Shasta College

Employee Safety Inspection Guidelines Manual

Safety is a Condition of Employment

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Employee Safety Inspection Guidelines

1. INTRODUCTION

An important element of any employee safety program is the conducting of inspections on a periodic basis in order to:

- Proactively identify health and safety issues before they can adversely impact Shasta College employees
- Ensure compliance with health and safety regulations and the associated programs established by the College
- Promote continuous improvement of health and safety conditions at all College campuses

By having employees conduct these inspections within their own work areas, the following benefits are realized:

- Employees become more familiar with health and safety requirements.
- Employees take on greater "ownership" of safety.
- Supervisors become more involved in ensuring the health and safety of their employees.

The employee-conducted Building Safety Inspection Program has been established to realize these benefits. The inspection criteria are based on established compliance requirements contained in OSHA regulations, the Life Safety and Fire Codes and College safety programs, as well as best management practices.

2. RESPONSIBILITIES

The functional and academic departments are responsible for:

- Assigning personnel to conduct safety inspections either monthly or more frequently if required (e.g.: weekly eyewash inspections)
- Undertaking corrective actions for any deficiencies identified.
- Communicating with the Physical Plant Division (via work order) and/or the District Safety and Wellness Committee to assist in corrective actions when necessary.
- Completed Safety Inspection check lists will be turned in to the Physical Plant Div. Office by the 5th of each month. They may be submitted electronically (Email) or by campus mail.

The District Safety and Wellness Committee is responsible for developing/approving inspection checklists and for advising on corrective actions, as necessary. Only checklists approved by the Safety and Wellness Committee will be utilized.

3. BUILDNG SAFETY INSPECTIONS AND CHECKLISTS

Building Safety Inspection Checklists will be made, and Building Safety Inspections will be conducted for:

- Buildings with classrooms and offices
- Food Services facility
- Warehouse (PPD)
- Trades buildings (PPD)
- Industrial Ed. classrooms and shops/labs
- Distance Ed. locations
    - HSUC
    - Tehama
    - Burney
    - Trinity

4. RECORDKEEPING

Inspection checklists will be completed monthly and will be forwarded by the individual conducting the inspection to the Physical Plant Div. office. The inspection checklist will be reviewed by the Safety and Wellness Committee and will be retained on file for three years.

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Safety Equipment Guidelines for:

EGRESS, SLIP, TRIP HAZARDS

No Slip, Trip or Fall Hazards

Slips, trips, and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths, and are second only to motor vehicles as a cause of fatalities. The OSHA standards for walking/working surfaces apply to all permanent places of employment.

	Floor is kept free from slip hazards such as food or liquid spills, and other debris.
	Walkway is kept free from trip hazards such as torn carpets, electrical cords, fallen articles, broken tiles, etc.
	Carpet/rugs are in good condition and secured to the floor.
	Floors drains are not plugged and allow adequate drainage.
	Floor mats are in good condition, free of grease, and are used appropriately (i.e. mat is not a trip hazard).
	Floor mats have beveled edges, and where appropriate, are grease resistant and promote drainage.

No Aisles or Hallways Obstructed

According to OSHA requirements, aisles should be free of obstructions and should have safe clearances, so that people can **easily** get through them for everyday use and in case of emergency evacuations.

	No carts or storage blocking aisles or doors.
	36” minimum clearance in halls, 24”minimum in aisles in offices and classrooms.

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Safety Equipment Guidelines for:

FALLING HAZARDS

Hazards of Falling Items

Items that are stored or placed in locations above 5 feet or Items that are taller than 4 feet can become a hazard to you. During an earthquake or impact these items can move or fall blocking egress or injuring occupants.

Seismic Bracing and Earthquake Preparedness

	Furnishings more than four feet high are braced (this includes file cabinets, bookcases, desk hutches, etc.).
	All shelving is secured.
	All materials on elevated surfaces stored in a manner to prevent tipping, falling, collapsing, rolling or spreading.
	Heavy items are kept on low shelves.
	If shelves or tall items contain storage, there is a proper step or ladder available.

