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Cal-OSHA Injury and Illness Prevention Program

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With **Affordable Safety Training**, **safety doesn't have to be expensive.**

Valued Customer,

Thank you for selecting Affordable Safety Training safety solutions for your business. This program will provide the structure for your company's Cal OSHA Injury and Illness Prevention Program. Please follow these simple instructions:

1. Review the Cal-OSHA Injury and Illness Prevention Program regulations.
<http://www.dir.ca.gov/Title8/3203.html>
2. Review the program template. Update the Grey Marked Fields with information that is specific to your company.
3. Review your program. Do not be afraid to make modifications to make it more applicable to your business. Make sure that the program reflects the procedures, policies, and hazards of your business. Once completed, delete this cover page.

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SAMPLE

Purpose

(Company Name) is committed to providing a safe and healthy workplace for all employees, contractors, and visitors. The purpose of this program is to outline the company policies and procedures to ensure that every employee goes home safe and healthy every day. It is the intent of this company to comply with all laws and regulations regarding safety and health. Our safety and health program will include:

1. Providing mechanical and physical safeguards to the maximum extent possible.
2. Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
3. Training all employees in good safety and health practices.
4. Providing necessary personal protective equipment, and instructions for use and care.
5. Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
6. Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it will not happen again.
7. Setting up a system of recognition and awards for outstanding safety service or performance.

The responsibilities for this program are shared as follows:

1. The employer accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
2. Supervisors are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
3. Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program-including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

It is the responsibility of supervisors to:

1. To make sure that all employees work in accordance with the requirements of this program.
2. To ensure that all employees receive the required safety training before starting work.
3. To make sure that the employees utilize the required personal protective equipment.
4. To have regular safety meetings where safe work practices are reviewed and concerns are discussed.
5. To assist the plan administrator in investigating safety incidents.
6. To coordinate with management on safety issues.

Employees

Employees have the following responsibilities.

1. To complete required safety training before starting work.
2. To work in accordance with the requirements of this program.
3. To use all required personal protective equipment.
4. To stop work immediately if any safety deficiencies are indentified.
5. To immediately report any safety issues to a supervisor.

Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Management and supervisors will enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following directives, policies and procedures, and for maintain a safe and healthful working environment.

Informing Workers

All workers will review the company injury and illness prevention plan at the following times:

1. During new employee orientation.
2. Whenever there is a change in the plan.
3. Whenever the company determines that workers are not working in compliance with the program.
4. At least annually.

The plan administrator will make sure that the plan is reviewed at the required times, and maintain a record that includes the employees name, signature, and the date that they reviewed it.

Evaluating Safety Performance

The safety compliance of all workers will be evaluated as a part of the periodic performance reports. This will appear as a separate line item on their evaluation. Any

employee who is determined to have substandard safety practices will be referred to the plan administrator for retraining. The scores on their safety evaluation will be included as part of the determination for pay, bonuses, and promotions.

Employee Recognition

The company believes that a great safety culture can be achieved with positive reinforcement and employee recognition. When an employee demonstrates outstanding safety practices, or makes significant contributions to improving company safety and health, they will be recognized. This recognition will be in one or more of the following forms:

1. Safe Worker of the Month, Quarter, or Year.
2. Higher scores on their performance evaluations.
3. Recognition in a companywide email.
4. Additional time off.
5. Increased compensation or bonuses.
6. Awards and prizes.

Company Disciplinary Policy

Violations of the company safety policies are a serious matter. The company expects every employee to abide by this policy and use safe work practices. Employees who willfully violate this policy will be disciplined as follows:

1. First Violation – Verbal Warning. The supervisor will provide a verbal warning to employees.
2. Second Violation – Written Warning. The employee will receive a formal warning and have a record of it placed in the employee file.
3. Third Violation – Termination of Employment. The worker will be immediately fired.

This is the general order of discipline. However, if the violations are serious enough, any step may be skipped. Mandatory time off from work may be included in the disciplinary action. Workers that willfully violate safety policies that put other employees in harm will be fired immediately.

Communication

Open, two way communications between management and employees on health and safety issues is an essential part of maintaining a safe and healthy workplace. The company will provide translated material and communications to employees who require it. We encourage employees to provide their feedback. Workers can communicate their questions and concerns, free from fear of reprisal. The company has established several methods for communicate with employees.

New Employee Orientation

Step 3 - Describe the Hazards

The hazards in each step of the work process should be identified and described. The assessor should consider what could go wrong during this process that may expose workers to hazards. The assessor should be mindful of less commonly thought of hazards, such as repetitive motion and ergonomics.

Step 4 - Identify Control Measures

The assessor should list recommended control measures for dealing with the hazards identified in each step. The control measures must follow the hazard management priority as identified in this program. The control measures must eliminate the hazard or fully protect employees from that hazard. The control measures are recommendations. Management will have the final decision on control measures once the hazard analysis is submitted.

