

SUPERVISOR SAFETY RESPONSIBILITIES



MINNESOTA STATE UNIVERSITY
MOORHEAD®

Table of Contents

Incident Reporting & Investigation.....	3
Asbestos	4
Bloodborne Pathogen Awareness	5
Chemical Safety - Hazard Communications.....	7
Compressed Gas Safety	8
Confined Space Program.....	9
Electrical Safety.....	10
Elevated Work Surfaces/Fall Protection.....	11
Forklift Operation and Safety	12
Hand and Power Tool Safety	13
Hearing Conservation.....	14
Ladder Safety	15
Lead	16
Lockout of Hazardous Energy (Lockout – Tagout).....	17
Machine Safety	18
Personal Protective Equipment	19
Pesticide Use and Safety	20
Safety and Health Training.....	21
Safety Inspections.....	22

Incident Reporting & Investigation

Scope

This section applies when there has been a workplace incident. *Incident/Injury/Illness Data Form* (IDF, this form replaced the *First Report of Injury* or FRI) are completed for all occupational illnesses and any incidents involving MSUM employees, including student employees.

Purpose

Supervisors are to report, evaluate, and when necessary investigate all work-related incidents. The reporting and investigation of incidents is required by state regulations and is an essential part of the University's incident prevention program. The goal of an investigation is not to find blame, but to identify the factors contributing to the incident and implement corrective action.

Supervisors Responsibilities

Incident Reporting: Supervisors are to follow directions on the Supervisor's Injury/Illness/Incident Reporting & Workers' Compensation Checklist to document incidents and/or a potential work-related injury or illness for purposes of workers' compensation. The checklist as well as all other forms and information can be found on the Human Resources website:

<http://www.mnstate.edu/humanresources/workerscompensation.aspx> . All forms and information should be submitted to the Human Resources Worker's Compensation Coordinator as soon as possible but no later than within 24 hours.

Work related injuries may require regulatory reporting to MNOSHA. Notify the Worker's Compensation Coordinator **as soon as possible** of any serious, life threatening, or fatal injuries or events that result in multiple hospitalizations. Not reporting within the required time periods may result in monetary penalties.

Training Requirements

Supervisors are to train new employees to report all incidents during new employee safety orientation.

Recordkeeping Requirements

- Worker's Compensation Information and Privacy Statement
- Employee Statement Regarding Injury/Illness/Incident
- Incident/Injury Illness Data Form
- Agency Claims Investigation
- Leave Supplement Form

Asbestos

Scope

This section applies to employees who do construction, maintenance and custodial work. It also applies to employees who might disturb or damage possible asbestos containing materials (ACM).

Purpose

MSUM's asbestos program is designed to prevent accidental exposures to asbestos and to ensure that asbestos is handled according to state and federal regulations.

Supervisors Responsibilities

Supervisors need to inform employees of possible asbestos containing materials and hazards that they may encounter during the course of their job. Possible asbestos materials include pipe insulation, boiler insulation, duct insulation, floor tiles, linoleum, ceiling tiles, fireproofing, popcorn ceilings, roofing, lab countertops, fume hoods, mastic, putty, etc. Please contact the Physical Plant's Asbestos Coordinators or Environmental Health & Safety (EHS) to have materials sampled to determine if they are ACM.

Supervisors need to ensure that their employees do not disturb, remove or damage possible asbestos containing materials. Asbestos exposure could occur while moving suspended ceiling tiles, buffing floor tiles, renovating part of a building. If you are unsure if a material contains asbestos or of proper work procedures, please contact EHS.

Training Requirements

All employees who might accidentally disturb scrape or otherwise damage any possible asbestos containing building material need to have annual asbestos awareness training. Training is conducted through EHS.

Recordkeeping Requirements

- Training records are to be maintained at EHS.
- Records should be kept for length of employment plus 30 years.

Bloodborne Pathogen Awareness

Scope

This section applies to facilities employees in providing a guideline and safe handling procedures to those who may have the potential for accidental exposure to bloodborne pathogens.

