



**INJURY AND ILLNESS PREVENTION  
PROGRAM  
POLICY AND PROCEDURES**

**AMERICAN SHEET METAL PARTITION CO., INC.  
5027 Roberts Avenue  
McClellan, CA 95652**

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## **1. A Letter from Rich A. Meeker, Executive Director**

To All Employees:

We at American Sheet Metal Partition, Inc., here in Sacramento, Calif. support the efforts of the State of California to provide a safe and healthful workplace free from injury and work-related illness for all workers.

It is the policy of American Sheet Metal Partition to implement and maintain an effective injury and illness prevention program for all of our employees at all worksites. No job is so important and no service is so urgent that we cannot take time to perform our work safely.

This Policy and Procedures manual outlines the duties and responsibilities for supervisors and employees alike. I would urge your maximum support of our program to help make American Sheet Metal the safest place in California to work. Our objective is a safety and health program that will reduce the number of injuries and work-related illnesses to an absolute minimum. Our goal is zero accidents and injuries.

I have appointed myself, Rich A. Meeker, Executive Director, to be responsible for and with full authority to establish, implement, and maintain an effective injury prevention program for all of our employees.

Sincerely,

Rich A. Meeker  
Executive Director  
American Sheet Metal Partition Co., Inc.  
Dated: Dec. 28, 2004

## **2. Program Responsibility**

### **Management Responsibility:**

Brianne Sparks will be responsible for establishing, implementing, maintaining and coordination of our injury prevention safety program. All supervisors shall coordinate their efforts through Executive Director, Rich A. Meeker. Foreman Supervisor, Eddie Rojas, will be responsible for all record keeping for our program in accordance with state regulations.

These records shall include:

1. Copies of all scheduled and periodic inspections to identify unsafe conditions and/or work practices, including the names of the persons conducting the inspection, the unsafe condition and /or work practices that have been identified and actions taken to correct the identified unsafe condition and work practice.

Record to be maintained until unsafe condition, practice, procedure or illness is corrected. Employees working less than one year receive copies upon termination.

2. Documentation of safety and health training, including the name of each employee, training dates, type of training, and those providing the training. See training and retraining log (Appendix C).
3. Copies of all accident and injury investigations including the names of those conducting the investigations.
4. Copies of all employers first report of injury forms.

Note: Records for #'s 3 & 4 will be retained for three years.

Rich A. Meeker will also be responsible for any disciplinary action should any become necessary because of noncompliance.

### **3. Supervisors Responsibility**

Supervisors will be responsible for our safety program within their areas of responsibility. They are responsible for communicating with the employees and for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves. They are responsible to see that all safeguards and safety devices are properly installed and used. They are also responsible for employee safety training and retraining in their department.

Responsible supervisors are as follow:

Rich A. Meeker: Contracting

Brianne Sparks: Office

David Wiland: Warehouse

Eddie Rojas: Foreman/Installers

Employee Responsibility:

Employees will be responsible for our safety program in their work area. They are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulation, using safety devices, safeguards and protective clothing, reporting unsafe conditions and / or practices to their supervisor, and for continuously practicing safety while performing their duties.

#### **4. Inspection Procedures**

Rich Meeker will, with a supervisor from one of the departments, perform a safety inspection once a month or when a hazardous condition or unsafe practice is brought to attention.

The purpose of the inspection will be to identify, evaluate, and correct workplace hazards, unsafe conditions and work practices and work illness exposures. Should the services of a Professional Engineer and / or Safety Inspector be required, their services should be coordinated through Rich A. Meeker.

The inspection shall include as a minimum, the following:

- Inspection of all work areas to identify, evaluate and eliminate any unsafe conditions and / or practices and hazards. Whenever new substances, processes, procedures, equipment, are introduced into the workplace and represent a new Occupational Safety and Health Hazard, and whenever the employer is aware of a new or previously unrecognized hazard.
- Inspection of all work areas to evaluate any hazardous substance in use and its safe disposal.
- Inspection to see that mechanical and physical safeguards and safety devices are in place and being used properly.
- Inspection of all personal protective equipment to see that the equipment is in safe condition and being used properly.
- Inspection of all fire extinguishers. Recharge those needing charge.
- Inspection of all electrical cords, wiring, etc.

Following the inspection, the Supervisor will provide a written report of the group's findings to Rich A. Meeker, Executive Director, for corrective action in a timely manner. The supervisor will maintain a copy of the report so he / she can monitor corrective action.