Step 5 - Review, Submit And Implement

Once the job hazard analysis is completed, it must be submitted to management. The JSAs will be reviewed and logged for future reference. Once reviewed, management will take the appropriate actions. The assessor should follow up on their recommendations to make sure the hazards they have identified were mitigated.

Frequency of Assessments

Hazards assessments will be performed (enter frequency here) and at the following times:

1. When the IIP Program is initially established.
2. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.
5. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
6. Whenever workplace conditions warrant an inspection.
7. When determined necessary by employees, supervisors, or management.

Hazard Assessment Checklists

In addition to the normal job hazard assessment procedure, employees performing these analyses will complete the job hazard checklists that are included with this procedure, to ensure that safe work practices are being followed. These periodic inspections must be performed (enter frequency). These checklists will be completed, signed, and filed as part of the company safety documentation program.

Hazard Assessment Checklist Functional Areas

The following hazard assessment checklists have been assigned to the functional areas listed in the chart. An “X” has been added to the functional areas that have been assigned that particular hazard checklist.

	Area	Area	Area	Area	Area	Area	Area	Area
Hazard Checklist								
General Work Environment								
PPE & Clothing								
Walkways								
Floor & Wall Openings								
Stairs & Stairways								
Elevated Surfaces								
Exiting or Egress								
Exit Doors								
Portable Ladders								
Hand Tools & Equipment								
Portable (Power Operated) Tools & Equipment								
Abrasive Wheel Equipment Grinders								
Powder Actuated Tools								
Machine Guarding								
Lockout Blockout Procedures								
Welding, Cutting & Brazing								
Compressors & Compressed Air								
Compressed Air Receivers								
Compressed Gas & Cylinders								
Hoist & Auxiliary Equipment								
Industrial Trucks - Forklifts								
Spraying Operations								
Entering Confined Spaces								
Environmental Controls								
Flammable & Combustible Materials								
Fire Protection								
Hazardous Chemical Exposures								
Hazardous Substances Communication								
Electrical								
Noise								
Fueling								
Identification of Piping Systems								
Material Handling								
Transporting Employees & Materials								
Control of Harmful Substances By Ventilation								

Sanitizing Equipment & Clothing								
Tire Inflation								
Emergency Action Plan								
Infection Control								
Ergonomics								
Ventilation For Indoor Air Quality								
Crane Checklist								

Correcting Unsafe or Unhealthy Conditions

Every employee has the authority and responsibility to take action when work hazards are identified. The company urges employees to err on the side of caution. If there is any doubt, there is no doubt – stop work and notify a supervisor.

Unsafe or unhealthy work conditions, practices and procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When it is observed or discovered.
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, the company will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.

All actions taken and their date will be documented on the appropriate forms. These forms will be stored with the company hazard assessment and correction files.

Safety Time-Outs

A safety time out is a phrase that is used to call for an immediate stop of all work due to an identified unsafe condition. Every employee in the company has the authority to call a safety time out.

Employees who spot an immediately hazardous unsafe condition can call a safety time out by:

1. Calling out “Safety Time Out!” so that everyone can hear, or announcing it on the radio or other communication systems.
2. Directing employees away from the identified hazard.
3. Immediately notifying a supervisor of the hazard.

When employees hear a safety time out called, they will:

1. Immediately stop work.
2. Place whatever machine or equipment they were using in a safe condition.
3. Take whatever action required to avoid the hazard.
4. Look to a supervisor for further instruction.

12. Prepare a report of the incident, and submit it to management and the safety committee.

Training and Instruction

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

1. When the IPP program is first established.
2. To all new workers.
3. To workers given new job assignments for which training was not previously provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the company is made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which workers under the immediate direction and control may be exposed.
7. To all workers with respect to hazards specific to each employee's job assignment.
8. Whenever an employee demonstrates deficiency in a certain area.
9. As required by company safety and health programs.

List of Training Subjects

Our workers will be trained, as required, on the following subjects:

1. The requirements of the company injury and illness prevention plan.
2. The company emergency action plan.
3. The company fire prevention plan.
4. The procedure for reporting unsafe conditions.
5. The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
6. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
7. The availability of toilet, hand-washing and drinking water facilities.
8. Provisions for medical services and first aid including emergency procedures.
9. The company code of safe work practices.
10. Confined spaces.
11. Safe practices for operating any agricultural equipment.
12. Good housekeeping, fire prevention, safe practices for operating any construction equipment.
13. Safe procedures for cleaning, repairing, servicing, and adjusting equipment and machinery.
14. Safe access to working areas.
15. Protection from falls.

