

Annual Safety Exams and Fire Drills

Each January we use the low time of the year to take our annual safety exams and to do our mandatory fire drills. This policy gives you the instructions. File the completed forms in the Compliance Documentation Binder.

Safety Training/Exams

_____ Have all employees review the HAZ-COM, safety and disaster portions of the PDPM and perform other training and assessments/exams. File results in employee files.

_____ Have all employees complete BBP training and conduct BBP committee meeting. Document results. File training results in employee files.

Fire Drill

_____ On the following date: _____—we need everyone to be to work by _____ to do a mandatory fire drill before we open for patients. Complete your fire drill using the following steps:

- Office Manager yells "FIRE." The fire is in the kitchen or _____.
- The Office Manager yells EVACUATE while calling 911. The employees are all instructed to yell "Fire" and "Evacuate" to others in the space.
- All employees evacuate and go to the meeting spot. Have half go through the front exit and the other half go through your secondary exit. The Office Manager and Senior Management perform a final sweep of the premises. Pretend to evacuate patients, too. Take a headcount at the meeting spot—making sure everyone is accounted for.
- The CEO tells 2 employees to go notify the neighboring tenants on either side of the premises. These 2 employees pretend to do so.
- The CEO gives the ALL CLEAR to return.
- The Office Manager must fill out the evaluation (see below) and file it in the Compliance Documentation Binder.

Location/Office: _____ Date of Fire drill: _____

Employees in Attendance:

Did all employees participate fully: (Y/N)

Did all employees exit the building in a timely manner once the order to EVACUATE was given? (Y/N)

Did all employees know where the meeting spot was located, and did they all make it in a timely manner? (Y/N)

If any questions were answered NO, please explain:

Senior Management/Office Manager Feedback area: what steps could be implemented to improve this process:

Signed: _____ Date: _____

ANNUAL SAFETY AUDIT CHECKLIST

The Office Manager will complete this Safety Audit once a year in January and file the results in the Compliance Documentation Binder. The Office Manager and OSHA Compliance Officer will ensure that any non-compliant issues are addressed immediately. The OSHA Compliance Officer will complete the longer OSHA Self-Inspection Checklist located at PDPM 09.06 and address any issues.

Date of Audit: _____ Location: _____ By: _____

Item	Rating (Hi Pass; Pass; Fail; Lo Fail)	Notes/Instructions Ideas for Future Improvement (if None, put NONE)
All Exit Signs are properly working (are lit). Report any problems to OSHA Compliance Officer immediately.		
Fire extinguishers are mounted near the workbench, the lab, and the kitchen.		
There are at least 2 fire extinguishers in the office that have current inspections. If not, contact the OSHA Compliance Officer.		
All chemicals and solvents in the office and lab and on the workbench are safely stored with their lids on.		
The chart of chemical First Aid is prominently posted near the workbench or other public place.		
The safety portion of the Policy Manual is up to date with all current MSDS sheets filed in the RTK binder.		
The First Aid materials are available (i.e. poster, reference guide, etc.) Eyewash is available.		
Exits and entrances are not blocked. Exit doors are working properly.		
The grinder is in proper working order. Bag emptied and belts are in good shape and tight.		
All safety supplies and PPE are up to date. (See listing on the next page).		
First Aid Kit is present and up to date. (See listing on last page of this section).		
Office regularly keeps back/side door(s) locked.		
No LATEX gloves in Office, only vinyl or nitrile.		
Step ladders are present and are in good condition and are being used to reach high items.		
Safety training and fire drill done this year.		
BBP Sharps Committee meeting and training taken place.		
Cyber security audit performed (PDPM 09.14). Antivirus, firewall working properly.		
Backups happening as planned. All machines plugged into surge suppressors (or UPS).		
OSHA Poster 3165 is posted.		
Any other unsafe conditions are remedied immediately. (Describe).		

SAFETY SUPPLIES AUDIT:

Most offices will require these safety items to keep the safety and disaster plans up to date.

