



SITE SAFETY MANUAL

2026



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URBAN RENOVATION AND CONSTRUCTION WEST INC
2461 IMPALA DR
CARLSBAD, CA 92010

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Business Phone Number: () _____ **Fax Number:** () _____

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RENEWAL



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PRINT DATE: 12/20/2024 ;
13R-1 (Revised 08/29/2024)

ACORD

CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)
03/25/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Northeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA		CONTACT NAME: WTW Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 E-MAIL ADDRESS: certificates@wtwco.com FAX (A/C, No): 1-888-467-2378	
		INSURER(S) AFFORDING COVERAGE INSURER A: Mt Hawley Insurance Company	NAIC # 37974
INSURED Urban Renovation & Construction West, Inc. 2461 impala Drive Carlsbad, CA 92010		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: W45102193

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			MGL0203072	04/01/2026	04/01/2027	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			MXL0443469	04/01/2026	04/01/2027	COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			MXL0443469	04/01/2026	04/01/2027	EACH OCCURRENCE \$ 10,000,000
							AGGREGATE \$ 10,000,000
							\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Verification Of Insurance

CERTIFICATE HOLDER

CANCELLATION

Verification Of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2025/12)

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SR ID: 29627995

BATCH: 4378682

SITE SPECIFIC SAFETY PLAN [SSSP]

Urban Renovation & Construction West, Inc.

PO Box 741, Vista, CA 92085

office: (760) 451-8921

hello@urbanrenovation.com

General Inquiries:

Kaley Williams

kwilliams@urbanrenovation.com

Purpose

The purpose of this site-specific safety plan (SSSP) is to establish a baseline requirement standard for this project, which accounts for site-specific hazards and circumvents those hazards effectively.

Scope

This plan shall cover all project operations for the complete duration of the project term.

Key Responsibilities

Site Manager

- Implement and enforce this plan.
- Ensure that this plan complies with regulatory standards and update the program accordingly.
- Ensure that managers and employees comply with all parts of this plan.
- Ensure that this plan aligns with adjacent project safety plans.
- Ensure that all employees comply with the details of this plan.
- Ensure that horseplay and other unsafe acts are not tolerated.
- Ensure that all employees have the proper training required to operate specialized equipment and tools.
- Perform daily inspections of the site to ensure no uncontrolled hazards are present and perform corrective action wherever hazards are not controlled.
- Perform daily safety meetings with all employees to discuss general safe work practices.

Employees

- Comply with all parts of this program.
- Do not participate in horseplay or activities, which present a hazard to yourself or other personnel on site.

Requirements

The following requirements shall be adhered to in order to achieve compliance with regulatory standards and ultimately keep employees safe on the job:

- Only trained and authorized persons are allowed to operate specialized tools and equipment.
- At least 1 copy of this plan shall be posted in a common area at the project site so affected personnel may reference it at any time during their course of work.
- All hazards and incidents must be reported to the safety manager immediately.
- Hazards shall be isolated, and personnel shall be removed from hazardous atmospheres until corrective action has mitigated or eliminated risks.
- A written record of all corrective actions made on the site shall be made and provided to the safety manager whenever a new hazard is identified and mitigated with corrective action.

Emergency Procedures

All personnel shall adhere to the following emergency procedures:

- Report all hazards immediately to the safety manager and/or the next individual in the chain of command.
- During a medical emergency, use 911 whenever possible. Use other means to transport affected personnel to the nearest hospital or healthcare facility only when 911 emergency services are not available or are so far away that affected personnel's serious health and lives are at risk.
- During an emergency, rally at the pre-designated rally point for the project site. (The designated rally point is in front of the complex on South Hobart Blvd.)
- If a medical emergency requires vehicular transport to the nearest pre-designated hospital or healthcare facility by site personnel, utilize the attached directions / map and any additional navigation technologies in order to transport affected personnel quickly and safely.

Training

Each and every employee on site shall be trained to perform the tasks, which they are required to perform and shall be trained to operate specialized tools and equipment. Training shall be a combination of formal classroom instruction and on-site safety meetings.

Recordkeeping

All training, incident, emergency, non-personal medical and other project specific documentation shall be maintained and made available to management personnel for further review.

Section 1:	A. Project Information		
Project Name:		Project Date(s):	
Project Location:			
Scope of Work:			
	B. Project Contacts		
Project Mgr.		Contact Number:	
Safety Mgr.	Kaley Williams	Contact Number:	760-451-8921
Site Mgr.		Contact Number:	
Other		Contact Number:	
Other		Contact Number:	

Section 2:	A. Project Work Activities	
Work Type	Briefly describe the specific work activities or tasks you are performing on the project.	
	B. Project, Site, Activity Hazards	
Hazard Selection:	X	Briefly describe how the hazard will be controlled or eliminated.
Asbestos		
Aerial Lifts		

Chemicals		
Confined Spaces		
Cranes		
Electrical Energy		
Excavations		
Fall Hazards		
Forklifts		
Fire Hazards		
Hazardous Materials		Location of Safety Data Sheets (SDS) / SDS Book: URC Server
Heavy Equipment		

Hoisting / Rigging		
Hot Work		
Ladders		
Lead Hazards		
Lockout Tagout		
Noise Exposure		
Pesticides		
Radioactive Materials		
Scaffolding		
Structural Steel Erection		
Traffic Hazards		

Section 3:	A. Emergency Information		
Hospital Name:		Hospital Number:	
Project Address:			
Hospital Address:			
	B. Emergency Contacts		
Emergency	911	Contact Number:	911
Safety Mgr.	Kaley Williams	Contact Number:	760-451-8921
Site Mgr.		Contact Number:	
Other		Contact Number:	
Other		Contact Number:	
	C. Emergency Map Route to Nearest Hospital		

HEAT ILLNESS PREVENTION PLAN

Urban Renovation & Construction West, Inc.

PO Box 741, Vista, CA 92085

office: (760) 451-8921

hello@urbanrenovation.com

General Inquiries:

Kaley Williams

kwilliams@urbanrenovation.com

PURPOSE

The purpose of this plan is to reduce risks associated with heat illnesses in the work environment.

SCOPE

The scope of this plan extends to all tasks performed in heat-exposed environments.

Definitions

“Acclimatization” refers to the gradual process the body goes through when a person is exposed to heat on a consistent basis. The acclimatization peaks within four to fourteen days for most people with at least two hours of exposure to heat each day.

“Heat Illness” is a serious medical condition caused by the body’s failure to handle a particular amount of heat. Signs of heat illness include cramps, heat exhaustion, fainting and heat stroke.

The “preventative recovery period” is the time it takes the body to recover from heat exposure in order to avoid heat illness.

“Shade” means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

Requirements

The responsibility of carrying out and maintaining the Heat Illness Program belongs to managers and supervisors. Physical work factors that may contribute to heat related illnesses shall be taken into consideration prior to performing a task. Additionally, supervisors must take personal factors into consideration prior to assigning a task where heat related illnesses are probable.

Employees shall have access to potable drinking water meeting applicable requirements, as applicable, including but not limited to the requirements that it be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water shall be encouraged.

Access to Shade

Shade shall be present when the temperature exceeds 80 degrees Fahrenheit. When the outdoor temperature in the work area exceeds 80 degrees Fahrenheit, the employer shall have and maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling.

The amount of shade present shall be at least enough to accommodate the number of employees on recovery or rest periods, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working. Subject to the same specifications, the amount of shade present during meal periods shall be at least enough to accommodate the number of employees on the meal period who remain onsite.

Employees shall be allowed and encouraged to take a preventative cool- down rest in the shade when they feel the need to

do so to protect themselves from overheating. Such access to shade shall be permitted at all times. An individual employee who takes a preventative cool-down rest shall be monitored and asked if he or she is experiencing symptoms of heat illness; shall be encouraged to remain in the shade; and shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.

If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the employer shall provide appropriate first aid or emergency response.

