# Environmental Health and Safety Handbook for Employees

Pomona College

Claremont Graduate University

Claremont University Consortium

Scripps The Women's College · Claremont ·

Claremont McKenna College

Harvey Mudd College

Pitzer College

KGI Keck Graduate Institute

W. M. Keck Science Department

Claremont University Consortium

# THE CLAREMONT COLLEGES

# ENVIRONMENTAL HEALTH & SAFETY HANDBOOK FOR EMPLOYEES

## Containing General EHS Policies & Procedures for The Claremont Colleges

Claremont University Consortium Environmental Health & Safety

## 2015-2016 Academic Year

THE CLAREMONT COLLEGES Pomona College 1887 Claremont Graduate University 1925 Claremont University Consortium 1925
Scripps College 1926 Claremont McKenna College 1946 Harvey Mudd College 1955 Pitzer College 1963 Keck Graduate Institute 1997

ACKNOWLEDGEMENT for All Claremont Colleges Employees:

As an employee of The Claremont Colleges, I agree to follow all applicable EHS requirements during the performance of my assigned duties, and to comply with my College/Organization's Injury and Illness Prevention Program.

I acknowledge receipt of this Employee Handbook, agree to read and understand the contents, and have been informed about who to contact in the event I have additional questions regarding health, safety, or environmental issues.

Date: _____

Name (Print): _____

Signature: _____

Employee ID: _____

College/Organization: _____

This form is to be sent to the employee's College personnel file after signing.

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NOTE: No modifications or changes to this document should occur without the written authorization of C.U.C. EHS. Any comments for requests for changes should be submitted to ehs@cuc.claremont.edu.

## ENVIRONMENTAL HEALTH & SAFETY (EHS) POLICY

The Claremont Colleges (TCC's) work to provide a safe and healthy environment for employees to comply with workplace safety regulations, and to apply best practices in Health and Safety where practical. This policy is extended to all students, visitors, and community surrounding the campus. Each College and CUC maintains and directs organization specific safety programs. The Injury and Illness Prevention Program (IIPP) at each College/Organization is the key guidance documents for all employees to comply with Cal/OSHA regulations, California Code of Regulations, Title 8, Section 3203, and the key guidance document for the structure of TCC EHS (EHS) Program. The IIPP is the basis for prevention of injuries and exposures, key in reducing worker's compensation costs and implementing a "Best Practices Safety Culture," with a goal of no injuries.

## TCC EHS PROGRAM STRUCTURE

TCC Environmental Health and Safety (EHS) Programs are in place to protect the workplace and campus health and safety of staff and students from occupational health and safety hazards. Resources include the CUC EHS staff, and laboratory safety and occupational safety staff specific to each Campus.

The EHS program at TCC has an Academic & Laboratory Safety area of focus and an Occupational Health and Safety/Accident Prevention area of focus. Each of The Colleges of TCC's has implemented their own approach to EHS.

In the Academic and Laboratory Safety area, each of The Colleges with laboratories including Pomona, Harvey Mudd, the W.M. Keck Science Center, and Keck Graduate Institute have assigned Chemical Hygiene Officers (Attachment A). Each of the colleges who use radioactive materials also has an assigned Radiation Safety Officer. (Attachment A).

## CHEMICAL HYGIENE PLAN

The key document in the laboratory safety area is the CHEMICAL HYGIENE PLAN. This is available through each college's Chemical Hygiene Officer. (Note: Following the U.S. Chemical Safety Board Recommendations of 2012, it is recommended that all Chemical Hygiene Plans include Physical Hazards recognition and control as part of the plan.

The key documents describing the organization of employee safety and injury prevention at each organization of TCC's is the organization specific Illness and Injury Prevention Program (IIPP). Each of TCC's has developed an IIPP specific for their college, and administers their own safety program.

Some Colleges have assigned College specific Chemical Hygiene Officers, Safety Coordinators. (Attachment A), and Disaster Services Coordinators (Attachment A).

The Claremont University Consortium EHS Department has two staff members that provide EHS support for TCC, conduct academic and laboratory safety audits for The Colleges, provide ergonomics evaluations, occupational safety training, and may assist on more complex projects on a case-by-case basis.

Issues of Campus Safety, security, and crime are handled by Campus Safety.

## RESPONSIBILITY FOR EHS COMPLIANCE

Each College or Affiliated Institution has responsibility for EHS compliance at their institution. The manager with final authority and responsibility for implementing the Illness and Injury Prevention Program (IIPP) at each campus is listed in the IIPP for that institution. The IIPP's vary by organization, so check your organizations IIPP for details. For IIPP questions you may also contact your Human Resources Director.

Department Directors & Managers are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. A copy of your organizations IIPP is available through your Human Resources Director, or on your College's website. Employees are responsible for complying with the elements of their organization's IIPP under California law.

Claremont University Consortium's EHS is available to answer more complex Health and Safety questions, consult on serious accident investigations, and assist with regulatory agency inspections. Contact 7-SAFE from a campus phone for any questions.

## CLAREMONT COLLEGES EHS/SAFETY RESOURCES ON THE WEB ARE AVAILABLE AT:

http://www.cuc.claremont.edu/ehs/resources.asp

## TCC EMERGENCY MANAGEMENT PROGRAM

http://www.cucems.com/

# EMERGENCIES

## LIFE THREATENING EMERGENCY

**Dial "911" AND 7-2000 (Campus Safety). On campus, dial "9" to get an outside line.**

ASBESTOS: Contact your College Facilities Department. Call ***Campus Safety at x72OOO as a backup AND call 911 if needed.***

**EARTHQUAKE:**
Many Colleges/Organizations have assigned a Disaster Preparedness Coordinator. Contact your College Human Resources Director or the CUC Emergency Manager at 909-607-2101 for questions on this program.

**EMPLOYEE INJURY REPORTING:**
CUC DISABILITY MANAGEMENT 909-621-8847 AND CUC EHS (909-607-SAFE)

**SERIOUS EMPLOYEE INJURY REPORTING:**
**ANY serious employee injury (with the exception of vehicle injuries on a public roadway or a penal code violation) must be reported to Cal/OSHA within 8 hours of the injury. This reporting is usually coordinated by your College's Human Resources Department.**

**SERIOUS CONTRACTOR INJURIES** on campus should be reported to the contract administrator at your College. ***Alert Campus Safety at x72OOO as a backup AND call 911 if needed.***

**HAZARDOUS MATERIALS EMERGENCY:** Each College/Organization manages their own hazardous waste spills and disposals. The contact for laboratories is the Chemical Hygiene Officer and for all other locations the College Facilities Department. ***In an Emergency call your Chemical Hygiene Officer for labs and your emergency Facilities contact for other areas. Alert Campus Safety at x72OOO as a backup AND call 911 if needed.***

**LABORATORY SAFETY EMERGENCY:** Contact your College Chemical Hygiene Officer, listed on Attachment A. ***Alert Campus Safety at x72OOO as a backup AND call 911 if needed.***

**RADIOACTIVE MATERIALS EMERGENCY:** Contact the Radiation Safety Officer for your College listed on Attachment A. ***Alert Campus Safety at x72OOO as a backup AND call 911 if needed.***

**VEHICLE ACCIDENTS:** For accidents involving College or CUC vehicles report these to Risk Management at: **909-621-8050.** ***Alert Campus Safety at x72OOO as a backup AND call 911 if needed.***

## COMMUNICATIONS

Your IIPP requires that managers and supervisors are responsible for communicating with employees about safety and safety hazard recognition and control in a way that is understandable by all employees. TCC's require all employees to immediately inform their managers and supervisors about workplace safety hazards. This right is protected by law.

The communication system includes the following:

- Safety Training including a New Employee Safety Orientation.
- Training on the elements of your organization's IIPP Program.
- Safety training programs as requested by your supervisor.
- Regularly scheduled safety meetings.

## HAZARD IDENTIFICATION AND ASSESSMENT

Your IIPP requires that periodic inspections to identify and evaluate workplace hazards will be performed by a person able to identify safety hazards in the area they inspect. These inspections are usually the responsibility of the supervisor of each area at each College. These inspections are performed:

- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur, and
- Whenever workplace conditions warrant an inspection

**Hazard identification** is accomplished in the following ways:

- Each employee shall inspect their tools, equipment, and work area prior to and during use for safety.
- Supervisors shall regularly inspect work areas and operations under their supervision for safety hazards on a regular basis. This is in addition to the required quarterly inspections. Any deficiencies should be noted and corrected, with the corrections recorded.
- Managers shall monitor safety inspections and deficiency corrections, and follow-up on uncorrected deficiencies.
- Each manager shall conduct quarterly inspections of their areas and record the results.
- After these initial inspections are conducted by each Department, for more complex issues, the Departmental Manager may contact CUC EHS for assistance as required.
- Employee communication to your college or organization's safety committee may trigger hazard identifications and inspections.
- Maintenance requests may trigger hazard identification and correction when referred by each College's or organizations Facilities Services Director.
- Employee-supervisor communications may trigger hazard identification and correction.
- An employee may complete an "Unsafe Condition Report."
- Any safety hazards shall be documented, with corrective actions promptly initiated. Many safety hazards can be corrected by the supervisor of the area. Other hazards will require work orders and written communications to management. The College or Organization Safety Committee will encourage employees to report and correct potential safety issues to committee members, the Department Manager, and to EH&S for investigation. Safety committee members will make efforts to respect an employees' request for confidentiality regarding reported safety issues where the request does not conflict with the correction or control of that issue.
- A hazard assessment checklist is provided at the end of this handbook that can be adapted to your specific needs for inspections.

