

**California Institute of Technology**

**INJURY AND ILLNESS PROTECTION  
PROGRAM**



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# INJURY AND ILLNESS PROTECTION PROGRAM

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## INTRODUCTION

The California Institute of Technology (Caltech), also known as the Institute, is committed to conducting activities in a manner that promotes the safety and health of faculty, staff, students, and visitors and minimize risk to Caltech property. Activities at Caltech are to be conducted in accordance with the following guiding principles:

- The responsibility for implementing and maintaining a safe environment rests on all faculty, staff, students, and visitors at Caltech.
- Supervisory personnel are responsible for establishing safe practices in their respective laboratories or workplaces and for providing safe equipment and facilities for staff, students, and visitors.
- All faculty, students, staff, and visitors are expected to follow proper and safe procedures and are to report accidents promptly to their supervisor including any unsafe conditions or practices.
- Institute activities must comply with all applicable federal, state, and local environmental and safety laws and regulations.

Per California Code of Regulations, Title 8, § 3203 (<http://www.dir.ca.gov/title8/3203.html>), Caltech has adopted an Injury and Illness Prevention Program (IIPP) which describes specific requirements for program responsibility, compliance, communication, hazard assessment, and accident / exposure investigations.

Requirements outlined in this manual are mandated by regulation where the word “**shall**” is used and are advisory in nature where the word “**should**” is used.

## RESPONSIBILITIES

### PROGRAM ADMINISTRATOR

The ultimate responsibility for Caltech’s IIPP rests with the President of the Institute. The Program Administrator is:

Name: Casimir Scislowicz  
Title: Director Environment, Health, and Safety  
Address: 1200 E. California Blvd. M/C 25-6 Pasadena, CA. 91125  
Telephone: (626) 395-6727

Responsibilities include:

- Advising senior management on safety and health issues.
- Working with senior management to develop safety and health guidelines and policies.
- Preparing and distributing the Institute's guidelines, policies and procedures on safety and health issues.
- Maintaining current information on local, state, and federal safety and health regulations.
- Serving as liaison with governmental agencies.
- Planning, organizing, and coordinating safety trainings.
- Developing a code of safe practices and inspection.
- Arranging for safety and health inspections and follow-up to insure necessary corrective action is completed.
- Establishing, conducting, and maintaining an injury/illness/accident report and

- investigation procedure.
- Reviewing injury and illness records (OSHA log 300).
- Reviewing injury and illness trends.
- Establishing a system for maintaining the records of inspection, hazard abatement, and training.

### **ASSOCIATE VICE PRESIDENTS, DIRECTORS, AND DIVISION CHAIRS**

Associate Vice-President's, Directors, and Divisional Chairs are responsible for ensuring that:

- Individuals under their management have the authority to implement appropriate health and safety policies, practices, and programs.
- Areas under their management have adequate funding for health and safety programs, practices, and equipment.
- Areas under their management are in compliance with Caltech's health and safety practices, policies, and programs.

### **SUPERVISORY PERSONNEL: DIVISION ADMINISTRATORS, FACULTY, MANAGERS, AND SUPERVISORS**

Division Administrators, Faculty, Managers, and Supervisors are responsible for implementing Caltech's IIPP. This includes:

- Ensuring that workplaces and equipment are safe, well maintained, and in compliance with external agency regulations and Caltech's policies, programs, and practices.
- Ensuring that workplace safety and health practices and procedures are clearly communicated and understood by employees through training programs.
- Enforcing health and safety rules fairly and uniformly relating to job performance.
- Evaluating employees on compliance with safe work practices.
- Acknowledging employees who make a significant contribution to maintenance of a safe workplace and disciplining employees who fail to follow safe work practices.
- Encouraging employees to report workplace hazards without fear of reprisals.
- Ensuring that periodic, scheduled workplace inspections are conducted and that identified health and safety deficiencies are corrected in a timely fashion.
- Ensuring that workplace incidents (injuries, exposures, or illnesses) are reported, investigated, and that corrective actions are taken promptly.
- Ensuring that inspections/investigations and employee health and safety records are kept for the designated period(s) of time.