Control Measures

Each work location that is involved in working in heat exposed environments will set forth procedures to control the effects of environmental factors that may contribute to heat illness. The most common of these factors are temperature, air circulation, humidity, and exposure to radiant heat sources; while controls shall include proper PPE, engineering controls and administrative controls as outlined in this program.

Physical factors that may induce heat related illness must be considered before a task is performed. Common physical factors include level and duration of physical activity, type of work and clothing factors such as color, breathability and weight. Supervisors must consider personal factors that may contribute to heat illness before assigning tasks where heat related illness may occur. These factors include weight, level of fitness, age, prior heat related illnesses and use of drugs or alcohol.

The following measures shall be in place to control the effects of environmental factors that can contribute to heat related illnesses. Each work site will develop procedures specific to the site, but will include these minimums:

- At least 2 quarts of water per employee must be provided at the beginning of the shift.
- Supervisors or other designated personnel will check the water containers every 30 minutes.
- Employees are encouraged to report low water levels or dirty water to the supervisor or designee,
- Supervisors will frequently encourage employees to drink water,
- Short meetings will be held every morning to remind workers to drink water frequently throughout the duration of the shift during hot weather,
- Water containers will be placed as close as possible to workers,
- Water will be replenished when levels of drinking water fall below 50%
- Disposable drinking cups will be provided to workers or workers will be provided with their own cups daily,
- Umbrellas, canopies, or other shade devices will be set up by supervisors at the beginning of the shift and will be relocated to be closer to the workers, as needed,
- Those that employ non-agricultural workers are permitted to use other cooling measures provided that the measures are proven to be as effective as shade.

High Heat Procedures

The following high-heat procedures shall be followed whenever the temperature exceeds 95 degrees Fahrenheit:

- (1) Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- (2) Observing employees for alertness and signs or symptoms of heat illness. The employer shall ensure effective employee observation/monitoring by implementing one or more of the following:
 - (A) Supervisor or designee observation of 20 or fewer employees, or
 - (B) Mandatory buddy system, or
 - (C) Regular communication with sole employee such as by radio or cellular phone, or
 - (D) Other effective means of observation.
- (3) Designating one or more employees on each worksite as authorized to call for emergency medical services, and allowing other employees to call for emergency services when no designated employee is available.
- (4) Reminding employees throughout the work shift to drink plenty of water.

- (5) Pre-shift meetings before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.
- (6) For employees employed in agriculture, the following shall also apply:

When temperatures reach 95 degrees or above, the employer shall ensure that the employee takes a minimum ten-minute net preventative cool-down rest period every two hours. The preventative cool-down rest period required by this paragraph may be provided concurrently with any other meal or rest period required by Industrial Welfare Commission Order No. 14 if the timing of the preventative cool-down rest period coincides with a required meal or rest period thus resulting in no additional preventative cool-down rest period required in an eight hour workday. If the workday will extend beyond eight hours, then an additional preventative cool-down rest period will be required at the conclusion of the eighth hour of work; and if the workday extends beyond ten hours, then another preventative cool-down rest period will be required at the conclusion of the tenth hour and so on. For purposes of this section, preventative cool-down rest period has the same meaning as “recovery period” in Labor Code Section 226.7(a)

Emergency Procedures for Heat Related Illnesses or Injuries:

Illness	Symptoms	First Aid*
HEAT STROKE	• Confusion • Fainting • Seizures • Excessive sweating or red, hot, dry skin • Very high body temperature	• Call 911 While waiting for help: • Place worker in shady, cool area • Loosen clothing, remove outer clothing • Fan air on worker; cold packs in armpits • Wet worker with cool water; apply ice packs, cool compresses, or ice if available • Provide fluids (preferably water) as soon as possible • Stay with worker until help arrives
HEAT EXHAUSTION	• Cool, moist skin • Heavy sweating • Headache • Nausea or vomiting • Dizziness • Light headedness • Weakness • Thirst • Irritability • Fast heartbeat	• Have worker sit or lie down in a cool, shady area • Give worker plenty of water or other cool beverages to drink • Cool worker with cold compresses/ice packs • Take to clinic or emergency room for medical evaluation or treatment if signs or symptoms worsen or do not improve within 60 minutes. • Do not return to work that day
HEAT CRAMPS	• Muscle spasms • Pain • Usually in abdomen, arms, or legs	• Have worker rest in shady, cool area • Worker should drink water or other cool beverages • Wait a few hours before allowing worker to return to strenuous work • Have worker seek medical attention if cramps don't go away
HEAT RASH	• Clusters of red bumps on skin • Often appears on neck, upper chest, folds of skin	• Try to work in a cooler, less humid environment when possible • Keep the affected area dry

* Remember, if you are not a medical professional, use this information as a guide only to help workers in need.

Additional Requirements

- Methods to acclimate employees to hot weather will vary depending upon the individual site and employee conditions. Nevertheless, at least 30 minutes shall be allotted to employees who are not acclimated to the hot weather for drinking water, applying sun protection and adjusting to the temperature.
- All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.
- An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee's employment.
- When possible, working hours may be adjusted to work during cooler times of the day.
- If modified hours or a shorter work shift are not possible, workers will be provided with more water and more frequent rest breaks.
- Supervisors will monitor all workers and be aware of the onset of heat related symptoms.
- Cell phones or other immediate means of communication will be provided to supervisors to ensure that emergency services can be reached, if necessary. Supervisors shall ensure the functionality of these devices at the designated worksite prior to the beginning of the shift.
- Workers will be reminded every morning of the worksite address and directions to the site to inform first responders in case of emergency.
- All new hires will be assigned a buddy to ensure that training and procedures are understood and followed.

Training

Effective training in the following topics shall be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:

- The employer's procedures for complying with the requirements of this standard, including, but not limited to, the employer's responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.
- The concept, importance, and methods of acclimatization, pursuant to the employer's procedures under subsection (i)(4).
- The different types of heat illness and, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life threatening illness.
- Environmental, physical and personal factors that contribute to heat illness,
- The importance of water consumption, frequently and in small quantities, throughout the duration of the shift when the work environment is hot and workers are sweating more than usual while working,
- The significance of the process of acclimatization,
- Types of heat illness and the associated signs and symptoms,
- The importance of reporting to the supervisor or employer when signs or symptoms of heat illness are present in themselves or in another worker,
- Procedures set forth for responding to symptoms of heat illness, including the processes for providing emergency medical services, should those measures be necessary,
- Procedures for contacting emergency services and/or for transporting workers to a place that can be reached by emergency responders,
- Procedures to ensure that simple and accurate directions to the site can be provided to emergency responders.

CODE OF SAFE PRACTICES

I. GENERAL SAFETY RULES

A. CONTROLLED SUBSTANCES

1. THE USE OF CONTROLLED SUBSTANCES (E.G., ALCOHOLIC BEVERAGES, COCAINE, MARIJUANA, METHAMPHETAMINES, AMPHETAMINES, OPIATES, ETC.) OR ANY SUBSTANCES THAT IMPAIR YOUR ABILITY TO OPERATE EQUIPMENT AND WORK SAFELY IS PROHIBITED. CHECK WITH URC WEST, INC FOR MORE SPECIFIC INFORMATION IF NECESSARY.

B. HORSEPLAY/SCUFFLING

1. HORSEPLAY, SCUFFLING, AND OTHER ACTS WHICH TEND TO HAVE AN ADVERSE INFLUENCE ON THE SAFETY OR WELL-BEING OF OTHER EMPLOYEES IS PROHIBITED.

