INJURY/ILLNESS PREVENTION PLAN

Revised - September 2022

MISSION SPRINGS WATER DISTRICT
Employees' Injury and Illness Prevention Plan

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Section 1

Management and Employee Commitment and Responsibilities

Article 101 – Purpose

The Injury/Illness Prevention Plan (IIPP) of Mission Springs Water District ("District") is the District's overall safety program. The purpose of the IIP is to create an organized approach to employee accident prevention. The purpose of this document is to ensure employee safety and comply with the requirements of Title 8 California Code of Regulations, Section 3203.

Article 102 – Responsibilities

Management

1. Implement an effectively written IIPP.
2. Provide the necessary leadership and resources to administer an effective program.
3. Provide or obtain technical or unique training for management, supervisors and employees in order to comply with health and safety needs or new and existing health and safety laws and regulations. Work with other Joint Safety Officers and other District employees to see that injury and illness prevention needs are met.
4. Maintain updated files on injury and illness prevention regulations issued by the State, Federal and/or local agencies ("Governmental Agencies"). Initiate reports to Governmental Agencies on injury and illness prevention issues and coordinate these reports with other responsible District employees (i.e., OSHA Form 300 "A", and Cal/OSHA Form 301, Appendix "C").
5. Maintain records of all employee training regarding injury and illness, whether District-sponsored or otherwise.

Supervisors

1. Be familiar with and aware of all District IIPPs and policies. Follow safety rules and set an example for others to follow. Keep abreast and maintain updated files on injury and illness prevention regulations issued by Governmental Agencies.
2. Be responsible for discussing safety attitudes and safe work practices with subordinates, ensuring that safe work practices are followed. Identify errors and shortcomings with subordinates to better assist employees to understand safe work habits while on the job. Communicate to employees that failure to follow safety rules, procedures and policies may result in the application of the District's disciplinary process, up to and including termination.
3. When necessary, take corrective action to ensure a safe work environment and safe work conditions are in place. Seek the help of other District employees to accomplish this goal. Keep management and subordinates informed of unsafe conditions and hazards. Identify and request training needs.
4. Investigate all incidents resulting in injury or property damage. Be aware of proper procedures, notifications, time limits and responsibilities dictated by the IIPP and instruct and provide hazard communication to their employees.
5. Act as liaison between employees and other Joint Safety Officers regarding all safety matters. Submit budget needs to comply with and to assure injury and illness prevention needs are met.
6. Ensure that all new hires receive a copy of the most current IIPP with receipt acknowledging same to be signed by employee and filed in employee's personnel file.

Lead Person(s)

1. Be responsible for the safe work practices of crew and the safety of their equipment. Be aware of, and follow, strict safety rules and policies and safe practices for their

specific job and crew. Immediately report unsafe work conditions or practices to the supervisor for corrective action. Be responsible for other duties as outlines by other District policies or job descriptions.

2. Receive and assist in IIPP training, especially for new or transferred employees.
3. Be accountable for all assigned personal protective equipment and safety equipment ("PPE") having knowledge of the use, care and maintenance of said equipment. Inspect all PPE prior to use, reporting any defects to supervisor for corrective action. Keep records or logs on the PPE and submit to supervisor as needed.

Employees

1. Know the program, policies and procedures and give them your total support.
2. Learn the hazards of your trade, and practice safe behavior including checking all PPE prior to use and reporting defects to lead person or supervisor for corrective action.
3. Help fellow employees to prevent accidents and immediately reports unsafe working conditions.
4. Submit reports, suggestions or complaints about IIPP issues in person or anonymously to the attention of the Human Resources Office without fear of punitive or discriminatory action for same.

Article 103 – General Statement of Safety Policy

To Our Employees:

It is the policy of Mission Springs Water District ("District") to achieve the greatest practical degree of freedom from industrial accidents and to ensure that every employee is provided safe and healthful working conditions, free from recognized hazards.

Injuries are always costly to the individual worker, often significantly changing the employee's future, and frequently destroying the security of the employee's family. Injuries are also costly to the District, both directly and indirectly – with indirect costs often being much higher than the direct costs. It is the firm and continuing policy of the District that industrial accidents shall be significantly reduced or eliminated with the use of reasonable administrative procedures, engineering controls and by the aggressive promotion of safe work practices within the District.

Every employee plays an important part in preventing accidents and is expected to cooperate fully with the measures taken for safety.

Each employee has a responsibility for the employee's own safety, as well as a responsibility to the employee's family, fellow staff, the community, and to the District.

In the performance of the employee's duties, the employee shall be expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of the employee's work. The ideal in safe and efficient District operations is reached only when all employees are keenly alert and safety conscious.

We have instituted an Injury/Illness Prevention Program ("IIPP") which, with your help, will succeed in providing a safe, healthful, and pleasant working environment. Everyone stands to benefit; everyone stands to gain. The District expects the full cooperation of all District employees with respect to the IIPP. The results will be worth the effort!

Sincerely,

Arden Wallum,
General Manager

Article 104 – Authority

The Safety Officer is the administrator of this IIPP and has the authority and responsibility for implementing the provisions of this program for the District.

All manager and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering staff questions about the IIPP. Each manager and supervisor will make a copy of the IIPP available to their staff.

Article 105 – Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all staff. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All staff are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The District's system of ensuring that all staff comply with the rules and maintain a safe work environment include the following:

1. Informing staff of the provision of the District's IIPP.
2. Evaluation the safety performance of all staff.
3. Recognizing staff who perform safe and healthful work practices.
4. Providing training to staff whose safety performance is deficient.
5. Disciplining staff for failure to comply with safe and healthful work practices.

Article 106 – Communication

The District recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following suggested system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and encourages employees to inform management of workplace hazards without fear of reprisal. The system consists of one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Regular review of the Districts IIPP.
- Workplace safety and health training programs.
- Safety meetings scheduled weekly, bi-weekly, monthly or quarterly as determined by the District.
- Effective communication of safety and health concerns between staff and supervisors, including translation where appropriate.
- Posted or distributed safety information. A bulletin board is maintained by supervisors at the corporation yard, wastewater treatment facilities, administration building, accounting modular, and engineering building.
- A system for staff to anonymously inform management about workplace hazards. A suggestion box is provided and maintained at the corporation yard and administration building which should be check by bi-weekly by Human Resources or the Safety Officer.
- A labor/management Safety Action Committee that:
    - Is chaired by the Safety Officer, with all supervisors and staff representatives as members.
    - Meets quarterly.
    - Prepares written records of the safety and health committees' meetings which will be distributed to employees and posted on District bulletin boards.
    - Reviews results of the periodic scheduled inspections.
    - Reviews investigation of accidents and exposures and makes suggestions to management for the prevention of future incidents.
    - Reviews investigation of alleged hazardous conditions.
    - Sets timetables for correction and follow up of alleged hazardous conditions and
    - submits recommendation to assist in the evaluation of staff safety suggestions.

It is not the responsibility of the Safety Action Committee to undertake disciplinary action. Such action is strictly between supervisors, Human Resources and employee(s) personally involved with management, as required.

Article 107 – Hazard Assessment

Ongoing and periodic inspections to identify and evaluate workplace hazards shall be performed by managers, supervisors, and the safety officer.

Periodic inspections are performed according to the following schedule:

1. Monthly.
2. When the District initially established the IIPP.
3. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the District workplace.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries and illnesses occur.
6. When the District hires and/or reassigns permanent or intermittent staff to processes, operations, or task for which a hazard evaluation has not been previously conducted.
7. Whenever workplace conditions warrant an inspection.

Ongoing and periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of a hazard assessment checklist **and** any other effective methods to identify and evaluate workplace hazards. (Note: Sample hazard assessment checklist are attached.)

Article 108 – Accident/Exposure Investigations

Procedures for investigation workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured staff and witnesses
3. Compiling maintenance history of any equipment or vehicles involved.
4. Examining the workplace for factors associated with the accident/exposure.
5. Determining the cause(s) of the accident/exposure.
6. Examining any pertinent written procedures.
7. Reviewing training records.
8. Taking corrective action to prevent the accident/exposure from recurring.
9. Recording the findings, training and corrective actions taken.

The Safety Officer and Human Resources shall be immediately notified when the need for medical attention becomes apparent. First aid is defined as one-time treatment for minor scratches, cuts, burns, splinters, etc., not requiring further services of medical personnel. Lost time is defined as absence from work for a full day or shift beyond the date of the injury or illness.

The following forms must be completed for any job-related injury or illness requiring treatment by and bill-producing entity beyond first aid and/or resulting in lost time. Failure to comply with time limits specified for completion/return could result in severe monetary penalties for the District.

1. **Industrial Injury Medical Service Order –** The ACWA/JPIA form must be filled out by the Safety Officer or designee and accompany the injured individual for delivery to the physician if medical attention is required.
2. **Form DWC-1 (Employees' Claim for Workers' Compensation Benefits) –** State law requires that this form must be given to the employee or the employee's representative within 24 hours of the report of injury. The Human Resource Manager shall complete the bottom portion of this form, then the employee (or their representative) completes his/her portion (top portion). The employee and/or their representative must sign and date the form. Delivery of said form can be sent by certified mail. The DWC-1 form must be returned by the employee and/or their representative to the Safety Officer immediately, for mailing to ACWA/JPIA within 24 hours of notice of injury and/or accident.
3. **Form 5020 (Employers' Report of Occupational Injury or Illness) –** Supervisor's shall complete (in its entirety), the supervisors Report of Injury/Illness then forward it to the Safety Officer immediately. The form 5020 will be completed by the Safety Officer from information gleaned off the supervisor's report of injury.
   This form must be submitted to ACWA/JPIA (or the most current Workers' Compensation Carrier) within five (5) working days of the injury or illness. If injury or illness results in death or hospitalization for twenty-four (24) hours or more, Cal OSHA must be notified

within eight (8) hours.

4. Doctor's appointments and/or therapy appointments shall be made for the employee by the Human Resources Manager.

Article 109 – Return to work

At the recommendation of the District insurance carrier, the District has instituted a Return to Work (light duty) Program. The District's designated treatment center has agreed to specify various limitation levels for those employees unable to return to their normal and customary duties whenever possible.

Based upon the specified limitation levels, the immediate supervisor will assign appropriate task to the returning employee. If an employee is unable to perform any task within the employee's normal department, a temporary reassignment to another department may be considered, if same does not prove disruptive to the smooth and efficient operation of that department.

A reevaluation and revised return to work form must be completed by the attending physician prior to any reassignment or return to normal duties.

Article 110 – Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. A supervisors' Report of Employee Injury shall be completed by the supervisor in **any instance** of injury or illness. Copies of this form should be delivered to the Safety Officer or Human Resources Department. Hazards shall be corrected in accordance with the following:

1. When observed or discovered.
2. When an imminent hazard exists which cannot immediately be abated without endangering staff and/or property, we will remove all exposed staff from the area except those necessary to correct the existing condition. Staff necessary to correct the hazardous conditions shall be provided with the necessary protection.
3. Actions planned and taken and date the hazard is abated shall be documented on the appropriate forms (see the attached Hazard Assessment and Correction form and Hazard Correction log).

Article 111 – Training and Instruction

All staff, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

1. When the IIPP is first adopted.
2. To all new staff, except for those in construction who are provided training through a Cal/OSHA-approved construction industry occupational safety and health training program.
3. To all staff given new job assignments for which training has not been previously provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the employer is made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which staff under their immediate direction and control may be exposed.
7. To all staff with respect to hazards specific to each worker's job assignment.

Workplace safety and health training practices for all industries include, but are not limited to the following:

1. Explanation of the employer's IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries.
2. The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
3. Information about chemical hazards to which staff could be exposed to and other hazard communication program information.
4. Availability of toilet, handwashing, and drinking water facilities
5. Provision for medical services and fist aid including emergency procedures.

In addition, the District provides specific instruction to all staff regarding hazards unique to their job assignment, to the extent that such information is not already covered in other training.

Article 112 – Recordkeeping

The following steps have been taken to implement and maintain the District's IIPP:

1. Records of hazard assessment inspection, including the person(s) conduction the inspection, the unsafe conditions, and work practices that have been identified and the action taken to correct he identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.

2. Documentation of safety and health training for each staff member, including the staff's name and employee identification number, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form which shall be retained for at least five (5) years. The District also includes the records relating to staff training provided by a construction industry occupation safety and health training program approved by Cal/OSHA.

3. Cal/OSHA required that all employees have access to a copy of their employer's written IIPP. All our employees have access to the written IIPP through access on our District server and/or through access on the District website. A printed copy of the IIPP is also located in each Department.

4. Upon request, the District will provide employees with an electronic copy of the IIPP or a printed copy if requested. Employees can request a copy of the IIPP by contacting their supervisor, Human Resources, or the Safety Officer.