Purpose

The purpose of bloodborne pathogen awareness is to provide a basic understanding of bloodborne pathogens, common modes of their transmission, methods of prevention, and other pertinent information. The chance of being directly exposed to bloodborne pathogens is small. However, that small chance is reduced considerably more with awareness training and a few safety precautions.

Supervisor's Responsibilities

Supervisors are to ensure their employees comply with the following provisions of the Bloodborne Pathogens Exposure Control Plan:

- Universal precautions will be observed and appropriate personal protective equipment worn by all employees in order to prevent contact with blood or other potential infectious material (OPIM).
- Best management practices will be implemented to eliminate or minimize exposure of employees in high risk areas. Supervisors can accomplish this by identifying tasks which could potentially place their employees in contact with bloodborne pathogens and developing standard operating procedures for all hazardous tasks or activities.
- Employees who encounter improperly disposed needles must notify their supervisor, who in turn will contact EHS. Additionally, the appropriate authorities at the location shall be notified.
- Any contaminated work surfaces, tools, objects, etc. will be decontaminated immediately or as soon as feasible after any spill of blood or other OPIM.
- All biohazard waste will be disposed of properly through EHS.
- Laundry contaminated with blood or OPIM will be handled as little as possible and will be reported to EHS.

Training Requirements

Employees assigned to clean up body fluids, handle potentially contaminated laundry, decontaminate any work surfaces, etc. should receive annual awareness training. Employees who can reasonably anticipate contact with free flowing blood and/or other OPIM as part of their job duties must receive additional training from their supervisor or by contacting EHS.

Recordkeeping

Training records are to be maintained at EHS.

Chemical Safety - Hazard Communications

Scope

This section applies to all supervisors with employees using hazardous chemicals in a non-laboratory workplace. A chemical is considered hazardous if it can cause injury or illness. To determine if a chemical is hazardous, refer to the label, safety data sheet or contact EHS. Employees working in laboratories should refer to the Chemical Hygiene Plan or their Laboratory Safety Manual for chemical safety information.

Purpose

To implement a written program to communicate information on how to use chemicals safely.

Supervisor's Responsibilities

Supervisors are to ensure that chemicals are used safely by implementing and following the MSUM Employee Right-to-Know Program. The program describes at a minimum the supervisor is responsible for:

- Maintaining an inventory of all chemicals in the workplace.
- Ensuring that all chemical containers are labeled with a minimum of the product identity and associated hazards.
- Ensuring a safety data sheet for each chemical is accessible to employees.
- Annual employee training.

Training Requirements

Supervisors should ensure employees using chemicals receive information and training on the following:

- The requirements of the hazard communication standard.
- The location of the MSUM written program, safety data sheets and chemical list.
- The location of hazardous chemicals in the workplace.
- How to read and understand chemical container labels and safety data sheets.
- The hazards of chemicals in the workplace including symptoms and effects of overexposure.
- How detect hazardous chemicals in the workplace.
- The methods (i.e., personal protective equipment, ventilation, etc.) the department has implemented to control chemical exposures.

Recordkeeping Requirements

- The written program, chemical lists and safety data sheets should be maintained in a location known and accessible to affected employees.
- Training records are to be maintained at EHS.

Compressed Gas Safety

Scope

This section applies to supervisors with employees who use, store, or transport compressed gas cylinders.

Purpose

These requirements are designed to prevent accidental illness, injury or death resulting from hazards associated with the use and storage of compressed gas cylinders.

Supervisor's Responsibilities

Supervisors are to ensure employees safely handle and store compressed gas cylinders. Hazards of compressed gas cylinders include explosion, release of toxic gases, oxygen deficiency due to oxygen displacement by the release of non-toxic gases, and physical injuries as the result of a falling cylinder or damage to the cylinder, causing it to become a dangerous projectile.

