Department of Administrative Services
Lead. Empower. Collaborate.

Risk Management Services

Comprehensive Loss Control Program

TABLE OF CONTENTS

INTRODUCTION

Comprehensive Loss Control Program (CLCP)
Components

The Comprehensive Loss Control Program consists of eight basic programs which must be customized for each entity's operational risks. Each covered entity must develop a written, specific and comprehensive Loss Control Plan that establishes systems (policies, procedures, practices) to effectively control identified risk exposures. Each entity will identify the individuals designated to verify compliance with the applicable programs. The Department of Administrative Services (DOAS) will partner with the entity to assist with implementation, benchmarking and measurement.

1. **Employee Education and Training –** Given the variety of risk exposures to employees of covered entities, training and education will improve loss control programs. Each entity must establish a written policy for the broadcast of training material to all covered individuals and the verification of compliance thereof. This material will include information on the types and extents of insurance coverage available and other loss control topics. DOAS will make training materials available and will direct entities to other sources. As part of this program, instructions for high risk tasks and supporting materials (forms, tags and manuals) must be made available to employees.

2. **Employee Accident Prevention Plan –** Most injuries to employees are preventable. Each participating entity will create systems for the identification and control of hazards and exposures within their operations. The plan shall include a Safety Policy signed by the head of the agency that shall serve as a guiding document for the program. At a minimum, the plans must include policies such as Incident/Accident Investigation, Return-to-Work and training policies based on exposures.

3. **Theft –** Theft and misuse of state funds, property and services by employees cause financial loss and impact an organization's image. Each entity will create systems to maintain property inventories and discipline employees accused of or found to have stolen or misused state funds or property. This must include general guidelines on recovery of State Assets.

4. **General Liability –** Entities will create systems to eliminate or reduce the effect of Employment Practice claims, such as harassment. This should include an Employee Handbook containing policies and procedures. Systems will also be created to prevent premises and operations claims, such as third part injuries or vehicle damage from powered equipment.

5. **Workers' Compensation – Return-to-Work –** Transitional duty provides meaningful light duty work for injured workers until they are fully recovered. State agencies must

ensure transitional duty jobs are available for injured workers who are medically capable of work. The agency will develop "Georgia Activity Analyses" for all positions (by class) and utilize those documents to assist in identifying what activities the worker can perform.

6. **Property –** Maintaining state-owned buildings in proper condition is critical to preventing losses and reducing liability issues. Entities that maintain state-owned buildings should establish and maintain systems and resources to ensure routine maintenance is performed to correct facility deficiencies, provide for inspections, develop a system to manage changes to existing systems or new systems, and create a system to track corrective actions and inspection recommendations until completion. This includes maintaining an up-to-date inventory of properties with contents and property values at the proper/current levels.

7. **Auto Liability and Physical Damage –** Employees driving on state business regardless of vehicle ownership (state, personal, rented, leased) are covered for damages caused while operating the vehicle. This program also covers nonprofit agencies and their employees who have contracted with the Department of Juvenile Justice, Department of Transportation, or Department of Human Resources to furnish certain services. Agencies will create a Motor Vehicle Use Policy and a Driver Qualification Program. Agencies also will participate in the Report My Driving program and set up an auto accident review panel.

8. **Fleet Management –** Entities with state-owned vehicles are expected to be good stewards of state property. DOAS Office of Fleet Management monitors vehicles for preventive maintenance and provide resources for vehicle repairs, including routine replacement of tires and batteries as well as repairs from accident damage. Agencies are expected to use the DOAS system or provide a similar program for the maintenance of their fleet. Failure to report state vehicle mileage at requested intervals, repair & maintenance costs and vehicle accidents will result in surcharges and higher deductibles being assessed for agency vehicle coverage and possible loss of vehicles if they are not properly maintained within state policies.

Component # 1
Employee Education
&
Training

Safety and Health Training Plan

1.0 Introduction

Training is one of the most important components of a safety management system. It gives employees an opportunity to learn their jobs properly, bring new ideas into the workplace, reinforce existing ideas and practices, helps to put our Safety and Health Program into action. All State of Georgia employees benefit from safety and health training through fewer workplace injuries and illnesses, reduced stress and higher morale.

2.0 Management commitment.

The State of Georgia will provide the necessary time to ensure effective safety and health training is provided. This commitment will include paid work time for training and training in the language that the worker understands. Both management and employees will be involved in developing the program. To most effectively carry out their safety responsibilities, all employees must understand

      (1) Their role in the program
      (2) The hazards and potential hazards that need to be prevented or controlled
      (3) The ways to protect themselves and others.

We will achieve these training goals by:

- Educating everyone on the nature and system consequences of their actions
- Educating all managers, supervisors and employees on their safety management system responsibilities
- Educating all employees about the specific hazards and control measures in their workplace
- Training all employees on hazard identification, analysis, reporting and control procedures
- Training all employees on safe work procedures and practices

Our training program will focus on health and safety concerns that determine the best way to deal with a hazard. When a hazard is identified, we will first try to remove it entirely. If that is not feasible, we will then train workers to protect themselves, if necessary, against the remaining hazard. Once we have decided that a safety or health problem can best be addressed by training (or by another method combined with training), we will follow up by developing specific training goals based on those needs. Additionally, we will ensure all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others from exposure to

these hazards. We will commit available resources to ensure employees receive safety and health training during the circumstances below.

- • Whenever a person is hired --general safety orientation will include an overview of company safety rules, and why those rules must be followed
- • Whenever an employee is given a new job assignment --during formal classroom training, and again, when the supervisor provides specific task training. It's extremely important that supervisors emphasize safety during initial task assignment
- • Whenever new work procedures are begun --during formal classroom training and supervised on-the-job training.
- • Whenever new equipment is installed --if new hazards are introduced
- • Whenever new substances are used --hazard communication program may apply
- • The bottom line --train safety whenever a new hazard is introduced to an employee

Employees must know they are responsible for complying with all company safety rules, and that most accidents will be prevented by their safe work practices. They must be very familiar with any personal protective equipment required for their jobs. They must know what to do in case of emergencies. Each employee needs to understand that they are not expected to start working a new assignment until they have been properly trained. If a job appears to be unsafe, they will report the situation to their supervisor.

Supervisors

Supervisors will be given special training to help them in their leadership role. They will be taught to look for hidden hazards in the work under their supervision; insist on the maintenance of the physical protection in their areas; and reinforce employee hazard training through performance feedback and consistent enforcement when necessary. We will commit necessary resources to ensure supervisors understand the responsibilities below and the reasons for them:

- • Detecting and correcting hazards in their work areas before they result in injuries or illnesses
- • Providing physical resources and psychosocial support that promote safe work
- • Providing performance feedback and effective recognition and discipline techniques
- • Conducting on-the-job training

Supervisors are considered the primary safety trainers. They also will receive training on how to apply fair and consistent recognition and discipline.

Managers

All managers must understand their responsibilities within the agencies Safety and Health Program. This may require classroom training and other forms of communication. Formal classroom training may not be necessary. The subject can be covered periodically as a part of regular management meetings.

Managers will be trained in the following subject areas:

- The elements of the safety management system, and the positive impact the various processes within the system can have on corporate objectives;
- Their responsibility to communicate the Safety and Health Program goals and objectives to their employees;
- Their role that includes making clear assignments of Safety and Health Program responsibilities, providing authority and resources to carry out assigned tasks, and holding subordinate managers and supervisors accountable
- Actively requiring compliance with mandatory Safety and Health Program policies and rules and encouraging employee involvement in discretionary safety activities such as making suggestions and participation in the safety committee.

Training will emphasize the importance of managers visibly showing their commitment to the safety and health program. They will be expected to set a good example by fully following all the safety and health rules themselves.

3.0 Types of Training

In general safety training will be conducted on the following levels:

- General Safety Education: General safety information is communicated to employees. No measurement of knowledge, skills and abilities is required.
- Specific Safety Training: Specific safety information and instruction on performing safe procedures and practices. Employees must meet established criteria for successfully completing the course.

New Employee Orientation. The format and extent of orientation training will depend on the complexity of hazards and the practices needed to control them. Orientation will include a combination of initial classroom and follow-up on-the-job training (OJT).

- For some jobs, orientation may consist of a quick review of site safety and health rules; hazard communication training for the toxic substances present at the site; fire protection, lockout/tagout, etc.; and, a run-through of the job tasks. This training will be presented by the new employee's supervisor or delegated employee.

- For larger tasks with more complex hazards and work practices, orientation will be structured carefully. We will make sure that our new employees start the job with a clear understanding of the hazards and how to protect themselves and others.

Follow up supervisory training with a mentor system, where a worker with lengthy experience is assigned to monitor and coach a new worker, either for a set period of time or until it is determined that training is complete.

Whether the orientation is brief or lengthy, the supervisor will make sure that before new employees begin the job, they receive instruction in responding to emergencies. All orientation training received will be properly documented. On-the-Job Training (OJT). OJT training relates principles and theories to work skills that are then taught and applied in the work environment. OJT is designed to reinforce formal classroom training. All new-hire employees require training to perform their jobs effectively. In this regard, OJT is an essential supplement to formal classroom training. OJT assignments may be provided concurrently with formal training to emphasize and complement material covered in formal training courses. Time allotted to accomplish OJT assignments should be compatible with the new hire's current knowledge, skill, and experience levels. The employee's supervisor should assess the employee's ability to successfully complete OJT training.

Contract workers

Will receive training to recognize our specific workplace hazards or potential hazards.

Experienced/Current workers

Will be trained if the installation of new equipment changes their job in any way, or if process changes create new hazards or increase previously existing hazards.

All workers

Will receive refresher training as necessary to keep them prepared for emergencies and alert them to ongoing housekeeping problems.

Personal Protective Equipment (PPE).

Workers needing to wear personal protective equipment (PPE) and persons working in high risk situations will need special training. Supervisors and workers alike must be taught the proper selection, use, and maintenance of PPE. Training will begin with a clear explanation of why the equipment is necessary, how its use will benefit the wearer, and what its limitations are. Individual employees will become familiar with the PPE they are being asked to wear. This is done by handling it and putting it on.

Training will consist of showing employees how to put the equipment on, how to wear it properly, and how to test for a proper fit and how to maintain it. A proper fit is essential if the equipment is to provide the intended protection. We will conduct periodic exercises in finding, donning, and properly using emergency personal protective equipment and devices.

Vehicular Safety

All workers operating a motor vehicle on the job (on or off premises) will be trained in its safe vehicle operation, safe loading and unloading practices, safe speed in relation to varying conditions, and proper vehicle maintenance. We will emphasize in the strongest possible terms the benefits of safe driving and the potentially fatal consequences of unsafe practices. Please see the Fleet Safety Procedure in the Accident Prevention manual.

Emergency Response

We will train our employees to respond to emergency situations. Every employee at every work location will understand:

- • Emergency telephone numbers and who may use them
- • Emergency exits and how they are marked
- • Evacuation routes
- • Signals that alert employees to the need to evacuate.

Evacuation drills/training will be completed at least annually, so that every employee has a chance to recognize the signal and evacuate in a safe and orderly fashion. Supervisors or their alternates will practice counting personnel at evacuation gathering points to ensure that every worker is accounted for. We will include procedures to account for visitors, contract employees, and service workers such as cafeteria employees. Severe weather and Active Shooter emergencies are reasonable possibilities; additional instruction may be needed.

Periodic Safety and Health Training

At some work sites, complex work practices are necessary to control hazards. Elsewhere, occupational injuries and illness are common. At such sites, we will ensure that employees receive periodic safety and health training to refresh their memories and to teach new methods of control. Where the work situation changes rapidly, weekly meetings will be conducted as needed. These meetings will remind workers of the upcoming week's tasks, the environmental changes that may affect them, and the procedures they may need to protect themselves and others.

Identifying types of training

Specific hazards that employees need to know about should be identified through total site health and safety surveys, job hazard analysis, and change analysis. Accident and injury records may reveal additional hazards and needs for training. The State of Georgia requires the agencies to conduct safety training to address the top injuries at each agency. Near-miss reports, maintenance requests, and employee suggestions may uncover still other hazards requiring employee training.

4.0 Monitoring the Training Program.

Monitoring the employee's progress through the developmental period is critical to ensure success of the training program. Monitoring provides information to the supervisor regarding the benefits and effectiveness of the training received. In addition, it provides information on the ability of the employee to achieve training goals and objectives.

To ensure adequate monitoring of the safety training program, the actions below must occur.

- The supervisor will ensure that each employee has completed the necessary prerequisites before the start of work
- The supervisor will review the employee's performance of task assignments
- When the supervisor determines that the new-hire employee has sufficient experience to successfully complete a task, the OJT review may be discontinued
- The supervisor and employee will complete training documentation

5.0 Safety and Health Training Program Matrix

Safety and Health training requirements will change based on the employee's job. The supervisor should assign based on the employee exposure. As you review the Accident Prevention Manual various procedures include training requirements in that procedure.

Component #2:
Employee Accident Prevention

Policy Statement

Conducting work in a safe manner, protecting the safety of employees and the general public are extremely important to the State of Georgia. It is the policy of Georgia Risk Management Services to establish and adhere to the following risk management and loss control procedures that will protect the assets of the State of Georgia, the safety of its employees and members of the general public. All State of Georgia employees and officials have certain responsibilities in the risk management and loss control process that must be carried out in order to have a successful program. These responsibilities include such activities as establishing safe workplaces, following safe practices, limiting exposure to potential liability and loss, and carrying out the steps necessary to maintain an effective and efficient risk management and loss control program.

Duties and Responsibilities

1. **Employees**

All employees are responsible for ensuring safe and healthful working conditions along with practices for protecting the safety of the public. Each employee will:
  • Comply with the rules, regulations and policies set forth in this manual applicable to personal actions and conduct.
  • Operate all equipment and vehicles in a safe manner and refrain from removing, displacing, or damaging any safety device installed on equipment or property.
  • Report unsafe conditions or possible violations of the procedure to the supervisor.
  • Report all accidents according to the proper procedures set forth in this manual.
  • Operate only those machines and equipment for which the employee has been trained and authorized to operate.

2. **Management**

Management personnel have the responsibility for maintaining safe and healthy conditions, whether it be out in the field or within State of Georgia facilities. Although personnel exposure to hazards varies widely from department to department, it is expected that an unrelenting effort will be directed toward preventing injuries, accidents, and liabilities.

Therefore, Department Managers will:

- Ensure that the policies and procedures set forth herein are complied with by all personnel under his/her direction and maintain the Safety/Loss Control Manual.
- Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
- Devote a portion of staff meetings, as necessary, to a review of losses (accidents) and to discuss plans to bring about more positive loss reduction.
- Hold each supervisor accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by employees.
- Ensure that all employees are briefed and fully understand your agency's work procedures and existing policies which enforce their use.
- Ensure that all accidents are thoroughly investigated, recorded and promptly reported in accordance with existing directives.
- Ensure prompt, corrective action is taken wherever hazards are recognized, or unsafe acts are observed.

3. Supervisory Personnel

Each supervisor has the responsibility and full authority to enforce the provisions of this manual along with your agency's work practices, in order to keep losses at an absolute minimum. Each supervisor will:

- Assume full responsibility for safe and healthful working areas for all employees while they are under the supervisor's jurisdiction.
- Be accountable for preventable injuries, accidents, and liabilities occurring in his/her area of the facility.
- Ensure that all management policies pertaining to safety and loss control are fully implemented for maximum efficiency of each job and maintain the corresponding manuals and directives.
- Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect the loss control efforts.
- Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform and by being promptly to give recognition to those who perform well.
- Ensure that each employee is fully trained for the job the employee is assigned to do, and familiar with the published work rules, by certifying in writing that he/she understands that compliance is mandatory.

4. **Safety/Loss Control Officer/Risk Manager**

The Agency Safety/Loss Control Officer/Risk Manager is responsible for the staff direction and administration of the loss control program to prevent injury, liability, and damage to property. The Safety/Loss Control Officer/Risk Manager will:
- Develop and Maintain your agency's Safety/Loss Control Manual.
- Acquire and make available to department directors, supervisors and employees all applicable standards and requirements.
- Coordinate and/or conduct safety training programs that are beyond the scope of individual supervisors.
- Perform ongoing evaluations of the Safety /Loss Control program and make recommendations to management for improvements.
- Review and analyze accident reports and investigations for causes and corrective actions.
- Establish a review of procedures to insure the proper investigation of accidents.
- Consult directly with management and employees on loss prevention matters and provide guidance to assure effective program administration.
- Ensure the Safety/Loss Control Committee meetings are conducted properly.
- Establish and evaluate emergency procedures for facilities and personnel.
- Review of all driver reports including training and safety policies.

Safety/Loss Control Committee

Purpose

The purpose of this section is to outline the goals and function of the Safety/Loss Control Committee.

Policy

The Safety Committee is an important part of safety and loss control efforts. Managers and supervisors can gain valuable assistance in their areas through a joint effort with their committee members. Committee membership is a voluntary service. All managers, supervisors and employees are to fully support the efforts of the Safety/Loss Control Committee.

Goals of the Safety/Loss Control Committee
1. Involve employees in safety and loss control management
2. Reduce the frequency and severity of accidents and injuries
3. Maintain a safe environment for employees and visitors

4. Involve all employee participation in safety programs

Committee Formation

Membership on the committee is to be voluntary. The committee will represent all departments, but, have the most efficient number of members to assist in accomplishment of committee goals. Standing members on the committee will include a representative from Management, Maintenance and Safety. The purpose of the standing membership is to provide continuity, lend experience and provide a resource for the committee. The Safety/Loss Control Officer will serve as chairperson and be the main contact for loss control and safety activities. The committee's other members represent a cross-section of employees from various departments with membership rotated on an annual basis with staggering terms to ensure continuity

Committee Functions

The suggested functions of the loss control committee include:

1. Developing a loss control and safety policy and communicating that policy to all employees.
2. Serving as a loss control review board for all accidents or incidents involving employees, members of the general public, entity vehicles or property. This includes recommending loss control and safety measures that could prevent similar occurrences in the future.
3. Establishing a procedure for reporting hazardous conditions or activities and taking corrective action.
4. Periodically inspecting facilities to see that they are complying with established loss control policies and standards and to identify and correct hazardous conditions.
5. Preparing checklists to guide and document inspections. (See component 6 for Sample checklist)
6. Coordinating evacuation or shelter drills. (See component 6 for Emergency Planning guidelines)
7. Determining loss control and safety training needs, including the identification, handling, storage, and disposal of hazardous materials, and developing a plan of action to guarantee required safety training is accomplished.
8. Ensuring that first aid kits and personal protective equipment needs are met.
9. Developing and conducting loss control and safety orientation program for new employees.
10. Reviewing compliance status with the agency's Records Management System.

Safety/Loss Control Officer/Risk Manager

The Agency Safety/Loss Control Officer/Risk Manager may serve as chairperson and will report Committee activities to Management.

Safety Committee Members

Safety Committee Members have the following responsibilities:
1. Attend each meeting
2. Discuss safety activities and unsafe acts/conditions
3. Encourage all Employees to work safely
4. Report safety and loss control actions to their department during normally scheduled safety training.

Meetings

The loss control committee will meet on a regular basis at a regular time and date. Each meeting will have a fixed agenda that is sent to the members at least one week before the meeting. Following the agenda closely will keep the meeting moving. A special meeting may be called or, an ad hoc committee formed, to address an emergency situation or a complicated issue.

The agenda for the meeting can include the following:

1. Call to order
2. Roll call by the secretary
3. Introduction of any visitors, if allowed
4. Reading and approval of minutes of the previous meeting
5. Review of any policies issued since the last meeting
6. Taking care of unfinished business (Old Business)
7. Review of any general liability, property, and auto claims or losses occurring, and preventive measures taken since the previous meeting
8. Discussion of loss control inspections and recommendations
9. Addressing New Business
10. Adjournment

Records

Records of all Safety/Loss Control Committee Meetings and actions shall be maintained by the Agency Safety/Loss Control Officer/Risk Manager for at least 12 months.

Training

Each Safety Committee Member will be provided the necessary training in:
1. Function of the committee

2. Safety and Loss Control Programs and Policies

Property – Maintaining state-owned buildings in proper condition is critical to preventing losses and reducing liability issues. Entities that maintain state-owned buildings should establish and maintain systems and resources to ensure routine maintenance is performed to correct facility deficiencies, provide for inspections, a system to manage changes to existing systems or new systems, and a system to track corrective actions and inspection recommendations until completion. This includes maintaining an up to date inventory of properties with contents and property values at the proper/current levels.

Accident Reporting and Investigation

A successful and well-designed loss control program includes unbiased, prompt and accurate accident reporting and investigation process. All accidents incidents, and near-misses should be reported and investigated regardless of extent of injury or property damage. The extent of the investigation may vary but all accidents and incidents reflect potential hazards which should be identified and corrected.

1.0 Purpose

The purpose of this section is to establish guidelines for reporting and investigating incidents where claims and losses could potentially arise, including occurrences (near- misses) that could have resulted in injury or property damage but did not, in order to initiate corrective and/or preventive action as needed.

2.0 Policy

It is the State of Georgia policy that the incident reporting and investigating requirements, apply to all incidents involving entity employees, on-site vendors, contractor employees and visitors, which results in (or might have resulted in) personal injury, illness, and/or property and vehicle damage.
The report and investigation of all accidents, incidents and events are to be conducted in a professional manner to identify probable causes (root cause (s) and are used to develop specific management actions for the prevention of future accidents (Corrective action(s).

Responsibilities

1.   Management:

- Establish and maintain an effective accident reporting and record keeping program
- Train all employees in the accident reporting procedures
- Train custodians in proper record entry, maintenance and release procedures
- Conduct annual program audit
- Conduct accident prevention and investigation training for supervisor.
- Ensure all accidents and incidents are properly investigated.
- Ensure immediate and long-term corrective actions are taken to prevent Reoccurrence
- Provide all necessary medical care for injured persons

2. Supervisors
- Conduct immediate initial accident investigations
- Report all accidents to management as soon after the event as possible
- Collect and preserve all evidence that may be useful in an investigation
- Conduct interviews of witnesses in a polite professional manner
- Do not attempt to find or assign blame for accidents
- Take action to protect people of accidents and property from secondary effects

3. Employees
- Comply with the accident reporting procedures
- Immediately report all accidents & injuries to their supervisor
- Assist as requested in all accident investigations
- Report all hazardous conditions and near-misses to supervisors

4.0 Incidents and Accidents

Incidents requiring reporting include those which result in any of the following: Injury or Illness, damage to a vehicle, entity property damage, or injury to third party or their property.

5.0 Events (Near Misses)

Other incidents that, strictly by chance, do not result in actual or observable injury or property damage are required to be reported. The

information obtained from such reporting can be extremely useful in identifying and mitigating problems before they result in actual personal injury or property damage.

6.0 Training

To ensure that all employees understand the incident reporting and investigation requirements, annual documented training sessions will be held with all employees to review procedures and responsibilities. New employee orientation training will include information on incident reporting and procedures.

7.0 Program Audits

The effectiveness of a program can only be accomplished if the program is implemented and maintained. Periodic reviews and audits shall be conducted by the agency Safety/Loss Control Officer/Risk Manager and Supervisors, to confirm that all employees are familiar with the incident reporting and investigation requirements and that the program is managed properly.

These audits will consist of:
1. Annual review of incident reports to ensure all records have been maintained and are complete.
2. Annual refresher training for employees involved in record entry and record keeping
3. Annual refresher training for all employees detailing the incident reporting procedures

8.0 Timing

Incidents involving serious bodily injury, death, or serious property damage **must be reported immediately** by phone or radio to Supervisor and to the Safety/Loss Control Officer/Risk Manager. All other events should be reported within 48 hours of their occurrence.

9.0 Accident Investigation

The objective of any accident investigation is to identify the causal factors and recommend corrective actions. An accident investigation should determine what happened, how it happened, and why it happened. It should also lead to measures to prevent similar events from happening in the future. An accident investigation should take place in timely fashion in order to obtain as much information as possible to reduce the risk of further injury or property damage.

1. Investigation Team

The qualifications of team members should include technical knowledge, familiarity with the job, objectivity, and analytical approach to problems. Investigators need advance training and preparation, so they can act effectively and efficiently. The size and makeup of the team should be dictated by the seriousness of the accident.

The investigation of minor accidents involving only an employee and or Agency property only is the responsibility of the involved employee's Supervisor.

The Agency Safety/Loss Control Officer/Risk Manager will be in charge of conducting the investigation of accidents involving: property damage, injury to a third party, serious property damage, injury or death of an employee.
These investigations may also include outside officials or lawyers and other safety people. Management may initiate any other accident investigations if deemed appropriate.

2. Investigation Procedures

The accident investigation has three purposes:
1. Prevent further possible injury and property damage
2. Collect facts about the accident
3. Collect and preserve evidence

Depending upon the severity of the accident, the following activities may be necessary:
1. Secure the area where accident occurred to prevent other injuries or property damage.
2. Visit the accident site before the evidence is disturbed.
3. Document observations of the condition of the accident site.
4. Photograph or video tape the accident scene from all angles.
5. Identify and interview eye witnesses and other persons who can provide pertinent information.
6. Review other sources of information such as design specifications, drawings, maintenance records, or employee training records.

At the scene, the accident investigator(s) will carefully survey the scene, noting any debris from the accident. The investigator(s) should take photos of the scene, with careful notes of what the photos depict. A map of the site should be drawn to scale, with any landmarks near the scene noted as to position. Photos of all property damages incurred from accident should be taken from all sides, with careful notes made. It is important that the accident investigator(s) be as objective as possible ingathering and evaluating data from the accident scene. Investigators should avoid any emphasis on identifying the individual who could be blamed for the accident. This does not mean that unsafe acts, improper actions, poor judgments, or lack of knowledge of hazards should be ignored.

3. Employee Responsibility in Accident Investigation

Accident investigation begins right at the scene. That means certain employee responsibilities must be carried out at the scene of an accident.

Two main concerns at the scene of an accident are to respond to immediate problems and to gather and report pertinent accident information promptly. These two items can be broken down into a 6-step accident procedure for employees to follow. For vehicle accidents (See Fleet Safety Plan for driver responsibilities in accident investigation).

Step 1: Stay calm, "make sure the accident area is safe to enter".

Step 2: Do a quick evaluation of accident victims, if there are injuries, then provide assistance to them.

Step 3: Either contact local law enforcement personnel and your supervisor or arrange to have someone do it for you. Be courteous and cooperative when providing information to authorities. Never admit guilt or liability at the scene of an accident. Never leave the scene of an accident.

Step 4: Write down names and other information regarding the accident and those people involved in it. Draw a simple diagram of the accident scene. The more detail you can provide, the better it will be for insurance and/or legal purposes later. If you have a camera for use at the accident

scene, document the situation with photographs from various angles.

Step 5: After the accident area has been secured, warning devices put in place, assistance rendered to injured person(s) (if any), and law enforcement personnel contacted, you (the employee) should communicate the accident to your supervisor.

Step 6: Complete Incident Report Form (Non-Vehicle) at the scene of the accident. (See Incident Reporting Form in component #4)?

4. Making Statements

Following an accident or incident, the involved employee may be contacted by several people seeking information. NOTE: The employee is should contact his or her immediate supervisor before making a statement or discussing the incident with anyone other than law enforcement personnel.

5. Conducting Interviews

Accident Investigators should conduct interviews of all witnesses to any accidents. The interviews should be conducted in a quiet and private location. It is essential to get preliminary statements as soon as possible from all witnesses. Investigators should not provide any facts to the witness - only ask non-leading questions. Proper interviewing techniques include the following:
1. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
2. Listen, let each witness speak freely, and be professional, courteous and considerate.
3. Take notes without distracting the witness.
4. Use sketches and diagrams to help the witness.
5. Emphasize areas of direct observation.
6. Do not argue with the witness.
7. Record the exact words used by the witness to describe each observation.
8. Identify each witness (name, address, etc.)

10.0 Accident Review

The State of Georgia is committed to the fair and equitable treatment of its employees. This commitment includes the fair judging of causes in all accidents. The accident review, conducted by the Agency Safety/Loss Control Committee, is used to analyze data and determine the causes and corrective actions necessary to prevent reoccurrence. For accidents involving State of Georgia vehicles and drivers, the Committee will determine if the accident was preventable or non-preventable.

1. Safety/Loss Control Committee Responsibilities

After the accident investigation has concluded, the Committee will convene as soon as possible to objectively consider evidence presented and determine the true cause of the accident. The Committee's findings and recommendations provide guidance for management decisions on loss control policies. The Committee will take the following steps in reviewing accidents:

1. Analyze the data obtained in the initial accident investigation and police reports.
2. Repeat any of the prior steps, if necessary.
3. Determine
    a. Why the accident occurred
    b. A likely sequence of events and probable causes
4. Determine the most likely causes
5. Conduct a post-investigation briefing
6. Prepare summary report to determine cause of accident and recommendations for corrective action and submit to management

11.0 Investigation Report

An accident investigation is not complete until a final formal report is prepared by The Safety Loss Control Committee and submitted to management. To be an effective tool, an accident report should be clear and concise. The purpose of the investigation is to prevent future accidents. The following outline will be useful in developing the information to be included in the formal report.

1. Background Information
   a. Where and when the accident occurred?
   b. Who and what was involved?
   c. Operating personnel and other witnesses
2. Account of the Accident (What happened?)
   a. Sequence of events
   b. Extent of damage
   c. Accident type
   d. Agency or source (of energy or hazardous material)
3. Discussion (Analysis of the Accident - HOW; WHY)
   a. Direct causes (energy sources; hazardous materials)
   b. Indirect causes (unsafe acts and conditions)
   c. Basic causes (management policies; personal or environmental factors)
4. Recommendations (to prevent a recurrence) for immediate and long-range action to remedy causes.

12.0 Record Keeping

All accident reports will be maintained on file permanently. They shall receive timely review by management to ensure proper corrective

Facility Audit and Inspection Checklists

The ability to recognize hazards is the core of an effective loss control program. One effective method to identify, detect, correct or control potential hazards is to conduct periodic safety and loss control inspections.

How to Get Started

The checklists contained in this Section may first appear to be overwhelming. It is not intended that the entire checklist be used when conducting the inspections. You should pick and choose the lists that specifically apply to the areas you will be inspecting.

However, it may be useful for the Safety/Loss Control Committee or the inspection team to review the checklists grouped under the

General heading. The information contained in those lists is generic and applies more to policies and procedures than to specific exposures.

Developing a Checklist

When the inspection team is ready to begin the inspection process, they should first determine the area they will be inspecting. For example, if they choose to begin in the administrative offices, copy the "Building Inspection – Interior" portion of the checklist. Add or delete portions or items that do not apply your operations. If they are inspecting a maintenance area, they may need to use several lists under *Equipment Inspections* as well as some under *Facility Inspections*. As you develop your inspection process you will learn to adapt the lists to meet your needs. Highlight and print the portion you wish to copy.

Using the Checklist

The following is an example of how to use the checklist you develop.

BUILDING INSPECTION – INTERIOR (including offices) Electrical

Yes   Are all electrical panels secured?
No (#1) Is a 3-foot clearance provided around all electrical panels?
Yes   Are all electrical rooms free from combustible storage?
Yes   Are all electrical panels cool to the touch?