Article 113 – List of Training Subjects That May Apply

- Emergency Preparedness (Emergency Response Plan)
- Confined spaces (Field Crews)
- Fire Safety, Fire Extinguishers
- First aid/CPR
- Safe access to working areas
- Protection from falls
- Electrical hazard, including working around high voltage lines
- Crane operations
- Trenching and excavation work
- Proper use of powered tools
- Guarding of belts and pulleys, gears and sprockets, and conveyor nip points
- Machine, machine parts, and prime movers guarding
- Lock-out/tag-out procedures
- Materials handling
- Chainsaw and other power tool operation
- Fall protection from elevated locations
- Use of elevated platforms, including condors and scissor lifts
- Driver safety
- Slips, falls, and back injuries
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time
- Personal protective equipment
- Respiratory equipment, when used
- Hazardous chemical exposures
- Hazard communication
- Physical hazards such as heat/cold stress, noise, and ionizing and non-ionizing radiation
- Bloodborne pathogens and other biological hazards

- Utility line Locator
- Traffic Control and Flagging
- Ladder Safety
- Forklift Training
- Other job-specific hazards

Article 114 – Safety Cabinets/Personal Protective Equipment (PPE), Safety Supplies and Signs.

It is the responsibility of the supervisors to inventory contents of first aid cabinets on a routine basis (recommended monthly as part of the monthly safety inspections), maintaining and re-ordering necessary items to assure adequate quantities of PPE and first aid supplies.

PPE care, use and maintenance is the direct responsibility of each staff member. Request for replacement or repair shall be initiated by the employee to their supervisor.

Article 115 – Medical Emergencies

1. Treat the injury or get help. A current listing of CPR/First aid certified employees is available from Human Resources.

2. Supervisors shall keep emergency phone numbers posted in a conspicuous place near telephone.

3. If minor treatment is required and the injured individual is transportable, contact Human Resources for instructions/forms prior to transport to the following facility:

   Eisenhower Medical Center
   39000 Bob Hope Drive
   Rancho Mirage, CA 92270-3221

4. If major treatment is required, call 9-1-1

   For Major Emergencies, employee should be transported to:

   Eisenhower Medical Center
   39000 Bob Hope Drive
   Rancho Mirage, CA 92270-3221

The industrial injury Medical Service Order should be completed by Human Resources or designee and accompany the injured employee for presentation to the attending physician.

Section 2

General Rules and Procedures

Article 201 – General

All District employees shall observe safety rules and regulations established as follows:

1. Employees shall be courteous.
2. Employees shall take such time as may be necessary to assure safe conditions.
3. Employees shall request instructions from their supervisors on the safe conduct of their tasks.
4. Employees shall become knowledgeable of all safety regulations.
5. Employees shall take every precaution to prevent fires.
6. Employees are permitted to smoke at break-times and lunchtime only – not while working on the job. No smoking is allowed where risk of fire or explosion is present.
7. The use of alcohol or drugs that may impair physical or psychological balance during work hours is prohibited. Allowances will be made for employees who provide documentation from a doctor stating that the drug/medicine/inhalant is needed. The supervisor, appropriate director and/or Human Resources will keep copies of the documentation.
8. All employees shall have on file a Notice of Receipt of IIPP Information and Training Requirements in accordance with District Policy Orientation – New Employees.

Article 202 – Employee Safe Conduct and Disciplinary Action

The following rules and regulations shall be followed by all District Employees when applicable:

Office:

1. The use of drugs, medicines or inhalants causing a loss of any physical sense is prohibited and shall be cause for written warning up to and including termination. Allowances will be made for employees who provide documentation from a doctor stating that the drug/medicine/inhalant is needed. The supervisor, appropriate director and/or Human Resources will keep copies of the documentation.
2. Only one file drawer shall be opened and closed at any one time.
3. Housekeeping shall routinely follow the completion of each job or project and the end of each workday (desks, floor, equipment).
4. Papers, pens, pencils, clips, scraps, tabs, debris, etc., shall be kept off the floor.
5. Cords shall be placed or stored safely and shall be repaired or replaced as soon as defective.
6. Walkways shall be kept clear or carts, equipment, trash, cords and other materials and equipment.
7. Each electrical machine shall be grounded.
8. First aid, health, fire and other safety equipment shall be examined periodically to maintain familiarity with handling and with the condition of the materials.
9. All labels shall be carefully read.
10. All liquids and solvents shall be handled and stored in accordance with the instructions and according to SDS guidelines.
11. Ladders shall be used to reach materials higher than normal reach.
12. Only those items conveniently handled with one hand shall be stored above six feet.

Corporation Yard:

1. The use of drugs, medicines or inhalants causing a loss of any physical sense is prohibited and shall be cause for written warning up to and including termination. Allowances will be made for employees who provide documentation from a doctor stating that the drug/medicine/inhalant is needed. The supervisor, appropriate director and/or Human Resources will keep copies of the documentation.

2. Housekeeping shall follow the completion of each job or project and at the end of each shift.

3. Equipment shall be adequately and properly supported prior to a mechanic commencing work, according to the lock-out/tag-out procedures.

4. First aid, health, fire and other safety equipment shall be examined periodically to maintain familiarity with handing and with the condition of the materials.

Driving on District Property:

1. Speed limit shall not exceed 5 M.P.H. except as posted.

2. Pedestrians always have the right-of-way.

3. Vehicles shall be parked in carports or designated parking spaces only.

4. Traffic control regulations required on public roads shall be in force.

Conduct and Dress:

1. Practical jokes and horseplay are prohibited.

2. Running is prohibited except in emergency situations

3. Short-sleeved shirts or buttoned cuffs shall be required.

4. Cuffless trousers are recommended

5. Proper lifting techniques are required

6. Field employees shall wear uniforms furnished by the District

7. The District shall furnish hard hats for use on all jobs, except those deemed to be safe by lead-person or supervisor.

8. All District employees shall wear hard hats and safety vests while in construction areas where construction crews are required to wear hard hats and safety vests.

9. All field employees shall wear steel-toed shoes or boots. The immediate supervisor shall designate exceptions to this.

10. Leather, cloth, plastic or rubber gloves shall be worn as required by conditions on the job.

Vehicles:

1. Vehicles shall be operated at speed to insure safe operation.

2. Vehicles shall not be left unattended with engine running.

3. Ensuring proper operation of lights, brakes, signal devices, steering, first aid kits, fire extinguishers and seat belts, remain the responsibility of the operator.

4. Maintenance of vehicles shall be the responsibility of Field Operations.

5. Vehicle doors shall be closed while parked or stopped.

6. Seat belts are to be used at all times when vehicle is in motion.
7. Emergency brake shall be set each time a vehicle is stopped for parking or load changing.
8. Truck bed materials shall be stored neatly and restrained. Cabs shall be kept free and clear of all loose materials.

9. A second person shall be assigned when moving a vehicle if traffic conditions, obstructions or vision create a hazard.

10. Vehicles shall be operated within the speed limits specified by law. Drivers will observe all traffic signs and laws.

11. Employees shall inspect their vehicles daily and complete an inspection card before operating the vehicle.

12. Employees shall exercise proper care at all times in the operations and use of a vehicle so accidents may be avoided, and equipment preserved.

13. Personal use of District vehicles is prohibited at all times.

14. Vehicles shall be equipped with first aid kits, flashlights, fire extinguisher, accident reporting kits, and any other maintenance or emergency equipment that the supervisor may designate.

15. Non-District passengers are not allowed in District vehicles, except with prior approval and/or authorization of the General Manager or designee.

16. Every Driver of a truck, while parked on a job, shall place traffic cones at the front and rear of the truck on the traffic side.

17. Storage compartments for fire extinguishers and first aid kits shall be unlocked when vehicles are in use.

Traffic Control

1. Whenever working in any location subject to vehicle traffic, the rules, regulations and diagrams set forth in the most current edition of *Work Zone Traffic Control Standards and Guidelines* shall be used.

Chemicals, Pesticides and Wind-laden or Flying Objects

1. Job exposing employees to poisoning, inhalation or body-surface exposure shall be analyzed by those involved and appropriate protection developed prior to exposure.

Hand Tools

1. Safety guard protection shall be kept in use on all hand and power tools.
2. Hand tools shall be kept clean and in good repair and condition
3. Hand tools shall be provided and maintained by the District with exceptions determined by the immediate supervisor.

Ladders

1. Regular inspections will be made to ensure stability of same.
2. Ladders shall not be painted.
3. The supervisor of a job will provide instructions for use of ladders
4. Handrails shall be installed on ladders and used when appropriate.

Machinery and Equipment

1. Employees will not be allowed in a hole or trench area within the range of motion of any equipment, backhoe, or any other trenching device during excavation.
2. All safety appurtenances required with the operations of machinery or equipment shall be used.

Disciplinary Actions

Disciplinary action for violations of the requirements of this Article 202 shall be in accordance with procedures stipulated in the Personnel Rules and Regulations Resolution and any amendments thereto.

Article 203 – Training Requirements in Title 8 California Code of Regulations

Training is a fundamental part of any job or task. It is particularly important that employees are trained to perform their job and work safely. In general, the Cal/OSHA Injury and Illness Prevention Program ("CAL/OSHA IIPP") requires training to instruct employees in general safe work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment. It also requires training be provided to supervisors to ensure they are familiar with the hazards to which employees under their control may be exposed.

The Cal/OSHA IIPP requires safety training:

1. Initially, before the employee is first assigned duties
2. To all employees given new job assignments for which training has not been previously provided.
3. When new substances, processes, procedures or equipment are introduced to the workplace that represent a new occupational safety and/or health hazard.
4. Whenever the employee is made aware of a new or previously unrecognized hazard.

Listed below are sections of the Cal/OSHA Safety Orders that require training:

CONSTRUCTION SAFETY ORDERS		
SECTION	**SUBJECT TITLE**	**FREQUENCY**
1529	Asbestos	Initially
1585	Power Actuated Tools	Initially
1599	Vehicle Traffic Control, Flaggers	Initially
1637	Scaffold Erection and Dismantling	Initially

GENERAL INDUSTRY SAFETY ORDERS		
SECTION	**SUBJECT TITLE**	**FREQUENCY**
3203	Injury and Illness Prevention Program	Initially
3220	Emergency Action Plan	Initially
3221	Fire Prevention Plan	Initially
3299	Powered Platforms and Equipment for Building Maintenance	Initially
3314	Cleaning, Repairing, Servicing, and Adjusting Prime Movers, Machinery and Equipment (Lockout/Tagout)	Initially
3326	Servicing Single, Split and Multi-Piece Rims or Wheels	Initially
3400	Medical Services and First Aid (CPR)	Initially
3401	Personal Protective Clothing and Equipment (Firefighters)	Initially

GENERAL INDUSTRY SAFETY ORDERS		
SECTION	**SUBJECT TITLE**	**FREQUENCY**
3664	Industrial Lifts (lift trucks/Forklift)	3 Years or Annual

4203	Power Operated Presses	Initially
4243	Metal Working Machines for Maintenance and Inspection	Initially
4355	Operating Rules for Compaction Equipment	Initially
4848	Welding and Cutting Fire Watchers	Initially
5006	Crane Operators	Initially
5099	Hearing Protection	Annually
5110	Repetitive Motion Injuries (Ergonomics)	Initially
5144	Respiratory Protective Equipment	Annually
5157	Permit Required Confined Space	Initially and Annual for Rescue
5185	Changing and Charging Storage Batteries	Initially
5189	Process Safety Management	3 Years
5191	Occupational Exposure to Hazardous Chemical in Labs	Initially
5192	Hazardous Waste Operations and Emergency Response (HAZWOPER)	Annual
5193	Bloodborne Pathogens	Annual
5194	Hazard Communication	Initially
5200	Methylenedianiline	Annual
5201	1, 3-Butadiene	Annual
5202	Methylene Chloride	Annual
5207	Cadmium	Annual
5208	Asbestos	Annual
5209	Carcinogens	Annual
5210	Vinyl Chloride	Annual
5211	Coke Oven Emissions	Annual
5212	1, 2 Dibromo-3-Chloropropane (DBCP)	Annual
5213	Acrylonitrile	Annual
5214	Inorganic Arsenic	Annual
5215	4, 4’ Methylenebis (2-Chloroaniline)	Annual
6151	Portable Fire Extinguishers	Annual

Section 3

Specific Rules and Procedures

Article 301 – Chlorination and Disinfection Safety Procedures

Safety First

- Read the **S**afety **D**ata **S**heet for Sodium Hypochlorite.
- Use protective clothing, chemical splash goggles and appropriate gloves.
- Personal Protective Equipment (PPE) must be used at all times when in contact with or around CL2 pumps while in operation.