### **EMPLOYEES**

- Employees are responsible for following the requirements of the IIPP. This involves:
  - Keeping themselves informed of conditions affecting their health and safety.
  - Participating in training programs as required.
  - Adhering to healthy and safe practices in their workplace.
  - Promptly reporting to their supervisors of potential hazards in the workplace and workplace incidents (injuries, exposures, or illnesses).

## THE ENVIRONMENT, HEALTH, AND SAFETY OFFICE

The Environment, Health, and Safety Department (EHS) is responsible for the development and administration of the IIPP. This involves:

- Providing training and technical assistance to Divisional Administrators, Faculty, Managers, and Supervisors on implementation of the IIPP.
- Assisting Division Administrators, Faculty, Managers, and Supervisors in conducting workplace hazard assessments to identify, evaluate, and correct hazards.
- Reviewing, updating, and evaluating the overall effectiveness of the IIPP.

## COMPLIANCE

Caltech **shall** ensure that employees comply with safe and healthy work practices. Managers and supervisors are responsible for establishing and maintaining good health and safety practices. To ensure compliance:

- Employees are recognized for following safe and healthful work practices (e.g., oral acknowledgments at receptions, small gifts such as plaques, etc.).
- Employees are trained and retrained, as necessary or as required.
- Health and safety practices are integrated into employee performance appraisals.
- Disciplinary actions with employees for failure to follow safe and healthful work practices are taken, when appropriate.
- An anti-reprisal policy for employees reporting safety and health concerns is enforced.

## COMMUNICATION

Caltech shall communicate with employees in a form readily understandable by all affected employees on matters related to occupational safety and health, including provisions designed to encourage employees to inform their supervisors of hazards at the worksite without fear of reprisal.

The various communication systems Caltech uses to relay information to all employees on matters relating to occupational safety and health include:

## TRAINING

- A multi-tier training program is an integral component of the communication system.
  - The training program is described in pages 11 - 12.

## DEPARTMENTAL SAFETY COMMITTEES

- Meet on a regular basis to review site inspections, occupational accidents and incidents, and other safety related issues.
- Prepare and make available to affected employees written records of issues discussed.
- Review results of worksite inspections.
- Review investigations of alleged hazardous conditions.
- Submit recommendations to assist in evaluation of employee safety suggestions.
- Verify action taken by employer to abate OSHA citations.

## ADMINISTRATIVE COMMITTEES

Administrative Committees, whose members are qualified by training and experience, provide guidance and oversight for the use of hazardous materials and equipment and for the development of new procedures or processes that may represent new or unexpected hazards to personnel or property.

Current administrative committees at Caltech are:

- Administrative Committee on Sponsored Research
- Administrative Committee on Biosafety
- Institutional Animal Care and Use Committee (IACUC)
- Administrative Committee for the Protection of Human Subjects
- Radiation Safety Committee (RSC)

## HEALTH AND SAFETY MEETINGS

Health and Safety meetings at the division, department, shop, or lab level are conducted to reinforce important concepts including but not limited to the following:

- Clearly communicate health and safety programs and procedures to the employees and students.
- Encourage employees and students to report workplace hazards to management without fear of reprisal.
- Encourage employees and students to report workplace incidents (injuries, exposures, and illnesses).

## HEALTH AND SAFETY PUBLICATIONS

Health and Safety publications are available from the Environment, Health, and Safety Office.

- Employee's Guide to Caltech: Working Safely at the Institute ([https://hr.caltech.edu/documents/64-section\\_3\\_working\\_safely\\_at\\_the\\_institute.pdf](https://hr.caltech.edu/documents/64-section_3_working_safely_at_the_institute.pdf))
- EHS website: <http://www.safety.caltech.edu>
- Department safety manuals and written procedures.
- Department safety posters and bulletins.

