

**Northern New Mexico College**  
**FRAUD, ABUSE AND CONFLICT OF INTEREST POLICY**

<b>Subject:</b>	Loss Control Plan
<b>File Reference:</b>	2.1
<b>Date Approved By Board of Regents:</b>	September 6, 1994
<b>Replaces Policy Approved On:</b>	

**Purpose:** To comply with Executive Order 91-27 in order to reduce costs and provide a safe workplace via: Adopting a Loss Control Plan in accordance with GSD Rule 91-703; Appointment of a Loss Control Coordinator and Loss Control Committee; Loss investigation and Loss Control education and training.

**Policy:** In order to simply this plan and keep it updated, the plan is designed to be kept in a binder in each department. Each department may provide an annex which can be replaced at any time. Appendix 6.3 identifies current loss control personnel.

**Definitions**

Loss control is a system for identifying, dealing with and reducing or eliminating exposure to risks which may result in bodily injury or death; property damage or other types of liability covered under insurance or self-insurance programs. Examples include, but are not limited to, the following classes of risks:

1. A College employee who slips and falls on the job (workers' compensation).
2. A College employee who, while driving their own or a College vehicle during College business, has an accident (auto liability and/or property damage).
3. For fire or other catastrophe which damages or destroys College (property damage).
4. A visitor who slips and falls on College premises (general liability, premises and operations).
5. If the College fails to hire or promote a person because of sex, race, national origin or age (employment discrimination).
6. A College employee who mishandles College money in his/her control (fidelity and surety bond loss).
7. A College vehicle which has been left overnight in an unlighted parking area and is vandalized (crime-comprehensive auto coverage).

**Procedures:** The President shall appoint a Loss Control Coordinator and a Loss Control Committee consisting of representatives of each department within the College.

1. The Committee will meet quarterly and at the request of the President or Loss Control Coordinator.
2. A chairperson shall be elected annually by the Committee. The chairperson will ensure that minutes of each meeting are taken and prepared. Minutes will be

approved and signed by the chairperson and then forwarded to the Loss Control Coordinator for review, approval, and signature. A copy of the minutes will be provided to the State Loss Control Manager, the President, and committee members within 30 days following meetings. Authorization for further distribution of the minutes will be specified in the minutes.

3. Responsibilities and activities of the committee will be as directed by the President or, developed by the Committee and approved by the Loss Control Coordinator. Primary responsibilities include:
4. Review loss summary information provided by the Risk Management Division of the General Services Department, to identify adverse trends and develop corrective actions.
5. Review loss investigation reports, provided by the College Loss Control Coordinator, for adequacy of corrective action taken or recommended in order to prevent the possibility of similar losses. Make recommendations where appropriate.
6. Review summary facilities reports prepared by the College Loss Control Coordinator regarding the annual self-inspection findings and evaluate adequacy of action taken and/or recommended.
7. Evaluate and make recommendations for improvements in College loss control activities. For purposes of evaluation, the committee may use agency self-inspection reports, Risk Management Division audits, surveys conducted by other state agencies, i.e., State Fire Marshall, Occupational Health and Safety Bureau, Health and Environment Department, State Auditor, etc., and other information the Committee deems useful and appropriate.

Loss Control Coordinator – The President shall appoint a College Loss Control Coordinator who will:

1. Serve as a member of the College Loss Control Committee. (Note: The person serving as Loss Control Coordinator shall not be elected to the Committee chairperson position while Loss Control Coordinator.)
2. Perform duties as directed by the President and those developed by the Loss Control Committee and approved by the President.
3. Act as liaison between the College, the Risk Management Division, and insurance carriers.
4. Receive Supervisor's Report of Loss forms (copy of form is attached) and review for adequacy of information and corrective actions taken to prevent recurrences.
5. Compare Supervisor's Report of Loss received with loss summaries from the Risk Management Division.
6. Present reports at loss control meetings comparing indicated losses experienced during the present policy period with losses during past policy periods.

Losses shall be reported as follows:

1. Employees injured on-the-job shall notify their direct supervisors as soon as possible to insure that assistance in obtaining medical attention is received, notification is made to the workers' compensation insurance carrier, and the accident is investigated to determine the cause for accident prevention and claims management purposes.
2. Employees who are aware of missing, damaged, or destroyed property that is owned, borrowed, rented or otherwise the responsibility of this department to safeguard, shall report such information to their direct supervisors as soon as possible.
3. Employees who become knowledgeable of incidents that occur in or on college property that involve injury to someone other than a state employee or damage/destruction to other than college property, are to report such information to their direct supervisors as soon as possible.

Losses shall be investigated as follows:

1. Direct supervisors will conduct investigations of losses in their areas of responsibility, as soon as possible after becoming aware of loss incidents. Investigation findings will be reported on Supervisor's Report of Loss forms. These investigations are in addition to the gathering of information necessary to complete an Employer's First Report of Accident, for on-the-job injuries, and other forms used to notify insurance carriers of loss incidents.
2. Investigation reports will be forwarded through the respective dean to appropriate department director. The Department director, coordinator, or chairperson will review the report for adequacy of information, and take corrective action and direct further action, if appropriate. The original copy of the report will then be forwarded to the Loss Control Coordinator.

#### Self-Inspection Program

1. Inspection of department work areas and activities will be conducted at the beginning of each fiscal year using the attached checklists. The department director, coordinator, or chairperson is responsible for determining when inspections will be conducted and by whom. The department director, coordinator, or chairperson may add items to these checklists, but are not to delete items, even though they may not apply to the division.
2. Completed checklists will be reviewed by the department director, coordinator or chairperson who will add comments concerning action taken and/or contemplated to correct identified discrepancy. For action not yet taken, an estimated completion date must be provided.
3. Completed checklist will then be forwarded to the Loss Control Coordinator, within two weeks of receipt by the department director, coordinator, or chairperson.
4. A summary of discrepancies identified will be prepared by the college Loss Control Coordinator and presented to the college Loss Control Committee at the next quarterly meeting. Items not yet corrected will be entered in the meeting minutes as "Open" items and will not be closed until the Loss Control Coordinator has verified that they have been corrected.

## Loss Control Training

Formal and on-the-job training required by employees to perform or improve the performance of their duties is considered a form of loss control training. It is anticipated, however, that additional loss control training needs will be identified during self-inspections and investigation of losses. Examples are: office safety, office security, fire prevention, lifting safety, etc. Recommending and monitoring such training is the responsibility of the Loss Control Committee. In addition, requests or recommendations for such training may be forwarded by the department director, coordinator, or chairperson to the Loss Control Committee for consideration.

## Support and Participation

College employees are expected to support this plan by performing their duties as efficiently and safely as possible and reporting loss exposures and/or loss control suggestions to their supervisor or division director.

## APPENDICES

1. Supervisor's Report of Loss Form
2. Self-Inspection Checklists
3. Loss Control Coordinator and Committee Members

## ANNEX – Each Division

1. Letter appointing Loss Control Committee membership and departmental Loss Control Coordinator. This letter shall also include responsibilities and authorities.
2. Self-inspections with corrective action plans or actions taken.
3. Miscellaneous loss control activity.

## APPENDIX FOR SELF INSPECTION

The following information is intended to be used by managers and supervisors as a guide for compiling their own self inspection checklists. The material may also be used as training material. As an example, the following general categories outline what to look for while conducting a self-inspection of an activity. The examples are not a complete listing.

**PERSONNEL:** Training, experience, preventive maintenance compliance, appropriate clothing, personal protective equipment, safe work practices, tool usage and storage, jewelry removal when necessary, and personal regard for the well being of self and others.

**HAND AND POWER TOOLS:** Material condition, use practices, storage.

**ELECTRICAL:** Facility layout, equipment, switches, breaker panel, fuses, connections, special fixtures, circuits, insulation, extension cords, tools, motors, grounding and overload circuits.

**HOUSEKEEPING:** Waste disposal, materials storage, facilities upkeep, individual practices, hazardous materials handling.

**LIGHTING:** Types, intensity, controls and glare.

**HEATING AND VENTILATION:** Type, effectiveness, temperature, humidity, controls and exhaust.

**MACHINERY:** Procedures, flywheels, shafts, pulleys, keyways, belts, couplings, sprockets, chains, springs, controls, lighting, special tools, brakes, exhaust, grounding, work space, location and whether the equipment is properly anchored.

