can also be disconnected and locked out?
- ☐ Is the locking out of control circuits instead 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 keys(s) while they have safety locks in use?
- ☐ Is it required that only the employee exposed to the hazard can place or remove the safety lock?
- ☐ Is it required that employees check the safety of the lockout by attempting a startup after making sure no one is exposed?
- ☐ Are employees instructed to always push the control circuit 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 prevention signs or tags and safety padlocks provided or any reasonably foreseeable repair emergency?
- ☐ When machine operations, configuration, or size require an operator to leave the control station and part of the machine could move if accidentally activated, is the part required to be separately locked out or blocked?
- ☐ If equipment or lines cannot be shut down, locked out and tagged, is a safe job procedures established and rigidly followed?

WELDING, CUTTING AND BRAZING

- ☐ Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?
- ☐ Does each operator have a copy of and follow the appropriate operating instructions?
- ☐ 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 gasses, except at burner or in a standard torch?
- ☐ Are only approved apparatuses (torches, regulators, pressure reducing valves, acetylene generators, manifolds) used?
- ☐ Are cylinders kept away from sources of heat and 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 posted reading "DANGER, NO SMOKING, MATCHES OR OPEN LIGHTS," or the equivalient?
- ☐ Are cylinders, cylinder valves, couplings, regulators, hoses and apparatuses kept free of oily or greasy substances?
- ☐ Is care taken not to drop or strike cylinders?

- ☐ Are regulators removed and valve-protection caps put in place before moving cylinders, unless they are secured on special trucks?
- ☐ Do cylinders without fixed wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?
- ☐ Are liquefied gases stored and shipped valve-end up with valve covers in place?
- ☐ Are employees trained never to crack a fuel gas cylinder valve near sources of ignition?
- ☐ Before a regulator is removed, is the valve closed and gas released?
- ☐ Is red used to identify the acetylene (and other fuel-gas) house, green for the oxygen hose and black for inert gas and air hoses?
- ☐ 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/her body?
- ☐ Are wet machines thoroughly dried and tested before use?
- ☐ Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?
- ☐ Are cable connections adequately insulated?
- ☐ 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 in damp sand, or protected by fire-resistant shields?
- ☐ Are personnel protected from possible electrical shock when floors are wet?
- ☐ Are precautions taken to protect combustibles on the other side of metal walls when welding is underway?
- ☐ Are used drums, barrels, tanks and other containers thoroughly cleaned of substances that could explode, ignite, or produce toxic vapors before hot work begins?
- ☐ Do 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 PPE and clothing?
- ☐ Is a check made for adequate ventilation in and where welding or cutting is performed?
- ☐ When working in confined places, are environmental monitoring test done and means provided for quick removal of welders in case of an emergency?

COMPERSSORS 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 air 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 a compressor's pressure system is repaired, 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 font, back, top and sides?
- ☐ Are employees strictly prohibited from directing compressed air toward a person?
- ☐ Are employees prohibited from using highly compressed air for cleaning purposes?
- ☐ When compressed air is used to clean clothing, are employees trained to reduce the pressure to less than 10 psi?
- ☐ When using compressed air for cleaning, do employees wear protective chip guarding and PPE?
- ☐ 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 inline regulator preset to 40 psi required?
- ☐ Are employees prohibited from using 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?

COMPRESSORS / AIR RECEVIERS

- ☐ Is every receiver equipped with a pressure gauge and one or more automatic, spring loaded safety valves?
- ☐ Is the total relieving capacity of the safety valve able to prevent pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10%?
- ☐ 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 at regular intervals to determine whether they are in good operating condition?
- ☐ Is there a current operating permit?
- ☐ Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS CYCLINDERS

- ☐ Are cylinders with a water weight capacity over 30 pounds equipped with a means to connect a valve protector device, or with a collar or recess to protect the valve?
- ☐ Are cylinders legibly marked to clearly identify the type of gas?
- ☐ Are compressed gas cylinders stored in areas protected from eternal heat sources, such as flame impingement, intense radiant heat, eclectic arcs or high-temperature lines?
- ☐ Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?
- ☐ Are cylinders stored or transported in a manner to prevent them 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 gas 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 them 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 at its highest and lowest point of 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 caged-controlled hoist equipped with an effective warning device?
- ☐ Are close-fitting guards or other suitable devices installed on each hoist to ensure that hoist ropes will be maintained in the sheave grooves?
- ☐ Are all hoist chains or ropes long enough to handle the full range of movement of the application while maintaining two full wraps around the drum at all times?
- ☐ Are guards provided for nip points or contact points between hoist ropes and sheaves permanently located with 7 feet of the floor, ground, or working platform?
- ☐ Are employees prohibited from using chains or rope slings that are kinked or twisted and prohibited from using the hoist rope or chain wrapped around the load as a substitute for a sling?
- ☐ Is the operator instructed to avoid carrying loads above people?