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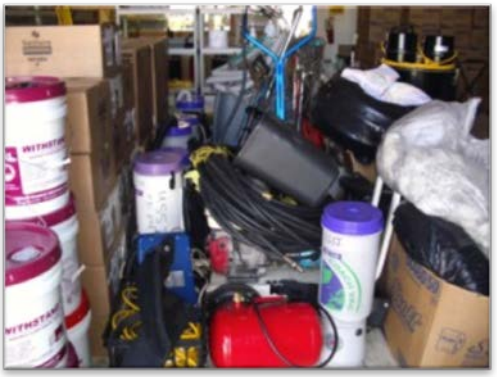
Safety Equipment Guidelines for:

GOOD HOUSEKEEPING PRACTICES

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removing waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisles, the adequacy of storage facilities, and maintenance. **Good housekeeping is a basic part of accident and fire prevention.**

	There are adequate numbers of waste containers.
	Waste containers are emptied regularly.
	All storage areas are clearly marked.
	Materials are stored in areas that do not obstruct stairs, fire escapes, exits or firefighting equipment.
	Equipment is not damaged or outdated.
	Work area is not congested.
	Floors are clean and clear of waste.



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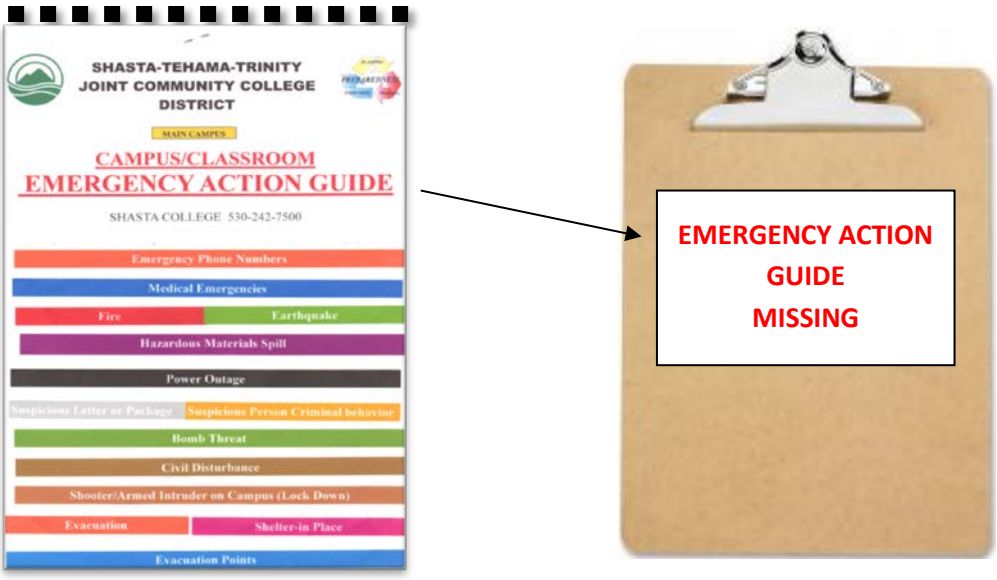
Safety Equipment Guidelines for:

EMERGENCY ACTION GUIDE

The Emergency Action Guide should be:

- Located in a room, highly visible and with easy access
- Removed only for an emergency or to be reviewed by occupants. It should always be replaced to its location
- Have a clipboard that is securely mounted



	Action Guide in good condition and readable, no missing pages.
	Guide is clipped on to clipboard.
	Clip board is secured to mounting point.

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Safety Equipment Guidelines for:

FIRE EXTINGUISHERS

The California Fire Code Section 1002 and CCR T8 6151 requires fire extinguishers to be properly located, properly maintained, and available to occupants in every building. Fire extinguishers should be located along normal paths of travel.

Required to Be Mounted

Each extinguisher is required to be mounted with the top of the extinguisher no more than 4 feet off the floor and the bottom at least 4 inches off the floor. It is important to note that fire extinguishers are highly pressurized containers. Any damage to the valve assembly can create a dangerous flying projectile. For this reason extinguishers must be mounted on a wall or in an approved cabinet with an approved mounting device. Fire extinguishers placed on counters, desks or floors are not in compliance with code requirements.

Access

A clear access shall be maintained to the fire extinguisher. It will not be blocked for any reason.