## REPORTING HAZARDOUS CONDITIONS

Employees are encouraged to report potential health or safety hazards to their supervisor. Supervisors are responsible for following up on suggestions and concerns communicated to them. The EHS Office can assist in this effort.

Employees also can report hazards or share a health and safety concern (anonymously, if desired) by one of the following methods:

- Directly to the EHS Office by calling x6727.
- Caltech Compliance Hotline at x8787 or online at <http://www.asic.caltech.edu/hotline>

**No employee will be subject to reprisals for reporting hazards or potential hazards or for making suggestions related to safety.**

## HAZARD IDENTIFICATION AND CORRECTION

The following is a system for identifying and correcting workplace hazards.

## HAZARD INSPECTIONS

The purpose of inspections is to identify potential hazards so that they can be corrected before an accident or injury occurs. Supervisors are responsible for ensuring that inspections are done. To assist the supervisor, EHS has developed self-inspection checklist templates that can be adopted for local use to cover potential hazards applicable to specific areas.

Examples of appropriate inspection forms are shown in the appendices (See [Templates A - G: Self-Inspection Forms](#)).

## WORKPLACE INSPECTIONS SCHEDULE FOR SUPERVISORY EMPLOYEES

Work area inspections **shall** be conducted:

- Upon initial establishment of IIPP.
- When new substances, processes, procedures or equipment are introduced.
- When new, previously unrecognized hazards are identified.
- When occupational injuries or illnesses occur.

## EHS AUDITS

To assist supervisors in identifying and correcting potential hazards, EHS conducts surveys (e.g., baseline occupational health and safety surveys of operating units, inspections of hazardous materials storage/disposal, fire safety, etc.).

## HOUSEKEEPING STANDARD

Good housekeeping is basic to fire safety and should be a major concern in every type of occupancy, from the simplest dwelling to the most complex research facility. The following general preventive measures apply.

## PREVENTIVE MEASURES

- General work areas such as offices, labs, and shops must be kept orderly and clean.
- Discarded packing material or scrap should not be accumulated.
- A sufficient number of waste baskets or trash receptacles (non-combustible material) should be placed in each work area.
- Floors are to be swept or vacuumed to prevent accumulation of combustible materials.
- Avoid using flammable cleaning solvents to clean floors, walls, furniture or equipment.
- Clean up hazardous material spills immediately. Call EHS for guidance.
- Do not use low flash point solvents in floor wax or polish.
- Place oil or chemical soaked rags in metal or other suitable containers.

## HAZARD EVALUATION

Managers and supervisors will perform a hazard evaluation when:

1. Employees identify a hazardous condition.
2. A new process or procedure is introduced.
3. Investigating an injury, illness, or "near miss" incident.

The Environment, Health, and Safety Office will assist in these efforts.

## HAZARD CORRECTIVE ACTION

- Hazards that are identified should be corrected in a timely manner by the department.
- Employees are not allowed to enter areas containing an imminent hazard.



- Employees designated to correct the hazardous conditions will be provided with the necessary safeguards and training.

## INCIDENT REPORTING AND INVESTIGATION

### INCIDENT REPORTING PROCEDURES

All emergencies, injuries or illness:

- Call the Security Department at extension 5000.

Employees are to report workplace incidents (injuries, exposures, or illnesses) to their supervisor as soon as possible.

### SERIOUS INJURIES, ILLNESSES, OR FATALITIES

- Supervisor **immediately** contacts EHS at (626) 395-6727 to report work related death, serious injury, or illness.

Cal/OSHA defines an injury or illness as “serious” if it:

- Requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation; or
- An employee suffers a loss of any member of the body; or
- An employee suffers any serious degree of permanent disfigurement.

EHS immediately reports any serious injury, illness, or fatality to Cal-OSHA. Other incidents may be reported on a case-by-case basis

### MINOR INJURIES

- Administer first aid treatment using the department first aid kit.
- For work related injuries requiring more than first aid treatment, contact Workers’ Compensation Administrator at extension 4577 to coordinate appropriate treatment.

