



# General Industry

## Basic Safety and Health Management Program



Occupational Safety and Health Division

N.C. Department of Labor

1101 Mail Service Center

Raleigh, NC 27699-1101

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**N.C. Department of Labor  
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**This guide is in a series of industry guides focused on the Special Emphasis Programs. It is intended to be consistent with all existing OSHA standards; therefore, if an area is considered by the reader to be inconsistent with a standard, then the OSHA standard should be followed.**

**To obtain additional copies of this guide, or if you have questions about North Carolina occupational safety and health standards or rules, please contact:**

**N.C. Department of Labor  
Education, Training and Technical Assistance Bureau  
1101 Mail Service Center  
Raleigh, NC 27699-1101**

**Phone: 919-807-2875 or 1-800-625-2267**

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Additional sources of information are listed on the inside back cover of this guide.

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The projected cost of the NCDOL OSH program for federal fiscal year 2012–2013 is \$18,073,694. Federal funding provides approximately 30.5 percent (\$5,501,500) of this total.



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# Foreword

In North Carolina, the N.C. Department of Labor enforces the federal Occupational Safety and Health Act through a state plan approved by the U.S. Department of Labor. NCDOL offers many educational programs to the public and produces publications to help inform people about their rights and responsibilities regarding occupational safety and health.

When reading this guide, please remember the mission of the N.C. Department of Labor is greater than just regulatory enforcement. An equally important goal is to help citizens find ways to create safe workplaces. Everyone profits when managers and employees work together for safety. This booklet, like the other educational materials produced by the N.C. Department of Labor, can help.

Cherie Berry  
Commissioner of Labor

## Overview

This industry guide is designed to assist employers in general industry in developing a basic safety and health program with best practices to be tailored to your own operation. We encourage you to customize the information in this industry guide as necessary to accomplish this goal. You may also copy any of the material in this guide to be used in your safety and health efforts.

This guide is provided as a best practice and compliance aid. It does not constitute a legal interpretation of OSHA standards, nor does it replace the need to be familiar with and follow the actual OSHA standards (including any North Carolina-specific changes.) ***Though the programs contained in this document are intended to be consistent with OSHA standards, if an area is considered by the reader to be inconsistent, the OSHA standard should be followed. Please note that this guide may not include all the programs and policies that may be required by OSHA standards or as a best practice for your specific operation or industry. It may also include more programs than are needed for your operation.***

The N.C. Department of Labor (NCDOL) Occupational Safety and Health (OSH) Division's Consultative Services Bureau can be contacted for assistance in helping you set up your individual safety and health management program and with on-site surveys. Feel free to contact them at 1-800-NC-LABOR (1-800-625-2267) or at 919-807-2899. You may also want to visit their website at <http://www.nclabor.com/osha/consult/consult.htm>

For training events, publications, PowerPoint presentations and standard interpretations, please contact the Education, Training and Technical Assistance (ETTA) Bureau at 919-807-2875 or access their website at <http://www.nclabor.com/osha/etta/etta.htm>.

# Section 1

## Safety and Health Program Management

*Note: The following section is a **best practice**. Please modify or delete content to these policies as deemed necessary.*

### **Safety and Health Policy Statement**

We place a high value on the safety and health of our employees. We are committed to providing a safe workplace for all employees and have developed this program for injury prevention to involve management, supervisors and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety and health policy of this company that no task is so important that an employee must violate a safety and health rule or take a risk of injury or illness to get the job done.

Employees are required to comply with all company safety and health rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

Supervisors are responsible for the safety and health of their employees and, as a part of their daily duties, must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors and we will establish a disciplinary policy to ensure that company safety and health policies are followed.

*Note: The following section is a **best practice**. Please modify or delete content to these policies as deemed necessary.*

## **Safety and Health Rules**

The following basic safety and health rules help make the company a safe, healthy and efficient place to work. These rules are in addition to safety and health practices that must be followed when doing particular jobs or operating certain equipment. Failure to comply with any safety or health rules may result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs and using them at work are prohibited.
- Do not bring firearms or explosives onto company property (including personal vehicles in company-owned parking lots).
- Smoking is not permitted on company grounds (including in personal vehicles in company-owned parking lots OR if smoking is permitted, it is only permitted outside the building away from any entry or ventilation intake, except that smoking is not permitted in any areas where flammable or combustible liquid are dispensed, mixed, used or stored).
- Horseplay, running and fighting are prohibited.
- Report spills immediately so that they can be cleaned up promptly by appropriately trained employees.
- Do not allow materials (especially combustible materials) to accumulate where they will become a tripping or fire hazard. Keep lids on trashcans at all times.
- Do not block any fire extinguisher, fire exit or exit pathway with materials or equipment.

*Note: The following section contains workers' compensation procedures and OSHA recordkeeping requirements. It also contains **best practices** that can be modified or deleted to the policy as deemed appropriate. Refer to the NCIC website <http://www.ic.nc.gov/> for information on workers' compensation.*

## **Recordkeeping**

### **(29 CFR 1904, 29 CFR 1910.1020)**

#### ***Reporting Injuries and Illnesses***

Employees are required to report any injury or work-related illness to their immediate supervisor regardless of how serious. The employee will use an "Employee's Incident Report" form (or Workers' Compensation Form 18) to report more serious/compensable injuries.

The incident may require filling out and filing a Workers' Compensation Form 19, "Employer's Report of Employee's Injury," with the Industrial Commission within five days of learning of an injury or allegation. If a Form 19 is filed with the Industrial Commission, the employer will provide a copy of the Form 19 to the employee, together with a blank Form 18, "Notice of Accident to Employer and Claim of Employee," for use by the employee. (<http://www.ic.nc.gov/>)

A signed copy of the OSHA log summary (OSHA Form 300A) for the previous year will be posted on the safety bulletin board from February 1 through April 30. The log will be kept on file for at least five years. Any employee can view an OSHA log upon request at any time during the year.