MULTI-CHLOR

Safety Data Sheet

12.5% Sodium Hypochlorite

Emergency 24 Hour Telephone: **CHEMTREC 800.424.9300**

Corporate Headquarters: Hasa Inc.
P.O. Box 802736
Santa Clarita, CA 91355
Telephone • 661.259.5848
Fax • 661.259.1538

SECTION 1: IDENTIFICATION			
1.1	**Product Identification:**		
	1.1.1	**Product Name:**	MULTI-CHLOR
	1.1.2	**CAS #** (Chemical Abstracts Service)**:**	7681-52-9
	1.1.3	**RTECS** (Registry of Toxic Effects of Chemical Substances)**:**	NH3486300
	1.1.4	**EINECS** (European Inventory of Existing Commercial Substances)**:**	231-668-3
	1.1.5	**EC Number:**	231-668-3
	1.1.6	**Synonym:**	Bleach, Hypo, Hypochlorite, Liquid Chlorine Solution
	1.1.7	**Chemical Name:**	Sodium Hypochlorite
	1.1.8	**Chemical Formula:**	NaOCl
1.2	**Recommended Uses:**		Dairy, food and beverage industries: Sanitizing processing equipment. Water treatment chlorination.
1.3	**Company Identification:**		Hasa Inc. P. O. Box 802736 Santa Clarita, CA 91355
1.4	**Emergency Telephone Number:**		**CHEMTREC** 1-800-424-9300 (24 hour Emergency Telephone)
1.5	**Non-Emergency Assistance:**		661-259-5848 (8 AM – 5 PM PST / PDT)

Revision Date: 01/01/2016 (Supersedes previous revisions)

MULTI-CHLOR
Safety Data Sheet (SDS No. 108)

SECTION 2: HAZARD(S) IDENTIFICATION		
HEALTH HAZARD	Skin corrosion / irritation:	Category 1
	Serious Eye damage / Eye Irritation	Category 1
	Specific target organ toxicity, single exposure	Category 3 (respiratory tract irritation)
ENVIRONMENTAL HAZARD	Hazardous to the aquatic environment, acute hazard	Category 1
PHYSICAL HAZARD	Corrosive to metals.	Category 1
SYMBOLS	  	
SIGNAL WORD	**DANGER**	
HAZARD STATEMENT	May be corrosive to metals. Causes severe skin burns and eye damage. May cause respiratory irritation. Very toxic to aquatic life.	
PRECAUTIONARY STATEMENT	**Prevention**	
	Wear protective gloves/protective clothing/eye protection/face protection. Do not breathe mist or vapor. Use only outdoors or in a well-ventilated area. Wash thoroughly after handling. Keep only in original container. Avoid release to the environment.	
	Response	
	If swallowed: Rinse mouth. Do NOT induce vomiting. If inhaled: Remove person to fresh air and keep comfortable for breathing. If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a poison center/doctor. Wash contaminated clothing before reuse. Absorb spillage to prevent material damage. Collect spillage.	
	Storage and Disposal	
	Store in a well-ventilated place. Keep container tightly closed. Store locked up. Store in corrosive resistant container. Dispose of container/contents in accordance with local, regional, national, international regulations as specified.	

SECTION 3: COMPOSITION INFORMATION ON INGREDIENTS				
	Ingredient	**Synonyms**	**CAS No.**	**Weight %**
3.1	Sodium Hypochlorite	Bleach	7681-52-9	12.5%
3.2	Sodium Hydroxide	Caustic Soda	1310-73-2	0.2%

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SECTION 4: FIRST AID MEASURES		
4.1	**IF IN EYES**	• Hold eye open and rinse slowly and gently with water for 15-20 minutes. • Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye. • Call a poison control center or doctor for treatment advice.
4.2	**IF ON SKIN OR CLOTHING**	• Take off contaminated clothing. • Rinse skin immediately with plenty of water for 15-20 minutes. • Call a poison control center or doctor for treatment advice.
4.3	**IF INHALED**	• Move person to fresh air. • If person is not breathing, call 911 or an ambulance, then give artificial respiration, preferably mouth-to-mouth if possible. • Call a poison control center or doctor for further treatment advice.
4.4	**IF SWALLOWED**	• Call a poison control center or doctor immediately for treatment advice. • Have person sip a glass of water if able to swallow. • Do not induce vomiting unless told to do so by a poison control center or doctor. • Do not give anything by mouth to an unconscious person.
HOT LINE NUMBER		
Have the product container or label with you when calling a poison control center or doctor, or going for treatment. You may also contact 1-800-424-9300 for emergency medical treatment information.		
NOTE TO PHYSICIAN		
Probable mucosal damage may contraindicate the use of gastric lavage.		

SECTION 5: FIRE FIGHTING MEASURES			
5.1	**Flash Point:**		Not applicable.
5.2	**Flammability:**		Nonflammable and noncombustible.
5.3	**Auto-Ignition Temperature:**		Not applicable.
5.4	**Products of Combustion:**		Not pertinent.
5.5	**Fire Hazards:**		May decompose, generating irritating chlorine gas.
5.6	**Explosion Hazards:**		Not explosive.
5.7	**Fire Fighting Media and Instructions:**		
	5.7.1	**Extinguishing Media:**	Water fog. Foam. Dry chemical powder. Carbon dioxide.
	5.7.2	**Small Fires:**	Use carbon dioxide, or water spray.
	5.7.3	**Large Fires:**	Use flooding quantities of water as fog.
5.8	**Special Remarks on Fire Hazards:**		Do not use Mono Ammonium Phosphate (MAP) fire extinguishers. Such use may cause explosion with release of toxic gases.

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SECTION 6: ACCIDENTAL RELEASE MEASURES		
6.1	**Small Spill:**	Wipe up with absorbent material (e.g. cloth, fleece). Clean surface thoroughly to remove residual contamination.
6.2	**Large Spill:**	Stop the flow of material, if this is without risk. Dike the spilled material, where this is possible. Absorb in vermiculite, dry sand or earth and place into containers. Following product recovery, flush area with water. Never return spills in original containers for re-use. For waste disposal, see Section 13 of the SDS.
6.3	**Personal Precautions, Protective Equipment & Emergency Procedures:**	Keep unnecessary personnel away. Wear appropriate personal protective equipment. Do not touch damaged containers or spilled material unless wearing appropriate protective clothing. Absorb spillage to prevent material damage. Local authorities should be advised if significant spillages cannot be contained. For personal protection, see Section 8 of the SDS.
6.4	**Environmental Precautions:**	Do not discharge into drains, water courses or onto the ground. Environmental manager must be informed of all major releases.

SECTION 7: HANDLING AND STORAGE		
7.1	**Handling:**	• Avoid contact with skin or eyes. • Do not ingest. • Avoid inhalation of vapor or mist. • Wear protective equipment if necessary. • Mix only with water in accordance with label directions. • Mixing this product with ammonia, acids, detergents, etc or with organic materials, e.g. feces, urine, etc. will release chlorine gas, which is irritating to eyes, lungs, and mucous membranes.
7.2	**Hygiene Measures:**	• Wash thoroughly with soap and water after handling and before eating, drinking, chewing gum, using tobacco, or using the toilet. • While handling this product, avoid eating, drinking or smoking.
7.3	**Storage:**	• Do not freeze. • Store in a cool, shaded outdoor area. • Inside storage should be in a cool, dry, well-ventilated area. • To maintain hypochlorite strength, do not store in direct or heated indoor areas. • Keep in original vented container. • Keep container closed when not in use. • Do not store adjacent to chemicals that may react if spillage occurs. • If closed containers become heated, vent to release decomposition products (mainly oxygen under normal decomposition).

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SECTION 8: EXPOSURE CONTROLS / PERSONAL PROTECTION				
8.1	**Engineering Controls:**		Local exhaust ventilation to maintain levels below STEL (Short Term Exposure Limit) of 1 ppm as chlorine.	
8.2	**Personal Protection:**			
	8.2.1	**Eye / Face Protection:**	Wear safety glasses, goggles or face shield to prevent eye contact.	
	8.2.2	**Skin Protection:**	Wear appropriate chemical resistant protective clothing and chemical resistant gloves to prevent skin contact. Butyl rubber, Neoprene, or Nitrile Gloves should be worn when handling this material. Wear chemical resistant clothing such as a rubber apron when splashing may occur. Rinse immediately if skin is contaminated. Remove contaminated clothing promptly and wash before reuse. Clean protective equipment before reuse.	
	8.2.3	**Respiratory Protection:**	Avoid breathing vapor or mist. When airborne exposure limits are exceeded (see below), use NIOSH approved respiratory protection equipment appropriate to the material and/or its components. Full facepiece equipment is recommended and, if used, replaces need for face shield and chemical goggles. For emergency and other conditions where exposure limit may be significantly exceeded, use an approved full face positive-pressure, self-contained breathing apparatus.	
	8.2.4	**Other Safety Equipment:**	Eye wash facility and emergency shower should be in close proximity.	
8.3	**Exposure Limits:**		**Sodium Hypochlorite**	**Chlorine***
	8.3.1	**AIHA** (American Industrial Hygiene Association) / **WEEL** (Workplace Environmental Exposure Level guides) 2010	2 mg/m^3: 15 minute. (Short-term time weighted average)	Not established
	8.3.2	**ACGIH** (American Conference of Governmental Industrial Hygienists) **TWA** (Time Weighted Average)	Not established.	0.5 ppm
	8.3.3	**ACGIH STEL** (Short Term Exposure Limit)	Not established.	1 ppm
	8.3.4	**OSHA PEL** (Permisible Exposure Limit)	Not established.	0.5 ppm
	8.3.5	**ACGIH** Ceiling	Not established.	Not established
	8.3.6	**NIOSH** (National Institute for Occupational Safety & Health) **IDLH** (Immediate Danger to Life & Health)	Not established.	10 ppm
	8.3.7	**OSHA STEL** (Short Term Exposure Limit)	Not established.	1 ppm as Cl_2
	8.3.8	**NIOSH** (15 min. ceiling)	Not established.	0.5 ppm
	** Chlorine is unlikely to be present as a decomposition product, but may be present in incidents of accidental mixing with other chemicals.*			

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SECTION 9: PHYSICAL AND CHEMICAL PROPERTIES		
9.1	**Appearance:**	Greenish yellow liquid.
9.2	**Odor:**	Pungent.
9.3	**Odor Threshold:**	0.9 mg/m^3.
9.4	**pH:**	11.2 – 11.4 (1% solution)
9.5	**Melting Point:**	Not pertinent.
9.6	**Freezing point:**	-23.3°C (-10°F)
9.7	**Boiling Point & Boiling Range:**	Decomposes @ 110°C (230°F)
9.8	**Flash Point:**	No information available.
9.9	**Evaporation Rate:**	No information available.
9.10	**Flammability (solid, gas):**	Not flammable.
9.11	**Upper / Lower Flammability or Explosive Limits:**	No information available.
9.12	**Vapor Pressure:**	12.1 mm Hg @ 20°C (68°F)
9.13	**Vapor Density:**	2.61 (air=1)
9.14	**Relative Density (Specific Gravity):**	1.2 g/mL or 10 lb/gallon @ 20°C (68°F)
9.15	**Solubility in Water:**	Mixes infinitely with water.
9.16	**Partition Coefficient: (n-octanol / water):**	No information available.
9.17	**Auto-ignition Temperature:**	No information available.
9.18	**Decomposition Temperature:**	Decomposes @ 110°C (230°F)
9.19	**Molecular Weight:**	74.5 g/mole
9.20	**Viscosity:**	1.75 - 2.50 centipoises (varies with temperature)

SECTION 10: STABILITY AND REACTIVITY		
10.1	**Stability:**	Stable under normal conditions of storage, handling, and use.
10.2	**Instability / Decomposition Temperature:**	All bleach decomposition is dependant on temperature. For any given temperature, the higher the strength, the faster it decomposes. In summary, for every 10°C increase in storage temperature, the sodium hypochlorite will decompose at an increased rate factor of approximately 3.5.
10.3	**Conditions of Instability:**	High heat, ultraviolet light.
10.4	**Incompatibility with Various Substances:**	Oxidizing agents, acids, nitrogen containing organics, metals, iron, copper, nickel, cobalt, organic materials, and ammonia.
10.5	**Corrosivity:**	Corrosive to metals.
10.6	**Special Remarks on Reactivity:**	Rate of decomposition increases with heat. May develop chlorine if mixed with acidic solutions.
10.7	**Special Remarks on Corrosivity:**	None.
10.8	**Hazardous Polymerization:**	Will not occur.