### STANDARDIZED FORMS

Standardized forms for reporting and investigating workplace incidents (injuries, exposures, or illnesses):

1. The [Supervisor Injury Investigation Report](#) should be completed by Supervisors immediately when a Caltech employee has a work-related injury or illness. The supervisor should document as much information as possible, including witness statements if available. Report form is available through the Disability and Leave unit.
2. The completed Injury Investigation Report should be returned to the Disability and Leave Administration Unit at Mail Code 168-84 within three (3) working days from the date of knowledge of the injury/illness.
3. The supervisor should always report the injury/illness to the Leave Administration Unit via telephone within 24 hours of knowledge of the injury/illness. The Injury Investigation Report should not replace the phoned in report.

If there are any questions, contact the Disability and Leave Administration Unit at (626)

395-4577 or (626) 395-8382.

Verbally notify the Workers' Compensation Administrator of the injury as soon as possible, but at least within 24 hours, at extension 4577, of any injury beyond first aid.

Once notified an "Employee Claim Form for Worker's Compensation Benefits" and an "Employee Accident Report form" will be mailed to the Injured Employee.

The supervisor will investigate the incident and fill out a "Supervisor Accident Investigation Report". Once the investigation is completed, a copy of the form is sent to the Workers Compensation Office, mail code 168-84.

Serious occupational injuries, illnesses, or exposures to hazardous substances must be reported to the EHS office no later than 8 hours as they become known to the supervisors. These include injuries that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours. EHS will contact Cal/OSHA if necessary.

Supervisory personnel are responsible for investigating all accidents and incidents (near misses) – even those that do not result in injury or significant damage to equipment or property. Appropriate repairs or procedural changes will be implemented promptly to mitigate the hazard implicated in these events.

## INCIDENT CORRECTIVE ACTIONS

### SCHEDULES FOR CORRECTING HAZARDS

Hazards **shall** be corrected according the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed personnel will be removed from the area, except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition **shall** be provided with necessary safeguards.

### RECORDKEEPING

As corrective actions are implemented, supervisors shall document the effort and maintain such record for at least three years.

### RESOURCES

Unsafe conditions that cannot be corrected with resources available to the supervisor or manager must be reported to the next higher level of management. Resources to correct hazards include the following:

- **Facilities Operations** - If the correction required is part of Facilities Operations maintenance responsibilities, Facilities Operations will address the repair without charge to the department.
- **Departmental Funds** - If the repair does not fall into the category of maintenance, departmental funds may be required.
- **School/University Funds**- If departmental funds are not available, departments must seek other resources from the Institute.

Departments must take all possible steps to correct safety deficiencies to minimize the risk of future similar accidents. Steps to correct safety hazards may include training, equipment modification, and use of personal protective equipment.

For serious hazards that are dangerous to life or health, immediate action will be taken to mitigate the hazard. The supervisor/principal investigator, department heads, EHS, and all affected employees will be notified of the hazard. If it cannot be immediately abated, all personnel will be removed from the affected area. Access to the area will be controlled until safety of the personnel can be assured.

## TRAINING

The objective of the Institute's safety training program is to protect the health and safety of employees, students, and visitors. Safety training is a means to teach new skills, provide information to enable employees to perform designated tasks in a safe and efficient manner, and create an awareness of safe and healthful work habits. Training is provided to each employee, including managers and supervisors, regarding general safety procedures and any hazards specific to an employee's job.

### MULTI-TIER TRAINING PROGRAM

Caltech has organized its training system into a multi-tier program, which is described below:

#### Tier 1: General Safety Training

- General New Employee Orientation is provided by Human Resources to all new employees.
- This includes information on Caltech's health and safety policies and practices, employee health and safety rights and responsibilities, health and safety services and what the employee should expect in terms of further training.