Yes   Are all electrical panels free from evidence of burning?

Yes   Have all electrical circuits been identified?

No (#2) Are all electrical switches and receptacles in good repair?
No (#3) Has the use of extension cords been discontinued?
Yes   Have Ground Fault Circuit Interrupters (GFCIs) been
        provided on circuits with in six feet of water sources?

Heating system

Yes Is smoking prohibited in the building?
Yes Are designated smoking areas properly identified?
Yes Are non-combustible receptacles provided in smoking areas?
Yes Are smoking materials disposed of properly?

Housekeeping

Yes Is the work area clean and orderly?
Yes Have all unnecessary items been removed?
Yes Are floors clean, dry and not slippery?
Yes Are spills mopped up in a timely manner?
No (#5)   Is someone designated to monitor removal of slip, trip and
            fall hazards (slippery rugs, upturned rug edges, frayed
            carpet, loose cords, melting ice and snow)?
Yes   Are aisles and passageways clearly marked?
Yes   Is trash removed from the building daily?
No See #1 Is storage restricted to designated areas?
Yes   Is storage neatly arranged?

INSPECTION COMMENTS/RECOMMENDATIONS

#1 There are files stored in front of electrical panels that need to be moved, a three foot clearance around all electrical panels is required.

#2 Broken faceplate on receptacle on west wall of break-room. Replace.

#3 There is an extension cord running from the pop machine into an outlet. Relocate the machine or have it rewired so that it may be plugged directly into outlet. Monitor the cord placement so it will not work its way under the machine possibly wearing through the cord causing it to short out on the chassis.

#4 Boiler room is unlocked. Should be locked to prevent unauthorized personnel from entering.

#5 Rug at the west entrance had upturned edges – trip or fall hazards. Consider routinely replacing with clean rug by rug service company.

Checklist Index

GENERAL INSPECTIONS CHECKLIST INDEX

FACILITY INSPECTIONS

EQUIPMENT INSPECTIONS

Self-Inspection Checklists

GENERAL INSPECTIONS:

ACCIDENT INVESTIGATION

_____ Have accident investigation guidelines/procedures been established?

_____ Are responsibilities assigned for all phases of investigation process?

_____ Who is responsible?

_____ Who completes the records/logs?

_____ Are Risk Management forms used?

_____ Who completes the accident investigation report?

_____ Who ensures corrective actions are implemented and effective?

_____ Are all accidents and near misses investigated?

_____ Are accident investigation recommendations/corrective actions implemented?

_____ Are personnel involved in investigation process trained in investigation techniques and procedures?

_____ Is the accident prevention plan reviewed at least annually?

_____ Are results documented and shared with management/supervisors/ Employees?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

AUDIT/INSPECTION

Are there regularly scheduled and conducted inspections of

_____ facilities?

_____ work-site stations?

_____ vehicles?

_____ equipment and tools?

_____ personal protective equipment?

_____ Are inspection checklists utilized?

_____ Have procedures been established to ensure inspection deficiencies are corrected?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

EMERGENCY RESPONSE

      Are emergency response procedures included in your facility plan?

      Are emergency routes designated and posted in work areas?

      Has emergency organization been established, and people designated by name or position?

      Does your emergency communication system include an emergency reporting system?

      Does your emergency communication system include posted phone numbers for emergency assistance?

      Have all employees been trainee d to understand hazards in the workplace?

      Have all employees been trained to understand evacuation procedures?

      Have all employees been trained to understand use of protective equipment and clothing?

      Are drills programmed and conducted regularly?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

EMPLOYER POSTING

_____ Is the required fire exit workplace poster displayed in a prominent location where all employees are likely to see it?

_____ Are emergency telephone numbers posted where they can be readily found in case of an emergency?

_____ Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to their personal medical and exposure records made readily available to affected employees? (it should be noted that this information must remain confidential and be kept separate from personnel records),

_____ Safety Data Sheets" (SDS) (See Hazard Communication (HazCom Section.)

_____ Are signs concerning "Exiting from buildings," room capacities, floor loading, exposures to X-ray, microwave, or other harmful radiation or substances posted where appropriate?

_____ Have the Panel of Physicians been posted?

_____ Have the Worker's Compensation posters been posted?

INSPECTION COMMENTS/RECOMMENDATIONS

EMPLOYEE PROTECTION

_____ Are first-aid supplies adequate for the type of potential injuries in the workplace?

_____ Are there quick water-flush facilities available where employees are Exposed to corrosive materials?

_____ Are hard hats provided and worn where any danger of falling objects exists?

_____ Are protective goggles, glasses and /or face shields worn where there is any danger of flying particles or splashing of corrosive materials?

_____ Are protective gloves, aprons, shields or other means for protection from sharp, hot or corrosive materials?

_____ Are approved respirators provided for regular or emergency used where needed?

_____ Is all protective equipment maintained in a sanitary condition and readily available?

_____ Where special equipment is needed for electrical workers, is it available?

_____ Is protection against the effects of occupational noise exposure provided when the sound levels exceed recommended noise standards?

_____ Is there a Procedure/Policy defining the PPE Program?

_____ Has an PPE assessment been completed to determine PPE requirements?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

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 instructed with established guidelines concerning
 hazards involved with the various chemicals they may be exposed
 to in their work environment, such as ammonia, chlorine,
 epoxies, caustics, etc.?

_____ Has the training been documented?

_____ 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 spraying operations done in approved spray rooms or
 approved 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 monitored with
 use of proper equipment. i.e. color metric tube, etc. and
 maintained 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 by AUTHORIZED
 PERSONNEL ONLY when handling asbestos and other fibrous
 materials (only by certified contractors)?

_____ 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
 dust vented to an industrial collector or central exhaust system?

_____ Are local exhaust ventilation systems designed and operating properly such as airflow and volume necessary for the application, ducts not plugged or belts slipping?

_____ Is personal protective equipment provided, used and maintained whenever required?

_____ Are there written standard operating procedures for the selection, use, and care 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 capabilities assessed before being assigned to jobs requiring heavy works?

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

_____ Where heat is a problem, have all fixed work areas been provided with administrative control (exposure times, break time, etc.), 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 the streets or roadways where they are exposed the hazards of traffic, required to wear bright colored (traffic orange) warning vests?

_____ Are exhaust stacks and air intakes so located that contaminated air will not be re-circulated within a building or other enclosed area?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

FIRE PROTECTION

_____ Is your local fire department well acquainted with your facilities, its location and specific hazards?

_____ If you have a fire alarm system, is it certified as required?

_____ If you have a fire alarm system, is it tested at least annually?

_____ If you have interior standpipes and valves, are they inspected regularly?

_____ If you own the outside fire hydrants, are they flushed at least once a year and on a routine preventative 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 doors and shutter fusible links in place?

_____ Are automatic sprinkler system water control valves, air and water pressure checked annually as required?

_____ Is the maintenance of automatic sprinkler systems 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 smoke detectors operational and tested monthly?

_____ Are portable fire extinguishers provided in adequate number and type?

_____ Are fire extinguishers mounted in readily accessible site and their location clearly identified?

_____ Are fire extinguishers inspected monthly by assigned personnel to ensure adequate charge, serviceability, mounted properly and documented on the inspection tag; inspected annually by authorized distributor?

_____ Are employees periodically instructed in the use of extinguishers and fire protection procedures?

_____ Is there a minimum clearance of three feet between the front of electrical panels and equipment and any combustibles?

_____ Is there a minimum clearance of four feet in front of heating equipment or any open flame devices?

_____ Do elevators return to the ground floor when the fire alarm goes off?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

FIRST AID AND MEDICAL SERVICES

_____ Is there a hospital, clinic, or infirmary for medical care in proximity (20 minutes of your work place)?

_____ If medical and first aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?

_____ If an employee is expected or required to render first aid, have proper precaution been taken by the employer (offered the Hepatitis B series and document the acceptance or declination, universal precaution training, blood-borne pathogen training offered and documented)?

_____ Are medical personnel readily available for advice and consultation on matters of employee's health?

_____ Are emergency phone numbers posted?

_____ Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? (Ensure the kit contains one-way micro-shield CPR devices, disposable gloves (protective), and does not contain oral medications.)

_____ Are means provided for quick drenching or flushing of the eyes and body (for a minimum of 15 minutes) in areas where corrosive liquids or material are handled?

_____ Is there a checklist/inventory of what is supposed to be in the kit?

INSPECTION COMMENTS/RECOMMENDATIONS

HAZARDOUS CHEMICAL EXPOSURE

_____ Are employees trained in safe handling of hazardous chemicals such as acids, caustics, etc.?

_____ Are bulk drums of flammable liquids and transfer vessels grounded and bonded during dispersing (drums must be part of the grounding system)?

_____ Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols, etc.?

_____ 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, storage tanks, etc., labeled as to their contents, e.g., "CAUSTICS"?

_____ Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)?

_____ Are flammable or toxic chemicals kept in closed containers when not in use?

_____ Are chemical piping systems clearly marked as to their content?

_____ Where corrosive chemical 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 with an appropriate inspection record?

_____ 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 written respirator protection program, are your employees instructed on the correct usage and limitations of the respirators? Are the respirators NIOSH approved for this particular application? Are they regularly inspected and cleaned, sanitized and maintained? Is the inspection documented?

_____ 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, etc.? 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 degreasing, 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 dryness, irritation, or sensitization of the skin?

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

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

_____ Are materials that give off toxic asphyxiate, suffocation, or anesthetic fumes, stored in remote locations when not in use?

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

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

HAZARD COMMUNICATION (HazCom)

_____ Is Hazard Communication Act Right to Know/GA Public Employees Hazardous Chemical Protection and Right to Know Act of 1988"Notice to Employees" posted in all work areas?

_____ Have new employees received initial training?

_____ Have all employees received annual refresher training?

_____ Have employees been trained on the Global Harmonization System (GHS)?

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

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

_____ Is there a Safety Data Sheet (SDS) readily available for each hazardous substance used?

_____ Are the SDS sheets filed in available workbooks?

_____ Are hazardous materials storage standards practiced?

_____ Do you determine and provide the personal protective equipment required for the handling of the hazardous materials?

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

_____ Is there a written hazard communication dealing with Safety Data Sheets (SDS), labeling, and employee training?

_____ Is there an employee training program for hazardous substances?

Does this program include:

_____ An explanation of what an SDS is and how to use and obtain one?

_____ SDS content for each hazardous substance or class of substance?

_____ An explanation of "Right to Know?"

_____ Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas?

_____ The physical and health hazards of substances in the work area, and specific protective measures to be used?

_____ Details of the hazard communications program, including how to use the labeling system and SDS's?

_____ Require the review of the SDS's by all employees who will be working with the hazardous material?

_____ Train employees in the proper handling of the hazardous materials including the use of properly fitted personal protective equipment?

_____ Monitor and enforce the use of the personal protective equipment?

_____ Document the training?

INSPECTION COMMENTS/RECOMMENDATIONS

NOISE

_____ Are there areas in the workplace where continuous noise levels exceed the Action Level of 85dBA?

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

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

_____ Are noise levels being measured for an 8-hour time weighted average and records being kept?

_____ Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined to not be feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposure to noise?

_____ Is approved hearing protective equipment (noise attenuating devices with the proper Noise Reduction Rating) available to every employee working in noisy areas?

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

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

_____ Have you considered conducting a baseline audiometric test been performed on an employee prior to employment?

_____ Have you considered conducting audio-metric testing on employees in high noise areas to ensure that you have an effective hearing protection system?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (Employee Protection)

_____ Are first-aid supplies adequate for the type of potential injuries in the workplace?

_____ Are protective goggles or face shields provided and worn where there is any danger of flying particles of 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 splashing of liquids, punctures, abrasions, contusions, or burns?

_____ Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear safety glasses, protective goggles, or use other medically approved precautionary procedures?

_____ Are protective gloves, aprons, shields, or other means provided against cuts, hot or 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, and crushing or penetrating action?

_____ Are approved respirators provided for regular or emergency use where needed?

_____ Is all protective equipment maintained in a sanitary condition and ready for use? If protective clothing is provided and maintained by the employer is it a requirement that the employee may not bring the possibly contaminated clothing out of the work area?

_____ Do you have eyewash and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?

_____ Where special equipment is needed for electrical workers, is it available?

_____ Where lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?

_____ Is safety accountability included in all annual performance communications documents?

_____ Is protection against the effects of occupational noise exposure provided when the sound levels exceed recommended noise standards?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

RECORD KEEPING

_____ Are employee's medical records and the record of
employee's exposure harmful to hazardous substances
or physical agents up-to-date (must be kept
confidential and separate personnel files)?

_____ Are employee training records maintained and available for
 employee review?

_____ Have arrangements been made to maintain required records for
the legal period of time for each specific type record?

_____ Are operating permits and records up-to-date for such
items as elevators, air pressure tanks, and liquefied
petroleum gas tanks, etc.?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

SAFETY AND HEALTH PROGRAM

_____ Is there a written policy statement?

_____ Are current policy statements signed by management?

_____ Are copies of the policy provided to new employees?

_____ Is someone responsible for the development, implementation and enforcement of the accident prevention plan?

_____ Are employee/supervisor responsibilities and authority assigned?

_____ Has a safety team been established to monitor the safety and health program?

_____ Is there an established procedure for handling employee safety and health complaints?

_____ Do you have an active safety and health program in operation?

_____ Is one person clearly responsible for the overall activities of the safety and health program?

_____ Do you have a safety committee or group made up of management and labor representatives that meet regularly and report in writing on its activities?

_____ Do you have a working procedure for handling in-house employee complaints regarding safety and health?

_____ Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?

_____ Are professional safety services or other sources utilized in revising or updating safety program?

_____ Are follow-up procedures in place?

_____ Is safety accountability included in all annual performance communications documents?

_____ Are records kept on job-related accidents, injuries and illnesses?

_____ Is there written documentation of safety activities (meetings, training, inspections, etc.)?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

SAFETY AND HEALTH TRAINING

_____ Have new employees received orientation training?

_____ Do employees participate in regularly scheduled safety meetings?

_____ Does management provide resources and participate in employee training?

_____ Have employees received and documented required training?

_____ Do all employees receive refresher training at least annually?

_____ Have employees received instruction on reporting procedures to report unsafe conditions, defective equipment, unsafe acts, incidents, accidents and near misses?

_____ Have supervisors received instruction in accident investigation and hazard abatement?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

SANITATION - PROCEDURES FOR EQUIPMENT AND CLOTHING

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

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

_____ Are machines and equipment, which process, 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 contaminates that could be injurious if ingested are present?

_____ When employees are required to change from street clothing into protective clothing, is a clean change room 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 contaminate nonregulated areas or the external environment?

INSPECTION COMMENTS/RECOMMENDATIONS

TRANSPORTING EMPLOYEES AND MATERIALS

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

_____ When fifteen 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 provisions provided to prevent their falling from the vehicle?

_____ Are vehicles used to transport employees equipped with lamps, breaks, 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?

_____ Do transport vehicles have at least two reflective type flares or triangles?

_____ 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 or 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 that can shift, topple, or otherwise become unstable?

_____ Are employees prohibited from jumping down from vehicles?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

Facility Inspections

AISLES/WALKWAYS

_____ Are aisles and passageways kept clear?

_____ Are aisles and walkways marked appropriately?

_____ Are wet surfaces covered with non-slip materials?

_____ Are holes in the floor, sidewalk or other walking surfaces
repaired properly, covered or otherwise made safe?

_____ Are there safe clearances for walking in aisles where motorized or
mechanical handling equipment is operating?

_____ Are materials or equipment stored in such a way that
sharp objects will not interfere with the walkway?

_____ Are spilled materials cleaned up immediately?

_____ Are changes of direction or elevation 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 entire length of any aisle or walkway?

_____ Are standard guardrails provided whenever 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?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

BUILDING INSPECTION – EXTERIOR

_____ Is building address or identification clearly visible?

_____ Is an unobstructed access road to the building provided?

_____ Are all building sides accessible to emergency equipment?

_____ Are fire hydrants accessible?

_____ Are sprinkler/standpipe connections accessible?

_____ Are sprinkler/standpipe connections clearly marked?

_____ Does building appear to be in good repair?

_____ Is building free from signs of vandalism?

_____ Are exterior walls free from cracks or other damage?

_____ Are windows free from cracks or broken panes?

_____ Has vegetation been cut back from the building?

_____ Are combustible materials stored away from the building?

_____ Are there any signs of damage to the building?

Parking Lots

_____ Are parking lots free of hazardous breakup, damage and debris?

_____ Are dead tree limbs trimmed?

_____ Are parking barriers in good repair and properly placed?

_____ Are parking lots included in the inspection program?

Sidewalks (also see "SIDEWALKS" checklist section)

_____ Are sidewalks free of hazardous cracks, break-up, damages and debris?

_____ Are sidewalks surfaces have non-slip characteristics?

_____ Are sidewalks included in the inspection program?

Steps and Stairs (also see "STAIRS AND STAIRWAYS" checklist section)

_____ Are steps and stairs free of hazardous cracks, break-up, damages and debris?

_____ Are stairs and stairways surfaces, non-slip in character?

_____ Are handrails in place and in good repair where appropriate?

_____ Are steps and stairs included in the inspection program?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

_____

_____

_____

BUILDING INSPECTION – INTERIOR
(Including Offices)

Electrical

_____ Are all electrical panels secured?

_____ Is a 3-foot clearance provided around all electrical panels?

_____ Are all electrical rooms free from combustible storage?

_____ Are all electrical panels cool to the touch?

_____ Are all electrical panels free from evidence of burning?

_____ Have all electrical circuits been identified?

_____ Are all electrical switches and receptacles in good repair?

_____ Has the use of extension cords been discontinued?

_____ Have Ground Fault Circuit Interrupters (GFCIs) been provided on circuits in proximity to water?

Heating system

_____ Is a 3-foot clearance provided around all heating equipment?

_____ Are furnace/boiler rooms kept locked?

_____ Are furnace/boiler rooms free from combustible storage?

Smoking

_____ Is smoking prohibited in the building?

_____ Are designated smoking areas properly identified?

_____ Are non-combustible receptacles provided in smoking areas?

_____ Are smoking materials disposed of properly?

Housekeeping

_____ Is the work area clean and orderly?

_____ Have all unnecessary items been removed?

_____ Are floors clean, dry and not slippery?

_____ Are spills mopped up in a timely manner?

_____ Is someone designated to monitor removal of slip, trip and fall hazards (slippery rugs, upturned rug edges, frayed carpet, loose cords, melting ice and snow)?

_____ Are aisles and passageways clearly marked?

_____ Is regular pest control performed (if necessary)?

_____ Is trash removed from the building daily?

_____ Is storage restricted to designated areas?

_____ Is storage neatly arranged?

Fire protection

_____ Is building equipped with an automatic sprinkler system?
_____ Is main sprinkler control value accessible?
_____ Are all valves supplying water or air to the system open?
_____ Is sprinkler system tested on a quarterly basis?
_____ Are spare sprinkler heads available in the building?
_____ Is building equipped with a fire detection system?
_____ Does the system protect the entire building?
_____ Does system provide an alarm signal in the building?
_____ Does an alarm company monitor alarm system operation?
_____ Is alarm system tested on a monthly basis?
_____ Is main alarm panel in normal operating condition?
_____ Are all fire extinguishers inspected on a monthly basis?
_____ Do all extinguishers have a current inspection tag?

Emergency Evacuation

_____ Are all exits and travel paths identified with "EXIT" signs?
_____ Are travel paths leading to exits free of obstructions?
_____ Are exits unlocked and operational?

_____ Are working emergency lights provided in the building?
_____ Are evacuation diagrams posted throughout the building?
_____ Have all employees been trained to understand evacuation procedures?

Steps and Stairs (also see "STAIRS AND STAIRWAYS" checklist section)

_____ Are steps and stairs free of hazardous cracks, break-up, damages and
 debris?
_____ Are stairs and stairways surfaces, non-slip in character?
_____ Are handrails in place and in good repair where appropriate?
_____ Is storage in the stairwell prohibited?
_____ Are steps and stairs included in the inspection program?

Miscellaneous

_____ Has flammable storage been limited to designated areas?
_____ Is all cooking equipment protected by extinguishing systems?
_____ Is cooking equipment clean?
_____ Are all computer areas free from combustible storage?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

CONFINED SPACES

_____ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?

_____ Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials shut off and blanked or disconnected and separated before entry?

_____ Are all impellers, agitators, or other moving equipment inside confined spaces locked-out if they present a hazard?

_____ Is either natural or mechanical ventilation provided prior to confined space entry?

_____ Are appropriate atmospheric tests performed to check Oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?

_____ Is adequate illumination provided for the work to be performed in the confined space?

_____ Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?

_____ Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?

_____ Is the standby employee appropriately trained and equipped to handle an emergency?

_____ Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?

_____ Is the approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?

_____ Is all portable electrical equipment used inside confined spaces either grounded or insulated, or equipped with ground fault protection?

_____ Before gas welding or burning is started in a confined space, are hoses check for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?

_____ If the employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, etc., in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5% by volume?

_____ Whenever combustion-type equipment is used in a confined space, are provisions made to ensure that exhaust gases are vented outside the enclosure?

_____ Is each confined space for decaying vegetation or animal matter that may produce methane?

_____ Is the confined space checked for possible industrial waste that could contain toxic properties?

_____ If the combined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

ELECTRICAL

_____ Do you specify compliance with National Electrical Code (NEC) for all contract electrical work?

_____ Have these employees been trained in Lock Out-Tag?

_____ Are all outlets grounded?

_____ Are "cheater plugs" (3 prong to 2 prong) being used?

_____ 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 electric tools, electrical appliances such as vacuum cleaners, polishers, vending machines etc., and equipment grounded or of the double insulated type?

_____ Do extension cords being used have a grounding conductor?

_____ Are multiple plug adapters prohibited?

_____ Are ground-fault circuit interrupters (GFCI) installed on each temporary 15 or 20 Ampere, 120 Volts AC circuit at locations where construction, demolition, modifications, alterations, or excavations are being performed?

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

_____ Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?

_____ 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, equipment, etc., and is the cord jacket securely held in place?

_____ Are all cords, cables 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 electric power lines and cables (overhead, underground, under-floor, other than side-walls, etc.) determined before digging, drilling, or similar work is begun?

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

_____ Is the use of metal ladders prohibited in areas where the ladders or the person using the ladder could come into 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 in excess of 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 in excess of the motor hp rating)

_____ Is low voltage protection provided in the control device of motors driving machines or equipment, which cause probable 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 in excess of 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 cardio-pulmonary resuscitation (CPR) methods?

_____ Are employees prohibited from working alone on energized lines or equipment over 500 volts?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

ELEVATED SURFACES, FLOOR AND WALL OPENINGS

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

_____ Are standard 4-inch toe-boards installed around the edges of permanent floor opening beneath which people or machinery could be exposed to falling objects)?

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

_____ Is the glass in the windows, door, glass walls, etc., which 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 a Self-closing feature when appropriate?

_____ Are signs posted, when appropriate, showing the elevated surface load capacity?

_____ Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?

_____ Is a permanent means of access and egress provided to elevated storage 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, collapsing, rolling or spreading?

_____ Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

_____

EXITING OR EGRESS

_____ Are all exits marked with an exit sign?

_____ Are the directions to exits, when not immediately apparent, marked with visible signs?

_____ Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM'" etc.?

_____ Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least ½ inch wide?

_____ Are exit doors side-hinged?

_____ Are aisles width maintained?

_____ 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 and function?

_____ Are exit stairways which are required to be separated from other parts of the building, enclosed by at least a 2-hour fire-resistive construction in buildings more than 4 stories in height, and not less than 1-hour fire-resistive construction elsewhere?

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

_____ Where exiting will be through flameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and meet the safety requirement s for human impact?

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

_____ Are windows, which could be mistaken for exit doors, made inaccessible by means of barriers and railings?

_____ Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort (opened with one motion) 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 to 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, which will release the latch and open the door even if it is padlocked or otherwise locked on the outside?

_____ Where exit doors open directly onto any street, 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?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

FLAMMABLE AND COMBUSTIBLE MATERIALS

_____ Are combustible scraps, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the work-site daily?

_____ Is proper storage practiced minimizing the risk of fire and 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. pans, cleaning tanks etc.)?

_____ Are bulk drums of flammable liquids and transfer vessels grounded and bonded during dispersing (drums must be part of the grounding system)?

_____ 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 gas storage tanks guarded to prevent damage from vehicles?

_____ Are no smoking signs posted around liquefied petroleum gas tanks?

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

_____ Are all solvent wastes, and flammable liquids kept in fire-resistant, covered containers?

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

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

_____ Are fuel gas cylinders separated by distance, fire resistant barriers, etc. while in storage?

_____ Are fire extinguishers selected and provided for the types of materials in the 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.

Class D Metal Powders.

Class K Kitchen area

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

_____ Are extinguishers free from obstructions or blockage?

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

_____ Are all extinguishers fully charged and in their designated places?

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

_____ Are "NO SMOKING" signs posted, and rules enforced in appropriate areas where flammable or combustible materials are used or stored?

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

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

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

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

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

GROUNDS (Including Campgrounds)

_____ Are there any apparent signs of physical
contamination: dead vegetation, noticeable stains
on the ground, standing oil?

_____ Are any chemicals or fuels handled on the grounds; were there ever?

_____ Could activities on adjacent properties pose any environmental risks?

_____ Do you have any underground storage tanks (UST) in use, currently?

_____ Does your facility have any old unused USTs on the premises?

_____ Do you store any hazardous materials in USTs?

_____ Do you store any petroleum products in USTs?

_____ Has your location notified the appropriate state agency about its USTs?

_____ Have you determined and used the proper EPA or state notification form?

_____ Are the USTs on your premises visually inspected on a regular basis?

_____ Have you instituted a method of release detection for your USTs?

_____ Do you know and follow release reporting,
investigation and confirmation procedures?

_____ Do you have any areas (parking lot, excavation area,
refuse area) where storm water runoff would be
contaminated with hazardous pollutants?

_____ If hazardous waste is stored on the grounds,
are all hazardous waste requirements
complied with?

_____ Are there any dead branches that could break off and
cause damage in the event of a strong wind?

_____ Are there dead branches or other debris on the
ground, potholes, protruding rocks or campsite
indicators causing trip and fall hazards?

_____ Is there surface water standing on the ground, that requires drainage?

_____ Is there any naturally occurring skin irritants or dermatitis-
inducing agents such as Poison Ivy, Poison Oak, and
Poison Sumac that should be removed?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

HAZARDOUS WASTE/CHEMICAL STORAGE AREAS

_____ Have all employees been trained to understand specific responsibilities in an emergency?

_____ Is emergency information posted in every area where you store hazardous waste an all containers appropriately labeled with contents?

_____ Is the necessary emergency equipment available (fire extinguishers, spill control supplies, absorbents, SDSs)?

_____ Do you have containers that you use to store waste temporarily (accumulate) before transport?

_____ Does each accumulation container meet hazardous waste container requirements?

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

_____ Is each accumulation container marked with the date accumulation began and contents?

_____ Is each container kept closed, except when adding or removing waste?

_____ Does your hazardous storage area provide secondary containment?

_____ Are areas where containers are stored inspected for leaks at least weekly?

_____ Are containers holding ignitable or reactive wastes stored at least 50 feet within the facility's property line?

_____ Is there enough aisle space to allow unobstructed movement of personnel and equipment?

_____ Is each container that is being shipped marked in accordance with DOT requirements?

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

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

_____ Are all containers over 30 gallons stacked individually?

_____ Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the work site promptly?

_____ Is proper storage practiced minimizing the risk of fire including spontaneous combustion?

_____ 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, etc.)?

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

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

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

_____ Are storage tanks adequately vented and equipped with emergency venting?

_____ Is smoking ban enforced in the areas involving storage and use of hazardous materials?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

HOUSEKEEPING AND GENERAL WORK ENVIRONMENT

_____ Is smoking only permitted in "designated" smoking areas?

_____ Are "no smoking" and "smoking" signs prominently posted?

_____ Are approved covered metal containers used for oily and paint-soaked waste?

_____ Are flammables stored in approved flammable cabinets?

_____ Are waste receptacles provided and emptied regularly?

_____ Are spray paint booths, dip tanks and their exhaust ducts cleaned regularly?

_____ Is lighting in all areas adequate?

Are building exit signs operating and emergency exits clear and provided with inside opening devices?

_____ Are floor load capacities posed in second floor lofts and storage areas?

_____ Are floor openings protected with toe boards and railings, or a floor hole cover?

_____ Are stairways in good condition, with standard railings provided for every flight having four or more risers?

_____ Are portable ladders adequate for their purpose, in good condition, and provided with secure footing?

_____ Are fused ladders equipped with side rails, cages or special safety climbing devices and in good condition?

_____ Are aisles and passageways marked and free of obstructions?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

LABORATORIES - SCIENCE

Work Habits

_____ Is it the policy of the facility to encourage people to never work alone in a science laboratory or storage area?

_____ Is eating, drinking, smoking, chewing gum or tobacco banned in a science laboratory or storage room unless a designated "clean area" is provided?

_____ Is the storage of food or beverages in the laboratory environment prohibited?

_____ Is it a policy to never pipette by mouth?

_____ Is washing hands before and after work in a science laboratory, and after spill cleanups required?

_____ Is loose clothing (e.g. sleeves, full cut blouses, neckties etc.), long hair and dangling jewelry prohibited?

_____ Is it required to tape all Dewar flasks?

_____ Is it a policy to never leave heat sources unattended (e.g. gas burners, hot plates, heating mantles, sand baths, etc.)?

_____ Is it required that the storage of reagents and/or apparatus be on a lab bench, and that lab shelves be kept organized?

_____ Is it a policy to never place reactive chemicals (in bottles, beakers/flasks, wash bottles, etc.) near the edges of a lab bench?

_____ Is a fume hood required when working with volatile substances?

_____ Are employees instructed not to lean into the fume hood?

_____ Is the use of the fume hood as a storage area prohibited?

_____ Are the Safety Data Sheets (SDS) for each chemical obtained and read before beginning an experiment and kept in a designated area for easy access?

_____ Are new lab procedures analyzed in advance to determine hazardous areas?

_____ Are accidents analyzed to prevent repeat occurrences?

_____ Is protection provided for not only the lab worker but also the lab partner working nearby?

_____ Is mixing and disposing of chemicals in the sink drain prohibited?

_____ Are co-workers always informed of plans to carry out hazardous work?

_____ To allow meaningful retrospective contamination studies, is a record kept of who worked with what, when, and how long?

_____ Are regular in-house safety and health
inspections performed with an emphasis on
improvement rather than guilt?

_____ Are lab occupants informed regarding the alarm bell and
what to do if it sounds?

_____ Does your facility conduct regular fire or emergency drill
with critical reviews of the results?

_____ Have all employees been trained to understand
specific responsibilities in an emergency?

_____ Is there an established procedure in case of an emergency
(e.g. what devices should be turned off, which escape route
to use, a personnel meeting place outside the building, a
person designated to authorize re-entry into the building)?

_____ Have lab personnel received current training in first aid, CPR, etc?

Safety Wear

_____ Is American National Standards Institute (ANSI) or
equivalent standard approved eye or face
protection worn continuously?