**FIRE EXTINGUISHERS:** Extinguishers (type, number, condition, location), alarms, sprinklers, fire doors, smoking rules, exit signs, storage of flammable materials, explosive proof fixtures and flammable/combustible waste disposal.

**PREVENTIVE MAINTENANCE PROGRAMS:** Regularity, effectiveness, training of personnel, documentation and corrective actions.

**PERSONAL PROTECTIVE EQUIPMENT:** Procedures and policies, type, quality, maintenance/ repair, storage, training and enforcement.

**CHEMICALS:** Hazard Communication Program, Materials Safety Data Sheets, procedures, storage, transportation, proper disposal, warning signs, and enforcement.

## SPECIFICS THAT MAY BE INCLUDED INTO SELF INSPECTION CHECKLISTS

### GENERAL

1. Are emergency telephone numbers (Fire Department, Police, Ambulance, etc.) current and posted?
2. Are the required State and Federal posters and notifications properly posted?
3. Are there procedures or policies for the reporting of hazardous conditions and accidents?
4. Is there documented safety and health training for employees at least annually?
5. Is there a procedure for handling employee complaints? Does this procedure include employee responsibilities?

### AISLES AND STAIRWAYS

1. Do all aisles conform to the specifications of the Building and Fire Codes?
2. Are walking surfaces and passageways kept free of tripping hazards such as electrical cords and telephone lines? Are these areas kept unobstructed?
3. Are rubber channels provided for cords that must cross the floor?
4. Are aisles kept free of protruding objects such as open file drawers, pencil sharpeners, chairs, etc.?
5. Are handrails provided on both sides of stairways more than 44 inches wide, but less than 88 inches wide?
6. Are center handrails and side handrails provided for stairs or steps which are wider than 88 inches?
7. Are doors which open into pedestrian walkways provided with small glass view windows? Care must be exercised when these glass windows are placed into fire doors to insure that the integrity of the door fire rating is not compromised.
8. Are glass doors and full length windows provided with devices at approximately 42 inches above the floor to warn and protect people from walking into the glass. NOTE: This is a suggested injury prevention practice.
9. Are full length windows adjacent to office areas provided with guardrails? NOTE: This is a suggested injury prevention practice.

### LIGHT AND VENTILATION

1. Is the existing lighting adequate for work areas? If there is doubt, has the lighting been tested or monitored?
2. Do mechanical ventilation and air conditioning systems supply an adequate flow of air, at a comfortable temperature, to all areas of the facility?

3. Is ventilation adequate for venting fumes and vapors from facilities which house equipment that use chemicals such as ammonia or methanol?

#### HAZARDOUS NOISE

1. Has a complete survey been accomplished of all work areas suspected of exceeding authorized threshold limits?
2. Has a Hearing Conservation Program been established for the identified high noise level areas?
3. Have individuals who work in these areas been identified and tested (audiogram) to establish an individual baseline?
4. In establishing the Hearing Conservation Program, have the guidelines of the State mandate been complied with?

#### ELECTRICAL

1. Are there enough electrical receptacles of adequate amperage capacity to handle maximum loads and not create potential electrical hazards?
2. Is all appropriate equipment properly grounded to minimize the possibility of electrical shock?
3. Are GFI (ground fault interrupter) circuit breakers used on those circuits that require them (photo labs, restrooms, etc.)?
4. Are improvised extension cords prohibited? Is the use of extension cords managed by strong policy prohibiting improper use?
5. Is there strong policy that regulates the use of floor space heaters and associated electrical connections?
6. Are electrical circuits and circuit breakers, located in circuit breaker panel boxes, identified as to the areas they service?
7. Are employees required to report electrical defects immediately?
8. Is there documentation to attest that employees have been properly trained in the hazards associated with the use of electrical equipment, the safeguards to employ in case of an electrical fire and the type of first aid to administer in case of electrical shock?

#### MATERIALS STORAGE

1. Is there policy that prohibits the storage of materials in passageways in such a manner that normal paths of travel are blocked or restricted?
2. Are heavier, larger and more unstable objects or packages stored on lower shelves?
3. Is overhead storage accomplished in such a manner that it minimizes the possibility of falling materials?
4. Are step stools or ladders provided for storage areas?
5. Are flammable, combustible and toxic liquids contained in appropriately marked containers or cabinets approved for the purpose?
6. Is smoking prohibited in areas designated for flammable or combustible materials storage?
7. Are smoking areas provided and are such areas equipped with the appropriate extinguishing and disposal equipment for smoking materials?

#### OFFICE EQUIPMENT

1. Is all office equipment physically inspected for material integrity, hardware, pinch points, etc.?
2. Are office chairs and stools provided with a wide base to minimize the possibility of tipping over?

3. Are chair placemats a subject of inspection and are they removed from service when they become cracked, broken or present tripping hazards?
4. Is plexi-glass the recommended desk top cover rather than glass?
5. Are desk drawers provided with safety stops?
6. Are latching mechanisms and finger guards provided on paper cutters? Are the blades secured in the locked position after use?
7. Are office fans provided with mesh guards to prohibit the introduction of fingers into the blade area?

#### FILING CABINETS

1. Are drawers closed immediately after use?
2. Are cabinet drawers provided with safety stops and do the stops function as they were intended?
3. Is the weight of the drawer contents evenly distributed or are the heavier drawers located at the bottom?

#### OTHER OFFICE/SHOP HAZARDS

1. Has a surveyor study been conducted to remove flammable, combustible or toxic materials from the workplace and utilize materials of no hazard or less volatility?
2. Are approved waste containers provided for soiled rags saturated with flammable, combustible or toxic waste?
3. Is there an action plan which addresses the incident of splashing hazardous materials onto the body or into the eyes?
4. Is there an eye wash station available and do employees know how to use it?
5. Are spindle (spiked) files prohibited in work areas?
6. Is equipment operated and maintained by properly trained and authorized personnel?
7. Is there a procedure for reporting broken or defective equipment? Does the procedure provide guidelines to operators for not using equipment if the defect has a high potential for personal injury? Does the procedure include "Remove From Service" criteria or guidelines?
8. Is there a policy which addresses the issue of employee physical lifting limitations? Examples of this may be: furniture rearrangement; entity relocation; incoming supplies; job tasks that require more than one person; and the unusual or specific physical requirements of the task.

#### LIFE SAFETY

1. Are there at least two exits for each work area?
2. Are fire emergency exits properly marked and illuminated? Do these lights have a dedicated circuit?
3. Are exit routes maintained clear and unobstructed?
4. Are fire emergency doors installed so as to swing in the direction of exit travel?
5. Are fire emergency doors provided with panic hardware, other quick release devices, or designed in such a way that they cannot be locked from the inside?
6. Is there a building evacuation plan? Is this plan supplemented with evacuation floor plans and are these floor plans posted?

#### HAND OPERATED TOOLS

1. Are the proper tools provided and are the proper tools being used for the work?
2. Are tools kept in good repair?
3. Is there a policy or procedure that establishes control procedures, maintenance practices and storage criteria?
4. Are personnel trained for specialized tool use?

5. Are hand held power tools equipped with on/off switches that will properly disengage when released (constant pressure switch)?
6. Are the required guards in place and used on all hand operated tools and power equipment? Are the guards inspected to ensure that they perform the intended function?
7. Is defective equipment removed from service?
8. Do external electrical wiring components meet the specifications of the Electrical Code, e.g. grounding, insulation, corrosion, etc.?
9. Are tools equipped with retaining devices to prevent the inadvertent release of accessories (bits, sockets, punches, etc.) during operation? Are the devices inspected to ensure they can perform their functions?

#### COMPRESSED AIR

1. Is compressed air used for cleaning purposes restricted to 30 psig?
2. Are proper precautions taken when using compressed air for cleaning purposes?
3. Are compressed air hoses and connections approved for the operating pressure and service being performed?
4. Are air hoses free from signs of wear, abrasion, oil damage, etc.?
5. Does the air compressor receive preventive maintenance care and is the tank drained of moisture on a regular basis? Are these actions documented on a log?

#### ABRASIVE WHEEL GRINDERS

1. Are grinders designed for a fixed location securely anchored to prevent movement, or designed in such a manner that will prevent movement?
2. Are work or tool rests kept adjusted closely to the wheel with a maximum clearance of 1/8 inch?
3. Are abrasive wheels checked for defects prior to installation and use? Are the wheels checked to ensure that the RPM rating of the wheel exceeds that of the grinder motor?
4. Are all of the required guards in place, serviceable and do they meet the requirements of the appropriate rules?