The supervisor must ensure the following:

- All compressed gas cylinders must be secured in an upright position by an approved method that will prevent the cylinder from falls or knock overs.
- All cylinders need to be clearly labeled to identify the contents.
- Compressed gases are to be used and stored in areas with adequate ventilation and away from heat and flames.
- Valve protection caps are required to be on cylinders that are not in use.
- Manual transportation of cylinders must be done with a cylinder cart or hand truck, and the cylinders must be secured during transportation.
- The cylinders should be inspected often for defects or leakage.
- Empty cylinders should be segregated and marked "EMPTY" or "MT".

Training Requirements

The supervisor should discuss the hazards, first-aid requirements, and safety precautions of compressed gas cylinders with personnel who work with the cylinders.

Recordkeeping Requirements

- Applicable SDS's must be available.
- All gases used in the cylinders should be included in the work area's chemical inventory.
- Training records are to be maintained at EHS.

Confined Space Program

Scope

This section applies to supervisors with employees who may enter confined spaces to perform maintenance and service activities.

Purpose

To implement the MSUM Confined Space Entry and Rescue Program and prevent employee exposure to dangerous air contamination and/or oxygen deficiency within confined spaces such as tanks, ducts, sewers, boilers, vaults, pits, crawl spaces, and tunnels .

Supervisor's Responsibilities

- Ensure that all employees expected to work in *permit required* confined spaces have received confined space training.
- Ensure that proper entry procedures are followed and that personnel understand and comply with safety requirements.
- Report to EHS the existence of locations in their work space that may be considered a confined space so they can be evaluated and labeled if required.
- Ensure that all employees who might enter a *non-permit* confined space have confined space awareness training.

Training

- Supervisors ensure that all employees who enter permit required confined spaces have appropriate training to fulfill the employees assigned role in a confined space entry (entry supervisor, entrant, or attendant).

Recordkeeping Requirements

Training records are to be maintained at EHS.

Electrical Safety

Scope

This section applies to all supervisors who are in charge of employees that work with or around electrical equipment.

Purpose

The purpose of electrical equipment safety is to prevent injuries and accidents from electrical shock.

Supervisor's Responsibilities

- Ensure that all electrical equipment is maintained in safe condition and has the proper safeguards and warning signs.
- Ensure that employees who perform electrical work wear the proper personal protective equipment (PPE) and follow appropriate safety procedures including lockout-tagout procedures.

Training Requirements

Employees who face higher than normal risks of electrical accidents are to be trained in the following:

- Proper safety procedures for the tasks they perform,
- Equipment inspection criteria,
- Use of appropriate personal protective equipment.

Employees who do not work in an occupation at higher than normal risks for electrical accidents should be made aware of general electrical safety such as keeping electrical equipment dry, ensuring that electrical cords and plugs are in good repair, etc.

Recordkeeping Requirements

Training records are to be maintained at EHS.

Elevated Work Surfaces/Fall Protection

Scope

This section applies to all supervisors who are in charge of employees that work in areas where fall hazards exist.

Purpose

The purpose of fall prevention is to prevent injuries and deaths from falls.

Supervisor's Responsibilities

Supervisors are responsible for implementing the safety instruction for working on elevated work surfaces. This consists of guidelines for:

- Working on unprotected surfaces more than 4 feet above a lower level
- Ladder use
- Portable stepladder use
- Scissor/Single man lifts
- Aerial lifts

Supervisors must also ensure proper routine and preventive maintenance is properly performed on all fall prevention equipment or access equipment. This equipment must also be inspected prior to each use to ensure it is in proper working order.

Training Requirements

Employees are to be trained in the items included in the fall prevention work plan.

Recordkeeping Requirements

Training records are to be maintained at EHS.

Forklift Operation and Safety

Scope

This section applies to all supervisors who are in charge of employees that operate forklifts.

Purpose

The purpose of forklift operation and safety is to prevent accidents, injuries, and property damage when operating a forklift.

Supervisor's Responsibilities

Supervisors are to ensure that all employees who need to operate forklifts have received training, including refresher training every 3 years. Supervisors must also ensure that all forklifts are inspected before use and if repairs are needed it will be taken out of service until repairs have been made.