ITEM	Audit Notes
Bottle of Saline Eyewash	
Safety Goggles	
Apron for grinder use	
Caution sign for wet floors	
Duct Tape (1 big roll)	
Plastic Sheeting	
Fire extinguishers	
Hand truck (for heavy boxes)	
Step ladders	
Hazardous waste trash bags (red)	
Bleach	
Medical-grade Hard Surface Cleaner (tuberculocidal, Virucidal, bactericidal and fungicidal)	
Vinyl exam gloves	
Disposable face masks	
Other PPE	
Lysol Wipes	
Hand sanitizer	
Office Shredder Lubricant	

To reorder many of these items, please use PDPM 01.50

FIRST AID KIT AUDIT

ANSI Z308.1-1998 – Minimum requirements for basic workplace first aid kits– minimum contents

Item	Minimum quantity
Absorbent compress/Gauze Pad, 32 sq. in. (81.3 sq. cm.) with no side smaller than 4 in. (10 cm)	1
Adhesive bandages, 1 in. x 3 in. (2.5 cm x 7.5 cm) (Band Aids)	16
Adhesive tape, 5 yd. (457.2 cm) total	1
Antiseptic, 0.5g (0.14 fl oz.) applications	10
Burn treatment, 0.5 g (0.14 fl. oz.) applications	6
Medical exam gloves	2 pairs
Sterile pads, 3 in. x 3 in. (7.5 x 7.5 cm)	4
Triangular bandage, 40 in. x 40 in. x 56 in. (101 cm x 101 cm x 142 cm)	1

If these minimum standards are missing, please order replacement supplies and/or purchase from a local pharmacy.

Quality Assurance and Improvement Program Notes: How can we improve this process? _____

OSHA SELF-INSPECTION CHECKLISTS

These checklists are by no means all-inclusive. You should add to them or delete items that do not apply to your business; however, carefully consider each item and then make your decision. You should refer to OSHA standards for specific guidance that may apply to your work situation. These checklists do not include items for DMEPOS fabrication, but do include sufficient standards for small table-top grinder and moderate hand machine use. This checklist will be complete annually by the OSHA Compliance Officer and the results stored in the Compliance Documentation Binder.

Date of Audit: _____ Location: _____ By: _____

EMPLOYER POSTING

____ Is the required OSHA Job Safety and Health Protection Poster displayed in a prominent location where all employees are likely to see it?

____ Are emergency telephone numbers posted where they can be readily found in case of emergency?

____ Where employees may be exposed to toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and Material Safety Data Sheets (MSDSs) been posted or otherwise made readily available to affected employees?

____ Are signs concerning exit routes, room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?

____ Is the Summary of Work-Related Injuries and Illnesses (OSHA Form 300A) posted during the months of February, March and April? (Note: Generally not required for Podiatry. Only required if specifically requested by OSHA for a certain Practice)

RECORDKEEPING

____ Are occupational injuries or illnesses, except minor injuries requiring only first aid, recorded as required on the OSHA 300 log? (Note: Generally not required for Podiatry. Only required if specifically requested by OSHA for a certain Practice)

____ Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards?

____ Are employee training records kept and accessible for review by employees, as required by OSHA standards?

____ Have arrangements been made to retain records for the time period required for each specific type of record? (Some records must be maintained for at least 40 years.)

____ Are operating permits and records up-to-date for items such as elevators, air pressure tanks, and liquefied petroleum gas tanks, etc.?

SAFETY AND HEALTH PROGRAM

___ Do you have an active safety and health program in operation that includes general safety and health program elements as well as the management of hazards specific to your work-site?

___ Is one person clearly responsible for the safety and health program?

___ Do you have a working procedure to handle in-house employee complaints regarding safety and health?

___ Are your employees advised of efforts and accomplishments of the safety and health program made to ensure they will have a workplace that is safe and healthful?

MEDICAL SERVICES AND FIRST AID

___ Is there a hospital, clinic, or infirmary for medical care near your workplace or is at least one employee on each shift currently qualified to render first aid?

___ Have all employees who are expected to respond to medical emergencies as part of their job responsibilities received first aid training; had hepatitis B vaccination made available to them; had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions; and have available and understand how to use appropriate PPE to protect against exposure to bloodborne diseases?*

*Pursuant to an OSHA memorandum of July 1, 1992, employees who render first aid only as a collateral duty do not have to be offered pre-exposure hepatitis B vaccine only if the employer includes and implements the following requirements in his/her exposure control plan: (1) the employer must record all first aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the first aid incident occurred; (2) the employer must comply with post-exposure evaluation, prophylaxis and follow-up requirements of the Bloodborne Pathogens standard with respect to "exposure incidents," as defined by the standard; (3) the employer must train designated first aid providers about the reporting procedure; (4) the employer must offer to initiate the hepatitis B vaccination series within 24 hours to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials

___ If employees have had an exposure incident involving bloodborne pathogens, was an immediate post-exposure medical evaluation and follow-up provided?