#### EXPLOSIVE-ACTUATED TOOLS

1. Are all personnel who operate this type of equipment, or assist in any operation where such equipment is used, trained in its operational characteristics, required personal protective equipment, safeguards, power load levels, use of fasteners, and the proper storage of explosive devices?
2. Are the appropriate manuals immediately available to the users of the equipment?

#### LIFTING DEVICES

1. Are operators utilizing properly rated lifting devices to lift and sustain loads?
2. Is the rated load capacity stamped or marked on the lifting device? Jack stands must also be appropriately marked.
3. Are lifting devices inspected at regular intervals for mechanical or hydraulic defects? It is important to note that some types of lifting devices are required to be inspected by trained inspectors and that such inspection is to be documented on appropriate forms and retained for record.

This appendix is intended to provide only a brief outline of what may be used to develop a useful self inspection checklist. Most operating manuals for equipment include safety



precautions that need to be required reading and compliance for operators. In addition, the Occupational Health and Safety Standards for General Industry and for Construction are available through the New Mexico Occupational Health and Safety Bureau. These documents and any other material available at the agency level or through any other source are valuable in preparing self inspection checklists for an agency.

TO BE COMPLETED BY THE SUPERVISOR OF AN OPERATION EXPERIENCING LOSS AS SOON AS POSSIBLE AFTER THE OCCURRENCE. FORWARD REPORT TO THE LOSS CONTROL COORDINATOR. THIS INFORMATION IS FOR USE IN PREVENTING SIMILAR LOSSES.

TYPE

OF LOSS    INJURY     PROPERTY     DAMAGE     LOSS    THEFT

TIME: \_\_\_\_\_ (A.M. / P.M.)    DATE: \_\_\_\_\_    LOCATION: \_\_\_\_\_

DESCRIBE LOSS: (Explain what happened, how it happened, who was involved, and the loss that resulted.) \_\_\_\_\_

ANALYSIS OF THE LOSS: (Give your opinion of why the loss happened and how it could have been avoided.) \_\_\_\_\_

PREVENTION: (What have you done or what would you recommend to prevent a similar loss: \_\_\_\_\_

PERSON COMPLETING REPORT: (Type or Print)

Name: \_\_\_\_\_    Department: \_\_\_\_\_

Signature \_\_\_\_\_    Date: \_\_\_\_\_

NOTICE OF INCIDENT – STATE OF NEW MEXICO  
(Please complete this form in detail)

**STATE OF NEW MEXICO**

AGENCY: Northern New Mexico Community College  
DEPARTMENT: \_\_\_\_\_    TELEPHONE NO. \_\_\_\_\_

**TIME, DATE AND PLACE OF INCIDENT:**

DATE: \_\_\_\_\_    TIME: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

**INJURED INDIVIDUAL:**

FULL NAME: \_\_\_\_\_    AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ EMPLOYED BY: \_\_\_\_\_

INJURIES: \_\_\_\_\_

TREATED BY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**OWNER OF PROPERTY DAMAGE:**

FULL NAME: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DESCRIPTION OF PROPERTY DAMAGED: \_\_\_\_\_

DESCRIPTION OF DAMAGE: \_\_\_\_\_

**WITNESSES:**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF INCIDENT (Continue on reverse side, if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

Mail original to GAB, INC., Box 8010, Albuquerque, NM 87198, and copies to Department Head and the Risk Management Division of the GSD.

**COMMON WHITE COLLAR CRIMES**

(For use in the Agency Loss Control Self-Inspection Program)

Some common type of white collar crimes are Embezzlement, Bribery, Payroll Fraud, Purchasing Fraud and Kickbacks.

**SOME QUESTIONS FOR QUEST AS A STARTING POINT IN MAKING A SURVEY OF YOUR OPERATIONS FOR FAULTY SECURITY OF ASSETS:**

Does an outside Certified Public Account do an annual audit?

Are ongoing internal audits made throughout the year?  
 Are covert investigations made at random, in vulnerable areas?  
 Are white collar crime prevention plans reviewed periodically for efficiency?  
 When an employee is transferred or terminated, do you?:  
     Collect all keys, identification badges, cards, codes, business cards, etc.?  
     Settle expense accounts?  
     Reconcile accounts over any resources to which the employee had access?  
     Revoke bonding privileges, powers of attorney and signature privileges?  
     Are responsibilities and functions divided so that no one employee has control  
     over all the parts of a given transaction?

**AGENCY UNIT INSPECTED:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**INSPECTOR:** \_\_\_\_\_

**VEHICLE INSPECTION CHECKLIST  
 (Non-Emergency Vehicle)**

(For use in the Agency Loss Control Self-Inspection Program to evaluate vehicle maintenance procedures.)

Vehicle License No. \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_  
 Vehicle Identification No. (V.I.N.) \_\_\_\_\_  
 Odometer Mileage Reading \_\_\_\_\_

Agency Unit Responsible for Vehicle: \_\_\_\_\_

**TIRES:** Proper Inflation (including spare)? \_\_\_\_\_  
 Any excessive wear or cuts, bulges? \_\_\_\_\_

**LIGHTS:** Headlights working on high and low beams? \_\_\_\_\_  
 Park lights working/lenses OK? \_\_\_\_\_  
 Tail lights working/lenses OK? \_\_\_\_\_  
 Stop lights working/lenses OK? \_\_\_\_\_  
 Turn Signals working/lenses OK? \_\_\_\_\_  
Instrument Panel:  
 High Beam Indicator OK? \_\_\_\_\_  
 Parking Brake Indicator OK? \_\_\_\_\_  
 Turn Signal Indicators OK? \_\_\_\_\_  
 Generator Light OK? \_\_\_\_\_  
 Oil Pressure Light OK? \_\_\_\_\_  
 Engine Temperature Light OK? \_\_\_\_\_  
 Gauge Lights OK? \_\_\_\_\_

**HORN:** Is horn working properly? \_\_\_\_\_

**WINDOWS/MIRRORS/SEAT BELTS:**  
 Windshield wipers/washer working properly? \_\_\_\_\_  
 Windows clean and free of cracks? \_\_\_\_\_  
 Inside/outside mirrors clean/unbroken? \_\_\_\_\_  
 Seat belts in good condition/working properly? \_\_\_\_\_

**UNDER HOOD:**

Brake fluid level OK? \_\_\_\_\_  
Power steering fluid level OK? \_\_\_\_\_  
Coolant level OK? \_\_\_\_\_  
Are hoses free of leaks? \_\_\_\_\_  
Are belts in good condition? \_\_\_\_\_  
Are belts tight? \_\_\_\_\_  
Is radiator free of leaves and debris? \_\_\_\_\_  
Are batter posts/connectors clean? \_\_\_\_\_

OTHER:

Tools available for changing tire? \_\_\_\_\_  
Fire extinguisher (if required)? \_\_\_\_\_  
First aid kit (if required)? \_\_\_\_\_  
Accident Report Form? \_\_\_\_\_

Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

### **COMPUTER SECURITY CONSIDERATIONS**

The most common forms of computer crime are embezzlement and fraud. There are also many cases of inventory theft. The methods generally used in these crimes are:

- Alteration of Programs
- Manipulation of Input or Output Data
- Erasure of Theft of Data
- Unauthorized Transmission of Data
- Appropriation of Computer Time for Non-Business Use

The design of a computer security program for your agency will depend on what kind of equipment you use, whether you own or lease it, whether you employ a network system with remote terminals, what applications are used in your computer and how sensitive they are and who will be responsible for monitoring the program and supervising the technicians. The individual managing a network system will require a different kind of security program than an auditor or accountant whose supervision of computer operations is only one of many duties.

At the time of each initial computer installation, and whenever changes are made in the physical facility, software, or hardware, a risk analysis should be conducted. Thereafter, periodic risk analysis should be conducted to pinpoint vulnerable areas. A review and evaluation of the processes from the origination of information to its final use or destruction should be taken into consideration when a risk analysis is conducted.