#### ***Employee Access to Medical and Exposure Records***

Whenever an employee or designated representative requests access to a record, we must ensure that access is provided in a reasonable time, place, and manner. If we cannot reasonably provide access to the record within 15 working days, we will apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.

The medical record for each employee will be preserved and maintained for at least the duration of employment plus 30 years.

First aid records (not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like that do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a nonphysician and if maintained separately from the employer's medical program and its records and the medical records of employees who have worked for less than one year for the employer need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.

#### ***Exposure Records***

Safety data sheets and records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least 30 years.

Analyses using exposure or medical records must be preserved and maintained for at least 30 years.

#### ***Training Records***

Some standards require training records to be maintained for three years and some do not require training records. Records of employees who have worked for less than one year need not be retained after employment, but we are required to provide these records to the employee upon termination of employment. Our policy is to maintain training records for *(insert time frame)*.

*Note: The following section is a **best practice**. Please modify or delete content to these policies as deemed necessary.*

## **Accident Investigation**

### ***Accident Investigation Procedures***

If an employee dies while working or within 30 days of the initial accident/incident causing an injury or illness, or when three or more employees are admitted to the hospital as a result of a work-related accident/incident, the company must contact the N.C. Department of Labor's OSH Division within eight hours of becoming aware of the accident/incident. The toll-free notification number is 1-800-NC-LABOR (1-800-625-2267).

Whenever there is an incident that results in death or serious injuries or illnesses, a preliminary investigation will be conducted by an accident investigation team made up of the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety and health committee, and any others whose expertise would help in the investigation.

The accident investigation team will take written statements from witnesses and photograph the incident scene and equipment involved. The team will also document, as soon as possible after the incident, the condition of equipment and any anything else in the work area that may be relevant. The team will complete a written incident investigation report. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. This report will be given to *(insert appropriate name/job title)* for corrective action. The report will be reviewed by the safety and health committee at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an incident investigation report to accompany the employee's report and forward them to *(insert appropriate name/job title)*.

In addition, whenever there is an incident that did not result in an injury to an employee *(a near miss)*, the supervisor will investigate the incident. The incident investigation report form will be filled out to investigate the near miss and to establish any corrective action as applicable. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to *(insert appropriate name/job title)* to record on the incident log and for further action.



## Employee's Incident Report Form

**Instructions:** Employees will use this form to report **all** work-related injuries, illnesses or “near miss” events (which could have caused an injury or illness)—*no matter how minor*. This helps to identify and correct hazards before they cause serious injuries. This form will be completed by employees as soon as possible and given to a supervisor for further action. (NCIC Form 18 may be used in place of this one.)

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Name:	
Job Title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/illness/near miss:	Time of injury/illness/near miss:
Names of witnesses (if any):	
Where exactly did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/illness/near miss (continue on the back if necessary):	
What could have been done to prevent this injury/illness/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Supervisor:
Employee's signature:	Date:

*Note: The following section is a **best practice**. Please modify or delete content to these policies as deemed necessary.*

## **Inspection Procedures**

We are committed to aggressively identifying hazardous conditions and practices that are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management will regularly check the workplace for hazards as described below.

- **Annual Site Survey**—Once a year, a wall-to-wall walk-through inspection will be conducted of the entire work-site. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections, and as part of the annual review of the effectiveness of the accident prevention program.
- **Monthly Safety Inspection**—Each month, an inspection will be conducted of each work area for hazards using the standard safety and health inspection checklist. They will talk to co-workers about their safety and health concerns. The results of the area inspection and any action taken will be posted in the affected area.

*Note: The following section is a **best practice**. Please modify or delete content to these policies as deemed necessary.*

## **Disciplinary Policy**

The company has established a progressive disciplinary program for those acts or practices not considered immediately dangerous to life or health. Unsafe acts will not be tolerated. Each employee has an individual responsibility to work safely. We have established a progressive disciplinary program for those acts or practices not considered immediately dangerous to life or health.

*(Note: The following are examples of disciplinary actions. Employers may wish to establish these policies as part of their general personnel policies and should seek legal advice prior to implementing them in the workplace.)*

**First Instance** Warning, notation in employee file and instruction on proper actions.

**Second Instance** Written reprimand and instruction on proper actions.

**Third Instance** One- to five-day suspension, written reprimand, and instruction on proper actions.

**Fourth Instance** Termination of employment.

An employee may be subject to immediate termination when a safety or health violation places the employee or co-workers at risk of permanent disability or death. These include but are not limited to:

- Failure to follow the substance abuse policy.
- Possession of firearms, explosives or dangerous weapons.
- Violation of project security rules or procedures.
- Fighting, horseplay, practical joking or gambling.
- Unsafe or reckless operation of motorized vehicles or equipment.

## Section 2

# Safety and Health Programs

*Note: The following pages contain example safety and health programs and policies that may be applicable to your company. It is the responsibility of the company to determine whether these programs are mandatory in your work environment based on the scope and application of the referenced standard. Every effort has been made to include the content required by the NCDOL OSH Division standards. Additionally, other good practices have been included that may or may not apply to your company. Please add or delete content to these programs as deemed necessary.*

*While most standards do not require a program administrator or coordinator, it is a good practice to have an employee who is knowledgeable and appropriately trained assigned to administer and review these programs on a continuing basis to ensure their effectiveness in the workplace. Individuals such as human resource professionals, risk managers, safety managers, industrial hygienists and medical professionals are the most appropriate to administer these programs. Additionally, safety and health committees and other suitably trained and experienced employees may also help administer and review these programs.*

*Note: This program may be mandatory for your company. Please reference the scope and application of the referenced OSHA standard. This is an example program and may be modified to meet the company's needs. This program does not have to be in writing for employers with 10 or fewer employees. The standard should be referenced to ensure that all requirements are being met.*

## **Emergency Action Plan (Ref. 29 CFR 1910.38)**

The intent of this plan is to ensure all employees a safe and healthful workplace. Those employees assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, tornadoes, bomb threats or chemical releases.