_____ Are employees required to wear gloves which will resist
penetration by the chemical being handled and which have
been checked for pin holes, tears, or rips?

_____ Are personnel required to wear a laboratory coat or
apron to protect skin and clothing from chemicals?

_____ Must employees wear footwear that covers the feet
completely - no open-toe shoes?

Facilities and Equipment

_____ Are separate containers for trash and broken glass required?

_____ Are emergency response procedures indicated in the facility plan?

_____ Have all employees been trained to understand
specific responsibilities in an emergency?

_____ Are emergency routes designated and posted in work areas?

_____ Are all escape routes, and alternate escape routes
monitored to ensure they are not obstructed?

_____ Are fire doors monitored to ensure that they are not blocked open?

_____ Is it a facility policy to never store materials in lab or in aisles?

_____ Do all moving belts and pulleys have safety guards?

_____ Are lab personnel instructed in the proper use of
the eyewash fountain, emphasizing rolling of the
eyeballs, and turning eyelids "inside-out"?

_____ Are eyewash fountains installed which supply at least 15

minutes of water flow?

_____ Are safety showers and eyewash fountains
regularly inspected and documented?

_____ Does your facility sample breathing air space for
measurement of possible contaminants, and
document the report?

_____ Are fire blankets regularly inspected for rips and
holes and keep good records of the inspections?

_____ Are current emergency phone numbers posted next to the phone?

_____ Are fire extinguishers placed near an escape route, not in a "dead end"?

_____ Does your facility regularly maintain fire
extinguishers, maintain records, and train personnel
in the proper use of extinguishers?

_____ Are personnel familiarized with the meaning of
"Class A fire", "Class B fire", etc., and how they
relate to fire extinguisher use?

_____ Are hoods regularly checked for proper draft and
ensure that exhaust air from an external hood vent
is not redrawn into room air?

_____ Are all compressed gas cylinders secured when in use and
while being transported?

_____ Are the empty and full compressed gas cylinders separated
and marked as such?

_____ While Oxygen and Acetylene Compressed Gas
cylinders are being stored, are they separated at
least 20 feet or by a 5 Feet Fire Wall?

_____ Does your facility have installed chemical storage
shelves with lips (never use stacked boxes in lieu of
shelves)?

_____ Is it required that your lab use only an explosion-proof
refrigerator for lab storage?

_____ Does your facility have appropriate equipment and
materials available for spill control and replaced
when it becomes out dated?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

MATERIAL HANDLING

_____ Is there safe clearance for equipment through aisles and doorways?

_____ Are aisle-ways designated, permanently marked, and kept clear to allow unhindered passage?

_____ Are motorized vehicles and mechanized equipment inspected daily or prior to use i.e. forklifts?

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

_____ Are containers of combustible 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 the rollers or chutes, are provisions made to brake 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, chocks, 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 the hoists in the building annually inspected by an outside vendor?

_____ Are safety data sheets available to employees handling hazardous substances?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

OFFICES – see "Building Inspection – Interior"
PARKING LOTS – see "Building Inspection Exterior"

PIPING SYSTEM IDENTIFICATION

_____ When non-potable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?

_____ When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?

_____ When pipelines are identified by color painting, are all visible parts of the line so identified?

_____ When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?

_____ When pipelines are identified by color is the color code posted at all locations where confusion could introduce hazards to employees?

_____ When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?

_____ When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?

_____ When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

SIDEWALKS

_____ Are proper standards used when designing or modifying a sidewalk? Is there a standard established to inspect sidewalks for defects and the type, size/severity, and locations? Such as:

_____ blow-up
_____ depression
_____ cracking
_____ gaps
_____ faulting
_____ tilting
_____ separating
_____ scaling
_____ swelling
_____ rises and drop-offs
_____ improper drainage, etc.?

Are sidewalks routinely inspected for obstructions:

_____ vehicles
_____ tree limbs
_____ dirt/debris
_____ vegetation, etc.?
_____ Are bridges provided over permanent hazards that cannot be bypassed?
_____ Are the deficiencies documented and repaired?

INSPECTION COMMENTS/RECOMMENDATIONS

_____
_____
_____
_____

STAIRS AND STAIRWAYS

_____ Are stairways free of hazardous cracks, break-up, damage and debris?

_____ 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 ½ 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 at least 1½ 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 from stepping into the path of traffic?

_____ Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?

_____ Is the vertical distance between stairway landings limited to 12 feet or less?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

VEHICLE MAINTENANCE AREA

_____ Are correct lockout/tagout procedures in use?

_____ Is compressed air for cleaning less than 30 psi?

_____ Are storage cabinets used to hold flammable liquids,
labeled "Flammable – Keep Fire Away?"

_____ Are flammable liquids, such as gasoline, kept in a safety can?

_____ If carbon monoxide is present, due to forklifts, heaters or idling
vehicles, are signs posted warning of its presence?

_____ Is all machinery and equipment kept clean and properly maintained?

_____ Is protective clothing and equipment provided and used when
cleaning up spilled toxic or otherwise hazardous materials or liquids?

_____ 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?

_____ Do you have emergency eye wash and shower facilities within the
work area where employees are exposed to injurious corrosive
materials?

_____ Is it prohibited to fuel and 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
washed away completely, evaporated, or other measures taken
to control vapors before restarting the engine?

_____ Are batteries charged in a properly vented room?

_____ Is smoking ban enforced?

_____ Are facilities provided for flushing spilled electrolyte?

_____ Do you prevent open flames, sparks in immediate area?

_____ Is required personal protective equipment used?

_____ Are eye wash fountains and safety showers provided in
areas where corrosive chemicals are handled?

_____ 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?

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

_____ In fueling operations, is the proper grounding maintained
between the container and the 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?

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

_____ Where tires wheels with split rims and/or retainer rings banned from use?

_____ 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?

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

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

_____

WATERFRONT FACILITIES

Warning Signs and Bulletin Boards

_____ Are signs posted relative to waterfront safety (warnings, rules, regulations, etc.)?

_____ Are signs and bulletin boards located so they will be seen by all using the facilities before they enter the area?

_____ Where life guards are not provided are there signs denoting this placed at obvious points along the swimming area?

Parking Lots

_____ Are parking lots free of hazardous breakup, damage and debris?

_____ Are dead tree limbs trimmed?

_____ Are parking barriers in good repair and properly placed?

_____ Are parking lots included in the inspection program?

Sidewalks (also see "SIDEWALKS" checklist section)

_____ Are sidewalks free of hazardous cracks, break-up, damages and debris?

_____ Are sidewalks surfaces have non-slip characteristics?

_____ Are sidewalks included in the inspection program?

Steps and Stairs (also see "STAIRS AND STAIRWAYS" checklist section)

_____ Are steps and stairs free of hazardous cracks, break-up, damages and debris?

_____ Are stairs and stairways surfaces non-slip in character?

_____ Are handrails in place and in good repair where appropriate?

_____ Are steps and stairs included in the inspection program?

Zoned Swimming Beaches

_____ Where life guards are not provided are there signs denoting this placed at obvious points along the swimming area?

_____ Are beaches free of hazardous debris?

_____ Are swimming areas inspected on a regular basis for underwater hazards and removed where feasible?

_____ Are appropriate warning signs in place?

_____ Are dead tree limbs trimmed and removed?

_____ Are zoned swimming beaches included in the inspection program?

Playground Slides in Water

_____ Does slide meet U.S. Consumer Product Safety Guidelines?

_____ Has slide been installed in accordance with manufacturer's instructions?

_____ Is the slide included in the inspection program?

Regulatory signs, markers, buoys, and other warning or marking devices

_____ Are all regulatory signs, markers, buoys, and warning or marking devices placed, marked and meet specification with required standards?

_____ Are these devices in serviceable condition?

_____ Are these devices included in the inspection program?

Boat Docks

_____ Have all missing, broken, weak or rotting deck, and structural lumber been replaced?

_____ If planking is used, are gaps between planks less than ½ inch after shrinkage?

_____ Are all frames, anchors, and supports solid and stable?

_____ Are all floats securely attached?

_____ Have loose fasteners, protruding nails, screws, or bolts repaired?

_____ Have exposed open ends of upright stand supporters been covered?

_____ Have any gaps over one inch between dock sections been covered?

_____ Have pull cables on slide-in docks retracted as far as possible?

_____ Are appropriate warning signs in place?

_____ Is a slip free surface maintained on all decking (especially when wet)?

_____ Is all wood material in the structure and decking pressure treated with a preservative?

_____ Do docks have adequate and approved-type floatation material (material which will not become waterlogged or sink when punctured)?

_____ Do docks/slip fingers exceed the minimum freeboard (6 inches above water level)?

_____ Does the substructure have any broken, rusted, or missing members?

_____ Is the access bridge between the shore and the dock stable, slip free and wide enough to permit safe pedestrian passage?

_____ Are all handrails structurally sound, safe and in well-maintained condition?

_____ Does the roof and roof superstructures have any broken, rusted or missing members?

_____ Is there one Coast Guard approved throw-type floatation device with 60 feet of 3/8-inch diameter rope attached or a reach pole on each main walkway or every 200 feet?

_____ When constructing new facilities or alteration of existing facilities, are they barrier free and usable by persons with disabilities?

_____ Are boat docks included in the inspection program?

Boat Ramps

_____ Have damaged surfaces been repaired?

_____ Are boat ramps clear of excess debris?

_____ Has the boat ramp area been checked for underwater hazards and removed where feasible?

_____ Are appropriate warning signs in place?

_____ Are boat ramps included in the inspection program?

Change houses/Bathhouses/Comfort Stations

_____ Have loose or deteriorating lumber, protruding nails or fasteners, loose shingles and other structural damages repaired?

_____ Are floors free on hazardous cracks?

_____ Have hot water heaters and mixing valves been adjusted properly?

_____ Are automatic door closures properly adjusted to prevent slamming?

_____ Are Ground Fault Circuit Interrupters (GFCI) breakers or receptacles installed?

_____ Are all indoor, outdoor, and security lighting operational?

_____ Are all fixtures in good repair?

_____ Are all well pipes/casings, septic system covers, cistern covers and other above-ground fixtures secured and landscaped or marked to make visible if near areas of foot traffic?

_____ Are change houses/bathhouses/comfort stations included in the inspection program?

Facilities for accessibility of disabled persons

_____ Are standard facilities for disabled persons provided at comfort stations and pedestrian access points?

_____ Can disabled persons easily gain access to the waterfront facilities?

_____ Is accessibility of disabled persons to the facilities included in the inspection program?

Miscellaneous structures and equipment on beaches

Inspect the following to ensure that all are in good state of repair, functioning properly and properly placed, secured or anchored when applicable:

       _____ individual picnic shelters;

       _____ permanent beach play equipment (see "PLAYGROUND" checklist section);

       _____ benches;

       _____ fire-grates;

       _____ picnic tables;

       _____ dumpsters;

       _____ traffic, directional and informational signs;

       _____ rip rap;

       _____ security lighting;

       _____ lifesaving stations;

       _____ retaining walls.

       _____ Are these miscellaneous structures and equipment included in the inspection program?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

_____

Equipment Inspections

BATTERY CHARGING AREA- see Vehicle Maintenance Area

COMPRESSED GAS CYLINDERS- see Welding, Cutting, and Brazing

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 manufacture's recommendations?

_____ Are safety devices on compressed air systems check 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 automatic starting feature of the compressor?

_____ 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; it's the pressure reduced to less than 10-psi?

_____ When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?

_____ Are safety chains or other suitable locking devices used at couplings of high-pressured 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?

_____ 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 the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

FALL PROTECTION

_____ Are supervisors required to monitor and enforce
the use of written fall protection procedures?

_____ Do workers know they are responsible to know and follow
fall protection procedures?

_____ If standard fall protection is not feasible, are all workers required
to tie off with a full body harness and shock-absorbing lanyard
equipped with double locking snaps?

_____ Is the use of body belts as part of a Personal Fall Arrest System (PFAS)
prohibited?

_____ Are only locking type snap-hooks permitted for use in personal fall
arrest systems and positioning systems?

_____ Is it required that the lanyard must be attached to the D-ring
in the center of the back and to a structural member capable
of supporting a 5,000-pound load in the event of a fall?

_____ Are tie off points required to be above the head as high as possible?

_____ Is it required that lanyards can be no longer than six feet?

_____ Are employees working from swing scaffolds, boatswain chairs,
spider baskets, etc., required to be tied off to an independent
lifeline which is securely attached to a structural member?

_____ Is each worker required to have a separate lifeline to themselves?

_____ Is it required that employees working near electrical equipment use
nylon or other non-conductive lanyards (steel slings prohibited)?

_____ Are all fall protection equipment protected from damage and kept
in good repair i.e. away from grease/oil, dampness, dirt, sunlight?

_____ Is any equipment subject to a fall (in-service loading)
immediately removed from service?

_____ Are all employees that are exposed to fall hazards trained in fall
protection procedures, held accountable for compliance, and the
training documented?

_____ Are employees properly trained on Donning & Doffing
Fall Protection Equipment?

Is fall protection utilized at the following heights:

_____ Commercial roofing – six feet or higher?

_____ Residential roofing – 25 feet or higher?

_____ General Industry – four feet or higher?

_____ Grain handling facilities – six feet or higher where feasible?

_____ Steel erection – 25 feet or higher?

_____ Scaffolds - 10 feet or higher?

_____ When scaffold is less than 45 inches – six feet or higher?

_____ Fixed ladders – 25 feet or higher?

INSPECTION COMMENTS/RECOMMENDATIONS

FISH CLEANING STATIONS

_____ Are fish cleaning stations installed in accordance with
manufacturers' instructions?

_____ Are instructions for use and appropriate warnings posted?

_____ Are all guards in place?

_____ Is all equipment functioning properly and in clean condition?

_____ What was the date of the last inspection?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

FORKLIFTS - INDUSTRIAL TRUCKS

Also see Material Handling

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

_____ Is operator training documented?

_____ Are you forklift operators certified every 3 years?

_____ Is an Annual Refresher for forklift operators conducted?

_____ Are only trained/certified personnel allowed to operate industrial trucks?

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

_____ Is use of hard hats and appropriate foot protection required?

_____ Are your forklifts, motorized vehicles and mechanized equipment inspected daily or prior to use?

_____ Are all industrial trucks not in safe operating condition removed from service?

_____ Are repairs to fuel and ignition systems conducted only in areas specifically designed for them?

_____ 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 washed away completely, evaporated or other measures taken to control vapors before restarting the engine?

_____ Are the required lift trucks 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 generated lighting?

_____ Does each industrial truck have a warning horn, whistle, gong, or other device which can clearly be 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 trucks shut off and breaks set prior to loading or unloading?

_____ Are containers stored, stacked, blocked and limited in height so they are stable and secure?

_____ 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?

_____ 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 and hand/rider safety mechanism designed so that the brakes are applied, and power to drive the motor shuts off when the operator releases his or her grip on the device that controls the travel?

_____ Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure operations do not cause harmful concentration of dangerous gases or fumes?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

Abrasive Wheel Equipment

_____ 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 ¼ inch of the wheel?

_____ Do the guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?

_____ Are bench and pedestal grinders permanently mounted?

_____ Is there signage posted requiring the use of eye protection?

_____ 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 grinders?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

HAND/POWER TOOLS AND 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, etc., which develop mushroomed heads during use, reconditioned or replaced as necessary?

_____ Are broken or fracture 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, etc. used while using hand tools or equipment which 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 studs or nails?

_____ 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 washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?

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

_____ In fueling operations, is there always metal contact between the container and the 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 operators 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?

_____ 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 now wedged
up, thus leaving the lower portion of the blade unguarded?

_____ Are rotating and moving parts of equipment guarded to
prevent physical contact?

_____ Are all cords connected, electrically operated tools and
equipment effectively grounded or the approved double
insulated type?

_____ Are effective guards in place over belts, pulleys, chains, sprockets,
on equipment such as concrete mixers, air compressors, etc.?

_____ Are portable fans provided with full guards or screens
having openings of ½ inch or less?

_____ Is hoisting equipment available and used for lifting heavy objects,
and are hoist ratings and characteristics appropriate for the tasks?

_____ 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?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

HOIST AND 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 links of travel for trolley hoist?

_____ Are the controls of hoist 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 groves?

_____ Are all hoist chains or ropes of sufficient length to handle the full
range of movement of 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 seven 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?

_____ Have slings been inspected and the inspection documented?

_____ Is the hoisting equipment annually inspected by an outside vendor?

_____ Is the operator instructed to avoid carrying loads over people?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

LADDERS – PORTABLE

_____ Are all ladders maintaining in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and movable 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 step of ordinary stepladders as a step?

_____ When portable rung ladders are used to gain access to elevated platforms, roof, etc., does the ladder always extend at least 3 feet above the elevated surface?

_____ Is it required that when portable rung or cleat type ladders are used, the base is so 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 purpose?

_____ 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 ladders inspected for damage, sharp edges or splinters?

_____ Does location have an annual documented inspection program?

_____ Are the rungs of ladders uniformly spaced?

_____ Is the formula one-foot width for each four feet of height to calculate separation for the base of the ladder from the structure it is leaning against?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

LOCK-OUT TAG-OUT PROCEDURES

_____ Have employees been properly trained in Lock Out Tag procedures and have annual refresher training been conducted?

_____ 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?

_____ Where the power disconnecting means for the equipment does not also disconnect the electrical control circuit?

_____ Are the appropriate electrical enclosures identified?

_____ Is a means provided to assure the control circuit can also be disconnected and locked out?

_____ 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 lock out procedure require that stored energy (mechanical, hydraulic, air, etc.) 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?

_____ If there is a master key, is access to it limited?

_____ Is it required that only the employee exposed to the hazard place may remove the safety lock?

_____ Is it required that employees check the safety of the lock out by attempting a start up after making sure no one is exposed?

_____ Are employees instructed to always push the control circuit stop button prior to re-engaging the main power switch?

_____ Is there a means provided to identify any or all employees who are working in locked-out equipment by their locks or accompanying tags?

_____ Are sufficient number of accident preventative signs or tags and safety padlocks provided for any reasonable foreseeable repair emergency?

_____ When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?

_____ In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe procedure established and rigidly followed?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

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 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 non-current-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 objects?

_____ 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, in-going 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 enclosures are 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 they will be free from excessive vibration, when the largest 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 utilized to protect operators and other workers from eye and body injury?

_____ Are fan blades protected with a guard having openings no larger than ½ 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?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

PLAYGROUNDS

Is the overall equipment **properly maintained** to insure:

_____ Nuts, bolts, and screws are recessed, covered or sanded smooth and level
_____ Nuts and bolts are tight and not able to be loosened without tools
_____ Metal equipment is free of rust and chipping paint
_____ Wooden equipment is free of splinters and rough surfaces
_____ Equipment is free of sharp edges
_____ Ropes, chains, and cables have not frayed or worn out
_____ Equipment has not shifted or become bent
_____ There are no open "V" entrapment angles on any part of the equipment
_____ There are no holes in the equipment forming finger traps
(e.g. at the ends of the tubes)
_____ There are no pinch, crush, and shear points
_____ There is no corrosion or visible rotting at points where
equipment comes into contact with ground surfaces
_____ No components are missing. All parts of the equipment are present
_____ There are no head entrapment areas (spaces 3½" to 9")
_____ Handgrips are between 1" and 1.67" in diameter for playgrounds
designed for ages 6-12 and 1.25" for playgrounds designed for
ages 2-5
_____ Footing for equipment is stable and buried below
ground level or covered by surfacing materials?

Is playground evaluated for **general environmental hazards:**

_____ Can be reached safely by children (on foot or on bicycle)
_____ If needed, a suitable perimeter fence is provided for border
hazards within 100' of playground edge (streets with heavy traffic,
railroad tracks, parking lots, etc.)
_____ Seating (benches, outdoor tables) is in good condition (free of
splinters, missing hardware or slats, protruding bolts, etc.)
_____ Signs to give information about where to seek help in case of emergency
_____ Signs to give information about regulations on the
use of the playground (hours, pets, age, etc.)
_____ Signs to give information of name and number of
responsible authority (to report hazards)
_____ Signs on all bordering roads advise motorists that a playground is nearby
_____ Trash receptacles are provided, located outside of the play
area, and emptied daily
_____ Poisonous plants are removed from play area
_____ Shaded area is provided

_____ The play area is visible to deter inappropriate behavior?

Is equipment designed for **appropriate age/size:**

_____ Are the children who use the equipment of age/developmental level for which the equipment was designed (i.e. ages 2-5 and 6-12)

_____ The playground design separates younger users (2-5) through appropriately selected equipment

_____ The play area has signage that informs users of the intended user age group?

Is equipment designed for **accessibility:**

_____ the playground is accessible to people with disabilities (access to playground is at least 60" wide)

_____ The playground use zone has an accessible safety surface

_____ Accessible restroom facilities are located nearby

_____ Accessible seating is located in the play area

_____ An accessible source of drinking water is available in or near the play area?

Is playground **protective surface** present to Insure:

_____ All elevated play equipment (slides, swings, bridges, seesaws, climbing apparatus, etc.) has 12" of loose fill or impact-absorbing material underneath and extending a minimum of 6' around the structure

_____ Surfacing materials, such as sand, pea gravel (round 1/8" pellets), wood chips, or manufactured unitary surfaces pass the 200 G test from the highest accessible part of the equipment

_____ Surfaces are checked at least weekly and raked to prevent them from becoming packed down and to remove hidden hazards (e.g. litter, sharp objects, animal feces)

_____ Loose materials are replenished as needed to maintain adequate depth and coverage;

_____ Standing water is not found on the surface or inside the equipment?

Are **slides** constructed to insure:

_____ They are no more than 8 feet high

_____ The ladder to access the slide is angled at less than 75 degrees with handrails on both sides, flat steps spaced less than 12" apart, and completely enclosed risers

_____ The flat surface at the top of the slide is a minimum of 22" long
going back from the slide bed-way and is the width of the slide

_____ There is a barrier at the top of the slide to prevent falls with
handholds to assist in sitting

_____ Sides of the bed-ways are at least 4" high

_____ The angle of the sliding surface averages less than or equal to 30 degrees

_____ A flat sliding surface (run out zone) at the bottom of
the slide is a minimum of 11" long;

_____ For slides taller than 4 feet high designed for school age children
(5-12 years), the bottom of the slide does not exceed 15" above
the protective surface material

_____ For slides 4' high or less and designed for preschool ages (2-5
years), the bottom of the slide does not exceed 11" above
the protective surface material

_____ Tube slides have a minimum diameter equal to or greater than 23"

_____ There are no circular slides in the pre-school play area

_____ The sliding surface is not made of wood or fiberglass

_____ If the slide is made in several pieces, the sliding surface
must have no gaps or rough edges?

_____ The sliding surface faces away from the s un or is located in the shade

_____ Steps are regularly spaced, less than or equal to 12" apart from the
bottom?

Are **climbing devices** constructed to insure:

_____ Handholds stay in place when grasped

_____ Accessible equipment height (platform, deck, etc.)
does not exceed 4' for 2-5-year-old users

_____ Children have a safe way to descend equipment when they
have reached the top

_____ Climbing bars and handrails are between 1" and 1.67" in diameter

_____ there is a 29" (minimum protective perimeter barrier around pre-
school (2-5) equipment that is more than 30" above the
underlying surface

_____ 38" protective barriers are present when elevated
surface exceeds 48" above underlying surface for
school age children's (5-12) equipment

_____ Footholds are less than or equal to 12" apart from top to bottom

_____ Spaces between openings should not be between 3½" and 9" to
avoid entrapment hazards

_____ Guardrails are present for all elevated surfaces 30" above the
underlying surface for school age children's (5-12) equipment.
(Over 48" needs protective barrier.)

_____ Guardrails or protective barriers are present on all

elevated surfaces greater than 20" above underlying
surface for preschool age children (2-5).

_____ The center of the grasping device or horizontal ladders to the
underlying surface material is no greater than 84" on climbing
devices designated to children over the age of 5 years, 60" on
devices for children from 2 to 5 years of age?

Are **swings** constructed to insure:

_____ Multiple occupancy swings with the exception of tire swings are
not recommended for use in public playgrounds and should be
removed

_____ Animal figure swings are not recommended for use in
public playgrounds and should be removed

_____ Rope swings are not recommended for use in public
playgrounds and should be removed

_____ Swinging exercise rings and trapeze bars are not recommended
for use in public playgrounds and should be removed

_____ Swing seats are to be made of canvas, rubber or other lightweight
material

_____ Lightweight bucket-type swing seats are available for
toddlers and children with disabilities and all
openings meet entrapment criteria

_____ The swing clearance in both directions must be 2 times the
height of the swing

_____ The swing clearance is to be covered with impact absorbing surface
material

_____ Swings are to be at least 24" from each other and 30" away from the
frame

_____ "S" hook openings are no greater than .04"

_____ Hanging rings are less the 3½" or more than 10" in diameter

_____ Chain link openings do not exceed 5/16" in diameter (4.0 chain)

_____ When stationary, all seats are level

_____ There are no two swings in any individual swing bay

_____ Preschool swing seats are at a maximum height of 18" and no
occupied swing seat is less than 12" from the protective surface

_____ The swing set crossbar is not more than 8' above the
surface for tot-swings and 10' above the surface for
school age children

_____ For tire swings there is at least a 30" safety zone from the
crossbeam support structure and the furthest extensions of
the swing, and each must have a minimum clearance of 12"
from the bottom of the tire to the protective surface

_____ For tire swings have drainage openings every 5" to 6" if

conventional tires are used

_____ For tire swings **not** made of steel belted radial tires;

_____ To-fro swings and rotating equipment are located away
from circulation paths (a distance at least equal to the
equipment use zone and an additional safety factor for
circulation) and near the periphery of the playground?

Are **seesaws** constructed to insure:

_____ The maximum seat level does not reach more than 5' above the ground

_____ The fulcrum is enclosed or designed to prevent pinching

_____ Handholds stay in place when grasped without turning or
wobbling and do not extend beyond seat width

_____ A rubber tire segment is buried in the surfacing material under the seats?

*Are **sand play areas** established to insure:*

_____ Located in a shaded area

_____ Inspected and raked at least every week for debris and
to provide exposure to air and sun

_____ If in a box, cover at night to prevent animal excrement contamination

_____ Does not have standing water?

*Is **rocking equipment** constructed to insure:*

_____ Seating surfaces are less than 30" above the protective surface

_____ There are no equipment parts that could cause a pinching or crushing
injury

_____ Handholds stay in place when grasped and pass the protrusion test

_____ Footrests stay in place and pass the Protrusion test?

Is the **crawl through tunnel** constructed to insure:

_____ All components of the tunnels are secure and firmly fixed

_____ The internal diameter of the tunnel is at least 40"

_____ The tunnel has two safe, clear exits

_____ The tunnel is designed to drain freely?

Are merry-go-rounds constructed to insure:

_____ Rotating platform is continuous and approximately circular. The
difference between the minimum and maximum radii of a non-
circular platform should not exceed 2"

_____ No components of the rotating equipment, including handrails,
extend beyond the platform perimeter

_____ There are no openings in the surface of the platform that permit

the penetration of 5/16" rod through the surface

_____ Handrails should have a diameter between 1" and 1.67"

_____ There is no accessible shearing or crushing mechanisms in the undercarriage of the equipment

_____ The platform does not provide up and down motion

_____ The peripheral speed of the platform does not exceed 13 feet per second?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT – see Hand Tools and Equipment

POWDER ACTUATED TOOLS

_____ Are employees who operate powder-actuates tools trained in their use and carry a valid operator's card?

_____ Is each powder-actuate tool stored in its own locked container when not being used?

_____ Is a sign at least 7 inches by 10 inches with bold type reading "POWDERACTUATED 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 tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protection?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

SCAFFOLDS

_____ Is it required that if the platform is not protected by standard handrails and toe boards, a safety harness be used?

_____ Are freestanding scaffolds stable; anchored if necessary?

_____ Is the use of fiber rope prohibited if used around extreme heat, open flame, or where burning, welding, or cutting is done?

_____ Is there a pre-use inspection of scaffolding?

_____ Is the inspector a qualified inspector and is the scaffold tagged with a Red, Yellow or Green Tag?

_____ Has scaffolding been constructed, maintained, and placed in accordance with structural manufacture's specifications?

_____ Is scaffold grade wood being used?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

_____

SPRAYING OPERATIONS

_____ Is adequate ventilation assured before spray operations are started?

_____ Is mechanical ventilation provided when spraying operations are 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 the 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 100 degrees 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 spray 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 electrical motors for exhaust fans placed outside the 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?

_____ Is appropriate personal protective equipment provided and used?

_____ Is the correct type of respirator being worn by personnel?

_____ Are all chemicals used in spray painting operations correctly labeled?

_____ Are SDSs for all chemicals accessible and reviewed?

_____ Are tools used for cleaning purposes made of non-sparking material?

_____ Do electrical and fire suppression methods meet codes for Hazardous Communications?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

WELDING, CUTTING and BRAZING

_____ Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?

_____ Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?

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

_____ In addition to the appropriate personal protective equipment required, do the eye protection helmets, hand shields and goggles used meet appropriate welding operator equipment standards?

_____ 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, etc., to prevent damage?

_____ If welding gases are stored, handled, and used in accordance with safe practices and standards?

_____ 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 heat sources?

_____ Are the cylinders kept away from elevators, stairs, or gangways?

_____ Is it prohibited to use cylinders as rollers or supports?

_____ Are empty cylinders appropriately marked and their valves closed?

_____ Are signs reading: DANGER – NO SMOKING, MATCHES, OR OPEN FLAMES, or the equivalent, posted?

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

_____ Are parallels lengths of oxygen and acetylene taped together for convenience and to prevent tangling, covered by not more than 4 inches out of 12 inches?

_____ 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 provisions made to never crack a fuel-gas cylinder
valve near a source 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 were intended?

_____ Is open circuit (No Load) voltage or arc welding and cutting
machines as low as possible and not in excess of 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 the required electric power to the welder shut off when no
one is in attendance?

_____ Is suitable fire extinguisher 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 leads frequently inspected for
wear and damage, and replaced when needed?

_____ Do means for connecting cable 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 fire-watchers 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 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 emergency?

_____ 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 compressed gas cylinders legibly marked to clearly identify the gas containment (generally by color code)?

_____ 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 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 from 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 fuel gas cylinders such as Acetylene and Oxygen cylinders separated by distance (20 feet) or fire-resistant barriers (5 feet), etc. while in storage?

_____ 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 empty, and at the completion of each job?

_____ Are low-pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defects 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?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

SAFETY SHOWER AND EYE WASH STATION INSPECTIONS

_____ Are the safety shower and eye wash stations checked weekly and determine if flushing needs to be changed or supplemented under ANSI Z358.1-2009?