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SECTION 11: TOXICOLOGICAL INFORMATION			
11.1	**Routes of Entry:**		Eyes, skin, ingestion, dermal absorption.
11.2	**Acute Toxicity:**		
	11.2.1	**Oral Toxicity** (LD_{50})**:**	3-5 g/kg (rat)
	11.2.2	**Dermal Toxicity** (LD_{50})**:**	>2 g/kg (rabbit)
	11.2.3	**Primary Eye Irritation:**	Corrosive
	11.2.4	**Primary Skin Irritation:**	Corrosive
	11.2.5	**Inhalation Toxicity** (LC_{50}):	No data available.
11.3	**Chronic Effects (Human Risk Assessment):**		Based on the toxicity profile and exposure scenarios for sodium hypochlorite, EPA concludes that the risks from chronic and subchronic exposure to low levels of these pesticides are minimal and without consequence to human health.
11.4	**Tolerance Requirement:**		Exempt (EPA document "Index to Pesticide Chemical Names, Part 180 Tolerance Information, and Food and Feed Commodities (by Commodity)" July 2010

SECTION 12: ECOLOGICAL INFORMATION			
12.1	**Ecotoxicity:**		Sodium hypochlorite is low in toxicity to avian wildlife, but it is highly toxic to freshwater fish and invertebrates.
	12.1.1	**Freshwater Fish Toxicity:**	Atlantic Herring (clupea harengus) LC_{50} = 0.033 - 0.097 mg//l/96 hr, flow through bioassay (pH: 8) Shiner Perch (cymatogaster aggregata) LC_{50} = 0.045 - 0.098 mg/l/96 hr, flow through bioassay (pH: 8) Three Spine Stickleback (gasterosteus aculeatus) LC_{50} = 0.141 - 0.193 mg/l/96 hr, flow through bioassay (pH: 8) Pink Salmon (oncorhynchus gorbuscha) LC_{50} = 0.023 - 0.052 mg/l/96 hr, flow through bioassay (pH: 8) Coho Salmon (oncorhynchus kisutch) LC_{50} = 0.026 - 0.038 mg/l/96 hr, flow through bioassay (pH: 8) English Sole (parophrys vetulus) LC_{50} = 0.044 - 0.144 mg/l/96 hr, flow through bioassay (pH: 8) Fat Head Minnow (pimephales promelas) LC_{50} = 0.22 - 0.62 mg/l/96 hr, flow through bioassay (pH: 7)
	12.1.2	**Invertebrate Toxicity:**	Water Flea (ceriodaphnia sp. 0) LC_{50} = 0.006 mg/l/24 hr Water Flea (daphnia magna) LC_{50} = 0.07 - 0.7 mg/l/24 hr Water Flea (daphnia magna) LC_{50} = 2.1 mg/l/96 hr Fresh Water Shrimp (gammarus fasciatus) LC_{50} = 0.4 mg/l/96 hr No common name (nitocra spinipes) LC_{50} = 0.40 mg/l/96 hr Grass Shrimp (palaemonetes pugio) LC_{50} = 0.52 mg/l/96 hr
12.2	**Persistence:**		No data available.
12.3	**Environmental Fate:**		In fresh water, sodium hypochlorite breaks down rapidly into non-toxic compounds when exposed to sunlight. In seawater, chlorine levels decline rapidly; however, hypobromite (which is acutely toxic to aquatic organisms) is formed. EPA believes that the risk of acute exposure to aquatic organisms is sufficiently mitigated by precautionary labeling and National Pollutant Discharge Elimination System (NPDES) permit requirements.
12.4	**Bioconcentration:**		This material is not expected to bioconcentrate in organisms.
12.5	**Biodegradation:**		This material is inorganic and not subject to biodegradation.

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SECTION 13: DISPOSAL CONSIDERATIONS

Do not contaminate food or feed by storage, disposal, or cleaning of equipment. Product or rinsates that cannot be used should be diluted with water before disposal in a sanitary sewer. This product can be neutralized with sodium bisulfite, sodium thiosulfate, sodium sulfite. Do not confuse these products with sulfates or bisulfates. Do not discharge effluent containing this product into lakes, streams, ponds, estuaries, oceans, or other waters unless in accordance with the requirements of a National Pollutant Discharge Elimination system (NPDES) permit and the permitting authority has been notified in writing prior to discharge. Do not contaminate water containing this product to sewer systems without previously notifying the local sewage treatment plant authority. For guidance, contact your State Water Board or Regional Office of the EPA. Dispose of in accordance with all applicable local, County, State, and Federal regulations.

SECTION 14: TRANSPORT INFORMATION

		Inside containers (< 1.3 gallons)	Container (>1.3 gallons)
14.1	**UN Number**	Limited Quantity	UN 1791
14.2	**UN Proper Shipping Name**	--	Hypochlorite Solutions (Sodium Hypochlorite)
14.3	**Transport Hazard Class**	--	8
14.4	**Packing Group**	--	PG III
14.5	**Environmental Hazard (e.g. Marine Pollutant)**	Yes	Yes
14.6	**Reportable Quantity (RQ):**	100 lb (45.4 kg) or 80 gallons (based on 12.5% active ingredient)	100 lb (45.4 kg) or 80 gallons (based on 12.5% active ingredient)
14.7	**Materials of Trade (MOT) Exceptions.** Certain hazardous materials transported in small quantities as part of a business are subject to less regulation, because of the limited hazard they pose. These materials are known as Materials of Trade. The regulations that apply to MOTs are found in 49 CFR § 173.6.		

This information is not intended to convey all specific regulatory or operational requirements / information relating to this product. It is the responsibility of the transporting organization to follow all applicable laws, regulations and rules relating to the transportation of the material.

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SECTION 15: REGULATORY INFORMATION

15.1	**U.S. Regulations:**		
	15.1.1	**OSHA HAZCOM** (Hazard Communication)	This material is considered hazardous under the HAZCOM Standard (29 CFR 1910.1200)
	15.1.2	**OSHA PSM** (Process Safety Management)	Not regulated under PSM Standard (29 CFR 1910.119)
	15.1.3	**EPA FIFRA** (Federal Insecticide, Fungicide and Rodenticide Act)	EPA Reg. No. :10897-26 (Registered pesticide under 40 CFR 152.10)
	15.1.4	**EPA TSCA** (Toxic Substance Control Act)	All components are listed or exempted. TSCA 12(b): This product is not subject to export notification.
	15.1.5	**EPA CERCLA** (Comprehensive Environmental Response, Compensation, and Liability Act)	Reportable Quantity (RQ): 45.4 kg (100 lbs) or 80 gallons (based on 12.5% active ingredient).
	15.1.6	**EPA RMP** (Risk Management Plan)	Not listed. (40 CFR 68.130)
15.2	**State of California Regulations:**		
	15.2.1	**Safe Drinking Water and Toxic Enforcement Act of 1986 [Proposition 65, California only]:** Small quantities – less than 100 ppm (parts per million) – of impurities, including bromates, may be found in all chlorinating products, including this product. Bromates are derived from bromides, which are present in sodium chloride (table salt) from which chlorine is manufactured. Additional small quantities of bromates may be generated during the disinfection process. Bromates are known by the State of California to cause cancer when administered by the oral (drinking or ingesting) route. Read and follow label directions and use care when handling or using this product. The US Environmental Protection Agency has established a maximum contaminant level (MCL) for bromates in drinking water at 10 ppb (parts per billion). Application of this product in accordance with label directions at use dilution will not exceed this level. This warning is provided pursuant to Proposition 65, Chapter 6.6 of the California Health and Safety Code, which requires the Governor of California to publish a list of chemicals "known to the State to cause cancer or reproductive toxicity." This list is compiled in accordance with the procedures established under the proposition, and can be obtained on the internet from California's Office of Environmental Health Hazard Assessment at http://www.oehha.ca.gov.	
	15.2.2	**CDPR** (California Department of Pesticide Regulation)	Registration No: 10897-26-AA
	15.2.3	**CalARP** (California Accidental Release Prevention Program)	Not regulated.
15.3	**Canada Regulations:**		
	15.3.1	**WHMIS** (Workplace Hazardous Materials Information System)	• Classification: E (Corrosive Materials) • Health Effects Criteria Met by this Chemical: ▪ E - Corrosive to skin ▪ E - TDG class 8 - corrosive substance • Ingredient Disclosure List: Included for disclosure at 1% or greater.
	15.3.2	**DSL** (Domestic Substances List)	All components of this product are on the DSL.
15.4	**International Inventory:**		
	15.4.1	**AICS** (Australian Inventory of Chemical Substances)	On inventory or in compliance with inventory.
	15.4.2	**KECI** (Korean Existing Chemicals Inventory)	On inventory or in compliance with inventory.
	15.4.3	**PICCS** (Philippine Inventory of Chemicals and Chemical Substances)	On inventory or in compliance with inventory.
	15.4.4	**IECSC** (Inventory of Existing Chemical Substances in China)	On inventory or in compliance with inventory.
	15.4.5	**NZIoC** (New Zealand Inventory of Chemicals)	On inventory or in compliance with inventory.

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SECTION 16: OTHER INFORMATION				
16.1	**HMIS III** (Hazardous Materials Identification System):			
	16.1.1	**HEALTH**	**2**	
	16.1.2	**FLAMMABILITY**	**0**	
	16.1.3	**PHYSICAL HAZARD**	**1**	
	16.1.4	**PERSONAL PROTECTION**	See Section 8.	
16.2	**NFPA 704** (National Fire Protection Association):			
	16.2.1	**HEALTH**	**2**	
	16.2.2	**FLAMMABILITY**	**0**	
	16.2.3	**INSTABILITY**	**0**	
	16.2.4	**SPECIAL**	**None**	
16.3	**International Fire Code / International Building Code:**		Irritant.	
16.4	**ANSI** (American National Standards Institute):			
	16.4.1	**Hazardous Industrial Chemicals -** SDS-Preparation:	Complies with **ANSI Z400.1 – 2004**.	
	16.4.2	**Hazardous Industrial Chemicals -** Precautionary Labeling:	Complies with **ANSI Z129.1 – 2006**.	

Note: The information contained herein, while not guaranteed, was prepared by competent technical personnel and is true and accurate to the best of our knowledge and belief. NO WARRANTY OR GUARANTEE, express or implied, is made regarding the product performance, product stability, or as to any other condition of use, handling, transportation, and storage. Customer use, handling, transportation, and storage may involve additional safety and/or performance considerations. Our technical personnel will be happy to respond to questions regarding safe handling, storage, transportation, and use procedures. The safe handling, storage, transportation, and use procedures remain the sole responsibility of the customer. No suggestions for handling, storage, transportation, or use are intended as or to be construed as recommendations which may infringe on any existing patents or violate any Federal, State, and/or local law and/or regulation, ordinance, standard, etc. This Safety Data Sheet has been prepared by HASA, Inc. staff from test reports and other information available in the public domain.

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Article 302 – Confined Space Procedures

The purpose of the Confined Space Procedures is to ensure that all employees recognize and avoid entering a confined space without authorization through a permit. Most confined space accidents are caused by employees not recognizing work areas as confined or hazardous. It is important to remember that the majority of confined space accidents are fatal. Individuals attempting to rescue employees account for 60% of these fatalities. All spaces will be classified as either full permit, C5 Permit, or non-permit.

A Confined Space area is defined as:

1. An area that has limited or restricted means for entry and exit
2. An area not normally intended for continuous human occupancy
3. An area that is large enough and so configured that an employee can bodily enter to perform assigned work.

Traditional confined spaces include tanks, manholes, vessels, cooling towers, scrubbers, excavations and elevator shafts. However, there are many other confined spaces that exist or may be created at a water utility. Rooms and areas with ventilation systems that are incomplete and not operational can be a hazard and may constitute a confined space.

It is important to remember that a space may be safe to enter initially. The space can become a confined or hazardous area depending on the work being performed. There are three classifications of confined space that are addressed below.

A “Full Permit Required” Confined Space means any confined space that has one or more of the following characteristics:

1. A flammable gas, vapor or mist in excess of 10% of its lower flammable limit (LFL).
2. An airborne combustible dust at a concentration that obscures vision at a distance of five (5) feet or less.
3. An atmospheric oxygen concentration below 19.5% or above 23.5%.
4. An atmospheric concentration of any substance for which a permissible exposure limit (PEL) or other established exposure criteria (e.g., in Safety Data Sheet) exists (i.e., hydrogen sulfide or carbon monoxide) and could result in employee exposure in excess of the limit.
5. Any atmospheric condition recognized as immediately dangerous to life or health (IDLH).

Engulfment Potential:

The confined space contains materials that is a liquid or a flammable solid substance that has the potential for engulfing an entrant.

Internal Configuration:

The confined space has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a similar cross section.

Serious Job Introduced Hazard:

A job inside the confined space that involves:

- Welding, cutting, grinding, burning, heating or any other source of ignition within the confined space.
- The use of flammable or toxic chemicals.
- Other work that results in a serious hazard.