C. IMPAIRMENT

1. IF YOU REPORT TO WORK IN AN IMPAIRED CONDITION NOTIFY YOUR SUPERVISOR BEFORE STARTING WORK. YOU MAY BE CONSIDERED TO BE IMPAIRED IF YOU ARE: PHYSICALLY EXHAUSTED/TIRED, ILL/SICK, OR UNDER THE INFLUENCE OF MEDICATION OR OTHER CONTROLLED SUBSTANCES. SHOULD YOU BE UNSURE OR HAVE DOUBTS AS TO YOUR CONDITION, NOTIFY YOUR SUPERVISOR BEFORE STARTING ANY WORK ACTIVITIES.

D. PERSONAL ITEMS

1. SMOKING IN ANY WORK LOCATION IS PROHIBITED, EXCEPT THOSE AREAS PROPERLY IDENTIFIED AS SMOKING AREAS.

2. WEARING LOOSE OR BAGGY CLOTHING, JEWELRY, OR LONG UNPROTECTED HAIR IS NOT PERMITTED WHILE WORKING WITH MACHINERY OR POWER TOOLS.

II. LIFTING

A. GENERAL

1. WHEN LIFTING HEAVY OBJECTS USE THE LARGE MUSCLES OF THE LEG INSTEAD OF THE SMALLER MUSCLES OF THE BACK.

2. AT NO TIME SHALL OBJECTS WEIGHING MORE THAN 40 POUNDS BE LIFTED BY ANY INDIVIDUAL. IF LIFTING OBJECTS MORE THAN 40 POUNDS IS REQUIRED, USE AN APPROVED LIFTING DEVICE OR SEEK THE HELP OF A CO-WORKER.

III. USE OF TOOLS AND EQUIPMENT

A. OPERATION OF POWERED INDUSTRIAL VEHICLES/MOTORIZED VEHICLES

1. POWERED INDUSTRIAL VEHICLES (E.G., FORKLIFTS, CRANES, ETC.) AND MOTORIZED VEHICLES (E.G., COMPANY WORK TRUCKS) MAY NOT BE OPERATED AT SPEEDS ABOVE 5 MILES PER HOUR UNLESS SIGNS INDICATING A SPEED LIMIT ARE POSTED. THIS APPLIES TO ALL JOB

SITES AND WORK LOCATIONS.

2. NO POWERED INDUSTRIAL VEHICLES MAY BE OPERATED WITHOUT THE PROPER LICENSES/CERTIFICATIONS.
3. ONLY THE OPERATOR IS ALLOWED TO RIDE IN A POWERED INDUSTRIAL VEHICLE. PASSENGERS/RIDERS ARE NOT ALLOWED ON ANY EQUIPMENT UNLESS IT WAS SPECIFICALLY DESIGNED TO CARRY PASSENGERS WHO CAN USE SAFETY BELTS.
4. SAFETY BELTS MUST BE USED AT ALL TIMES WHEN OPERATING/RIDING IN POWERED INDUSTRIAL AND MOTORIZED VEHICLES.
5. ALL MOTORIZED VEHICLES MUST BE TURNED OFF PRIOR TO EXITING THE VEHICLE.
6. DRIVERS/OPERATORS MUST COMPLY WITH RULES OF THE ROAD (E.G. STATE-SPECIFIC MOTOR VEHICLE CODES, JOB SITE RULES, ETC.) AT ALL TIMES.

B. TOOLS

1. USE TOOLS AND EQUIPMENT AS THEY WERE DESIGNED TO BE USED.
2. ALL TOOLS AND EQUIPMENT SHALL BE MAINTAINED IN GOOD CONDITION.
3. DAMAGED TOOLS SHALL BE REMOVED FROM SERVICE IMMEDIATELY AND LABELED "DEFECTIVE." ALL DAMAGED TOOLS MUST BE REPAIRED OR DESTROYED AND DISPOSED OF AS SOON AS POSSIBLE.
4. MACHINE GUARDS SHALL BE USED AT ALL TIMES AND NOT TAMPERED WITH. ALL SAFETY GUARDS MUST BE IN PLACE BEFORE OPERATING ANY MACHINE. GUARDS MAY BE REMOVED ONLY FOR MACHINE REPAIRS.
5. WHEN TOOLS REQUIRE REPAIRS, ONLY AUTHORIZED EMPLOYEES SHALL PERFORM THE REPAIRS.

IV. PERSONAL PROTECTIVE EQUIPMENT

A. USE

1. AT MINIMUM, ANSI/ASTM APPROVED SAFETY GLASSES AND BOOTS ARE REQUIRED AT ALL OFFICE/WAREHOUSE LOCATIONS UNLESS WE PROVIDE YOU WITH A WRITTEN JOB DESCRIPTION INDICATING OTHER REQUIRED PPE SPECIFIC TO YOUR JOB DUTIES.
2. IF ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT IS DEEMED REQUIRED (E.G. HEARING PROTECTION, RESPIRATORY PROTECTION, ETC.), THE EQUIPMENT MUST BE WORN AT ALL TIMES WHILE IN DESIGNATED WORK AREAS.
3. ALL PERSONAL PROTECTIVE EQUIPMENT MUST BE MAINTAINED IN GOOD CONDITION AND IN ACCORDANCE WITH THE MANUFACTURER'S REQUIREMENTS.

V. WORK/JOB SITE LOCATIONS

A. GENERAL

1. ALL WORK AREAS SHALL BE MAINTAINED IN A CLEAN AND ORDERLY MANNER.
2. STAIRWAYS, AISLES, EXIT DOORS AND ELECTRICAL EQUIPMENT LOCATIONS SHALL BE KEPT CLEAR OF ITEMS.
3. ALL SPILLS OF NON-HAZARDOUS MATERIALS SHALL BE CLEANED UP IMMEDIATELY.
4. ALL SPILLS OF HAZARDOUS MATERIALS SHALL BE CLEANED BY AUTHORIZED INDIVIDUALS ONLY. LARGE SPILLS (55 GALLONS OR MORE A SPILL LIKELY TO CAUSE DAMAGE TO PROPERTY OR INJURY TO PERSONS) OF HAZARDOUS MATERIALS SHALL BE REPORTED TO THE LOCAL AUTHORITIES BY DIALING 911. CONTACT YOUR SUPERVISOR AFTER CONTACTING THE LOCAL AUTHORITIES.
5. LIQUIDS IDENTIFIED AS BEING FLAMMABLE SHALL BE STORED IN CLOSED SAFETY CONTAINERS.

VI. EMERGENCIES

A. FIRES

1. LARGE FIRES ON THE LOCATION PREMISES MUST BE REPORTED BY DIALING 911 TO SUMMON THE LOCAL FIRE DEPARTMENT. NOTIFY YOUR SUPERVISOR AS SOON AS POSSIBLE AFTER DIALING 911.
2. DO NOT ATTEMPT TO PUT OUT A FIRE UNLESS THE FIRE IS SMALL ENOUGH TO BE DOUSED WITH A FIRE EXTINGUISHER.
3. DO NOT ATTEMPT TO PUT OUT A FIRE UNLESS YOU HAVE BEEN TRAINED TO USE A FIRE EXTINGUISHER.
4. FIND THE FIRE ALARM (IF AVAILABLE) AND ACTIVATE.
5. EVACUATE THE PREMISES AS SOON AS POSSIBLE AND REPORT TO YOUR DESIGNATED REPORTING LOCATION.

B. EMERGENCY EVACUATIONS

1. IN THE EVENT OF AN EMERGENCY (E.G. EARTHQUAKE, FIRE, TERRORIST ATTACK, ETC.) EVACUATE TO YOUR DESIGNATED REPORTING LOCATION.
2. IF YOU ARE AT A FIELD LOCATION, EVACUATE TO THE NEAREST SAFE LOCATION AND REPORT BACK TO YOUR SUPERVISOR OR HOME OFFICE IF POSSIBLE.