16. Electrical hazards, including working around high voltage lines.
17. Crane operations.
18. Trenching and excavation work.
19. Proper use of powered tools.
20. Guarding of belts and pulleys, gears and sprockets, and conveyor nip points.
21. Machine, machine parts, and prime movers guarding.
22. Lock-out/tag-out procedures.
23. Materials handling.
24. Chainsaw and other power tool operation.
25. Tree falling, bucking procedures and precautions, including procedures for recognizing and working with hazard trees, snags, lodged trees, and unsafe weather conditions.
26. Yarding operations, including skidding, running lines, unstable logs, rigging and communication.
27. Landing and loading areas, including release of rigging, landing layout, moving vehicles and equipment, and log truck locating, loading and wrapping.
28. Fall protection from elevated locations.
29. Use of elevated platforms, including condors and scissor lifts.
30. Safe use of explosives.
31. Driver safety.
32. Slips, falls, and back injuries.
33. Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time.
34. Personal protective equipment.
35. Respiratory Equipment.
36. Hazardous chemical exposures.
37. Hazard communication.
38. Physical hazards, such as heat/cold stress, noise, and ionizing and non-ionizing radiation.
39. Laboratory safety.
40. Bloodborne pathogens and other biological hazards.
41. (Enter more subjects here.)

Recordkeeping

Accurate recordkeeping is an important part of the company injury and illness prevention plan. This policy covers recordkeeping for hazard assessment inspections and training. The company policies and procedures for injury and illness recordkeeping are maintained in a separate policy.

Records of Hazard Assessments and Inspections

A record of the hazard assessment inspections, including the persons conducting the inspection, the unsafe conditions and work practices identified, and the corrective action taken will be recorded on the hazard assessment and record form. Completed records for

will be kept for at least one year. This information will be made available to employees or designated representatives.

Records of Employee Safety Training

Documentation of safety and health training for each worker will include the:

1. Workers name.
2. Date of training.
3. Type(s) of training.
4. Training provider.
5. Other required information.

Records relating to working training provided by a construction industry occupational safety and health program approved by Cal-OSHA will also be kept. Training records will be kept for the duration of the workers employment.

Program Evaluation

Any changes to the company injury and illness prevention program shall be approved by management. The program will be reviewed annually and every time an event occurs that causes the company to doubt the effectiveness of the program. All employees will be notified of and trained on changes in this program. A copy of this program will be made available to every employee.

Appendix

Hazard Assessment Checklist

General Work Environment			
Inspector:			Date:
Item	Yes	No	Notes
Are all worksites clean and orderly?			
Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?			
Are all spilled materials or liquids cleaned up immediately?			
Is accumulated combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings?			
Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?			
Is metallic or conductive dust prevented from entering or accumulation on or around electrical enclosures or equipment?			
Are covered metal waste cans used for oily and paint-soaked waste?			
Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?			
Are paint spray booths, dip tanks and the like cleaned regularly?			
Are the minimum number of toilets and washing facilities provided?			
Are all toilets and washing facilities clean and sanitary?			
Are all work areas adequately illuminated?			
Are pits and floor openings covered or otherwise guarded?			

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

Walkways			
Inspector:			Date:
Item	Yes	No	Notes
Are aisles and passageways kept clear?			
Are aisles and walkways marked as appropriate?			
Are wet surfaces covered with non-slip materials?			
Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?			
Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?			
Are spilled materials cleaned up immediately?			
Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?			
Are changes of direction or elevations readily identifiable?			
Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?			
Is adequate headroom provided for the entire length of any aisle or walkway?			
Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?			
Are bridges provided over conveyors and similar hazards?			

Floor & Wall Openings			
Inspector:		Date:	
Item	Yes	No	Notes
Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?			
Are toe boards installed around the edges of a permanent floor opening (where persons may pass below the opening)?			
Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?			
Is the glass in windows, doors, glass walls that are subject to human impact, of sufficient thickness and type for the condition of use?			
Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?			
Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?			
Are manhole covers, trench covers and similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?			
Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self-closing feature when appropriate?			

Portable Ladders			
Inspector:		Date:	
Item	Yes	No	Notes
Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?			
Are non-slip safety feet provided on each ladder?			
Are non-slip safety feet provided on each metal or rung ladder?			
Are ladder rungs and steps free of grease and oil?			
Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?			
Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?			
Are employees instructed to face the ladder when ascending or descending?			
Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?			
Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?			
When portable rung ladders are used to gain access to elevated platforms, roofs, and the like does the ladder always extend at least 3 feet above the elevated surface?			
Is it required that when portable rung or cleat type ladders are used the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?			
Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?			
Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?			
Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?			
Are metal ladders inspected for damage?			
Are the rungs of ladders uniformly spaced at 12 inches, center to center?			