### **Emergency Plan Coordinators**

<b>Building/Department</b>	<b>Name/Title</b>	<b>Phone #</b>

Coordinators are responsible for the proper inventory and maintenance of equipment. They may be contacted by employees for further information on this plan.

### ***Plan Outline/Description***

Means of Reporting Emergencies: All fires and emergencies will be reported by one or more of the following means as appropriate:

- Verbally to the coordinator during normal working hours.
- By telephone if after hours/weekends.
- By the building alarm system.

*Note:* The following numbers will be posted throughout the facility:

- Fire
- Police
- Ambulance
- Hazmat
- Poison Control

### ***Sounding the Alarm***

The alarm signals for this facility are below:

- For fire: *(Insert signal)*
- For chemical release: *(Insert signal)*
- For hazardous weather: *(Insert signal)*
- Other: *(Insert signal)*

### **Evacuation Plans**

Emergency evacuation escape route plans are posted in key areas of the facility. All employees will be trained on primary and secondary evacuation routes for each type of emergency, as well as storm/tornado shelter locations, and whether employees should exit the facilities or shelter-in-place or in some other internal area of the worksite.

### For Building Evacuation

In the event of a fire/explosion evacuation, all occupants will promptly exit the building via the nearest exit. Go to your designated assembly point and report to your supervisor. Each supervisor (or designee) will account for each assigned employee via a head count. All supervisors will report their head count to *(insert job title of responsible person)* who will be located at *(insert evacuation location)* or accessible via cell phone or radio *(insert phone number or radio channel)*.

In the event of a chemical release, all affected employees will be given evacuation instruction by those in authority (supervisor, other) via: *(Insert alert)*. Each supervisor (or designee) will account for each assigned employee via head count. All supervisors will report their head count to *(insert job title of responsible person)*. Under no circumstances will employees leave the worksite unless instructed to so by management or other authority.

### Building Re-Entry

Once evacuated, no one will re-enter the building. Once the fire department or other responsible agency has notified *(insert job title of responsible person)* that the building is safe to re-enter, personnel will return to their work areas. If building re-entry is not permissible, employees will be given further instruction as applicable by those in authority (supervisor, fire department).

### Hazardous Weather

A hazardous weather alert consists of *(insert alert)*. When a hazardous weather alert is made, all employees will immediately report to the closest refuge area. Stay in this area until notified by *(insert job title of responsible person)*.

### Training

The personnel listed below have been trained to assist in the safe and orderly emergency evacuation of employees:

Task	Building/Department	Name/Title/Phone #
Fire Extinguisher/Hoses		
Evacuation Assistant		
Emergency Shutdown		

Employee training is provided when this plan is initiated, when employees' responsibilities change, when the plan changes, initially for new hires and annually for all employees. Subjects to be covered include:

- Emergency escape procedures/routes
- Fire extinguisher locations and proper use (when the use is required by the company)
- Procedures for accounting for employees and visitors
- Major facility fire hazards
- Fire prevention practices
- Means of reporting fires/emergencies (use and types of alarm systems)
- Names/titles of emergency coordinators
- Availability of the plan to employees
- Hazardous weather procedures
- Special duties as assigned to coordinators and those listed above.

Written records will be maintained for all training and provided to *(insert job title of responsible person)*.

*Note: This program may be mandatory for your company. Please reference the scope and application of the referenced OSHA standard. This is an example program and may be modified to meet the company's needs. The standard should be referenced to ensure that all requirements are being met.*

## **Hazard Communication Program**

### **(Ref. 29 CFR 1910.1200)**

This program will describe how to protect the safety and health of employees who are exposed to hazardous chemicals in the workplace, and to comply with the provisions of 29 CFR 1910.1200.

*(Insert job title of responsible person)* has been assigned the title of hazard communication program coordinator and is responsible for monitoring all related activities to ensure compliance with both the intent and specifics of this program.

Each supervisor will be held responsible for strict adherence to these policies and will closely monitor all activities involving hazardous chemicals.

Each employee will carefully follow established work practices and promptly report observed or potential problems to supervision.

No job is so vital or urgent as to justify the risk of employee overexposure to a hazardous chemical. Ask when in doubt. Proceed with a job only after being satisfied that it is safe to do so.

A list of all hazardous chemicals for each workplace has been made and is readily available upon request to any employee working on any shift. It is located at *(insert location of hazardous chemical list)*.

A safety data sheet (SDS) for each hazardous chemical on the list referenced above is on file at *(insert location of SDSs)*.

The SDSs are accessible during each work shift for any employee to review. If you have further questions about the SDS procedure, contact your supervisor.

*(Insert job title of responsible person)* is responsible to ensure that the list of hazardous chemicals is kept current and that a current SDS is on hand for each hazardous chemical used. A chemical that is not shown on the current list will not be ordered without prior coordination with *(insert job title of responsible person)*.

All containers of hazardous chemicals in each workplace will be conspicuously labeled with the identity of the chemical (same as on the applicable SDS) and the appropriate hazard warnings. If the chemical is a known or suspected cancer causing agent (carcinogen) or if it is known to affect a specific organ of the body, this information will also be placed on the container label. The person having supervisory responsibility for the storage or use of each hazardous chemical will ensure that such labels are not defaced and that they remain legible at all times.

*(Insert job title of responsible person)* will ensure that an adequate supply of labels is kept on hand and made available to the responsible supervisors.