A "C-5" Permit Required Confined Space means any space that has only an actual or potential hazardous atmosphere. Through monitoring and inspection, the confined space is evaluated to demonstrate that continuous forced ventilation (positive if possible) and continuous air monitoring alone is sufficient to maintain safe entry.

A "Non-Permit Required Confined Space" means any confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazards capable of causing death or serious physical harm. As an extra precaution, the internal atmosphere may be tested before entry by any employee.

The Confined Space Evaluation Form and Confined Space Identification Flow chart are to be used to classify all actual or perceived confined spaces.

We have developed "Confined Space Entry Permit" (Full Permit & C-5 only). This form must be completed by an individual qualified to work in confined spaces. The form must be signed by the entry supervisor prior to any work being performed inside the confined space; and these are to be reviewed annually by the Department supervisor. A permit form shall be completed for Full Permit Required Confined Space and C-5 Permit Required Confined Space entries. For Non-Permit Required Confined Space entries, no form shall be completed, but a "Testing Record" shall be documented in the logbook kept with the testing unit. All Confined Space Permits, training records and supplemental safety plans shall be retained for at least five (5) years. The District's Joint Safety Officers shall review the Confined Space Entry Program and related procedures annually.

The District (host employer) shall coordinate entries with contractors. For all field work, call-in procedures shall be in place. Calls will be made to headquarters before, during (every 15 minutes) and upon termination of entries.

Additional permits may be required for the work that is being performed (i.e., hot work, lock-out, chemical use). The plans must be approved by the entry supervisor prior to any work being performed in the confined space.

The supervisors shall ensure that all employees involved in the job have been trained in confined space entry. The supervisors shall ensure that all employees are trained explicitly in their assigned confined space responsibilities and retrained whenever there is a change in those responsibilities (i.e., entry supervisor, attendants, entrants, rescue person [as applicable]). The District shall certify that the training has been accomplished. The certification shall include at a minimum the type of training, names of the employees that received the training the name and signature of the trainer(s) and the date(s) of the training.

The supervisors shall outline the duties of and provide for training of authorized entrants ,attendance and entry supervisors. Additionally, a review should be made with the local rescue/emergency services for their availability.

For full permit entries, a rescue plan shall be in place ensuring an appropriately trained rescue team (in house and/or outside). Annual practice drills are to be performed.

For entrants, attendants and entry supervisors, minimum training/duty requirements shall include the following:

Authorized Entrants:

- Know the hazards
- Know how to use all equipment – testing & safety/rescue
- Understand the necessity of communication with attendant to monitor entrant status for monitoring and evacuation purposes
- Understand the necessity to alert the attendant whenever conditions change in the confined space
- Understand evacuation procedures and emergency response procedures

Attendants

- Know the hazards
- Know behavioral effects that the entrants may be exposed to in the confined space
- Maintain responsibilities of attendant remaining outside of the confined space until relieved

- Understand necessity to maintain communication with entrants for monitoring and evacuation procedures
- Understand activities in and out of the confined space to ensure that there are no physical or hazardous exposures
- Understand evacuation procedures, emergency response procedures and effects communication with rescue service (normally local fire department)
- Conduct non-entry rescues

Entry Supervisors

- Know the hazards
- Understand permit procedures
- Understand all activities in and out of the confined space
- Determines the entry operations are consistent with permit
- Understand entry procedures
- Understand monitoring procedures
- Understand safety rescue procedure
- Understand emergency response procedure
- Coordinate entries with project owner and subcontractors

See Authorized Entrant, Attendant and Supervisor Checklist.

Any Questions should be referred to the supervisor and/or Safety Officer.

Any questions or doubts regarding confined spaces should be immediately referred to the General Manger or designee.

Reminder: A mistake about confined space could cost you your life or that of a co-worker.

THINK SAFETY!

Mission Springs Water District
Confined Space Training for
Authorized Entrants, Attendants & Entry Supervisors Checklist

Authorized Entrants	**(If Yes, Initial)**
Knowledgeable on Potential Hazards	_____
Knows how to use equipment including air testing, ventilators, rescue, PPE	_____
Aware of communication, emergency, and evacuation procedures	_____
Knows to alert attendant of unusual conditions or changes in space	_____
Attendants	
Knowledgeable on Potential Hazards	_____
Knows how to use equipment including air testing, ventilators, rescue, PPE	_____
Knows potential behavioral effects of entrants that may indicate problems	_____
Maintains an accurate count of entrants	_____
Understands need to stay outside space without distractions until relieved	_____
Aware of communication, emergency, and evacuation procedures	_____
Understands interior and exterior of space and how to minimize Safety and Health hazards. Knows how to summon outside rescue.	_____
Entry Supervisor	
Knowledgeable on Potential Hazards	_____
Understands permit procedures	_____
Understands interior and exterior of space and how to minimize Safety and Health Hazards. Knows how to summon outside rescue	_____
Determines that entry operations remain consistent with permit	_____
Knows how to use equipment including air testing, ventilators, rescue, and PPE	_____
Understand entry procedures	_____
Aware of safety and rescue procedures	_____
Knows emergency response, communication, and evacuation procedures	_____
Knows how to coordinate entries with contractors	_____

_____	_____	_____
Signature of Trainee	Signature of Trainer	Date

Mission Springs Water District
Confined Space Evaluation Worksheet

Location_____
Specific Work Area_____
Specific Work Procedures(s)_____

Initial Determination

1. Is the space large enough and so configured that an employee can enter and perform work? If Yes ☐ proceed to #2. If No ☐ this is not a confined space/no permit required.
2. Does the space have limited or restricted means for entry or exit? (Examples, tanks, pits, manholes, vaults, wet well, dry well, etc.). If Yes ☐ proceed to #3. If No ☐ this is not a confined space/no permit required.
3. Is the space designed for continuous employee occupancy? If Yes ☐ this is not a confined space/no permit required. If No☐ proceed, this is a confined space and a determination must be made for what type of confined space this is (i.e., a full permit, a C-5 or log for records only if it is a non permit required confined space).

Confined Space Type Determination

1. Does the space contain material(s) that have the potential to engulf an entrant? If Yes ☐ full Permit Required/note at bottom & fill out a permit. If No ☐ proceed to #2.
2. Does the space have an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a small cross-section? If Yes ☐ Full Permit Required/note at bottom & fill out a permit. If No ☐ proceed to #3.
3. Does the space contain any other recognized serious safety or health hazards, for example, job introduced contaminants, fumes, lock-out electrical, piping or flushing, etc., other than an actual or potential hazardous atmosphere? If Yes ☐ proceed to #4. If No ☐ proceed to #5.
4. Can the hazards be eliminated from outside the space? If Yes ☐ proceed to #5. If No ☐ Full Permit Required/note at bottom & fill out permit.
5. Does the space contain or have the potential to contain a hazardous atmosphere? If Yes ☐ proceed to #6. If No ☐ Non Permit Required Confined Space, only requires that you log readings only as a precaution/note at bottom of page.
6. Is continuous forced air ventilation sufficient to maintain the space safe for entry? If Yes ☐ C-5 Permit Requirements confined space/note at bottom of page and fill out permit with appropriate exceptions for a C-5 Space. If No ☐ Full Permit Required/note at bottom of page and fill out permit.

Determination of Site

☐	Full Permit Required	☐	C-5 Permit Required
☐	Non Permit Required	☐	Not a Confined Space

By_____ Date_____

Note: Refer to District Policy on Confined Space Procedures for specific information and in depth definitions of terms and procedures.

Mission Springs Water District
Confined Space Entry Permit

The type of permit required is determined by doing the confined space evaluation worksheet first. If the location is posted as a Confined Space Permit Required or if it is a manhole or wet well in the collection system, then a full permit is always required and all precautions must be taken.

Permit Type

☐ Full Permit Space ☐ C-5 Permit Space (continuous monitoring & ventilation only req.).

Location_____
Work to be done _____
Date good this date only _____
Atmospheric detector serial #_____ Last calibrated on_____(monthly)
Bump test completed Yes ☐ No ☐ Backup detector available Yes ☐ No ☐
Method of ventilation_____ CFM Rating_____
Volume in cubic feet of space to be entered_____

Procedures

1.	Safety procedures in place	Yes ☐ No ☐
2.	MSDS & Chemical Use Plan in place (Use whenever atmospheric or other chemical hazards are introduced)	Yes ☐ No ☐
3	Rescue equipment & procedures in place	Yes ☐ No ☐
4.	Lock-out/Tag-out systems in place	Yes ☐ No ☐
5.	Atmospheric testing completed prior to entry	Yes ☐ No ☐
6.	Bump test of alarm setting performed	Yes ☐ No ☐
7.	Ventilation system in operation (positive pressure if possible)	Yes ☐ No ☐
8.	Continuous air monitoring of work space while work is being performed	Yes ☐ No ☐
9.	Use of explosion proof non-sparking tools (when applicable)	Yes ☐ No ☐
10.	Fire extinguishing media available	Yes ☐ No ☐
11.	Clear communications between entrant & attendant (not required for C-5)	Yes ☐ No ☐
12.	Appropriate PPE for employees (including PPE as established by air monitoring for PPM levels per NIOSH & MSDS)	Yes ☐ No ☐
13.	Call in procedures in place	Yes ☐ No ☐
14.	Other anticipated hazard	Yes ☐ No ☐

No one shall enter a confined space if a dangerous, explosive, toxic or oxygen deficient atmosphere is found to exist. If such a condition exists & is determined to present a threat to the public or personnel, call 911 and request the fire department for rescue or evacuation assistance.

Substance	PEL Limit	Pre-entry	Test 1	Test 2	Test 3	Test 4	Test 5
Oxygen/02	19.5-23.5%						
LEL Methane	10%						
Hydrogen Sulphide/H2S	10 PPM						
Carbon Monoxide/CO	25 PPM						
Other							
Time							
Conducted By							

Authorized Entrant(s) Signature_____
Attendant(s) Signature_____
Entry Supervisor/Permit Granted Signature & Print_____
Annual Permit Review ☐ By Signature_____
Permit Must Be Posted At Entry Or In Possession Of Attendant

Confined Space Entry Procedure

The following safety procedures shall apply to entry into or working in any confined space more particularly sanitary collection system manholes, digesters, or other underground structures:

Check before entry into any confined space

1. Complete the District's Confined Space Permit Evaluation Worksheet and Prior Permit Authorization before commencing any work.

2. Utilizing the portable testing unit, test air prior to opening manholes and within the space to be entered to determine whether dangerous air contamination and/or oxygen deficiency exists. The individual making the test **must** log the time and date of the test indicating what was found in the logbook kept with the testing unit. The individual must also initial each entry in the logbook. Also log information onto permit as needed.

3. Visually check to be sure that drifting or vapors will not enter the space to be entered.

4. Be sure any lines connected to the space which may contain flammable, injurious or incapacitation substance are disconnected, blinded, or blocked off in a manner effectively preventing inadvertent reconnection of the line or removal of blind or blocking.

5. Before entry, contact the Fire Department and the District's office to notify them of your location and work to be done. Also, contact them at the conclusion of the entry.

Entry into space where tests indicate non-existence of dangerous air and/or oxygen deficiency.

1. Person entering (entrant) the space must wear an approved safety harness with an attached line. The free end of the safety line shall be secured outside the entry opening. A standby person (attendant) will monitor the activity and maintain communication with the entrant. Note: C-5 permitted confined space requires ventilation and continuous monitoring only.

2. Mechanical blowers may be used to continuously blow air into the space entered and the air testing unit shall continuously monitor the air within the workspace while the space is occupied. If the testing unit (by audible alarm or visual detector) indicates a dangerous air and/or oxygen deficiency exists, the person shall immediately vacate the work area. Whenever the space is vacated for any period of time, re-entry into the space will not occur until the check in above section made.

3. An approved lifting device shall be over the entry and shall be ready for immediate use if an emergency rescue is necessary.

4. If the development of dangerous air and/or oxygen deficiency is apparent, no person shall be allowed to enter the confined space unless all the requirements in the following section are followed.

Entry into space where tests indicate existence of dangerous air and/or oxygen deficiency

1. Mechanical blowers shall be used to blow air into the space to be entered until the dangerous air and/or oxygen deficiency condition no longer exists. If this addition of supplemental air is able to continuously maintain sufficient oxygen, a person may enter into and work within the space in accordance with all the requirements listed above.

2. If supplemental air, provided as in above step, is unable to ensure an atmosphere free of dangerous and/or oxygen deficiency, **no person shall be permitted to enter the confined space** unless all the requirements of below section are followed.

If an atmosphere free of dangerous air contamination and/or oxygen deficiency cannot be ensured through the use of additional ventilation as in above section or the existence of an emergency where it is not feasible then the following additional conditions shall apply.