## **5. Occupational Safety and Health Meetings**

Occupational Safety and Health Meetings will be held regularly, but not less than once a month.

The meeting will be conducted by Rich A. Meeker and will be attended by all Employees.

The items to be covered at each meeting will include the following:

- Review results of periodic, and scheduled worksite inspections.
- Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents.
- Reviews investigations of alleged hazardous conditions brought to the attention of any meeting member.
- Submits recommendations to assist in the evaluation of employee safety suggestions.
- And, upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.
- General safety training and retraining.

See sample Safety Meeting Agenda - Appendix A.

## **6. Correcting Unsafe Conditions and / or Work Practices**

Unsafe or Unhealthy Conditions and Work Illness:

Unsafe conditions and work illness exposure will be corrected in a timely manner based upon the severity of the hazard by and under the supervision of Rich A. Meeker.

Unsafe Practices / Procedures:

Unsafe practices are a contributing cause to eighty percent of accidents. When they are identified, Rich A. Meeker will correct them through proper training and for retraining of the employees involved.



## **7. Heat Illness Prevention Plan**

### **Procedures for Provision of Water**

- Drinking water containers (of five to 10 gallons each) will be brought to the site, so that at least two quarts per employee are available at the start of the shift. All workers whether working individually or in smaller crews, will have access to drinking water.
- Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used
- Water must be "fresh, pure, and suitably cool" and located as close as practical to where employees are working.
- As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically (e.g. every hour, every 30 min), and more frequently when the temperature rises. Water containers will be refilled with cool water, when the water level within a container drops below 50 percent. Additional water containers (e.g. five-gallon bottles) will be carried, to replace water as needed.
- Ice will be carried in separate containers, so that when necessary, it will be added to the drinking water to keep it cool.
- Water containers will be placed as close as possible to the workers (given the working conditions and layout of the worksite), to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible
- Water containers will be relocated to follow along with the crew, so drinking water will remain readily accessible.
- Water containers will be kept in sanitary condition.
- Daily, workers will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 90 degrees Fahrenheit, brief 'tailgate' meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.
- Audible devices (such as whistles or air horns) will be used to remind employees to drink water.
- When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, the number of water breaks will be increased, and workers will be reminded throughout the work shift to drink water.
- During employee training and tailgate meetings, the importance of frequent drinking of water will be stressed.

### **Procedures for Access to Shade**

- Shade structures will be opened and placed as close as practical to the workers, when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee. Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.
- Enough shade structures will be available at the site, to accommodate all employees on recovery or rest periods, and those onsite taking meal periods.
- Daily, workers will be informed of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade.
- Shade structures will be relocated to follow along with the crew and they will be placed as close as practical to the employees, so that access to shade is provided at all times.
- In situations where trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated, before assuming that sufficient shadow is being cast to protect employees.

- In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide shade upon request.
- For non-agricultural employers, in situations where it is not safe or feasible to provide shade, a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide alternative cooling measures but with equivalent protection as shade.
- Employees shall be allowed and encouraged to take a preventative cooldown rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times. An individual employee who takes a preventative cool-down rest (A) shall be monitored and asked if he or she is experiencing symptoms of heat illness; (B) shall be encouraged to remain in the shade; and (C) shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade

#### **Procedures for Monitoring the Weather**

- The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), or by calling the National Weather Service phone numbers (see CA numbers below) or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advance planning should take place all summer long.

##### **CALIFORNIA Dial-A-Forecast**

Eureka 707-443-7062

Hanford 559-584-8047

Los Angeles 805-988-6610 (#1)

Sacramento 916-979-3051

San Diego 619-297-2107 (#1)

San Francisco 831-656-1725 (#1)

- Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not workers will be exposed at a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.
- Prior to each workday, the supervisor will monitor the weather (using <http://www.nws.noaa.gov/> or with the aid of a simple thermometer, available at most hardware stores) at the worksite. This critical weather information will be taken into consideration, to determine, when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).
- A thermometer will be used at the jobsite to monitor for sudden increases in temperature, and to ensure that once the temperature exceeds 85 degrees Fahrenheit, shade structures will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures such as the High Heat Procedures will be implemented.