Training Requirements

- Only trained and authorized operators will be permitted to operate a forklift.
- Training will consist of classroom safety training and hands-on driver's training by a qualified trainer knowledgeable of the equipment. Employees must pass a driving skill test prior to driving authorization.
- Operator must be retrained and re-evaluated every three years or whenever:
 - they are observed operating the forklift in an unsafe manner;
 - they are involved in an accident or near-miss incident;
 - they are re-evaluated and found not to be operating the forklift safely;
 - they are assigned to drive a different type of forklift (sit-down counterbalanced rider truck; an operator-up counterbalanced front/side loader truck; a rough-terrain forklift, etc.), other than the type they were trained on; or
 - changed conditions in the workplace affect safe operating procedures.

Recordkeeping Requirements

Training records are to be maintained at EHS.

Hand and Power Tool Safety

Scope

This section applies to all supervisors who are in charge of employees that work with or around hand and power tools.

Purpose

The purpose of hand and power tool safety is to protect employee's health and to prevent injuries and accidents.

Supervisor's Responsibilities

Supervisors are to ensure that all tools are maintained in safe condition and have appropriate guarding. Supervisors must also ensure that employees wear proper personal protective equipment (PPE), that tools are stored safely, manufacturer's instructions are followed, and proper routine and preventive maintenance is performed.

Training Requirements

Employees are to be trained in the following:

- the proper operating procedures in accordance with the manufacturer's specifications
- appropriate steps for removing malfunctioning equipment from service
- tool inspection criteria
- the use of appropriate PPE

Recordkeeping Requirements

Training records are to be maintained at EHS.

Hearing Conservation

Scope

This section applies to all supervisors who have employees that are exposed to loud noise on the job.

Purpose

Employees exposed to excessive noise levels (85 dBA for an eight hour average) are to be provided with training, hearing protection and annual hearing tests.

Annual hearing tests are scheduled through Essential Health Occupational Medicine. The employing department is responsible for the cost of the hearing test. EHS or Human Resources can assist in making arrangements for the hearing test.

Supervisor's Responsibilities

- Initial hearing test for ALL employees exposed at any time to sound levels >85 dBA.
- Monitor and ensure the wearing of hearing protection in all posted areas.
- Request a noise survey if the employees work area is sufficiently loud that they must raise their voice to be heard two feet away.
- Check the fit and condition of hearing protection and ensure replacement when necessary.
- Ensure workers attend safety meetings/talks on hearing protection.
- Ensure workers attend annual audiometric tests.
- Notify EHS if any additional high noise areas are suspected.
- Contact EHS if new procedures are implemented which may affect noise levels.

Training Requirements

Employees exposed to excessive noise levels (85 dBA for an eight hour average) are to be provided with annual training.

Recordkeeping Requirements

Audiometric program records are maintained in the employee's personnel file and will be provided to employees upon request. Records applicable to employee monitoring and exposure records will be retained as follows:

- Employee audiometric test records (baseline and annual audiogram, retests, test room background levels, and audiometer calibration records) are maintained for the duration of affected employees employment plus 30 years.
- Noise exposure measurement records are maintained for 30 years.
- Program audit records will be maintained for 3 years.
- Training records are to be maintained at EHS.

Ladder Safety

Scope

This section applies to supervisors with employees using portable ladders.

Purpose

To ensure the appropriate ladders are available for elevated work and employees are trained on ladder safety.

Supervisor's Responsibilities

Supervisors are to ensure ladders appropriate for the work to be performed are available. When selecting a ladder the supervisor needs to consider the following:

- What type of work is to be performed?
- Is a step or an extension ladder appropriate?
- Are there potential hazards (electrical lines, poor footing)?
- What is the working height?
- What are the potential obstacles (pipes, furniture, and equipment)?
- What is the total weight the ladder can support?