#### Tier 2: Hazard-Specific Training

- Provided by the Division, Department, or EHS to employees and students in labs, shops, or other workplaces where special hazards may be encountered.
- Training topics include ergonomics, hazard communication, departmental emergency response/evacuation procedures, bloodborne pathogens, lab safety 101, radiation, and laser safety.

#### Tier 3: Workplace Training

- Provided by the supervisor for laboratory researchers and assistants, lab class students, shop and dining workers, or other employees and students as appropriate).
- Training consists of information specific to the hazards and equipment used by these individuals. Training is communicated by one or more of the following methods: one on one, safety meetings (formal or informal), material safety data sheets, videos, pamphlets, booklets, and postings.

### TRAINING SCHEDULE

Training shall be provided to all employees/students:

- When the IIPP is first established.
- When new employees are hired.
- When employees are given new job assignments for which training has not previously been received.

- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- When employees become supervisors (so that they can familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed).

## TRAINING RESOURCES FROM EHS

- EHS assists divisions and departments in providing health and safety training to employees on a variety of topics. These include IIPP training, laboratory safety training, respirator training, radiation safety and many others. Training information can be accessed online through: <http://www.safety.caltech.edu/training>
- EHS has developed standardized forms for training recordkeeping and are available at the following link: <http://www.safety.caltech.edu/services/safetyofficers>
- EHS has a safety video library, a collection of safety publications and technical staff to assist supervisors and departments in implementing training programs.

## TRAINING RECORDKEEPING

Documentation of health and safety training for each employee shall include:

- Employee name
- Training dates
- Type(s) of training
- Training provider

Departments maintain records of safety trainings for their employees. EHS maintains records of trainings conducted by EHS staff.

## WORKPLACE SECURITY

Caltech's Workplace Security Program addresses hazards associated with different types of workplace violence:

- Violent acts or threats by an assailant with no legitimate relationship to the workplace that enters the workplace to commit a criminal act.
- Violent acts or threats of violence by a recipient of a service provided by the Institute.
- Violent acts or threats of violence by a current or former employee, or another person who has some employment-related involvement with the Institute.

## RESPONSIBILITY

The Institute Security Office addresses workplace security at Caltech. The Chief of Security administers the workplace security program. The Security Office issues bulletins concerning security issues, responds to conditions involving workplace violence, conducts incident investigations, notifies, and accompanies local authorities as necessary.

The Institute requires that all employees comply with work practices designed to make the workplace more secure and not engage in verbal threats or physical actions that create a security hazard for others in the workplace.

## **COMPLIANCE**

Management at the Institute is committed to ensure that all policies and procedures involving workplace security are clearly communicated and understood by all employees.

## **COMMUNICATION**

The Institute communication system for security issues includes:

- Distributed workplace security information.
- Workplace security discussions.
- Procedures for protecting employees who report threats from retaliation by the person making the threats.

## **HAZARD IDENTIFICATION AND COMMUNICATION**

The Institute performs periodic inspections to identify and evaluate workplace security hazards. Inspections are performed by the Security Office.

Hazards threatening the security of employees are corrected in a timely manner.

## **APPENDIX A: SUPPORTING SAFETY PROGRAMS**

As part of the Institute's ongoing safety commitment, the following documented programs have been developed:

- Asbestos Awareness Program
- Bloodborne Pathogens Program
- Building Safety Inspection Program
- Chemical Hygiene Plan
- Confined Spaces Program
- Emergency Action Plan
- Fire Prevention Program
- First Aid/CPR/AED Program
- Hazard Communication Program
- Hearing Conservation Program
- Heat Illness Prevention Program
- Industrial Truck
- Laboratory Safety Program
- Lockout Tagout Program
- Medical Waste Management Plan
- Radiation Safety Program
- Respiratory Protection Program

## TEMPLATE A: Workplace Specific Safety Training

**EMPLOYEE NAME** \_\_\_\_\_

Supervisors are requested to provide new employees with the following information. The checklist is to be signed, dated, and retained by your Division Office.