**CAL/OSHA prohibits an employer from taking adverse action against any employee for reporting workplace safety hazards. Employees are required to report all safety hazards to their supervisors for correction.**

Hazardous chemical use may require a higher level of surveillance. TCC policy is to use the least toxic chemicals possible. Cal/OSHA requires specific training based on potential hazards that may be encountered and additional written programs and training may be required. Examples are: hazard communication training, laboratory safety training, ergonomics training, confined space training, and respiratory protection training.

## HALTING OPERATIONS

**Stop-work Policy:** Employees have the authority to stop work on any activity that poses an immediate danger to a person's life and health (IDLH) or the environment and report it immediately to their supervisor and Campus Safety. This includes work of employee's, staff, and contractor's on The Claremont College's property, including volunteers, visitors, and student activities.

EHS staff in CUC's Employee Health and Safety have the authority to order a stop to any activity on campus when work hazards which present an immediate threat to life, health, or safety, are encountered at any of TCC's. When such a work shutdown is ordered this will be communicated to the immediate supervisor, the CUC Executive Director, CUC Vice President of Management and Planning, College President's Office, College Facilities Office, and the Academic Department Head shall be notified as soon as possible.

## STOP-WORK: CONTRACTORS

Contractor "Stop Work" Orders shall be reported to the Contract Administrator and the Facilities Department of the organization contracting this work. Immediately dangerous conditions should be reported to Campus Safety.

## ACCIDENT/EXPOSURE INVESTIGATION

Each accident or near miss (an accident that was a "close-call") shall be investigated by the employee's supervisor to prevent reoccurrence. The department supervisor is required to complete a "Supervisor's Report of Occupational Accident" form (Attachment C) in addition to any paperwork required by the Workers' Compensation & Disability Office.

ALL EMPLOYEE **SERIOUS ACCIDENTS MUST BE REPORTED** by the supervisor to The College's Human Resources Dept., CUC EHS and CUC Worker's Compensation IMMEDIATELY.

**NOTE:** *CAL/OSHA has an 8-hour notification requirement* ***from the time of the accident*** *that must be met to prevent citations and fines (Currently $5,000 per incident) for failure to report the accident to Cal/OSHA.*

**IMPORTANT:** In the event of an after-hours SERIOUS accident (see below), contact Campus Safety 7-2000 for emergency notifications to key college staff.

A **serious accident** is defined by Cal/OSHA (CCR,Title 8, Section 330) as:

Any injury or illness occurring in a place of employment which requires:

- Inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or
- An employee suffers a loss of any member of the body, or
- Suffers any degree of permanent disfigurement, or
- An accident resulting from violation of section 385 of the Penal Code. The simplified form of section 385 states that any person who personally or through an employee or agent places basically anything within six feet of a high voltage (over 750 volts) overhead conductor is guilty of a misdemeanor; and it is a misdemeanor to own, operate, or employ any person to operate basically any moveable equipment that could impact the overhead high voltage conductor, unless there is posted and maintained in plain view of the operator a durable warning sign legible at 12 feet, reading: "Unlawful to operate this equipment within six feet of high voltage lines." (See Section 385 of the Penal Code for exact code wording and definitions).

Reporting does not cover:

- Any injury, illness, or death caused by an accident on a public street or highway, or by the commission of a California Penal Code violation, except for section 385, noted above.

The Manager/Supervisor shall complete a "Supervisor Accident Investigation" (Attachment ) to determine the cause of the accident and recommend corrective actions to prevent future similar accidents.

EH&S may conduct an independent investigation for serious accidents.

## HAZARD CORRECTION

Hazards should be corrected as rapidly as possible. In the event of a danger or hazard that could cause serious injury, immediate correction by the person making the discovery is required, or the operation or machine must be taken out of service. Electrical and mechanical devices must be "locked out." If a "lockout" is not physically possible, a "red tag" noting the device shall not be used must be affixed to the device. Any hazardous locations, machinery, or processes shall be "RED TAGGED" as "Out of Service" until the hazard is corrected. Only EHS Staff or the supervisor putting on the RED TAG in consultation with an EHS staff member may remove the tag.
In the event a serious or dangerous condition that is an imminent danger is discovered the employee's supervisor, CUC EHS office, and Campus Safety must be immediately notified. Once notified, the supervisor is responsible for abatement or mitigation of the situation to eliminate the imminent danger.

If the hazard cannot be abated or mitigated to correct the imminent threat in an immediate fashion to protect other employees from exposure, additional actions may be required. These may include; providing written notification to all affected employees, evacuation the affected area, and notifying the appropriate regulatory agencies, including Cal/OSHA. CUC EHS shall be contacted immediately if regulatory agency involvement becomes necessary.

Hazard correction and control may include:

- Engineering out the hazard by changing the operation so the hazard no longer exists;
- Administrative changes so that personnel are no longer exposed to the hazard, or,
- Personal Protective Equipment to prevent damage from hazards if engineering and administrative controls are not available.
- Facility maintenance should be contacted to provide needed corrections using work orders. Contractors may be utilized where the expertise needed is unavailable in-house.
- Documentation of measures taken to correct or control hazards are to be maintained by the supervisor of each department.

## TRAINING AND INSTRUCTION

Training by CUC EHS is provided on request by The College. The training CUC EHS provides is listed at: http://www.cuc.claremont.edu/ehs/services.asp

When a new employee begins work at TCC or changes job functions with new assignments, Cal/OSHA requires that safety training shall be provided by the supervisor to train the employee on any hazards present, and on the safe operating procedures of the new job. It is the supervisor's responsibility to review any job transfers or changes to determine whether additional training is necessary.

All new employees should receive training on the following:

- The Injury and Illness Prevention Plan
- Hazard Communication Program
- Emergency Plan (disaster/fire safety)
- Ergonomics

It is recommended that each college provide their employees with an electronic copy of the "Environmental Health & Safety Handbook for Employees." Each new employee is required to acknowledge receipt of this information by signing the page located in the back of the booklet and returning it to their supervisor. This is available at the CUC EHS website at:

http://www.cuc.claremont.edu/ehs/documents.asp

**SAFE OPERATING PROCEDURES**

All Managers and Supervisors are responsible for developing Safe Operating Procedures for operations under their control, and training each employee on these operating procedures. Additional activities may require additional training. These situations should be anticipated and evaluated by each manager and supervisor, and training requested with sufficient advance notice.

These activities may include:

- Hazardous Chemical Use
- Fall Protection-Working at Heights
- Grinding or cutting of concrete-may release free crystalline silica a lung hazard
- Respirator use-requires medical clearance, fit test, and training
- Asbestos disturbance- contact CUC CFS or use a licensed contractor
- Lead paint work- removal and sanding requires training and protective equipment

Training shall be provided to employees initially and on an ongoing-refresher basis. Each College arranges for their employee's training. All training must be documented in writing and retained for at least 3 years.

## COLLEGE SAFETY COMMITTEE'S

Your College may have a Safety committee with regular meetings. Information about your specific Colleges safety committee may be found by contacting your Colleges Human Resources Department.

## HEALTH AND SAFETY: YOUR RIGHTS AND RESPONSIBILITIES

As an employee of TCC, you have the right to know about the potential hazards associated with your work and work area as well as the control measures being used to protect you from those hazards. Your workplace may be monitored for exposure to harmful substances. If monitoring is completed the results will be available to you.

You have the right to report potential hazards without fear of reprisal.

If you believe your work environment is unsafe, take the following steps in the following order:

- Notify your supervisor of the condition you believe to be unsafe. This will initiate an investigation of the issue you have reported.

- If the issue remains unresolved, contact a member of your institution's Health & Safety Committee, (your Human Resources Officer can supply you with their names), or the person at your College responsible for your IIPP.

- You may also contact the CUC EH&S Office at any time during this process for more information on EHS issues.

## TRAINING POLICY

Proper training is a key part of accident prevention and in reducing the lost time and cost associated with accidents. All employees of TCC should be trained to recognize and control hazards associated with their work and work areas. All health and safety training must be documented and the records maintained for a minimum of three (3) years from the date provided.

Additional training should be developed when new processes, procedures, or equipment are introduced to the work site. When equipment is purchased and training related to safety is provided by a vendor or outside contractor, it must be documented and the record retained for three (3) years.