Ladders greater than 25 feet high require additional safety considerations. Contact EHS for more information. Supervisors are to ensure ladders are periodically inspected for obvious defects. Deficient ladders should be tagged and removed from service and repaired, or destroyed.

Training Requirements

Supervisors are to ensure that employees are instructed to use ladders in accordance with the manufacturer's specifications.

Recordkeeping Requirements

Training records are to be maintained at EHS.

Lead

Scope

This section affects all employees that do maintenance and construction work on lead containing materials.

Purpose

To implement a lead in the workplace program that is designed to minimize employee lead exposure and to reduce environmental contamination by lead.

Supervisor's Responsibilities

Supervisors need to ensure that employees are properly protected when engaging in "trigger tasks" on lead materials. Trigger tasks are basically any project that might create a lead dust or fume. Trigger tasks include scraping, demolishing, sanding, grinding, welding, torch cutting, and abrasive blasting on lead containing materials.

Contact EHS for monitoring, personal protective equipment, environmental and training requirements.

Training Requirements

Affected employees should have training annually.

Recordkeeping Requirements

Training records are to be maintained at EHS.

Lockout of Hazardous Energy (Lockout – Tagout)

Scope

This section applies to supervisors with employees who perform equipment/machine maintenance and service activities such as installation, set-up, adjustments, lubrication, cleaning, un-jamming and repairs.

Purpose

To implement the MSUM Control of Hazardous Energy Sources Program to prevent the unexpected energization, start-up or release of stored energy during the performance of maintenance and service activities. A lockout program is needed when employees are required to remove or bypass guards or other safety devices or place their bodies into an area on a machine or equipment where work is performed.

NOTE: Machines and equipment powered by a cord and plug inserted into an electrical outlet receptacle are to be disconnected from the receptacle during maintenance and service activities. The plug is to be under the control of the person performing the maintenance or service. Maintenance or service activities under these conditions do not have to be included in a written program.

Supervisor's Responsibilities

- Identify equipment that has hazardous energy characteristics and provide written instruction on the lockout/tagout procedures to employees who work on that equipment.
- The supervisor of each department that uses the lockout/tagout procedures will perform an annual inspection of the energy control procedure in their unit to ensure that the requirements of lockout/tagout rules are being followed. The basic rule mandates that all equipment shall be locked or tagged to protect against accidental or inadvertent operation when such operation could cause injury to personnel.
- Ensure employees performing, or affected by, a machine/equipment lockout are to be trained in accordance with the written program.

Training

Lockout-Tagout training must be provided during job orientation and before any new job assignment.

Recordkeeping Requirements

Training records are to be maintained at EHS.

Machine Safety

Scope

This section applies to all supervisors who are in charge of employees that work with or around hazardous machinery.

Purpose

The purpose of machine safety is to prevent injuries and accidents.

Supervisor's Responsibilities

Supervisors are to ensure that all machines are properly guarded and that employees wear the proper personal protective equipment (PPE). Supervisors will make routine inspections of machine areas to ensure that employees follow proper safety procedures. Supervisors must also ensure proper routine and preventive maintenance is properly performed and that the shop area is kept clean and organized.

Training Requirements

Employees are to be trained in the following: the hazards associated with the machine, safeguards, lockout procedures, and general machine operation and safety procedures for each piece of equipment they use. They are also to be trained in the use of appropriate PPE.

Recordkeeping Requirements

Training records are to be maintained at EHS.

Personal Protective Equipment

Scope

This section applies to all supervisors.

Purpose

To assure employees are protected from chemical, physical and biological hazards by the use of personal protective equipment (PPE). PPE is designed and selected to protect the body from absorption, inhalation, physical contact and extreme temperature hazards.

Personal protective equipment includes, but is not limited to safety glasses, goggles, face shields, hard hats, gloves, safety-toe boots, safety shoes, respirators and earplugs/muffs.