#### **A Checklist of security measures for use in computer centers should include items similar to the following:**

- Is strict control maintained over access to the computer facility? \_\_\_\_\_
- Is special authorization required for use of the computer after hours? \_\_\_\_\_
- Is exceptions made to access rules for top management? \_\_\_\_\_
- Is a log maintained of computer use which accounts for all time? \_\_\_\_\_
- Are programs, program manuals, operating manuals, and other software kept under lock when not in use? \_\_\_\_\_
- Are programmer and operator functions clearly separated? \_\_\_\_\_
- Does the internal auditor have the additional knowledge and skill required to audit computerized accounts? \_\_\_\_\_
- Does the auditor perform random, unscheduled audits of the computer? \_\_\_\_\_
- Does the auditor periodically check the payroll register against personnel records to verify \_\_\_\_\_

employment and accuracy of payment? \_\_\_\_\_  
Is a record maintained of changes made in programs or operating methods? \_\_\_\_\_  
Who authorizes such changes and are they justified? \_\_\_\_\_  
Are agency users of processed material required to notify an authorized person when they spot inaccuracies? \_\_\_\_\_  
Are there established rules for the disposal of waste materials in the computer room? \_\_\_\_\_  
Are visitors allowed in the computer room? \_\_\_\_\_  
If so, are they supervised? \_\_\_\_\_  
Are maintenance and housekeeping employees supervised while in the computer room? \_\_\_\_\_  
Are advance arrangements required for outside servicing of computer equipment? \_\_\_\_\_  
Is the work supervised? \_\_\_\_\_  
Is there 24-hour guard service outside the computer area? \_\_\_\_\_

### **ROBBERY PROTECTION**

Robbery is stealing or taking anything of value by force or violence, or by use of fear. An employer's first line of defense against robbery is to train employees.

Cash Handling: Cash on hand is the lure that attracts a robber. The best deterrent is to keep as little cash in the store or office as possible:

- Make bank deposits daily.
- Check the amount of cash in registers frequently.
- Remove all excess cash from each register several times a day.
- Do not set up cashier operations so that they are visible to outsiders.
- Balance registers an hour or two before closing---not at closing time.
- Keep safes locked even during business hours.
- Use an armored car service, if possible and practical, to make bank deposits. If not, take a different route to the bank each day and vary the time of the deposit.
- Make deposits during daylight hours, if possible.
- Closing routine. A few minutes before closing, a check of the store or office areas, where a thief might hide, should be checked. A second employee should wait just outside until the inspection is finished. The employee should be in a position near the exit door and watch while the door is locked.

WHAT TO DO IN CASE OF A ROBBER: Instruct employees to do the following if they face a robber:

- Reassure the robber that they will cooperate in every way.
- Stay as calm as possible.
- Make mental notes on the robber's build, hair color, complexion, voice, clothing, and anything that could aid in identification.
- If the robber has a gun, assume it is real and loaded. If he says he has a gun and does not show it, assume he is telling the truth.
- Activate the burglar or holdup alarm only if it can be done in a safe manner without being detected.
- If a weapon was used, try to remember what it was and what it looked like.
- Don't make any moves without telling the robber why. If, for example, the cash register key is in a drawer or pocket, inform the robber so he will not misinterpret your movements.
- If the robber presents a note, put it aside; don't throw it away.
- Always follow the robber's instructions, but don't try to do more than he demands.
- Make a mental note of anything the robber might have touched in case he left fingerprints.

Try to make the robber leave as soon as possible by giving him what he wants.  
Don't try to stall him, make jokes, or ask personal questions.  
Take notice of the direction in which the robber leaves the premises and whether he left on foot or in a vehicle. Try to get a description of the vehicle.

WHAT TO DO AFTER A ROBBERY: After the robber leaves, the following procedures should be followed:

Call the police and report the robbery. stay on the phone until the police tell you to hang up.  
Lock all doors and request all employees and witnesses to remain until the police arrive.  
Don't let anyone inside or ring up any sales before the police arrive.  
Don't let anyone near the things the robber touched.  
Have everyone write down all they can remember about the robbery.  
Don't discuss the crime with anyone before making a statement to the police.  
Don't talk to the news media. Refer them to a supervisor at the main office.  
Let employees contact their families after the police leave.  
Disclose the amount of loss to the police and main office only.

BURGLARY PROTECTION  
BUILDING SECURITY CHECKLIST

(For use in the Agency Loss Control Self-Inspection Program)

NOTE: Burglaries are costly and their number has doubled over the previous years. It is important to take certain precautionary measures to try to prevent burglaries whether they are for the purpose of theft, arson, vandalism or other reason.

DOORS: Are doors of substantial construction to prevent easy breakdown or breakthrough?  
Are door hinge pins located on the inside?

COMMENTS:

LOCKS:

Are door locks recessed pin-tumbler cylinder locks with 5 or more pins?  
(Burglars can easily pick those with less than 5 pins.)  
Are locks equipped with deadbolts? (Deadbolts cannot be opened by sliding a piece of flexible material between the door edge and door jamb.)  
Are double cylinder dead locks used on doors with glass panes? (There is no handle for a burglar to reach by breaking the glass.)

COMMENTS: \_\_\_\_\_

KEYS:

Are keys issued only to those who have a sufficient need? (As few keys should be issued as possible.)  
Is there a record of persons issued keys?  
Is the record up-to-date?  
Is there a periodic physical inventory of keys to verify they have not been lost, stolen, misplaced, etc.?  
Are there different keys for outside doors and inside doors? (Don't master key).  
Are door locks re-keyed at least annually? (Recommended every 6 months)  
Are the appropriate locks re-keyed when keys are lost or someone to whom

keys are issued terminates employment at the location?  
Are keys marked "Do Not Duplicate"? (Keeps reputable key makers from copying keys and deters employees from getting duplicates).  
Are keys coded so they do not have to be visibly tagged as to what doors they unlock?

COMMENTS: \_\_\_\_\_

ALARMS:

Is building equipped with a burglar alarm?  
If there is an alarm, is it operational and properly maintained?  
Is it a Silent central-Station Alarm? (This type of alarm gives the best protection as it does not give an indication to the burglar that an alarm has been activated. This type of alarm is monitored, during nonbusiness hours, by the police or a security office.  
Is it a Local Alarm? (Although a building-type local alarm is cheaper and easier to install, it warns the intruders and may or may not frighten them away before they have accomplished their mission).

COMMENTS: \_\_\_\_\_

WINDOWS:

Are there windows hidden by trees, shrubs, or walls that would hide a burglar's operation?  
Are these windows protected by bars, security screen or burglar-resistant glass?

COMMENTS: \_\_\_\_\_

LIGHTING:

Is there floodlighting that illuminates all sides of the building? (Most burglaries occur at night when the darkness conceals the burglar).  
Is there some indoor lighting left on during non-business hours? (This makes it easier for the police to see clutter left by intruders and if the police/security officers know that lighting is usually on, they will normally check the building if the lighting is off).

COMMENTS: \_\_\_\_\_

EQUIPMENT:

Is high value equipment such as computers, typewriters, etc., labeled and serial numbers recorded?

COMMENTS:

FILES:

Are agency files maintained on open shelves? (Should be maintained in locked file cabinets).

COMMENTS: \_\_\_\_\_

CASH:

Is cash stored overnight, is it stored in a safe?  
Are the serial numbers of large bills recorded?  
Is the container in which the cash is stored wiped clean of fingerprints upon being secured for the night?

COMMENTS: \_\_\_\_\_

INSTRUCTIONS FOR SECURING BUILDING:

Are there written instructions, for custodian or other persons who use the building after normal business hours, of the lights that are to be left on, doors that are to be closed and locked, etc.?

COMMENTS: \_\_\_\_\_

FACILITY INSPECTED:

DATE:

INSPECTOR:

VIDEO DISPLAY TERMINAL (VDT) HEALTH AND SAFETY  
(FOR USE IN AGENCY LOSS CONTROL SELF-INSPECTION PROGRAMS)

NEW MEXICO STATE GOVERNMENT AGENCIES HAVE THOUSANDS OF EMPLOYEES USING VIDEO DISPLAY TERMINALS DURING THEIR NORMAL WORKDAYS. IT IS VERY IMPORTANT, THEREFORE, THAT EMPLOYEES, SUPERVISORS AND MANAGERS BE AWARE OF THE HEALTH AND SAFETY MATTERS ASSOCIATED WITH VDT USE.

THE INFORMATION CONTAINED IN THIS CHECKLIST HAS BEEN EXTRACTED FROM GOVERNOR'S EXECUTIVE ORDER 88-40 DATED SEPTEMBER 16, 1988. ALL AGENCIES UNDER THE GOVERNOR'S DIRECT AUTHORITY ARE REQUIRED TO COMPLY WITH ITS CONTENTS. IT IS RECOMMENDED THAT OTHER AGENCIES, NOT UNDER THE GOVERNOR'S AUTHORITY, IMPLEMENT THE PROVISIONS OF THE EXECUTIVE ORDER FOR THE HEALTH AND SAFETY OF THEIR EMPLOYEES.