C. INJURED EMPLOYEES/LIFE OR DEATH SITUATIONS

1. IF AN EMPLOYEE IS SERIOUSLY INJURED, DIAL 911 TO SUMMON THE LOCAL RESPONDING AGENCIES.
2. IF YOU ARE UNABLE TO SUMMON THE AUTHORITIES FOR ANY REASON, (E.G. REMOTE LOCATION, DOWNED TELEPHONE/POWER LINES, ETC.), USE YOUR BEST JUDGEMENT. IF YOU FEEL IT IS NECESSARY TO GET THE EMPLOYEE TO THE HOSPITAL (I.E. A LIFE OR DEATH SITUATION), TAKE THE EMPLOYEE TO THE NEAREST MEDICAL FACILITY.



URBAN RENOVATION &
CONSTRUCTION WEST INC.

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

Urban Renovation & Construction West, Inc.

PO Box 741, Vista, CA 92085

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hello@urbanrenovation.com

General Inquiries:

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Purpose

The purpose of the IIPP (Injury and Illness Prevention Program) is to ensure employee safety and health while achieving compliance with California Department of Industrial Relations | Title 8 (T8), of the California Code of Regulations (CCR), Section 3203.

Scope

This IIPP applies to all employees working in The State of California and to all operations performed in The State of California.

Policy Statement

The personal safety and health of each URC West employee is paramount. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards.

Responsibilities

Kaley Williams is the URC West Injury and Illness Prevention Program (IIPP) administrator, who has the authority, responsibility and overall accountability for the comprehensive implementation of this IIPP.

Managers and Supervisors shall implement and maintain the IIPP in the work area and answer all employee inquiries about the IIPP. Each manager and supervisor will have a copy of this IIPP and will ensure that each employee has a copy of this IIPP.

Safety Communication

Open, two-way communication between management and employees concerning health and safety is required in order to have a workplace that is both productive and free from hazards.

The system of communication as outlined below will facilitate an uninterrupted flow of health and safety information between management and employees in a manner that is easy to understand.

The communication system should be comprised of the following elements:

- New hire orientation will provide new employees with the proper information about safety and health policies and procedures
- IIPPs, workplace safety and health training programs will be regularly reviewed with the staff
- Safety meetings will occur on a regularly scheduled basis
- Employees and supervisors will effectively communicate safety and health concerns
- Safety information will be posted in visible areas and/or distributed
- A system must be implemented so that employees can report safety and health problems or hazards effectively and anonymously without fear reprisal or reprimand

When required, a labor and management safety committee will meet quarterly:

- A written record of the health and safety committee meetings will be composed and retained
- The committee will review results of scheduled periodic inspections, investigation reports of accidents and exposures, and alleged hazardous conditions
- The committee will make recommendations to prevent future accidents and exposures, in addition to recommending ways to implement employee's safety suggestions

Periodic inspections to assess identified workplace hazards will be performed by competent observers in the following workplace areas:

- The Project Manager or Safety Representative shall serve as inspector and provide daily safety review of the project sites

Periodic inspections involve the identification and assessment of workplace hazards. Applicable documentation must be used, along with other methods that have been deemed effective in the identification and evaluation of workplace hazards. Periodic inspections are to be conducted according to the following:

- Any time that potentially hazardous substances, procedures or equipment is introduced into the workplace
- When previously unidentified hazards are recognized
- Whenever a work-related injury or illness occurs
- When employees (both temporary and permanent) are hired or reassigned to processes, operations or tasks that have yet to undergo a hazard evaluation
- Any time the company feels that workplace conditions warrant an inspection

Employee Compliance

- Management holds the responsibility of ensuring that all safety and health related policies and procedures have been communicated to all employees and that the employees understand all information provided to them.
- Both managers and supervisors will enforce all rules fairly and uniformly.
- Employees will comply with the IPPs by providing incentives, training, retraining and disciplinary programs.

The systems used to ensure all employees comply with rules to maintain a safe work environment include:

- Providing employees with the provisions of the IIPP
- Making sure that the safety of each employee's work is properly evaluated
- Recognizing those employees who engage in safe and healthful work practices
- Training employees who fail to adhere to safety performance guidelines
- Taking disciplinary action against employees who fail to comply with the safety guidelines

Employee Access to the IIPP

Our employees – or their designated representatives – have the right to examine and receive a copy of our IIPP. An initial copy of the IIPP will be provided to each new employee in their new hire paperwork.

If an additional copy of the IIPP is requested, the IIPP administrator will provide the IIPP via email within five (5) business days of the request.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.



- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

Inspections, Hazard Assessment, Control & Correction

Site-specific inspections for each non high-hazard location where employees are present shall be conducted and recorded at least monthly. Site's, which are considered high hazard, shall be inspected either on a weekly or daily basis (determined by safety administrator) generating inspection records with each inspection. Based upon the severity of the hazard, unsafe or unhealthy work conditions will be corrected in a timely fashion according to the following procedures:

- When an imminent hazard exists that cannot be abolished immediately without posing risk to employees and/or property occurs, employees are to be removed from the area. Only those employees who are needed to correct the condition are exempt,
- Those employees needed to correct the hazardous condition will be provided with the required protection equipment,
- All actions and dated of completion will be documented on the designated forms.

Incident (Accident) Investigation

The following procedures will be implemented to investigate workplace accidents and possible substance exposures:

- The accident scene must be visited as soon as possible,
- Injured workers and witnesses will be interviewed,
- The cause of the accident and/or exposure will be determined,
- Corrective actions will be taken to prevent recurrence of the accident or exposure,
- The findings of the investigation will be documented, and the appropriate corrective actions will be taken.

Training and Instruction

Employees, managers, and supervisors must have training and instruction in both general and job specific safety and health practices before or at the time of their initial job assignments.

Training and instruction will be provided as follows:

- At the time when the IIPP is first established,
- For every new employee as they undergo new hire training,
- Employees who are in construction are provided training through a Cal/OSHA approved construction industry occupational safety and health training program,
- All employees that have new job assignments for which they have not been previously trained,
- When new substances, processes, procedures and/or equipment that poses new hazards are introduced to the workplace,
- When the employer has been advised of a new or previously unidentified hazard.

All supervisors will have training to familiarize them with the health and safety hazards that pose potential risks to workers who are under their immediate direction and control. Every employee will receive training on the hazards involved in their job assignment. Workplace safety and health training shall include, but are not limited to, the following:



- Disclosure of the IIPP, action plan for emergencies, fire prevention plan and methods for reporting injuries as well as unsafe working conditions and practices,
- Proper use of protective clothing including gloves, footwear and personal protection equipment,
- Disclosure of the chemical hazards to which employees may be potentially exposed, along with other hazard program information,
- The location of toilets, hand washing stations and water drinking facilities,
- The provision of medical services, first aid and emergency procedures,
- Specific instruction to all employees about hazards, which are unique to their job assignment, in instances where the information was not provided in other training.

Record Keeping & Documentation

The following steps have been taken or are being taken to implement and maintain the IIPP:

- Records of hazard inspections detailing the person(s) who conducted the inspections, the unsafe conditions and work practices that have been identified and the corrective action implemented to ameliorate the unsafe conditions and work practices, all of which is recorded on the hazard assessment and correction forms,
- Documentation of safety and health training for each employee, including the names of each employee, the dates of training, the type of training and the training providers,
- Inspection records and training documentation will be maintained for one year, except for those employees that have worked for less than one year.

Appendix

The following IIPP supporting forms are located at the end of this document. Each document shall be used in conjunction with the IIPP and shall be used to record all IIPP actions:

REPORTING SAFETY HAZARDS

HAZARD IDENTIFICATION CHECKLIST

HAZARD ASSESSMENT

INCIDENT INVESTIGATION RECORD

TRAINING & INSTRUCTION RECORD



URBAN RENOVATION &
CONSTRUCTION WEST INC.

REPORTING SAFETY HAZARDS

All employees are required to report any safety hazards they may observe or encounter in the course of their work activities. Report safety hazards as soon as possible!

All safety hazards should be reported to your immediate supervisor.