Supervisor's Responsibilities

- Supervisors are responsible for assessing the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment.
- EHS should also be contacted whenever new equipment, processes or chemicals are introduced or an injury or illness indicates the need for PPE.
- Supervisors are responsible for ensuring that workers, students, and visitors wear the protective equipment.
- Supervisors are responsible for training their employees so they are able to identify situations that require the use of personal protective equipment and know how to properly use, care for and maintain the equipment.
- Supervisors are to ensure employees are provided with, and wear, PPE.

Training Requirements

Supervisors ensure employees are trained in the proper use of PPE. Employees are to receive information and training about why and when PPE is needed; how to put on, remove and adjust PPE; the use and limits of PPE, and how to care for and inspect PPE.

Recordkeeping Requirements

Training records are to be maintained at EHS.

Pesticide Use and Safety

Scope

This section applies to handlers and applicators of pesticides and those who maintain pesticide equipment. It addresses the handling, application, shipping and receiving, transporting and disposal of pesticide materials.

Purpose

The purpose of pesticide safety is to protect users and workers from undesirable exposures to pesticides, and to protect the environment from unwanted releases due to improper storage, spills, transportation accidents, misuse and improper disposal of pesticides.

Supervisor's Responsibilities

- Supervisors must inform employees of the hazards associated with pesticides and their use and post the required safety and emergency information for employees.
- They must provide the required personal protective equipment to protect from these hazards and train the employee on its proper use.
- The supervisor must also provide the required decontamination equipment and supplies such as hand-washing facilities, emergency eyewash and showers and personal emergency eyewashes.
- In the event of a pesticide exposure, the supervisor must immediately notify EHS.
- The supervisor is to insure proper handling and application according to requirements of the pesticide label. This includes proper posting and recordkeeping of the application; enforcement of the restricted entry interval; application by an appropriately licensed applicator; training of employees; proper storage of pesticides with an accurate inventory and maintenance of Safety Data Sheets; proper disposal and safe transportation of pesticides.

Training Requirements

Applicators of restricted-use pesticides must be certified or have a licensed applicator within sight and hearing distance directly supervising the application. All employees working where pesticides are used are to be trained in Hazard Communications. Those employees requiring the use of respiratory protection through label requirements must be trained and fit-tested.

Recordkeeping

Training records are to be maintained at EHS.

Safety and Health Training

Scope

This section applies to all supervisors.

Purpose

To ensure employees receive the necessary training to perform their duties in a safe and healthy manner.

Supervisor's Responsibilities

- Supervisors are to provide or coordinate employee's initial safety and health training as well as needed refresher training.
- The training that supervisors typically provide will be informal instruction given as part of overall training on procedures, tools, and equipment. This training involves discussing with employees how to perform their tasks, and associated hazards, and the precautions necessary to protect them from those hazards.
- In addition to providing informal instruction, supervisors are to coordinate required training provided by other departments.

Training Requirements

The following is a partial list of training that may be needed, depending on the employees' specific job duties:

1. Safety Orientation
2. Electrical Safety
3. Chemical Safety- Hazard Communication
4. Personal Protective Equipment (PPE)
5. Hearing Protection
6. Heat Stress
7. Machine Safety
8. Respiratory Protection
9. Asbestos/Lead Awareness
10. Back Injury Prevention/Ergonomics
11. Ladder Safety
12. Lockout/Tagout Fall Protection
13. Confined Space Program
14. Pesticide Safety
15. Compressed Gas Safety
16. Hand and Power Tool Safety
17. Elevated Work Surface/Fall Protection
18. Forklift Operation
19. Bloodborne Pathogen Awareness

Safety Inspections

Scope

This section applies to all supervisors.

Purpose

To identify and control hazardous conditions and practices that are likely to result in injury or illness.

Supervisor's Responsibilities

Daily Inspections

Supervisors are to train employees to perform pre-operation inspections of tools and equipment. The brief, visual inspection is to be conducted in accordance with the manufacturer's specifications to determine if there are any obvious defects. Employees are to be trained to notify their supervisor of any observed defects. Supervisors are to remove all defective tools and equipment from service and coordinate repairs/replacement.