_____ Are the visual checks logged on a nearby log?

_____ Are units regulated at tepid water temperature water range per ANSI Z358.1-2009 (60-100 degrees F)?

_____ Are the eyewash-safety showers accessible within 10 seconds roughly 55 feet?

_____ Is there a 3 feet clearance in front of these units?

_____ Are these units located in the Maintenance Area, Kitchen, Shop, Janitorial, Chemical Rooms?

INSPECTION COMMENTS/RECOMMENDATIONS

_____
_____
_____
_____

Component #3:
Theft

Security Policy

Policy Statement

State of Georgia employees shall take every reasonable step to develop and implement effective physical access control and security systems procedures in order to facilitate safety and instill a culture of security throughout the agency locations.

Procedures

Agency locations have the responsibility for making day-to-day decisions regarding their overall building security. These decisions include establishing guidelines for qualifications required for access to buildings under their control, door lock schedules, and alarm activation and deactivation schedules. Each agency has the responsibility for security protocols for any individual building location. Ultimately the senior-most administrator housed in that building, or overseeing the personnel housed in that State of Georgia building is responsible for the security/safety at that location.

Theft Deterrent Systems:

The State of Georgia expends significant efforts to provide a safe environment for all State of Georgia employees and visitors. It utilizes various methods to achieve this mission. Measures such as closed-circuit cameras, access cards, door lock and key maintenance, alarm systems, call boxes, security forces, and inventory control, routine light surveys, etc. are utilized. These provisions should be a part of the building planning and construction. The extent of the protection shall be determined by the agency based on the exposures at the location.

State Accounting practices

All business and accounting operations shall follow the Georgia State Accounting Office (SAO) provisions.

State Accounting Policy Manual: https://sao.georgia.gov/policies-and-procedures/accounting-policy-manual
State Business Process Policy: https://sao.georgia.gov/policies-and-procedures/business-process-policies

Asset Inventory

Many agencies use PeopleSoft Asset Management module to maintain an equipment inventory. Agencies should conduct an annual physical inventory to keep the inventory up to date.

Segments of the overall physical inventory may be conducted at varying times during the year, as opposed to counting the complete inventory at one point during the year. Each asset included on the fiscal year-end equipment asset listing should be part of a physical inventory during the fiscal year.

Special Property All Risk (SPAR) coverage

Items of significant value that move from one agency location to another should be identified. A list containing the item name, description, identifying number, and value should be compiled. The list should be sent to DOAS annually to ensure proper coverage. If one of these items is stolen, then the list will be needed to determine if the item is covered.

Property Identification

The agency should assign an identification number to inventoried equipment that is considered capital assets. The inventory number should be placed on the equipment prior to the equipment going into service. Large items that are not capital items should be identified as State Property. This can be done with decals, barcodes, stickers to reduce pilferage.

If assets are stolen or damaged claims should be reported to DOAS within 48 hours. See the Property Component to further details on how to report a loss.

Component #4:
General Liability

General Liability Form

Risk Management Services administers a self-funded Liability Insurance Program that protects state government and its employees from claims brought against them while performing official duties.

This program provides financial protection to state entities and employees for third party property damage and/or bodily injury claims. The Liability Program offers coverage to state agencies for third party liability exposures including general liability, automobile liability, and professional liability. It also provides timely and effective claims management and resolution. Liability functions include coverage determination, investigations, liability assessment, case assessment and claim evaluation, settlement negotiation, litigation management and claim resolution for: Tort (for state entities under the Georgia Tort Claims Act), General Liability (for state employees), Automobile Liability, Professional Liability and Employment Practices Liability.

Here is a link to the forms for General Liability claims:

General Liability Accident Report Form:
http://doas.ga.gov/assets/Risk%20Management/Liability%20Insurance%20 Publications%20and%20Forms/GL_Incident_%20Report_%20Form.doc

Contracts and Agreements

Introduction

The State of Georgia agencies often enter into contracts that expose it to third-party claims for bodily injury, personal injury or property damage. If work performed on the State of Georgia's behalf by a contractor results in damage to a third party, the State could be held liable even if the contractor is solely negligent.

An important part of the Comprehensive Loss Control Program is loss avoidance and the transfer of risk through the terms and conditions of contract agreements. This section explains four ways we can deal with contractual risk. The topics include:

1. Screening contractors

2. Safety requirements for bid specifications and contracts

3. Contractual risk transfer through indemnification/hold harmless clauses

4. Insurance requirements

Screening Contractors

There simply is no substitute for dealing with a safety-conscious contractor who prevents or minimizes damages and injuries through safe work practices. All contractors will be screened carefully before entering into any contract. Screening is probably the simplest and yet most effective method of controlling contractual risk. The Screening steps that should be taken include:

1. **Dealing only with reputable firms**

   In some cases, the State of Georgia may request that a clause be inserted into the bid proposal mandating contractors explain their safety program and safety problems or violations over the past five years. Also, we may need to conduct a review records from other projects performed by that contractor.

2. **Check references**

   Bid proposals may require the contractor to disclose the name, address and telephone number of at least three people who have hired the contractor to do a similar job in the past five years. The bid proposal will also provide that State of Georgia may contact each reference for additional information.

3. **Monitor compliance with contract terms**

   Each Agency will determine if contractor's activities are consistent with each part of the contract. However, the agency will not monitor contracts by retaining control over the means, method and manner of producing the result because that blurs the line between whether the contractor is actually an independent contractor, for which the State of Georgia may have very limited liability, or an employee, for which the State of Georgia may have much greater liability.

Safety Requirements for Bid Specifications and Contracts

A key step in a major construction project is preparing the bid specifications outlining the scope and requirements of the project. Safety requirements are a vital part of the bid specifications.

The Contractor shall submit to each agency a copy of the written safety program to be used as guidelines and direction for the Contractor's and subcontractors' activities. This program must meet all federal, state and local laws, regulations and other legal requirements and include the following minimum provisions:

1. A worksite safety policy statement
2. Assigned responsibilities among management, supervisors and employees
3. A system for periodic self-inspections, including inspections of job sites, materials, work performance and equipment
4. A thorough accident and injury reporting and investigation process
5. A safety orientation and training program

Indemnification/Hold Harmless Agreements

Contractual risk is generally transferred with an indemnification/hold harmless agreement. The hold harmless and indemnification agreement should be written to take effect immediately upon execution of the contract. It should contain provisions that the State of Georgia be held harmless, defended and indemnified, and should describe the extent of such indemnification.

Additional Insured

Some of the recommended insurance provisions require that the State of Georgia be included as an "additional insured" under the policies of the contractor. The contractor's insurance policy must be specifically endorsed to add State of Georgia as an "additional insured." Merely obtaining a certificate of insurance to this effect does not guarantee that the endorsement has been issued, so agency will obtain a copy of the actual policy endorsement whenever possible.

Insurance Requirements for Contractors

All contractors are required to maintain reasonable insurance coverage and provide written proof of this protection. This insurance becomes especially important when the contractor has agreed to defend and indemnify the State of Georgia.

The insurance required in the various contracts will vary and will depend on the nature of the work being performed and the resulting exposures. Different types of contracts may include:

1. **Construction and Service Contracts**

    Includes projects such as most construction and remodeling, janitorial services, on-site equipment maintenance agreements, plumbing, painting and electrical work.

2. **Tenants, Facility Use, Concessionaires and Vendors**

    Includes tenants, food and beverage concessionaires, space rental to lessees, facility use, exhibitors (i.e. exhibitors within student centers) and vendors who supply equipment or other products

3. **Professional Services**

    Includes professional services such as architects, engineers, consultants, attorneys or accountants.

Insurance Guidelines

Before commencing work, the contractor shall obtain at its own cost and for the duration of the contract, the following insurance:

1. Commercial General Liability: At least a $1,000,000 single limit and $3,000,000 combined per occurrence for bodily injury, personal injury and property damage should be obtained. Coverage shall include, Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage.

2. Automobile Liability: Coverage extends to owned, hired and non-owned automobiles.

3. Professional Liability

4. Workers' Compensation and Employers Liability: Statutory coverage in compliance with the Compensation laws of the State of Georgia.

Verification of Coverage

The Contractor is required to provide the agency with all the appropriate written proof of insurance coverage and additional insured documentation. "Written proof" consists of certificates of insurance and endorsements to policies.

A Certificate of Insurance must provide clear evidence that the contractor's insurance policies contain the minimum limits of coverage, terms and conditions. Additionally, the certificate must include the following:

- Certificate shall clearly identify the agency as an **Additional Insured**.

- Certificate shall clearly indicate project name, project number or some easily identifiable reference to the relationship to agency or the State of Georgia).

- Certificate shall indicate a minimum thirty (30) day endeavor to notify requirement in the event of cancellation or non-renewal of coverage.

The certificate is to be received and approved by the agency before work commences.

Cyber-Insurance

Click on the following link for detailed information about the NEW CYBER INSURANCE COVERAGE policy and claims reporting processes.

Component #5:
State Workers'
Compensation Coverage

Workers' Compensation

Risk Management Services self-insures the Workers' Compensation Program for the State of Georgia. The program is administered through a contract with Georgia Department of Administrative Services by a third-party administrator.

The Workers' Compensation Program provides for monetary supplements for absences from work, as well as medical care through the Amerisys Managed Care Organization and other costs associated with job related injuries.

A part of the Workers' Compensation Program is "Georgia Focus," which is a three-tiered approach to the safety, care and recovery of employees. The program places its focus on taking care of employees.

Georgia Focus Program Manual:
http://doas.ga.gov/assets/Risk%20Management/RTW%20Publications%20and%20Forms/RTW_GeorgiaFocus.pdf

Tier 1 is a proactive approach to the safety of employees through job hazard analysis, education and corrective actions to hazardous conditions

Tier 2 is a managed approach to the care of employees in the event of an injury. Through the Amerisys Managed Care Organization, employees who have suffered a job-related injury are provided timely and effective medical care. Timely reporting of injuries by the supervisor ensures injured workers are receiving prompt care and benefits to which they are entitled.

Tier 3 is a return to work team approach that focuses on an employee's ability as opposed to their disability. This approach enables the employee to return to work sooner and within their medical restrictions.

Workers' Compensation REPORTING OF INJURIES TELEPHONIC Reporting Instructions

Call Toll Free 1-877-656-RISK (7475) 24 Hours A Day / 7 Days A Week

Claims should only be reported by a supervisor. Employees cannot call in their own claims.
As soon as possible after the accident call with the following information:

- Name and Address of Injured Employee
- Name, Address and Telephone Number of Employing Agency
- Social Security Number of Injured Employee
- Age and Sex of Injured Employee
- Date & Time of Accident   Description of Accident (How, Where, Why)
- Type of Injury (cut, scrape, burn, etc.)
- Exact Part of Body Injured
- Hourly / Weekly / Monthly Wage

- Name and Address of Physician / Hospital
- Has Injured Employee Returned to Work?

Supervisors should call to report injuries within 24 hours of an accident. Reporting should be delayed only long enough for the supervisor to take the employee to the doctor. Once a claim has been reported through the Telephonic Reporting System any correction to the above information should be made by calling your dedicated DOAS Workers' Compensation Specialist. A copy of the completed first report of injury will be faxed to both the number designated by your agency and your DOAS Workers' Compensation Specialist within 24 hours of the report.

Return To Work

Return-to-Work Benefit Program

The goal of the Return-To-Work (RTW) benefit program is the safe return of employees to transitional or regular employment. Medical research has shown that people recover more quickly if they remain active and return to their normal routine as soon as possible, avoiding isolation and the mind-set of disability.

The RTW program offers an employee access to transitional duties that are approved by his or her physician. This is where a Georgia Activity Analysis comes in, the Doctor needs to know what the employee is physically doing. Here is a link to the Georgia Activity Analysis form: (http://doas.ga.gov/assets/Risk%20Management/Workers%20Compensation%20Publications%20and%20Forms/GA_Activity_Analysis.doc) The accommodations could be as simple as a flexible schedule to permit attendance at medical/therapy appointments or an assignment to a special project that provides duties suited to reduced capacities.

As a participant in the RTW program, employees become an active part of the decision-making process related to the design of transitional employment. Employees. and Agency needs are best served when medically appropriate job tasks are provided to serve as a bridge to regular employment.

The RTW program also helps employees maintain their earnings. This is particularly important when an employee does not have enough sick or annual leave accrued to cover lost work time. In those circumstances, it also helps employees maintain health insurance and other benefits that may be jeopardized by an extended absence. In addition, it can help maintain job security and retirement plans.

Transitional Employment

At the heart of the RTW process is Transitional Employment. The Transitional Employment team meets with an employee and his or her supervisor to design a plan that provides meaningful and medically approved temporary assignments. As an employee's condition improves, the team may meet periodically to redesign the plan to increase activities. This might help an employee gain strength and endurance before returning to his or her regular position.

The RTW policy requires all team members to maintain medical confidentiality. As a member of the team, an employee is an active participant in the decision-making process and may be asked to help gather necessary documentation from his or her physician.

Permanent Restrictions Unfortunately, there may be occasions when an employee never fully recovers from an injury or illness. In those situations, the team meets and looks at the essential job functions versus the permanent restrictions documented by the physician. In many cases, permanent restrictions do not affect an employee's ability to do his or her job at full productivity. However, if the restrictions impact the essential job functions, attempts will be made to permanently accommodate the employee or locate another position within the Agency.

Occupational Injuries

The state makes every effort to provide a safe work environment. However, employees who incur injuries during the scope of their employment are covered by Workers. Compensation and are entitled to receive medical and compensation benefits. Georgia's Workers. Compensation Self-Insurance Program covers all full-time, part-time, salaried, and hourly employees. Medical benefits are provided at 100 percent of the Georgia Workers. Compensation fee schedule when treatment is administered by an authorized physician. Each work site has posted a panel of physicians, (http://doas.ga.gov/assets/Risk%20Management/Workers%20Compensation%20Publications%20and%20Forms/WC_P3_2_.pdf) The treatment administered by a panel physician for job related injuries will be authorized. Other covered Workers. Compensation medical expenses could include hospital bills, physical therapy, prescription drugs, medical/vocational rehabilitation, and medical-related travel. Compensation benefits will be paid for lost work time due to temporary total disability, temporary partial disability, or permanent partial disability. Each agency has its own assigned Workers' Compensation Specialist in the Risk Management Section at the Department of Administrative Services. For more information on the Workers. Compensation benefits resulting from a lost time claim, employees

should contact their agency's DOAS Worker's Compensation Specialist at 404-656-6245. DOAS is dedicated to providing prompt, courteous service to help ease the burden that often follows on-the-job injuries.

Non-occupational Injuries and Illnesses

Full-time employees who are absent because of non-occupational injuries or illnesses are entitled to use accrued sick, annual and personal leave, or compensatory time. In the event an employee exhausts all available leave, he or she may be granted a leave of absence without pay. In most cases, the use of accrued leave and a leave of absence without pay will be approved as family medical leave under the Family and Medical Leave Act (FMLA). The act provides that an individual who has been a state employee for 12 months and worked a total of 1,250 hours during the 12 months immediately preceding a family leave can return to his or her position or an equivalent position after an absence of up to 12 weeks. The state also has a Leave Donation Program that permits fellow employees to donate leave under certain circumstances. Employee medical benefits will depend on the elected coverage and health care provider. Also, some employees have elected to purchase short- or long-term disability insurance through the state benefits program. For more information regarding leave policies, amount accrued, donated leave opportunities, FMLA, and other benefit programs, including disability retirement, contact your Human Resources department or representative.

Component #6:
Property

PROPERTY INSURANCE

The State of Georgia owns or occupies over 15,000 buildings throughout the state, and pursuant to O.C.G.A. 50-16-9, DOAS Risk Management Services Division, covers more than $30 billion worth of state-owned buildings and personal property (contents) through a combination of self-insurance (State Owned Building and Personal Property Agreement) and excess property insurance purchased thru a commercial insurance brokerage.

In addition to providing insurance to all state owned building and personal property, DOAS makes available, at the state agency's option, a Special Property All Risk Agreement (SPAR), to cover an agency's exposure to loss of money and securities, watercraft used on inland lakes, fine arts, mobile equipment (e.g. backhoes, forklifts, brush hogs, golf carts), personal property temporarily away from premises (e.g. audio/visual equipment taken to a conference) or leased equipment (e.g. copying machines, fax machines, modular classroom or office).

There are also a handful of state agencies that have aircraft and/or watercraft (that navigates coastal waters) exposures that receive their primary property coverage directly from a commercial insurance policy DOAS purchases thru a commercial insurance brokerage firm.

Should your agency experience loss or damage to property covered under any of the property insurance coverages described above, please complete a Notice of Loss form or contact DOAS/RMS at 404-656-6245.

DOAS provides building and content insurance coverage based on properties and values reported by each agency into BLLIP, (Buildings, Land, Lease and Inventoried property). This system enables registered users to access and update their existing information online. For additional information and assistance with the BLLIP system, please contact the State Properties Commission. Property Loss Notice form below.

Here is a link to the forms for property claims:

Notice of Loss form:
http://doas.ga.gov/assets/Risk%20Management/Property%20Insurance%20Publications%20and%20forms/NOTICE_LOSS_TEMPLATE.docx

Lightning Affidavit form:
http://doas.ga.gov/assets/Risk%20Management/Property%20Insurance%20Publications%20and%20forms/LIGHTNING%20AFFIDAVIT.doc

Sworn Proof of Loss form:
http://doas.ga.gov/assets/Risk%20Management/Property%20Insurance%20Publications%20and%20forms/SWORN_PROOF_OF_LOSS.dot

Other Property Loss forms can be found on the DOAS Property web site:
http://doas.ga.gov/risk-management/insurance-services/property-insurance

Emergency Plans and Procedures

Having plans in place for dealing with unexpected emergencies is critically important to preventing the loss of life and controlling injury to people and damage to property. There is no substitute for being prepared when an emergency situation arises. This section outlines the steps for establishing emergency and evacuation plans including instructions for the evacuation of persons with disabilities. Information on specific emergencies including fire, natural disaster/severe weather, hazmat emergencies, technological, bomb threats, and workplace violence are covered. Also covered is contingency planning in case of business interruption.

It is extremely important that all personnel know exactly what to do in the event of an emergency. Established emergency plans should be periodically communicated to all employees, tested by actual drills and updated whenever necessary.

There is no single emergency plan that is adaptable to all situations. To develop specific plans each entity will need to draw upon any expertise that is available from their police departments, government agencies, and security specialists. (See Appendix 1 Sample Emergency Plan Template and Appendix 2 Stanford University Campus Emergency Plan)

Emergency Planning Process

Step 1 -- Establish a Planning Team
Step 2 -- Analyze Capabilities and Hazards
Step 3 -- Develop the Plan
Step 4 -- Implement the Plan

STEP 1 – Establish a Planning Team

Determine who is in charge of developing the emergency management plan. The following is guidance for making the appointment.

1. **Form the Team** - the size of the planning team will depend on the facility's operations, requirements and resources. Usually involving a group of people is best because:
   a. It encourages participation and gets more people invested in the process.
   b. It increases the amount of time and energy participants are able to give.

    c.   It enhances the visibility and stature of the planning process.

    d.   It provides for a broad perspective on the issues.

Determine who can be an active member and who can serve in an advisory capacity. In most cases, one or two people will be doing the bulk of the work. At the very least, you should obtain input from all functional areas.

2. **Establish Authority** - demonstrate management's commitment and promote an atmosphere of cooperation by "authorizing" the planning group to take the steps necessary to develop a plan. The group should be led by the chief executive or entity manager. Establish a clear line of authority between group members and the group leader, though not so rigid as to prevent the free flow of ideas.

3. **Issue a Mission Statement** - have the chief executive issue a mission statement to demonstrate the entity's commitment to emergency management. The statement should:

    a.   Define the purpose of the plan and indicate that it will involve the entire organization

    b.   Define the authority and structure of the planning group

4. **Establish a Schedule and Budget** - establish a work schedule and planning deadlines. Timelines can be modified as priorities become more clearly defined.

> Develop an initial budget for such things as research, printing, seminars, consulting services and other expenses that may be necessary during the development process.

STEP 2 -- ANALYZE CAPABILITIES AND HAZARDS

This step entails gathering information about current capabilities and about possible hazards and emergencies, and then determining the facility's capabilities for handling emergencies.

1. **Where do you stand right now?**

Review Internal Plans and Policies

Documents to look for include:

    a.   Evacuation plan

    b.   Fire protection plan

    c.   Safety and health program

    d.   Environmental policies

    e.   Security procedures

    f.   Insurance programs
    g.   Employee manuals
    h.   Hazardous materials plan
    i.   Process safety assessment
    j.   Risk management plan

2. **Meet with Outside Groups**

Meet with government agencies, community organizations and utilities. Ask about potential emergencies, plans and available resources for responding to them. Sources of information include:

    a.   Community emergency management office
    b.   Mayor or Community Administrator's office
    c.   Local Emergency Planning Committee (LEPC)
    d.   Fire Department
    e.   Police Department
    f.   Emergency Medical Services organizations
    g.   American Red Cross
    h.   National Weather Service
    i.   Public Works Department
    j.   Planning Commission
    k.   Telephone companies
    l.   Electric utilities

3. **Identify Codes and Regulations**

Identify applicable Federal, State and local regulations such as:

    a.   Occupational safety and health regulations
    b.   Environmental regulations
    c.   Fire codes
    d.   Transportation regulations
    e.   Zoning regulations
    f.   Corporate policies

4. **Identify Critical Products, Services and Operations**

You'll need this information to assess the impact of potential emergencies and to determine the need for backup systems. Areas to review include:

    a.   Entity products and services and the equipment needed to produce them
    b.   Products and services provided by suppliers, especially sole source vendors
    c.   Lifeline services such as electrical power, water, sewer, gas,

telecommunications and transportation
d. Operations, equipment and personnel vital to the continued functioning of the entity

5. Identify Internal Resources and Capabilities

Resources and capabilities that could be needed in an emergency include:

a. Personnel -- fire brigade, hazardous materials response team, emergency medical services, security, emergency management group, evacuation team, public information officer
b. Equipment -- fire protection and suppression equipment, communications equipment, first aid supplies, emergency supplies, warning systems, emergency power equipment, decontamination equipment
c. Facilities -- emergency operating center, media briefing area, shelter areas, first-aid stations, sanitation facilities
d. Organizational capabilities -- training, evacuation plan, employee support system
e. Backup systems -- arrangements with other facilities to provide for:

1. Payroll
2. Communications
3. Customer services
4. Shipping and receiving
5. Information systems support
6. Emergency power
7. Recovery support

6. Identify External Resources

There are many external resources that could be needed in an emergency. In some cases, formal agreements may be necessary to define the facility's relationship with the following:

a. Local emergency management office
b. Fire Department
c. Hazardous materials response organization
d. Emergency medical services
e. Hospitals
f. Local and State Police
g. Community service organizations
h. Utilities
i. Contractors
j. Suppliers of emergency equipment

7. **List Potential Emergencies**

List all emergencies that could affect your facility, including those identified by your local emergency management office. Consider both:

   a. Emergencies that could occur within your facility.
   b. Emergencies that could occur in your community

Below are some other factors to consider:

Historical -- What types of emergencies have occurred in the community, at this facility and at other facilities in the area?
   1. Fires
   2. Severe weather
   3. Hazardous material spills
   4. Transportation accidents
   5. Earthquakes
   6. Tornadoes
   7. Terrorism
   8. Utility outages
   9. Flooding

Geographic -- What can happen as a result of the entity's location? Keep in mind:

   1. Proximity to flood plains, seismic faults and dams
   2. Proximity to companies that produce, store, use or transport hazardous materials
   3. Proximity to major transportation routes and airports
   4. Proximity to nuclear power plants

Technological -- What could result from a process or system failure? Possibilities include:
   1. Fire, explosion, hazardous materials incident
   2. Safety system failure
   3. Telecommunications failure
   4. Computer system failure
   5. Power failure
   6. Heating/cooling system failure
   7. Emergency notification system failure

Human Error -- What emergencies can be caused by employee error? Are employees trained to work safely? Do they know what to do in an emergency? Human error is the single largest cause of workplace emergencies and can result from:

1. Poor training
2. Poor maintenance
3. Carelessness
4. Misconduct
5. Substance abuse
6. Fatigue

Physical -- What types of emergencies could result from the design or construction of the entity's facility? Does the physical facility enhance safety? Consider:

1. The physical construction of the facility
2. Hazardous processes or byproducts
3. Facilities for storing combustibles
4. Layout of equipment
5. Lighting
6. Evacuation routes and exits
7. Proximity of shelter areas

Regulatory -- What emergencies or hazards are you regulated to deal with? Analyze each potential emergency from beginning to end. Consider what could happen as a result of:

1. Prohibited access to the facility
2. Loss of electric power
3. Communication lines down
4. Ruptured gas mains
5. Water damage
6. Smoke damage
7. Structural damage
8. Air or water contamination
9. Explosion
10. Building collapse
11. Trapped persons
12. Chemical release

8. **Assess the Potential Human Impact**

   Analyze the potential human impact of each emergency -- the possibility of death or injury.

9. **Assess the Potential Property Impact**

   Consider the potential property for losses and damages.

   Consider:

   a. Cost to replace
   b. Cost to set up temporary replacement
   c. Cost to repair

10. **Assess the Potential Business Impact**

    Assess the impact of:

    a. Business interruption
    b. Employees unable to report to work
    c. Contractual agreements
    d. Interruption of critical supplies
    e. Interruption of product distribution

11. **Assess Internal and External Resources**

    Next assess your resources and ability to respond. To help you do this, consider each potential emergency from beginning to end and each resource that would be needed to respond. For each emergency ask these questions:

    a. Do we have the needed resources and capabilities to respond?

    b. Will external resources be able to respond to us for this emergency as quickly as we may need them, or will they have other priority areas to serve?

    c. If the answers are yes, move on to the next assessment. If the answers are no, identify what can be done to correct the problem. For example, you may need to:

       1. Develop additional emergency procedures
       2. Conduct additional training
       3. Acquire additional equipment
       4. Establish mutual aid agreements
       5. Establish agreements with specialized contractors

STEP 3 -- DEVELOP THE PLAN

You are now ready to develop an emergency management plan. This section describes how.

PLAN COMPONENTS

Your plan should include the following basic components.

a. **Executive Summary**

The executive summary gives management a brief overview of: the purpose of the plan; the facility's emergency management policy; authorities and responsibilities of key personnel; the types of emergencies that could occur; and where response operations will be managed.

b. **Emergency Management Elements**

This section of the plan briefly describes the entity's approach to the core elements of emergency management, which are:

- a. Direction and control
- b. Communications
- c. Life safety
- d. Property protection
- e. Community outreach
- f. Recovery and restoration
- g. Administration and logistics.

These elements, which are described in detail in Section 2, are the foundation for the emergency procedures that your entity will follow to protect personnel and equipment and resume operations.

c. **Emergency Response Procedures**

The procedures spell out how the entity will respond to emergencies. Whenever possible, develop them as a series of checklists that can be quickly accessed by senior management, department heads, response personnel and employees.

Determine what actions would be necessary to:

a. Assess the situation

b. Protect employees, customers, visitors, equipment, vital records and

other assets, particularly during the first three days

    c. Get the business back up and running.

Specific procedures might be needed for any number of situations such as bomb threats or tornadoes, and for such functions as:

    a. Warning employees and customers
    b. Communicating with personnel and community responders
    c. Conducting an evacuation and accounting for all persons in the entity's facility
    d. Managing response activities
    e. Activating and operating an emergency operations center
    f. Fighting fires
    g. Shutting down operations
    h. Protecting vital records
    i. Restoring operations

d. Support Documents

Documents that could be needed in an emergency include:

Emergency call lists -- Lists (wallet size if possible) of all persons on and off site who would be involved in responding to an emergency, their responsibilities and their 24-hour telephone numbers.

Building and site maps that indicate:
    a. Utility shutoffs
    b. Water hydrants
    c. Water main valves
    d. Water lines
    e. Gas main valves
    f. Gas lines
    g. Electrical cutoffs
    h. Electrical substations
    i. Storm drains
    j. Sewer lines
    k. Location of each building (include name of building, street name and number)
    l. Floor plans
    m. Alarm and enunciators
    n. Fire extinguishers
    o. Fire suppression systems
    p. Exits

q. Stairways
r. Designated escape routes
s. Restricted areas
t. Hazardous materials (including cleaning supplies and chemicals)

Resource lists – Develop lists of major resources (equipment, supplies, services) that could be needed in an emergency; mutual aid agreements with local companies and other government agencies.

Some entity facilities may be required to develop:

1. Emergency escape procedures and routes
2. Procedures for employees who perform or shut down critical operations before an evacuation
3. Procedures to account for all employees, visitors and contractors after an evacuation is completed
4. Rescue and medical duties for assigned employees
5. Procedures for reporting emergencies
6. Names of persons or departments to be contacted for information regarding the plan

THE DEVELOPMENT PROCESS

The following is guidance for developing the plan.

1. **Identify Challenges and Prioritize Activities**

   Make a list of tasks to be performed, by whom and when. Determine how you will address the problem areas and resource shortfalls that were identified in the planning process.

2. **Write the Plan**

   Assign each member of the planning group a section to write. Determine the most appropriate format for each section.

   Establish an aggressive timeline with specific goals. Provide enough time for completion of work, but not so much as to allow assignments to linger. Establish a schedule for:

   a. First draft
   b. Review
   c. Second draft
   d. Tabletop exercise

e. Final draft
f. Printing
g. Distribution

3. Establish a Training Schedule

Have one person or department responsible for developing a training schedule for your entity. For specific ideas about training, refer to Step 4.

4. Coordinate with Outside Organizations

Meet periodically with local government agencies and community organizations. Inform appropriate government agencies that you are creating an emergency management plan. While their official approval may not be required, they will likely have valuable insights and information to offer.

Determine State and local requirements for reporting emergencies, and incorporate them into your procedures.

Determine protocols for turning control of a response over to outside agencies. Some details that may need to be worked out are:

a. Which entrance will responding units use?
b. Where and to whom will they report?
c. How will they be identified?
d. How will entity personnel communicate with outside responders?
e. Who will be in charge of response activities?

Determine what kind of identification authorities will require to allow key personnel into entity facilities during an emergency.

5. Contact other offices and divisions to learn:

a. Their emergency notification requirements
b. The conditions where mutual assistance would be necessary

c. How offices will support each other in an emergency
d. Names, telephone numbers and pager numbers of key personnel

6. **Review, Conduct Training and Revise**

   Distribute the first draft to group members for review. Revise as needed.

   For a second review, conduct a tabletop exercise with management and personnel who have a key emergency management responsibility. In a conference room setting, describe an emergency scenario and have participants discuss their responsibilities and how they would react to the situation. Based on this discussion, identify areas of confusion and overlap, and modify the plan accordingly.

7. **Seek Final Approval**

   Arrange a briefing for the chief executive officer and senior management and obtain written approval.

8. **Distribute the Plan**

   Place the final plan in three-ring binders and number all copies and pages. Each individual who receives a copy should be required to sign for it and be responsible for posting subsequent changes. Determine which sections of the plan would be appropriate to show to government agencies (some sections may include private listings of names, telephone numbers or radio frequencies). Distribute the final plan to:

   a. Chief executive and senior managers
   b. Members of the emergency response team
   c. Community emergency response agencies (appropriate sections)

   Have key personnel keep a copy of the plan in their homes. Inform employees about the plan and training schedule.