___ Are medical personnel readily available for advice and consultation on matters of employees' health?

___ Are emergency phone numbers posted?

___ Are fully supplied first aid kits easily accessible to each work area, periodically inspected and replenished as needed?

____ Have first aid kits and supplies been approved by a physician, indicating that they are adequate for a particular area or operation?

____ Is there an eye-wash station or sink available for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

FIRE PROTECTION

____ Is your local fire department familiar with your facility, its location and specific hazards?

____ If you have a fire alarm system, is it certified as required and tested annually?

____ 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 pressure checked periodically as required?

____ Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?

____ Are sprinkler heads protected by metal guards if exposed to potential physical damage?

____ Is proper clearance maintained below sprinkler heads?

____ Are portable fire extinguishers provided in adequate number and type and mounted in readily accessible locations?

____ Are fire extinguishers recharged regularly with this noted on the inspection tag?

____ Are employees periodically instructed in the use of fire extinguishers and fire protection procedures?

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

___ Has the employer determined whether hazards that require the use of PPE (e.g., head, eye, face, hand, or foot protection) are present or are likely to be present?

___ If hazards or the likelihood of hazards are found, are employers selecting appropriate and properly fitted PPE suitable for protection from these hazards and ensuring that affected employees use it?

___ Have both the employer and the employees been trained on PPE procedures, i.e., what PPE is necessary for job tasks, when workers need it, and how to properly wear and adjust it?

___ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?

___ Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, or burns?

___ Are employees who wear corrective lenses (glasses or contacts) in workplaces 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 and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials? See the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030(b), for the definition of "other potentially infectious materials."

___ Is all PPE maintained in a sanitary condition and ready for use?

___ Are food or beverages consumed only in areas where there is no exposure to toxic material, blood, or other potentially infectious materials?

___ Are adequate work procedures, PPE and other equipment provided and used when cleaning up spilled hazardous materials?

___ Are appropriate procedures in place to dispose of or decontaminate PPE contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?

GENERAL WORK ENVIRONMENT

___ Are all worksites clean, sanitary and orderly?

___ Are work surfaces kept dry and appropriate means taken to assure the surfaces are slip-resistant?

___ Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?

___ Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?

___ Is all regulated waste, as defined in the OSHA Bloodborne Pathogens standard (29 CFR 1910.1030), discarded according to Federal, state and local regulations?

___ Are the minimum number of toilets and washing facilities provided and maintained in a clean and sanitary fashion?

___ Are all work areas adequately illuminated?

WALKWAYS

___ Are aisles and passageways kept clear and marked as appropriate?

___ Are wet surfaces covered with non-slip materials?

___ Are materials or equipment stored in such a way that sharp projections will not interfere with the walkway?

___ Are spilled materials cleaned up immediately?

___ Are aisles or walkways that pass near moving or operating machinery, welding operations, or similar operations arranged so employees will not be subjected to potential hazards?

STAIRS AND STAIRWAYS

___ Do standard stair rails or handrails on all stairways have at least four risers?

___ Are all stairways at least 22 inches (55.88 centimeters) wide?

___ Do stairs have landing platforms not less than 30 inches (76.20 centimeters) in the direction of travel and extend 22 inches (55.88 centimeters) in width at every 12 feet (3.6576 meters) or less of vertical rise?

___ Do stairs angle no more than 50 and no less than 30 degrees?

___ Are step risers on stairs uniform from top to bottom?

___ Are steps slip-resistant?

___ Are stairway handrails located between 30 inches (76.20 centimeters) and 34 inches (86.36 centimeters) above the leading edge of stair treads?

___ Do stairway handrails have at least 3 inches (7.62 centimeters) of clearance between the handrails and the wall or surface they are mounted on?

___ Where doors or gates open directly on a stairway, is a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches (53.34 centimeters)?

___ Are stairway handrails capable of withstanding a load of 200 pounds (90.7 kilograms), applied within 2 inches (5.08 centimeters) of the top edge in any downward or outward direction?

___ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

___ Do stairway landings have a dimension measured in the direction of travel at least equal to the width of the stairway?

___ Is the vertical distance between stairway landings limited to 12 feet (3.6576 meters) or less?

EXITING OR EGRESS - EVACUATION

___ 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, but could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?