Inspection Records

Fire extinguishers shall be inspected by a designated employee monthly and shall be so documented. If you use a building Safety Inspection sheet that is turned into the Physical Plant Division monthly the inspection sheet meets documentation requirements. If you do not participate in the Building Safety Inspection Program please document your fire extinguisher inspection on the rear of the CSFM tag attached to the Fire Extinguisher.

Extinguisher inspections should include checking that areas are clear of obstacles, have signage, that the gauge is in the green, CSFM tag is present and punched, and that the pull pin in is in place and has a tamper strap.

	Fire Extinguisher sign or ID is in place.
	CSFM tag is punched (current year).
	Extinguisher is mounted (bracket/cabinet).
	Not on floor, top less than 48" high.
	Extinguisher is easy to retrieve from cabinet.
	Only break-away locking devices are used.
	Pull pin and tamper strap are in place.

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Safety Equipment Guidelines for:

FIRST AID KITS

OSHA requires that employees be given a safe and healthy workplace that is reasonably free of occupational hazards. However, it is unrealistic to expect accidents not to happen. Therefore, employers are required to provide medical and first aid supplies commensurate with the hazards of the workplace. The details of a workplace medical and first aid kit are dependent on the circumstances of each workplace and employer.

Shasta College First Aid Kits are provided by each individual department as deemed necessary by department heads. These kits are intended for basic minor first aid. First Aid kits provided by and maintained by service companies should be monitored.

Considerations

First Aid kit supplies must be adequate, should reflect the kinds of injuries that are likely to occur in your work location and must be stored in an area where they are readily available for emergency access.

Minimum Inventory (ANSIZ 308.1 - 2003, Minimum Requirements for Workplace First Aid Kits)

	Item & Minimum Size or Volume	Quantity
	Absorbent Compress, 32 sq. in. (no side smaller than 4 in.)	1
	Adhesive bandages, 1 x 3 in.	16
	Adhesive tape, 5 yd.	1
	Antiseptic, .5 gram application	10
	Burn Treatment, .5 gram application	6
	Medical exam gloves	2 pair

Access

A clear access to the first aid kit and the area around the first aid kit shall be maintained. Do not stack or store items in a way that would block access. Try to locate First aid kits in protected areas. (Location must match the building Emergency evacuation map).

Labeling/Identification

All First Aid Kits shall be labeled “First Aid Kit”. Lettering should be in scale with the size of the kit. If the first aid kit is kept in a cabinet, the cabinet shall be labeled “First Aid Kit Inside”

Inspection Records

First aid kit inspections should be documented on the monthly Building Safety Inspection Checklist. First aid kits that are serviced by a contractor should be checked to ensure that the kit’s Inspection Record is present and current.

	There is clear access to the first aid kit.
	First aid kit inventory is complete.
	If this building has an Emergency Evacuation Map, the location of the first aid kit is the same as is indicated on the map.
	First aid kit is properly labeled.

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Safety Equipment Guidelines for:

MATERIAL SAFETY DATA SHEETS SDS/MSDS

The California Hazard Communications Regulation (CCR, Title 8, Section 5194) was amended in May 1986 to include the Federal Hazard Communications Standard (29 CFR 1910.1200), commonly referred to as the "Worker Right To Know" law. Under this legislation, all district employees have the right to be informed of the hazards to which they may be exposed during the course of their duties.

The process which ensures hazard awareness and communication centers on the effective dissemination of appropriate information. The principal vehicle through which this occurs is the manufacturer's Safety Data Sheet (SDS), which is a guide that contains information on the safe use, storage and disposal of their products.

Every department is responsible for obtaining, and is required to have, a Safety Data Sheet (SDS) for every hazardous chemical product its employees use. Copies of SDS should be kept in a binder or file, in alphabetical order by product name, and should be made available to all employees.

Employees are required to read Material Safety Data Sheets prior to using the product.

	SDS/MSDS binders are in their assigned location.
	SDS/MSDS binders are accessible to all employees (not locked up in a room or cabinet).
	Binders are in good condition (not damaged or defaced).
	SDS/MSDS pages are in good condition.
	Binders are clearly labeled indicating their content.

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Safety Equipment Guidelines for:

HAZMAT LABELING AND STORAGE

What hazardous materials labels and/or placards must be on containers in my area of responsibility?

In most cases the answer is easy. The labels that the manufactures applied to the containers are sufficient. They shall not be removed. Manufactures are responsible for proper marking and labeling of their products in accordance with federal and state regulations.

