

Health and Safety QA Checklist

<u>A. Claims Management</u>	<u>Yes</u>	<u>No</u>	<u>Sort of</u>
1. Does the facility contact GCG on technical matters (contesting of an alleged incident, investigations, prior conditions, previous injury awareness, alternative or light duty options, etc.)?			
2. Does the facility self pay 1st aid cases?			
3. Does the facility have a designated manager who calls employees on WC periodically (preferably <u>weekly</u>) to check on their progress, health, activities and expected date of return?			
4. Does your facility use a questioner when calling employees out on workers compensation to document their situation?			
5. Does your facility have a medical clearance policy?			
6. Do staff members returning to work have proper medical documentation?			
7. Does your facility ensure that employees are on light duty for only the time on their medical documentation?			
8. Does the facility ensure that the staff on light duty only convert to full duty with appropriate medical?			
9. Does the facility put employees on FMLA notice after <u>3 days</u> of loss time for workers' compensation (WC) or disability?			

<u>B. Incident Reporting</u>	<u>Yes</u>	<u>No</u>	<u>Sort Of</u>
1. Are separate and distinct Accident & Incident Report forms available for the employees and guest/visitors?			
2. Are all incidents reported immediately (immediately means <u>immediately</u> not 24 hours or within a few days)?			
3. Are all incidents reported regardless of perceived severity?			
4. Does the facilities incident reporting system allow and stress the reporting "Near Misses"?			
5. Are all incident forms completed by supervisors sent to the workers compensation contact at the facility immediately?			
6. Are incidents fully completed by the supervisor and signed by all employees involved in the incident?			
7. Has GCG Regional Office or First Report of Injury Reprehensive been notified of a potential claim?			

<u>C. Safety Committee</u>	<u>Yes</u>	<u>No</u>	<u>Sort Of</u>
1. Does the General Manager/Plant Manager/Human Resources Manager chair the committee?			
2. Does the Committee review and analyze reports related to H&S Program activities (e.g., Consultant's audit reports, Claims reports, Accident & Incident reports, OSHA 300 Log & 300A Summary Report, etc.)?			
3. Does the committee review recent accident, near misses and claims activity to determine the root cause of incidents?			
4. Does the committee include management and employees from each department?			
5. Does the Committee communicate its reasoning and plans for actions and reasons not to act on matters to the employees?			
6. Is there a sense of urgency and importance about getting issues resolved, or are safety issues often given low importance?			
7. Does the Committee expedite its duties in a timely and reasonable fashion, i.e. as soon as feasible without undue delay or procrastination?			
8. Do action items have reasonable follow up and/or completion dates?			
9. Does the Committee meet frequently enough? <i><u>(Monthly or at least, quarterly)?</u></i>			

<u>D. Receiving an OSHA Inspector</u>	<u>Yes</u>	<u>No</u>	<u>Sort of</u>
1. Have you trained the receptionist is how to handle an OSHA inspector?			
2. Do you verify the inspector's Identification?			
3. Do you have a facility contact? Who is the back up if this contact is not available?			
4. Are the facility contacts aware of how to handle an OSHA inspector?			
5. Do you verify the purpose and scope of the inspection?			
6. Do you make the OSHA inspector as comfortable as possible?			
7. Do you refrain from offering more information than requested?			
8. Do the facility contacts have keys to access all sections of the facility?			
9. Do you attempt to present you case, or attempt to clarify that you believe that you may actually be in compliance if the inspector suspects or states that you			

are not, when the issue warrants?			
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<u>E. Training Records</u>	<u>Yes</u>	<u>No</u>	<u>Sort of</u>
1. Are Training Records maintained for at least three years?			
2. Do these records include topic, trainer, qualifications of trainer, duration of training and content?			
3. Do training records include employee roster names and signature?			
4. Are training records available for:			
a. Health and Safety Policy			
b. Hazard Communication (Right to Know)			
c. Personal Protective Equipment Program			
d. Emergency Response Plan			
e. Fire Extinguisher Use			
f. Bloodborne Pathogens			
g. Confined Space Entry			
h. Ergonomics/Lifting			
i. Workplace Violence			
j. Electrical Safety			
k. Slips, Trips, and Falls			
l. Eyewash			
m. Machine Guarding			
n. Ladder Safety/Inspection			
o. Respirators (if required)			
5. Are all employees covered by the program trained annually?			