Rescue Procedures

1. Any person working in a confined space is required to wear an approved safety harness with attached safety line secured outside the work area. This rescue procedure shall detail procedures to be followed when the person to be rescued is wearing the required harness.

2. A rescue or retrieval of a person from a confined space shall be accomplished using the safety line attached to the harness worn by the person as rapidly as possible. If possible, observe while pulling to insure there is no binding or snagging of the person's head, arms, or legs. If such binging should occur, back off on the safety line and pull from a different pulling point.

If the air within the confined space has been tested in accordance with District requirements for such entry and was free of dangerous air and/or oxygen deficiency, a second person, properly equipped, may enter the confined space to assist in the rescue, provided an addition person remains outside the space to monitor the rescue procedure and operate the lifting device if necessary.

3. Those District vehicles that will be involved in rescue operations shall be equipped with lifting apparatus to accomplish a rescue in a confined space where testing indicates the existence of either a dangerous air condition and/or oxygen deficiency. If entry is required into a confined space where there is an existence of dangerous air and/or oxygen deficiency, then only properly trained and certified personnel shall enter. They shall wear the required breathing apparatus (SCBA). The fire department shall perform this duty if this type of rescue entry is required with the assistance of District personnel.

4. Under no circumstance are District employees to enter a confined space where a dangerous air condition and/or oxygen deficiency exists unless all requirements for entry into such space were followed in above section. In addition, and prior to any rescue, call Fire Department and District office. Give them your location, a brief description of the emergency and if an ambulance or other assistance is required.

Article 303 – CPR/First Aid Training

CPR and First Aid training are mandatory for all District employees. The scheduling for the training is the responsibility of the Safety Officer.

Article 304 – Emergency Action Fire Safety/Evacuation

Emergencies/Disasters

For specific instructions refer to the District's Emergency Response Plan and Hazardous Materials Business Plan for the Corporation Yard and Wastewater Treatment Plant.

Hazards

Flammables/Gas facilities – No Smoking, turn engines off. No source of ignition shall be within 25 feet when dispensing gasoline or other flammables. Use grounding cables/clamps to avoid static discharge when transferring flammables.

Electrical/Chemical – Use caution. Shut off source of electricity or chemical is safe to do so. Fight fire with approved extinguishers or methods only.

Assessment/Emergency Notification

In normal District operations, fires most likely will be small and easily extinguished. A fire emergency call should be made if any doubt exists. In this case call the fire department to handle the fire and start evacuation if necessary.

Evacuation/Fire Escape Routes

Communicate to proper authorities and affected personnel quickly and calmly to avoid panic and confusion. Be sure all persons are notified to leave the building. Supervisors and lead person shall account for all personnel. Assess personnel as to whether special communication methods may be needed.

Employees to evacuate to pre-assigned District staging and employee gathering area as specified in Disaster Preparedness Plan and District HazMat Business Plans.

Fire Protection – Supervisor Responsibilities

All exits must be visible, unlocked and unblocked with a readily visible sign that is properly illuminated. Sufficient exits and proper emergency lighting shall be available. Building maps of evacuation routes must be posted. "No Smoking" signs shall be displayed conspicuously in areas containing combustible or flammables.

Metal waste cans shall be available for oily and paint-soaked waste. Cans shall be emptied daily into an approved fire-retardant receptacle. Weeds and other combustibles shall be kept at least

30 feet from structures. Sufficient clearance shall be provided for all stoves, furnaces, and high heat sources. Empty or full oxygen and acetylene cylinders shall be at least 20 feet apart or separated by a 5-foot high non-combustible partition with one-half hour fire rating. All flammable liquids shall be properly stored and labeled. No smoking is allowed where risk of fire or explosion is present.

Fire extinguishers shall be available and of adequate number and type to extinguish expected fires. All vehicles including heavy equipment shall have a fire extinguisher. All motor control panels shall have a halon-type or equivalent fire extinguisher nearby. Monthly inspection shall be made of all fire extinguishers and noted and installed on tag by inspector. Annual recharge of all fire extinguishers shall be done. Coordination of this shall be accomplished through all personnel and the General manager or designee. A used extinguisher shall be replaced with a spare from the Corporation Yard and the used extinguisher left there for refill.

Test smoke alarms and automatic sprinklers systems monthly. Maintenance of systems shall be done on a quarterly basis.

Bi-annual (on even years), a fire safety class and training in the use of fire extinguishers for all employees shall be held and coordinated through the local Fire Department.

At least one annual mock fire drill shall be performed to test employee awareness of proper procedures.

Article 305 Hazardous Materials

In order to protect employees from hazardous materials and maintain compliance with OSHA Hazard Communication Standard, the following rules and procedures shall be followed:

1. It is mandatory for all employees to check the appropriate Safety Data Sheets (SDS) on file each time before the handing of chemical(s). All precautionary guidelines are to be followed and specified protection worn.
2. Safety equipment is to be used and rules are to be followed. If equipment is damaged or not available, the superior is to be notified of the situation. Under no circumstances are safety rules or equipment usage to be circumvented or bypassed.
3. All chemicals in the workplace will have SDS on file and the emergency guide/hazard signal sticker attached. Both will be completely filled out with all available and pertinent information.
4. It is the responsibility of the supervisor to maintain current updates of all Safety Data Sheets. All chemical inventory will be labeled correctly and stored properly.
5. Evacuation routes and notification of proper authorities are posted and made available for employees should a hazardous situation develop.

Upon receipt of a new chemical, the Safety Data Sheets must accompany or be immediately obtained prior to any usage of said chemical. The Safety Data Sheets will be properly filed and reviewed with all employees. The supervisor will check containers for propel labeling, storage and adhere to emergency guide/hazard signal guide sticker with the proper information and material identification.

- Business Plan – Update monthly (located on Chief Wastewater Operator's desk)
- Plan Location – Library
- Electronic File – "O" drive

Article 306 – Lock Out/Tag Out Procedures

The following is an outline or procedures and methods to be followed in the interest of accident prevention involving energy source control during maintenance or other work- related activities. The failure to lock out/tag out machinery and other equipment prior to commencing maintenance/repair is a major cause of injury and death in California. This policy is maintained by Cal/OSHA Industrial Safety order, California Administrative Code Title 8, orders 3203, 3314, 2320, 2530.43 and 2530.86, as updated.

Employees shall follow these procedures:

1. **Preparation for Lockout**

    a. Get authorization, fill out any required permits and follow other applicable safety actions, rules and regulations.
    b. Know the type and magnitude or energy, its hazards and means of control before shutting equipment down. Be certain of all switches, valves, etc., affecting equipment that need to be locked out without creating new hazards.

2. **Lockout**

    a. Notify all affected persons of the intention to lockout
    b. Shutdown equipment (i.e., press stop button, etc.)
    c. Use the proper switch, valve or other energy isolation devices so that energy source (electrical, mechanical, hydraulic etc.) is disconnected or isolated from the equipment
    d. Disable stored energy or force to prevent injury (i.e., bleeding, etc.)
    e. Place individual lock on each energy isolating device to that it stays off or in a safe position. Use a clearly visible tag to show it is forbidden to operate or move energy/isolating switches.
    f. Assure no personnel are exposed, then as a check operate the push button or other control to make sure equipment will not operate. Return switch to neutral or off after test. Caution: Be sure pumps, motors, etc., with automatic restart capabilities are adequately locked out to prevent restart.
    g. Equipment is now locked out and maintenance or repair procedures may be followed.

3. **Restoring Equipment to Service**

    a. When job is complete, replace machine guards, etc., remove materials and make sure tools are clear. Assure that no personnel are exposed, and all are clear of danger.
    b. When equipment is clear, individual who installed the lock should remove locks.
    c. Equipment is now safe to energize.

4. Safety Rules

a. One designated individual may lock out for an entire crew. It then becomes that individual's responsibility to carry out all the steps and assure the safety of the entire crew.
b. Locks and tags shall be designated and assigned to employees for this purpose only. Locks and tags shall be durable enough to prevent unforced or accidental removal. Tags shall be identified with the name of the employee who applied them. Warning tags must be legible and with understandable warnings, (i.e., do not operate, etc.).
c. Do not attempt to operate any switch, valve or other energy isolating device bearing a lock unless all safety conditions of this policy have been met.
d. Electrical circuits must be locked by qualified personnel and tested with properly working electrical testing equipment.
e. Contractors or other personnel must understand and follow energy control procedures.
f. Supervisors may remove locks only in an emergency situation, provided they have followed the safety guidelines as stated in Section C – Restoring Equipment to Service.

Article 307 – Vehicle Safety Driving Training

Requirements

Job descriptions will dictate what licenses are to be maintained for each job. In some cases, special class licenses may be required. District supervisors will provide adequate training, time and study materials. Defensive driver training courses are required for every employee every four (4) years. New hires must take the training course online through the District's current auto liability carrier (currently JPIA) immediately upon hire. All testing falls under the guidelines outlined in the Personnel Rules and Regulations Resolution (and subsequent amendments to it).

All District jobs require licenses and maintenance of a good driving record. Employee's whose driving record is unacceptable to the District's auto liability carrier may be subject to termination.

In some cases, employees will be required to participate in the District's Department of Transportation (DOT) program, which requires random drug/alcohol screening. All testing falls under the guidelines outlined in the Personnel Rules and Regulations Resolution (and subsequent amendments to it).

Each District vehicle is equipped with an accident reporting kit located in the glove compartment. Should an accident occur, the employee may only discuss the circumstances with the police or District representatives (i.e., Human Resources, supervisor, District's current insurance carrier). No admission or assignment or guilt should be made.

Article 308 – Electrical Maintenance Safety Procedures

The following requirements shall be met, and procedures followed to avoid possible injury or death to District personnel when performing electrical maintenance and/or repairs of any sort. Outside contractors shall be required to follow Cal/OSHA requirements when working on District equipment.

The training and Personnel Protective Equipment (PPE) requirements have been set up to meet the Federal OSHA 29 CFR 1910.269 electrical power generation, transmission and distribution maintenance and construction and Cal OSHA Title 8 2320.2 energized equipment or systems requirements.

Training Requirements

Be advised. Not all District personnel are authorized to perform electrical maintenance. Authorized personnel must be trained to understand that they are exposed to shock and electrocution when performing work tasks involving testing. Each qualified person must be trained to understand how to use the required electrical testing equipment and to understand and interpret its indications.

The District shall provide serviceable proper PPE and schedule training for all new and currently certified Operators. Training records shall be kept on file with Human Resources.

Personal Protective Equipment

Remove all metallic jewelry or objects on your person. Long sleeve flame retardant clothing (hazard/risk category II) shall be worn at all times. Garments worn as outer layers over Flame retardant clothing, such as jackets or rainwear, shall also be made from flame retardant material.

NFPA 70E face shields shall be worn. ASTM D 120 rubber gloves with leather shells shall be worn when working with 250 volts or greater. Earplugs are required when working with energized systems at 250 volts or greater.

Permit Requirement

Prior to entry of all electrical panels, breaker boxes, PLC cabinets, hooking up portable stand-by generators, performing any maintenance on electrical motors or electrical equipment the Electrical Maintenance Permit form shall be filled out, signed, and approved by your supervisor and/or authorized delegate. The work shall be performed by no less than two (2) authorized people and the permit shall be posted at the job.

Equipment and Tools

A District radio and/or telephone shall be readily available. A U.L. approved halon fire extinguisher shall be readily available. Category III voltage meters are required and must be tested each time prior to being used. ASTM F 1505-94 insulated tools are available and must be used.

Hazard Assessment and Requirements

Lock out locks and tags shall be placed on equipment breakers prior to work being performed on electrical equipment. Lock out/tag out procedures shall be followed and are available under specific rules and procedures Article S306. Voltage checks shall be performed prior to removal of any electrical wires or parts.

Confined space permits and procedures shall be followed when performing electrical maintenance in vaults, Manholes, etc. The Confined Space procedures are available under specific rules and procedures Article S302.

List and describe on the electrical maintenance permit other anticipated hazards that may be encountered and describe the procedures that will be followed to address these hazards.

Electrical Maintenance Permit

The Electrical Maintenance Permit must be filled out, signed, and approved by your supervisor or authorized delegate prior to entry of electrical panels, breaker boxes or PLC cabinets and prior to hooking up portable stand-by power generators or performing any maintenance on electrical motors or electrical equipment. At no time shall any of these duties be performed by less than **TWO AUTHORIZED PERSONS**.