INDUSTRIAL TRUCKS – FORKLIFTS

- ☐ Are employees properly trained in the use of the type of industrial truck they operate?
- ☐ Are only trained personnel allowed to operate industrial trucks?

- ☐ Is substantial overhead protective equipment provided on high lift rider equipment?
- ☐ Are the required lift trucks 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 it is operated?
- ☐ Are the brakes on each industrial truck capable f bringing the vehicle to a complete and safe stop when fully loaded?
- ☐ Does the parking brake of the industrial truck prevent the vehicle from moving when unattended?
- ☐ Are industrial trucks that operate where flammable gasses, vapors, combustible dust, or ignitable fibers may be present approved for such locations?
- ☐ Are motorized hand and hand/rider trucks designed so 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 truck's travel?
- ☐ Are industrial trucks with internal combustion engines that are operated in buildings or enclosed areas carefully checked to ensure that such operations do not cause harmful concentrations of dangerous gases or fumes?
- ☐ Are safe distances maintained form the edges of elevated ramps and platforms?
- ☐ Are employees prohibited from standing or passing under elevated portions of trucks, whether loaded or empty?
- ☐ Are unauthorized employees prohibited from riding on trucks?
- ☐ Are operators prohibited from diving up to anyone standing in front of a fixed object?
- ☐ Are arms and legs kept inside the running lines of the truck?
- ☐ Are loads handled only within the rated capacity of the truck?
- ☐ Are trucks in need of repair removed from service immediately?

SPRAYING OPERATIONS

- ☐ Is adequate ventilation provided before spraying operations are started?
- ☐ Is mechanical ventilation provided when spraying operations are preformed 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 and at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?
- ☐ Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?
- ☐ Is approved respiratory equipment provided and used when appropriate during spraying operations?
- ☐ Do solvents used for cleaning have a flash point to 100 degrees F or more?
- ☐ Are fire control sprinklers 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 booth floors and baffles noncombustible and easily cleaned?
- ☐ Is infrared drying apparatus kept out of the spray area during spraying operations and is the spray booth completely ventilated before use of the drying apparatus?
- ☐ Is the electric drying apparatus properly grounded?
- ☐ Are lightning fixtures for spray booths located outside the booth with interior lighted through sealed clear panels?
- ☐ Are the electrical 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 that contain inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?
- ☐ Are all impellers, agitators, or other moving parts and equipment inside confined spaces 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 work?

- ☐ Is there a trained and equipped standby employee positioned outside the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary and render assistance?
- ☐ Is the standby employee appropriately trained and equipped to handle an emergency?
- ☐ Are 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?
- ☐ Are compressed gas bottles forbidden inside the confined space?
- ☐ Before gas welding or burning is started in a confined space, are hoses checked for leaks, torches lighted only outside the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is 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 assure 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 which may produce methane?
- ☐ Is the confined space checked for possible industrial waste which could contain toxic properties?
- ☐ If the confined space is below ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

ENVIRONMENTAL CONTROLS

- ☐ Are all work areas properly illuminated?
- ☐ Are employees instructed in proper first aid and other emergency procedures?
- ☐ Are hazardous substances, blood and other potentially infectious materials, which 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, etc.?
- ☐ Is the employee exposure to chemicals in the workplace kept within acceptable levels?
- ☐ Can a less harmful method or product be used?
- ☐ Is the work area ventilation system appropriate for the work performed?
- ☐ Is spray painting operations performed 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 limits, or other means?
- ☐ Are welders and other nearby workers 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 biological hazards (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 to provide sufficient air flow and volume for the application, and are ducts not plugged and belts not slipping?
- ☐ Is PPE 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 that is not suited for drinking clearly identified?
- ☐ Are employees' physical capacities assessed before they are assigned to jobs requiring heavy work?