Products that are in secondary containers (i.e., containers with products that have been transferred from an original container into a smaller container, such as a spray bottle) must be labeled with the identity and hazards of the contents (Hazcom regulation “Right To Know Act”). All containers must be marked to indicate content and hazards. If a secondary container contains a non-hazardous product (such as water), it still must be labeled to indicate content. This is your responsibility.

When products are stored they shall be placed so that the label and warnings are conspicuous.

	Containers are labeled.
	Labels are in good condition, legible and well attached to their containers.
	Secondary containers are labeled with their contents and hazard warnings.
	Containers and lids are in good condition.
	Containers are stored so that their labels are visible.
	Containers are stored separately from any incompatible materials as described on the material’s SDS.

Always consult your SDS/MSDS for proper handling, storage, labeling and safety of all products that you and others use.

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Safety Equipment Guidelines for:

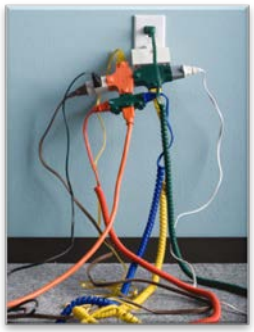
ELECTRICAL CORDS AND OUTLETS

An estimated 3,300 residential fires originate from extension cords each year, killing and injuring over 300 people. (NFIRS)

29 [CFR§1910.305(g)(1) – Flexible cords and cables may not be run through holes in walls, ceilings, floors, doorways or windows, or concealed behind walls, ceilings, or floors. Switches and receptacles require faceplates that completely cover the switch/receptacle wiring.



It is unsafe to plug one power strip into another, because this exceeds the design capacity of the power strip and could be a fire hazard. Likewise, it is unsafe to plug a power strip into an extension cord.



	No flexible cords run through holes in walls, ceilings, floors, doors or windows.
	Faceplates on switches and receptacles are present and completely cover the switch/receptacle wiring.
	Electrical outlets are not overloaded.
	No extension cord, outlet strip or cube tap is plugged into another extension cord, outlet strip or cube tap.
	Electrical cords are in good condition (free of splices, frays, etc.).

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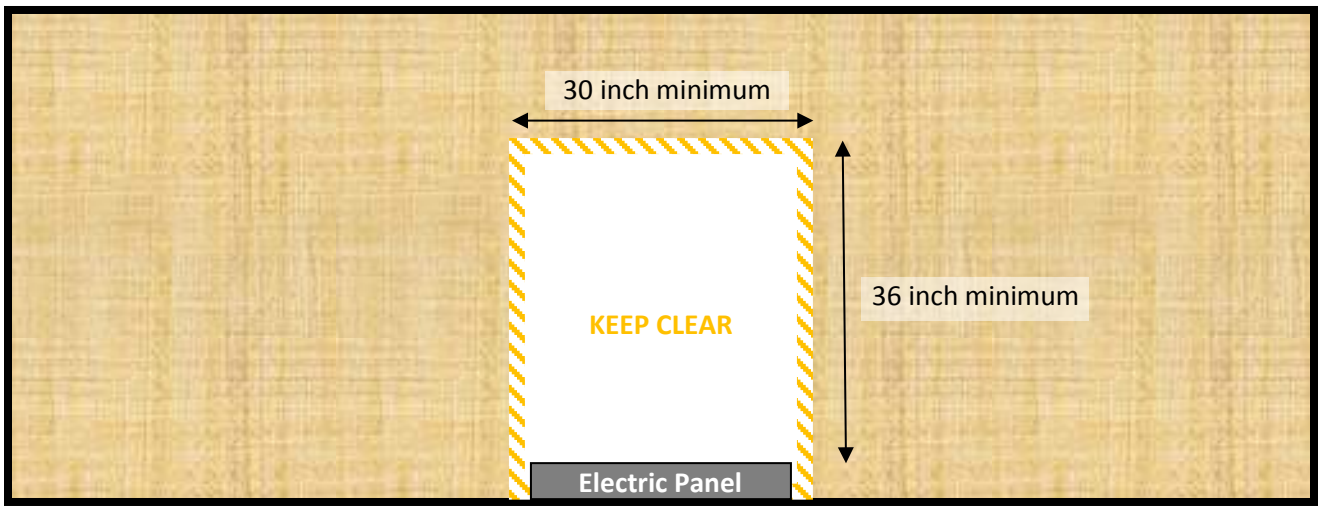
Safety Equipment Guidelines for:

ELECTRICAL PANELS

DO NOT BLOCK ELECTRICAL PANELS

Blocking electrical panels that house circuit breakers is a violation of both Occupational Safety and Health Administration (OSHA) regulations and National Fire Protection Association (NFPA) codes.