## TRAINING RESOURCES

CUC EHS maintains online training resources on various topics located here:

http://www.cuc.claremont.edu/ehs/documents.asp

## GENERAL SAFETY PROCEDURES

All personnel have the responsibilities outlined below. Noncompliance may result in disciplinary action.

- Conduct only those activities which your supervisor has approved; use college facilities, equipment, and tools only for the purposes for which they were designed.
- Follow safe operating procedures and safety data sheets (SDSs) associated with your work.
- Observe procedures, instructions, signs, posters, and warning signals.
- Know emergency plans and procedures for your work area.
- Become familiar with potential hazards associated with your work and work area.
- Use appropriate personal protective equipment as determined by your supervisor.
- Report unsafe conditions and potential hazards to your supervisor. These include malfunctioning equipment and work-related fires, accidents, incidents, injuries, illnesses, and property damage.
- Warn co-workers about defective equipment and other hazards.
- Help management ensure that all employees and visitors comply with health and safety policies and procedures.
- Participate in required inspection and monitoring programs.

## ASBESTOS

All work involving disturbance of any asbestos containing building materials requires special training and equipment. Report any asbestos disturbance or unsafe work immediately to your College Facilities Office. A listing of known asbestos locations on campus is compiled from information supplied by each College's Facilities Department and is located here:

http://www.cuc.claremont.edu/facilities/forms/asbestos_2014.pdf

## ERGONOMICS

Ergonomics is the art and science of optimizing the interface between the person and the machine and work environments. For most employees this just means setting up your computer workstation correctly, adjusting the desk, chair, monitor, and keyboard. Incorrect workstation setup can potentially lead to eyestrain, and other musculoskeletal problems.

Computer workstation evaluations may be requested through your College Human Resources Department.

## HAZARD COMMUNICATION

Employees and visitors must be informed about potential hazards and hazardous substances associated with their work or work area and about control measures being used to mitigate those hazards. Training, hazardous material inventory, Material Safety Data Sheets (SDS), labeling, and procurement contracts are all important parts of the Hazard Communication program.

## HAZARDOUS MATERIALS MANAGEMENT

Each College manages their own hazardous waste. For assistance at your College, contact the Chemical Hygiene Officer for lab waste and the Facilities Department at your College for all other waste. ***In an Emergency call Campus Safety at x72OOO***

## LIFTING SAFETY

Back injuries are one of the leading and most expensive injuries at TCC. It is important to know how to lift safely. CUC EHS can provide basic lifting safety classes

## PERSONAL PROTECTIVE EQUIPMENT

The use of personal protective equipment is required in certain work areas where hazards cannot be effectively controlled by other means.

## EYE AND FACE PROTECTION

Protective equipment (for example, safety glasses, goggles, masks, and laser protective eyewear) is required for anyone working in areas where an operation could cause injury or illness to the face or eyes. This equipment will be supplied by your employer.

## RESPIRATORY PROTECTION

Employees required to use respirators must be fit tested by your colleges designated Respiratory Protection Manager. This will be the CUC EH&S Office or your designated representative. An employee may use an assigned respiratory protective device only after:
(1) Receipt and passage of an appropriate medical examination by a licensed physician;
(2) Subsequent fit testing and training on care and use of the device.

## HEARING PROTECTION

Anyone who routinely works in very noisy areas must wear hearing protective devices and undergo periodic hearing examinations as required by Cal OSHA regulations.

## SAFETY SHOES

All employees must wear "appropriate footwear." Check with your supervisor for any specific requirements in your work area. Personnel may be required to wear steel-toe safety shoes in designated shop and warehouse areas, and may be encouraged to wear other designated non-slip safety shoes in designated areas. Personnel who routinely work under electrically hazardous conditions may need shoes with non-conductive soles.

## PROTECTIVE CLOTHING

Special protective clothing is required for personnel involved in work with:

- Radioactive materials
- Hazardous materials or waste
- Asbestos.
- Laboratories
- Tasks that present specific physical hazards (e.g. sharp edges) and, Biohazards
- High Voltage Electrical Hazards

## SPECIAL PROCEDURES & PERMITS

Potentially hazardous activities, which include but are not limited to working with asbestos, lead based paint, use of respirators, crane operations, welding, operations involving biohazards or bloodborne pathogens, and confined space entry, require the use of written safe operating procedures and / or special work permits to identify hazards and specify controls needed to eliminate or mitigate those hazards. Each College/Organization is responsible for ensuring their staff and contractors comply with these regulations.

## NO-SMOKING POLICY

To help ensure a safe, and healthful workplace, smoking is prohibited in all interior spaces, and in all College and Consortium owned vehicles. Smoking in exterior spaces may be restricted by your College or organization. Check with your supervisor or College/Organization Human Resources Department for the policy in your area.

## ABSENCE FROM WORK DUE TO INJURY

Absence from work because of a work-related injury or illness requires a written statement from the treating physician. In addition, before returning to work, you must obtain written permission from your physician stating whether you are able to perform all the duties of your position or, if not, what specific work restrictions apply. You may be allowed to return to work with special considerations while recovering from your injury or illness. Contact CUC Disability Management for any questions.

Documents for reporting a workplace injury are available from:

http://www.cuc.claremont.edu/workerscomp/documents.asp

## EMERGENCY RESPONSE

Understand the emergency procedures for the areas in which you work. Know the location and proper use of fire extinguishers, fire alarms, emergency exits, telephones, eyewash fountains, and Safety showers.

Be prepared to respond safely to the following:

- fire or evacuation alarm;
- accidental spills or release of radioactive, chemical, or other toxic materials;
- injury of a co-worker;
- earthquake;
- other natural disasters.

### Earthquake

During any earthquake, you should take cover immediately. After the quake, assess the situation and follow instructions given by your Supervisor or other college authorities. If the earthquake is severe, you will be evacuated from your building. Wait for instructions before re-entering the building or before leaving the area.

### Personal Preparedness

Establish your own personal preparedness plan. Make sure you have any medications you may need accessible to you while at work. If a disaster strikes, you may be unable to reach your home immediately. For more information on personal preparedness, please visit the American Red Cross web site at **www.redcross.org**. If ordered to evacuate your work area or building for any emergency, follow instructions of emergency personnel.

### Structure Fire

In the event of fire, activate the fire alarm and exit the building immediately in a safe manner. Report to your group's emergency assembly area. Do not re-enter the building until the "all-clear" signal has been given or an officer of the LA County Fire Department has indicated it is safe to do so.

**NOTE**: Fire's extinguished by employees must also be reported. Supervisors should promptly report fires and associated property damage to Campus Safety and the Office of Risk Management.

### Electric shock

DO NOT TOUCH persons rendered unconscious by electric shock unless you are sure that they are no longer in contact with the source of the electricity or that the power has been turned off. For this emergency call Campus Safety x72OOO AND 911.

## EXPLOSIVES USE

In the event any substances classified as explosives are to be used or stored on campus, contact Campus Safety and CUC EHS to notify them. It is the responsibility of the person supervising this activity to notify.

## MOTOR VEHICLE OPERATION

**Age Limitation:** Employees must be at least 18 years old to operate a vehicle or other vehicle used for The Claremont College business.

**Seat Belts:** Employees must wear seat belts when driving or riding in any motor vehicle on college business. Drivers of college vehicles must advise their passengers to wear seat belts. Use of electronic devices while operating a licensed vehicle on public streets (including electric carts) is prohibited by state law.

**Driver Licenses:** Employees who drive College provided vehicles or rental vehicles on college business must carry their valid California driver license with them. Class B licenses are required for drivers operating vehicles with two or more axles or vehicles carrying twelve or more passengers. Driver licenses must be maintained in good standing. A loss of a driver license, or a poor driving record, may be used as a basis for revocation of driving privileges and / or disciplinary action.

All operators of college owned vehicles including electric carts must receive driving approval through CUC Risk Management.

- Motorcycles and scooters may not be used for College business.
- A safety-training program is available for the operation of electric carts.

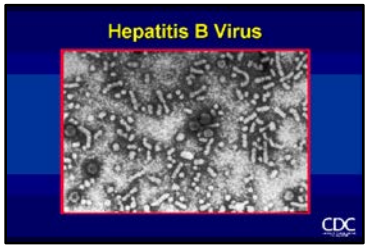
Electric Cart Safety Instructions are locate here:
http://www.cuc.claremont.edu/ehs/docs/Electric-Golf-Cart-Safetyv2.pdf

## OFF-CAMPUS LOCATIONS SAFETY

Colleges may operate sites at remote locations within California, out-of-state, or out-of-country for training and research. Each of these sites requires the same level of hazard evaluation and training that on-campus sites receive for TCC employees. Each site administrator should ensure that all elements of your College's IIPP are met for employees at these sites. It is recommended that College IIPP Administrators evaluate and include these sites specifically in your IIPP's.