<u>F. OSHA 300 Logs</u>	<u>Yes</u>	<u>No</u>	<u>Sort Of</u>
1. Are OSHA 300 Logs for the last <u>five</u> years readily available?			
2. Are the Logs kept in one central location and well organized?			
3. Is the OSHA 300 Log for the current year updated with the latest OSHA recordable case at the facility (<u>within 6 days of "knowledge"</u>)?			
4. Are all recordable employee work-related injuries & illnesses recorded on the Log?			
5. Are all the parameters of the OSHA 300 Log marked clearly and duly signed?			
6. Does the facility consult GCG to clarify any confusion of confirm the OSHA recordability of accidents & incidents?			
7. Is the <u>OSHA Log Summary 300A</u> , (not OSHA 300 Log itself), for the past year posted in an employee area			

for the month of February through April?			
8. Is the Privacy Log maintained for Bloodborne Pathogen Exposure, TB, sexual assaults, etc. cases? (If there are no such cases, no Privacy Log needed.)			

<u>G. Written Safety and Health Programs</u>	<u>Yes</u>	<u>No</u>	<u>Sort of</u>
1. Is there a written safety and health program?			
2. Is it reviewed annually, and renewed as needed?			
3. Is one person clearly designated as the head of the safety and health program?			
4. Are responsibilities assigned to specific individuals to implement the different aspects of the program?			
5. Are the following policies in you H & S manual			
a. Health and Safety Policy			
b. Hazard Communication (Right to Know)			
c. Personal Protective Equipment Program			
d. Emergency Response Plan			
e. Fire Extinguisher Use			
f. Bloodborne Pathogens			
g. Confined Space Entry			
h. Respiratory Protection (if required)			

<u>H. Health and Safety Policy</u>	<u>Yes</u>	<u>No</u>	<u>Sort Of</u>
1. Does the H&SP have a policy statement stating the company's commitment to safety?			
2. Does the H&SP outline the company's "Goals" and "Objectives" regarding Health and Safety?			
3. Does the H&SP contain "Health and Safety Responsibilities" that describes the expected safety roles for each level of employment in the company?			
4. Does the H&SP contain a system of accountability regarding Health and Safety?			
5. Does the H&SP outline your Safety Training Program?			
6. Does the H&SP describe programs that are present at you facility such as; Safety Committees, Accident Investigation, and In-House Inspection Programs?			
7. Does the H&SP describe the posting requirements at the facility such as OSHA's "It's the law" poster, OSHA 300A and exit signs?			
8. Are record keeping polices such a Workers Compensation Incident Forms, and Employee Medical Records explained in a section titled Record Keeping.			

<u>I. Hazard Communication</u>	<u>Yes</u>	<u>No</u>	<u>Sort Of</u>
1. Is there a written Hazcom Policy?			
2. Does the policy explain how the Hazcom Program is developed, implemented and maintained?			
3. Is there a person designated to manage and oversee the compliance of the Hazcom Program at the facility?			
4. Does the policy refer to appropriate annual employee training?			
5. Is there a Master Chemical Inventory of all the chemicals on site in alphabetic order by brand name? Do you update this list annually for changes in chemical usage in the facility?			
6. Is there a MSDS (Material Safety Data Sheet) for each chemical that is used by employees? Are they collected together in Binders so that they are accessible?			
7. Does the facility buy their chemicals from a vendor that supplies labeled bottles and MSDS sheets?			
8. Do your employees know what an MSDS Sheet is and where to find them?			
9. When a chemical is no longer used on site do you keep the MSDS for 30 years in a file titled "Retired Chemicals"?			
10. Are chemicals stored and used in such a manner as to reduce the risk of leaks, spills, inter-activity, and exposure?			

<u>J. Personal Protection Equipment</u>	<u>Yes</u>	<u>No</u>	<u>Sort Of</u>
1. Was an initial assessment conducted to identify the type of PPEs (e.g., gloves, safety glasses, safety shoes or face shield) required for the jobs/tasks with potential for employee to become injured?			
2. Are employees trained in the selection, use, care, disposal and maintenance of PPEs ?			
3. Are damaged PPEs replaced immediately?			
4. Does the facility ensure that disposable PPEs are never reused?			
5. Are PPE available in areas where it is required?			
6. Are there polices requiring employees the wear clothing that does not compound the hazards of their jobs. Ex. No lose clothing when working with power tools.			