*(Insert job title of responsible person)* is responsible for anticipating, as much as possible, the hazards that would be present for nonroutine tasks, such as a chemical spill or container rupture. Cleanup procedures and proper personal protective equipment will be considered and adequate training for such tasks will be addressed.

When an outside contractor will be used, it will be the responsibility of *(insert job title of responsible person)* to advise the contractor of any hazardous chemicals to which its employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same person's responsibility to determine if the contractor will be using any hazardous chemicals during this work that would expose employees. Appropriate training and protective measures must be taken in order to protect employees. Prior to any work being performed by an outside contractor involving hazardous chemicals, *(insert job title of responsible person)* is to be advised.

All employees exposed to any hazardous chemicals will complete an information and training program that includes at least the subjects listed below. New employees must complete similar instruction before initial exposure to any hazardous chemical in the workplace.

Adequate training of all employees exposed to hazardous chemicals will be given by (*insert job title of responsible person*), assisted as needed by the hazard communication program coordinator.

Employee information for this program will include:

- The purpose and need for such a program, including the basic concept that gives every employee the right to know about hazardous chemicals with which they work.
- The location and availability of the written hazard communication program, plus the list of hazardous chemicals and their corresponding SDSs.
- The identity, upon request, of any chemical to which the employee is exposed. In the case of a trade secret chemical, the name shown on the SDS will be provided.

Employee training will include at least the following:

- Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, appearance or odor.
- The physical and health hazards associated with each chemical, as specified in the SDS.
- Action that employees can take to protect their own safety and health, including specific procedures that have been established for normal work practices, emergency procedures and policies on the use of personal protective equipment.
- Details of the hazard communication program, including an explanation of the labeling system used on in-house containers of hazardous chemicals. Also details of how employees can obtain and use information contained in the SDS.

It is the intent of management to protect the safety and health of each employee. By following correct procedures, no employee should experience any harmful effects from working with chemicals in the workplace.



*Note: The following program is an example of a written program and based on the referenced standard. The standard does not require a written program, but as a **best practice**, it has been put into writing in this manual. Please modify or delete content to these policies as deemed necessary. Please reference the standard for all requirements that may be applicable to your company.*

## **Housekeeping Program**

### **(Ref. 29 CFR 1910.22)**

Housekeeping is an important element of every safety and health program. When materials, tools and equipment all have a place for orderly storage and are returned to the proper place after use, they are easier to find and easier to inspect for damage and wear.

- Keep work areas and storage facilities clean, neat and orderly.
- Keep all aisles, stairways, passageways, exits and access ways to buildings free from obstructions at all times. Remove all grease and water spills from traffic areas immediately.
- It is everyone's responsibility to pick up and clean up.
- Do not place supplies on top of lockers, hampers, boxes or other moveable containers at a height where they are not visible from the floor.
- When storing materials suspended from racks or hooks, secure them from falling and route walkways a safe distance from the surface beneath.
- When storing materials overhead on balconies or mezzanines, provide adequate toeboards to keep objects from rolling over the edge.
- Do not let materials and supplies that are no longer needed accumulate. If it is not needed, get rid of it!
- Return tools and equipment to their proper place when not in use.
- Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc., in such a way as to minimize tripping hazards or obstructions to traffic.
- Clean up spills immediately to avoid hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed or roped off.
- Nail points, ends of loop or tie wires, etc., must not be left exposed when packing and unpacking boxes, crates, barrels, etc. Nails are to be removed as soon as lumber is disassembled.
- Store sharp or pointed articles to keep co-workers from coming in contact with the sharp edges or points.
- Dispose of all packing materials properly to reduce the chance of fires.
- Empty wastebaskets daily into approved containers.
- Put oily and greasy rags in a metal container for that purpose and dispose of properly and frequently.
- Circuit breaker boxes and fuse boxes should be kept closed at all times. It is a requirement to maintain a minimum clearance of 36 inches in front of them.
- Flammables (kerosene, gasoline) and combustible materials (coats, rags, cleaning supplies) should not be stored in mechanical rooms or around electrical boxes.
- Extension cords should not be run across aisles or through oil or water. Inspect cords for kinks, worn insulation and exposed strands of wire before use.
- When fuses blow continually, it is an indication of an overload or short. Report this condition to your safety coordinator immediately.
- Keep electrical equipment properly maintained and free of grease and dirt.
- To prevent static sparks, keep drive belts dressed. Also check belts for proper tension to prevent overloading motors.
- Maintain fire inspections and other fire prevention measures.

*Note: The following program is an example of a written program and based on the referenced standard. The standard does not require a written program, but as a **best practice**, it has been put into writing in this manual. Please modify or delete content to these policies as deemed necessary. Please reference the standard for all requirements that may be applicable to your company.*

## **Ladder Safety Program**

### **(Ref. 29 CFR 1910.25-27)**

Ladders must be maintained in good condition at all times. Ladders that are not in good condition will be placed out of service immediately with a tag stating “out of service.” The employee will submit a maintenance request/work order for ladder repair.

#### ***Inspections***

Portable ladders will be visually inspected each day prior to use.

Other ladders will be inspected at least annually or more often if the conditions of use or location necessitate more frequent inspection.

#### ***Loads***

Self-supporting (foldout) and non-self-supporting (leaning) portable ladders must be able to support at least four times the maximum intended load, except extra-heavy-duty metal or plastic ladders, which must be able to sustain 3.3 times the maximum intended load.

#### ***Angle***

Non-self-supporting ladders, which must lean against a wall or other support, are to be positioned at such an angle that the horizontal distance from the top support to the foot of the ladder is about one-fourth the working length of the ladder.

In the case of job-made wooden ladders, that angle should equal about one-eighth the working length. This minimizes the strain of the load on ladder joints that may not be as strong as on commercially manufactured ladders.