Location/Address _____

Work to be performed _____

Good this date only _____

Authorized Person's Name _____

Authorized Attendant's Name _____

Required procedures that must be followed and equipment that must be used

1. Flame retardant PPE must be worn, NO EXCEPTIONS	Yes ☐	No ☐
2. Remove all jewelry	Yes ☐	No ☐
3. Rubber electrical safety gloves available and worn	Yes ☐	No ☐
4. Electrical approved face shield available and worn	Yes ☐	No ☐
5. Locks and tags available for lockout/tagout	Yes ☐	No ☐
6. Cat III Voltage meter available for use and in good condition	Yes ☐	No ☐
7. Insulated tools available for use and in good condition	Yes ☐	No ☐
8. Confined Space Entry. If required, fill out permit and follow procedures.	Yes ☐	No ☐
9. Halon fire extinguisher available	Yes ☐	No ☐
10. Radios and/or phones available for communications	Yes ☐	No ☐
11. Other anticipated hazards listed below	Yes ☐	No ☐

List and describe other anticipated hazards and procedures to be followed

Authorized Person's Signature _____

Authorized Person's Signature _____

Supervisor's Signature _____

Appendix

Self-Inspection Forms:

Safety Meeting Report

Hazard Assessment Checklist:

- Accident Prevention Checklist
- Safety inspection checklist
- Safety officer self-inspection checklist
- Shop facility inspection report

Hazard Correction Log

Supervisor's Accident Investigation Form

Employee Training Report

Training Record Addendum

Guidelines and forms for Conducting Safety inspections

MISSION SPRINGS WATER DISTRICT
SAFETY MEETING REPORT

Date: _____ Time: _____

Department/Shift _____

SUBJECTS / TRAINING COVERED: *(Summarize the subject(s) discussed/taught)*___

_____

_____

_____

_____

ACCIDENTS REVIEWED: *(Discuss any District accidents, or others that have "lessons learned" for your operations)*_____

_____

_____

EMPLOYEE INPUT: *(Hazards noted; or suggestions)* _____

_____

PERSONNEL ATTENDING:

1. Print Name _____ Signature _____
2. Print Name _____ Signature _____
3. Print Name _____ Signature _____
4. Print Name _____ Signature _____
5. Print Name _____ Signature _____
6. Print Name _____ Signature _____
7. Print Name _____ Signature _____
8. Print Name _____ Signature _____

Meeting Conducted By: _____

Report Reviewed By: _____
(Supervisor's Review)

SAFTEY OFFICER SELF-INSPECTION CHECKLIST

ACTIVITY	YES	NO	
Employee Safety Orientation:			
• Proper Completion of all areas	☐	☐	_____
• Signed by Supervisor	☐	☐	_____
Department Safety Meetings:			
• Weekly/Monthly	☐	☐	_____
• Appropriate Discussions (relevant to hazard)	☐	☐	_____
Loss Control Committee:			
• Minutes being kept	☐	☐	_____
• Department walk-through inspections	☐	☐	_____
• Follow up on previous deficiencies	☐	☐	_____
• Completion dates met	☐	☐	_____
Management Responsibilities:			
• Attendance at safety meetings (at least one per month)	☐	☐	_____
• Participates in committee inspection Tour quarterly	☐	☐	_____
Equipment Safety Maintenance Files:			
• Equipment safety log up to date	☐	☐	_____
• Spot check of selected items to ensure Integrity	☐	☐	_____
Supervisors Investigation Report:			
• All departments using	☐	☐	_____
• Supervisors properly filling out form	☐	☐	_____
• Results being properly utilized	☐	☐	_____
Work Order Program being Utilized:			
• Three parts to maint. one to safety Mgr. after repair completed, one kept by originator, safety	☐	☐	_____
• All parts to be matched at end of month	☐	☐	_____
Facility inspection report used on scheduled basis	☐	☐	_____

Comments: _____

_____

_____

_____

_____

SAFTEY INSPECTION CHECKLIST

Distribution: **Date:** **Inspector:** **Title:**				
	S	**NSA**	**NIA**	**COMMENT**
I. FIRE PROTECTION				
1. Fire Extinguisher				
2. Hose Racks				
3. Exits, Stairs, & Dead ends Properly Marked				
4. Access to Electrical and Emergency Equip.				
II. HOUSEKEEPING				
1. Aisles, Stairs, & Floors				
2. Storage of Material				
3. Wash & Locker Rooms				
4. Lights & Ventilation				
5. Areas Around Building				
6. Stair Maintenance: Treads Handrails, Illumination				
7. Sanitation & Food Storage				
III. TOOLS:				
1. Power Tools: Frayed Wires, Prop. Grounded				
2. Hand Tools: Worn Wrenches, Cracked Hammer Heads				
3. Bench Grinder: Alignment of tool rest, wheels				
4. Tool Storage				
5. Ladders				
IV. PERSONAL PROTECTIVE EQUIPMENT				
1. Eye Wash, Showers: Clean, Operational				
2. Self-Contained Breathing Units, Location				
3. Respirators, Location, Storage				
4. Protective Clothing & Equipment				
5. Eye Protection				
V. HAZARDOUS SUBSTANCES & PROCESSES:				
1. Spill Control & Overflow				
2. Storage of Industrial Chemicals				
3. Dispensing Devices				
4. Labels & SDS, Warning Signs				
5. Changing & Charging Storage Batteries				
6. Chemical Mixing & Use Areas				
VI. FLAMMABLE LIQUIDS AND GASES:				
1. Flammable Liquid Storage				
2. Dip & Wash Tanks				
3. Labels & Warnings				
4. Storage, Handling, Marking & Use of Cylinders				
5. Spray Coating Operations				

SAFETY INSPECTION CHECKLIST (Continued)

	S	NSA	NIA	Comment
VII. Welding & Cutting				
1. Flammable & Combustible Materials				
2. Local or Natural Ventilation				
3. Welding or Cutting Shields				
4. Cylinder Protection				
5. Electrical Welding, Grounding & Cable Inspection				
6. SDS & Labels, Welding Gases, Rods & Fluxes				
7. Personal Protective Equipment				
VIII. MATERIAL HANDLING EQUIPMENT:				
1. Hand Truck & Pallet Jacks				
2. Forklifts				
3. Shop Hoist & Units				
4. Slings, Cables, Ropes, Chairs, Webbing				
5. Maintenance & Inspection Records				
IX. BULLETIN BOARDS:				
1. Required Poster Display				
X. MACHINERY:				
1. Guards in Place				
2. Hazards Areas Marked				
3. Switches & Controls Properly Labeled				
4. Maintenance & Function Controls Records				
XI. OFFICES:				
1. Waste Materials Deposited in Containers				
2. Furniture & Fixtures Free of Sharpe Edges				
3. Electrical Machinery in Good Condition, Properly grounded				
4. Storage area Clean & Orderly				

RECOMMENDATIONS (Complete for all items which need attention)

ITEM NO.	DESCRIPTION OF ITEM	ACTION TAKEN	DATE CORRECTED

S = Satisfactory **NSA = Needs Some Attention** **NIA = Needs Immediate Attention**

SHOP FACILITY INSPECTION REPORT

Department/Location: _____ Date: _____

Person-In-Charge: _____ Phone: _____

Type: _____ ___ Annual ___ Follow-up ___ Department Request

Sat.	Unsat.			Comments
		A.	**TRAINING**	
___	___		Posted Training Roster	
___	___		Training Records	
___	___		SDS/Emergency Poster	
___	___		Emergency Procedures	
___	___		Written Safety Procedures	
___	___		Other	
		B.	**POWER TOOLS**	
___	___		Guarding	
___	___		Stability	
___	___		Location	
___	___		Safety Signs/Labels	
___	___		Grounding	
___	___		Other	
		C.	**HAND TOOLS**	
___	___		Split Handles	
___	___		Chips/Defects	
___	___		Other	
		D.	**ELECTRICAL SAFETY**	
___	___		Adaptors	
___	___		2-Wire Devices	
___	___		Worn/Damaged Cords or Plugs	
___	___		Extension Cords	
___	___		Exposed Terminals	
___	___		Plug Caps	
___	___		Non-UL Devices	
___	___		Other	
		E.	**WELDING AREA**	
___	___		Ventilation	
___	___		Safety Equipment	
___	___		Check Valves	
___	___		Flashback Arrestors	
___	___		Hoses/Connectors	
___	___		Regulators/Gauges	
___	___		Separation Barriers	
___	___		Other	

Sat.	Unsat.		Comments
		F. PROTECTIVE CLOTHING/EQUIPMENT	
___	___	Eye Protection	
___	___	Emergency Shower/Eyewash	
___	___	Protective Equipment	
___	___	Protective Clothing	
___	___	Other	
		G. HOUSEKEEPING AND OTHERCAL/OSHA REQUIREMENTS	
___	___	Exits Clear	
___	___	Aisle ways Clear	
___	___	Materials Storage	
___	___	Steam Cleaning Equipment	
___	___	Solvent Dip Tanks	
___	___	Caustic Dip Tanks	
___	___	Cylinders Secured	
___	___	Ladders	
___	___	Area Lighting	
___	___	Mezzanines	
___	___	Waste Receptacles	
___	___	Air Tank Permits	
___	___	Other	
		H. CHEMICAL STORAGE AREA	
___	___	Flammable Liquid Safety Cans	
___	___	Flammable Liquid Storage Area	
___	___	Protective Equipment	
___	___	Containers Identified	
___	___	Incompatibles Separated	
___	___	Cleaning Rags Properly Contained	
___	___	Other	
		I. BATTERY CHARGING AREA	
___	___	Ventilation	
___	___	No Smoking Sign	
___	___	Eyewash/Emergency Shower	
___	___	Protective Clothing	
___	___	Emergency Spill Material	
___	___	Acid Transfer System	
		J. HOIST/CRANE SAFETY	
___	___	Training Records	
___	___	See Attached Report	
___	___	Slings Inspected	
		K. FORKLIFT	
___	___	Training Records	
___	___	Inspection Records	

Inspected By	Date	Received By	Date

HAZARD CORRECTION LOG

Date	Hazard Noted	Corrective Action Needed	Responsible Party	Target Date	Corrective Action Taken	Completed Date

supervisor's Accident Investigation Form

When

Date of accident: Time of accident:	Date reported to supervisor:

Who

Injured employee name: Department:	Job Title: Length of Employment:

Loss

Nature and extent of injuries or property damage:

What

Describe specifically what the individual was doing at the time of accident:

Where

Exact location of occurrence:

Cause (check all that apply)

ENVIRONMENTAL

- ☐ **Inadequate safeguards**
  Lack of safety devices; unsafe design; unguarded machinery; lack of safe work.
- ☐ **Improper or defective equipment**
  Poorly maintained, broken, cracked, rough, slippery, worn; inappropriate equipment.
- ☐ **Location hazards**
  Poor layout; congestion; insufficient space; improper storage; poor lighting, slip-trip-fall hazards, etc.
- ☐ **Poor ergonomics**
  Heavy lifting, poor workstation design; excessive vibration, bending, twisting or reaching; inadequate tools, poor controls/displays, repetitive motions; awkward postures, pressure points.
- ☐ **Poor housekeeping**
  Improper placement; clutter, spillage, or breakage.
- ☐ **Not otherwise classified (Describe):**

PERSONAL

- ☐ **Bodily conditions**
  Physical impairment; illness; fatigue; emotional upset; intoxication
- ☐ **Lack of skill or knowledge**
  Improperly trained; inexperienced; unaware, etc.
- ☐ **Adequate skill or knowledge but failure in execution**
  Chance-taking; cutting corners; unauthorized or unnecessary use of equipment or tools; failure to use or deliberately making safety or control devices ineffective; failure to do what should have been done in the particular situation.
- ☐ **Improper apparel**
  Failure to use personal protective equipment (eye, face, foot, hand, head, hearing, respiratory, etc.); loose clothing, jewelry, etc.
- ☐ **Not otherwise classified (Describe):**

Why

Comment fully:

supervisor's Accident Investigation Form (Cont.)

Prevention

What should be done and by whom to prevent recurrence of this type of accident? (Include target dates.)

What immediate actions have been taken? By whom?

What long-term actions will be needed? (Include target dates.)

Name of supervisor: _____ Date:

Signature:

Comments by Dept. Head or manager	Based on the supervisor's report, write a concise statement commenting on why the injury occurred, and whether the corrective actions (taken and planned) are complete enough to prevent recurrence.

Name of manager: _____ Date: _____

Signature: _____

EMPLOYEE TRAINING RECORD

Documentation of employee training must be completed on all training provided.

Date: ____/____/____ Program Topic: _____

Dept/Loc: _____ Instructor: _____

Attendees Names:

Print	Signature

Program Summary: _____

List of Training Materials (slides, video, handouts): _____

TRAINING RECORD

ADDENDUM

Date: _____

Program Topic: _____

Instructor: _____

Attendees Names:

Print	Signature

Guidelines for Conducting Safety Inspections

The following are the specific requirements for completion of safety inspections. Each item listed in these guidelines corresponds with a similar item on the inspection form. Areas, which are not applicable to your work-site inspection area, should be documented by writing N/A in the comment space on the checklist. Areas identified as needing attention must be further documented in the comment area, and tracked on the backside of the inspection form.