SAFETY SUGGESTIONS

To help us maintain a safe working environment, we encourage you to report all safety hazards or any suggestions for improving your workplace. You may use the form below to report a safety hazard or suggestion or simply contact us as noted above.

DETACH THE BELOW FORM AND FILE WITH URC West, Inc.

Reporting address:

Urban Renovation & Construction West, Inc.
ATTN: Joseph Dore
PO Box 741
Vista, CA 92085

Your Name (Optional): _____

Date: _____

Employer Name: _____

Job Site Address: _____

Description of the Matter:

May we contact you? _____

Your contact information:



HAZARD IDENTIFICATION CHECKLIST

The following checklist can be used to identify, evaluate, and correct hazards in your workplace. The checklist covers a wide variety of workplace safety and health hazards. All of the topics covered in the checklist may not apply to your particular workplace. When evaluating your workplace use the sections of the checklist that “do” apply to your workplace and work activities.

GENERAL WORK ENVIRONMENT

- Are all worksites clean and orderly?
- 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?
- Is accumulated combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings?
- Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
- Is metallic or conductive dust prevented from entering or accumulation on or around electrical enclosures or equipment?
- Are covered metal waste cans used for oily and paint-soaked waste?
- Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
- Are paint spray booths, dip tanks and the like cleaned regularly?
- Are the minimum number of toilets and washing facilities provided?
- Are all toilets and washing facilities clean and sanitary?
- Are all work areas adequately illuminated?
- Are pits and floor openings covered or otherwise guarded?

PERSONAL PROTECTIVE EQUIPMENT

- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
- Are employees who need corrective lenses (glasses or contacts lenses) in working environments with harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
- Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals?
- Are hard hats provided and worn where danger of falling objects exists?
- Are hard hats inspected periodically for damage to the shell and suspension system?
- Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?
- Are approved respirators provided for regular or emergency use where needed?
- Is all protective equipment maintained in a sanitary condition and ready for use?
- Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?
- Where special equipment is needed for electrical workers, is it available?
- When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?



Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the Cal/OSHA noise standard?

WALKWAYS

Are aisles and passageways kept clear?

Are aisles and walkways marked as appropriate?

Are 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 motorized or mechanical handling equipment is operating.

Are spilled materials cleaned up immediately?

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?

Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?

Is adequate headroom provided for the entire length of any aisle or walkway?

Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?

Are bridges provided over conveyors and similar hazards?

FLOOR AND WALL STAIRWAYS

Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?

Are toe boards installed around the edges of a permanent floor opening (where persons may pass below the opening)?

Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?

Is the glass in windows, doors, glass walls that are subject to human impact, of sufficient thickness and type for the condition of use?

Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?

Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?

Are manhole covers, trench covers and similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?

Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self-closing feature when appropriate?

STAIRS & STAIRWAYS

Are standard stair rails or handrails on all stairways having four or more risers?

Are all stairways at least 22 inches wide?

Do stairs have at least a 6'6" overhead clearance?

Do stairs angle no more than 50 and no less than 30 degrees?



Are stairs of hollow-pan type treads and landings filled to noising level with solid material?
Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7-1/2 inches?
Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
Do stairway handrails have a least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?
Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?
Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
Do stairway landings have a dimension measured in the direction of travel, at least equal to width of the stairway?
Is the vertical distance between stairway landings limited to 12 feet or less?

ELEVATED SURFACES

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

EXITING OR EGRESS

Are all exits marked with an exit sign and illuminated by a reliable light source?
Are the directions to exits, when not immediately apparent, marked with visible signs?
Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", and the like?
Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?
Are exit doors side-hinged?
Are all exits kept free of obstructions?
Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
Are there sufficient exits to permit prompt escape in case of emergency?
Are special precautions taken to protect employees during construction and repair operations?
Is the number of exits from each floor of a building, and the number of exits from the building itself, appropriate for the building occupancy load?
Are exit stairways which are required to be separated from other parts of a building enclosed by at least two-hour fire- resistive construction in buildings more than four stories in height, and not less than one-hour fire resistive construction elsewhere?



When ramps are used as part of required exiting from a building, is the ramp slope limited to 1- foot vertical and 12 feet horizontal?

Where exiting will be through frameless glass doors, glass exit doors, storm doors, and such are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS

Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?

Are windows that could be mistaken for exit doors, made inaccessible by means of barriers or railings?

Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?

Is a revolving, sliding, or overhead door prohibited from serving as a required exit door?

Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?

Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?

Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?

Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

PORTABLE LADDERS

Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?

Are non-slip safety feet provided on each ladder?

Are non-slip safety feet provided on each metal or rung ladder?

Are ladder rungs and steps free of grease and oil?

Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?

Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?

Are employees instructed to face the ladder when ascending or descending?

Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?

Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?

When portable rung ladders are used to gain access to elevated platforms, roofs, and the like does the ladder always extend at least 3 feet above the elevated surface?

Is it required that when portable rung or cleat type ladders are used the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?

Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?

Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?

Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?

Are metal ladders inspected for damage?

Are the rungs of ladders uniformly spaced at 12 inches, center to center?



HAND TOOLS & EQUIPMENT

- Are all tools and equipment (both, company and employee-owned) used by employees at their workplace in good condition?
- Are hand tools such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
- Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
- Are worn or bent wrenches replaced regularly?
- Are appropriate handles used on files and similar tools?
- Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment that might produce flying materials or be subject to breakage?
- Are jacks checked periodically to assure they are in good operating condition?
- Are tool handles wedged tightly in the head of all tools?
- Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- Are tools stored in dry, secure location where they won't be tampered with?
- Is eye and face protection used when driving hardened or tempered spuds or nails?

PORTABLE (POWER OPERATED) TOOLS & EQUIPMENT

- Are grinders, saws, and similar equipment provided with appropriate safety guards?
- Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?
- Are portable circular saws equipped with guards above and below the base shoe?
- Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
- Are rotating or moving parts of equipment guarded to prevent physical contact?
- Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
- Are effective guards in place over belts, pulleys, chains, and sprockets, on equipment such as concrete mixers, air compressors, and the like?
- Are portable fans provided with full guards or screens having openings 1/2 inch or less?
- Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?
- Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT GRINDERS

- Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
- Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?
- Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?
- Are bench and pedestal grinders permanently mounted?
- Are goggles or face shields always worn when grinding?
- Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?



Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
Does each grinder have an individual on and off control switch?
Is each electrically operated grinder effectively grounded?
Before new abrasive wheels are mounted, are they visually inspected, and ring tested?
Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
Are splashguards mounted on grinders that use coolant, to prevent the coolant reaching employees?
Is cleanliness maintained around grinder?

POWDER ACTUATED TOOLS

Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?
Do the powder-actuated tools being used have written approval of the Division of Occupational Safety and Health?
Is each powder-actuated tool stored in its own locked container when not being used?
Is a sign at least 7" by 10" with bold type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
Are powder-actuated tools left unloaded until they are ready to be used?
Are powder-actuated tools inspected for obstructions or defects each day before use?
Do powder-actuated tools operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

MACHINE GUARDING

Is there a training program to instruct employees on safe methods of machine operation?
Is there adequate supervision to ensure that employees are following safe machine operating procedures?
Is there a regular program of safety inspection of machinery and equipment?
Is all machinery and equipment kept clean and properly maintained?
Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?
Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?
Is there a power shut-off switch within reach of the operator's position at each machine?
Can electric power to each machine be locked out for maintenance, repair, or security?
Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?
Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling?
Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
Are all emergency stop buttons colored red?
Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
Are all moving chains and gears properly guarded?
Are splashguards mounted on machines that use coolant, to prevent the coolant from reaching employees?
Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?