\_\_\_\_\_ The California Institute of Technology (Caltech) complies with the following:

- California Health and Safety Code
- Federal and California Occupational Safety and Health Act (OSHA) regulations
- Other federal, state and local laws, regulations, and ordinances.

\_\_\_\_\_ Explain the use of the emergency telephone for fire, police, paramedics; and other safety emergencies.

\_\_\_\_\_ Explain that the treatment of minor injury or illness during normal working hours, arising out of the course of employment is handled by first reporting the injury or illness to the supervisor. The supervisor will then call Workers' Compensation at x4577. Workers' Compensation will then direct the employee to an off campus occupational health clinic for treatment, if necessary. Medical costs and insurance payments, associated with a work related injury, are covered under Workers' Compensation.

\_\_\_\_\_ Explain how special personal protective equipment (safety glasses, respirators and dust masks, ear protection, etc.) is obtained.

\_\_\_\_\_ Explain the safety organization at Caltech, including the responsibilities and functions of supervisors and the Environment, Health and Safety Office, and the right of employees to report safety hazards without fear of reprisal.

\_\_\_\_\_ Show the employee the location of fire extinguishers, first aid supplies, and primary and alternate exits. If instruction is needed on the use of fire extinguishers, arrange for this instruction by the Safety Office.

\_\_\_\_\_ Explain to the employee the use of equipment and tools used for the job, the hazards that may be encountered, and the safety precautions and equipment that are available and must be followed and used. (You may use the self-inspection form to help with your explanation.)

\_\_\_\_\_ Instruct the employee to report to the supervisor or to the Environment, Health and Safety Office any safety conditions or act that could lead to injury or to damage to Caltech equipment or facilities.

EMPLOYEE NAME (signature) \_\_\_\_\_ Date \_\_\_\_\_

SUPERVISOR/INSTRUCTOR (signature) \_\_\_\_\_ Date \_\_\_\_\_

## TEMPLATE B: Shipping and Receiving Self Inspection Checklist

Inspected by: \_\_\_\_\_

Location: \_\_\_\_\_

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

- \_\_\_\_\_ Hazardous materials are transported in the proper manner.
- \_\_\_\_\_ Two or more persons carry heavy loads.
- \_\_\_\_\_ Employees use proper lifting techniques.
- \_\_\_\_\_ Hand trucks or carts are used when moving heavy loads.
- \_\_\_\_\_ Loads to be lifted are divided into small/lighter loads, when possible, and several trips are made.
- \_\_\_\_\_ Objects are stacked properly; heavy objects are on bottom shelves.
- \_\_\_\_\_ Proper shoes are worn in work area.
- \_\_\_\_\_ Gloves are worn when handling or sharp objects.
- \_\_\_\_\_ Nails are removed from open boxes.
- \_\_\_\_\_ All stacked materials have a firm foundation.
- \_\_\_\_\_ Round objects are blocked or bracketed so that they cannot roll.
- \_\_\_\_\_ Materials are not piled so high as to cause unsafe lifting and handling.
- \_\_\_\_\_ Flammable materials are stored in a separate area away from heat sources.
- \_\_\_\_\_ Employees are aware of hazardous conditions such as splinters, slivers, and rough or slippery surfaces.
- \_\_\_\_\_ Greasy, wet, slippery or dirty objects are cleaned/wiped off before they are handled.
- \_\_\_\_\_ Safety equipment appropriate for the work to be performed is available and in use.