THE INFORMATION CONTAINED IN THIS CHECKLIST IS NOT ALL INCLUSIVE OF THE CONTENTS OF EXECUTIVE ORDER 88-40. STATE OCCUPATIONAL HEALTH AND SAFETY BUREAU, STATE ENVIRONMENT DEPARTMENT, SHOULD BE (

1. ARE COPIES OF EXECUTIVE ORDER 88-40 CONSPICUOUSLY POSTED IN EACH WORK AREA WHERE VIDEO DISPLAY TERMINALS ARE USED? (REFERENCE EO 88-40, PARAGRAPH 4.).

COMMENTS: \_\_\_\_\_

2. HAS EACH VDT BEEN EVALUATED FOR THE DEGREE OF AVERAGE DAILY WORKLOAD? (REFERENCE EO 88-40, ATTACHMENT, PAGE 1, DEFINITIONS, PARAGRAPH 2.).

COMMENTS: \_\_\_\_\_

VISUAL ISSUES  
(REFERENCE EO ATTACHMENT, PAGE 2)

3. IS ROOM LIGHTING MAINTAINED AT AN APPROPRIATE LEVEL TO REDUCE EYESTRAIN AND GLARE?



COMMENTS: \_\_\_\_\_

4. ARE DIRECTIONAL LAMPS, FOR HARD COPY, PROVIDED, AT THE OPERATOR'S REQUEST, WHERE BOTH THE VDT AND PAPER COPY ARE NECESSARY FOR NORMAL WORK ACTIVITIES?

COMMENTS: \_\_\_\_\_

5. IS EFFECTIVE GLARE CONTROL MAINTAINED THROUGH ONE OR MORE OF THE FOLLOWING MEASURES?
- A. USE OF RECESSED, INDIRECT AND BAFFLED LIGHTING?
  - B. PROVIDING WINDOWS WITH CURTAINS OR BLINDS?
  - C. WORK STATIONS DESIGNED TO ALLOW VDT ORIENTATION TO AVOID HARSH LIGHT SOURCES?
  - D. VDT'S, LOCATED NEAR WINDOWS, PLACED AT A RIGHT ANGLE TO THE WINDOW?
  - E. OPERATORS LOCATED SO THAT LIGHT COMES FROM THE SIDE OR FROM BEHIND THE OPERATOR IN SUCH A MANNER THAT LIGHT DOES NOT SHINE DIRECTLY ONTO THE SCREEN AND INTO THE OPERATOR'S EYES?
  - F. SCREEN HOODS PROVIDED, AT OPERATOR'S REQUEST, TO BLOCK ANGULAR REFLECTIONS AND GLARE SOURCES?
  - G. DETACHABLE ANTI-GLARE FILTERS PROVIDED AT OPERATOR'S REQUEST?
  - H. USE OF FULL-SPECTRUM LIGHT WITH AN INCANDESCENT LIGHT LOCATED AT OR NEAR EACH WORK STATION?
  - I. USE OF FURNISHINGS WITH A MATTE, NON-REFLECTIVE FINISH?
  - J. WALLS PAINTED WITH (OR COVERED WITH) A MATTE, NONREFLECTIVE COATING?

COMMENTS: \_\_\_\_\_

MUSCULOSKELETAL ISSUES  
(REFERENCE EO ATTACHMENT, PAGE 3.)

6. ARE DISPLAY SCREENS POSITIONED SO THAT THE TOP OF THE SCREEN IS NO HIGHER THAN OPERATOR EYE LEVEL AND THE BOTTOM OF THE SCREEN IS NO LOWER THAN 40 DEGREES BELOW THE OPERATOR'S EYE LEVEL?

COMMENTS: \_\_\_\_\_

7. ARE KEYBOARDS PLACED SO THAT THE UPPER ARM CAN HANG VERTICALLY AND THE FOREARM/WRIST IS PARALLEL TO THE FLOOR?

COMMENTS: \_\_\_\_\_

8. CHAIRS:
- A. ARE CHAIRS EASILY ADJUSTABLE FOR SEAT AND BACKREST HEIGHT?
  - B. DO BACKRESTS HAVE SUFFICIENT TENSION TO PROVIDE ADEQUATE LUMBAR SUPPORT?
  - C. DO BACKRESTS ALLOW THE OPERATOR TO LEAN BACK TO A

- D. COMFORTABLE RESTING POSITION?  
ARE SEATS GENTLY ROUNDED ON THE FRONT WITH SUFFICIENT CUSHIONING TO AVOID INTERFERENCE WITH BLOOD FLOW TO THE LOWER LEGS?
- E. ARE CHAIRS PROVIDED WITH CASTERS TO PROVIDE EASE OF GLIDE WITHOUT HAZARD?
- F. DO ARMRESTS INTERFERE WITH THE OPERATOR'S ABILITY TO GET AS CLOSE AS POSSIBLE TO THE WORK SURFACE WHILE BEING SUPPORTED BY THE BACKREST?

COMMENTS: \_\_\_\_\_

- 9. ARE TABLES ADJUSTABLE WHEN NEEDED FOR PROPER SCREEN AND KEYBOARD HEIGHTS AND ADEQUATE LEG ROOM? ARE PADS USED TO ACCOMPLISH PROPER SCREEN AND KEYBOARD HEIGHTS?

COMMENTS: \_\_\_\_\_

- 10. ARE FOOTRESTS PROVIDED, AT THE OPERATOR'S REQUEST, TO ENSURE THE OPERATOR'S THIGHS ARE PARALLEL TO THE FLOOR?

COMMENTS: \_\_\_\_\_

- 11. ARE DOCUMENT HOLDERS PROVIDED THAT ARE ADJUSTABLE TO THE HEIGHT, DISTANCE AND ANGLE OF THE SCREEN?

COMMENTS: \_\_\_\_\_

- 12. IS FURNITURE ARRANGED TO PROVIDE AN ADEQUATE AMOUNT OF LEG ROOM TO ALLOW FREEDOM OF MOTION?

COMMENTS: \_\_\_\_\_

- 13. IS AN ADEQUATE WORK AREA, AS DETERMINED BY THE OPERATOR, PROVIDED ON ONE SIDE OF THE VDT FOR PAPERWORK, ETC.?

COMMENTS: \_\_\_\_\_

STRESS ISSUES  
(REFERENCE EO ATTACHMENT, PAGE 5)

- 14. EXCESSIVE AND/OR ANNOYING NOISE:
  - A. ARE ACOUSTIC PADS INSTALLED AT THE OPERATOR'S REQUEST, UNDER KEYBOARDS AND PRINTERS?
  - B. ARE IMPACT PRINTERS PROVIDED WITH ACOUSTIC COVERS, WHERE NECESSARY, TO REDUCE SOUND LEVELS TO 65DBA, AS MEASURED AT THE WORK STATION?
  - C. ARE OTHER NOISE SOURCES IN THE SURROUNDING ENVIRONMENT CONTROLLED TO ENSURE THAT THE TOTAL SOUND LEVEL, MEASURED AT THE WORK STATION, DOES NOT EXCEED 70DBA?

COMMENTS: \_\_\_\_\_

- 15. HEAT:

- A. IS EVERY EFFORT MADE TO LOCATE WORK STATIONS AT A REASONABLE DISTANCE FROM HEATING AND COOLING VENTS?
- B. ARE VENTS DUCTED OR SHIELDED TO DIVERT AIRFLOW AWAY FROM VDT OPERATORS?
- C. IS SMOKING PERMITTED IN THE AREA? IF YES, IS IT DONE WITH THE EXPLICIT APPROVAL OF THE AFFECTED VDT OPERATORS?

COMMENTS: \_\_\_\_\_

COMBINED HEALTH EFFECTS  
(REFERENCE EO ATTACHMENT, PAGE 6.)

BREAKS: (THESE RECOMMENDED BREAKS SHALL NOT BE CONSTRUED AS ADDITIONAL TO BREAKS OF EQUAL TIME ALREADY ESTABLISHED BY DEPARTMENT OR DIVISION POLICY).