<u>K. Emergency Action Plan</u>	<u>Yes</u>	<u>No</u>	<u>Sort Of</u>
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1. Is there a written Emergency Action Plan ?			
2. Are all employees trained on emergency evacuation routes?			
3. Are emergency telephone numbers displayed at the readily accessible locations?			
4. Are emergency signs and emergency escape routes displayed prominently?			
5. Are emergency exits unlocked and free of obstruction from either side?			
6. Are emergency exit passages free of clutter (and not used as storage area for materials, instruments, etc.)?			
7. Are employees aware of where to meet during an emergency evacuation?			
8. Are all employees informed about the Emergency Meeting Point ?			
9. Do you have a system designed to audibly inform employees of an emergency situation (ex. Fire Alarm, Intercom System, Air Horn, ect.)			

<u>L. Respiratory Protection Plan</u>	<u>Yes</u>	<u>No</u>	<u>Sort Of</u>
1. Are there levels of airborne contaminants that warrant respirator use? (If the answer is no this program is not required)			
2. Does the program have an administrator who is responsible for the program?			
3. Has an evaluation been administered to ensure that the proper respirator has been selected for each job with exposure requiring the use of respirators?			
4. Are all respirators selected NIOSH Certified?			
5. If respirators are air-purifying has cartridge life been determined and cartridges that have exceeded life are replaced?			
6. Is the cartridge life schedule written for each type of respirator written and documented in the program?			
7. Are respirators cleaned and inspected after each shift when used by only one person, or more often if multiple employees use it during the day?			
8. Do employees go through a "Medical Evaluation" to ensure fitness for duty before they use a respirator?			
9. Do employees receive a yearly "Fit Test" to ensure that respirators are properly protecting employees?			
10. Are employees trained to use the respirators that they use on the job?			

<u>M. Confined Spaces</u>	<u>Yes</u>	<u>No</u>	<u>Sort Of</u>
1. Is there a written confined space policy?			

2. Has an evaluation of the workplace been conducted to identify confined spaces on site?			
3. Does the survey consider all the potential hazards, including mechanical, physical, atmospheric and chemical in these confined spaces?			
4. Are confined spaces with potential hazards classified as "Permit Required"?			
5. If hazards can be eliminated by means such as lockout/tagout do you reclassify "Permit Required" Confined Spaces to "Non-Permit Required" Confined Spaces?			
6. Are doors and entrances leading to confined spaces properly labeled ("Restricted Entry", "Authorized Entry Only", "Confined Space") and secured?			
7. Are contractors made aware of confined spaces (if any) and their hazards (if any)?			
8. Are affected employees trained in the Confined Space Program and its requirements?			
9. Is the program evaluated and signed off on, yearly or more often if needed?			

N. Lockout/Tagout	Yes	No	Sort Of
1. Are employees put into situations that may expose them to dangerous energy sources that could be isolated by the use of a Lockout/Tagout procedure? (If the answer is no this program is not required)			
2. Is there a written Lockout/Tagout (LO/TO) Program?			
3. Are there written procedures for each piece of equipment that requires energy isolation during maintenance?			
4. Does the General Manager or Owner conduct a yearly evaluation of the LO/TO program to ensure the program is working adequately and any deficiencies in the program have been corrected?			
5. Does the site have the proper LO/TO equipment?			
6. Are both <i>"authorized" and "affected employees"</i> trained <i>annually</i> in the correct implementation of LO/TO program and its elements such as, (a) The types of energy control procedures utilized and when the control procedure is being implemented (b) A Review of the purpose and procedures of the program as well as the importance of no activating equipment that has been locked or tagged out <i>"Authorized Employees" are those who are authorized to do the work involving the actual</i>			

<i>lockout/tagout of equipment and systems. “Affected Employees” are all other employees who work around and with the authorized employees, the equipment and systems (this is everyone else in the facility).</i>			
7. Are “Authorized Employees” trained , (a) Details about the type and magnitude of the hazardous energy sources present in the workplace (b) The methods and means necessary to isolate and control those energy sources (c) Which pieces of equipment require LO/TO procedures and the specific LO/TO protocols for each			
8. Does the LO/TO program require that outside contractors implement their own LO/TO programs that includes a written program, the proper training, and a yearly evaluation?			
9. Are employees and contractors observed to ensure the proper use of the LO/TO program?			

O. Asbestos Management Program	Yes	No	Sort Of
1. Is there a written Asbestos Management Program?			

P. Machine Guarding	Yes	No	Sort Of
1. Where employers are exposed, is one or more methods of machine guarding provided to protect them from hazards of ongoing nip points, rotating parts, flying chips, and/or sparks?			
2. Is the point of operation of all pieces of machinery guarded to prevent employee injury?			
3. Are grinding wheels properly guarded, provided with tool rests, and adjusted			
4. Are employees trained on machine guarding topics; such as not removing guards and how to properly adjust non-fixed guards?			
5. Are fan guards not more than 1/4 inch wide?			
6. Are circular saw guarded by a hood that will cover the teeth at all times?			
7. Are table saws equipped with a spread, splitter, or riving knife to keep material from the back edge of the saw?			
8. Does department head see to it that powered machines are not abused and are used only by trained and authorized personnel?			
9. If a job process requires a guard to be removed is it stored directly next to the machine and replaced immediately after the job has been completed?			