## SPECIALIZED OPERATIONS WORKING WITH HUMAN BLOOD OR HUMAN PATHOGENS

Work with human blood or other pathogens requires specialized training and procedures and may trigger inclusion into the Cal/OSHA Hepatitis B Immunization program. Contact your supervisor or CUC EHS for assistance if needed.




See the following OSHA handout for more information on this:
https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact05.pdf

## ATTACHMENT A: KEY CLAREMONT COLLEGES EHS CONTACTS

| COLLEGE/ ORGANIZATION | FUNCTION | NAME | PHONE |
|---|---|---|---|
| Claremont Graduate University | IIPP Resp. Person | Brenda Leswick | 909-621-8686 |
| Claremont McKenna College | IIPP Resp. Person | Andrea Gale | 909-607-1236 |
| Claremont University Consortium | Campus Safety- Dispatch | 909-607-2000 | 909-607-2000 |
| Claremont University Consortium | EHS Department | EHS Main Number | 909-607-SAFE |
| Claremont University Consortium | Campus Safety/CUC Disaster Preparedness | Stan Skipworth | 909-607-2000 |
| Claremont University Consortium | Environmental Health & Safety Manager | Jay Brakensiek | 909-607-8538 |
| Claremont University Consortium | Environmental Health & Safety Specialist | Chauncey Jones | 909-607-7087 |
| Claremont University Consortium | Employee Injury Reporting | Disability Management | 909-621-8847 |
| Claremont University Consortium | IIPP Resp. Person | Lori Husein | ---------- |
| Harvey Mudd College | Senior Director of Administration, Emergency Preparedness and Employee Safety | Theresa Lauer | 909-607-2760 |
| Harvey Mudd College | Radiation Safety Officer | Theresa Lynn | 909-607-4493 |
| Harvey Mudd College | Chemical Hygiene Officer | Penny Manisco | 909-607-4217 |
| Harvey Mudd College | Laboratory and Stockroom Manager | Daniel Guerra | 909-607-2957 |
| Harvey Mudd College | Laboratory Manager, Biology | Elaine Guerra | 909-607-4143 |
| Harvey Mudd College | Engineering Instructional Support Coordinator | Husameldin (Sam) Abdelmuati | 909-607-3530 |
| Harvey Mudd College | Laboratory/Stockroom Manager, Physics | Annie Atiyeh | 909-607-3940 |
| Keck Graduate Institute | Human Resources | Cheryl Merritt | 909-607-7853 |
| Keck Graduate Institute | Chemical & Biological Safety Officer | Barbara Erwin | 909-607-0160 |
| Pitzer College | IIPP Resp. Person | Marni Bobich | 909-621-8686 |
| Pomona College | IIPP Resp. Person | Brenda Rushforth | 909-607-1686 |
| Pomona College | Environmental Health & Safety Officer, Radiation Safety Manager | Wayne Phan | 909-607-1668 |
| Scripps College | IIPP Resp. Person | Jennifer Berklas | 909-607-7976 |
| W.M. Keck Sciences | IIPP Resp. Person | Andrea Gale | 909-607-1236 |
| W.M. Keck Sciences | Chemical Hygiene Officer | Helen Tang | 909-607-3933 |

**For Emergency Calls after hours, contact Campus Safety Dispatch at 7-2000.**

Email changes or corrections to: ehs@cuc.claremont.edu

# ATTACHMENT B: UNSAFE CONDITION REPORT

This form is to be completed by employees and returned to their supervisor. This form must reach the department no later than one day after completion for serious unsafe conditions and no more than three days for other unsafe conditions. **Conditions which may cause immediate injury should be reported to your Supervisor by phone immediately.**

**DATE:** **TIME:**

**TO:**

**FROM:**
**(Name of person filling out form and job title)**

**DEPARTMENT:**

**I estimate this unsafe condition is: (circle one)**
**LIFE-THREATENING** **SERIOUS** **MINOR**

**Describe unsafe condition location:**

**List any equipment model numbers and identification numbers for equipment, buildings, etc. involved in UNSAFE CONDITION:**

**What actions do you recommend to correct the unsafe condition:**

**Discussed with supervisor** on(name) (date) (time)

ACTION TAKEN BY SUPERVISOR TO CORRECT HAZARD/DATE:

**NO EMPLOYEE will be retaliated against for reporting hazards or potential hazards or for making suggestions related to safety.**

# ATTACHMENT C- ACCIDENT INVESTIGATION FORMS

**IMPORTANT!!!!**

It is very important to ***investigate the accident*** **as opposed to the** ***results of the accident.*** For example, you are not investigating a broken arm, *but the factors leading to it.* An accident or incident can be a fall, slip, trip, slide, strike against or other contact, being caught in or between, eruption or explosion, burn, or improper movement. Results can range from a simple annoyance to a fatality.

The examples of corrective actions are designed to help you determine some possible actions. It is important that some effective action is taken, including improving management systems and personal performance as management personnel. This is not intended to indict, but to effect realistic corrective action.

| **WHAT ACTION(S) CAN PREVENT A RECURRENCE?**<br><br>(Use this information to help your thought process while attempting to determine *all possible contributing factors*) | **Consider these possible actions, but do not limit yourself. There are numerous possible combinations, and serious thought will be needed to be effective.** |
|---|---|
| **I. CONTRIBUTING CAUSES OF ACCIDENTS/INCIDENTS** | |
| A. Supervisory Safety Performance | |
| 1. inadequate or incomplete instruction | Enhance training and follow-up. |
| 2. safe and healthful work practices not enforced | Stronger and more consistent enforcement |
| 3. safety not planned as part of job | Make safety considerations part of planning any job |
| 4. infrequent associate safety contacts | Talk about safety more frequently with associates |
| 5. inadequate or incomplete hazard correction | Document completion of corrections for identified hazards |
| 6. safety devices not provided | Assure safety devices are present and enforce use |
| B. Mental or Emotional Condition of Associate | |
| 1. lack of awareness | Evaluate training tactics |
| 2. inattention | Find out why |
| 3. improper attitude lack of (safety cooperation, etc.) | Use behavior modification, incl. discipline if necessary |
| 4. nervous | Find out why |
| C. Physical Condition of Person | |
| 1. fatigue | Evaluate for personal problems or needed shift adjustment |
| 2. deafness or poor hearing | Modify job per ADA requirements or evaluate placement |
| 3. poor eyesight | Modify job per ADA requirements or evaluate placement |
| 4. associate not physically matched to the job | Modify job per ADA requirements or evaluate placement |
| 5. physically challenged | Modify job per ADA requirements or evaluate placement |
| **II. IMMEDIATE CAUSES OF ACCIDENTS/INCIDENTS** | |
| A. Unsafe Acts | |
| 1. protective equipment or guard provided, but not used | Evaluate rules and correct training and enforcement tactics |
| 2. poor handling (i.e.: not allowing for sharp or slippery surfaces, poor lifting, etc.) | Evaluate training, and re-train all associates if necessary |
| 3. proper tools/equipment provided, but not used | Evaluate and correct training and enforcement tactics |
| 4. hazardous movement (i.e.: running, jumping, climbing, etc.) | Evaluate rules and correct training and enforcement tactics |
| 5. horseplay | Evaluate rules and correct training and enforcement tactics |
| B. Unsafe Conditions | |
| 1. absent or ineffective safety device | Determine current requirements and update, if necessary |
| 2. poor housekeeping | Upgrade and enforce housekeeping standards |
| 3. defective machines, equipment, or tools | Determine current requirements and update, if necessary |
| 4. improper dress or apparel for the job | Evaluate, upgrade, and enforce safe dress standards |
| 5. poor illumination, ventilation, etc. | Upgrade and/or repair |

# *MANAGER / SUPERVISOR ACCIDENT INVESTIGATION*

***Complete and submit within 12 hours of accident. Call Safety Department immediately if serious injury occurs.***

| FACILITY | DEPT. NO. | SHIFT | DATE |
|---|---|---|---|
| | | | |

## EMPLOYEE DATA

| EMPLOYEE NAME | START DATE | JOB TITLE | EMPLOYEE ID# |
|---|---|---|---|
| | | | |

| PLACE WHERE ACCIDENT OR INCIDENT OCCURRED | DATE OF ACCIDENT | TIME OF ACCIDENT<br>_____AM _____PM |
|---|---|---|
| | | |

| HOW LONG IN DEPARTMENT OR JOB? _____<br>JOB SPECIFIC TRAINING CONDUCTED? YES ☐ NO ☐ | DID ACCIDENT HAPPEN DURING:<br>REGULAR SHIFT? ☐ OVERTIME? ☐<br>IF O.T. HOW MANY HOURS? _____ |
|---|---|