These regulations require that the access to the front of electrical panels have a minimum of three feet of clearance in front of the panel with a minimum width that is the width of the panel or 2.5 feet, whichever is greater. This assures that in case of an electrical emergency, there is a clear working space in front of the panel for quick access to the circuit breakers. Easy access to electrical panels is essential for the protection of employees in the workplace, and panels should never be blocked or inaccessible.



	There is clear access to panel (no chairs, boxes tables or items of any kind blocking access).
	Panel doors are closed.
	Panel doors free of papers, pictures or postings.

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Safety Equipment Guidelines for:

SAFETY SHOWERS & EYEWASHES

All emergency showers and eyewash facilities shall meet the requirements of CCR Title 8, Section 5162, NFPA 99 Chapter 10, and ANSI Z358.1 and shall be installed in accordance with ANSI Z358.1.

Signage

Emergency eyewash and shower locations shall be identified with a highly visible sign. The areas around the eyewash or shower shall be well lighted and highly visible.

Whenever possible, the floor immediately beneath the eyewash and emergency shower, and to a radius of between about 12-30 inches, shall be a distinctive pattern and color to facilitate promoting a clear path of access. (8 CCR, 5162(a-b); 8 CCR 5125; NFPA 99, Chapter, ANSI Z358.1, 4.6; ANSI Z358.1, 5.4.5)

Prohibited Around Equipment

No obstructions, protrusions, or sharp objects shall be located within 16 inches from the center of the spray pattern of the emergency shower facility.

Electrical apparatus, telephones, thermostats, or power outlets should not be located within 18 inches of either side of the emergency shower or emergency eyewash facility (i.e., a 36-inch clearance zone). (8 CCR Section 5162(c); ANSI Z358.1)

INSPECTION RECORD

Emergency eyewash and showers shall be inspected by a designated employee **weekly** and shall be so documented. Inspecting should consist of area clear of obstacles, signage and shower or eyewash operable.

DOCUMENTATION

Documentation on the Monthly Building Inspection sheet will indicate that all weekly inspections took place.

	Emergency Showers and eye washes are well lit and are identified with a highly visible sign.
	Clear of obstructions, protrusions, sharp objects, electrical apparatus, telephones thermostats and power outlets.
	Documented inspection conducted weekly.

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Safety Equipment Guidelines for:

SPILL KITS

Spill kits are addressed by the Environmental Protection Agency (EPA) through the Resource Conservation and Recovery Act (RCRA) contained in title 40 of the Code of Federal Regulations, the 2007 California Fire Code and required by provisions of the HMBP.

Spill kits will be in place at locations throughout the campus where the likelihood of spills is present. The purpose of the spill kit is to quickly control a spill and lessen the impact on people and the environment.

CONSIDERATIONS

Location of spill kits should be based on common sense and past performance. Lab areas, engine maintenance areas, product transfer areas and chemical storage areas should have a spill kit available. Remember that different products require different spill kits. Consult your MSDS to determine proper procedures and spill control.

ACCESS

A clear access to the spill kit and around the spill kit shall be maintained. Don't stack anything on top of it. Try to locate spill kits in protected areas (the location must match the building HMBP map).

LABELING/IDENTIFICATION

All spill kits shall be labeled "**SPILL KIT**". Lettering should be in scale with the size of the kit. If different kits are used for a verity of spills, the kits shall be labeled as to their intended use.

INSPECTION RECORD

Spill Kits shall be inspected by a designated employee monthly and shall be so documented. Inspecting should consist of the kit located as per HMBP map, the area clear of obstacles, kit labeled and an inventory Check.

	There is clear access to spill kits and nothing is stacked on top of the spill kit.
	Spill kits are properly labeled.
	Spill kit inventory is complete.

LABORTORY SAFETY
SPILL KIT