Are machinery guards secure and so arranged that they do not offer a hazard in their use?
If special hand tools are used for placing and removing material, do they protect the operator's hands?
Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded?
Do arbors and mandrels have firm and secure bearings and are they free from play?
Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?
If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?
Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?
Are saws used for ripping, equipped with anti-kickback devices and spreaders?
Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

LOCKOUT BLOCKOUT PROCEDURES

Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?
Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
Are all equipment control valve handles provided with a means for locking-out?
Does the lockout procedure require that stored energy (i.e. mechanical, hydraulic, air,) be released or blocked before equipment is locked-out for repairs?
Are appropriate employees provided with individually keyed personal safety locks?
Are employees required to keep personal control of their key(s) while they have safety locks in use?
Is it required that employees check the safety of the lock out by attempting a start up after making sure no one is exposed?
Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
Are the appropriate electrical enclosures identified?
Is means provide to assure the control circuit can also be disconnected and locked out?

WELDING, CUTTING & BRAZING

Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?
Do all operators have a copy of the appropriate operating instructions and are they directed to follow them?
Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?
Is care used in handling and storage of cylinders, safety valves, relief valves, and the like, to prevent damage?
Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?
Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators,



manifolds) used?

Are cylinders kept away from sources of heat?

Is it prohibited to use cylinders as rollers or supports?

Are empty cylinders appropriately marking their valves closed and valve-protection caps on?

Are signs reading: DANGER NO-SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent posted?

Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus keep free of oily or greasy substances?

Is care taken not to drop or strike cylinders?

Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?

Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service? Are liquefied gases stored and shipped valve-end up with valve covers in place?

Are employees instructed to never crack a fuel-gas cylinder valve near sources of ignition?

Before a regulator is removed, is the valve closed and gas released from the regulator?

Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?

Are pressure-reducing regulators used only for the gas and pressures for which they are intended?

Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not more than the recommended limits?

Under wet conditions, are automatic controls for reducing no-load voltage used?

Is grounding of the machine frame and safety ground connections of portable machines checked periodically?

Are electrodes removed from the holders when not in use?

Is it required that electric power to the welder be shut off when no one is in attendance?

Is suitable fire extinguishing equipment available for immediate use?

Is the welder forbidden to coil or loop welding electrode cable around his body?

Are wet machines thoroughly dried and tested before being used?

Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?

Do means for connecting cables' lengths have adequate insulation?

When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?

Are firewatchers assigned when welding or cutting is performed, in locations where a serious fire might develop?

Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?

When floors are wet down, are personnel protected from possible electrical shock?

When welding is done on metal walls, are precautions taken to protect combustibles on the other side?

Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?

Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?

Are employees exposed to the hazards created by welding, cutting, or bracing operations protected with personal protective equipment and clothing?

Is a check made for adequate ventilation in and where welding or cutting is performed?

When working in confined places are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?



COMPRESSORS & COMPRESSED AIR

- Are compressors equipped with pressure relief valves, and pressure gauges?
- Are compressor air intakes installed and equipped to ensure that only clean uncontaminated air enters the compressor?
- Are air filters installed on the compressor intake?
- Are compressors operated and lubricated in accordance with the manufacturer's recommendations?
- Are safety devices on compressed air systems checked frequently?
- Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?
- Are signs posted to warn of the automatic starting feature of the compressors?
- Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?
- Is it strictly prohibited to direct compressed air towards a person?
- Are employees prohibited from using highly compressed air for cleaning purposes?
- If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?
- When using compressed air for cleaning, do employees use personal protective equipment?
- Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?
- Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?
- When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?
- When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?
- Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?

COMPRESSED AIR RECEIVERS

- Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?
- Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?
- Is every air receiver provided with a drainpipe and valve at the lowest point for the removal of accumulated oil and water?
- Are compressed air receivers periodically drained of moisture and oil?
- Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?
- Is there a current operating permit issued by the Division of Occupational Safety and Health?
- Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS & CYLINDERS

- Are cylinders with a water weight capacity over 30 pounds equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?
- Are cylinders legibly marked to clearly identify the gas contained?
- Are compressed gas cylinders stored in areas which are protected from external heat sources such as



flame impingement, intense radiant heat, electric arcs, or high temperature lines?

Are cylinders located or stored in areas where they will not be damaged by passing or falling objects, or subject to tampering by unauthorized persons?

Are cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling or rolling?

Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?

Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?

Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?

Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?

Does the periodic check of low-pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

HOIST & AUXILIARY EQUIPMENT

Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?

Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?

Is the rated load of each hoist legibly marked and visible to the operator?

Are stops provided at the safe limits of travel for trolley hoist?

Are the controls of hoists plainly marked to indicate the direction of travel or motion?

Is each cage-controlled hoist equipped with an effective warning device?

Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave grooves?

Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application, while still maintaining two full wraps on the drum at all times?

Are nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet of the floor, ground or working platform, guarded?

Is it prohibited to use chains or rope slings that are kinked or twisted?

Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?

Is the operator instructed to avoid carrying loads over people?

Are only employees who have been trained in the proper use of hoists allowed to operate them?

INDUSTRIAL TRUCKS - FORKLIFTS

Are only trained personnel allowed to operate industrial trucks?

Is substantial overhead protective equipment provided on high lift rider equipment?

Are the required lift truck operating rules posted and enforced?

Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting?

Does each industrial truck have a warning horn, whistle, gong or other device which can be clearly heard above the normal noise in the areas where operated?

Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?



Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?
Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?
Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his/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?

SPRAYING OPERATIONS

Is adequate ventilation assured before spray operations are started?
Is mechanical ventilation provided when spraying operation is done in enclosed areas?
When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
Is the spray area free of hot surfaces?
Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?
Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?
Is approved respiratory equipment provided and used when appropriate during spraying operations?
Do solvents used for cleaning have a flash point of 100E F or more?
Are fire control sprinkler heads kept clean?
Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
Is the spray area kept clean of combustible residue?
Are spray booths constructed of metal, masonry, or other substantial noncombustible material?
Are spray booth floors and baffles noncombustible and easily cleaned?
Is infrared drying apparatus kept out of the spray area during spraying operations?
Is the spray booth completely ventilated before using the drying apparatus?

Is the electric drying apparatus properly grounded?
Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
Are the electric motors for exhaust fans placed outside booths or ducts?
Are belts and pulleys inside the booth fully enclosed?
Do ducts have access doors to allow cleaning?
Do all drying spaces have adequate ventilation?

ENVIRONMENTAL CONTROLS

Are all work areas properly illuminated?
Are employees instructed in proper first aid and other emergency procedures?
Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?
Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, and caustics?
Is employee exposure to chemicals in the workplace kept within acceptable levels?
Can a less harmful method or product be used?
Is the work area's ventilation system appropriate for the work being performed?



Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?

Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?

Are welders and other workers nearby provided with flash shields during welding operations?

If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?

Has there been a determination that noise levels in the facilities are within acceptable levels?

Are steps being taken to use engineering controls to reduce excessive noise levels?

Are proper precautions being taken when handling asbestos and other fibrous materials?

Are caution labels and signs used to warn of asbestos?

Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?

Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?

Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?

Are all local exhaust ventilation systems designed and operating properly such as airflow and volume necessary for the application? Are the ducts free of obstructions or the belts slipping?

Is personal protective equipment provided, used, and maintained wherever required?

Are there written standard operating procedures for the selection and use of respirators where needed?

Are restrooms and washrooms kept clean and sanitary?

Is all water provided for drinking, washing, and cooking potable?

Are all outlets for water not suitable for drinking clearly identified?

Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?

Are employees instructed in the proper manner of lifting heavy objects?

Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?

Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?

Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored (traffic orange) warning vest?

Are exhaust stacks and air intakes located that contaminated air will not be recirculated within a building or other enclosed area?

Is equipment producing ultra-violet radiation properly shielded?

FLAMMABLE & COMBUSTIBLE MATERIALS

Are combustible scrap, debris and waste materials (i.e. oily rags) stored in covered metal receptacles and removed from the worksite promptly?

Is proper storage practiced to minimize the risk of fire including spontaneous combustion?

Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?

Are all connections on drums and combustible liquid piping, vapor and liquid tight?

Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans)?

Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?

Do storage rooms for flammable and combustible liquids have explosion-proof lights?

Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?



Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?

Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?

Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?

Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?

Are fire separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?

Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?

Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?