## SUPERVISOR'S REPORT

| DETAILED DESCRIPTION OF EMPLOYEE'S ACTIVITIES AT TIME OF ACCIDENT/INCIDENT |
|---|
| |
| NATURE OF INJURY, IF ANY (Describe injury; indicate part of body, right or left, etc.) |
| |
| **CONTRIBUTING** CAUSES (See examples on back; **Be honest**) |
| |
| **IMMEDIATE** CAUSES (See examples on back; **Be honest**) |
| |
| CONCLUSIONS (Link contributing and immediate causes together to help track series of events) |
| |
| ACTION TAKEN TO PREVENT RECURRENCE **(Remember, this is the objective of this exercise)** |
| |
| IS SAFETY ASSISTANCE RECOMMENDED? YES ☐ NO ☐ |
| WAS FIRST AID ADMINISTERED? YES ☐ NO ☐ IF YES, BY WHOM? |

| WERE THERE WITNESSES? YES ☐ NO ☐ (if yes, give name and brief account-attach separate paper, if necessary) | WAS MEDICAL TREATMENT NECESSARY? YES ☐ NO ☐<br>(If YES, give facility name, address, and phone number) |
|---|---|
| | |

| IS LOST TIME ANTICIPATED? YES ☐ NO ☐<br>IS MODIFIED DUTY ANTICIPATED? YES ☐ NO ☐ | IF YES TO EITHER, HOW LONG? _____<br>IF MODIFIED DUTY, WHAT JOB? _____ |
|---|---|

| SUPERVISOR'S SIGNATURE | DATE: |
|---|---|
| | |
| DEPARTMENT MANAGER'S SIGNATURE | DATE: |
| | |



THE CLAREMONT COLLEGES Pomona College 1887 Claremont Graduate University 1925 Claremont University Consortium 1925
Scripps College 1926 Claremont McKenna College 1946 Harvey Mudd College 1955 Pitzer College 1963 Keck Graduate Institute 1997

# Attachment D: Cal/OSHA Employee Health & Safety Training Requirements

## SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

*REFERENCED IN SUBCHAPTER 4 & 7, TITLE 8, CALIFORNIA CODE OF REGULATIONS*
*(August 2006)*

The following is a list of the *instruction and training* requirements contained in the **Construction Safety Orders** (Subchapter 4) and the **General Industry Safety Orders** (Subchapter 7) of Title 8, Division 1, Chapter 4 (with several references contained in Chapter 3.2) of the California Code of Regulations. Also included are references to both Competent Person and Qualified Person.

While every effort has been made to ensure the accuracy of the information presented, users are cautioned to refer to Title 8 and the specific sections of interest. This list is a guide only and not meant to be a substitute for –or a legal interpretation of – the occupational safety and health standards.

Users may review Title 8 Regulations at: **http://www.dir.ca.gov/samples/search/query.htm**

| TRAINING TOPIC | T8 SECTION | FREQUENCY OF TRAINING | TYPICAL JOB CLASSIFICATION | Cal/OSHA PUBLICATION |
|---|---|---|---|---|
| Accident Investigation | 3203(a)(7)(F) | Initial | Supervisors/Accident Investigators | Model Program(s) IIPP:<br><br>For High Hazard Employers<br><br>For Non-High Hazard Employers<br><br>For Employers with Intermittent Employees<br><br>For Employers with Intermittent Workers in Agriculture (English & Spanish<br><br>Guide to Developing IIPP |
| Accident Prevention Signs and Tags | 3341(d)(5) | Initial | Impacted Employees | Lockout/Blockout |
| Acetylene & Fuel Gas Safety | 1740(k)(1) | Initial | Users | |
| Acrylonitrile (AN) | 5213(o)<br>5213 (appendix B) | Initial<br>Annual | Exposed Employees<br>**Qualified Person** | |
| Actinolite (Non-Asbestos) | 5208.1 | Initial<br>Annual | Exposed Employees | |
| Agricultural Equipment & Tractors | 3441(a)<br>3664(b) | Initial<br>Annual | Involved Employees<br>Operators | Agricultural-Industrial Tractors<br>Farm Labor Contractors Guide |

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Scripps College 1926 Claremont McKenna College 1946 Harvey Mudd College 1955 Pitzer College 1963 Keck Graduate Institute 1997

| TRAINING TOPIC | T8 SECTION | FREQUENCY OF TRAINING | TYPICAL JOB CLASSIFICATION | Cal/OSHA PUBLICATION |
|---|---|---|---|---|
| Anthophyllite (Non-Asbestos) | 5208.1(n) | Initial<br>Annual | Exposed Employees | |
| Asbestos/Asbestos Awareness<br><br>Class I-IV Operations<br><br>Building Inspector Project Designer<br><br>Cement Pipe<br><br>Asbestos Consultant Site Surveillance Technician | 1529(k)(9)(B)<br>5208(j)(7)(B)<br>1529<br><br>1529(o)(4)<br><br>341.9<br><br>341.16<br><br>341.17<br><br>341.15 | Initial<br>Annual<br><br>Initial<br>Annual<br><br>Initial<br><br>Initial<br><br>Initial | Employees likely exposed =>PEL and those who perform Class I-IV operations<br>**Competent Person**<br><br>**Qualified Person**<br><br>Assigned<br><br>Exposed Employees<br><br>Certified Persons | |
| Battery Handling/ Changing/Charging | 5185(a) | Initial | Assigned Employees | |
| Benzene | 5218(i) & (j)(3) | Initial<br>Annual | Exposed Employees | |
| Bloodborne Pathogens | 5193(g)(2) | Initial<br>Annual | Potentially Exposed Employees | Best Practices Approach for Reducing Bloodborne Pathogens Exposure<br><br>Exposure Control Plan for Bloodborne Pathogens |
| Boatswains Chair | 1662(a) | Initial | Users | |
| 1,3-Butadiene | 5201(l)(2) | Initial<br>Annual | Exposed Employees | |
| Cadmium | 5207(m)(4)<br><br>1532 | Initial<br>Annual | Exposed Employees<br><br>**Competent Person** | |
| Carcinogens As Listed | 5209(e)(5) | Initial | Exposed Employees | |
| Chemical Hygiene for Laboratories | 5191(f)(2) | Initial<br>New Hazards<br>Refresher | Laboratory Employees | |
| Coke Oven Emissions | 5211(t) | Initial<br>Annual | Exposed Employees | |
| Compaction Equipment | 4355(a)(2) | Before Use | Users | |
| Confined Spaces<br><br>Marine Terminal Operations | 5157(g)<br>5158(c)(2)<br><br>3463(b)(5)(B) | Initial<br>Program Update Changes | Affected Employees<br><br>Exposed Employees | Confined Space: Is It Safe To Enter |
| Cotton Gins/ Processing Mach. | 4646 | | **Qualified Person** | |
| Control of Hazardous Energy | 3314(j) | Initial | Authorized Employees | Lockout/Blockout |

| TRAINING TOPIC | T8 SECTION | FREQUENCY OF TRAINING | TYPICAL JOB CLASSIFICATION | Cal/OSHA PUBLICATION |
|---|---|---|---|---|
| Cranes & Other Hoisting Equipment Incl. Mobile/Tower/ Derrick | 5006.1(a)<br>5006<br>4966,4994, 4999,5000, 5004, 5031,5043, 5044 | Initial<br>Mobile & Tower Cert. @ 5 yrs | Mobile and Tower Crane Operators<br>**Qualified Person**<br>Authorized Employees | |
| Cranes/Hoisting Equipment - Marine Terminals | 3472(d)(3) | Initial | Operators | |
| Demolition | 1734<br>1735(u)<br>1736 | | **Qualified Person** | |
| 1,2 Dibromo-3-Chloropropane (DBCP) | 5212(i)(3) & (n)<br>5212 (Appendix B) | Initial<br>Annual | Exposed Employees<br>**Qualified Person** | |
| Diving Operations | 6052 | Initial | Assigned Employees | |
| Elevating Work Platforms and Aerial Devices | 3648(l)(7)<br>3648(c)<br>3646(c)<br>3638(d) | Before Use | Users<br>Authorized Personnel | |
| Emergency Action Plan | 3220(e) | Initial<br>Plan Update | Impacted Employees | |
| Emergency Procedures (Construction) | 1512(d) | Initial | Assigned Employees | |
| Equipment and Machinery (Construction) | 1510(b) | Initial | **Qualified Person** | |
| Erection and Construction – Bolting/Riveting/ Plumbing<br><br>Structural Wood/ Steel Frame Steel Erection | 1716<br>1716.1<br><br>1716.1(f)(1)<br>1716.2(j)<br>1710 | Initial | Assigned Employees<br>**Competent person**<br>**Qualified Person** | Pocket Guide for the Construction Industry (English/Spanish) (Spanish Update Sheet) |
| Ergonomics | 5110(b)(3) | Initial – When Standard is Triggered | Employees in affected job classifications (identical jobs) when standard is triggered | Back Injury Prevention Guide in the Health Care Industry for Health Care Providers<br><br>Easy Ergonomics<br><br>Ergonomics in Action<br><br>Fitting Task to the Person: Ergo for the Very Small Business<br><br>Easy Ergo for the Computer User |
| Ethylene Dibromide (EDB) | 5219(j) | Initial<br>Annual | Exposed Employees | |