Hand Tools & Equipment			
Inspector:		Date:	
Item	Yes	No	Notes
Are all tools and equipment (both, company and employee-owned) used by employees at their workplace in good condition?			
Are hand tools such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?			
Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?			
Are worn or bent wrenches replaced regularly?			
Are appropriate handles used on files and similar tools?			
Are employees made aware of the hazards caused by faulty or improperly used hand tools?			
Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment that might produce flying materials or be subject to breakage?			
Are jacks checked periodically to assure they are in good operating condition?			
Are tool handles wedged tightly in the head of all tools?			
Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?			
Are tools stored in dry, secure location where they won't be tampered with?			
Is eye and face protection used when driving hardened or tempered spuds or nails?			

Portable (Power Operated) Tools & Equipment			
Inspector:		Date:	
Item	Yes	No	Notes
Are grinders, saws, and similar equipment provided with appropriate safety guards?			
Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?			
Are portable circular saws equipped with guards above and below the base shoe?			
Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?			
Are rotating or moving parts of equipment guarded to prevent physical contact?			
Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?			
Are effective guards in place over belts, pulleys, chains, and sprockets, on equipment such as concrete mixers, air compressors, and the like?			
Are portable fans provided with full guards or screens having openings 1/2 inch or less?			
Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?			
Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?			
Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?			

Abrasive Wheel Equipment Grinders			
Inspector:		Date:	
Item	Yes	No	Notes
Is the work rest used and kept adjusted to within 1/8 inch of the wheel?			
Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 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 conduit 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 splashguards mounted on grinders that use coolant, to prevent the coolant reaching employees?			
Is cleanliness maintained around grinder?			

Powder Actuated Tools			
Inspector:		Date:	
Item	Yes	No	Notes
Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?			
Do the powder-actuated tools being used have written approval of the Division of Occupational Safety and Health?			
Is each powder-actuated tool stored in its own locked container when not being used?			
Is a sign at least 7" by 10" with bold 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 tools operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?			

Machine Guarding			
Inspector:		Date:	
Item	Yes	No	Notes
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 all moving chains and gears properly guarded?			
Are splashguards mounted on machines that use coolant, to prevent the coolant from reaching employees?			
Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?			
Are machinery guards secure and so arranged that they do not offer a hazard in their use?			

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 bracing operations protected with personal protective equipment and clothing?			
Is a check made for adequate ventilation in and where welding or cutting is preformed?			
When working in confined places are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency			

SAMPLE

Compressors & Compressed Air			
Inspector:		Date:	
Item	Yes	No	Notes
Are compressors equipped with pressure relief valves, and pressure gauges?			
Are compressor air intakes installed and equipped 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 recommendations?			
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 off and the system locked-out?			
Are signs posted to warn of the automatic starting feature of the compressors?			
Is the belt drive system totally enclosed to provide protection for the 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 use personal protective equipment?			
Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?			
Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?			
When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?			
When compressed air is used to inflate auto tires, is a clip-on chuck and 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 or explosion hazard?			

Ventilation For Indoor Air Quality			
Inspector:		Date:	
Item	Yes	No	Notes
Does your HVAC system provide at least the quantity of outdoor air required by the State Building Standards Code, Title 24, Part 2 at the time the building was constructed?			
Is the HVAC system inspected at least annually, and problems corrected?			
Are inspection records retained for at least 5 years?			

SAMPLE

Crane Checklist			
Inspector:		Date:	
Item	Yes	No	Notes
Are the cranes visually inspected for defective components prior to the beginning of any work shift?			
Are all electrically operated cranes effectively grounded?			
Is a crane preventive maintenance program established?			
Is the load chart clearly visible to the operator?			
Are operating controls clearly identified?			
Is a fire extinguisher provided at the operator's station?			
Is the rated capacity visibly marked on each crane?			
Is an audible warning device mounted on each crane?			
Is sufficient illumination provided for the operator to perform the work safely?			
Are cranes of such design, that the boom could fall over backward, equipped with boomstops?			
Does each crane have a certificate indicating that required testing and examinations have been performed?			
Are crane inspection and maintenance records maintained and available for inspection?			

Hazard Assessment and Correction Record

Inspector:	Date:
Location or Work Area:	
Unsafe Condition or Work Practice	
Description:	
Correction Action Taken	
Description:	

Inspector:	Date:
Location or Work Area:	
Unsafe Condition or Work Practice	
Description:	
Correction Action Taken	
Description:	

Inspector:	Date:
Location or Work Area:	
Unsafe Condition or Work Practice	
Description:	
Correction Action Taken	
Description:	

Accident/Exposure Investigation Report

Name:	Date:
Accident Information	
Date of Accident:	Time of Accident:
Location of Accident:	
Accident Description:	
Employees Involved:	
Corrective Action	
Preventative Action Recommendations:	
Corrective Actions Taken:	
Manager Responsible:	Date:

Worker Training and Instruction Record

[illegible]