- 16. HAVE MANAGERS MET WITH VDT OPERATORS TO WORK OUT A SCHEDULE OF ALTERNATIVE WORK BREAKS TO ALLEVIATE PROBLEMS WITH EYESTRAIN, MUSCULOSKELETAL PROBLEMS AND STRESS?

COMMENTS: \_\_\_\_\_

- 17. ARE OPERATORS PERMITTED AT LEAST A 10 MINUTE BREAK, EVERY HOUR, FOR JOBS THAT REQUIRE MORE THAN FIVE HOURS VIEWING TIME, CONSTANT RAPID MUSCULAR ACTION, FIXED POSITIONS FOR EXTENDED PERIODS OF TIME, OR FOR JOBS THAT ARE HIGHLY REPETITIVE AND BORING?

COMMENTS: \_\_\_\_\_

- 18. ARE OPERATORS ENCOURAGED TO TAKE THEIR BREAKS AWAY FROM THE DESK WHERE THE VDT IS LOCATED?

COMMENTS: \_\_\_\_\_

- 19. ARE VDT OPERATORS PROVIDED WITH AN OPPORTUNITY TO RELAX THE EYES BY LOOKING AT DISTANT OBJECTS AND TO MOVE THE BODY?

COMMENTS: \_\_\_\_\_

- 20. ARE WORKERS WHOSE WORK STATIONS DO NOT SUBSTANTIALLY COMPLY WITH THIS EXECUTIVE ORDER PROVIDED WITH ADDITIONAL NON-VDT WORK TO ALLEVIATE THE PROBLEMS CAUSED BY NON-COMPLIANCE?

COMMENTS: \_\_\_\_\_

- 21. HAVE VDT OPERATORS, WHO EXPERIENCE DIFFICULTY ADJUSTING THE EYES TO LONG DISTANCES, WHEN DRIVING HOME, MET WITH THEIR SUPERVISORS TO WORK OUT AN ALTERNATIVE WORK SCHEDULE, FOR THE LAST HALF HOUR OF EACH DAY OF HEAVY VDT USE, TO ALLOW A PERIOD FOR THE EYES TO ADJUST?

COMMENTS: \_\_\_\_\_

ELECTRICAL SAFETY  
(REFERENCE EO ATTACHMENT; PAGE 7)

1. ARE ALL ELECTRIC CORDS AND CABLES INSTALLED AND ROUTED IN ACCORDANCE WITH NATIONAL ELECTRIC CODE SAFETY GUIDELINES?

COMMENTS: \_\_\_\_\_

2. IS AN UNINTERRUPTED POWER SOURCE (UPS) AND SURGE PROTECTION INSTALLED ON ALL VDT' S AND PERSONAL COMPUTERS FOR THE SAFETY OF THE OPERATOR AND PROTECTION OF THE EQUIPMENT?

COMMENTS: \_\_\_\_\_

FOR INFORMATION ON PREGNANCY CONCERNS. IMPLEMENTATION PROCEDURES. ARCHITECTURAL REVIEW PROVISIONS. ENGINEERING GRAPHIC WORK STATIONS AND PHOTOGRAMMETRIC WORK STATIONS. EXECUTIVE ORDER 88-40 SHOULD BE CONSULTED.

DATE: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_

PERSON COMPLETING SURVEY: \_\_\_\_\_

CAN BE USED FOR ANY CLAIM EXCEPT WORKERS' COMPENSATION  
NOTICE OF INCIDENT – STATE OF NEW MEXICO  
(Fill Out This Form In Detail)  
PLEASE PRINT OR TYPE

LOCATION CODE:

STATE OF NEW MEXICO – Time, Date & Place of Incident

Dept./Div. \_\_\_\_\_ Div. Address \_\_\_\_\_  
Div. Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_  
Employee Involved \_\_\_\_\_ Phone No. \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_  
Location of Incident: \_\_\_\_\_

INJURED PERSON

Full Name \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Employed By \_\_\_\_\_  
Injuries \_\_\_\_\_  
Treated By \_\_\_\_\_ Address \_\_\_\_\_

OWNER OF PROPERTY DAMAGE

Full Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_  
Description of Property Damaged \_\_\_\_\_

WITNESSES

Name	Address	Phone No.
_____	_____	_____
_____	_____	_____

DESCRIPTION OF INCIDENT (If more space is needed, use reverse side of this form)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Reported by: \_\_\_\_\_ Dept./Div. \_\_\_\_\_

**SELF INSPECTION CHECK LISTS**

These check lists are by no means all-inclusive. You should add to them or delete portions or items that do not apply to your operations. However, carefully consider each item as you come to it and then make decision.

**EMPLOYER POSTING**

Is the required OSHA workplace poster displayed in a prominent location where all employees are likely to see it?

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

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

Are signs concerning "Exiting from buildings," room capacities, floor loading, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?

Is the Summary of Occupational Illnesses and Injuries posted in the month of February?

**RECORDKEEPING**

Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 200 log?

Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date?

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

Are operating permits and records up-to-date for such items as elevators, air pressure

tanks, liquefied petroleum gas tanks, etc.?

#### SAFETY AND HEALTH PROGRAM

Do you have an active safety and health program in operation?

Is one person clearly responsible for the overall activities of the safety and health program?

Do you have a safety committee or group made up of management and labor representatives that meet regularly and report in writing on its activities?

Do you have a working procedure for handling in-house employee complaints regarding safety and health?

Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?

#### MEDICAL SERVICES AND FIRST AID

Do you require each employee to have a pre-employment physical examination?

Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?

If medical and first aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?

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

Are emergency phone numbers posted?

Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?

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

Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

#### FIRE PROTECTION

Is your local fire department well acquainted with your facilities, its location and specific hazards?

If you have a fire alarms system, is it certified as required?

If you have a fire alarm system, is it tested at least annually?

If you have interior stand pipes and valves, are they inspected regularly?

If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?

Are fire doors and shutters in good operating condition?

Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?

Are fire door and shutter fusible links in place?

Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?

Is the maintenance of automatic sprinkler 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?

#### PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

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

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

Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, 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 exist?

Are hard hats inspected periodically for damage to the shell and suspension system?

Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?

Are approved respirators provided for regular or emergency use where needed?

Is all protective equipment maintained in a sanitary condition and ready for use?

Do you have eye wash facilities and a quick Drench Shower within the work area where employees are exposed to injurious corrosive materials?

Where special equipment is needed for electrical workers is it available?

Where 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 OSHA noise standard?

Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?

#### 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 material or liquids cleaned up immediately?

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

Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc?

Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?

Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?

Are covered metal waste cans used for city and paint soaked waste?

Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?

Are paint spray booths, dip tanks, etc., cleaned regularly?

Are the minimum number of toilets and washing facilities provided?

Are all toilets and washing facilities clean and sanitary?

Are all work areas adequately illuminated?

Are pits and floor openings covered or otherwise guarded?

#### WALKWAYS

Are aisles and passageways kept clear?

Are aisles and walkways marked as appropriate?

Are wet surfaces covered with non-slip materials?

Are holes in the floor, sidewalks, and other walking surfaces repaired properly, covered or otherwise made safe?

Is there safe clearance for walking in aisles where motorized or mechanical handling



equipment is operating?

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

Are spilled materials cleaned up immediately?

Are changes of direction or elevators readily identifiable?

Are aisles or walkways that pass near moving or operating machinery, welding operation or similar operation 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 whenever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?

Are bridges provided over conveyors and similar hazards?

#### FLOOR AND WALL OPENINGS

Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?

Are toeboards installed around the edges of permanent floor 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 glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?

Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?

Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?

Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?

Are floor or wall openings in fire resistant construction provided with doors or covers compatible with the fire rating of the structure and provided with self closing feature when appropriate?

#### STAIRS AND STAIRWAYS

Are standard stair rails or handrails on all stairways having four or more risers?

Are all stairways at least 22 inches wide?

Do stairs have 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 landing filled to noising level with solid material?

Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7 ½ 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 at least 1½ 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 the width of the stairway?

Is the vertical distance between stairway landings limited to 12 feet or less?

#### ELEVATED SURFACES

Are signs posted, when appropriate, showing the elevated surface load capacity?

Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?

Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4 inch toeboards?

Is the permanent means of access and egress provided to elevated storage and work surfaces?

Is required headroom provided where necessary?

Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?

Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

#### EXITING OR EGRESS

Are all exits marked with an exit sign and illuminated by a reliable light source?

Are the directions to exits, when not immediately apparent, marked with visible signs?