- ☐ Are employees instructed in the proper manner for lifting heavy objects?
- ☐ Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioners?
- ☐ Are employees screened before assignment to areas of high heat to determine if their health might make them more susceptible to having an adverse reaction?
- ☐ Are employees working on streets and roadways who are exposed to the hazards of traffic required to wear bright colored (traffic orange) warning vests?
- ☐ Are exhaust stacks and air intakes located so that nearby 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 infections 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 promptly removed from the worksite?
- ☐ Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?
- ☐ Are approved containers and tanks used to store and handle flammable and combustible liquids?
- ☐ Are all connections on drums and combustible liquid piping, vapor and liquid tight?
- ☐ Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)?
- ☐ Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- ☐ Do storage rooms for flammable and combustible liquids have explosion-proof lights and 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 and in areas where flammable or combustible materials are used or stored?
- ☐ Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
- ☐ Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?
- ☐ Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- ☐ Are firm separators placed between containers of combustibles or flammables that are stacked one upon another to ensure their support and stability?
- ☐ Are fuel gas cylinders and oxygen cylinders separated by distance and fire-resistant barriers while in storage?
- ☐ Are fire extinguishers selected and provided forthe types of materials in the 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 (22.86 meters) of outside areas containing flammable liquids and within 10 feet (3.048 meters) 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 or arranged that water will not be sprayed into operating electrical switchboards and equipment?
- ☐ Are safety cans used for dispensing flammable or combustible liquids at the point of use?
- ☐ Are all spills of flammable or combustible liquids cleaned up promptly?
- ☐ Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
- ☐ Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- ☐ Are rules enforced in areas involving storage and use of hazardous materials?

HAZARDOUS CHEMICAL EXPOSURE

- ☐ Are employees aware of the potential hazards and trained in safe handling practices for situations 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 as to their contents, e.g., "CAUSTICS"?
- ☐ 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 pipelines, are adequate means readily available for neutralizing or disposing of spills or overflows and performed properly and safely?
- ☐ Are standard operating procedures established and are they being followed when cleaning up chemical spills?
- ☐ Are respirators stored in a convenient, clean and sanitary location, and are they adequate for emergencies?
- ☐ Are employees prohibited from eating in areas where hazardous chemicals are present?
- ☐ Is PPE 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 National Institute for Occupational Safety and Health (NIOSH)-approved for this particular application? Are they regularly inspected, 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 appropriate control procedures been instituted for hazardous materials, including safe handling practices and the use of respirators and ventilation systems?
- ☐ Whenever possible, are hazardous substances handled in properly designed and exhausted booths or similar locations?
- ☐ Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents, or mists that may be generated in your workplace?
- ☐ Is operational ventilation equipment provided for removal of contaminants from production grinding, buffing, spray painting, and/or vapor degreasing?
- ☐ Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?
- ☐ Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin?
- ☐ Have you considered having an industrial hygienist or environmental health specialist evaluate your operation?
- ☐ If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- ☐ Is vacuuming used rather than blowing or sweeping dust 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?

HAZARDOUS SUBSTANCES COMMUNICATION

- ☐ Is there a list of hazardous substances used in your workplace and an MSDS readily available for each hazardous substance used?
- ☐ 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 MSDSs, labeling and employee training?
- ☐ Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
- ☐ Is there an employee training program for hazardous substances that includes:
  - an explanation of what an MSDS is and how to use and obtain one;
  - MSDS contents for each hazardous substance or class of substances;
  - explanation of "A Right to Know";
  - identification of where an employee can see the written hazard communication program;
  - location of physical and health hazards in particular work areas and the specific protective measures to be used; and
  - details of the hazard communication program, including how to use the labeling system and MSDSs.

- ☐ Does the employee training program on the bloodborne pathogens standard contain the following elements:
  - an accessible copy of the standard and an explanation of its contents;
  - a general explanation of the epidemiology and symptoms of bloodborne diseases;
  - an explanation of the modes of transmission of Bloodborne Pathogens;
  - an explanation of the employer's exposure control plan and the means by which employees can obtain a copy of the written plan;
  - an explanation of the appropriate methods for recognizing tasks and the other activities that may involve exposure to blood and other potentially infectious materials;
  - an explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices and PPE;
  - information on the types, proper use, location, removal, handling, decontamination and disposal of PPE;
  - an explanation of the basis for selection of PPE;
  - information on the hepatitis B vaccine;
  - information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
  - 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;
  - information on post-exposure evaluations and follow-up; and
  - an explanation of signs, labels and color coding.
- ☐ Are employees trained in:
  - how to recognize tasks that might result in occupational exposure;
  - how to use work practice, engineering controls and PE, and their limitations;
  - how to obtain information on the types, selection, proper use, location, removal, handling, decontamination and disposal of PPE; and
  - who to contact and what to do in an emergency.