___ Are exit signs labeled with the word "EXIT" in lettering at least 5 inches (12.70 centimeters) high and the stroke of the lettering at least 1/2inch (1.2700 centimeters) wide?

___ Are exit doors side-hinged?

___ Are all exits kept free of obstructions?

___ Are there sufficient exits to permit prompt escape in case of emergency?

___ Are special precautions taken to protect employees during construction and repair operations?

___ Is the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load?

___ Are exit stairways that are required to be separated from other parts of a building enclosed by at least 2-hour fire-resistive construction in buildings more than four stories in height, and not less than 1-hour fire-resistive construction elsewhere?

___ Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1 foot (0.3048 meter) vertical and 12 feet (3.6576 meters) horizontal?

___ Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc., 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 path 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 able to be opened 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 (6.80 kilograms) or less in the direction of the exit traffic?

___ 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 from stepping into the path of traffic?

___ Are doors that swing in both directions and are located between rooms where there is frequent traffic provided with viewing panels in each door?

PORTABLE LADDERS

___ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?

___ Are non-slip safety feet provided on each metal or rung ladder, and are ladder rungs and steps free of grease and oil?

___ Are employees prohibited from placing a ladder in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded?

___ Are employees prohibited from placing ladders on boxes, barrels, or other unstable bases to obtain additional height?

___ Are employees required to face the ladder when ascending or descending?

___ Are employees prohibited from using ladders that are broken, have missing steps, rungs, or cleats, broken side rails, or other faulty equipment?

___ Are employees instructed not to use the top step of ordinary stepladders as a step?

___ When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet (0.9144 meters) above the elevated surface?

___ Are employees required to secure the base of a portable rung or cleat type ladder to prevent slipping, or otherwise lash or hold it in place?

___ Are portable metal ladders legibly marked with signs reading "CAUTION - Do Not Use Around Electrical Equipment" or equivalent wording?

___ Are metal ladders inspected for damage?

___ Are the rungs of ladders uniformly spaced at 12 inches (30.48 centimeters) center to center?

HAND TOOLS AND EQUIPMENT

___ Are all tools and equipment (both company and employee-owned) used at the workplace in good condition?

___ Are employees aware of hazards caused by faulty or improperly used hand tools?

___ Are appropriate safety glasses, face shields, etc., used while using hand tools or equipment that might produce flying materials or be subject to breakage?

___ Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?

PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT

___ Are grinders, saws and similar equipment provided with appropriate safety guards?

___ Are power tools used with proper shields, guards, or attachments, as recommended by the manufacturer?

ABRASIVE WHEEL EQUIPMENT GRINDERS

___ Are bench and pedestal grinders permanently mounted?

___ Are goggles or face shields always worn when grinding?

___ Does each grinder have an individual on and off control switch?

___ Is each electrically operated grinder effectively grounded?

___ Are new abrasive wheels visually inspected and ring tested before they are mounted?

___ Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?

___ Is cleanliness maintained around grinders?

ENVIRONMENTAL CONTROLS

___ Are all work areas properly illuminated?

___ Are employees instructed in proper first aid and other emergency procedures?

___ Are hazardous substances, blood and other potentially infectious materials, which may cause harm by inhalation, ingestion, or skin absorption or contact, identified?

___ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.?

___ 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 ventilation system appropriate for the work performed?

___ 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 caution labels and signs used to warn of hazardous substances (e.g., asbestos) and biohazards (e.g., bloodborne pathogens)?

___ Are engineering controls examined and maintained or replaced on a scheduled basis?

___ Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?

___ Is PPE provided, used and maintained wherever required?

___ Are restrooms and washrooms kept clean and sanitary?

___ Are employees' physical capacities assessed before they are assigned to jobs requiring heavy work?

___ Are employees instructed in the proper manner for lifting heavy objects?

___ Are universal precautions observed where occupational exposure to blood or other potentially infectious materials can occur and in all instances where differentiation of types of body fluids or potentially infectious materials is difficult or impossible?

FLAMMABLE AND COMBUSTIBLE MATERIALS

- Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?
- Are approved containers and tanks used to store and handle flammable and combustible liquids?
- Are fire extinguishers selected and provided for the types of materials in the areas where they are to be used?
 - Class A - Ordinary combustible material fires
 - Class B - Flammable liquid, gas or grease fires
 - Class C - Energized-electrical equipment fires
- Are appropriate fire extinguishers mounted within 75 feet (22.86 meters) of outside areas containing flammable liquids and within 10 feet (3.048 meters) of any inside storage area for such materials?
- Are extinguishers free from obstructions or blockage?
- Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- Are all extinguishers fully charged and in their designated places?
- Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switchboards and equipment?
- Are all spills of flammable or combustible liquids cleaned up promptly?
- Are rules enforced in areas involving storage and use of hazardous materials?