#### ***Rungs***

Ladder rungs, cleats or steps must be parallel, level and uniformly spaced when the ladder is in position for use. Rungs must be spaced between 10 and 14 inches apart. For extension trestle ladders, the spacing must be 8–18 inches for the base, and 6–12 inches on the extension section. Rungs must be so shaped that an employee’s foot cannot slide off, and they must be skid resistant.

#### ***Slipping***

Ladders are to be kept free of oil, grease, wet paint and other slipping hazards. Wood ladders must not be coated with any opaque covering, except identification or warning labels on one face only of a side rail.

*Note: The following program is an example of a written program and based on the referenced standard. The standard does not require a written program, but as a **best practice**, it has been put into writing in this manual. The assessments must be in writing. Please modify or delete content to these policies as deemed necessary. The standard should be referenced to ensure that all requirements are being met.*

## **Personal Protective Equipment Program**

### **(Ref. 29 CFR 1910.132)**

#### ***Hazard Assessments***

The company will assess the hazards in the workplace that require the use of personal protective equipment. Where such hazards are identified, the company will:

- Select appropriate types of personal protective equipment to protect the employees from the hazards identified in the hazard assessment.
- Communicate selection decisions to each affected employee.
- Select personal protective equipment that properly fits each affected employee.
- Require each affected employee to wear the personal protective equipment selected.

The completed assessments are maintained by *(insert job title of responsible person)*.

#### ***PPE Training***

Each employee who is required to use personal protective equipment will be trained on:

- What personal protective equipment is necessary.
- When the personal protective equipment is necessary.
- How to properly don, doff, adjust and wear the personal protective equipment.
- The limitations of the personal protective equipment.
- The proper care, maintenance, useful life and disposal of the personal protective equipment.

<b>Personal Protective Equipment Hazard Assessment</b>		
<b>Location:</b>	<b>Department:</b>	<b>Date/Revision Date:</b>
<b>Job or Task</b>	<b>Potential Hazards</b>	<b>PPE Required</b>

*Note: The following section contains example training matrixes. Please add, modify or delete content to each matrix as deemed necessary to meet your company's needs. The matrixes and course descriptions are a **best practice**.*

# Section 3

## Training and Instruction

### Employee Training

#### ***Initial Training***

All employees will go through an orientation training program that covers safe work practices, OSHA requirements, and safety policies and procedures. Depending on the employee's job or career track, the employee will then be released to the safety coordinator for on-the-job training (OJT), combination OJT/classroom, or other job progression training schedule. All employees will also be on a probation period dictated by human resources and management.

#### **Orientation Training Matrix—Initial (Example)**

<b>Day 1</b>	<b>Day 2</b>
Welcome and Introductions	Fire Extinguishers*
Company Safety Policy and Procedures	Safe Work Practices
Accident Reporting and Investigation	Summary
Disciplinary Policy	
PPE*	
Hazard Communication*	
Ladder Safety	
Emergency Action*	

**Note:** *Orientation topics will be modified as needed to best meet the needs of the employees and the Company. Each topic will be covered for a minimum of 30 minutes. Some topics may require several hours depending on the employee's assigned job duties and responsibilities. Fire extinguisher training is required annually when you require your employees to use them—not required if you don't.*

\*Required by OSHA—initial training (dependent on assigned job duties and responsibilities)

## ***On-the-Job Training***

Each department has an OJT matrix that each new employee goes through before being released. The matrix for each department will be reviewed and updated as necessary by management.

### **OJT Matrix (Example)**

**Job:** All

**Department:**

**Conducted by:**

**Company:**

<b>Week 1</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	OJT—safe work practices	OJT—safe work practices	OJT—safe work practices	OJT—safe work practices	OJT—safe work practices

**Note:** Dependent on assigned job duties and responsibilities. Training may be a few days to several weeks.

## ***Annual Refresher Training***

Annual refresher training will be conducted by each department on required OSHA and other safety and health topics along with job safe practices. The following matrix will be updated and modified based on company needs. This will be the responsibility of management.

### **Annual Refresher Training Matrix (Example)**

**Department:**

**Trainer:**

PPE

Hazard Communication

Fire Extinguishers

Safe Work Practices

Summary

*\*Required by OSHA annually*

**Note:** Fire extinguisher training is required annually when you require your employees to use them—not required if you don't.

*Note: Many OSHA standards require training, and some do not require documentation that the training was conducted. Documenting all training is a **best practice**. Many training records are required to be kept for three years; refer to the relevant OSHA standard for required recordkeeping timelines. If training is only required initially and then as needed thereafter, as a **best practice**, maintain your training records as deemed appropriate for your company.*

## **Employee Training Roster/Certificate of Training**

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

Trainer: \_\_\_\_\_

**Employee Name:**

**Department:**

**Signature:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Section 4

## Reference Material

### **N.C. Department of Labor**

#### **A–Z Topics**

[http://www.nclabor.com/osha/etta/A\\_to\\_Z\\_Topics/a\\_to\\_z\\_toc.htm](http://www.nclabor.com/osha/etta/A_to_Z_Topics/a_to_z_toc.htm)

#### **OSH Division Compliance Material**

<http://www.nclabor.com/osha/compliance/manuals.htm>

#### **PowerPoint Presentations**

<http://www.nclabor.com/osha/etta/presentations/presentations.htm>

#### **Publications**

<http://www.nclabor.com/pubs.htm>

#### **Safety and Health Programs**

[http://www.nclabor.com/osha/consult/sample\\_programs.htm](http://www.nclabor.com/osha/consult/sample_programs.htm)

#### **Training Requirements**

<http://www.nclabor.com/osha/etta/indguide/ig8.pdf>

### **Federal Occupational Safety and Health Administration**

#### **Publications**

<http://www.osha.gov/pls/publications/publication.html>

#### **Training Resources**

<http://www.osha.gov/dte/index.html>

# Section 5

## Facility Inspection Forms

- Comprehensive Safety Inspection Checklist
- Monthly Building Inspection Form



# Comprehensive Safety Inspection Checklist

Yes No NA

## Employer Posting

- Is the required NCDOL workplace poster displayed in a prominent location where all employees are likely to see it?
- Are emergency telephone numbers posted where they can be readily found in case of emergency?
- Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and safety data sheets (SDS) been posted or otherwise made readily available to affected employees?
- Are signs concerning "exiting from buildings," room capacities, floor loading, biohazards, exposures to X-ray, microwave, or other harmful radiation or substances posted where appropriate?
- Is the summary of occupational injuries and illnesses posted February through April?