| TRAINING TOPIC | T8 SECTION | FREQUENCY OF TRAINING | TYPICAL JOB CLASSIFICATION | Cal/OSHA PUBLICATION |
|---|---|---|---|---|
| Ethylene Oxide | 5220(j)(3)<br>5220 Appendix A | Initial<br>Annual | Exposed Employees | |
| Excavation/ Trenching/Shoring | 1541 | | **Competent Person** | Trenching Safety (Tailgate Topic)<br><br>Pocket Guide for the Construction Industry |
| Explosives | 5239<br>5322<br>5329<br>344.20, 344.21 | Initial | Assigned Employees<br><br>**Competent Person**<br>Licensed Blaster | |
| Explosives – Deteriorated | 5240 | | **Competent Person** | |
| Explosives Storage Magazines | 5256 | | **Competent Person** | |
| Fall Protection | <br><br>1671.1 | Initial | Affected Employees<br>**Competent Person**<br>**Qualified Person** | |
| Fall Protection – Date Palm Ops. | 3458 | | **Competent Person** | |
| Fire Brigades (Private) | 3411(c) | Initial/Quarterly/ Annual Refresher | Assigned Employees | |
| Fire Extinguisher & Fire Fighting Equipment | 6151(g)(1)-(2) | Initial<br>Annual | Assigned Employees | |
| Fire Prevention Plan | 3221(d)(1)-(2) | Initial<br>New Hazards | Exposed Employees | |
| Fire Protection – Fixed Extinguishing Systems | 6175(b)(10)<br><br>6181(b)(2) | Initial<br>Annual | Employees Assigned Maintenance/Operation<br><br>Exposed Employees | |
| Fire Protection – Standpipe & Hose System Inspection | 6165(f)(2)(F) | Initial | Assigned Employees | |
| First Aid<br>First Aid & CPR | 3439(b)<br>6251(d)(2)<br>3400(b)<br>5157, 5158, 5193<br>3421, 6052 | Initial<br>Changes<br>Every 2 years (or as specified by cert. organization) | Assigned Employees<br>Supervisors | |
| First Aid (Construction) | 1512(b) & (d) | Initial<br>Updated | Assigned Employees | |
| Flaggers (Traffic) | 1599(f) & (g) | Initial | Assigned Employees | |
| Flammable Liquids/ Gasses/Vapors – Industrial Plants | 5561 | | **Qualified Person** | |
| Formaldehyde | 5217(n) | Initial<br>Annual | Exposed Employees | |
| Fumigation – General | 5221(b) | Initial | Exposed Employees | |

| TRAINING TOPIC | T8 SECTION | FREQUENCY OF TRAINING | TYPICAL JOB CLASSIFICATION | Cal/OSHA PUBLICATION |
|---|---|---|---|---|
| Hazard Communication | 5194(b)(1) | Initial<br>New chemicals or processes | Exposed Employees | Guide to CA Hazard Communication Regulation |
| Hazardous Substance Containers Clean/ Repair/Alter | 5166(a) | Initial | Assigned Employees | |
| Hazardous Waste Operations & Emergency Resp. | 5192 (e) & (q)(6) | Initial<br>Annual Refresher | Assigned Employees<br>**Qualified Person** | |
| Hearing (Noise) Protectors<br><br>Conservation | 5098(a)(4)<br>5097(d)(5)(A)&(B)<br><br>5099(a) | Initial<br>Retraining<br><br>Initial<br>Annual | Employees Provided Protectors<br><br>All Employees Exposed to =>85 dBA TWA | |
| Heat Stress | 3395(e) | Initial | Exposed Employees | Protect Yourself from Heat Illness (English/Spanish) |
| Helicopter Operations | 1901(c) | Daily Briefing | Involved Personnel | |
| Industrial/Lift Trucks (Forklifts) & Tractors | 3657(i)<br>3664(b)<br>3668 | Initial, Annual<br>Observed Unsafe Operation<br>Post Accident<br>Equipment Change<br>Workplace Change<br>(Operator eval. @ 3 years) | Operators | Operating Rules for Industrial Trucks Poster (English/Spanish) |
| Injury & Illness Prevention Program | 3203(a)(7)<br>1509(e) | Initial<br>Updated | All Employees<br>Supervisor Tailgates | Model Program(s) IIPP<br><br>For High Hazard Employers<br><br>For Non-High Hazard Employers<br><br>For Employers with Intermittent Employees (English/Spanish)<br><br>For Employers with Intermittent Workers in Agriculture (English & Spanish)<br><br>Guide to Developing IIPP |
| Inorganic Arsenic | 5214(m) | Initial<br>Annual | Exposed Employees | |

| TRAINING TOPIC | T8 SECTION | FREQUENCY OF TRAINING | TYPICAL JOB CLASSIFICATION | Cal/OSHA PUBLICATION |
|---|---|---|---|---|
| Job Hazard(s) | 3203(a)(7)<br>1510(a) & (c) | Before Job Assignment<br>New Hazards | ***All Employees*** | Guide to Developing IIPP |
| Laboratory Safety (See Chemical Hygiene) | 5191(f) | Initial<br>New Hazards<br>Refresher | Laboratory Employees | |
| Laser Equipment | 1801(a) | Initial | Operators<br>**Qualified Person** | |
| Laundry/Dry Cleaning | 4494(a) | Initial<br>Periodic | Assigned Employees | |
| Lead<br>Lead in Construction | 5198(l)<br>1531.1(l)(1)(C)-(D)<br>1532.1(l) | Initial<br>Annual | Exposed Employees/ Supervisors<br>Exposed Employees => Action Level | Lead in Construction (Fact Sheet) |
| Lift Slab Construction | 1722.1 | | **Competent Person** | |
| Lockout/Blockout | 3314<br>3314(j) | Initial<br>When Updated | Affected Employees<br>**Qualified Person** | Lockout/Blockout |
| Machinery and Equipment | 1510(b) | Before Use | **Qualified Person** | Lockout/Blockout |
| Marine Terminals | 3463(b)(5)(B)<br>3464(a)(1)<br>3462(b) &(d)<br>3463, 3472 | Initial | Exposed Employees<br>Supervisors<br>**Qualified Person** | |
| Medical & Exposure Records - Access | 3204(g)(1) | Initial<br>Annual | Affected Employees | Access to Medical and Exposure Records (poster) (English/Spanish) |
| Metal Working (forging) Machines | 4243(a)(6) | Initial | Operators/Maintenance Personnel | Power Press Safety – Tool Box Topics |
| 4,4-Methylenebis (2-Chloroaniline) MBOCA | 5215(j) | Initial<br>Annual | Exposed Employees | |
| Methylene Chloride | 5202(l)<br>5202 (Appendix A) | Initial &<br>As Necessary | Exposed Employees<br>**Qualified Person** | |
| Methylenedianiline | 5200(k)(3)<br>1535 | Initial<br>Annual | Exposed Employees | |
| Miter Saws | 4307.1(c) | Initial | Operators | |
| Noise Exposure | 5099(a) | Initial<br>Annual | Employees Exposed = > 85dBA TWA | |
| Openings/Holes – Floors and Roofs | 3212(b) | | **Qualified Person** | |
| Paper Converting/ Printing Machines – Hand-Fed Engraving Presses | 4445(3) | Initial<br>Changes | Operators/Maintenance Personnel | |
| Personal Fall Arrest/Restraint Systems | 1670(b)(19) | | **Competent Person** | |
| Personal Protective Equipment | 3380(c) | Initial | PPE Users | |