## TEMPLATE C: Dining Services Self-Inspection Checklist

Inspected by: \_\_\_\_\_

Location: \_\_\_\_\_

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

- \_\_\_\_\_ All machinery is properly grounded.
- \_\_\_\_\_ All walkway surfaces are maintained in a non-slip condition.
- \_\_\_\_\_ Signs are posted warning about travel direction inside kitchen.
- \_\_\_\_\_ Fire extinguishers are available and properly maintained.
- \_\_\_\_\_ Goggles or face shields are provided to prevent injuries from hot grease splashes.
- \_\_\_\_\_ Sprockets, chains, and V-belt drives on slicers are completely enclosed.
- \_\_\_\_\_ All slicing machines are provided with a mechanical device to push the last load through the slicer blades.
- \_\_\_\_\_ Structural parts of ovens are protected against corrosion or deterioration.
- \_\_\_\_\_ Fat bins are properly dumped for recycling.
- \_\_\_\_\_ All cutlery is in good condition.
- \_\_\_\_\_ Aerosol containers are stored away from cooking equipment.
- \_\_\_\_\_ Sufficient ventilation is maintained at all times.
- \_\_\_\_\_ The counters are kept clean when not in use.
- \_\_\_\_\_ No cutlery is left out when not in use.
- \_\_\_\_\_ Aisles are kept clear at all times.
- \_\_\_\_\_ Adequate lighting is present in all areas where employees work.
- \_\_\_\_\_ Circuit breakers are clearly marked as to what they control.
- \_\_\_\_\_ Garbage is kept in closed containers and removed daily.
- \_\_\_\_\_ Suction/ventilation ducts over ranges are cleaned as necessary.
- \_\_\_\_\_ Sanitary requirements are enforced.

## TEMPLATE D: Shop Self-Inspection Checklist

Inspected by: \_\_\_\_\_

Location: \_\_\_\_\_

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

- \_\_\_\_\_ Exits and isles are clear and free of obstructions.
- \_\_\_\_\_ Fire extinguishers are mounted in readily accessible locations.
- \_\_\_\_\_ There is sufficient clearance around and between equipment to allow for safe operations.
- \_\_\_\_\_ Work areas are clean, orderly and properly illuminated.
- \_\_\_\_\_ Appropriate safety supplies and protective equipment is available and used for hazardous work.
- \_\_\_\_\_ Machinery and equipment is kept clean and properly maintained.
- \_\_\_\_\_ Equipment and tools are in good condition.
- \_\_\_\_\_ Rotating moving parts of equipment are guarded to prevent physical contact.
- \_\_\_\_\_ Safety guards are provided and in place over belts, pulleys, chains, and sprockets.
- \_\_\_\_\_ Portable equipment is stored in a dry, clean area when not in use.
- \_\_\_\_\_ No smoking signs are posted where required.
- \_\_\_\_\_ Electrical cords and power lines are grounded and in good condition.
- \_\_\_\_\_ Flammable liquids are kept in flammable storage cabinets.
- \_\_\_\_\_ Push sticks are available for use with saws.
- \_\_\_\_\_ Floors are clean and free of dust, wood chips, and liquids.
- \_\_\_\_\_ Broken or temporary out of service equipment is labeled "Do Not Use."
- \_\_\_\_\_ Compressed gas cylinders are separated by class and properly secured.
- \_\_\_\_\_ SDS's and other HAZCOM information is available.

## TEMPLATE E: Vehicle Self-Inspection Checklist

Inspected by: \_\_\_\_\_

Location: \_\_\_\_\_

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

- \_\_\_\_\_ Lights and warning signals are in working condition.
- \_\_\_\_\_ Brakes are in good condition.
- \_\_\_\_\_ Tires are not worn or cracked.
- \_\_\_\_\_ Engine is clean and working properly.
- \_\_\_\_\_ Oil and gas levels are adequate.
- \_\_\_\_\_ Seatbelts are accessible for driver and passengers.
- \_\_\_\_\_ Nothing is blocking driver's view out of any windows or from mirrors.
- \_\_\_\_\_ No objects are obstructing brake and gas pedals.
- \_\_\_\_\_ Vehicle is idling smoothly.