STEP 4 -- IMPLEMENT THE PLAN

Implementation means more than simply exercising the plan during an emergency. It means acting on recommendations made during the vulnerability analysis, integrating the plan into company operations, training employees and evaluating the plan.

INTEGRATE THE PLAN INTO OPERATIONS

Look for opportunities to build awareness; to educate and train personnel; to test procedures; to involve all levels of management, all departments and the community in the planning process; and to make emergency management part of what personnel do on a day-to-day basis.

Test How Completely the Plan Has Been Integrated by Asking:

    a. How well does senior management support the responsibilities outlined in the plan?
    b. Have emergency planning concepts been fully incorporated into the entity's accounting, personnel and financial procedures?
    c. How can the entity's processes for evaluating employees and defining job classifications better address emergency management responsibilities?
    d. Are there opportunities for distributing emergency preparedness information through corporate newsletters, employee manuals or employee mailings?
    e. What kinds of safety posters or other visible reminders would be helpful?
    f. Do personnel know what they should do in an emergency?
    g. How can all levels of the organization be involved in evaluating and updating the plan?

CONDUCT TRAINING, DRILLS AND EXERCISES

Everyone who works at or visits the entity should be required to take part in some form of training. This could include periodic employee discussion sessions to review procedures, technical training in equipment use for emergency responders, evacuation

drills and full-scale exercises. Below are basic considerations for developing a training plan.

1. Planning Considerations

Assign responsibility for developing a training plan. Consider the training and information needs for employees, contractors, visitors, managers and those with an emergency response role identified in the plan.
Determine for a 12-month period:

> a. Who will be trained?
> b. Who will do the training?
> c. What training activities will be used?
> d. When and where each session will take place?
>
> e. How the session will be evaluated and documented?

Consider how to involve community responders in training activities. Conduct reviews after each training activity. Involve both personnel and community responders in the evaluation process.

2. Training Activities

Training can take many forms:

> a. Orientation and Education Sessions -- These are regularly scheduled discussion sessions to provide information, answer questions and identify needs and concerns.
>
> b. Tabletop Exercise -- Members of the emergency management group meet in a conference room setting to discuss their responsibilities and how they would react to emergency scenarios.
>
> c. Walk-through Drill -- The emergency management group and response teams actually perform their emergency response functions. This activity generally involves more people and is more thorough than a tabletop exercise.
>
> d. Functional Drills -- These drills test specific functions such as medical response, emergency notifications,

warning and communications procedures and equipment, though not necessarily at the same time. Personnel are asked to evaluate the systems and identify problem areas.

e. Evacuation Drill -- Personnel walk the evacuation route to a designated area where procedures for accounting for all personnel are tested. Participants are asked to make notes as they go along of what might become a hazard during an emergency, e.g., stairways cluttered with debris, smoke in the hallways. Plans are modified accordingly.

f. Full-scale Exercise -- A real-life emergency situation is simulated as closely as possible. This exercise involves emergency response personnel, employees, management and community response organizations.

3. Employee Training

General training for all employees should address:

a. Individual roles and responsibilities
b. Information about threats, hazards and protective actions
c. Notification, warning and communications procedures
d. Means for locating family members in an emergency
e. Emergency response procedures
f. Evacuation, shelter and accountability procedures
g. Location and use of common emergency equipment
h. Emergency shutdown procedures

4. Evaluate and Modify the Plan

Conduct a formal audit of the entire plan at least once a year. Among the issues to consider are:

a. How can you involve all levels of management in evaluating and updating the plan?

b. Are the problem areas and resource shortfalls identified in the vulnerability analysis being sufficiently addressed?

c. Does the plan reflect lessons learned from drills and actual events?

d. Do members of the emergency management group and emergency response team understand their respective responsibilities? Have new members been trained?

e. Does the plan reflect changes in the physical layout of the facility? Does it reflect new facility processes?

f. Are photographs and other records of facility assets up to date?

g. Is the entity attaining its training objectives?

h. Have the hazards in the facility changed?

i. Are the names, titles and telephone numbers in the plan current?

j. Are steps being taken to incorporate emergency management into other entity processes?

Have community agencies and organizations been briefed on the plan? Are they involved in evaluating the plan?

In addition to a yearly audit, evaluate and modify the plan at these times:

a. After each training drill or exercise
b. After each emergency
c. When personnel or their responsibilities change
d. When the layout or design of the facility changes
e. When policies or procedures change
f. Remember to brief personnel on changes to the plan.

Evacuation of Disabled Persons Planning

The Americans with Disabilities Act (ADA) defines a disabled person as anyone who has a physical or mental impairment that substantially limits one or more major life activities, such as seeing, hearing, walking, breathing, performing manual tasks, learning, caring for oneself or working (See Appendix 3 Evacuation of Disabled Persons)

The purpose of this section is to identify the unique problems associated with emergency evacuation of persons with limiting disabilities from a facility. Since facility emergency planning must be site specific, it would be impossible to provide specific information and guidance for all instances. This guide may be used by facility directors and managers to familiarize themselves and employees with the basic techniques of emergency evacuation planning for the disabled.

Emergency Evacuation

It is essential for facilities that provide services to the general public have a pre-planned procedure for evacuation of the disabled.

Management Responsibility

Management has a responsibility to provide emergency plans for their facilities. This includes having the proper immediate emergency equipment, emergency & evacuation plans and a properly trained staff. Additionally, to provide the required assistance, the facility employees must know where these people are and how to evacuate them safely without increasing the danger to them or to the people they are trying to assist.

Employees Role in an Emergency

For employees to provide proper direction and leadership in an emergency they must have had proper training in the procedures to be followed.

The Elderly & Children

While many elderly people may have no impairments, many will be limited by the natural and normal restrictions associated with the aging process. During a situation that requires emergency evacuation, children cannot be expected to understand or comply with directions designed for adults. If they have become separated from their caregivers, they will require special assistance.

Hearing Impaired

The most significant problem during emergencies for the hearing impaired is immediate notification of the emergency. Emergency alarms should incorporate a distinct visual signal as well as audible signal to alert persons with hearing difficulties. Another problem encountered by the hearing impaired is their inability to ensure their communication of an emergency has been received. Special procedures should be implemented to allow the hearing impaired to communicate that an emergency situation exists and/or obtain assistance.

Speech Impaired

In emergency situations persons with speech impairments are not only limited by their own disability but also limited by the inability of others to recognize they are trying to communicate non-verbally. In emergencies employees must be trained to take the necessary time to understand the ideas being communicated.

Visually Impaired

For those people with significant reduction in visual acuity, being in an unfamiliar environment causes them difficulty in navigating their surroundings. In an emergency they would be at a significant disadvantage unless aided. To assist persons with limited sight ability the following techniques will be helpful: (See also **Signage** and **Communicating an Emergency**)
- Install phones with large button faces and numbers. Numbers should be of a significant contrast to the button face to facilitate recognition.
- Signs and emergency directions should be large print and in colors that do not preclude recognition by persons with color blindness.

- Install Braille imprints on all doors.
- Provide Braille or verbal emergency instructions for visually impaired employees and guests.
- Provide familiarization tours for the visually impaired

Mobility Impaired

Mobility impairment has a wide range. These restrictions may include conditions that require the use of crutches, canes, walkers, and people with motor dysfunction and health problems that limit mobility. Employees need to be trained in techniques for assisting the mobility impaired.

Mentally Impaired

Again, as with all the previous disabilities discussed, mental impairment may range from slightly diminished abilities to total incapacitation. Employees should be trained to handle unexpected behavior and provide the proper assistance attention to these people during evacuation. Additionally, they should be trained to be sensitive to mentally impaired persons attempts to communicate information or questions.

Evacuation Pre-Planning

Pre-planning and preparation will increase the margin of safety, save lives and property when an emergency arises. Evacuation of the disabled can be carried out successfully if proper policies and techniques are implemented to:

- Train employees in methods of assisting the disabled
- Train employees how to effectively communicate an emergency
- Assign specific tasks during an emergency
- Identify specific needs of the disabled
- Provide a facility specific response plan

Audible Alarms

Audible emergency signals must have an intensity and frequency that can attract the attention of individuals who have partial hearing loss. Select a signal that has a sound characterized by three or four clear tones without a great deal of "noise" in between.

Visual Alarms

Visual alarms, to be effective, must be located and oriented so that they will spread signals and reflections throughout a space or raise the overall light level sharply.

Signage

There are several methods that can be employed to assist the visually impaired person in navigating unfamiliar surroundings.

- Tactile maps that depict facility layout (including emergency routes and instructions)
- Auditory-recorded instructions.
- Raised and Brailed characters and pictorial symbols
- Signage with sufficient contrast and size.

Areas of Rescue Assistance

Areas of rescue assistance are areas, which have direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency conditions. These areas should be clearly marked and identified to persons with disabilities.

Employee Training

The purpose of employee training in this area is three-fold. First they should be provided an appreciation for the limitations of the disabled to be better able to provide the proper assistance in each case. Second, through proper training, they will understand their own limitations in providing assistance and be able to maximize their abilities in this area.
Third, employees should be trained that disabled people are not all alike. Each disabled person has different personal means of physically and psychologically handling their disabilities.

Emergency Drills

Each facility should conduct routine drills to ensure that employees can perform assigned functions and that the plan actually works. These drills can be used to finely tune the facility's response to emergencies and greatly reduce the possibility of inappropriate actions that could lead to unnecessary endangerment of people and property. Training drills should include briefs to employees on the expected response from emergency personnel from both on-site and off.

Fire Emergency Planning Guide

Fire is the most common of all the hazards. Every year fires cause thousands of deaths and injuries and billions of dollars in property damage.

Planning Considerations

1. Meet with the fire department to talk about the community's fire response capabilities. Talk about entity operations. Identify processes and materials that could cause or fuel a fire, or contaminate the environment in a fire.

2. Has the entity facility inspected for fire hazards? Ask about fire codes and regulations.

3. Ask the entity insurance carrier to recommend fire prevention and protection measures. The carrier may also offer training.

4. Distribute fire safety information to employees: how to prevent fires in the workplace, how to contain a fire, how to evacuate entity facilities, where to report a fire.

5. Instruct personnel to use the stairs -- not elevators -- in a fire. Instruct them to crawl on their hands and knees when escaping a hot or smoke-filled area.

6. Conduct evacuation drills. Post maps of evacuation routes in prominent places. Keep evacuation routes including stairways and doorways clear of debris.

7. Assign fire wardens for each area to monitor shutdown and

evacuation procedures.

8. Establish procedures for the safe handling and storage of flammable liquids and gases.

9. Establish procedures to prevent the accumulation of combustible materials.

10. Provide for the safe disposal of smoking materials.

11. Establish a preventive maintenance schedule to keep equipment operating safely.

12. Place fire extinguishers in appropriate locations.

13. Train employees in use of fire extinguishers.

14. Install smoke detectors. Check smoke detectors once a month, change batteries at least once a year.

15. Establish a system for warning personnel of a fire. Consider installing a fire alarm with automatic notification to the fire department.

16. Consider installing a sprinkler system, fire hoses and fire-resistant walls and doors.

17. Ensure that key personnel are familiar with all fire safety systems.

18. Identify and mark all utility shutoffs so that electrical power, gas or water can be shut off quickly by fire wardens or responding personnel.

Natural Disaster/Severe Weather Emergency Planning

FLOODS AND FLASH FLOODS

Floods are the most common and widespread of all natural disasters. Most communities in the United States can experience some degree of flooding after spring rains, heavy thunderstorms or winter snow thaws.

Most floods develop slowly over a period of days. Flash floods, however, are like walls of water that develop in a matter of minutes. Flash floods can be caused by intense storms or dam failure.

Planning Considerations

1. Ask local emergency management office whether entity facilities are located in a flood plain. Learn the history of flooding in the area. Learn the elevation of entity facilities in relation to streams, rivers and dams.

2. Review the community's emergency plan. Learn the community's evacuation routes. Know where to find higher ground in case of a flood.

3. Establish warning and evacuation procedures for the facility. Make plans for assisting employees who may need transportation.

4. Inspect areas in the entity facilities, which are subject to flooding. Identify records and equipment that can be moved to a higher location. Make plans to move records and equipment in case of flood.

5. Purchase a NOAA Weather Radio with a warning alarm tone and battery backup. Listen for flood watches and warnings.

6. Flood Watch -- Flooding is possible. Stay tuned to NOAA radio. Be prepared to evacuate. Tune to local radio and television stations for additional information.

7. Flood Warning -- Flooding is already occurring or will occur soon. Take precautions at once. Be prepared to go to higher ground. If advised, evacuate immediately.

8. Ask your insurance carrier for information about flood insurance. Regular property and casualty insurance does not cover flooding.

9. Consider the feasibility of flood-proofing entity facilities.

SEVERE WINTER STORMS

Severe winter storms bring heavy snow, ice, strong winds and freezing rain. Winter storms can prevent employees and customers from reaching the entity facilities, leading to a temporary shutdown until roads are cleared. Heavy snow and ice can also cause structural damage and power outages.

Planning Considerations

1. Listen to NOAA Weather Radio and local radio and television stations for weather information:
    a. Winter Storm Watch -- Severe winter weather is possible.

    b. Winter Storm Warning -- Severe winter weather is expected.

    c. Blizzard Warning -- Severe winter weather with sustained winds of at least 35 mph is expected.

    d. Traveler's Advisory -- Severe winter conditions may make driving difficult or dangerous.

2. Establish procedures for entity shutdown and early release of employees.

3. Store food, water, blankets, battery-powered radios with extra batteries and other emergency supplies for employees who become stranded at the entity facilities.

4. Provide a backup power source for critical operations.

5. Arrange for snow and ice removal from parking lots, walkways, loading docks, etc.

TORNADOES

Tornadoes are incredibly violent local storms that extend to the ground with whirling winds that can reach 300 mph.

Spawned from powerful thunderstorms, tornadoes can uproot trees and buildings and turn harmless objects into deadly missiles in a matter of seconds. Damage paths can be in excess of one mile wide and 50 miles long.

Tornadoes can occur in any state but occur more frequently in the Midwest, Southeast and Southwest. They occur with little or no warning.

Planning Considerations

1. Ask local emergency management office about the community's tornado warning system.
2. Purchase a NOAA Weather Radio with a warning alarm tone and battery backup. Listen for tornado watches and warnings:

    a. Tornado Watch -- Tornadoes are likely. Be ready to take shelter. Stay tuned to radio and television stations for additional information.

    b. Tornado Warning -- A tornado has been sighted in the area or is indicated by radar. Take shelter immediately.

3. Establish procedures to inform personnel when tornado warnings are posted. Consider the need for spotters to be responsible for looking out for approaching storms.

4. Work with a structural engineer or architect to designate shelter areas in the entity facilities. Ask local emergency management office or National Weather Service office for guidance.

5. Consider the amount of space you will need.

6. The best protection in a tornado is usually an underground area. If an underground area is not available, consider:

    a. Small interior rooms on the lowest floor and without windows

b. Hallways on the lowest floor away from doors and windows
c. Rooms constructed with reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead
d. Protected areas away from doors and windows

7. Make plans for evacuating personnel away from lightweight modular offices or mobile home-size buildings. These structures offer no protection from tornadoes.

8. Conduct tornado drills.

9. Once in the shelter, personnel should protect their heads with their arms and crouch down.

Hazardous Material Emergency Planning

Hazardous materials are substances that are either flammable or combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive.

There are a number of Federal laws that regulate hazardous materials, including: The Superfund Amendments and Reauthorization Act of 1986 (SARA), the Resource Conservation and Recovery Act of 1976 (RCRA), the Hazardous Materials Transportation Act (HMTA), the Occupational Safety and Health Act (OSHA), the Toxic Substances Control Act (TSCA) and the Clean Air Act.

In addition to on-site hazards, be aware of the potential for an off-site incident affecting entity operations.

Planning Considerations:

1. Identify and label all hazardous materials stored, handled, produced and disposed of by the entity. Follow government regulations that apply. Obtain safety data sheets (SDS) for all hazardous materials at each entity location.

2. Ask the local fire department for assistance in developing appropriate response procedures.

3. Train employees to recognize and report hazardous material spills and releases. Train employees in proper handling and storage.

4. Establish a hazardous material response plan:
   a. Establish procedures to notify management and emergency response organizations of an incident.
   b. Establish procedures to warn employees of an incident.
   c. Establish evacuation procedures.

5. Depending on entity operations, organize and train an emergency response team to confine and control hazardous material spills in accordance with applicable regulations.

6. Identify facilities in the area near the entity that use hazardous materials. Determine whether an incident could affect entity operations.

7. Identify highways, railroads and waterways near the entity used for the transportation of hazardous materials. Determine how a transportation accident near the entity could affect operations.

Emergency Response Team (ERT)

Emergency Response Team (ERT) staffing requirements and responsibilities include the following:

1. Safety/Loss Control Officer
2. Operations Manager
3. First Responders
4. Support Personnel

Description of Duties

Safety/Loss Control Officer

The Safety Loss Control Officer is the key coordinator for members of the Emergency Response Team This position has overall responsibility and authority for every action of the ERT.

The Safety/Loss Control Officer must establish an overall plan, assign team members to specific tasks, and assist team members in achieving their tasks by using effective direction of the

operations. The goal is to get the maximum productivity from all available resources.

Operations Manager

The Operations Manager will relay and carry out the decisions of action, made by the Emergency Response Team. The Operations Manager will also relay information back to the Safety/Loss Control Officer concerning action taken and incident developments. The Operations Manager also shall coordinate efforts of the Support Personnel and First Responders.

First Responders

Responders will perform the actual tasks of rescue and containment of a leak or spill. Teams will not enter a contaminated area unless Back-up Responders are available. Trained Company personnel will use self-contained breathing apparatus (SCBA) with total encapsulated Chemical Responder Suits.

Initially, First Responders will enter the Hot Zone (hazardous area) to collect air sample readings to assess the severity of the release. However, if the release can be safely terminated by closing shutoff valves, this shall be directed by the Safety/Loss Control Officer as a primary action to provide for quicker rescue action. The air sample readings will be relayed back to the Safety/Loss Control Officer and decisions for action to contain the leak will be made once all data is gathered. Any action taken after this point will depend upon the incident and its severity.

Support Personnel

Support personnel provide services for the Safety/Loss Control Officer and First Responders. These activities include, but are not limited to:

- Perimeter Air/Water/Soil Sampling
- Equipment Issue and Control
- Assistance with security and medical efforts

Training for Emergency Response Teams

The Plant Manager has the responsibility to ensure all employees, supervisors and Emergency Response Team Members are trained and have a level of competence to the degree that they are affected by or must respond to as assigned under the Emergency Response Program.

Technological Emergency Planning

Technological emergencies include any interruption or loss of a utility service, power source, life support system, information system or equipment needed to keep the entity in operation.

Planning Considerations

Identify all critical operations, including:

1. Utilities including electric power, gas, water, hydraulics, compressed air, municipal and internal sewer systems, wastewater treatment services

2. Security and alarm systems, elevators, lighting, life support systems, heating, ventilation and air conditioning systems, electrical distribution system.

3. Manufacturing equipment, pollution control equipment

4. Communication systems, both data and voice computer networks

5. Transportation systems including air, highway, railroad and waterway

6. Determine the impact of service disruption.

7. Ensure that key safety and maintenance personnel are thoroughly familiar with all building systems.

8. Establish procedures for restoring systems. Determine need for backup systems.

9. Establish preventive maintenance schedules for all systems and equipment.

Man-Made Disaster Emergency Planning

Bomb Threat & Physical Security Planning

In preparing to cope with a bomb incident, it is necessary to develop two separate but interdependent plans, namely a physical security plan and a bomb incident plan.

The physical security plan deals with prevention and control of access to the facility. The bomb incident plan provides detailed procedures to be implemented when a bombing attack is executed or threatened.

In planning, a command center should be designated to be focal point of telephone or radio communications. The management personnel assigned to operate the center should have the authority to decide whatever action should be taken during the threat. Obtain an updated blueprint or floor plan of the entity building and maintain it in the command center.

Contact the police department, fire department, or local government agencies to determine if any assistance is available for developing a physical security plan or bomb incident plan. If possible, have police and/or fire department representatives and members of entity staff inspect each entity building for areas where explosives are likely to be concealed.

Training is essential to properly deal with a bomb threat incident. Instruct all personnel, in what to do if a bomb threat is received. It is very important to organize and train an evacuation unit which will be responsive to the command center and has a clear understanding of the importance of its role.

Security Against Bomb Incidents

In considering measures to increase security for each entity building or office, it is highly recommended that you contact the local police department for guidance regarding a specific plan for your entity.

The exterior configuration of a building or facility is very important. By the addition of fencing and lighting, and by controlling access, the vulnerability of an entity and its' facilities

to a bomb attack can be reduced significantly.

Parking should be restricted, if possible, to 300 feet from each entity building. If restricted parking is not feasible, properly identified employee vehicles should be parked closest to the entity facilities and visitor vehicles parked at a distance.

Heavy shrubs and vines should be kept close to the ground to reduce their potential to conceal criminals or bombs. Unless there is an absolute requirement for such ornamentation, window boxes and planters are better removed. If they must remain, a security patrol should be employed to check them regularly.

A highly visible security patrol can be a significant deterrent. Even if this ''patrol'' is only one security guard/night guard, he/she is optimally utilized outside the building. If an interior guard is utilized, consider the installation of closed-circuit television cameras that cover exterior building perimeters.

Have an adequate burglar alarm system installed by a reputable company that can service and properly maintain the equipment. Post signs indicating that such a system is in place.

Entrance/exit doors with hinges and hinge pins on the inside to prevent removal should be installed.

Controls should be established for positively identifying personnel who have authorization to access critical areas and for denying access to unauthorized personnel. These controls should extend to the inspection of all packages and materials being taken into critical areas.

Doors or access ways to areas such as boiler rooms, mail rooms, computer areas, switchboards, and elevator control rooms should remain locked when not in use. It is important to establish a procedure for the accountability of keys. If keys cannot be accounted for, locks should be changed.

Good housekeeping is also vital. Trash or dumpsite areas should remain free of debris. A bomb or device can easily be concealed in the trash. Combustible materials should be properly disposed of, or protected if further use is anticipated.

Perhaps entrances and exits can be modified with a minimal expenditure to channel all visitors through someone at a reception desk. Individuals entering the facility would be required to sign a register indicating the name, building, and room number of the person whom they wish to visit. Employees at these reception desks could contact the person to be visited and advise him/her that a visitor, by name, is in the lobby. The person to be visited may decide to come to the lobby to see that the purpose of the visit is valid. A system for signing out when the individual departs could be integrated into this procedure.

Responding to Bomb Threats

Instruct all personnel, especially those at the telephone switchboard, in what to do if a bomb threat call is received.

A calm response to the bomb threat caller could result in obtaining additional information. *(See Bomb Threat checklist in Component# 2)*

When a bomb threat is called in:

a. Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
b. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
c. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
d. Pay particular attention to background noises, such as motors running, music playing, and any other noise, which may give a clue as to the location of the caller.
e. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments. Immediately after the caller hangs up, report the threat to the person designated by management to receive such information.
f. Report the information immediately to the police department, fire department, ATF, FBI, and other appropriate agencies. The sequence of notification should be established in the bomb incident plan.

When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks.

Evacuation

An evacuation unit consisting of management personnel should be organized and trained. The organization and training of this unit should be coordinated with the development of the bomb incident plan, as well as with all tenants of an entity building or facility.

When police officers or firefighters arrive at the entity facility, the contents and the floor plans will be unfamiliar to them if they have not previously inspected the facility. Thus, it is extremely important that the evacuation or search unit be thoroughly trained and familiar with the floor plans of the buildings and immediate outside areas.

The evacuation or search unit should be trained only in evacuation and search techniques and not in the techniques of neutralizing, removing or otherwise having contact with the device. If a device is located, it should not be disturbed. However, its location should be well marked and a route back to the device noted.

Search Teams

It is advisable to use more than one individual to search any area or room, no matter how small. Searches can be conducted by supervisory personnel, area occupants or trained explosive search teams.

The search conducted by a trained team is the best for safety, morale and thoroughness, though it does take the most time. The decision as to who should conduct searches lies with management, and should be considered and incorporated into the bomb incident plan.

Suspicious Object Located

It is imperative that personnel be instructed to report suspicious objects. Under no circumstances should anyone move, jar or touch a suspicious object or anything attached to it. The removal or

disarming of a bomb must be left to the professionals in explosive ordnance disposal. When a suspicious object is discovered, the following procedures are recommended:

1. Report the location and an accurate description of the object to the appropriate warden. This information should be relayed immediately to the command center, which will notify the police and fire departments, and rescue squad. These officers should be met and escorted to the scene.
2. Identify the danger area, and block it off with a clear zone of at least 300feet, including floors below and above the object.
3. Evacuate the building.
4. Do not re-enter the building until the device has been removed/disarmed, and the building declared safe for re-entry by authorized personnel.

Bomb Incident Plan

1. Designate a chain of command.
2. Establish a command center.
3. Decide what primary and alternate communications will be used.
4. Establish clearly how and by whom a bomb threat will be evaluated.
5. Decide what procedures will be followed when a bomb threat is received or device discovered.
6. Determine to what extent the available bomb squad will assist and at what point the squad will respond.
7. Provide an evacuation plan with enough flexibility to avoid a suspected danger area.
8. Designate search teams.
9. Designate areas to be searched.
10. Establish techniques to be utilized during search.
11. Establish a procedure to report and track progress of the search and a method to lead qualified bomb technicians to a suspicious package.
12. Have a contingency plan available if a bomb should go off.
13. Establish a simple-to-follow procedure for the person receiving the bomb threat.
14. Review your physical security plan in conjunction with the development of your bomb incident plan.

Command Center

1. Designate a primary location and an alternate location.
2. Assign personnel and designate decision-making authority.
3. Establish a method for tracking search teams.
4. Maintain a list of likely target areas.
5. Maintain a blueprint of floor diagrams in the center.
6. Establish primary and secondary methods of communication. (Caution the use of two-way radios during a search because they can possibly cause the premature detonation of an electric blasting cap.)
7. Formulate a plan for establishing a command center, if a threat is received after normal work hours.
8. Maintain a roster of all necessary telephone numbers.

Workplace Violence Prevention

The goal of this section is to assist each entity in implementing programs to identify the potential risks of workplace violence and institute corrective measures. No single strategy is appropriate for all entities. Risk factors for workplace violence differ widely among workplaces. Each entity may use a combination of strategies recommended in this section, as appropriate, for their particular workplace. *(See Appendix 4 Sample Workplace Violence Program)*

These guidelines consist of the basic elements from which an entity can construct a violence prevention program tailored to meet the specific needs of their workplace. An effective approach to preventing workplace violence includes five key components: (1) management commitment and employee involvement, (2) worksite analysis, (3) hazard prevention and control, (4) safety and health training, and (5) evaluation. Using these basic elements, an entity can fashion prevention plans that are appropriate for their needs, based upon the hazards and circumstances of their particular situation.

Management Commitment

Management provides the motivation and resources to deal effectively with workplace violence. The visible commitment of management to worker and visitor safety and health is an essential precondition for its success. Management can demonstrate its commitment to violence prevention through the following actions:

- Create and disseminate a policy to managers and employees that expressly disapproves of workplace violence, verbal and nonverbal threats, and related actions.
- Take all violent and threatening incidents seriously, investigate them, and take appropriate corrective action.
- Outline a comprehensive plan for maintaining security in the workplace.

- Assign responsibility and authority for the program to individuals or teams with appropriate training and skills. This means ensuring that all managers and employees understand their obligations.
- Provide necessary authority and resources for staff to carry out violence prevention responsibilities.
- Hold managers and employees accountable for their performance. Stating expectations means little if management does not track performance, reward it when competent, and correct it when it is not.
- Take appropriate action to ensure that managers and employees follow the administrative controls or work practices.
- Institute procedures for prompt reporting and tracking of violent incidents that occur in and near the establishment.
- Encourage employees to suggest ways to reduce risks, and implement appropriate recommendations from employees and others.
- Ensure that employees who report or experience workplace violence are not punished or otherwise suffer discrimination.
- Work constructively with other parties such as landlords, lessees, local police, and other public safety agencies to improve the security of the premises.

Employee Involvement

Management commitment and employee involvement are complementary elements of an effective safety and loss control program. To ensure an effective program, management, front-line employees, and employee representatives need to work together in the structure and operation of their violence prevention program.

Employee involvement is important for several reasons. First, front-line employees are an important source of information about the operations of the entity and the environment in which the entity operates. This may be particularly true for employees working at night when higher level managers may not routinely be on duty. Second, inclusion of a broad range of employees in the violence prevention program has the advantage of harnessing a wider range of experience and insight than that of management alone. Third, front-line workers can be very valuable problem solvers, as their personal experience often enables them to identify practical solutions to problems and to perceive hidden impediments to proposed changes. Finally, employees who have a role in developing prevention programs are more likely to support and carry out those programs.

Employees and employee representatives can be usefully involved in nearly every aspect of a violence prevention program. Their involvement may include the following:

- Participate in surveys and offer suggestions about safety and security issues.
- Participate in developing and revising procedures to minimize the risk of violence in daily business operations.
- Assist in the security analysis of the entity.
- Participate in performing routine security inspections of the entity facilities.
- Participate in the evaluation of prevention and control measures.
- Participate in training current and new employees.
- Share on-the-job experiences to help other employees recognize and respond to escalating agitation, assaultive behavior, or criminal intent, and discuss appropriate responses.

Workplace Hazard Analysis

A worksite hazard analysis involves a step-by-step, common-sense look at the workplace to find existing and potential hazards for workplace violence. This entails the following steps: (1) review records and past experiences, (2) conduct an initial worksite inspection and analysis, and (3) perform periodic safety audits.

Because the hazard analysis is the foundation for the violence prevention program, it is important to select carefully the person(s) who will perform this step. Management can delegate the responsibility to one person or a team of employees. If a large entity uses a team approach, it may wish to draw the team members from different parts of the entity, such as representatives from senior management, operations, employee assistance, security, occupational safety and health, legal, human resources staff, or employee representatives. Small entities might assign the responsibility to a single staff member or a consultant.

Prevention Strategies

After assessing violence hazards, the next step is to develop measures to protect employees and visitors from the identified risks of injury and violent acts. Workplace violence prevention and control programs include specific engineering and work practice controls to address identified hazards. The tools listed in this section are not intended to be a "one-size-fits-all" prescription. No single control will protect employees and visitors. To provide effective deterrents to violence, the entity may wish to use a combination of controls in relation to the hazards identified through the hazard analysis.

Training and Education

Training and education ensure that all staff are aware of potential security hazards and the procedures for protecting themselves, their co-workers, and visitors. Employees with different roles in the entity may need different types and levels of training.

General Training

Employees need instruction on the specific hazards associated with their job and worksite to help them minimize their risk of assault and injury. Such training would include information on potential hazards identified in the entity, and the methods to control those hazards. Topics may include the following:

- An overview of the potential risk of assault.