Annual Inspections

At least annually, supervisors are to coordinate a comprehensive safety and health inspection of all processes, tools, equipment and facilities under their responsibility.

Training Requirements

Employees must be trained to inspect tools and equipment before use and notify their supervisor of any defects.

Recordkeeping Requirements

- Training must be documented and records maintained at EHS.
- Safety Self-Inspection Checklist

**Minnesota State University Moorhead
Environmental Health and Safety Inspection Report**

Department	Location(s)	Report prepared by	Date of this report
<i>SIGNATURE:</i>			<i>Date</i>
			Please send copy to EHS Dept.
Safety Suggestions and Recommendations:			
• SAFETY INSPECTON CHECKLIST •			
A	BUILDINGS AND GROUNDS	YES	NO
1	Lighting adequate in all areas.		
2	Electric lights, switches, etc. In good repair.		
3	Electric outlets not overloaded, multiple plug adapters are not used and have covers.		
4	Heating and ventilation adequate.		
5	Floors in good repair with no tripping hazards		
6	Windows and doors in good repair, no sharp edges.		
7	All plumbing fixtures in good repair.		
8	Elevators operating properly.		
9	Sidewalks free of holes or cracks		
10	Sprinklers are not a tripping hazard		
11	Shrubbery and tree branches properly cut back		
12	Other		
B	OFFICE, CLASSROOM AND LAB EQUIPMENT		
1	Emergency procedures posted.		
2	Hand tools maintained in good condition.		
3	Ladders and stepstools in good condition.		
4	Laboratory fume hoods operating properly.		
5	Lab equipment and glassware in good condition		
6	Electrical equipment grounded with a 3-prong plug and turned off when not in use.		
7	Electrical extension cords not damaged and being used properly.		
8	Desks, chairs and tables in good repair		
9	Files and shelves anchored and not overloaded		
10	First aid equipment (include em. eye washes /showers) available, adequate and complete.		
11	Chemicals and toxic materials kept in sealed, labeled containers and separated from food.		
12	Chemical safety procedures posted and followed where chemicals used or stored		
13	SDS available to all employees.		
14	Up to date Haz. Mat'l inventory list.		
15	Other		
C	CLOTHING AND PROTECTIVE EQUIPMENT		
1	Eye protection provided in shops and labs		
2	Head/Hearing protection provided when Necessary.		
5	Protective equipment kept in good condition and used as required.		
6	Proper clothing worn at all times.		
7	Other		
D	SHOP MACHINERY AND EQUIPMENT		
1	Moving parts of machinery properly guarded.		
2	Storage of tools adequate.		
3	Electrical equipment grounded.		
4	Hoisting equipment has capacity and all controls plainly marked as required		
5	Grinding wheels have hoods and tool rests.		
6	Gas cylinders secured at all times.		
7	Air compressors have "Automatic startup" warning signs.		
8	Guardrails provided for elevated work areas.		
9	Overhead storage areas have guardrails		
10	Operating procedures posted for each machine		
11	Equipment locked out when making repairs		
12	Other		
E	HOUSEKEEPING		
1	Hallways and aisles unobstructed		
2	Adequate space provided for storage All materials stored in a safe manner		
3	Floors clean and free from slipping hazards. Waste materials disposed of properly.		
4	Access to electric panels unobstructed		
5	Restrooms clean and well supplied.		
6	Other		
F	SAFE PRACTICES		
1	Employees instructed in safe use of equipment.		
2	Health and safety rules followed.		
3	Safe lifting techniques used.		
4	Running, horseplay and unsafe shortcuts not permitted.		
5	Other		
G	FIRE PROTECTION		
1	All flammables kept in labeled closed containers		
2	Flammable materials stored in metal cabinets.		
3	Flammable wastes disposed of properly.		
4	Fire doors not being blocked open		
5	Fire extinguishers available and operable		
6	All exits properly marked and accessible.		

3	Gloves, aprons & other clothing provided			7	Other		
4	Proper respirators provided where necessary.						