## TEMPLATE F: Office Self Inspection Checklist

Inspected by: \_\_\_\_\_

Location: \_\_\_\_\_

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

- \_\_\_\_\_ Work areas are maintained in a clean and orderly manner and free of debris.
- \_\_\_\_\_ Aisles and exits are clear and free of obstructions.
- \_\_\_\_\_ Exits are marked and well lit.
- \_\_\_\_\_ Storage of heavy material is kept close to the floor.
- \_\_\_\_\_ Equipment, cabinets, and bookshelves are bolted into place.
- \_\_\_\_\_ Bookshelves have earthquake restraints to prevent books from falling.
- \_\_\_\_\_ Electrical equipment is maintained properly and outlets are not overloaded.
- \_\_\_\_\_ Liquids are not stored near electrical equipment.
- \_\_\_\_\_ Cords across the floor are covered to protect the cords, as well as office workers.
- \_\_\_\_\_ Proper ventilation is maintained for a constant, comfortable office temperature.
- \_\_\_\_\_ Desks and chairs are positioned at proper heights and locations for each office worker.
- \_\_\_\_\_ Copy holders are used to hold typing materials.
- \_\_\_\_\_ Noise is at an acceptable level.
- \_\_\_\_\_ Emergency phone numbers are posted on each telephone.
- \_\_\_\_\_ Trash cans are emptied, and boxes are disposed of regularly.
- \_\_\_\_\_ Chemicals (duplicating fluid, paint, solvents) are stored in a designated location and only authorized workers can handle them.

## TEMPLATE G: Laboratory Self-Inspection Checklist

Inspected by: \_\_\_\_\_

Location: \_\_\_\_\_

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

- \_\_\_\_\_ Group members have had the required safety training and training document is signed.
- \_\_\_\_\_ Incompatible chemicals (e.g. acids with flammables) are segregated.
- \_\_\_\_\_ Containers are each labeled with contents (full name, hazard warning, and date).
- \_\_\_\_\_ Storage clearance from ceiling: 18" with sprinklers, 24" without sprinklers.
- \_\_\_\_\_ Clearance around safety showers/eyewashes, fire extinguishers, and electrical panels.
- \_\_\_\_\_ Cylinders, excluding lecture bottles, are stored in an upright position with chains on top and bottom. Gas cylinder valve protection cap in place when not in use.
- \_\_\_\_\_ Appropriate personal protective equipment (PPE) is available and used when necessary.
- \_\_\_\_\_ Secondary containment provided for hazardous material and hazardous waste.
- \_\_\_\_\_ Hazardous waste is tagged and tag is properly completed and waste is disposed when full or within 9 months, whichever is sooner.
- \_\_\_\_\_ Proper waste disposal of sharps and hazardous chemicals/materials.
- \_\_\_\_\_ Cylinders are inspected prior to use. Inspection should include checking for dents, bulges, cracks, evidence of excess heat, or any other visible sign of damage. A cylinder shall not be used if damaged.
- \_\_\_\_\_ Heavy objects or unrestrained glass bottles must not be stored on top shelves.
- \_\_\_\_\_ Regulator CGA number matches the CGA number on the cylinder being used.
- \_\_\_\_\_ Regulator pressure control valves relieved (i.e., closed) before attaching to tanks.
- \_\_\_\_\_ Fume hoods are certified within one year and sash is at or below marked level.
- \_\_\_\_\_ Has the system comprised of valves, regulator, manifold, piping, and any other associated equipment been designed for toxic and reactive gases?
- \_\_\_\_\_ Aisles and exits are clear of obstructions.
- \_\_\_\_\_ No food or drink in lab areas.
- \_\_\_\_\_ Heavy items stored on lower shelves.
- \_\_\_\_\_ Shelves have earthquake restraints to prevent items from falling.
- \_\_\_\_\_ No overloaded outlets, no daisy-chained power strips.
- \_\_\_\_\_ Gas distribution lines and their outlets clearly labeled. Labeling must include the name of the gas and a directional arrow.
- \_\_\_\_\_ Out-of-Date chemicals are properly disposed of.