- Operational procedures, such as cash handling rules, that are designed to reduce risk.
- Proper use of security measures and engineering controls that have been adopted in the workplace.
- Behavioral strategies to defuse tense situations and reduce the likelihood of a violent outcome, such as techniques of conflict resolution and aggression management.
- Specific instructions on how to respond to a robbery (such as the instruction to turn over money or valuables without resistance) and how to respond to attempted shoplifting.
- Emergency action procedures to be followed in the event of a violent incident.

Training should be conducted by persons who have a demonstrated knowledge of the subject and should be presented in language appropriate for the individuals being trained. Oral quizzes or written tests can ensure that the employees have actually understood the training that they received. An employee's understanding also can be verified by observing the employee at work.

The need to repeat training varies with the circumstances. Retraining should be considered for employees who violate or forget safety measures. Similarly, employees who are transferred to new job assignments or locations may need training even though they may already have received some training in their former position.

Training for Supervisors, Managers, and Security Personnel

To recognize whether employees are following safe practices, management personnel should undergo training comparable to that of the employees and additional training to enable them to recognize, analyze, and establish violence prevention controls. Knowing how to ensure sensitive handling of traumatized employees also is an important skill for management. Training for managers also could address any specific duties and responsibilities they have that could increase their risk of assault. Security personnel need specific training about their roles, including the psychological components of handling aggressive and abusive customers and ways to handle aggression and defuse hostile situations.

The team or coordinator responsible for implementation of the program should review and evaluate annually the content, methods, and frequency of training. Program evaluation can involve interviewing supervisors and employees, testing and observing employees, and reviewing responses of employees to workplace violence incidents.

Recordkeeping

Good records help employers determine the severity of the risks, evaluate the methods of hazard control, and identify training needs. An effective violence prevention program will use records of injuries, illnesses, incidents, hazards, corrective actions, and training to help identify problems and solutions for a safe and healthful workplace. Each entity can tailor their recordkeeping practices to the needs of their violence prevention program. The purpose of maintaining records is to enable the entity to monitor its on-going efforts, to determine if the violence prevention program is working, and to identify ways to improve it. An Entity may find the following types of records useful for this purpose:

- Records of employee and other injuries and illnesses at the establishment.
- Records describing incidents involving violent acts and threats of such acts, even if the incident did not involve an injury or a criminal act. Records of events involving abuse, verbal attacks, or aggressive behavior can help identify patterns and risks that are not evident from the smaller set of cases that actually result in injury or crime.
- Written hazard analyses.
- Recommendations of police advisors, employees, or consultants.
- Up-to-date records of actions taken to deter violence, including work practice controls and other corrective steps.
- Notes of safety meetings and training records.

Prevention Programs

Violence prevention programs benefit greatly from periodic evaluation. The evaluation process could involve the following:

- Review the results of periodic safety audits.
- Review post-incident reports. In analyzing incidents, the entity should pay attention not just to what went wrong, but also to actions taken by employees that avoided further harm, such as handling an incident in such a way as to avoid escalation to violence.
- Examine reports and minutes from staff meetings on safety and security issues.
- Analyze trends and rates in illnesses, injuries or fatalities caused by violence relative to initial or "baseline" rates.
- Consult with employees before and after making job or worksite changes to determine the effectiveness of the interventions.
- Keep abreast of new strategies to deal with workplace violence.

Management should communicate any lessons learned from evaluating the workplace violence prevention program to all employees. Management could discuss changes in the program during regular meetings of the safety/Loss Control Committee or other employee groups.

Disaster Recovery/ Business Continuation Planning

A business continuation, or disaster recovery plan, is an important component of an entity's overall business plan. Designed to restore the entity to normal operations after a catastrophic loss, this plan considers events that could have a potentially devastating effects. Business continuation planning can significantly minimize the duration of an interruption and lessen the recovery costs for damages or loss to the entity.

The Planning Process

Business continuation planning has two phases: 1) analyzing the current state of disaster preparedness and 2) developing the plan. Every entity must analyze its risks and determine the importance of the plan in its operations and how much time and resources will be allocated.

Analyzing the Risk

In analyzing those potential threats that an entity might experience, some questions to consider are:

- Could the entity survive an extended failure of its facilities?
- Are vital business records properly inventoried and managed?
- Would business records be accessible or restorable after a disaster?
- Are the entity's facilities physically secured?
- What losses is the entity insured for, is the coverage adequate, and
- What is the entity's source of revenue and how could the cash flow be interrupted?

The answers to these question and many others should be derived through a comprehensive risk analysis that, at minimum, includes:

- An analysis of physical hazards
- A service utility reliability study that looks at the company furnishing power to the entity's systems to determine reliability and emergency back-up sources
- A review of the administration of vital business records
- A security analysis
- An examination of insurance coverages
- An analysis of revenue

While every operation of an entity should be considered in business continuation planning, special emphasis should be placed on data processing and information systems. Critical to successful recovery are the backup and restoration of data.

Once the entity has identified its vulnerable areas, it can begin to develop a strategic plan that addresses potential causes of business interruption.

Developing the Plan

Business interruption can be controlled in several ways. Consider the amount of time the entity needs to recover and the amount of money available for allocation to the recovery plan.

A well-developed and organized strategic plan will detail cost-effective steps to avoid the disaster, allocate the entity's valuable

resources properly, and restore the entity and its critical operations quickly.

The Contingency Plan does not plan for the immediate or even eventual replacement of all existing resources at an alternate site. Rather, it is intended to implement a viable and effective office in an alternate location for an undetermined period to perform only those functions essential to keeping the entity viable.

Key Plan Components

The plan should contain these key components:

Disaster Avoidance

Avoiding interruption through prevention measures and back-up systems is the true goal of business continuation planning. Entity systems should have appropriate protection devices, systems redundancies, and administrative controls in place.

Emergency Preparedness

Unexpected events can happen no matter how many and what kind of prevention measures are in place. Defining an effective way to deal with these events can reduce their impact and minimize the interruption potential.

Identification of Essential Functions

Each entity should identify its essential functions as the basis for contingency planning. Essential functions are those functions that enable entities to provide vital services in a catastrophe.

Alternate Facilities

Each entity should designate alternate operating facilities as part of its Contingency Plans, and prepare its personnel for the possibility of unannounced relocation of essential functions and/or Contingency Plan "core" staff to these facilities.

Interoperable Communications

The success of entity operations at an alternate facility is dependent upon the availability of critical communications systems to support connectivity to internal organizations, other entities, and the public.

Vital Records and Databases

The protection and ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions under the full spectrum of emergencies is another critical element of a successful Contingency Plan.

Recovery Methods

Recovery after an interruption is facilitated by knowledge of an entity's critical operations and the business functions that must be maintained. An entity's immediate goal after an interruption is to recover vital business functions — those operations whose cessation would cause a severe decrease in revenue or service.
Customers should experience few, if any, negative effects from the interruption.

Restoration Procedures

Rebuilding an entity's physical facilities, reestablishing business operations, and restoring revenue to pre-disaster levels must be done concurrently with its recovery. The objective is to restore everything to normal, or even better than normal.

Funding

Any plan requires the allocation of resources. The plan should detail the sources and allocation of revenue to fund disaster avoidance and restoration measures. Having the proper types and amounts of insurance, along with an arrangement to receive a timely and accurate settlement, will round out an entity's business continuation planning.

Component # 7:
Auto Liability And Physical Damage

AUTO INSURANCE

The Auto Program is a self-funded program through the State of Georgia that covers state employees while driving on state business. Our goal is to resolve claims fairly and swiftly while protecting state agencies and state employees.

To report an automobile accident:
Call Toll Free Phone: 1-877-656-7475
Report accidents within **48 hours** If you are in an accident, be sure to get the following information before leaving the area:

1) Date, Time, Place;
2) Your Vehicle – year, make, model, tag;
3) Describe Accident. Include: • Direction each vehicle was traveling, weather conditions
 • Details of accident.
4) For all individuals include: name, address, employer, home and work phone numbers. Describe injuries claimed and observed; ID hospital, if applicable;
• Insured (State Employee) driver
• Your passengers
• Another driver
• His/ her passengers
• Witnesses
5) Other vehicle(s): year, make, model, tag, insurance co. and policy #
6) Police: agency, officer, citations issued (?), to whom?

Fleet Safety Program

Policy Statement

The goal of the Fleet Safety Program is to take the proper steps to prevent loss of life, injury, or property damage to all employees and members of the general public. Risk Management Services recognizes that the responsibilities for safety and loss prevention must be shared by everyone.

Responsibilities

1. **Management**

   - Assume responsibility for the driving record of employees while they are on duty.
   - Frequently check for compliance of the established requirements and policies in which all personnel are required to adhere to.
   - Personally, review the decisions on accidents and take all steps necessary to prevent a recurrence.
   - Establish and adhere to policies on disciplinary actions in accordance with the policy regarding actions that will be taken against employees who show a repeated disregard for good driving practices.
   - Insist that all assigned vehicles are maintained adequately for safe operation.
   - Establish periodic inspection of assigned vehicles for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness. Have repairs made as soon as possible.
   - Fully support the State of Georgia's driver training program to promote defensive driving.
   - Review each preventable vehicle accident and unsafe driving report with the employee and his supervisor to emphasize management's intolerance of irresponsibility behind the wheel.
   - Establish an aggressive campaign to enforce the wearing of seat belts on all trips.

2. **Supervisors**

   - Insure that employees do not drive any State of Georgia vehicles unless they have a VALID Drivers' License and are familiar with State of

Georgia driving rules and regulations.

- Insure that only authorized personnel be allowed to operate State of Georgia vehicles, special purpose vehicles, and trucks.
- Must be alert in observing unsafe practice of employees and insure that action is taken immediately to correct the driver.
- Review all preventable vehicle collisions with employees at Safety Meetings and discuss each unsafe act that was responsible.
- Periodically ride with the vehicle and truck drivers to check for compliance with operating instructions and traffic regulations.
- Insure that unsafe vehicles are not driven until safety discrepancies have been corrected.
- Fully utilize the decisions and recommendations handed down by the Safety/loss Control Committee.

3. **Employees**

Employees who drive State of Georgia vehicles are responsible for following all the guidelines set forth in the Fleet Safety Program*. (See Vehicle Policy and Procedure Acknowledgement Form)* These responsibilities include:

- Safe operation of vehicles and for the safety of passengers and cargo
- Having a valid driver's license in their possession
- Inspecting the vehicle which they are about to drive, in accordance with established policies
- Reporting any vehicle accidents

4. **Agency Safety/Loss Control Officer**

The Agency Safety/Loss Control Officer will oversee implementing the policies the Fleet Safety Program coordinating with Fleet Management. Responsibilities will include:

- Monitoring the driving experience of employees who operate entity vehicles.
- Be sure proper maintenance procedures are being followed to keep vehicles in a safe operating condition.
- Verify that adequate insurance limits are maintained by drivers who use their personal vehicle for entity business.

Operator Responsibilities

The driver is responsible for checking the safety and general condition of the vehicle, including gas, oil, tire pressure and other fluid levels, lights, and brakes. With the assistance of the Safety/loss Control Officer, supervisors will furnish vehicles with inspection checklists *(See Component #8 Sample Vehicle Inspection Checklist and Component #8 Sample Vehicle Maintenance Acknowledgement Form).* If there is something wrong with the vehicle, which may affect safety, repairs will be made before use.

1. **Vehicle Abuse**

   No employee will use a vehicle or equipment for any purpose for which it was not designed, operate it beyond its designed limits, operate it in areas or locations for which it was not designed, or cause damage through neglect, misuse, improper driving techniques, or improper handling.

2. **Transporting Employees in State of Georgia Vehicles**

   No more than three employees will ride in the front seat or cab of a vehicle. Each position will be equipped with a seat belt, and each person will use the seat belt provided. No employee will be authorized to ride or work from the bed or rear of a vehicle while it is in motion.

3. **Traffic Laws**

   Employees will adhere to all traffic laws and regulations when operating State of Georgia vehicles. An employee will always operate State of Georgia vehicles in such a manner as to avoid injury to persons or damage to property.

4. **Unauthorized Use of Vehicles**

   State of Georgia vehicles are to be used for State business only. Persons found using State of Georgia vehicles for their personal errands do so without liability coverage and are subject to Agency disciplinary action.

5. **Operation and Occupancy of Entity Vehicle by Unauthorized Persons**

   Employees will not permit unauthorized employees or non-employees of State of Georgia to ride in State of Georgia vehicles, except when such persons are conveyed in the performance of duty or authorized to ride by supervisory staff.

6. **Parking Vehicles**

   All employees will park their vehicles in a legal and proper manner. Employees will remove the keys and lock the vehicles, except when specifically instructed otherwise. Employees will not park on the wrong side of a street or highway,

unless it is mandatory to park in such a location to perform a job. All signs, cones, lights, and warning devices as required by law will be used when vehicles are parked or in use in a public travel lane. Employees will use all safety brakes, lockout devices, and other parking safety methods when parking equipment.

7. **Use of Personal Vehicles for State of Georgia Business**

Supervisors will identify and authorize those employees who are required, as part of their normal job duties to use their personal vehicle to conduct State of Georgia business. The employee's own insurance policy is the primary coverage and, therefore, State of Georgia will only be responsible for liability claims that arise out of any motor vehicle accident that the employee is involved while operating their personal vehicle. The mileage reimbursement the employee receives is intended to fully cover all costs of the operation of the employee's personal vehicle including but not limited to fuel, maintenance, repairs, insurance, etc. State Employees using personal vehicles for daily business travel may need to purchase additional auto insurance.

8. **Transporting Equipment**

Employees using State of Georgia vehicles will exercise caution when transporting equipment, packages or other materials in the driver/passenger compartment that would become flying projectiles in the event of an accident. Such items as briefcases, laptop computers, tools, etc. need to be transported in the trunk of passenger vehicles. Pickups, whether standard cab or extended, should have secured storage capabilities in the bed of the vehicle such as tool storage or camper shells if they are used with any regularity in the transport of items that could injure the driver or passenger(s) in the event of an accident. Vans used in the regular transport of such items should have screen type barriers between such cargo and the driver/passenger compartment. It is always important to keep the driver/passenger as free as possible of objects that could distract their attention or could cause from unexpected movement.

Driver Selection

Risk Management Services believes knowing the ability, experience and attitude of drivers is a key factor in the selection process. An important area in this process is to establish qualification standards for new employees and existing employees that have driving duties. To enforce these standards, each agency must implement the following driver qualification procedures.

1. **Driver Age Requirements**

   All drivers must be a minimum of <u>**18**</u> years of age.

2. **Application for Employment**

   All driver applicants shall complete an Application for employment and Driving Position Supplement containing all the information required for positions in which driving is required. *(See Sample Driver Application Supplement)*

   The Agency's hiring standards also require that driver applicants list all former employers for the past 10 years. Any gaps in employment for more than a 30-day period must be satisfactorily accounted for on the application.

3. **License**

   Each agency will obtain a legible copy of the license of all driver applicants. A review of the license will be conducted to be certain it is valid, has not expired, and is the appropriate for the class of vehicles in which driving is required.

   Whenever driving State of Georgia vehicles or operating their personal vehicle for State of Georgia business, employees must have in their possession a valid driver's license. Employees will notify their supervisor if their license is suspended, revoked, or expired.

   Employees who drive vehicles, which require a Commercial Driver's License (CDL), will comply with the State of Georgia's Department of Driver Services' requirements for medical examinations and license renewal.

   Supervisors will maintain a system that insures all employees operating vehicles have the proper class of license and check licenses for current status at least annually.

4. **MVR Check and Evaluation**

   Each Agency will request an MVR for driver applicants being considered for employment in which driving entity vehicles or operating their own vehicle for entity business will be required. An MVR will be requested from every state the applicant has lived in during the past 7 years. The Agency Safety/Loss Control Officer will review all MVR information to determine if driver applicant meets the qualification standards regarding driving records. *(See 5 Sample Authorization for MVR Form)*

A formal review of the driver's MVR will be conducted on a/an annual basis (or more frequently where warranted) to ensure that existing drivers are meeting the established qualification standards.

MVR's are personal and confidential and should only be discussed with the driver or other persons authorized to know. The Agency Safety/Loss Control Officer or Human Resources Manager will receive results of the MVR check and any needed corrective action will be applied in a timely manner.

5. **Driver Qualification Standards**

To ensure that potential new and existing drivers meet the qualification standards for motor vehicle records set forth in the Commercial Vehicle Safety Program, the following policies have been instituted regarding:

- Actions taken based on the number of points and violations shown from the MVR checks and evaluations
- Standards and penalties for drivers involved in preventable accidents.

The State of Georgia has established a point structure system to evaluate potential new and current driver motor vehicle records.

If a driver meets or exceeds 6 points total within the previous three years, he/she will not be eligible to drive State of Georgia vehicle.

If the MVR reveals 5 points, then the following corrective action will be taken:

Defensive Driving course at a State approved driving school for point reduction.

No potential new or existing driver will not be allowed to drive a State of Georgia vehicle or other vehicle on State of Georgia business if there MVR reveals:

Driving under the influence type of violation.

Each employee involved in a preventable, at fault vehicular accident, whether it involves the public or not, will be required to complete a Defensive Driving refresher.

An employee who receives any moving violation must notify his/her supervisor of the incident within two days. Any corrective action will be evaluated based on the type and severity of the incident*. (See Sample MVR Check and Point Structure Plan)*

6. Driver Performance

The State of Georgia requires all driver applicants who will require a CDL license for their driving position to successfully complete a road test examination conducted by the Agency prior to an offer of employment. Note: the road test may be waived if the employee will only be driving automobiles and mini vans and has a clean driving record. The road test examination shall be performed in the type of vehicle the driver will operate. Performance will be monitored during the selection process as well as at periodic intervals throughout the driver's career using information obtained from motor vehicle records and file data.

7. Driver Qualification File

The driver selection process includes developing a driver qualification file. Elements of this file will include such items as:

- Employment Application
- Interview notes
- MVR checks
- Driver training information
- Driver evaluation and performance reviews

Driver Training and Reviews

Risk Management's goal is to have a process in place to hire only qualified and safe drivers. Once on board, the State of Georgia is committed to retaining these drivers. In order to keep drivers and supervisors well trained and informed, Risk Management Services has instituted a number of policies regarding driver training. These policies include driver orientation, periodic driver meetings, and driver performance evaluation and reviews.

1. Driver Orientation

Each Agency has an orientation program which all new drivers are required to complete. The orientation program consists of comprehensive classroom training that will cover a variety of subjects. Among the topics are established driving policies and procedures, regulatory compliance, vehicle maintenance and inspections, accident reporting procedures, and defensive driving procedures *(See Defensive Driving Policy and Sample Defensive Driving Course Completion Form).*

After successfully completing the classroom portion of the orientation, all new drivers will be assigned to a driver trainer. The purpose is to evaluate the new employee's overall driving skills and techniques, and to apply what has been learned in classroom to an actual job situation. This time should also be used to familiarize the new driver with paperwork procedures relating to vehicle maintenance and inspections and to answer any questions or concerns that were not addressed in the classroom training.

2. **Driver Meetings**

Every year, a drivers meeting will be conducted by driver supervisors. These meetings between supervisors and drivers are held to share news and information, and to give our drivers a forum to discuss issues, questions, or concerns. All drivers are expected to participate in these meetings, and all driver input is welcomed and appreciated.

3. **Driver Evaluation and Performance Reviews**

Driver supervisors are responsible for conducting a periodic, structured performance review with each of their drivers a minimum of every 12 months.

It is important for State of Georgia drivers to understand that their performance will be evaluated on an on-going basis, and they may request, or their supervisor may recommend, a review at any time. However, all drivers will receive periodic structured reviews of their individual performance.

4. **On Road Performance Evaluation**

The on-road evaluation is conducted by the supervisor to monitor the performance of current drivers by riding with them or following them. The supervisor should document the results and counsel drivers concerning problems or deficiencies that were observed. This is the best way for the supervisor to ensure that the driver is following the proper vehicle inspection and defensive driving procedures.

5. **The Performance Review**

Driver performance reviews should be held in private and away from the operation area. The review is considered the driver's time and interruptions should not be allowed.

The actual driver performance review should cover, but is not limited to, five basic areas. These are:
1. The measurement of the driver's actual results against established goals and standards of the company.
2. Recognition of the driver's contributions and accomplishments.
3. Correction of any new or existing performance problems.
4. Establishment of goals or standards for the next review period.
5. Review of Driver's MVR

Once the driver and his/her supervisor have concluded their discussion of past performance; addressed any development, training, or corrective action needs; and have established new goals and standards for the future, they are expected to reach mutual agreement and wrap up the review. The wrap-up should include the following:
1. A positive summary of the performance review discussion including all mutually agreed upon plans and goals.
2. An opportunity for the driver to react, ask questions, and give additional ideas and suggestions.
3. A sincere and meaningful expression of appreciation for the driver's participation, time, and efforts.
4. A written record of what was discussed, agreed upon, and corrective action/training plans.

6. Recordkeeping

A copy of the written performance review and MVR check shall be given to the driver, the supervisor's immediate manager, and the original placed in the driver's personnel file.

Accident Investigation

Risk Management Services policy is to fully investigate any accident involving State of Georgia personnel and vehicles. All accidents involving State of Georgia vehicle regardless of the severity must be reported immediately. *(See Sample Accident Reporting Instructions and Driver's Report of Accident Form)*

The investigation of minor accidents involving only State of Georgia property only is the responsibility of the driver and supervisor only. When on public highways the local police authorities shall be contacted for accident reporting and investigation.

The Agency Safety/Loss Control Officer will be in charge of the investigation of accidents in which serious property damage or death to a State of Georgia employee has occurred. The Agency Safety/Loss Control Officer will also be in charge of accident investigations in which a third party is involved. Management may initiate any other investigations deemed appropriate.

1. **Accident Investigators**

   At the scene, the accident investigator(s) will carefully survey the scene, noting the position of any debris from the accident. The investigator(s) should take photos of the scene, with careful notes of what the photos depict. A map of the site should be drawn to scale, with any landmarks near the scene noted as to position. Photos of all vehicle and property damages incurred from accident should be taken from all sides, with careful notes made.

   The more accurate the information provided is, the easier it is when it comes to canvassing the accident scene. It is important that the accident investigator(s) be as objective as possible in gathering and evaluating data from the accident scene.

2. **Driver Responsibility in Accident Investigation**

   Certain driver responsibilities must be carried out at the scene of an accident.

   Two main concerns at the scene of an accident are to deal with immediate problems and to gather and report pertinent accident information promptly. These two items can be broken down into a 6-step accident procedure for drivers to follow.

   Step 1: Stop, stay calm, Safety; is it safe to get out of vehicle?

   Step 2: Turn on your emergency flashers as an immediate warning signal. Then do a quick evaluation of accident victims, if any, and provide assistance. Next, set out emergency warning devices on the roadway.

   Step 3: Either contact local law enforcement personnel and your supervisor yourself or arrange to have someone do it for you. Be courteous and cooperative when providing information to authorities. Never admit guilt or liability at the scene of an accident. Never leave the scene of an accident.

Step 4: Write down names, license numbers and other information regarding the accident and those people involved in it. Draw a simple diagram of the accident scene. The more detail you can provide, the better it will be for insurance and/or legal purposes later. If you have a camera for use at the accident scene, document the situation with photographs from various angles.

Step 5: After the vehicle has been secured, warning devices put in place, assistance rendered to injured person(s) (if any), and law enforcement personnel contacted, you (the driver) should communicate the accident to your supervisor.

Step 6: Call in the Accident as outlined on the Georgia Auto Liability card. *http://doas.ga.gov/assets/Risk%20Management/Auto%20Insurance%20Documents/Georgia%20Liability%20Insurance%20Identification%20Card.pdf*

Vehicle Accident Review

The Safety/Loss Control Committee will review all vehicle accidents to determine the true cause and whether it was preventable or non-preventable. A preventable collision is one in which the driver failed to do all that could be reasonably expected of them to avoid the collision *(See Guidelines for Determining Preventable/Non-preventable Accidents).*

The functions of the Committee in reviewing vehicle collisions are as follows:

1. Convene as soon as possible after a collision involving a State of Georgia vehicle to objectively consider the evidence presented. This evidence includes any information given by the driver, his or her supervisor and the police report of the accident. These same rules also apply to any employee officially authorized to drive his or her personal cars on official State of Georgia business.

2. Determine the true cause of the collision and whether it was preventable or non-preventable.

3. Review the driver's past driving record.

4. Report in writing to Management the Committee's findings, and the recommendations for corrective action.

5. In the case of a preventable ruling, schedule a personal one-to-one meeting with the driver to discuss the decision, possible remedial training, and/or possible disciplinary action. This meeting will be scheduled as soon as possible after the preventability determination has been made.

Vehicle Selection

It is important to ensure that vehicles selected for a specific function are adequate in design and capability for the intended purpose. It is the responsibility of each driver to select the appropriate vehicle to be used in performing tasks.

Guidelines for Determining
Non-Preventable/Preventable Accident

The following guidelines will be used by The Safety/Loss Control Committee for the purpose of determining accident preventability.

General guidelines – barring extenuating circumstances and maintaining the reasonable action standards, accidents are generally preventable if:

- Driver was inattentive or failed to accurately observe and assess existing conditions that contributed to an accident.
- Driver's speed was not consistent with posted (prescribed) limits or existing road, weather, or traffic conditions.
- Driver's speed precluded stopping within available clearances or assured clear distance.
- Driver misjudged (or did not confirm) available clearances (above, below, or on the sides) resulting in the striking of a fixed object.
- Driver failed to control the vehicle.

- Driver failed to yield the right of way resulting in an accident (or to avoid an accident).
- Driver failed to communicate the vehicle's presence or intended actions through the use of directional lights (signal flashers), horn, or other means.
- Driver was in violation of company operating rules or special instructions, the regulations of any federal of state regulatory agency, or any applicable traffic law or ordinance.

Struck in rear by other vehicle – Non-preventable if:

- Driver's vehicle was legally and properly parked: unless there were extenuating circumstances recognizable to the alert driver whose judgment should suggest "park elsewhere".
- Driver was proceeding in his or her own lane of traffic at a safe and lawful speed.
- Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal, or the directions of a police officer or other person legitimately controlling traffic.
- Driver was in proper lane, waiting to make turn, and was flashing a signal indicating his or her intention to turn.
- Driver's vehicle was disabled and was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting out or retrieving signals - except, see "Mechanical Defects Accidents" - except, if opportunity was available for driver to remove vehicle off road.

Preventable if:

- Driver was passing slower traffic near an intersection and had to make a sudden stop.
- Driver made a sudden stop to park, load or unload.
- Driver was improperly or illegally parked.
- Driver made any other type of unnecessary sudden stop.
- Driver's vehicle rolled back into vehicle immediately behind while starting on a grade.

Struck while parked – Non-preventable if:

- Driver was properly parked in an area where permitted. - Unless there was extenuating circumstances recognizable to the alert driver, whose judgment

should suggest "park elsewhere."- Unless there was off-the-road parking available.

- Vehicle was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting or retrieving signals. The use of 4-way flashers as emergency warning lights under DOT regulations meets this provision for only the first 10 minutes.

Mechanical defect or breakdown accidents – Preventable if:

- Defect was of a type which driver should have detected during a proper pre-trip inspection of vehicle.
- Defect was of a type that the driver should have detected during the normal operation of the vehicle.
- Defect was caused by the driver's abusive operation of the vehicle.
- Defect was known to the driver but was operated regardless of this knowledge.

Side-swiped or head-on collisions – Preventable if:

- Driver was not entirely in the proper lane of travel.
- Driver did not pull to the right or left, slow down and/or stop for the encroaching vehicle lane when such action could have been taken without additional danger and to prevent a collision.
- Driver changed lanes without ascertaining that sufficient space was available or failed to signal intent, or give sufficient warning of intent, to change lane.
- Driver was weaving to the right or left, thus crowding the passing vehicle.

Striking other vehicle in rear collisions – Non-preventable if:

- Other vehicle rolled backward while starting on grade.
- Driver's vehicle was stopped but was hit from behind and pushed into other vehicle.

Preventable if:

- Driver failed to maintain safe following distance and have the vehicle under control.
- Driver failed to stay alert and ascertain that traffic was slowing down or that vehicle ahead was moving slowly, stopped, or slowing down.
- Driver misjudged rate of overtaking vehicle.
- Driver came too close before pulling out to pass.

- Driver started up too soon or too fast for vehicle ahead.
- Driver failed to leave sufficient room for passing vehicle to get safely back in line.
- Driver was passing and misjudged approaching traffic, and returned to right lane too fast.

Accidents at intersection – Non-preventable if:

- Driver was stopped in compliance with traffic sign or signal or at the direction of a police officer or other person legitimately controlling traffic.

Preventable if:

- Driver failed to control speed so that the vehicle could stop within available sight distance.
- Driver failed to check cross traffic and wait for it to clear before entering intersection.
- Driver pulled out in the face of oncoming traffic.
- Driver collided with person, vehicle, or object while making a right or left turn.
- Driver collided with vehicle making turn in front of him. Driver had collision with vehicle coming from either side, regardless of location of traffic signs or signals or whether light was green.

Backing accidents – Preventable if:

- Driver backed up when backing could have been avoided by better route planning.
- Driver backed into traffic stream when such backing could have been avoided.
- Driver failed to get out of cab and check the immediate situation and proposed path of backward travel.
- Driver depended solely on mirrors when it was practicable to look back.
- Driver failed to get out of cab periodically and recheck conditions when backing a long distance.
- Driver failed to sound horn while backing.
- Driver failed to check behind vehicle parked at curb before attempting to leave parking space.
- Driver backed from blind side when a sight-side approach could have been made.
- Driver failed to use a guide (spotter) to help back, or depended solely on a guide.
- Driver relinquished all responsibility to guide.

Accidents while passing or being passed – Preventable if:

- Driver passed where view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
- Driver attempted to pass in the face of closely approaching traffic.
- Driver failed to warn driver of vehicle being passed.
- Driver failed to signal change of lanes.
- Driver pulled out in front of other traffic overtaking from rear.
- Driver cut-in short returning to right lane.
- Driver failed to stay in own lane of traffic.
- Driver failed to hold speed or reduce speed to permit other vehicle to pass safely.

Accidents while entering traffic (merging) – Preventable if:

- Driver failed to signal when pulling out from curb.
- Driver failed to check traffic before pulling out from curb.
- Driver failed to look back to check traffic if he was in position where mirrors did not show traffic conditions.
- Driver attempted to pull out in a manner that forced other vehicle(s) to change speed or direction.
- Driver failed to make full stop before entering from side street, alley, or driveway.
- Driver failed to make full stop before crossing sidewalk.
- Driver failed to yield right-of-way to approaching traffic.

Accidents involving pedestrians and bicycles – Non-preventable if:

- Pedestrian or bicycle driver collided with driver's vehicle while it was legally parked or stopped.

Preventable if:

- Driver did not reduce speed in area of heavy pedestrian traffic.
- Driver was not prepared to stop.
- Driver failed to yield right of way to pedestrian.
- Driver failed to stop when passing a streetcar or bus on the right.

Accidents involving rail operated vehicles (railroad crossings) – Preventable if:

- Driver attempted to cross tracks directly ahead of train or streetcar.
- Driver ran into side of train or streetcar.
- Driver stopped or parked on or too close to tracks.
- Driver failed to yield right-of-way to trolley.
- Driver failed to stop at the railroad crossing.