## Recordkeeping

- Are all occupational injuries and illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 300 log?
- Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards?
- Are employee training records kept and accessible for review by employees, when required by OSHA standards?
- Have arrangements been made to maintain required records for the legal period of time for each specific type of record? (Some records must be maintained for at least 40 years.)
- Are operating permits and records up to date for such items as elevators, air pressure tanks and liquefied petroleum gas tanks?

## Safety and Health Program

- Do you have an active safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite?
- Is one person clearly responsible for the overall activities of the safety and health program?
- Do you have a working procedure for handling in-house employee complaints regarding safety and health?

## Medical Services and First Aid

- Is there a hospital, clinic or infirmary for medical care in proximity of your workplace?
- If medical and first aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?
- Have all employees who are expected to respond to medical emergencies as part of their work: (1) received first aid training; (2) had hepatitis B vaccination made available to them; (3) had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions; and (4) have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodborne diseases?
- Are emergency phone numbers posted?
- Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
- Have first aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation?

Yes No NA

### Fire Protection

- Is your local fire department well acquainted with your facilities, its location and specific hazards?
- If you have a fire alarm system, is it certified as required?
- If you have a fire alarm system, is it tested at least annually?
- If you have interior standpipes and valves, are they inspected regularly?
- If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- Are fire doors and shutters in good operating condition?
- Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- Are fire door and shutter fusible links in place?
- Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?
- Is the maintenance of automatic sprinkler systems assigned to responsible people or to a sprinkler contractor?
- Are sprinkler heads protected by metal guards, when exposed to physical damage?
- Is proper clearance maintained below sprinkler heads?
- Are portable fire extinguishers provided in adequate number and type?
- Are fire extinguishers mounted in readily accessible locations?
- Are fire extinguishers recharged regularly and noted on the inspection tag?
- Are employees periodically instructed in the use of extinguishers and fire protection procedures?

### Personal Protective Equipment and Clothing

- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
- Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures required to wear only approved safety glasses or protective goggles or use other medically approved precautionary procedures?
- Are protective gloves, aprons, shields or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood or other potentially infectious materials? (See 29 CFR 1910.1030(b) for the definition of "other potentially infectious materials.")
- Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive or poisonous substances, falling objects, and crushing or penetrating actions?
- Is all protective equipment maintained in a sanitary condition and ready for use?
- Do you have eyewash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?
- Where special equipment is needed for electrical workers, is it available?
- Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood or other potentially infectious materials?

Yes No NA

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

**General Work Environment**

- Are all worksites clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate means taken to ensure the surfaces are slip-resistant?
- Are accumulations of 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 accumulating on or around electrical enclosures or equipment?
- Are the minimum number of toilets and washing facilities provided?
- Are all toilets and washing facilities clean and sanitary?
- Are all work areas adequately illuminated?
- Are pits and floor openings covered or otherwise guarded?

**Walkways**

- Are aisles and passageways kept clear?
- Are aisles and walkways marked as appropriate?
- Are wet surfaces covered with nonslip materials?
- Are holes in the floor, sidewalk or other walking surfaces repaired properly, covered or otherwise made safe?
- Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
- Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- Are spilled materials cleaned up immediately?
- Are changes of direction or elevation readily identifiable?
- 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?

**Floor and Wall Openings**

- Are floor openings guarded by a cover, guardrail or equivalent on all sides (except at entrance to stairways or ladders)?
- Are toeboards installed around the edges of permanent floor openings (where people may pass below the opening)?
- Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
- Are floor or wall openings in fire-resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?

Yes No NA

### Stairs and Stairways

- Are standard stair rails or handrails on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?
- Do stairs angle no more than 50 and no less than 30 degrees?
- Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material?
- Are step risers on stairs uniform from top to bottom?
- Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
- Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?
- Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
- Are stairway handrails capable of withstanding a load of 200 pounds, applied within 2 inches of the top edge, in any downward or outward direction?
- Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- Do stairway landings have a dimension measured in the direction of travel at least equal to the width of the stairway?
- Is the vertical distance between stairway landings limited to 12 feet or less?

### Elevated Surfaces

- Are signs posted, when appropriate, showing the elevated surface load capacity?
- Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
- Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toeboards?
- Is a permanent means of access and egress provided to elevated storage and work surfaces?
- Is required headroom provided where necessary?
- Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?

### Exiting or Egress

- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?
- Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least ½-inch wide?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?

Yes No NA

- Are there sufficient exits to permit prompt escape in case of emergency?
- Are special precautions taken to protect employees during construction and repair operations?
- Is the number of exits from each floor of a building, and the number of exits from the building itself, appropriate for the building occupancy load?
- Are exit stairways that are required to be separated from other parts of a building enclosed by at least two-hour fire-resistive construction in buildings more than four stories in height, and not less than one-hour fire-resistive construction elsewhere?
- Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1 foot vertical and 12 feet horizontal?
- Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and do they meet the safety requirements for human impact?

**Exit Doors**

- Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- Are windows that could be mistaken for exit doors made inaccessible by means of barriers or railings?
- Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
- Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?
- Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- Are doors that swing in both directions and are located between rooms where there is frequent traffic provided with viewing panels in each door?