- Class A: Ordinary combustible material fires.
- Class B: Flammable liquid, gas or grease fires.
- Class C: Energized-electrical equipment fires.

If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?

Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?

Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?

Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B" fire?

Are employees trained in the use of fire extinguishers?

Are extinguishers free from obstructions or blockage?

Are all extinguishers serviced, maintained, and tagged at intervals not to exceed one year?

Are all extinguishers fully charged and in their designated places?

Is a record maintained of required monthly checks of extinguishers?

Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?

Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?

Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?

Are "NO SMOKING" rules enforced in areas involving storage and use of flammable materials?

Are safety cans used for dispensing flammable or combustible liquids at a point of use?

Are all spills of flammable or combustible liquids cleaned up promptly?

Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?

Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?

Are spare portable or butane tanks, which are used by industrial trucks stored in accord with regulations?

FIRE PROTECTION

Do you have a fire prevention plan?

Does your plan describe the type of fire protection equipment and/or systems?

Have you established practices and procedures to control potential fire hazards and ignition sources?

Are employees aware of the fire hazards of the material and processes to which they are exposed?



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

HAZARDOUS CHEMICAL EXPOSURES

Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, and the like?
Are employees aware of the potential hazards involving various chemicals stored or used in the workplace-- such as acids, bases, caustics, epoxies, and phenols?
Is employee exposure to chemicals kept within acceptable levels?
Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
Are all containers, such as vats and storage tanks labeled as to their contents--e.g. "CAUSTICS"?
Are all employees required to use personal protective clothing and equipment when handling chemicals (i.e. gloves, eye protection, and respirators)?
Are flammable or toxic chemicals kept in closed containers when not in use?
Are chemical piping systems clearly marked as to their content?
Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?
Have standard operating procedures been established and are they being followed when cleaning up chemical spills?
Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?
Are respirators intended for emergency use adequate for the various uses for which they may be needed?
Are employees prohibited from eating in areas where hazardous chemicals are present?
Is personal protective equipment provided, used and maintained whenever necessary?
Are there written standard operating procedures for the selection and use of respirators where needed?
If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?



Are the respirators NIOSH approved for this application?

Are they regularly inspected and cleaned sanitized and maintained?

If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?

Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?

Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, and the like?

Whenever possible, are hazardous substances handled in properly designed and exhausted booths or similar locations?

Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents or mists which may be generated in your workplace?

Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor decreasing, and is it operating properly?

Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?

Is there a dermatitis problem--do employees complain about skin dryness, irritation, or sensitization?

Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?

If internal combustion engines are used, is carbon monoxide kept within acceptable levels?

Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean up?

Are materials, which give off toxic asphyxiant, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?

HAZARDOUS SUBSTANCES COMMUNICATION

Is there a list of hazardous substances used in your workplace?

Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS) labeling, and employee training?

Who is responsible for MSDSs, container labeling, employee training?

Is each container for a hazardous substance (i.e. vats, bottles, storage tanks,) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?

Is there a Material Safety Data Sheet readily available for each hazardous substance used?

How will you inform other employers whose employees share the same work area where the hazardous substances are used?

Is there an employee training program for hazardous substances?

Does this program include:

An explanation of what an MSDS is and how to use and obtain one? MSDS contents for each hazardous substance or class of substances? Explanation of "Right to Know"?

Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area?

The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?

Details of the hazard communication program, including how to use the labeling system and MSDSs?

How employees will be informed of hazards of non-routine tasks, and hazards of unlabeled pipes?



CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?

Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?

Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?

Where two or more different type of operations are being controlled through the same exhaust system, will the combination of substances being controlled, constitute a fire, explosion or chemical reaction hazard in the duct?

Is adequate makeup air provided to areas where exhaust systems are operating?

Is the intake for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment?

Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

ELECTRICAL

Are your workplace electricians familiar with the Cal/OSHA Electrical Safety Orders?

Do you specify compliance with Cal/OSHA for all contract electrical work?

Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?

Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?

When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked-out and tagged whenever possible?

Are portable electrical tools and equipment grounded or of the double insulated type?

Are electrical appliances such as vacuum cleaners, polishers, vending machines grounded?

Do extension cords being used have a grounding conductor?

Are multiple plug adapters prohibited?

Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?

Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?

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

Are flexible cords and cables free of splices or taps?

Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, and equipment and is the cord jacket securely held in place?

Are all cord, cable and raceway connections intact and secure?

In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?

Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling or similar work is begun?

Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?



Is the use of metal ladders prohibited in area where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?

Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

Are disconnecting means always opened before fuses are replaced?

Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?

Are all electrical raceways and enclosures securely fastened in place?

Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?

Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?

Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?

Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?

Are disconnecting switches for electrical motors more than two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or more than the motor hp rating).

Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probably injury from inadvertent starting?

Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?

Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?

Is the controller for each motor more than two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?

Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?

Are employees prohibited from working alone on energized lines or equipment over 600 volts?

NOISE

Are there areas in the workplace where employee noise exposure equals or exceeds an 8-hour time-weighted average sound level of 85 dBA on the A-scale (slow response) or, equivalently, a dose of fifty percent? (To determine maximum allowable levels for intermittent or impact noise, see Title 8, Section 5097.)

Are noise levels being measured using a sound level meter or an octave band analyzer and records being kept?

Have you tried isolating noisy machinery from the rest of your operation?

Have engineering controls been used to reduce excessive noise levels?

Where engineering controls are determined not feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposure to noise?

Is there an ongoing preventive health program to educate employees in safe levels of noise and exposure, effects of noise on their health, and use of personal protection?

Is the training repeated annually for employees exposed to continuous noise above 85 dBA?

Have work areas where noise levels make voice communication between employees difficult been identified and posted?

Is approved hearing protective equipment (noise attenuating devices) available to every employee



working in areas where continuous noise levels exceed 85 dBA?

If you use ear protectors, are employees properly fitted and instructed in their use and care?

Are employees exposed to continuous noise above 85 dBA given periodic audiometric testing to ensure that you have an effective hearing protection system?

FUELING

Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?

Are fueling operations done in such a manner that likelihood of spillage will be minimal?

When spillage occurs during fueling operations, is the spilled fuel cleaned up completely, evaporated, or other measures taken to control vapors before restarting the engine?

Are fuel tank caps replaced and secured before starting the engine?

In fueling operations is there always metal contact between the container and fuel tank?

Are fueling hoses of a type designed to handle the specific type of fuel?

Is it prohibited to handle or transfer gasoline in open containers?

Are open lights, open flames, or sparking or arcing equipment prohibited near fueling or transfer of fuel operations?

Is smoking prohibited in the vicinity of fueling operations?

Are fueling operations prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?

Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

MATERIAL HANDLING

Is there safe clearance for equipment through aisles and doorways?

Are aisleways designated, permanently marked, and kept clear to allow unhindered passage?

Are motorized vehicles and mechanized equipment inspected daily or prior to use?

Are vehicles shut off and brakes set prior to loading or unloading?

Are containers or combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?

Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?

Are trucks and trailers secured from movement during loading and unloading operations?

Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?

Are hand trucks maintained in safe operating condition?

Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?

Are chutes and gravity roller sections firmly placed or secured to prevent displacement?

At the delivery end of rollers or chutes, are provisions made to break the movement of the handled materials.

Are pallets usually inspected before being loaded or moved?

Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?

Are securing chains, ropes, chockers or slings adequate for the job to be performed?

When hoisting material or equipment, are provisions made to assure no one will be passing under the



suspended loads?

Are Material Safety Data Sheets available to employees handling hazardous substances?

TRANSPORTING EMPLOYEES & MATERIALS

Do employees who operate vehicles on public thoroughfares have valid operator's licenses?

When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?

Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?

When employees are transported by truck, are provision provided to prevent their falling from the vehicle?

Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?

Are transport vehicles provided with handrails, steps, stirrups, or similar devices, so placed and arranged that employees can safely mount or dismount?