ELECTRICAL

- ☐ Do you require compliance with OSHA standards for all contract electrical work?
- ☐ Are all employees required to report any obvious hazard to life or property in connection with electrical equipment or lines as soon as possible?
- ☐ Are employees instructed to make preliminary inspections and/or appropriate tests to determine conditions 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 or tagged, whenever possible?
- ☐ Are portable electrical tools and equipment grounded or of the double insulated type?
- ☐ Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?
- ☐ Do extension cords have a grounding conductor?
- ☐ Are multiple plug adaptors prohibited?
- ☐ Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt alternating current (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, equipment, etc., 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, under floor, other side of walls, etc.) determined before digging, drilling, or similar work is begun?
- ☐ Are metal measuring tapes, ropes, hand-lines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?

- ☐ Is the use of metal ladders prohibited 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 around all electrical equipment to permit ready and safe operations and maintenance?
- ☐ Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates?
- ☐ Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
- ☐ Are disconnecting switches for electrical motors in excess of two horsepower able to open the circuit when the motor is stalled without exploding? (Switches must be horsepower rated equal to or in excess of the motor rating.)
- ☐ Is low voltage protection provided in the control device of motors driving machines or equipment that could cause 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 is the controller disconnecting means able to be locked open or is a separate disconnecting means installed in the circuit within sight of the motor?
- ☐ Is the controller for each motor that exceeds two horsepower rated equal to or above 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

- ☐ Are there areas in the workplace where continuous noise levels exceed 85 decibels?
- ☐ 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 measured with a sound level meter or an octave band analyzer and are records being kept?
- ☐ Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined to be infeasible, are administrative controls (i.e., 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

- ☐ Are employees prohibited from fueling an internal combustion engine with a flammable liquid while the engine is running?
- ☐ Are fueling operations performed to minimize spillage?
- ☐ When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or are 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 designed to handle the specific type of fuel?
- ☐ Are employees prohibited from handling or transferring gasoline in open containers?
- ☐ Are open lights, open flames, 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 self-closing?

IDENTIFICATION OF PIPING SYSTEMS

- ☐ When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that the water is unsafe and not to be used for drinking, washing, or other personal use?
- ☐ When hazardous substances are transported through above-ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?
- ☐ When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve, or connection, and are all visible parts of the line so identified?
- ☐ 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 printed clearly and permanently, and are tags installed at each valve or outlet?
- ☐ When pipelines are heated by electricity, steam, or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

MATERIALS HANDLING

- ☐ Is there safe clearance for equipment through aisles and doorways?
- ☐ Are aisleways permanently marked and kept clear to allow unhindered passage?
- ☐ Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- ☐ Are vehicles shut off and brakes set prior to loading or unloading?
- ☐ Are containers of liquid combustibles or flammables, when stacked while being moved, always protected by dunnage (packing material) 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?
- ☐ Are provisions made to brake the movement of the handled materials at the delivery end of rollers or chutes?
- ☐ Are pallets usually inspected before being loaded or moved?
- ☐ Are safety latches and other devices being used to prevent slippage of materials off of hoisting hooks?
- ☐ Are securing chains, ropes, chockers, or slings adequate for the job?
- ☐ Are provisions made to ensure that no one is below when hoisting material or equipment?
- ☐ Are MSDSs 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 and are there enough seats?
- ☐ Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields and turn signals, and are they in good repair?
- ☐ Are transport vehicles provided with handrails, steps, stirrups, or similar devices, placed and arranged to allow employees to safely mount or dismount?
- ☐ Are employee transport vehicles equipped at all times with at least two reflective-type flares?
- ☐ Is a fully charged fire extinguisher, in good condition, with at least a 4 B:C rating maintained in each employee transport vehicle?
- ☐ 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 could 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 (3.6576 meters) in all horizontal runs of exhaust ducts?
- ☐ Where two or more different operations are being controlled through the same exhaust system, could the combination of substances involved create 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, free of contaminants will enter the work environment?
- ☐ Where two or more ventilation systems serve a work area, is their operation such that one will not offset the functions of the other?

SANITIZING EQUIPMENT AND CLOTHING

- ☐ Is required personal protective clothing or equipment able to be cleaned and disinfected easily?
- ☐ 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 injure employees cleaned and/or decontaminated before being overhauled or placed in storage?
- ☐ Are employees prohibited from smoking or eating in any area where contaminants are present that could be injurious if ingested?
- ☐ When employees are required to change from street clothing into protective clothing, is a clean change room with a 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 with a carcinogen has occurred?
- ☐ 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 or 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 2.54 inches (6.45 centimeters) of hose between the chuck and an in-line hand valve and gauge?
- ☐ Does the tire inflation control valve automatically shut off the airflow when the valve is released?
- ☐ Is a tire restraining device such as a cage, rack, or other effective means used while inflating tires mounted on split rims or rims using retainer rings?
- ☐ Are employees prohibited from standing directly over or in front of a tire while it is being inflated?