Miscellaneous accidents – Preventable if:

- Driver was making a "U" turn.
- Driver was pulling away from the curb or other parking space.
- Driver was entering traffic from a driveway, or private alley.
- Driver was giving a push or was being pushed.
- Vehicle moved due to faulty brakes.
- Driver left vehicle unattended (with or without motor running) and failed to set parking brake and wheel chocks.
- Collision with fixed objects - poles gates, light stanchions, etc.
- Non-collision accidents, such as an overturn, or running off road.
- Skidding accidents in which the vehicle is damaged because it jackknifes.

The agency should follow the guidelines on the Georgia Auto Liability form following an accident.
http://doas.ga.gov/assets/Risk%20Management/Auto%20Insurance%20Documents/Georgia%20Liability%20Insurance%20Identification%20Card.pdf

Sample Policy and Procedure Acknowledgement Form

I have received the proper training in the fleet safety policies and procedures. I understand that it is my responsibility to adhere to these policies. I also understand that it is my responsibility to observe all policies and procedures concerning the proper and safe operation of an entity vehicle.

_____
Driver Name (Print)

_____
Driver Signature

_____
Date

_____
Supervisor Signature

_____
Date

Vehicle Pre-Trip Inspection Report

Driver:										Today's Date:	
Vehicle ID No:										License Plate No:	
Expiration Date:										Odometer Reading:	
X – Satisfactory										*O – Requires Attention*	

VEHICLE INSPECTION:	DATES										
PRE-START UP	am	pm	am	pm	am	pm	am	pm	am	pm	**Comments**
Check Oil											
Radiator, Washer Fluid											
Battery Fluids, Connections											
INTERIOR (Start Engine)											
Fuel Level											
Alternator Function											
Heat/ Defrost/ AC											
Interior Lights											
Upholstery, Loose Object											
Child Car Seats/Booster											
Seatbelts/ Straps/ Cutter											
First Aid Kit/Body Fluids Kit											
Fire Extinguisher											
Emergency Exits/Doors											
Registration/ Insurance											
Radio/Cell Phone											
Horn											
Brakes (Travel, Feel)											
Steering Wheel (Play)											
WINDOWS/MIRRORS											
Cleared of Ice/Snow											
Foot Brake/ Parking Brake											
Wipers/Washers											
Mirrors/ Glass/Scraper											
EXTERIOR											
Head Lights (High/Low)											
Turn Signals (Front/Rear)											
Emergency Flashers											
Tires (Wear, PSI w/gauge)											
Tail Lights/Back-Up Lights											
Exhaust (Sound, Emissions)											
TRUNK/STORAGE AREA											
Spare Tire (Pressure)											

Emergency (Chains, Flares, Flashlight, Blankets)										
UNDER VEHICLE										
Obvious Leaks										
Loose/Hanging Objects										
OPERATION										
Lift										
Transmission										
Engine/Idle Speed										
DRIVER'S INITIALS										

Employment Application Driving Position Supplement

☐   ☐

Applicant Name:					Date:	
Present Street Address:					Social Security:	
City:		State:	Zip Code:	How Long?	Telephone Number:	
Previous Street Address if less than three years at present address:						
City:		State:	Zip Code:	How Long?	License Restrictions:	
					Yes	No
If YES, List Restrictions:						

Employment Application Driving Position Supplement

Driver Licenses (List all licenses in the spaces below)		
State	License Number	Expiration Date

Traffic Violation Record (List all Traffic Convictions & Forfeitures in the past 3 years except Parking Violations)				
Location	Date	Court	Charge	Penalty
				☐ ☐

Has your License or Permit to Operate a Motor Vehicle ever been suspended or revoked?			Yes	No
	When	Where	Why	
If YES,				

Accident Record (List all accidents in which you have been involved in the past 3 years)		
Date	Location	Description

Driver's Signature   **Date**

MVR Check and Point Structure System

MVR Check

If a potential employee will be required to operate an entity vehicle as part of his/her job requirements, an MVR check must be completed either by The Safety/Loss Control officer or the supervisor for that employee before an employee may be offered employment.

A point system structure has been established to evaluate new hire and current employee motor vehicle records. If a potential new employee meets or exceeds six (6) points total within the previous three (3) years or exceeds four (4) points within the previous 12 months, they are not eligible for a position that requires driving an entity vehicle.

The same point policy applies to existing employees as in the hiring process in terms of points assigned to traffic violations or motor vehicle offenses. Driver must not meet or exceed six (6) points accumulated in a three (3) year period. Motor Vehicle Records will be obtained on all State vehicle drivers every twelve months. Each MVR received will be reviewed in a timely manner and evaluated for compliance. A copy of all records will be maintained in the employees file along with any corrective action documentation.

Point Structure

Automatic Disqualification to operate an entity vehicle

No potential new or current employee will be allowed to drive a State vehicle (including personal vehicle) for State business if his/her MVR reveals:

- Murder or assault with a motor
- Theft of a vehicle
- Hit and run
- Negligent homicide
- An alcohol related offense in the last 3 years
- Illegal drug offense in the last 3 years

DDS Points and Points Reduction

Point System

The Georgia Point System ranges from 2 to 6 points. A driver with 15 points in a 24-month period will be suspended.
Points are assessed for each conviction pursuant to O.C.G.A. §40-5-57(c)(1)(A)

The State assesses no points for speeding convictions less than 15 miles-per hour over the posted speed limit and for convictions of driving 'Too Fast for Conditions', as per O.C.G.A. §40-6-180. No points are assessed against non-residents of Georgia.

DDS Request for Driving Record Form:

https://dds.georgia.gov/document/form/request-mvr-dds-18/download

DDS Points and Point Reduction:

https://dds.georgia.gov/points-and-points-reduction

Points Reduction
How do I obtain a Points Reduction?

In accordance with O.C.G.A §40-5-86, licensed Georgia residents may request that DDS reduce the number of points assessed against their Georgia driver's license up to 7 points once every 5 years.

To qualify for a Points Reduction, you must successfully complete a certified Driver Improvement (defensive driving) course and present the original certificate of completion to the DDS by mail or in person at one of our Customer Service Centers.

If you request a Points Reduction by mail, please mail the original Driver Improvement (defensive driving) certificate of completion to the Georgia Department of Driver Services, P. O. Box 80447, Conyers, Georgia 30013.

Defensive Driving Policy

The State of Georgia is strongly committed to a sound and thorough defensive driving policy.

While operating State vehicles, drivers should always drive in the safest manner possible. Specifically, our drivers must operate State vehicles in accordance with all provisions of the law.

Full-time and designated part-time employees driving State of Georgia vehicles shall be required to attend the Defensive Driving Course. For drivers who will be driving vans or other vehicles transporting students/individuals a six hour course is required.

1. Assignments for classes shall be made by the employee's supervisor to insure class quotas are met and to maintain satisfactory work schedules.

2. Frequency of employee attendance of Defensive Driving Courses shall be once every three years.

3. New employees required to drive State vehicles shall be required to complete the Defensive Driving Course satisfactorily before starting their driving assignment.

The core concepts of defensive driving are:

- Recognize the hazard.
- Understand the defense.
- Act in time.

Defensive Driving Procedures

Intersection

Getting into and out of intersections without an accident is a mark of a good defensive driver. Besides your own skill level, intersections also demand anticipation of the actions of other drivers and taking appropriate evasive action as required.

Backing

Backing is an extremely hazardous maneuver. If you are backing with the assistance of a guide, the ultimate responsibility for the safety of the backing maneuver remains with you as the driver.

Front-End Collisions

The primary way to avoid front-end collisions is by maintaining a safe and adequate following distance. You should be prepared for possible obstructions on the roadway, either in plain sight or hidden by curves or the crests of hills. A special situation occurs at night, when speed should be kept to a level that will allow you to stop within the distance illuminated by the headlights of your vehicle.

Rear-End Collisions

As a driver, you risk being struck from behind if you do not maintain an adequate margin of safety in your own following distance. If enough space is not allowed in front of your vehicle, chances go way up that somebody can (and will) impact you from the rear.

Passing

Failure to pass safely indicates faulty judgment on your part as a defensive driver, and failure to consider one or more of the factors that need to be checked:

- Is there enough room ahead?
- Is there adequate space to move back into your lane of traffic after passing?
- Have you signaled your intentions?

Being Passed

As a driver, you must be aware of the actions of other drivers and give way if another driver begins to sideswipe you or to cut you off. A good defensive driver will avoid problems with this kind of accident situation.

Encroaching on Other Traffic Lanes

Observant defensive drivers will not usually get trapped when other drivers change lanes abruptly. In the same manner, entrapment in merging traffic can be avoided by a good defensive driver with a little preplanning and willingness to yield. Blind spots are not valid excuses for this kind of accident - allowances must be made in areas of limited sight distance.

Railroad Grade Crossings

Driving across railroad crossings, or in areas where there are rail vehicles of some sort, demands special care. Careful observance of the traffic situation is your best defense.

Oncoming Traffic

A defensive driver will avoid a collision with an oncoming vehicle at all costs. Even if the vehicle enters your lane of traffic, an accident can be avoided with some evasive maneuvers.

Turning

Turning, like passing, is a dangerous maneuver, and demands special care and an observant eye from you as a defensive driver. You should be aware of other vehicles in your path, and of the complete configuration of the turn you are about to undertake.

Pedestrians

As a sensible defensive driver, always assume that if there is a pedestrian (or small vehicle of some sort) involved in a situation, slowing down is your best defense. Be certain to give people and small vehicles the benefit of the doubt.

Extreme Weather and Road Conditions
Bad weather and other road hazards place special stress upon any defensive driver. The best rule in any kind of bad weather or extreme road condition is get off the road safely and as soon as possible. If you absolutely must continue, slowing way down and increasing following distance are your best defenses, along with increased awareness.

Fog

 Fog reduces available visibility and impairs distance perception, making it perhaps the most dangerous type of extreme weather condition.

 Because of this, it is the policy of State of Georgia that, whenever possible, drivers are to avoid driving in foggy conditions. Pull off the road and park safely until the fog dissipates or is burned off, if possible. If you cannot safely pull off the road, follow these procedures:
- You should never assume the depth or thickness of any fog. Fog can range from a momentary blurring of the windshield to be several miles thick.

- Slow your vehicle's speed. Reduction in speed should be done gradually to avoid becoming a hazard for other motorists. Determining a correct and safe speed depends on the thickness of the fog and is left to your best judgment.
- Use low-beam headlights only when driving in fog. Low-beams serve two purposes. They help you see the immediate roadway and allow other motorists to see your vehicle.
- Avoid the use of high-beam headlights while driving in fog. The water particles that make up fog will reflect more light back at you than onto the roadway when high beams are used and will further reduce visibility for you.
- You should make use of windshield wipers and the defroster when driving in fog. Driving in foggy conditions will cause a constant fine mist of water to develop on the vehicle's windshield, reducing visibility in the process. Using the windshield wipers and defroster will alleviate this condition.
- Avoid passing other vehicles while driving in fog.
- You should avoid stopping on any roadway while driving in foggy conditions unless necessary. If you must stop, use the emergency or breakdown lane, activate your emergency flashers, turn off the headlights, and follow (Enter Entity name here) 's breakdown procedures (see Vehicle Breakdown & Road Repair policy).

Rain

 Rain causes roadways to become slippery, especially when it first begins. Roadways become covered with a thin layer of oil and other residues. When rain mixes with this layer, it results in an extremely slippery and dangerous road surface. This condition remains until additional rain can break down and wash away the oily mixture from the pavement. This process can take anywhere from a few minutes to several hours, depending on the severity of the rain.

Water on the road surface can also create a potential hazard of hydroplaning. Hydroplaning happens when a thin layer of water separates the vehicle's tires from the road surface. When a vehicle is hydroplaning, it is literally riding on water. When the tires ride on water, they lose all traction and create an extremely dangerous situation. The faster a vehicle travels on standing water, the greater the chance of hydroplaning. Reducing speed is the best and safest way to avoid hydroplaning.

Rain also reduces visibility. Because rain presents these hazards, drivers are expected to adhere to the following procedures when driving in rainy conditions:

- You should slow the vehicle's speed to avoid hydroplaning. Reduction in speed should be done gradually to avoid becoming a hazard for other motorists. Determining the correct and safe speed depends on how heavy the rain is and will be left to your best judgment.
- You are expected to increase your following distance from other motorists. Since rain causes the road surface to become slippery, you need to allow for greater stopping distance if the need to stop arises.
- You should make use of windshield wipers and the defroster when driving in rain. Driving in rainy conditions will cause a constant film of water to develop on the vehicle's windshield, reducing visibility in the process. Using the windshield wipers and defroster will alleviate this condition.
- You should avoid passing other vehicles while driving in rain. In addition, you are encouraged to follow other vehicles at a safe distance since vehicles traveling ahead will throw water off the pavement and leave "tracks". Driving in these tracks will give you the best possible traction under rainy conditions.

Snow

Snow, depending on the type and severity, can present a variety of dangerous conditions. Because of this, the following procedures have been developed for this defensive driving policy:

- Light, powdery snow presents few problems since it is quickly blown of the road surface. However, if there is enough of this type of snow to cover the roadway, it will form a slick, smooth surface. You should reduce speed and increase following distance. Determining the correct speed and safe following distance will be left to your best judgment.
- Heavier, slushy snow can affect vehicle control. If snow becomes hard packed it can cause an ice hazard on the road surface. Again, you should reduce speed and increase following distance. Determining the correct speed and safe following distance will be left to your best judgment.
- All slow maneuvers such as starting out, steering, backing, and turning should be done smoothly and with extreme care to minimize skids and slides.
- Falling or blowing snow can greatly reduce visibility. In addition, falling and blowing snow can make it hard to see the road, road markings, road signs, and off ramps. If you must continue in snowy conditions, reducing speed and increasing following distance are the best techniques a driver can use to maintain vehicle control.

- As with driving in foggy conditions, the use of high beam headlights while driving in snowy conditions should always be avoided. The high-beam "shooting" light will reflect off falling and blowing snow and reflect at you, further reducing visibility.
- Drivers will also be educated on the dangers of "snow hypnosis". Snow hypnosis occurs when a driver is traveling directly into heavy snow and begins to focus on the falling snow instead of the road ahead. This can cause a hypnotic-like effect on the driver. The danger of snow hypnosis is especially prevalent at night.
- In extreme conditions, chains may be necessary

Ice

All drivers need to be aware of changes in road surface conditions that may affect the vehicle's traction. To help, the following procedures for driving on icy roads for this defensive driving policy have been developed:

- As with all extreme weather conditions, if you must continue, the safest techniques to employ are to reduce speed and increase your following distance. But of these two, increasing following distance is by far the most important. Depending on the temperature and road conditions, stopping distance (distance needed to come to a complete stop) on icy roads can increase four to ten times versus stopping from the same speed on a dry road.
- "Black Ice" forms when temperatures drop rapidly and any moisture on the road surface freezes into a smooth, almost transparent layer of ice. What makes black ice particularly dangerous is that you may not realize you are on it until it's too late. Determining the correct speed and safe following distance will be left to your best judgment.
- Bridges and overpasses are other areas to which you should give special attention. Ice will tend to form first on bridges and overpasses because cold air circulates both above and below these structures causing the temperature to drop more rapidly than on normal roads. Any moisture on the road surface of a bridge or overpass will freeze quicker and harder than elsewhere on the road. Extreme caution and a reduction in speed should be used while traveling over bridges and overpasses.

Night Driving

All drivers need to be aware of the potential hazards driving at night present. These hazards include fatigue, reduced visibility, poor lighting, other (impaired) motorists, and animals on the road. To help drivers better prepare for driving at night, the following

procedures have been developed for this defensive driving policy:

Fatigue is perhaps the most dangerous hazard of driving at night. Nothing we do is worth any one getting hurt. Fatigue usually sets in at night, but a tired driver, at any time of day, is an unsafe driver. Fatigue reduces drivers' reaction time and perception. All drivers are to review the following fatigue warning signs:

- Your eyes close or go out of focus by themselves.
- You can't stop yawning.
- You are experiencing trouble keeping your head up.
- You experience short-term memory loss. For example, you can't remember the last several miles you have driven.
- Your thoughts wander, or you begin to daydream.
- You start drifting into other lanes of traffic, tailgate, or miss traffic signs.
- You experience an inability to maintain a constant rate of speed.
- You must jerk the steering wheel hard to correct a drift and get back into your lane.

If you experience any of these signs, it's time to get off the road as soon as safely possible and get some rest.

- Reduced visibility is a hazard of driving at night. At night, visual acuity (degree of perception) and peripheral vision (side vision) are reduced, and the eyes may have difficulty adjusting from light to darkness. These factors all contribute to reduced visibility while driving at night. The best and safest techniques to counteract these night driving hazards are to reduce your speed and increase your following distance. Reducing speed is also the best way to prevent "out driving" your headlights.
- Poor lighting on the open highway or on rural roads is another hazard drivers should be made aware of. At night, with poor or no lighting aside from the vehicle's headlights, hazards in the road are much more difficult to see and avoid. You should reduce speed and use extra caution when traveling on poorly lit or unfamiliar roads.
- Impaired motorists (drunk drivers) are a hazard to everyone on the road. Drivers should be especially cautious when driving between the hours of midnight and 0300 (typical bar and tavern closing times). Drivers should be wary of motorists driving in an erratic manner including weaving in and out of traffic lanes, having difficulty maintaining a constant rate of speed, or braking suddenly. If you, as a driver, suspect that you are sharing the road with an impaired motorist, reduce your speed, let the motorist pass, and increase following distance.

- Animals on the road present another kind of hazard while driving at night. Drivers are to be especially alert when driving on roadways lined by woods or tall grass. Animals, especially deer, can jump out in front of an oncoming vehicle with little or no warning. The best techniques to avoid collisions with animals are to not "outdrive" your headlights and to reduce speed. If a collision with an animal is unavoidable, you should drive "through" the animal. This will help prevent a jackknife or rollover type accident.

Road Construction

We realize that chances are good that from time to time our drivers will be faced with having to drive on roadways that are being repaired or under construction. Road construction presents several hazards. Because of this, our drivers are expected to approach road construction work zones the same way they would any adverse driving situation and follow these procedures:

- You should reduce speed and maintain a safe following distance.
- You should drive at or under all special or reduced posted speed limits while traveling through road construction work zones. Safe following distance will be left to your best judgment.
- You should be constantly aware of your immediate surroundings, anticipate the possible actions of other motorists, and expect sudden stops.
- You should watch for construction workers or vehicles crossing the roadway.
- You should use the lane furthest from a construction zone when possible.
- You should avoid sudden lane changes and use headlights and four-way flashers when traveling through construction zones.

Road Hazards

Drivers should be aware of the potential danger of encountering various types of road hazards including:

- Soft shoulders or severe pavement drop-offs that can cause rollover type accidents.
- Road debris such as tire recaps, metal or lumber can cause severe damage to tires, tire rims, electrical systems, and brake lines. You should be aware of the road ahead to identify potential road debris early and take safe and appropriate avoidance maneuvers.

Underpasses

Hitting a bridge, underpass, or viaduct is a danger you should be constantly aware of. This type of accident, often referred to as "topping" a trailer, is always preventable. Drivers need to be aware that the posted height of an underpass is not always accurate. Re-paving and packed snow can reduce the clearance of an overpass enough to cause a problem. In addition, an empty trailer will ride higher than when it is loaded. You should make thorough trip plans. When in doubt of the clearance of an underpass, you should get out of your vehicle and make a visual inspection or find an alternate route.

Fixed Objects and Special Intersections

A good defensive driver will observe items in the area around the vehicle that might cause problems. Checking to be certain there is adequate clearance is the primary thing to watch. In the areas of driveways, alleyways or plant entrances, the effective defensive driver will analyze the situation carefully, slow down, sound a warning when appropriate, and be ready to yield to the other driver involved.

Physical and Mental Condition

Drivers are expected to manage their physical and mental condition. That especially means keeping a positive attitude when behind the wheel, and, taking good care of their physical health. Fatigue is an especially dangerous factor to be aware of.

Following Distance

Tailgating is probably the single most common complaint lodged by the general driving public against truck drivers. Here are some specific following distance guidelines:

- 3-second interval at speeds up to 40 mph,
- 4-second interval at any speed over 44 mph,
- add extra time in bad weather or poor road conditions,
- add extra following distance if you are being tailgated.

Driving Speed

You should drive consistent with posted speed limits, with due regard given to existing traffic, weather and highway conditions. Never overdrive your headlights at night. That means you should be able to stop safely in the distance you can see clearly in your headlights.

Right of Way

As a defensive driver, you should never attempt to exercise the right of way principle. Let the other driver go first. Keep to the right except to pass, or when getting into position to turn left. In town, when you enter a main thoroughfare from a side street, alley, driveway or a highway ramp, make a full stop at any crosswalk, then another full stop before actually moving into traffic.

Meeting Other Vehicles

Keep to the right when meeting other vehicles on a roadway. If a vehicle approaches on your side of the road, slow down and pull to the right as far as you safely can. If you have to take this kind of evasive action, and have actually gone off the highway onto the shoulder, be certain you slow the vehicle down sufficiently before you attempt to come back onto the highway. Never pull to the left to avoid an oncoming vehicle.

When merging onto a highway drivers are expected to:

- Signal early,
- Be patient and watch for an opening,
- Build speed and merge smoothly,
- Check mirrors constantly.

When exiting a highway drivers are expected to:

- Signal and change into the right-hand lane early and safely,
- Signal intentions to exit early,
- Check mirrors constantly,
- Reduce speed and exit.

Curves and Turns

The biggest thing to remember in successfully negotiating curves and turns is to slow down. That way you will be able to make any needed adjustments in steering, etc. as required.

Defensive Driving Course Completion Form

_____ has successfully completed the Defensive Driving Course Training. Completion of this course is required before any employee is authorized to drive an entity vehicle. The Entity requires that this course be repeated on an annual basis for employees to remain eligible to drive entity vehicles.

_____
Driver Name (Print)

_____
Driver Signature

_____
Date

_____
Supervisor Signature

_____
Date

Driver Instructions for Reporting Vehicle Accidents

Step 1: Stop, stay calm, is it safe for you to get out?

Step 2: Turn on your emergency flashers as an immediate warning signal. Then do a quick evaluation of accident victims, if any, and provide assistance. Next, set out emergency warning devices on the roadway.

Step 3: Either contact local law enforcement personnel and your supervisor yourself or arrange to have someone do it for you. Be courteous and cooperative when providing information to authorities. Never admit guilt or liability at the scene of an accident. Never leave the scene of an accident.

Step 4: Write down names, license numbers and other information regarding the accident and those people involved in it. Draw a simple diagram of the accident scene. The more detail you can provide, the better it will be for insurance and/or legal purposes later. If you have a camera for use at the accident scene, document the situation with photographs from various angles.

Step 5: After the vehicle has been secured, warning devices put in place, assistance rendered to injured person(s) (if any), and law enforcement personnel contacted, you (the driver) should communicate the accident to your supervisor.

Step 6: Complete Vehicle Accident Report Form at the scene of the accident.
(See Vehicle Accident Reporting Form)

Supervisor Accident Follow up Form

Supervisors use this form to ensure the proper reporting of and accident, the incident has been investigated and corrective actions have been taken.

http://doas.ga.gov/assets/Risk%20Management/Auto%20Insurance%20Documents/doas_driver_qualification_program-3.doc

Component # 8:
Fleet Management

Vehicle Maintenance

It is the policy of State of Georgia to keep all vehicles well maintained and in safe and efficient operating condition at all times. The specifics of that approach will be detailed in the procedures to follow.

1. Preventative Maintenance

A good preventive maintenance program lowers repair frequency and lowers overall maintenance cost. *(See Sample Monthly Vehicle Maintenance and Inspection Schedule)*

The service portion of Preventive Maintenance is actually scheduled maintenance. State of Georgia vehicles will be given Preventive Maintenance according to the following schedule as outlined in ARI for that vehicle.

Vehicle Inspections

Department of Administrative services is committed to following a strong daily inspection program. All vehicles are to be inspected every day they are operated.

1. Driver Pre-Trip Inspection

Each driver must be satisfied that his/her assigned vehicle is in proper working condition prior to operating *(See Vehicle Pre-Trip Inspection Report).* Each driver must also be satisfied that any cargo is properly distributed and secured.

The driver will also review the last completed Driver's Vehicle Inspection Report to verify that any needed repairs were made to the vehicle. If the defects noted were not acknowledged by an authorized signature, the driver shall not drive the vehicle until the defects are handled appropriately.

When a driver reports safety related problems or vehicle damage, the vehicle inspection report should be submitted to his/her Supervisor. The Supervisor will sign the report indicating that repairs have been made (or are not required to be made). The original inspection report and certification of repairs will be retained in the Vehicle Maintenance File.

The original inspection reports on which no defects were noted and on which defects were noted, and the certification of repairs, will be retained in the Vehicle Maintenance File.

2. **Driver On-The-Road Inspections**

   Once on the road, the driver must examine any cargo and its load securing devices and make any necessary adjustments.

   If a problem is found, the driver will notify his/her supervisor and either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel to the nearest repair facility.

Vehicle Maintenance File

A complete record on each vehicle in the fleet will be kept. It will include basic vehicle information and information indicating the nature and due date of any inspection and maintenance operations to be performed on the vehicle, and a record of any inspections, repairs and maintenance performed on the vehicle in question, including dates performed and specifics on the nature of the operations.

Sample Vehicle Maintenance Acknowledgement Form

I have received the proper training in daily vehicle inspection procedures. I understand that it is my responsibility to inspect all fluid levels, lights, tires, and safety equipment each day before I use the vehicle. I understand that it is my responsibility to report any and all vehicle defects and safety concerns. I also understand that it is my responsibility observe all policies and procedures concerning the proper and safe operation of an entity vehicle.

_____

Driver Name (Print)

_____

Driver Signature

_____

Date

_____

Supervisor Signature

_____

Date

Suggested Monthly Vehicle
Maintenance and Inspection Schedule

2. **Routine Service Schedule:**
   -Lube-Oil-Filer   Every 5,000 miles
   -Rotate tires and balance   Every 10,000 miles
   -Air Filter
   - PCV Valve
   -Brake Service
   -Front-end alignment   (Every 12,000 miles)
   -Engine tune-up
   -Transmission Service
   -Shock absorbers
   - Automatic Transmission drain/refill (Every 20,000 miles)
   - Differential drain/refill (Every 36,000 miles)
   - Wheel bearing package

3. **Every 3 months inspect the following:** (make required repairs)
   - All fan, A/C, power belts
   - Radiator, heater, A/C hoses
   - A/C, heater system
   - Power steering
   - Windshield wiper blades and arms
   - Doors and windows

4. **Every 6 months inspect the following:** (make required repairs)
   - Alternator/generator
   - Battery
   - Exhaust system, muffler, converter, tail pipe
   - Emission control system
   - Ignition system
   - Door locks and window mechanisms
   - Fuel tank and suspension system

5. **Annually inspect and/or conduct the following:** (make required repairs)
   - Comprehensive engine tune-up and analysis
   - Comprehensive steering/brake system evaluation
   - Comprehensive body/paint check
   - Comprehensive evaluation of emission control system
   - Drain, flush, and clean cooling system-refill
   - Electrical wiring

- Suspension system
- Mechanical linkages
- Interior condition

APPENDIX 1

Sample Emergency Plan Template

This Integrated Contingency Plan has been developed in accordance with the guidelines and requirements published in the Federal Register, Vol. 61, No. 109.

Section I: Plan Introduction Elements

1. Purpose and Scope

This Emergency Plan has been developed for the **(Agency/Agency Location).** This plan provides core guidance on actions necessary for all emergency situations with could cause hazard to life or property from accidental or natural causes.

Facility Overview: The facility covered in this plan is a (type of industry) situated in (CITY - STATE). A_____shift operation the facility is occupied _____hours per day with a maintenance group on site on weekends. The facility employees' security personnel on a round the clock basis.

Emergency Plan Coverage:

- Planning Guidelines

- Fire Prevention Plan

- Notification Procedures

- Emergency Evacuation

- Tornado & High Winds

- Fire/Explosion

- Hazardous Chemical Release

- Medical Emergencies

- Bomb Threat

- Emergency Response Team SOP

Table of Contents

Emergency Response Planning Guidelines

•   Responsibilities

•   Training

•   Emergency Response Planning

•   Emergency Response Progression and Priorities

•   Fire Fighting Restrictions

•   Areas of Planning & Development

Emergency Action Plan

        •   Background
        •   Responsibilities
        •   References
        •   Priorities
        •   Fire Prevention Plan
        •   Standard Operating Procedures

SOP: Management Notification
SOP: Notification of Emergency Response Team
SOP: Notification of Employees
SOP: Corporate Notification
SOP: Emergency Evacuation
Emergency Assemble Areas
Evacuation Routes
SOP: Fire/Explosion
SOP: Medical Emergencies
SOP: Bomb Threat

Emergency Response Team SOP

        • ERT Staffing
        • Description of Duties
        • Training for ERT
        • Assignment of Positions
        • Checklist
        • Incident Commander
        • Operations Manager
        • Safety Officer

1. **Current Revision Date**:_____

2. **General Facility Identification Information**

     Facility Name: _____

Owner: Company, Inc.
PO Box XXX
CITY, State xxxxx-xxxx
(555)321-6789

Facility Location: (Shipping address)

Mailing Address: (This address of the location if different from main office)

Key Contacts: Senior Managers Name & Title

Facility Phone Number: (555)321-4567

Facility Fax Number: (555)321-1111

 Key Personnel:
_____, **Location Manager**
_____, **Maintenance Manager**
_____, **Operation Manager**
_____, **Safety Manager**

Section II: Core Plan Elements

1. Discovery

Initial actions the person(s) discovering an incident are detailed in the Standard Operating Procedure (SOP) for Notification and the attached SOPs for various event covered by this plan.

2. Initial Response

A. Procedures for internal and external notification are contained in the ***Notification SOP***

B. Objective and Protocols for establishing goals, planning, are contained throughout the plan as it addresses various events. Planning and priorities are outlined in the section titled Emergency Response Planning Guidelines.

Emergency Response Planning Guidelines

General

The (Facility) has developed an Emergency Action Plan and Emergency
Response Team Standard Operating Procedures in order to:

a. protect life & property
b. minimize severity of emergency situations
c. comply with EPA RMP regulation 40 CFR, Part 68

This (facility) has chosen to have an Emergency Response Team (ERT) to control and abate
accidental releases of hazardous material. The ERT would coordinate efforts with local
emergency agencies and organizations to mitigate peripheral emergency issues within and
beyond the facility fence lines.

References

The information and guides of this plan have been developed from the following sources:

General Industry Emergency Response (29 CFR 1910 pub.3122) *Emergency*

Management Guide-ARC (FEMA)

Accident Prevention for Industrial Operations (NSC)

Emergency Action Plan (29 CFR 1910.38)

Medical Services and First Aid (29 CFR 1910.151)

Medical Services and First Aid (29 CFR 1910.151)

Confined Space Entry (29 CFR 1910.146)

Chemical Process Safety Management (29 CFR 1910.119)

Risk Management Program (EPA: 40 CFR, Part 68)

Responsibilities

Facility Management:

• evaluate the number and types of hazards expected based on experience and general
knowledge to plan and develop Emergency Response Plan specifics.