Are doors, passageways or stairways, that are neither exits nor access to exit and which could not be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?

Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 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 2-hour fire-resistive construction in buildings more than four stories in height, and not less than 1-hour fire-resistive constructive elsewhere?

Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1 ft. vertical and 12 ft. 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 which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?

Are windows which 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 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 which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?

Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?

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

## PORTABLE LADDERS

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

Are 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 step of ordinary stepladders as a step?

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

Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?

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 12 inches, center to center?

## HAND TOOLS AND EQUIPMENT

Are all tools and equipment (both company and employee-owned) used by employees at their workplace in good condition?

Are hand tools such as chisels, punches, etc. 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, etc. used while using hand tools or equipment which 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 AND EQUIPMENT

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

Are power tools used with the correct shield, guard or attachment, recommended by the manufacturer?

Are portable circular saws equipped with guards above and below the base shoe?

Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?

Are rotating or moving parts of equipment guarded to prevent physical contact?

Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double insulated type?

Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc.?

Are portable fans provided with full guards or screens having openings ½ inch or less?

Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?

Are ground-fault circuit interrupters provided on all temporary electrical 15 to 20 ampere circuits, used during periods of construction?

Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

#### ABRASIVE WHEEL EQUIPMENT GRINDERS

Is the work rest used and kept adjusted to within ½ inch of the wheel?

Is the adjustable tongue on the top side of the grinder used and kept adjusted to within ½ inch of the wheel?

Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?

Are bench and pedestal grinders permanently mounted?

Are goggles or face shields always worn when grinding?

Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?

Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduct or other permanent wiring method?

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

Is each electrically operated grinder effectively grounded?

Before new abrasive wheels are mounted, are they visually inspected and ring tested?

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

Are splash guards mounted on grinders that use coolant to prevent the coolant reaching employees?

Is cleanliness maintained around grinders?

#### POWDER ACTUATED TOOLS

Are employees who operate powder-actuated tools trained in their use and carry a valid operators card?

Is each power-actuated tool stored in its own locked container when not being used?

Is a sign at least 7 inches by 10 inches with bold face type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?

Are powder-actuated tools left unloaded until they are actually ready to be used?

Are powder-actuated tools inspected for obstructions or defects each day before use?

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

#### MACHINE GUARDING

Is there a training program to instruct employees on safe methods of machine operation?

Is there adequate supervision to ensure that employees are following safe machine operating procedures?

Is there a regular program of safety inspection of machinery and equipment?

Is all machinery and equipment kept clean and properly maintained?

Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?

Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?

Is there a power shut-off switch within reach of the operator's position at each machine?

Can electric power to each machine be locked out for maintenance, repair, or security?

Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?

Are foot operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?

Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?

Are all emergency stop buttons colored red?

Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?

Are moving chains and gears properly guarded?

Are splash guards mounted on machines that use coolant to prevent the coolant from reaching employees?

Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, including nip points, rotating parts, flying chips, and sparks?

Are machinery guards secure and so arranged that they do not offer a hazard in their use?

If special hand tools are used for placing and removing material, do they protect the operator's hands?

Are revolving drums, barrels and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded?

Do arbors and mandrels have firm and secure bearings and are they free from play?

Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?

Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?

If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?

Are fan blades protected with guard having openings no larger than ½ inches, when operating within 7 feet of the floor?

Are saws used for ripping, equipped with anti-lock 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, services, adjusting or setting up operations whenever required?

Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:

Are the appropriate electrical enclosures identified?

Is means provided to assure the control circuit can also be disconnected and locked-out?

Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?

Are all equipment control valve handles provided with a means for locking-out?

Does the lock-out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?

Are appropriate employees provided with individual keyed personal safety locks?

Are employees required to keep personal control of their key(s) while they have safety locks in use?

Is it required that only the employee exposed to the hazard place or remove safety lock?

Is it required that employees check the safety of the lock-out by attempting a start up after making sure no one is exposed?

Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?

Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?

Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?

When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?

In the event that equipment or lines cannot be shut down, locked-out and tagged, is safe job procedure established and rigidly followed?



## WELDING, CUTTING AND BRAZING

Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?

Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?

Are compressed gas cylinders regularly examined for obvious signs, of defects, deep rusting, or leakage?

Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?

Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?

Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?

Are cylinders kept away from sources of heat?

Are cylinders kept away from elevators, stairs, or gangways?

Is it prohibited to use cylinders as rollers or supports?

Are empty cylinders appropriately marked and their valves closed?

Are sign reading: DANGER – NO SMOKING, MATCHES OR OPENLIGHTS, or the equivalent, posted?

Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?

Is care taken not to drop or strike cylinders?

Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?

Do cylinders without fixed wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?

Are liquefied gases stored and shipped valve-end up with valve covers in place?

Are provisions made to never crack a fuel-gas cylinder valve near sources of ignition?

Before a regulator is removed, is the valve closed and gas released from the regulator?

Is red used to identify the acetylene (and other fuel-gas) hoses, green for oxygen hose, and black for inert gas and air hose?

Are pressure-reducing regulators used only for the gas and pressures for which they are intended?

Is open circuit (No Load) voltage or arc welding and cutting machines as low as possible and not in excess of the recommended limits?

Under wet conditions, are automatic controls for reducing no load voltage used?

Is grounding of the machine frame and safety ground connections of portable machines checked periodically?

Are electrodes removed from the holders when not in use?

Is it required that electric power to the welder be shut off when no one is in attendance?

Is suitable fire extinguishing equipment available for immediate use?

Is the welder forbidden to coil or loop welding electrodes cable around his body?

Are wet machines thoroughly dried and tested before being used?

Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?

Do means for connecting cable lengths have adequate insulation?

When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?

Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?

Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?

When floors are wet down, are personnel protected from possible electrical shock?

When welding is done on metal walls, are precautions taken to protect combustibles on the other side?

Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?

Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?

Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?

Is a check made for adequate ventilation in and where welding or cutting is performed?

When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?

#### COMPRESSORS AND COMPRESSED AIR

Are compressors equipped with pressure relief valves, and pressure gauges?

Are compressor air intakes installed and equipped so as to ensure that only clean uncontaminated air enters the compressor?

Are air filters installed on the compressor intake?

Are compressors operated and lubricated in accordance with the manufacturer's recommendation?

Are safety devices on compressed air systems checked frequently?

Before any repair work is done on the pressure system of a compressor, is the pressure bled of and the system locked-out?

Are signs posted to warn of the automatic starting feature of the compressors?

Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?

Is it strictly prohibited to direct compressed air towards a person?

Are employees prohibited from using highly compressed air for cleaning purposes?

If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?

When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?

Are safety chains or others suitable locking devices used at couplings of high pressure hose lines where a connection failure would create hazard?

Before compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?

When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?

When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?

Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire explosion hazard?

#### COMPRESSOR AIR RECEIVERS

Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?

Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?

Is every air receiver provided with a drain pipe and valve at the lowest point for removal of accumulated oil and water?

Are compressed air receivers periodically drained of moisture and oil?

Are all safety valves tested frequently and at regular intervals to determine whether they

are in good operating condition?

Is there a current operating permit used by the Division of Occupational Safety and Health?

Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

#### COMPRESSED GAS CYLINDERS

Are cylinders with a water weight capacity over 30 pounds, equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?

Are cylinders legibly marked to clearly identify the gas contained?

Are compressed gas cylinders stored in areas 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 subjects to tampering by unauthorized persons?

Are cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling or

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 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 services?

Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

#### HOIST AND AUXILLARY EQUIPMENT

Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?

Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?

Is the rated load of each hoist legibly marked and visible to the operator?

Are stops provided at the safe limits of travel for trolley hoist?

Are the controls of hoist plainly marked to indicate the direction of travel or motion?

Is each cage-controlled hoist equipped with an effective warn device?

Are closed-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave groves?

Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times?

Are nip points or contact points between hoist ropes and sheaves which are permanently located within seven feet of the floor, ground, or working platform, guarded?

Is it prohibited to use chains or rope slings that are kinked or twisted?

Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling?

Is the operator instructed to avoid carrying loads over people?

#### INDUSTRIAL TRUCKS – FORKLIFTS

Are only employees who have been trained in the proper use of hoists allowed to operate them?

Are only trained personnel allowed to operate industrial trucks?

Is substantial overhead protective equipment provided on high lift rider equipment?

Are the required lift truck operating rules posted and enforced?

Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting?

Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?

Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?

Will the industrial trucks' parking brake effectively prevent the vehicle from moving when unattended?

Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?

Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator released his or her grip on the device that controls the travel?

Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?

#### SPRAYING OPERATIONS

Is adequate ventilation assured before spray operations are started?

Is mechanical ventilation provided when spraying operations is done in enclosed areas?

When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?

Is the spray area free of hot surfaces?

Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?

Are portable lamps used to illuminate spray areas suitable for use in hazardous location?

Is approved respiratory equipment provided and used when appropriate during spraying operations?

Do solvents used for cleaning have a flash point to 100°F or more?

Are fire control sprinkler heads kept clean?

Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?

Is the spray area kept clean of combustible residue?

Are spray booths constructed of metal, masonry, or other substantial noncombustible material?

Are spray booth floors and baffles noncombustible and easily cleaned?

Is infrared drying apparatus kept out of the spray area during the spraying operations?

Is the spray booth completely ventilated before using the drying apparatus?

Is the electric drying apparatus properly grounded?

Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?

Are the electric motors for exhaust fans placed outside booths or ducts?

Are belts and pulleys inside the booth fully enclosed?

Do ducts have access doors to allow cleaning?

Do all drying spaces have adequate ventilation?

#### ENTERING CONFINED SPACES

Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics before entry?

Are all lines to the confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?

Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?

Is either natural or mechanical ventilation provided prior to confined space entry?

Are appropriate atmospheric tests performed to check oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?

Is adequate illumination provided for the work to be performed in the confined space?

Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?

Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in the progress, sound an alarm if necessary, and render assistance?

Is the standby employee appropriately trained and equipped to handle an emergency?

Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of any emergency?

Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?

Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?

Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches kept only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?

If employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, etc., in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?

Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?

Is each confined space checked for decaying vegetation or animal matter which may produce methane?

Is the confined space checked for possible industrial waste which could contain toxic properties?

If the confined space is below 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, caustics, etc.?

Is employee exposure to chemicals in the workplace kept within acceptable levels?

Can a less harmful method or produce 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, 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 grinder, saws, and other machines that produce respirable dust vented to an industrial collector or central exhaust system?

Are all local exhaust ventilation systems designed and operating properly such as air flow and volume necessary for the application, ducts not plugged or belt 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 conditions 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 vests?

Are exhaust stacks and air intakes so located that contaminated air will not be recirculated within a building or other enclosed area?

Is equipment producing ultra-violet radiation properly shielded?

#### FLAMMABLE AND COMBUSTIBLE MATERIALS

Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?

Is proper storage practiced to maximize 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, etc.)?

Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?

Do storage rooms for flammable and combustible liquids have explosion-proof lights?

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 no smoking signs posted on liquefied petroleum gas tanks?

Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?

Are all solvent wastes, and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?

Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?

Are firm separators placed between container of combustibles for flammables, when stacked one upon another, to assure their support and stability?

Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistance

barriers, etc., while in storage?

Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?

Class A	Ordinary combustible material fires.
Class B	Flammable liquid, gas or grease fires.
Class C	Energized-electric equipment fires.

Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?

Are extinguishers free from obstructions or blockage?

Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?

Are all extinguishers fully charged and in their designated places?

Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switch boards and equipment?

Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?

Are safety cans used for dispensing flammable 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 result of falling, emptying, or atmosphere temperature changes?

Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?

Are "NO SMOKING" rules enforced in areas involved storage and use of hazardous materials?

#### HAZARDOUS CHEMICAL EXPOSURE

Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?

Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustic, 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 (gloves, eye protection, respirators, etc.)?

Are all containers, such as vats, storage tanks, etc., labeled as to their contents, e.g., "CAUSTICS"?

Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)?

Are flammable or toxic chemicals kept in closed containers when not in use?

Are chemical piping systems clearly marked as to their content?

Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipe lines is adequate means readily available for neutralizing or disposing of spills or overflows property and safety

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 used 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 limitation 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 medical or biological monitoring system in operation?

Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?

Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, etc.?

Whenever possible are hazardous substances handled in properly designed and exhausted booths or similar locations?

Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, 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 degreasing, 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?

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

Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?

If internal combustion engines are used, is carbon monoxide kept within acceptable levels?

Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean-up?

Are materials which give off toxic asphyxiate, 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 Material Safety Data Sheets (MSDS), labeling, and employee training?

Is each container for a hazardous substance (i.e. vats, bottles, storage tanks, etc.) labeled with product identity and hazard warning (communication of the specific health hazards and physical hazards)?

Is there a Material Safety Data Sheet readily available for each hazardous substance used?

Is there an employee training program for hazardous substances?

Does the program include:

1. An explanation of what an MSDS is and how to use and obtain one.
2. MSDA contents for each hazardous substance or class of substances.
3. Explanation of "Right to Know"
4. Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas.
5. The physical and health hazards of substances in the work area, and specific protective measures to be used.
6. Details of the hazard communication program including how to use the labeling system and MSDS's.

#### ELECTRICAL

Do you specify compliance with 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 electric 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 electric tools and equipment grounded or of the double insulated type?

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

Do extension cords being used have a grounded conductor?

Are multiple plug adaptors prohibited?

Are grounded-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations, or excavations are being performed?

Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?

Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?

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, equipment, etc., and is the cord jacket securely held in place?

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

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

Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls, etc.) 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 areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?

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

Are disconnected means always opened before fuses are replaced?

Do all interior wiring systems include provisions for grounding metal parts of electrical raceways and enclosures securely fastened in place?

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 probable injury from inadvertent starting?

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

Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?

Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?

Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardio-pulmonary 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 85dBA?

Is there an ongoing preventive health program to educate employees in: safe levels of noise, exposures; effects of noise on their health; and the use of personal protection?

Have work areas where noise levels make voice communication between employees difficult been identified and posted?

Are noise levels being measured using a sound level meter or an octave band analyzer and records being kept?

Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined to not be feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposure to noise?

Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?

Have you tried isolating noisy machinery from the rest of your operation?

If you use ear protectors, are employees properly fitted and instructed in their use?

Are employees in high noise areas given periodic audiometric testing to ensure that you have an effective hearing protection system?

## FUELING

Is it prohibited to fuel an integral combustion engine with a flammable liquid while the engine is running?

Are fueling operations done in such a manner that likelihood of spillage will be minimal?

When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?

Are fuel tank caps replaced and secured before starting the engine?

In fueling operations, is there always metal contact between the container and the fuel tank?

Are fueling hoses of a type designed to handle the specific type of fuel?

Is it prohibited to handle or transfer gasoline in open containers?

Are open lights, open flames, or sparking, or arcing equipment prohibited near fueling or transfer of fuel operations?

Is smoking prohibited in the vicinity of fueling operations?

Are fueling operators prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?

Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

## IDENTIFICATION OF PIPING SYSTEMS

When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?

When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?

When pipelines are identified by color painting, are all visible parts of the line so identified?

When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?

When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?

When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?

When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?

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

#### MATERIAL HANDLING

Is there safe clearance for equipment through aisles and doorways?

Are aisle ways 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 of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?

Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?

Are trucks and trailers secured from movement during loading and unloading operations?

Are dock plates and loading ramps constructed and maintained with 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 handles from falling off?

Are chutes and gravity roller sections firmly placed or secured to prevent displacement?

At the delivery end of the rollers or chutes, are provisions made to break the movement of the handles 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 materials 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 EMPLOYEE AND MATERIALS

Do employees who operate vehicles on public thoroughfares have valid operator's licenses?

When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?



Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?

When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?

Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?

Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?

Are employee transport vehicles equipped at all times with at least two reflective type flares?

Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?

When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?

Are employees prohibited from riding on top of any load which can shift, topple, or otherwise become unstable?

#### CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

Is the volume and velocity of air in each exhaust system sufficient to gather the dust, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?

Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?

Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?

Where two or more different type of operations are being controlled through the same exhaust system, will the combination of substances being controlled, constitute a fire, explosion or chemical reaction hazard in the duct?

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

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

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

#### SANITIZING EQUIPMENT AND CLOTHING

Is personal protective clothing or equipment that employees are required to wear or use, of a type capable of being cleaned easily and disinfected?

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

Are machines and equipment, which process, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?

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

When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?

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

When equipment, materials, or other items are taken into or removed from a carcinogen regulated area, is it done in a manner that will contaminate non-regulated areas or the external environment?

#### TIRE INFLATION

Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced?

Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced?

Does each tire inflation hose have a clip-on check with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?

Does the tire inflation control valve automatically shutoff the air flow when the valve is released?

Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?

Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?

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Reference:**