| TRAINING TOPIC | T8 SECTION | FREQUENCY OF TRAINING | TYPICAL JOB CLASSIFICATION | Cal/OSHA PUBLICATION |
|---|---|---|---|---|
| Pesticide Safety | 5194(h) | Initial<br>New Hazards | Handlers & Applicators | |
| Pile Driving | 1600 | | **Competent Person** | |
| Calif. Posting Requirements | 340 | Initial | All Employees | |
| Powder-Actuated Tools | 1685(a)(1)<br>1689(a) | Initial | Users<br>**Qualified Person** | |
| Power Presses | 4203(a)<br>4203(b)<br>4208.1(m)(1)<br>4208 | Initial<br>Annual | Inspectors/Maintenance<br>Operators<br>PSDI Operators<br>**Qualified Person** | Power Press Safety<br>(Tailgate Topic) |
| Powered Platforms (Installed) for Building Maintenance | 3298(a)<br>3296 | Initial | Assigned Employees<br><br>**Qualified Person** | |
| Process Safety Management | 5189(g) | Initial<br>Refresher &<br>Supplemental<br>Certification | Involved Employees | |
| Pulp, Paper and Paperboard Mills | 4402 | Initial | Exposed Employees | |
| Railroad – Signs & Signals | 3333(d) | Initial | Assigned Employees | |
| Reinforcing Steel/Similar Projections | 1712(f)(A) | | **Qualified Person** | |
| Respiratory Protection | 5144(c) & (k)<br>5144 Appendix A & C | Initial<br>Annual | Users | Resp. Protection in the Workplace<br><br>New Respirator Reg. (Fact Sheet) |
| Roofing | 1509(a)<br>1730(b)(8)-(9) | Initial | **Qualified Person** | Roofing Safety<br>(Tailgate Topic) |
| Rope Access Equipment | 3270.1(c)<br><br>3270.1 | Initial<br>Annual Refresher | Assigned Employees<br><br>**Qualified Person** | |
| Rubber/ Composition Working Machines | 4592 | | **Competent Person**<br>Test/Maintenance | |
| Scaffolds | 1637(k)(1)<br>1637<br>1658(g) | Initial | Erectors and Dismantlers:<br>**Qualified Person** | |
| Supervisory Safety Training | 3203(a)(7)(F) | Initial<br>Change | Supervisors | |
| Tanks – Open Surface | 5154(j)(1) | Initial | Assigned Employee | |
| Traffic Control – Flaggers | 1599(f) &(g) | Initial | Flaggers | |
| Tree Work General<br><br>Date Palm Ops. | 3420(b), 3421(c)<br>3423(a), 3427<br>3428(a)<br>3458 | Initial | Assigned Employees<br>**Qualified Person** | |
| Tremolite (Non-Asbestos) | 5208.1(n) | Initial<br>Annual | Exposed Employees | |
| Vinyl Chloride | 5210(j) | Initial<br>Annual | Exposed Employees | |

| TRAINING TOPIC | T8 SECTION | FREQUENCY OF TRAINING | TYPICAL JOB CLASSIFICATION | Cal/OSHA PUBLICATION |
|---|---|---|---|---|
| Welding & Cutting Safety – Hot Work | 4799<br>4848(a)<br>1537(a) | Initial | Welders<br>Fire Watchers<br>**Qualified Person** | |
| Wheels or Rims – Servicing | 3326(c) | Initial | Service Personnel | Servicing Single, Split Rim & MultiPiece Rim Wheel (Tailgate Topic) |
| Window Cleaning | 3282(d) &(f)<br>3286(a)(2) | Initial | Assigned Employees | |

## Qualified Person

A qualified person is a person **designated** by the employer; and by reason of **training**, experience, or instruction has demonstrated the ability to perform safely **all** assigned duties; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.

Examples: Mobile **Crane** and Tower Crane Operators 5006.1(a)
**Scaffold** Erection and Dismantling Supervisors 1637(k)(1)
**Demolition** 1736

## Competent Person

A competent person is a person who is **capable** of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the **authority** to impose prompt corrective measures to eliminate these hazards.

Examples: **Excavation** - Inspectors 1541
**Fall Protection** Plan implementers and supervisors 1671.1
**Lift Slab Construction** 1522.1

The Cal/OSHA Publications website contains additional publications that may be of interest. To review, download, or order free educational materials, go to:
**www.dir.ca.gov/dosh/puborder.asp**

# ATTACHMENT E: CAL/OSHA FACILITY HAZARD ASSESSMENT CHECKLIST

This hazard inspection checklist is provided by Cal/OSHA to assist in your facility inspections. Inspections records are to be retained for 3 years.

**Date of Inspection:**_____

**Inspection Location:** _____

**Person Performing Inspection:**_____

The following checklist can be used to identify and evaluate hazards in the workplace in compliance with the inspection requirements of your College specific Injury and Illness Prevention Program. This checklist covers a wide variety of workplace safety and health hazards. All of the topics covered in this checklist may not apply to your particular workplace. When evaluating your workplace use the sections of the checklist that apply to your workplace and work activities.

**GENERAL WORK ENVIRONMENT**

☐ Are all worksites clean and orderly?
☐ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
☐ Are all spilled materials or liquids cleaned up immediately?
☐ Is combustible scrap, debris, and waste stored safely and removed from the worksite promptly?
☐ Is accumulated combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings?
☐ Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
☐ Is metallic or conductive dust prevented from entering or accumulation on or around electrical enclosures or equipment?
☐ Are covered metal waste cans used for oily and paint-soaked waste?
☐ Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
☐ Are paint spray booths, dip tanks and the like cleaned regularly?
☐ Are the minimum number of toilets and washing facilities provided?
☐ Are all toilets and washing facilities clean and sanitary?
☐ Are all work areas adequately illuminated?
☐ Are pits and floor openings covered or otherwise guarded?

**WALKWAYS**

☐ Are aisles and passageways kept clear?
☐ Are aisles and walkways marked as appropriate?
☐ Are wet surfaces covered with non-slip materials?
☐ Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?

☐ Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating.
☐ Are spilled materials cleaned up immediately?
☐ Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
☐ Are changes of direction or elevations readily identifiable?
☐ Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
☐ Is adequate headroom provided for the entire length of any aisle or walkway?
☐ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?

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

**STAIRS & STAIRWAYS**
☐ Are standard stair rails or handrails on all stairways having four or more risers?
☐ Are all stairways at least 22 inches wide?
☐ Do stairs have at least a 6'6" overhead clearance?
☐ Do stairs angle no more than 50 and no less than 30 degrees?
☐ Are stairs of hollow-pan type treads and landings filled to noising level with solid material?
☐ Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7-1/2 inches?
☐ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
☐ Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
☐ Do stairway handrails have a least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?
☐ Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?
☐ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
☐ Do stairway landings have a dimension measured in the direction of travel, at least equal to width of the stairway?
☐ Is the vertical distance between stairway landings limited to 12 feet or less?

**ELEVATED SURFACES**

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

**EXITING OR EGRESS**

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

**EXIT DOORS**

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

**EMERGENCY ACTION PLAN**

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

**INFECTION CONTROL**

☐ Are employees potentially exposed to infectious agents in body fluids?
☐ Have occasions of potential occupational exposure been identified and documented?
☐ Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?
☐ Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment?
☐ Are employees aware of specific workplace practices to follow when appropriate? (Hand washing, handling sharp instruments, handling of laundry, disposal of contaminated materials, reusable equipment.)
☐ Is personal protective equipment provided to employees, and in all appropriate locations?
☐ Is the necessary equipment (i.e. mouthpieces, resuscitation bags, and other ventilation devices) provided for administering mouth-to-mouth resuscitation on potentially infected patients?
☐ Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents/disinfectants to clean up spills?
☐ Are all equipment and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?
☐ Is infectious waste placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels?
☐ Has medical surveillance including HBV evaluation, antibody testing and vaccination been made available to potentially exposed employees?
☐ Training on universal precautions?
☐ Training on personal protective equipment?
☐ Training on workplace practices, which should include blood drawing, room cleaning, laundry handling, clean up of blood spills?
☐ Training on needlestick exposure/management?
☐ Hepatitis B vaccinations?

**ERGONOMICS**

☐ Can the work be performed without eyestrain or glare to the employees?
☐ Does the task require prolonged raising of the arms?
☐ Do the neck and shoulders have to be stooped to view the task?
☐ Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?
☐ Can the work be done using the larger muscles of the body?
☐ Can the work be done without twisting or overly bending the lower back?
☐ Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?

☐ Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?
☐ Are all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body?

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

**PERSONAL PROTECTIVE EQUIPMENT**
☐ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
☐ Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
☐ Are employees who need corrective lenses (glasses or contacts lenses) in working environments with harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
☐ Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals?
☐ Are hard hats provided and worn where danger of falling objects exists?
☐ Are hard hats inspected periodically for damage to the shell and suspension system?
☐ Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?
☐ Are approved respirators provided for regular or emergency use where needed?
☐ Is all protective equipment maintained in a sanitary condition and ready for use?
☐ Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?
☐ Where special equipment is needed for electrical workers, is it available?
☐ When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?
☐ Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the Cal/OSHA noise standard?

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

☐ Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
☐ Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
☐ Are metal ladders inspected for damage?
☐ Are the rungs of ladders uniformly spaced at 12 inches, center to center?

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

**PORTABLE (POWER OPERATED) TOOLS & EQUIPMENT**
☐ Are grinders, saws, and similar equipment provided with appropriate safety guards?
☐ Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?
☐ Are portable circular saws equipped with guards above and below the base shoe?
☐ Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
☐ Are rotating or moving parts of equipment guarded to prevent physical contact?
☐ Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
☐ Are effective guards in place over belts, pulleys, chains, and sprockets, on equipment such as concrete mixers, air compressors, and the like?
☐ Are portable fans provided with full guards or screens having openings 1/2 inch or less?
☐ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
☐ Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?
☐ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?
☐ Are saws used for ripping, equipped with anti-kick back devices and spreaders?
☐ Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

**LOCKOUT BLOCKOUT PROCEDURES**
☐ Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?
☐ Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
☐ Are all equipment control valve handles provided with a means for locking-out?
☐ Does the lockout procedure require that stored energy (i.e. mechanical, hydraulic, air,) be released or blocked before equipment is locked-out for repairs?