I. Fire Protection

1. Fire Extinguishers

- Check seals and hoses for cracks and nozzle for obstructions.
- Check service date, annual service required.
- Remove extinguisher from rack and rotate to prevent powder from packing.
- Check gauge to determine charge status, replace extinguishers requiring recharging with useable extinguisher.
- Check that extinguishers are identified by class of fire and are suitable to site.
- Check that extinguisher locations are plainly marked and access un-obstructed.

1. Sprinkler System

- Main control valve is secured in the open position.
- Fire department connections are capped.
- Spare sprinkler heads are available.
- Sprinkler heads have at least 18” clearance.

2. Flammable Storage

- All flammable / combustible materials are used in well-ventilated areas.
- All flammable / combustible materials are stored in flammable storage cabinets or properly designed storage areas when not in use.
- Check that all flammable / combustible materials are stored in proper containers and that chemical containers are properly labeled.
- Hazard warning signs (“flammable materials”, “no smoking”) are prominently posted.
- Check that adequate spill control is available.

II. General Work Environment

1. Housekeeping

- Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- Are all spilled materials or liquids cleaned up immediately?
- Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?

2. Workshops and Storage Lockers

- Is adequate workspace provided?
- Work area is free of unnecessary storage?

3. Wash Rooms and Locker Rooms

- Are wash areas clean and orderly and have adequate supplies?

- Check that washroom fixtures and plumbing are in proper working order.
- Is hot and cold running water available in washrooms?
- Check that personal storage areas and/or locker rooms are clean and orderly.
- Are lunchrooms, break-rooms and restrooms sanitary?

III. Buildings/Grounds and Security

1. Areas around Buildings

- Are areas adjacent to building and fence unobstructed and free of debris?
- Check that access to doors, steps, dock ladders and walkways are clear
- Are loading dock areas free of debris?
- Is outside building illumination adequate and maintained?
- Check that exterior electrical switches and outlets are protected from moisture contact or water accumulation.

2. Security

- Are there any openings or physical damage to perimeter fencing that may indicate that someone has entered property?
- Are gate latches locked and secure?
- Are yard lights providing illumination to all areas of yard?
- Is the fence perimeter free of storage that could hide an entry point?

IV. Workplace Life Safety Conditions

1. Walkways

- Are aisles and passageways kept clear?
- Are normally wet surfaces covered with non-slip materials?
- Are holes in the floor, sidewalk, or other walking surface repaired properly, covered or otherwise made safe?
- Is there safe clearance for walking in aisles where material-handling equipment is operating?
- Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- Are changes of direction or elevations readily identifiable?

2. Stairs and Stairways

- Are stair rails or handrails on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have at least a 6'6" overhead clearance?
- Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7½ inches?
- 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?
- Check that areas under stairs are free of combustible/flammable materials

3. 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?

- Is a permanent means of access and egress provided to elevated storage areas?
- Is material stored on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?

4. Ladders

- Are portable ladders in good condition (ladder rungs, rails, foot rests)?
- Are dock ladders and handles in good condition?
- Do movable access platforms have spring-loaded wheels?

5. Exiting or Egress from Building

- 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 or access to exits and which could not be mistaken for exits, appropriate 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 all exits kept free of obstructions?
- Are doors on cold storage rooms provided with an inside release mechanism, which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?

6. Bulletin Boards

- Are OSHA safety and health on the job posters on the bulletin board and up-to-date?
- Are emergency evacuation routes identified and posted?
- Are emergency telephone numbers posted?
- Is the OSHA Form 200 posted during the month of February?

7. Material Safety Data Sheets

- Is the SDS master inventory book accessible to all employees?
- Do all chemicals, solvents, paints, hazardous materials, etc., kept in facility have a SDS?
- Does the SDS book has table of contents and kept up-to-date?
- Has SDS training been provided to all employees?
- Are chemical containers identified and labeled appropriately?
- Do employees understand how to read an SDS sheet?

8. Office Safety

- Are office computer workstations ergonomically designed and comfortable?
- Are chairs, equipment, and furniture in safe condition?
- Are records and paper storage easily accessible and not stored on high shelves?

V. Loading Docks

1. Loading and Unloading Vehicles

- Are vehicles shut off and brakes set prior to loading or unloading?
- Are dock boards (bridge plates) secured when loading or unloading operations are taking place between vehicles and docks?

- Are tractor-trailers secured (chock blocks) from movement during loading and unloading operations?
- Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?

2. Hand Trucks and Pallet Jacks

- Are hand trucks maintained in safe operating condition?
- Are pallet jacks maintained in safe operating condition?
- Are pallets inspected and removed from service if broken or unusable?
- Are hand trucks stored properly on vehicles?

VI. Industrial Trucks – Forklifts

1. Training

- Are only authorized and trained personnel allowed to operate industrial trucks-forklifts?
- Are lift truck operating rules posted and enforced?
- Has training been provided for personnel who fuel equipment?

2. Forklift Equipment

- Does each industrial truck have a warning horn or other device which can be clearly heard above the normal noise in the areas where operated?
- Is the forklift capacity posted on the mast or other area in clear view of the operator?
- Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- Will the industrial trucks' parking brake effectively prevent the vehicle from moving when unattended?
- Are motorized and/or hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?
- Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes (adequate ventilation)?
- Do elevated workbaskets have safety chain for attaching to forklift and is a body harness and tie off used?

VII. Electrical Safety

1. Electrical Panel

- Check that suitable access and working space is maintained around all electrical equipment, controls, and switches.
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged?

2. Electric Tools and Power Cords

- Are portable electrical tools/equipment grounded or double insulated?
- Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?
- Do extension cords have a grounding conductor?
- Are multiple plug adapters prohibited?

- Is exposed wiring and cords with frayed or deteriorated insulation repaired or replace promptly?

3. Electrical Outlets

- Are electrical enclosures such as switches, outlets, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
- Are electrical outlets located within 5 feet of water sources (sinks, basins) provided with ground fault circuit interruption (GFCI) systems?

VIII. General Safety Awareness and Observation

- Do employees have a means of providing safety feedback and is there a record of feedback and response?

- Do employees use personal protective equipment as necessary?

Inspection Program

Date of Inspection: **Conducted by - Name(s)/Position Title(s):**

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Area/Department(s): _____

_____

I. Fire Protection	***Satisfactory Yes / No***	***Action Needed*** **Department Responsible**	***Date Completed***
Fire extinguishers inspected			
Flammables kept in fire safe cabinet			
No smoking rule enforced			
No smoking signs posted			
Are employees periodically instructed in the use of extinguishers & fire protection procedures?			
Is the local fire department well-acquainted w/GWD facilities, locations & specific hazards?			
Notes:			

II. General Work Environment	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
Housekeeping Trash removed from building			
Maintenance shop			
Lunchroom			
Washrooms			
Plant offices			
Are covered metal waste cans used for oily & paint soaked waste?			
Are oily & paint soaked rags properly disposed?			
Notes:			

III. Building Grounds/ Security	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
Parking lot			

Outdoor lighting - Operating - Need Repair			
Fence integrity			
Notes:			

IV. Workplace Safety	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
Exit ways marked and clear			
Walkways marked			
Floors clean/no spills			
Stairs and stairways clear			
Elevated surfaces/fall protection			
Ladders			
Are unnecessary chemicals disposed of properly?			
Are all incompatible chemicals stored separately?			
Are all chemicals properly labeled and stored?			
Are SDS's readily accessible?			
Does the eyewash station work properly?			
Are building heating & A/C ducts in need of cleaning?			
Is shelving secured for earthquake resistance?			
Bulletin boards			
Office safety practices			
Evacuation plan posted			
First Aid Kits - Stocked?			
Lockout/Tagout Station & Procedures			
Is Safety training conducted regularly for all employees?			
Training Needed? Why? Who?			
Permits posted & up to date			
Notes:			

V. Warehouse/docks	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
Is the warehouse floor surface free of depressions?			
Notes:			

VI. Forklifts/Material Handling	***Satisfactory Yes / No***	***Action Needed/*** Department Responsible	***Date Completed***
Forklift operating rules posted			
Forklift operators certified			
Lift capacity posted			
Seat belts provided			
Forklift work platforms			

Fire extinguishers on units			
Notes:			

VII. Electrical Safety/Power Tools	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
3' working space at panel			
Are all cord-connected, electrically operated tools & equipment effectively grounded or of the approved double insulated type?			
Extension cords			
Electrical outlets			
Safety guards (grinders, saws & similar equipment)			
Are portable fans provided with full guards or screens?			
Are pneumatic & hydraulic hoses on power-operated tools checked regularly for deterioration or damage?			
Notes:			

VIII. Welding Shop	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
Are cylinders kept away from heat sources?			
Are cylinders stabilized while not in use?			
Are empty cylinders appropriately marked w/valves off & protective covers in place?			
Are signs reading: DANGER- NO SMOKING, MATCHES, OR OPEN FLAME, or the equivalent posted?			
Are signs reading: DANGER-DO NOT WATCH THE ARC, or the equivalent posted?			
Is the welding equipment kept clear of dirt, grease & oil?			
Is a proper fire extinguisher in its proper location & up to date?			
Are hoses & cables free from abrasions & cuts?			
Do cylinder carts have the necessary safety chains?			
Are flash protectors & anti-reverse flow valves installed on gas welding equipment?			
Are regulators marked: USE NO OIL?			
Are O-rings in torch in good condition?			
Is the area kept free of flammable materials?			
Is proper eye protection w/the proper lenses readily accessible?			
Is a leather jacket & leather gloves available for arc welding?			
Notes:			

XII. Laboratory - Water Treatment Plant	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
Are flammables, acids & oxidizers kept in the appropriate cabinets?			
Are SDS's and the Chemical Hygiene Plan readily accessible?			

Does the eyewash station work properly?			
Does the fume hood provide an average face velocity of at least 100 linear ft/min?			
Are all reagent chemicals labeled properly?			
Are reagent chemicals stored at eye level or below?			
Are spill cleanup supplies available?			
Notes:			

XIII. - Water Treatment Plant (General)	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
Are chemical feed rooms clean and clutter-free?			
Are incompatible chemicals stored separately?			
Do all enclosed areas have a clear path of egress?			
Do all eyewash and safety showers function properly?			
Notes:			

XIV. - Water Treatment Plant (Chlorine Storage Room)	***Satisfactory - Yes / No***	***Action Needed Department Responsible***	***Date Completed***
Is the atmosphere free from chlorine odor?			
Is there a chlorine leak repair kit available?			
Do employees have access to SCBA's for tank change-outs?			
Notes:			

XV. Abrasive Wheel Equipment Grinders	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
Is the work rest used & kept adjusted to within 1/8" of the wheel?			
Do side guards cover the spindle, nut, & flange & 75% of the wheel diameter?			
Are goggles or face shields always worn when grinding?			
Notes:			

XVI. Hand Tools & Equipment	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
Do employees in their work areas, in good condition use all tools & equipment?			
Are hand tools such as chisels, punches, etc., which develop mushroomed heads during use, reconditioned or replaced as necessary?			
Are broken or fractured handles on hammers, axes & similar equipment replaced promptly?			
Are appropriate handles used on files & similar tools?			
Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which 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?			
Notes:			

XVII. Machine Guarding	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
Is all machinery & equipment kept clean & properly maintained?			
Is sufficient clearance provided around & between machines to allow for safe operations, set up & servicing, material handling & waste removal?			
Is equipment & machinery securely placed & anchored, when necessary to prevent tipping or other movement that could result in personal injury?			
Notes:			

XVIII. Personal Protective Equipment & Clothing	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
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 protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids & chemicals?			
Are hard hats provided & worn where danger of falling objects exists?			
Are hard hats inspected periodically for damage to the shell & suspension system?			
Is appropriate foot protection required where there is a risk of foot injuries from hot, corrosive, poisonous substances, falling objects, and crushing or penetrating actions?			
Are approved respirators provided for regular or emergency use where needed?			
Is all protective equipment maintained in a sanitary condition & ready for use?			
Are eye wash facilities & a quick Drench Shower within the work area where employees are exposed to injurious corrosive materials?			
Notes:			

XIX. General Observation*	***Satisfactory Yes / No***	***Action Needed Department Responsible***	***Date Completed***
Lifting practices*			
Unsafe actions*			
Unsafe conditions*			
Unsafe equipment*			
Congested areas*			
Notes:			

Note: All items with an - * - should be watched for a short period of time (2 to 3 minutes) to observe procedure.

Comments/Action Plan Details:	