<u>Q. Bloodborne Pathogens</u>	<u>Yes</u>	<u>No</u>	<u>Sort Of</u>
1. Is there a comprehensive written Bloodborne Pathogens Program?			
2. Is someone identified as the administrator of the program?			
3. Is the program reviewed annually and signed?			
4. Is the accessibility and availability of sharps containers reviewed at least <i>annually</i> and any time there is an incident?			
5. Are sharps containers available to collect disposable razors after shaving (in the residents' shower room) and at all other locations where sharps disposal is required?			
6. Is a dedicated sharps container available in laundry area?			
7. Are all sharps containers properly closed and not kept open for convenience sake?			
8. Are all sharps containers filled only under the "filled line", and removed from use once it has reached that "fill line"?			
9. Are filled sharps containers brought disposed of at a facility that takes medical waste from the public such as a local hospital or nursing home?			
10. Are employees that may come into contact with materials that could be infected identified in the written program?			
11. Are the types of Personal Protection Equipment used to protect employees from BBP exposure identified in the written program?			
12. Is there a set of proper procedures to follow when an employee encounters possibly infectious materials?			
13. Does the facility have Blood Spill Kits?			
14. Are blood spill kits kept in an accessible area?			
15. Is the waste produced by the blood spill kit treated as bio-hazard waste?			
16. Does the facility have a "Self Treat First-Aid" Policy?			
17. Does the facility practice universal precautions in situations where blood is present?			
18. Are employees trained in Bloodborne Pathogens and given a copy of your written program and OSHA standard?			

<u>R. Emergency Equipment</u>	<u>Yes</u>	<u>No</u>	<u>Sort Of</u>
1. Do areas containing flammable materials have one 10-ABC Fire Extinguisher every 30 feet or 20-ABC every 50 feet?			

2. Do the other areas have at least one 5-ABC Fire Extinguisher every 30 feet or one 10 ABC every 50 feet?			
3. Are employees trained to leave a fire during an emergency event, instead of fighting the fire?			
4. Have your fire extinguishers been serviced by a professional company in the last year?			
5. Do you perform a monthly visual fire extinguisher inspection?			
6. Are fire extinguishers mounted to the wall?			
7. Are the locations of the extinguishers identified by stickers or signs?			
8. Are fire extinguishers easily accessible?			
9. Are ANSI approved eyewashes available for areas where caustic or corrosive materials or chemicals are used?			
10. Are eyewashes inspected weekly and are these inspections logged in either a maintenance log or near the eyewash?			
11. Are eyewashes installed at 33-45 inches from the floor and about 6 inches from the wall or nearest obstruction?			
12. Are employees trained where eyewashes are and how to use them?			

S. Walking and Working Surfaces	Yes	No	Sort Of
1. Are work areas clean, dry, and free of debris?			
2. Are necessary floor holes, irregularities, changes of elevation, ect.(ex. Drains, Irregular Steps, Changes in Grade) marked or managed in a way to reduce the chances of slip, trip, and fall hazards			
3. Are walkways and work areas free of unnecessary floor holes or irregularities?			
4. Do work areas have the proper amount of lighting?			
5. Are work areas free of standing water as a result of improper drainage?			
6. Are floors free of oils and detergents that can increase the danger of slips, trips, and falls?			
7. Are employees required to wear footwear with traction that matches the job tasks that they are required to do.			

T. Compressed Gas Cylinders	Yes	No	Sort Of
1. Are all compressed gas cylinders chained to permanent wall and capped or in the proper in-use storage cart?			
2. Are stored cylinders of Oxygen and Acetylene kept 20 feet apart to reduced explosions hazards?			