☐ Are appropriate employees provided with individually keyed personal safety locks?
☐ Are employees required to keep personal control of their key(s) while they have safety locks in use?
☐ Is it required that employees check the safety of the lock out by attempting a start up after making sure no one is exposed?
☐ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
☐ Are the appropriate electrical enclosures identified?
☐ Is means provide to assure the control circuit can also be disconnected and locked out?

**COMPRESSED GAS & CYLINDERS**

☐ Are cylinders with a water weight capacity over 30 pounds equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?
☐ Are cylinders legibly marked to clearly identify the gas contained?
☐ Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?
☐ Are cylinders located or stored in areas where they will not be damaged by passing or falling objects, or subject to tampering by unauthorized persons?
☐ Are cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling or rolling?
☐ Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?
☐ Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?
☐ Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?
☐ Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?
☐ Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

**ENTERING CONFINED SPACES**

☐ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
☐ Before entry, are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated?
☐ Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?
☐ Is either natural or mechanical ventilation provided prior to confined space entry?
☐ Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substance and explosive concentrations in the confined space before entry?
☐ Is adequate illumination provided for the work to be performed in the confined space?
☐ Is the atmosphere inside the confined space frequently tested or continuously monitor during conduct of work?
☐ Is there an assigned safety standby employee outside of the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
☐ Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any questions as to the cause of an emergency?
☐ In addition to the standby employee, is there at least one other trained rescuer in the vicinity?
☐ Are all rescuers appropriately trained and using approved, recently inspected equipment?
☐ Does all rescue equipment allow for lifting employees vertically from a top opening?
☐ Are there trained personnel in First Aid and CPR immediately available?

☐ Is there an effective communication system in place whenever respiratory equipment is used and the employee in the confined space is out of sight of the standby person?
☐ Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
☐ Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
☐ Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
☐ If employees will be using oxygen-consuming equipment such as torches in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
☐ Whenever combustion-type equipment is used in confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
☐ Is each confined space checked for decaying vegetation or animal matter, which may produce methane?
☐ Is the confined space checked for possible industrial waste, which could contain toxic properties?
☐ If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

**ENVIRONMENTAL CONTROLS**
☐ Are all work areas properly illuminated?
☐ Are employees instructed in proper first aid and other emergency procedures?
☐ Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?
☐ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, and caustics?
☐ Is employee exposure to chemicals in the workplace kept within acceptable levels?
☐ Can a less harmful method or product be used?
☐ Is the work area's ventilation system appropriate for the work being performed?
☐ Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?
☐ Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?
☐ Are welders and other workers nearby provided with flash shields during welding operations?
☐ If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?
☐ Has there been a determination that noise levels in the facilities are within acceptable levels?
☐ Are steps being taken to use engineering controls to reduce excessive noise levels?
☐ Are proper precautions being taken when handling asbestos and other fibrous materials?
☐ Are caution labels and signs used to warn of asbestos?
☐ Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?
☐ Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?
☐ Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?
☐ Are all local exhaust ventilation systems designed and operating properly such as airflow and volume necessary for the application? Are the ducts free of obstructions or the belts slipping?
☐ Is personal protective equipment provided, used and maintained wherever required?
☐ Are there written standard operating procedures for the selection and use of respirators where needed?

☐ Are restrooms and washrooms kept clean and sanitary?
☐ Is all water provided for drinking, washing, and cooking potable?
☐ Are all outlets for water not suitable for drinking clearly identified?
☐ Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
☐ Are employees instructed in the proper manner of lifting heavy objects?
☐ Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?
☐ Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?
☐ Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored (traffic orange) warning vest?
☐ Are exhaust stacks and air intakes located that contaminated air will not be recirculated within a building or other enclosed area?
☐ Is equipment producing ultra-violet radiation properly shielded?

**FLAMMABLE & COMBUSTIBLE MATERIALS**

☐ Are combustible scrap, debris and waste materials (i.e. oily rags) stored in covered metal receptacles and removed from the worksite promptly?
☐ Is proper storage practiced to minimize the risk of fire including spontaneous combustion?
☐ Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
☐ Are all connections on drums and combustible liquid piping, vapor and liquid tight?
☐ Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans)?
☐ Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
☐ Do storage rooms for flammable and combustible liquids have explosion-proof lights?
☐ Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
☐ Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
☐ Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
☐ Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?
☐ Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
☐ Are fire separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
☐ Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?
☐ Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
☐ Class A: Ordinary combustible material fires.
☐ Class B: Flammable liquid, gas or grease fires.
☐ Class C: Energized-electrical equipment fires.
☐ If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?
☐ Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?
☐ Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?
☐ Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B" fire?
☐ Are employees trained in the use of fire extinguishers?
☐ Are extinguishers free from obstructions or blockage?
☐ Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
☐ Are all extinguishers fully charged and in their designated places?
☐ Is a record maintained of required monthly checks of extinguishers?
☐ Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?

☐ Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
☐ Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?
☐ Are "NO SMOKING" rules enforced in areas involving storage and use of flammable materials?
☐ Are safety cans used for dispensing flammable or combustible liquids at a point of use?
☐ Are all spills of flammable or combustible liquids cleaned up promptly?
☐ Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
☐ Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
☐ Are spare portable or butane tanks, which are sued by industrial trucks stored in accord with regulations?

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

**HAZARDOUS CHEMICAL EXPOSURES**
☐ Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, and the like?
☐ Are employees aware of the potential hazards involving various chemicals stored or used in the workplace--such as acids, bases, caustics, epoxies, and phenols?
☐ Is employee exposure to chemicals kept within acceptable levels?
☐ Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
☐ Are all containers, such as vats and storage tanks labeled as to their contents--e.g. "CAUSTICS"?
☐ Are all employees required to use personal protective clothing and equipment when handling chemicals (such as: gloves, eye protection, and respirators)?
☐ Are flammable or toxic chemicals kept in closed containers when not in use?
☐ Are chemical piping systems clearly marked as to their content?

☐ Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?
☐ Have standard operating procedures been established and are they being followed when cleaning up chemical spills?
☐ Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?
☐ Are respirators intended for emergency use adequate for the various uses for which they may be needed?
☐ Are employees prohibited from eating in areas where hazardous chemicals are present?
☐ Is personal protective equipment provided, used and maintained whenever necessary?
☐ Are there written standard operating procedures for the selection and use of respirators where needed?
☐ If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?
☐ Are the respirators NIOSH approved for this particular application?
☐ Are they regularly inspected and cleaned sanitized and maintained?
☐ If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?
☐ Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?
☐ Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, and the like?
☐ Whenever possible, are hazardous substances handled in properly designed and exhausted booths or similar locations?
☐ Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents or mists which may be generated in your workplace?
☐ Is ventilation equipment provided for removal of contaminants from such operations as production grinding,buffing, spray painting, and/or vapor decreasing, and is it operating properly?
☐ Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?
☐ If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
☐ Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean up?
☐ Are materials, which give off toxic asphyxiant, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?

**HAZARDOUS SUBSTANCES COMMUNICATION**

☐ Is there a list of hazardous substances used in your workplace?
☐ Is there a written hazard communication program dealing with Safety Data Sheets (SDS) labeling, and employee training?
☐ Who is responsible for SDSs, container labeling, employee training?
☐ Is each container for a hazardous substance (i.e. vats, bottles, storage tanks,) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
☐ Is there a Safety Data Sheet readily available for each hazardous substance used?
☐ How will you inform other employers whose employees share the same work area where the hazardous substances are used?
☐ Is there an employee training program for hazardous substances?
☐ Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area?
☐ The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?
☐ Details of the hazard communication program, including how to use the labeling system and SDSs?
☐ How employees will be informed of hazards of non-routine tasks, and hazards of unlabeled pipes?

**ELECTRICAL**

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

☐ Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor is serves?
☐ Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?
☐ Are employees prohibited from working alone on energized lines or equipment over 600 volts?

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

**MATERIAL HANDLING**
☐ Is there safe clearance for equipment through aisles and doorways?
☐ Are aisleways designated, permanently marked, and kept clear to allow unhindered passage?
☐ Are motorized vehicles and mechanized equipment inspected daily or prior to use?
☐ Are vehicles shut off and brakes set prior to loading or unloading?
☐ Are containers or combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
☐ Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
☐ Are trucks and trailers secured from movement during loading and unloading operations?
☐ Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?
☐ Are hand trucks maintained in safe operating condition?
☐ Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
☐ Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
☐ At the delivery end of rollers or chutes, are provisions made to brake the movement of the handled materials.
☐ Are pallets usually inspected before being loaded or moved?
☐ Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?
☐ Are securing chains, ropes, chockers or slings adequate for the job to be performed?
☐ When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?
☐ Are Material Safety Data Sheets available to employees handling hazardous substances?

**TRANSPORTING EMPLOYEES & MATERIALS**

☐ Do employees who operate vehicles on public thoroughfares have valid operator's licenses?
☐ When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?
☐ Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?
☐ Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?

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

**SANITIZING EQUIPMENT & CLOTHING**

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