#### **Handling a Heat Wave**

- During a heat wave or heat spike, the work day will be cut short or rescheduled (example conducted at night or during cooler hours).
- During a heat wave or heat spike, and before starting work, tailgate meetings will be held, to review the company heat illness prevention procedures, the weather forecast and

emergency response. In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

- Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

#### **High Heat Procedures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit**

- Effective communication by voice, observation, or electronic means will be maintained, so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.
- Frequent communication will be maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat illness.
- Employees will be observed for alertness and signs and symptoms of heat illness. When the supervisor is not available, an alternate responsible person may be assigned, to look for signs and symptoms of heat illness. Such a designated observer will be trained and know what steps to take if heat illness occurs.
- Employees will be reminded throughout the work shift to drink plenty of water.
- New employees will be closely supervised or assigned a “buddy” or more experienced coworker for the first 14 days of the employment (unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for four or more hours per day).
- During high heat, employees will be provided with a minimum 10-minute cool-down period every two hours

#### **Procedures for Acclimatization**

- Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee’s body hasn’t yet adjusted.
- Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress.
- Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.
- The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s) or increases in temperatures to which employees haven’t been exposed to for several weeks or longer.
- **During a heat wave or heat spike, the work day will be cut short (example 12 p.m.), will be rescheduled (example conducted at night or during cooler hours) or if at all possible, cease for the day.**
- For new employees, the intensity of the work will be lessened during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.

- The supervisor will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
- New employees will be assigned a “buddy” or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio), to be on the lookout for possible symptoms of heat illness.
- Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these company procedures address it.

#### **Procedures for Emergency Response**

- Prior to assigning a crew to a particular worksite, workers and the foreman will be provided a map of the site, along with clear and precise directions (such as streets or road names, distinguishing features and distances to major roads), to avoid a delay of emergency medical services.
- Prior to assigning a crew to a particular worksite, efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at the site to render first aid if necessary.
- Prior to the start of the shift, a determination will be made of whether or not a language barrier is present at the site and steps will be taken (such as assigning the responsibility to call emergency medical services to the foreman or an English-speaking worker) to ensure that emergency medical services can be immediately called in the event of an emergency.
- All foremen and supervisors will carry cell phones or other means of communication, to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
- When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).
- At remote locations such as rural farms, lots or undeveloped areas, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vest or flashlights in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.
- During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
- Employees and supervisors training will include every detail of these written emergency procedures.

#### **Handling a Sick Employee**

- **When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called.** A sick worker will not be left alone in the shade, as he or she can take a turn for the worse!
- When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be called.
- **Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim).** Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital!

- If an employee does not look OK and displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim and request Air Ambulance.

#### **Procedures for Employee and Supervisory Training**

- Supervisors will be trained prior to being assigned to supervise other workers. Training will include this company's written procedures and the steps supervisors will follow when employees' exhibit symptoms consistent with heat illness.
- Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on, how weather information will be used to modify work schedules, to increase number of water and rest breaks or cease work early if necessary.
- All employees and supervisors will be trained prior to working outside. Training will include the company's written prevention procedures.
- Employees will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.
- When the temperature exceeds 75 degrees Fahrenheit, short 'tailgate' meetings will be held to review the weather report, to reinforce heat illness prevention with all workers, to provide reminders to drink water frequently, to inform them that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.
- New employees will be assigned a "buddy" or experienced coworker to ensure that they understand the training and follow company procedures.

## **8. Reporting Unsafe Conditions Practices**

Every employee is responsible for reporting any condition or work practice that he/she considers unsafe or unhealthful. There shall be no reprisal to any employee who reports an unsafe or unhealthful condition or practice.

To report an unsafe condition and or unsafe work practice, an employee needs only to report the conditions and or practice to his or her immediate supervisor verbally or in writing. The employee may also provide anonymous notification by using the "Safety Suggestion" box located inside the office.

The supervisor will, in writing, report the condition and or practice to Rich A. Meeker for immediate correction.

When the condition has been corrected, Rich A. Meeker will report back to the supervisor who will in turn report the correction to the employee who first reported the condition. The Supervisor will then report the correction to all employees.

## **9. Imminent Hazards**

When an imminent hazard exists that cannot be immediately abated without endangering employees and or property, all exposed personnel shall be removed from the area except those necessary to correct the existing condition.

Employees necessary to correct the hazardous condition shall be provided the necessary safeguards and training.