HAZARDOUS CHEMICAL EXPOSURE

- Are employees aware of the potential hazards and trained in safe handling practices for situations involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols, etc.?
- Is employee exposure to chemicals kept within acceptable levels?
- Are eye-wash fountains and safety showers provided in areas where corrosive chemicals are handled?
- Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)?
- Are flammable or toxic chemicals kept in closed containers when not in use?
- Are standard operating procedures established and are they being followed when cleaning up chemical spills?
- Are employees prohibited from eating in areas where hazardous chemicals are present?

___ Is PPE used and maintained whenever necessary?

___ Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?

___ Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin?

___ Is vacuuming used rather than blowing or sweeping dust whenever possible for cleanup?

HAZARDOUS SUBSTANCES COMMUNICATION

___ Is there a list of hazardous substances used in your workplace and an MSDS readily available for each hazardous substance used?

___ Is there a current written exposure control plan for occupational exposure to bloodborne pathogens and other potentially infectious materials, where applicable?

___ Is there a written hazard communication program dealing with MSDSs, labeling and employee training?

___ Is there an employee training program for hazardous substances that includes:

- an explanation of what an MSDS is and how to use and obtain one;
- MSDS contents for each hazardous substance or class of substances;
- explanation of "A Right to Know";
- identification of where an employee can see the written hazard communication program;
- location of physical and health hazards in particular work areas and the specific protective measures to be used; and
- details of the hazard communication program, including how to use the labeling system and MSDSs

___ Does the employee training program on the bloodborne pathogens standard contain the following elements:

- an accessible copy of the standard and an explanation of its contents;
- a general explanation of the epidemiology and symptoms of bloodborne diseases;
- an explanation of the modes of transmission of Bloodborne Pathogens;
- an explanation of the employer's exposure control plan and the means by which employees can obtain a copy of the written plan;
- an explanation of the appropriate methods for recognizing tasks and the other activities that may involve exposure to blood and other potentially infectious materials;
- an explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices and PPE;
- information on the types, proper use, location, removal, handling, decontamination and disposal of PPE;
- an explanation of the basis for selection of PPE;
- information on the hepatitis B vaccine;

- information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- an explanation of the procedure to follow if an exposure incident occurs, including the methods of reporting the incident and the medical follow-up that will be made available;
- information on post-exposure evaluations and follow-up; and
- an explanation of signs, labels and color coding

___ Are employees trained in:

- how to recognize tasks that might result in occupational exposure;
- how to use work practice, engineering controls and PPE, and their limitations;
- how to obtain information on the types, selection, proper use, location, removal, handling, decontamination and disposal of PPE; and
- who to contact and what to do in an emergency

ELECTRICAL

___ Are all employees required to report any obvious hazard to life or property in connection with electrical equipment or lines as soon as possible?

___ When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked out or tagged, whenever possible?

___ Are portable electrical tools and equipment grounded or of the double insulated type?

___ Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?

___ Do extension cords have a grounding conductor?

___ Are multiple plug adaptors prohibited?

___ Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?

___ Are flexible cords and cables free of splices or taps?

___ Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?

___ Are all cord, cable and raceway connections intact and secure?

___ In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?

___ Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

___ Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?

___ Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?

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?

___ Is adequate makeup air provided to areas where exhaust systems are operating?

___ Is the source point for makeup air located so that only clean, fresh air, free of contaminants will enter the work environment?

___ Where two or more ventilation systems serve a work area, is their operation such that one will not offset the functions of the other?

SANITIZING EQUIPMENT AND CLOTHING

___ Is required personal protective clothing or equipment able to be cleaned and disinfected easily?

___ Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?

___ Are machines and equipment that process, handle, or apply materials that could injure employees cleaned and/or decontaminated before being overhauled or placed in storage?

___ Are employees prohibited from smoking or eating in any area where contaminants are present that could be injurious if ingested?

___ Are employees required to shower and wash their hair as soon as possible after a known contact with a carcinogen has occurred?

Quality Assurance and Improvement Program Notes: How can we improve this process? _____