3. Are empty compressed gas cylinders tagged “empty”?			
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U. Electrical Safety	Yes	No	Sort Of
1. Are employees trained in basic electrical safety, yearly or more often if needed?			
2. Are all pieces of equipment grounded properly?			
3. Are pieces of heavy machinery properly hardwired?			
4. Are all electrical boxes covered and close properly?			
5. Are all electrical breakers switches and breakers labeled legibly?			
6. Are knockouts or blanks installed in panel box when necessary?			
7. Are electrical breakers covered and free of holes that expose workers to live electrical wires?			
8. Are all electrical cords inspected periodically for missing ground plugs, frayed wires, and plug/wire integrity?			
9. Is it policy that extension cords are to only be used for temporary situations?			
10. Does the Lock-Out/Tag-Out policy require contractors to implement their LO/TO policy that include the written procedures, the appropriate training, the implementation of said program, and the yearly inspection and certification?			
11. Is machinery wired in a way that will not allow it to restart after an unscheduled power outage?			

V. Fire Safety	Yes	No	Sort Of
1. Are flammable materials stored in a flammable storage cabinet when in amounts over 20 gallons?			
2. Are towels or rags that are used to clean-up or apply oil or solvents stored in a self-closing metal can?			
3. If a flammable storage room is used does it contain an explosion proof lighting system, venting to the outside of the building, the proper fire rated door and a curb or grated trench to prevent major spills?			
4. Are all gas cans, self closing with a spark arrester and made metal or low static polyurethane?			
5. Are floors cleaned regularly to prevent the build-up of oil, gas, and flammable solvents that could potentially fuel a fire?			
6. There are no more than 120 gallons of flammable chemicals stored in a flammable storage cabinet, and no more than 60 gallons of these are Class I or Class II liquids?			

7. There are no more than three flammable storage cabinets are in the same area?			
8. When dispensing Class IA Flammable Liquids are bonding and ground wires used?			

W. Workplace Violence	Yes	No	Sort Of
1. Is there a written policy regarding work place violence?			
2. Does the policy define acceptable and unacceptable conduct in terms of physical and non-physical violence? (May make reference to sexual harassment, horseplay, and other policies on inappropriate behaviors and conduct.)			
3. Does your policy address the possessions of weapons and firearms?			
4. Does your policy include a “zero tolerance” stance when regarding workplace violence?			
5. Does the facilities security match the surrounding areas crime level?			
6. Are at risk employees (late night, security, ect.) trained to handle risky situations that could be encountered on the job?			
7. Is the amount of money handled by employees limited as much as possible to reduce the risk of both internal and external loss?			
8. Is the parking lot properly lit and secure?			
9. Does the facility conduct pre-employment criminal and drug screening?			
10. Does the policy address employees with stalkers or spouses with restraining orders?			
11. Is access to the facility restricted to employees and people with legitimate business when possible?			
12. If necessary does your site have the proper amount of security personal?			
13. If necessary does you site have a liaison, relationship, or communication with local emergency responders?			

X. Ergonomics	Yes	No	Sort Of
1. Was a comprehensive Ergonomics inspection or assessment performed at the facility for all work areas, and work procedures, including storage areas, stocking tasks, offices, ect.?			
2. Is good ergonomics taken into account when purchasing new equipment, creating new jobs, planning for workstations, and workflow?			
3. Have you provided training to employees with training			

on ergonomic issues present in their job tasks, including equipment, lifting, workstation specifics, and hazard identification?			
4. Are employees expected to help/ask for help when heavy lifting is required?			
5. Are there enough lift assistance devices available such as carts, dollies, and power jacks?			
6. If employees are observed by management performing job tasks without proper ergonomic motions they are they taken aside and coached in the proper techniques?			

<u>Y. Ladder Safety/Inspection</u>	<u>Yes</u>	<u>No</u>	<u>Sort Of</u>
1. Before a ladder is used are employees instructed to visually inspect the ladder?			
2. Are employees trained how to inspect and use ladders?			
3. If a ladder is used on a polished floor, is non-slip material applied to the front feet?			
4. Are straight ladders placed so that the horizontal distance from the base of the plane of the support is about one-fourth the ladder length between the ground and the top support?			
5. Is there a minimum of 3 feet of ladder extending above the support?			
6. Does the worker never stand on the top rung?			
7. Are paint buckets held to the ladder rung by S hooks rather than by one hand?			
8. Are all the rungs, cleats, or steps in good condition?			
9. Are the side rails intact without any cracks, bends, or breaks?			
10. Do the rungs, cleats, or steps fit snugly into the side rails?			
11. Is the ladder free of corrosion?			
12. Are the side rails and steps free of oil or grease?			
13. Are the ladder's hardware and fittings secure and undamaged?			
14. Do moveable parts operate freely without binding or excessive play?			
15. Are the ropes on extension ladders intact without fraying or excessive wear?			
16. Are damaged ladders removed from service and marked "Do not use"?			