## **10. Drug & Alcohol Abuse Testing**

Our jobs at American Sheet Metal Partition frequently have us in contact with schools & offices. We are required to have employees on these specific jobs that have been cleared of alcohol and drug abuse. These tests are necessary for the success of American Sheet Metal Partition; therefore, we reserve the right to hold Drug & Alcohol Testing without notice to the employee. Mandatory Pre-employment and Post Injury / Incident drug and alcohol testing may be required on certain jobsites. In these cases, American Sheet Metal defers to the drug and alcohol policy put in place by the General Contractor.



## **11. New Employee Training**

All new employees and all employees given a new job assignment will receive training and instruction in general safety and health work practices in the performance of their job by their supervisor who will point out the safety features and safeguards of the machinery and/ or equipment they will be using.

Training will also be provided whenever a new substance, process, procedure, or equipment is introduced to the workplace and represents a new occupational safety and health hazard, and whenever the employer receives notification of a new or previously unrecognized hazard.

Employees will receive specific instruction with respect to any hazards specific to their job assignment and any other hazards in the workplace and how to avoid being injured by those hazards.

Employees will also receive special instruction in the proper use of personal protective equipment.

When employee(s) receive safety training and/ or instructions, the training and instruction that he/ she has received including the employee's name and the name of the trainer will be recorded on the "Training Log".

See sample-training log, Appendix B.

Supervisors will receive training and instruction to familiarize them with the Safety and Health hazards to which their employees may be exposed.

## **12. General Safety Training of Employees**

All Employees will receive general safety training on a minimum of a monthly schedule.

The training will include as a minimum, the following:

- Training in the proper performance of their duties in a safe and healthful manner, including the proper use of safeguards and / or safety devices and personal protective equipment.
- Specific training when any new substances, process, or procedures are introduced in the workplace and represent a new occupational safety and health hazard.
- Specific training when any new machinery or equipment is introduced into the workplace.
- Specific training whenever the employer receives notification of a new or previously unrecognized hazard.
- Training in emergency evacuation procedures in case of fire or other disasters.
- Training in first aid and cardiac pulmonary resuscitation.
- Training in the causes of previous accidents for preventive purposes.

Supervisors will supplement their safety education and training program with employees with materials produced by outside organizations.

Supervisors will also communicate with and inform all employees of any occupational health and safety matters, including any recent accidents, injuries and / or incidents that have come to the attention of management since the last training session.

The supervisor will also post such notices on the "Safety Bulletin Board" located inside the office, for a period of two weeks.

### **13. Injury and Incident Investigation Procedure**

All accidents, whether resulting in injury, illness or not will be investigated by the employees' immediate supervisor. He/she will complete their investigation immediately if no injury is involved and will complete the company accident investigation report in a timely manner.

He/she will endeavor to determine the cause of the accident and the actions and conditions that contributed to the accident. The completed report will be submitted to the next level of supervision for review and correction.

Following corrective action, the supervisor will review the cause and/or causes of the accident and the preventive measures with the employees of his/her department. The supervisor will then pass the report on to the other supervisors for review with their employees. A copy of the review will be included in each employee's personnel file. The report will be posted on the "Safety Bulletin Board" for a period of two weeks.

In case of injury, the supervisor will immediately arrange for medical care for the injured. He/she will then complete the employer's first report of injury form in addition to the accident investigation form and will forward both completed copies to Rich A. Meeker.

#### **14. Disciplinary Action**

It is recognized and expected that all employees of American Sheet Metal Partition will wholeheartedly participate in our injury prevention program and will comply with all rules, regulations, and safe and healthful work practices.

Should this not be the case and an employee is found willfully violating safety rules and regulations, and/or safe and healthful work practices and endangering the welfare of other employees, he/she will be subject to disciplinary action as determined by their supervisor, which may include termination of employment.

American Sheet Metal Partition has a zero-tolerance policy against the use of drugs or alcohol during working hours. Any employee suspected of either practice will be subjected to a Drug & or Alcohol Test at a Facility of American's Choice. If the test is found positive the employee will be terminated.

### **15. Recognition Program**

American Sheet Metal Partition shall establish and maintain a program of recognition for outstanding safety performance for individual employees, supervisors and department heads.

Employees working a full year without accidents, injuries and work illness will be recognized verbally and in writing by management, with a copy to their personnel file, for their performance on an annual basis on or about July 1<sup>st</sup>. of each year.