**Portable Ladders**

- Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
- Are nonslip safety feet provided on each ladder?
- Are nonslip safety feet provided on each metal or rung ladder?
- Are ladder rungs and steps free of grease and oil?
- Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
- Is it prohibited to place ladders on boxes, barrels or other unstable bases to obtain additional height?
- Are employees instructed to face the ladder when ascending or descending?
- Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails, or other faulty equipment?
- Are employees instructed not to use the top step of ordinary stepladders as a step?
- When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?
- Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is latched or otherwise held in place?

Yes No NA

- Are portable metal ladders 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 and Equipment**

- Are all tools and equipment (both company- and employee-owned) used by employees at their workplace in good condition?
- Are worn or bent wrenches replaced regularly?
- Are appropriate handles used on files and similar tools?
- Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- Are appropriate safety glasses, face shields, etc., used while using hand tools or other equipment that might produce flying materials or be subject to breakage?
- 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 a dry, secure location where they won't be tampered with?

#### **Portable (Power-Operated) Tools and Equipment**

- Are power tools used with the correct shield, guard or attachment, recommended by the manufacturer?
- Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double-insulated type?
- Are portable fans provided with full guards or screens having openings ½ inch or less?

#### **Environmental Controls**

- Are all work areas properly illuminated?
- Are employees instructed in proper first aid and other emergency procedures?
- Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies and caustics?
- Is employee exposure to chemicals in the workplace kept within acceptable levels?
- Are the safest methods and products being used?
- Is the work area's ventilation system appropriate for the work being performed?
- Is personal protective equipment provided, used and maintained wherever required?
- Are restrooms and washrooms kept clean and sanitary?
- Is all water provided for drinking, washing and cooking potable?
- Are all outlets for water not suitable for drinking clearly identified?
- Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- Are employees instructed in the proper manner of lifting heavy objects?

Yes No NA

### **Flammable and Combustible Materials**

- Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?
- Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks and pans)?
- Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?
- Is vacuuming used wherever possible rather than blowing or sweeping combustible dust?
- Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to ensure their support and stability?
- Are fuel gas cylinders and oxygen cylinders separated by distance, fire-resistant barriers, etc., while in storage?
- Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?

***Class A: Ordinary combustible material fires.***

***Class B: Flammable liquid, gas or grease fires.***

***Class C: Energized electrical equipment fires.***

- Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?
- Are extinguishers free from obstructions or blockage?
- Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- Are all extinguishers fully charged and in their designated places?
- Where sprinkler systems are permanently installed, are the nozzle heads so directed and arranged that water will not be sprayed into operating electrical switchboards and equipment?
- Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
- Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- Are all spills of flammable or combustible liquids cleaned up promptly?
- Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying or atmosphere temperature changes?
- Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?

### **Hazardous Chemical Exposure**

- Are employees trained in the safe handling practices of hazardous chemicals, such as acids and caustics?
- Are employees aware of the potential hazards involving various chemicals stored or used in the workplace, such as acids, bases, caustics, epoxies and phenols?
- Is employee exposure to chemicals kept within acceptable levels?
- Are eyewash fountains and safety showers provided in areas where corrosive chemicals are handled?
- Are all containers such as vats and storage tanks labeled with their identity and hazards?

Yes No NA

- Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)?
- Are flammable or toxic chemicals kept in closed containers when not in use?
- Are chemical piping systems clearly marked as to their content?
- Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, are adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?
- Have standard operating procedures been established and are they being followed when cleaning up chemical spills?
- Are employees prohibited from eating in areas where hazardous chemicals are present?
- Is personal protective equipment provided, used and maintained whenever necessary?
- Are you familiar with the threshold limit values or permissible exposure limits of airborne contaminants and physical agents used in your workplace?
- Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, aerosols or mists that may be generated in your workplace?
- Is ventilation equipment provided for removal of contaminants from such operations as production, grinding, buffing, spray painting and vapor degreasing and is it operating properly?
- Do you monitor employees to make sure there are no complaints about dizziness, headaches, nausea, irritation or other discomfort when they use solvents or other chemicals?
- Do you watch for employee health problems such as dryness, irritation or sensitization of the skin?
- Is vacuuming used, rather than blowing or sweeping dusts, whenever possible for cleanup?

#### **Hazardous Substances Communication**

- Is there a list of hazardous substances used in your workplace?
- Is there a written hazard communication program dealing with material safety data sheets (MSDS), labeling and employee training?
- Is each container for a hazardous substance (including vats, bottles and storage tanks) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
- Is there a safety data sheet readily available for each hazardous substance used?
- Is there an employee training program for hazardous substances?

#### **Electrical**

- Do you specify compliance with OSHA standards for all contract electrical work?
- Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
- Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
- When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked out and tagged whenever possible?
- Are portable electrical tools and equipment grounded or of the double-insulated type?
- Are electrical appliances such as vacuum cleaners, polishers and vending machines grounded?
- Do extension cords being used have a grounding conductor?



**Yes No NA**

- Are multiple-plug adapters prohibited?
- Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
- Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
- Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?
- Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- Are flexible cords and cables free of splices or taps?
- Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools and equipment, and is the cord jacket securely held in place?
- Are all cord, cable and raceway connections intact and secure?
- In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
- Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling or similar work is begun?
- Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
- Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- Are disconnecting means always opened before fuses are replaced?
- Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
- Are all electrical raceways and enclosures securely fastened in place?
- Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
- Are electrical enclosures such as switches, receptacles and junction boxes provided with tight-fitting covers or plates?

**Noise**

- Does every area in the workplace have a continuous noise level that does not exceed 85 dBA?