Are employee transport vehicles equipped at all times with at least two reflective type flares?

Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?

When cutting tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?

Are employees prohibited from riding on top of any load, which can shift, topple, or otherwise become unstable?

SANITIZING EQUIPMENT & CLOTHING

Is personal protective clothing or equipment, that employees are required to wear or use, of a type capable of being easily cleaned and disinfected?

Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?

Are machines and equipment, which processes, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?

Are employees prohibited from smoking or eating in any area where contaminants are present that could be injurious if ingested?

When employees are required to change from street clothing into protective clothing, is a clean changeroom with separate storage facility for street and protective clothing provided?

Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?

When equipment, materials, or other items are taken into or removed from a carcinogen regulated area, is it done in a manner that will not contaminate non-regulated areas or the external environment?

TIRE INFLATION

Where tires are mounted and/or inflated on drop center wheels is a safe practice procedure posted and enforced?

Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings is a safe practice procedure posted and enforced?

Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck



and an in-line hand valve and gauge?

Does the tire inflation control valve automatically shut off the airflow when the valve is released?

Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?

Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?

EMERGENCY ACTION PLAN

Are you required to have an emergency action plan?

Does the emergency action plan comply with requirements of T8CCR 3220(a)?

Have emergency escape procedures and routes been developed and communicated to all employees?

Do employees, who remain to operate critical plant operations before they evacuate, know the proper procedures?

Is the employee alarm system that provides a warning for emergency action recognizable and perceptible above ambient conditions?

Are alarm systems properly maintained and tested regularly? Is the emergency action plan reviewed and revised periodically? Do employees know their responsibilities:

For reporting emergencies?

During an emergency?

For conducting rescue and medical duties?

INFECTION CONTROL

Are employees potentially exposed to infectious agents in body fluids?

Have occasions of potential occupational exposure been identified and documented?

Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?

Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment?

Are employees aware of specific workplace practices to follow when appropriate? (Hand washing, handling sharp instruments, handling of laundry, disposal of contaminated materials, reusable equipment.)

Is personal protective equipment provided to employees, and in all appropriate locations?

Is the necessary equipment (i.e. mouthpieces, resuscitation bags, and other ventilation devices) provided for administering mouth-to-mouth resuscitation on potentially infected patients?

Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents/disinfectants to clean up spills?

Are all equipment and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?

Is infectious waste placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels?

Has medical surveillance including HBV evaluation, antibody testing and vaccination been made available to potentially exposed employees?

Training on universal precautions?

Training on personal protective equipment?

Training on workplace practices, which should include blood drawing, room cleaning, laundry handling, cleanup of blood spills?



Training on needlestick exposure/management?
Hepatitis B vaccinations?

ERGONOMICS

Can the work be performed without eyestrain or glare to the employees?
Does the task require prolonged raising of the arms?
Do the neck and shoulders have to be stooped to view the task?
Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?
Can the work be done using the larger muscles of the body?
Can the work be done without twisting or overly bending the lower back?
Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?
Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?
Are all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body?

CRANE CHECKLIST

Are the cranes visually inspected for defective components prior to the beginning of any work shift?
Are all electrically operated cranes effectively grounded?
Is a crane preventive maintenance program established?
Is the load chart clearly visible to the operator?
Are operating controls clearly identified?
Is a fire extinguisher provided at the operator's station?
Is the rated capacity visibly marked on each crane?
Is an audible warning device mounted on each crane?
Is sufficient illumination provided for the operator to perform the work safely?
Are cranes of such design, that the boom could fall over backward, equipped with boom-stops?
Does each crane have a certificate indicating that required testing and examinations have been performed?
Are crane inspection and maintenance records maintained and available for inspection?

[2023 revision 2 – edited February 21, 2023]



HAZARD ASSESSMENT

This hazard assessment shall be kept on file for at least 3 years after the hazard has been abated or mitigated. All hazards should be corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, evacuate personnel from the area and restrict access until the hazard can be addressed.

Supervisor/Safety Coordinator Name:
Supervisor/Safety Coordinator Signature:

Telephone:
Date:

Description & Location of Unsafe Condition	Date Discovered	Required Action and Responsible Party	Completion Date	
			Projected	Actual



INCIDENT INVESTIGATION RECORD

This incident (accident, illness, exposure, etc.) investigation record shall be kept on file for at least 3 years after the date of occurrence. All affected employees and applicable third parties shall be provided a copy of incident records upon request.

Incident Record	
Name(s) of Affected Employee(s):	Date of Incident:
Work Area of Affected Employee(s):	Date Investigation Began:
Supervisor in Charge:	
Description of Incident:	
Part(s) of Body Affected:	
Describe Medical Treatment Administered:	
Witness Information/Observations:	
Witness #1:	Contact Information:
Witness Description of Incident:	
Witness Signature:	
Witness #2:	Contact Information:
Witness Description of Incident:	
Witness Signature:	
Investigation Results:	

1. List contributing factors/root causes:

Was a mandatory safe work practice violated? ☐ Yes ☐ No

2. Was the unsafe condition, practice or protective equipment problem corrected immediately?

If no, what has been done to ensure correction?

3. Do additional mandatory safe work practices need to be implemented? ☐ Yes ☐ No

If yes, please describe safe work practice:

4. List corrective actions taken, and date implemented:

Signature of Investigator:	Date:
Signature of Person Responsible for Corrective Actions:	Date:



This training and instruction record shall be kept on file for at least 3 years after the termination of the employee's employment. All applicable third parties shall be provided a copy of training records upon request.

[illegible]

	<i>Type of Supply Required by Number of Employees</i>			
<i>Supplies for First Aid</i>				
Dressings in adequate quantities consisting of:	1-5	6-15	16-200	over 200
1. Adhesive dressings	X	X	X	X
2. Adhesive tape rolls, 1-inch wide	X	X	X	X
3. Eye dressing packet	X	X	X	X
4. 1-inch gauze bandage roll or compress		X	X	X
5. 2-inch gauze bandage roll or compress	X	X	X	X
6. 4-inch gauze bandage roll or compress		X	X	X
7. Sterile gauze pads, 2-inch square	X	X	X	X
8. Sterile gauze pads, 4-inch square	X	X	X	X
9. Sterile surgical pads suitable for pressure dressings			X	X
10. Triangular bandages	X	X	X	X
11. Safety pins	X	X	X	X
12. Tweezers and scissors	X	X	X	X
* Additional equipment in adequate quantities consisting of:				
13. Cotton-tipped applicators			X	X
14. Forceps			X	X
15. Emesis basin			X	X
16. Flashlight			X	X
17. Magnifying glass			X	X
18. Portable oxygen and its breathing equipment				X
19. Tongue depressors				X
Appropriate record forms	X	X	X	X
Up-to-date 'standard' or 'advanced' first-aid textbook, manual or equivalent	X	X	X	X

Monthly Fire Extinguisher Inspection

Check these details during a monthly fire extinguisher inspection.

- Confirm the extinguisher is visible, unobstructed, and in its designated location.
- Verify the locking pin is intact and the tamper seal is unbroken. Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle.
- Confirm the pressure gauge or indicator is in the green range, and lift the extinguisher to ensure it is still full.
- Make sure the operating instructions on the nameplate are legible and facing outward.
- Check the last professional service date on the tag. (A licensed fire extinguisher maintenance contractor must have inspected the extinguisher within the past 12 months.)
- Initial and date the back of the tag.

Note: An [A-B-C fire extinguisher](#) can be used on all kinds of fires.

****LEAVE ALL DAMAGED AND/OR USED EXTINGUISHERS IN THE MAIN OFFICE AND SEND REPLACEMENT REQUEST TO MAINTENANCE IMMEDIATELY****

Office Location: _____

Year: _____

Location	
Jan.	
Feb.	
Mar.	
Apr.	
May	
Jun.	
Jul.	
Aug.	
Sep.	
Oct.	
Nov.	
Dec.	

Location	
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