## **APPENDIX A**

### **SAFETY MEETING AGENDA**

DATE\_\_\_\_\_ TIME\_\_\_\_\_

WELCOME AND INTRODUCTIONS

APPROVE MINUTES OF LAST MEETING

REVIEW RESULTS OF LAST WORKSITE INSPECTION

REVIEW CAUSES OF INJURIES OR ILLNESSES

RECOMMENDATIONS FOR PREVENTIVENESS

REVIEW ALLEGED HAZARDOUS CONDITIONS

EVALUATE HAZARDOUS CONDITIONS

REVIEW TRAINING AND RETRAINING OF EMPLOYEES

SCHEDULE NEXT MEETING

ADJOURNMENT

## APPENDIX B

### SAFETY INSPECTION CHECK LIST

INSPECTION DATE:

INSPECTOR:

<p>Work Areas</p> <p><input type="checkbox"/> Lighting</p> <p><input type="checkbox"/> Noise</p> <p><input type="checkbox"/> Ventilation</p> <p><input type="checkbox"/> Heat and Air</p> <p><input type="checkbox"/> Dust or Vapors</p> <p><input type="checkbox"/> Walking Surfaces</p> <p><input type="checkbox"/> Stairs <input type="checkbox"/> Steps</p> <p><input type="checkbox"/> Hand Rails</p> <p><input type="checkbox"/> Storage Facilities</p> <p><input type="checkbox"/> Desks <input type="checkbox"/> Chairs</p> <p><input type="checkbox"/> Machines and equipment</p> <p><input type="checkbox"/> Wash Room</p> <p><input type="checkbox"/> Wash Room Accessories</p> <p><input type="checkbox"/> Pest Control</p> <p>Personal Protective Equipment</p> <p><input type="checkbox"/> Safety glasses</p> <p><input type="checkbox"/> Head Protection</p> <p><input type="checkbox"/> Hearing Protection</p> <p><input type="checkbox"/> Safety Gloves</p> <p><input type="checkbox"/> Other Protective Equipment</p> <p>First Aid</p> <p><input type="checkbox"/> First Aid Kit</p> <p><input type="checkbox"/> Regular re-fills</p> <p><input type="checkbox"/> Trained Personnel</p> <p>Electrical Equipment</p> <p><input type="checkbox"/> Machines grounded</p> <p><input type="checkbox"/> Outlets</p> <p><input type="checkbox"/> Extension Cords</p> <p><input type="checkbox"/> Cords</p> <p><input type="checkbox"/> Switches</p> <p><input type="checkbox"/> Fuses and Circuit Breakers</p>	<p>Hazardous Substances</p> <p><input type="checkbox"/> Flammable cleaning solutions</p> <p><input type="checkbox"/> Explosive Chemicals</p> <p><input type="checkbox"/> Toxic Materials</p> <p><input type="checkbox"/> Warning Signs and Labels</p> <p>Safeguards and Safety Devices</p> <p><input type="checkbox"/> Height Harnesses</p> <p><input type="checkbox"/> Step Stools</p> <p><input type="checkbox"/> Ladders</p> <p><input type="checkbox"/> Work Platforms</p> <p>Unsafe Working Conditions</p> <p><input type="checkbox"/> Unguarded machines and equipment</p> <p>Unsafe Work Practices</p> <p><input type="checkbox"/> Use of Drugs</p> <p><input type="checkbox"/> Use of Alcohol</p> <p><input type="checkbox"/> Horseplay</p> <p><input type="checkbox"/> Improper Lifting</p> <p><input type="checkbox"/> Removing Guards</p> <p><input type="checkbox"/> Using equipment improperly</p> <p>Fire Extinguisher and Protection Equipment</p> <p><input type="checkbox"/> Smoke Alarms <input type="checkbox"/> Working</p> <p><input type="checkbox"/> Fire Detectors <input type="checkbox"/> Working</p> <p><input type="checkbox"/> Extinguisher <input type="checkbox"/> Types</p> <p><input type="checkbox"/> Correct charge dates</p> <p><input type="checkbox"/> Personnel trained in usage</p> <p><input type="checkbox"/> Exits <input type="checkbox"/> Clearly Marked</p> <p><input type="checkbox"/> Fire Dept. Phone Number</p> <p><input type="checkbox"/> Fire Drills</p>
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## APPENDIX C

### TRAINING AND RETRAINING LOG

Date	Employees Name	Type of Training	Trainer