# Monthly Inspection Checklist

<b>Floors and floor openings</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are floors in good condition, free of broken and pitted surfaces?			
Are floor coverings, such as carpets and mats, in good condition?			
Are floor openings properly protected?			
Are stairways equipped with appropriate handrails, guardrails?			
Check floors for slippery conditions—a major cause of falls?			

<b>Aisles and passageways</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are aisles and passageways kept clear?			
Are they free of tripping hazards?			

<b>Electrical</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are extension cords used appropriately, i.e., <i>not</i> in place of permanent wiring?			
Are electrical cords stretched across the floor without appropriate floor covers?			
Are electrical cords free from damage (exposed wires, missing grounding pins)?			
Are portable electrical tools grounded?			

<b>Hand tools</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are the right tools for the job used?			
Are tools in good condition?			
Are cutting edges sharp?			
Are tools with mushroomed heads, split handles and other defects tagged and removed from service?			

<b>Housekeeping</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is the department clean and orderly?			
Are materials properly stored out of walkways or paths to exits?			

<b>Storage of materials</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are materials and supplies properly stacked—within recommended heights?			
Are flammable materials properly handled and stored?			
Are all chemical containers appropriately labeled?			

<b>Lighting</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is lighting in work and storage areas, passageways and stairways satisfactory?			
Check for burned out bulbs.			

<b>Ladders</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are portable ladders of standard construction and in good condition?			
Are fixed ladders of standard construction and securely fastened?			

<b>Fire extinguishers</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are enough fire extinguishers of the right type available and easily accessible?			
Is all fire suppressant equipment in proper working order?			
Are fire extinguishers properly mounted?			
Are fire extinguishers inspected on a monthly and annual basis?			

<b>Exits</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are emergency exits adequate in number and location and properly identified?			
Are any exits blocked or locked, preventing escape to the outside?			

## **OSH Publications**

We provide a variety of OSH publications. These include general industry and construction regulations, industry guides that cover different OSH topics, quick cards, fact sheets and brochures that cover a wide variety of serious safety and health workplace hazards. Workplace labor law posters are available free of charge. To obtain publications, call toll free at 1-800-NC-LABOR (1-800-625-2267) or direct at 919-807-2875. You may view the list of publications and also download many of them at **[www.nclabor.com/pubs.htm](http://www.nclabor.com/pubs.htm)**.

# Occupational Safety and Health (OSH) Sources of Information

You may call 1-800-NC-LABOR (1-800-625-2267) to reach any division of the N.C. Department of Labor; or visit the NCDOL home page on the World Wide Web: <http://www.nclabor.com>.

## Occupational Safety and Health Division

Mailing Address:  
1101 Mail Service Center  
Raleigh, NC 27699-1101  
Local Telephone: 919-807-2900 Fax: 919-807-2856

Physical Location:  
111 Hillsborough St.  
(Old Revenue Building, 3rd Floor)

*For information concerning education, training, interpretations of occupational safety and health standards, and OSH recognition programs contact:*

## Education, Training and Technical Assistance Bureau

Mailing Address:  
1101 Mail Service Center  
Raleigh, NC 27699-1101  
Telephone: 919-807-2875 Fax: 919-807-2876

Physical Location:  
111 Hillsborough St.  
(Old Revenue Building, 4th Floor)

*For information concerning occupational safety and health consultative services contact:*

## Consultative Services Bureau

Mailing Address:  
1101 Mail Service Center  
Raleigh, NC 27699-1101  
Telephone: 919-807-2899 Fax: 919-807-2902

Physical Location:  
111 Hillsborough St.  
(Old Revenue Building, 3rd Floor)

*For information concerning migrant housing inspections and other related activities contact:*

## Agricultural Safety and Health Bureau

Mailing Address:  
1101 Mail Service Center  
Raleigh, NC 27699-1101  
Telephone: 919-807-2923 Fax: 919-807-2924

Physical Location:  
111 Hillsborough St.  
(Old Revenue Building, 2nd Floor)

*For information concerning occupational safety and health compliance contact:*

## Safety and Health Compliance District Offices

**Raleigh District Office** (3801 Lake Boone Trail, Suite 300, Raleigh, NC 27607)  
Telephone: 919-779-8570 Fax: 919-420-7966

**Asheville District Office** (204 Charlotte Highway, Suite B, Asheville, NC 28803-8681)  
Telephone: 828-299-8232 Fax: 828-299-8266

**Charlotte District Office** (901 Blairhill Road, Suite 200, Charlotte, NC 28217-1578)  
Telephone: 704-665-4341 Fax: 704-665-4342

**Winston-Salem District Office** (4964 University Parkway, Suite 202, Winston-Salem, NC 27106-2800)  
Telephone: 336-776-4420 Fax: 336-767-3989

**Wilmington District Office** (1200 N. 23rd St., Suite 205, Wilmington, NC 28405-1824)  
Telephone: 910-251-2678 Fax: 910-251-2654

\*\*\*To make an OSH Complaint, **OSH Complaint Desk:** 919-807-2796\*\*\*

*For statistical information concerning program activities contact:*

## Planning, Statistics and Information Management Bureau

Mailing Address:  
1101 Mail Service Center  
Raleigh, NC 27699-1101  
Telephone: 919-807-2950 Fax: 919-807-2951

Physical Location:  
111 Hillsborough St.  
(Old Revenue Building, 2nd Floor)

*For information about books, periodicals, vertical files, videos, films, audio/slide sets and computer databases contact:*

## N.C. Department of Labor Library

Mailing Address:  
1101 Mail Service Center  
Raleigh, NC 27699-1101  
Telephone: 919-807-2850 Fax: 919-807-2849

Physical Location:  
111 Hillsborough St.  
(Old Revenue Building, 5th Floor)

## N.C. Department of Labor (Other than OSH)

1101 Mail Service Center  
Raleigh, NC 27699-1101  
Telephone: 919-733-7166 Fax: 919-733-6197