• provide training to all employees for their roles in all emergency plans

• quarterly conduct necessary drills to exercise the emergency response plans

- annually conduct emergency rescue from confined space drill

- conduct all other actions required in this planning guide to implement, develop and maintain an effective Emergency Response Plan

- make assignments for all Emergency Response Team positions

Maintenance Manager shall:

- maintain sufficient inventory of equipment for the ERT

- provide maintenance and inspection of ERT response equipment

- participate in training of the ERT

40 Hour HAZMAT trained personnel:

- Assist in training of the ERT as directed by the Site Manager

- Normally be assigned to active positions on the ERT

Safety Manager:

- provide technical assistance in development and execution of emergency response plans

Training

All Emergency Response Plans must be written in concise terms and made available to all Employees through additions to personnel handbooks, operation manuals, and posting on company bulletin boards. Training and annual re-training programs should be conducted to assure an adequate level of knowledge.

For the Plan to be effective, training must cover:

1. Reporting emergencies

2. Evacuation routes and meeting places

3. Alarm or warning systems

4. Specific assigned actions

> **Periodic drills** are required to assure that the Employees know what to do in case of an emergency. Persons with specific duties require additional training and frequent exercise drills. Security must not be over-looked in the Emergency Response Plan. It may be necessary to control access of unauthorized personnel, media and onlookers; direct outside Emergency Response vehicles and control looting. Local Emergency Services should be contacted and invited to train in conjunction with company drills.

Emergency Response Planning

When planning for emergencies, the following areas should be considered
for each hazard:

1. How will that hazard affect Employees, operations and facilities
2. How can this hazard be avoided
3. If the hazard cannot be avoided, how can the hazard be minimized

Staffing of Emergency Teams

- Number of employees

- Training requirements

Equipment Requirements

- Personal protective equipment

- Air quality monitoring equipment

- Spill containment materials
- Associated emergency response equipment

Development of Standard Operating Procedures

- Emergency escape procedures & escape route assignments

- Procedures for accounting for employees after evacuation rescue

- Medical Duties for assigned employees who operate critical equipment prior to evacuation

- Preferred means of reporting fires and other emergencies

- Job titles of persons to be contacted for information about the plan/procedures

Emergency Response Progression and Priorities

In order of importance

1. Evacuation and accounting for all Employees and Visitors
2. Contact local Emergency Services to report emergency
3. Assemble the Emergency Response Team, access the emergency, implement
   response plan and provide for Emergency Responder Team safety
4. Notify Regulatory Agencies (EPA, LEPC, etc.) where applicable to file initial
   report.
5. Control the emergency through planned responses when safe;
   such as: conduct search and rescue, turn off utilities, back-up and
   valve-off (SPECIFY GENERAL SYSTEMS), control hazardous

chemical spill/releases, man fire pumps/sprinkler control valves to assure proper operation and prevent premature shut-off

6. Protect property from further damage by removal or physical protection

7. Initiate clean-up and salvage operations

8. Conduct post-emergency evaluation and critique
9. File written reports to Regulatory Agencies where applicable

Fire Fighting Restrictions

Because of the danger associated, equipment required and training required. Emergency Response Plans should not include fighting fires beyond the incipient stage (able to put out with a fire extinguisher), entering a facility on fire to conduct search and rescue or providing advanced medical care or treatment. Those areas are best left to Emergency Response Professionals who have the skill, knowledge, training and equipment required to control those events safely.

Training

Before implementing the Emergency Action Plan, a sufficient number of persons are to be designated and trained to assist in the safe and orderly emergency evacuation of employees.

Additionally, a review of the plan will be conducted:

- for all Employees initially when the plan is developed

- whenever an Associate's responsibilities or designated actions under the plan change

- whenever the plan is changed

- for all new Employees as part of the New Hire Safety Training

The written plan shall be maintained in the workplace and made available for employee review.

Maintenance

Written procedures have been developed to properly maintain equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials.

Areas of Planning & Development

Required Information

1. Detailed current floor plans that indicate:

a. Evacuation routes and meeting areas
b. Location of utility shut-off
c. Location of hazardous chemical storage
d. Location of emergency response equipment
e. Location of water supplies, electrical supplies and communication equipment

2. Resource materials available for quick reference

a. SDSs, emergency response resource materials, etc.
b. Emergency. response check lists and appropriate contacts/telephone numbers
c. Vendor/Contractor lists for:
   - Emergency power generation, boilers, etc.
   - Emergency response equipment
   - Environmental abatement
   - Heavy equipment rentals and operators
   - Construction and building materials

3. List of the major fire hazards, handing and storage procedures, potential ignition sources (such as boilers, gas fired equipment, welding, smoking and other) and their control procedures, and the type of fire protection equipment or systems installed to prevent or control ignitions or fires.

4. List of Job Positions of those personnel responsible for control of fuel source hazards.

5. Housekeeping procedures to prevent and control accumulations of flammable and combustible waste material and residues so that they do not contribute to a fire emergency.

Emergency Assembly Areas

Department   **Assembly Area**

List each Department and the location you have selected that is a safe distance away from affected buildings. You will need a separate list for each building

Attach a copy of building floor plans and grounds plan showing

- Exit Routes

- Fire Extinguisher Locations

- Utility Shutoff Locations

- Assembly Areas

- External Sprinkler Control Valves

- On-site Fire Hydrants

- Emergency Command Center Location

Bomb Threat Phone Checklist

Your Name: _____ **Time:** _____

Date: _____

Caller's Identity: _____ Male ____ Female ____

Approximate Age: Years: _____

Origin of Call: Local   Long Distance   Phone Booth   Internal

CALLERS VOICE IS

Slow	Fast	Loud	Foreign	Calm
High Pitch	Distinct	Raspy	Stutter	Foul
Drunk	Slurred	Deliberate	Deep	Distorted
Angry	Nasal	Irrational	Laughing	Emotional

BACKGROUND NOISE

Office	Factory	Animals	Traffic	Music
Airplanes	Party	Quiet	Train	Other Voices

BOMB FACTS

KEEP CALLER TALKING. If caller seems agreeable to further conversation, ask questions like:

1. **When is the bomb going to explode?**
   What hour:_____Time Remaining:
2. **Where is the bomb?**
   Building:_____Area:___
3. **What kind of bomb is it? What does it look like? Do you know who placed the bomb?**
4. **Where are you now?**
5. **What is your name and address?**

Did the caller appear familiar with the plant or building by description of the bomb location?

Write out the message in its entirety and any other comments on reverse side.

Call the following people immediately after the bomb threat call; (Each site will have to determine)

_____

_____

_____

Emergency Operating Procedures
EOP: Management Notification

In the event of an emergency or a situation that could evolve into an emergency, management must be informed immediately. The following individuals shall be notified for events concerning the processing plant:

_____ **maintains an updated Emergency Notification List and Procedure.**

Plant Manager Production Manager
Maintenance Manager
Security Manager
Safety Coordinator

EOP: Emergency Response Team Notification

This procedure applies to situations that require implementing the Emergency Response Plan for release of hazardous substances or immediate notification of management team of a significant emergency event.

Here is where you describe How you will contact your Emergency Response Team

EOP: Employees Notification

Employees may be notified of emergencies by the installed alarm system, public address system or by supervisors. After initial notification, employees will be provided direction by on scene supervisors

EOP: External Notification

The preferred method for contacting local Emergency Response Assistance is to call 911, this will provide initial notification to Law Enforcement, Fire Department and County EMA/LEPC.

EOP: Corporate Notification

If any media interest is expected, contact Corporate Public Relations for assistance.

Reporting Losses:
In the following cases, the Corporate Office will be notified in a timely manner:
•   Fire/Explosion Damage
•   Flood Damage
•   Tornado/High Wind Damage
•   Theft
•   Cargo Losses

Main Office Contact List:

List Main Office Names and Phone Numbers

EOP: Emergency Evacuation

Background

Need for evacuation can be for many reasons. The keys to a successful evacuation are:

•   Supervisor coordination and control, and
•   Pre-determined routes and assembly areas

Management Action

1.   After the Senior Manager on scene determines the need for an emergency evacuation exists, the evacuation alarm will be activated (describe sound of your alarm) and announcements & instructions will be issued over the public address system.

2.   Management will immediately start actions, taking into consideration the nature and extent of the emergency.

Specific Responsibilities & Assigned Actions

1.   Production Supervisors
    A.   Lead Employees from work areas when evacuation alarm is sounded.
    B.   Provide necessary assistance to any Employees with disabilities.
    C.   Escort Employees to the designated assembly area.
    D.   Account for Employees at the designated assembly area.
    E.   Notify Human Resource of any Employees that are not accounted for.
    F.   Provide control of Employees at assembly areas

2.   Maintenance Supervisors Actions
    A. List other actions to be taken by specific persons

EOP: Tornado and High Winds

Background

Tornadoes develop from powerful thunderstorms. They are incredibly violent local storms that extend to the ground with winds that can reach 300 mph. They can uproot trees, destroy buildings and turn harmless objects into deadly missiles in a matter of seconds. Damage paths can exceed one-mile-wide and 50 miles long.

Definitions

Tornado Watch - Be ready to take shelter. Tornadoes are likely.

Tornado Warning - Take shelter immediately. A tornado has been sighted in the area.

Types of Shelter Areas

The best protection in a tornado is usually an underground area. The best above ground areas in a building are:

- Small interior rooms on the lowest floor without windows

- Hallways on lowest floor away from outside doors and windows

- Rooms constructed of reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system.

- Buildings with flat, wide-span roofs are not considered safe.

Management Pre-Action

1. During Thunderstorm season ensure NOAA Weather Radio (with warning alarm & battery backup) is functioning properly. During Tornado Watches, assign a specific person to monitor the radio.

2. During high probability periods or during Tornado Watches, consider placing spotters to warn of approaching systems.

3. Pre-alert supervisors concerning the possibility of the need for directing Employees to emergency shelter.

4. During Tornado Watches, place a sign at the main entrance & exit to notify people of the potential hazardous condition.

Management Immediate Action

1. After the need to take shelter has been established announcements shall be made to take shelter.

2. Immediately initiate sheltering action.

- Direct all Employees to move from their workstation to along the nearest interior wall.

- Assume the lowest position possible and protect the head area with arms.

3. After the threat has passed, initiate a head count and return to work or as directed by plant management.

EOP: Fire / Explosion

Background

Fires can have several causes and sources of fuel. Most deaths in a fire are caused by smoke inhalation. It is important to remember that the normal evacuation path could be towards the fire. In these cases, alternate routes, away from the fire are to be used. At no time will employees attempt to contain a fire that has progressed past the initial small stage. Explosions can have numerous causes. The results of explosions can range from fires to weakened or collapsed structures.

Management Action

1. After it is established that there is a fire or explosion on the premises, the Management will be notified immediately and the fire alarm sounded. The evacuation alarm shall also be sounded.

2. Management will immediately initiate action, taking into consideration changes that might become necessary according to the situation.

3. Management will establish a command post at _____

4. The Maintenance Manager will

   - assign competent Employees to monitor the sprinkler risers to assure normal operation.

   - direct emergency shut down of utilities (power and gas) and backup/valve off ammonia refrigeration systems, and other actions as the situation requires.

   - provide liaison with emergency response units

5. Security will call 911 and provide initial details of the fire and/or explosion to emergency response units.

EOP: Bomb Threat

Follow the BOMB THREAT CALL REPORT Guide

1. Do not hang up phone.

2. Get all information: location, size, appearance, time the bomb will explode, etc.

3. Alert another staff member to call the phone company to

attempt a trace on the call. (Dial "O" for Operator)

4. Get the caller to talk as long as possible.

5. Notify the Management of the threat.

6. Management shall:

- Call Police Department & request assistance.

- Make decision concerning evacuation.

IF EVACUATION HAS BEEN DECIDED, NO ONE SHALL ENTER THE FACILITY UNTIL THE POLICE DEPARTMENT HAS GIVEN AN ALL CLEAR TO THE MANAGER OR MANAGEMENT MEMBER IN CHARGE.

EOP: Hazardous Chemical Release

See Also: *Emergency Response Team SOP* and

Spill Prevention Control & Countermeasures Plan

In the event of an accidental release of hazardous chemicals, an evacuation would be required if the release is in a significant amount to cause, or have potential to cause, harm to employees.

1. After it is determined that there is a hazardous chemical emergency, the Management Team will be notified and make the decision whether to evacuate any areas. All unqualified Employees should remain clear of any spill or release of any hazardous material. If evacuation procedures have been initiated, ALL EMPLOYEES MUST LEAVE THE FACILITY and proceed to the designated meeting area

   (see Emergency Evacuation SOP).

   - NO ONE MAY ENTER THE RELEASE/SPILL/AFFECTED AREAS WITHOUT PROPER PERSONAL PROTECTIVE EQUIPMENT AND MANAGEMENT PERMISSION.

   - PPE is required at all times until the hazard has been dissipated with proof by proper testing procedures.

2. Maintenance Manager will proceed directly to the emergency area to determine if evacuation or outside help is necessary.

3. Management will activate the Emergency Response Team if required.

4. Management will implement the **Emergency Spill Procedures** of the *Spill Prevention Control & Countermeasures Plan* if any hazardous material is released.

> Notification of Georgia Environmental Protection Division and EPA is required if spilled oil material discharges or threatens to discharge into a waterway of the State causing a visible sheen on or a discoloration of the surface water or shorelines, or if a reportable quantity for a hazardous substance is discharged or may unavoidably be discharged to a waterway of the State.

EOP: Medical Emergencies

All Medical Treatment provided by site employees shall follow the *Medical Directives and Nursing Procedures for Emergency Care.*

1. After a medical emergency has been identified, the Assigned Manager, Occupational Health Care Professional (OHCP) or Senior Management Team Member and Area Supervisor should be notified immediately. The Area Supervisor has the responsibility to assure that the Assigned Manager, OHCP or Senior Management Team Member has been notified.

2. The severity of the medical emergency and level of action required will be determined by the on-site OHCP.

3. All Medical Emergency Care Providers will use the proper PPEs as outlined in the *Control of Blood-borne Pathogens Program* and will follow the proper standards of care.

4. All injured or ill Employees requiring emergency medical care for life/death medical emergencies will be transported by local Emergency Medical Services (EMS) to the nearest local Hospital.

5. All non-life/death medical emergencies will be managed by the OHCP and Company Physician following proper standards of care.

6. All Employees who are involved in an injury or accident shall be screened for drugs and alcohol as prescribed by company policy.

7. During any emergency, the OHCP or Assigned Manager will have the responsibility to set-up the emergency medical care station at a location directed by the Senior Management Team Member depending on the emergency and relevant conditions.

APPENDIX 2

Evacuation Planning & the ADA

Evacuation of Disabled Persons Planning Guide

Contents

Introduction

Purpose

The purpose of this guide is to identify the unique problems associated with emergency evacuation of persons with limiting disabilities from a facility. Additionally, we have provided some examples of techniques that can be used for pre-planning and executing emergency evacuation of disabled persons. Since facility emergency planning must be site specific, it would be impossible to provide specific information and guidance for all instances. This guide may be used by facility owners, directors and managers to familiarize themselves and employees with the basic techniques of emergency evacuation planning for the disabled.

ADA and Emergency Evacuation

The *Americans With Disabilities Act* (ADA) legislated equal access to facilities. One segment of the intent of the ADA that has been overlooked is equal exit during emergencies. It is essential that facilities that provide services to the general public such as hotels, motels, restaurants, nursing homes, hospitals, retirement centers and recreation facilities have a pre-planned procedure for evacuation of the disabled.

The Elderly & Children

In this manual we have included two groups that are not normally associated with the disabled: the elderly and children. As the average age of the population increases, the size of elderly clientele is also increasing. While many of these people may have no impairments, many will be limited by the natural and normal restrictions associated with the aging process. These

limitations include, but are not limited to, mobility impairment, hearing and visual difficulties, speech problems, and reduced mental capabilities.

Children pose different problems in emergency evacuation procedures. They are normally provided close supervision by parents, or other responsible adults, who provide explicit direction for their daily activities. During a situation that requires emergency evacuation, children cannot be expected to understand or comply with directions designed for adults. If they have become separated from their caregivers, their link to appropriate action has been severed and they will require special assistance.

Section 1- Need for Planning

Over 49 Million People are Disabled

Significant challenges can be expected during emergencies that require evacuation of a facility and these will be compounded when dealing with the special problems associated with the disabled, the elderly and children. A large reduction in these problems can be achieved through pre-planning, employee training, proper equipment staging and liaison with emergency professionals such as local Rescue & Assistance Squads, Fire and Police Departments.

Management Responsibility

Owners and managers have the legal and moral responsibility to provide emergency plans for their facilities. This includes having the proper immediate emergency equipment, emergency & evacuation plans and a properly trained staff. While most facilities have some sort of plan, either formal or informal, most do not provide for the special needs that will arise during evacuation of the disabled, elderly and children. Under the ADA, architectural barriers must be removed or redesigned to accommodate access for the disabled. Unfortunately, emergency routes have, in many cases, been neglected. While the use of elevators in multi-storied buildings are not safe emergency exit routes, stairwells and ladders cannot be navigated by many elderly and disabled people without assistance. Additionally, to provide the required assistance, the facility employees must know where these people are and how to evacuate them safely without increasing the danger to them or to the people they are trying to assist.

Employees Role in an Emergency

During emergencies people generally look to authority figures for direction. The general public normally expects this direction to come from facility employees and will, in most cases, comply adequately. For employees to provide proper direction and leadership in an emergency they must have had proper training in the procedures to be followed and this implies that management has a detailed plan for them to implement. In the absence of an effective plan and training, employees are left to their own choices in a crisis. This can result in abandonment of responsibility, counterproductive actions, and even increase the severity of the emergency situation. Employees must be trained to act in concert with each other and in accordance with

the facility's policies and emergency plan. While no plan can cover all contingencies, the absence of a formal program and continuing employee training will result in unnecessary endangerment of people and property.

Section 2 - Disabilities and Evacuation Problems

Hearing Impaired

The most significant problem during emergencies for the hearing impaired is immediate notification of the emergency. Emergency alarms should incorporate a distinct visual signal as well as audible signal to alert persons with hearing difficulties. Hearing impairment covers a wide range, from loss of high frequency hearing to total loss of auditory perception. Many people who augment their hearing with electronic aids often remove them at night and in an emergency might not hear the audible alarms designed to warn them of danger. Even after they become aware of the emergency they may forget to install their hearing aids in a crisis. People with no hearing disability can temporarily lose their hearing if a loud sharp noise occurs such as an explosion. **Designing alarm systems and search & notification procedures with the idea that normal communication modes might not be effective will provide a facility the means of communicating danger and necessary actions to the hearing impaired.** Another problem encountered by the hearing impaired is their inability to ensure their communication of an emergency has been received. When using telephones or other communication devices they cannot see the intended recipient. <u>Special procedures should be implemented to allow the hearing impaired to communicate that an emergency exists and/or obtain assistance.</u>

Speech Impaired

In emergency situations persons with speech impairments are not only limited by their own disability but also **limited by the inability of others to recognize they are trying to communicate non-verbally.** Under normal circumstances the techniques employed by speech impaired persons to communicate their needs, wants and desires are effective when the recipient provides adequate focus on the communication. In emergencies employees must be trained to take the necessary time to understand the ideas being communicated. As an example: During an evacuation of a facility due to fire an employee encounters a guest that is exhibiting the need to communicate but is not coherent. This person is motioning and possibly making sounds. The employee knows that this person must leave the area by the emergency route and tries to communicate this necessity. The person resists. In this and similar cases, the employee must be trained to take the few seconds required to calmly attempt to receive the communication. The disabled person may have knowledge of a hazardous condition or location of persons needing assistance. Training employees to communicate with speech-impaired persons is not difficult and does not require the learning of the American Sign Language. The idea here, as in the above case of communicating with hearing impaired persons, is to provide the disabled person an opportunity to communicate.

Visually Impaired

As with hearing and speech-impaired persons, visual impairment runs a wide spectrum. For those people with significant reduction in visual acuity, being in an unfamiliar environment causes them difficulty in navigating their surroundings. In an emergency they would be at a significant disadvantage unless aided. To assist persons with limited sight ability the following techniques will be helpful: (See also Signage and Communicating an Emergency)

- Install phones with large button faces and numbers. Numbers should be of a significant contrast to the button face to facilitate recognition.
- Signs and emergency directions should be large print and in colors that do not preclude recognition by persons with color blindness.
- Install Braille imprints on all doors.
- Provide Braille or verbal emergency instructions for visually impaired employees and guests.
- Provide familiarization tours for the visually impaired.

Providing proper sensitivity training for employees can prevent inappropriate behavior. It has been noted that some people have a tendency to speak louder and more slowly to visually impaired persons. This is an inappropriate reaction on their part in their attempt to deal with their misconception of visual impairment.

Mobility Impaired

When most people think of disabled persons, they have a mental picture of someone in a wheelchair. Mobility impairment, however, also has a wide range. While persons restricted to wheelchairs may be the most limited, accommodations must be made for all types of mobility restrictions. These restrictions may include conditions that require the use of crutches, canes, walkers, and people with motor dysfunction and health problems that limit mobility. Evacuation of people with mobility impairment is compounded by the nature of emergency route design. Stairwells used in lieu of elevators present the largest obstruction for evacuation. Employees need to be trained in techniques for assisting the mobility impaired. This includes knowing their own physical limitations and ascertaining the mobility impaired person's condition and preferences by asking them. Disabled people live with their disability every day and probably know the best methods for assistance. Adequate and proper emergency equipment should be staged at strategic locations throughout the facility to enable not only employees to assist the disabled but also for use by emergency professionals that may respond to the scene.

Mentally Impaired

Again, as with all the previous disabilities discussed, mental impairment may range from slightly diminished abilities to total incapacitation. Effective communication of the need to evacuate may be hampered if employees are not calm and persistent in their efforts to assist the

mentally impaired. Though it is not always the case, some mentally impaired people may react to an emergency in an unexpected manner. Employees should be trained to handle unexpected behavior and provide the proper assistance attention to these people during evacuation. Additionally, they should be trained to be sensitive to mentally impaired persons attempts to communicate information or questions.

Elderly Persons

Determining the limitations of an elderly person is sometimes difficult. The normal aging process causes diminished physical and mental abilities. These may occur sooner for some, later for others, all to varying degrees. Elderly persons may have all or some of the impairments discussed earlier. Accommodations that are designed for the disabled may be used successfully for the elderly. It should be noted that the percentage of elderly persons in the United States is growing dramatically larger. This trend will continue for the next 50 years.

Children

As stated earlier, children are normally provided close supervision by parents, or other responsible adults, who provide explicit direction for their daily activities. During a situation that requires emergency evacuation, children cannot be expected to understand or comply with directions designed for adults. If they have become separated from their caregivers, their link to appropriate action has been severed and they will require special assistance. As the number of facilities that provide on-site childcare rises, facility planning for emergency evacuation of children has become more important. Childcare areas should be located and designed to allow close and unrestricted access to emergency exits.

Section 3 - Evacuation Pre-Planning

Increase Margin of Safety

Pre-planning and preparation will increase the margin of safety, save lives and property when an emergency arises. Evacuation of the disabled can be carried out successfully if proper policies and techniques are implemented to:
- Train employees in methods of assisting the disabled
- Train employees how to effectively communicate an emergency
- Assign specific tasks during an emergency
- Identify specific needs of the disabled
- Provide a facility specific response plan

Facility Emergency Coordinator

Adequate management of any emergency plan relies on coordination and planning. Assigning a management level individual the responsibility for emergency planning will allow development of a resident expert who will be able to monitor policies, procedures and employee training. This person could also be assigned as the facility ADA Coordinator. The designated person should be familiar with the facility emergency plans, types of rescue and assistance available from local fire departments & police, the Life Safety Code, applicable local regulations, and ADA requirements for facility accommodations.

Identification of People and Needs

For facilities that provide lodging, special care must be taken to provide adequate measures to identify the specific needs of disabled persons. The following list provides some procedures that would assist facility staff.

1) **Provide a means of communicating** the facility's understanding of the special needs of the disabled. This can be achieved through several means.
   - Signage at registration desks that provides a policy statement in brief.
   - Training counter persons to tactfully express the facility's desire to be helpful.
   - Space on registration cards to provide annotation for special needs by the disabled.

2) **Color Coding** for identification of room locations. This technique has numerous applications beyond identification of the location of disabled persons for emergency evacuation. Procedures for color-coding should be simple and easy to update. A single color should be assigned to each specific type of disability. When more than one disability is involved the most limiting one can be applied or a multi-colored system may be used.
   - Color-coding of room assignments at the registration desk alerts desk staff when they receive a call from a guest that a special need may exist.
   - Color coding of room doors, by means of a small colored card (no writing) inserted in a card holder on each door will alert the service staff of possible special needs
   - Color-coding of floor plans provides means of identifying guests that may need evacuation assistance. These floor plans can also be used to provide emergency response personnel locations of persons needing extra assistance. These floor plans should show emergency routes, stairwells, balconies, areas of rescue assistance (discussed later in this chapter) rest rooms, major assembly areas and room numbers as a minimum. These floor plans should, however be simple to read and provide for quick understanding of the facility layout. They should also be easily transportable by one person to facilitate removal to a safe area for review by management and emergency response units.

Communicating an Emergency

Communication of an emergency situation must be provided such that not only can the facility alert guests but also so that guests can alert facility staff. Simple procedures can be implemented to provide the hearing or speech impaired person the opportunity to communicate by phone with the front desk. These procedures can be provided to guests upon registration. As an example, the international symbol of access for hearing loss could be displayed with an appropriate message that provides the type of assistance available, such as:

• Infrared Assistive Listening System
• Audio Loop in Use, Turn T-Switch for Better Listening
• FM Assistive Listening System
• Real Time Captioning
• Captioned Note Taking
• Oral Interpreters
• Sign Language Interpreters

Section 4 - Alarm Systems

Audible Alarms

Audible emergency signals must have an intensity and frequency that can attract the attention of individuals who have partial hearing loss. People over 60 years of age generally have difficulty perceiving frequencies higher than 10,00 Hz. An alarm signal, which has a periodic element to its signal, such as single stroke bells, hi-low and fast whoop are best. Avoid continuous or reverberating tones. Select a signal that has a sound characterized by three or four clear tones without a great deal of "noise" in between.

Visual Alarms

Visual alarms, to be effective, must be located and oriented so that they will spread signals and reflections throughout a space or raise the overall light level sharply.

Tactile Alarms

For hotel rooms and other rooms where people are likely to be asleep, a signal-activated vibrator placed between mattress and box spring or under a pillow has been found by Underwriters Laboratory to be effective in alerting sleepers. Many available devices are sound activated so that they could respond to an alarm clock, clock radio, wake-up telephone call or room smoke detector or general alarm.

Section 5 – Signage

There are several methods that can be employed to assist the visually-impaired person in navigating unfamiliar surroundings.

- Tactile maps that depict facility layout (including emergency routes and instructions)
- Auditory-recorded instructions.
- Positioning of signs perpendicular to the path of travel.
- Raised and Brailed characters and pictorial symbols
- Signage with sufficient contrast and size.

The best readability is achieved through the use of light-colored characters or symbols on a dark background.

Section 6 - Areas of Rescue Assistance

The Following requirements are derived from the Federal Register and are provided here for guidance and understanding. They are not all inclusive and do not consider substantial local regulations and codes that may exist.

Areas of rescue assistance are areas, which have direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency conditions. These areas should be clearly marked and identified to persons with disabilities that might limit their ability to use emergency routes unassisted.

Consistent with local codes, areas of rescue assistance can be any one of the following:

- A portion of a stairway landing within a smoke proof enclosure.
- A portion of an exterior exit balcony located immediately adjacent to an exit stairway. Note that openings to the interior of the building located within 20 feet of the area of rescue assistance must be protected with fire assemblies having a 3/4-hour fire protection rating.
- A portion of a one-hour fire-resistive corridor located immediately adjacent to an exit enclosure.
- A vestibule located immediately adjacent to an exit enclosure and constructed to the same fire-resistive standards as required for corridors and openings.
- A portion of a stairway landing within a exit enclosure which is vented to the exterior of the structure and is separated from the interior of the building with not less than one-hour fire-resistive doors.
- Other areas as described and designated by local codes and regulations

Size of Areas of Rescue and Assistance

Each Area of Rescue Assistance must provide at least two accessible areas each being not less than 30 inches by 48 of inches horizontal surface. The area of rescue assistance cannot encroach on any required exit width. The total number of areas should not be less than one for every 200 persons of calculated occupant load served by the area of rescue assistance.

Stairway Width

Each stairway adjacent to an area of rescue assistance shall have a minimum width of 48 inches between the inner sides of the handrails.

Communication with areas of rescue assistance

A method of two-way communication, with both a visual and audible signal, must be provided between each area of rescue assistance and the primary entry to the building. The fire department or appropriate local authority may approve a location other than the primary entry.

Identification of areas of rescue assistance

Each area of rescue assistance shall be identified by a sign that states:
Area of Rescue Assistance
and displays the international symbol of accessibility. The sign must be illuminated when exit sign illumination is required. Signage must also be installed at all inaccessible exits and where otherwise necessary to clearly indicate the direction to areas of rescue assistance. In each area of rescue assistance, instructions on the use of the area under emergency conditions shall be posted adjoining the two-way communication system.

Section 7 - Employee Training

The purpose of employee training in this area is three-fold. First, they should be provided an appreciation for the limitations of the disabled to be better able to provide the proper assistance in each case. Second, through proper training, they will understand their own limitations in providing assistance and be able to maximize their abilities in this area.
Third, employees should be trained that disabled people are not all alike. Each disabled persons has different personal means of physically and psychologically handling their disabilities.

Equal Service
Management personnel should be trained in the provisions of the ADA that deal with the facility's responsibility toward the disabled public. Equal service is required to be available to all patrons.

Sensitivity Training

Employees should be trained to not only understand the limitations imposed by disabilities but also their own misconceptions concerning the limitations of these patrons. Service and assistance should always be provided with dignity and understanding.

Emergency Training

Facility Management should conduct coordinated emergency training on a frequent basis to ensure employees can carry out assigned duties. Some specifics as they pertain to the subject of this guide are:

- Initial notification of Emergency Response Units, via 911, that some disabled patrons will need evacuation assistance and the on-site location where the units may contact management personnel.
- Sending employees to areas where disabled persons may be located to assist in their notification and evacuation.
- Staging employees at Areas of Rescue Assistance.
- Use of Areas of Rescue Assistance communication equipment.
- Transporting color-coded floor plans, facility emergency information and communication equipment to a safe, designated area.

Emergency Drills

Each facility should conduct routine drills to ensure that employees can perform assigned functions and that the plan actually works. These drills can be used to finely tune the facility's response to emergencies and greatly reduce the possibility of inappropriate actions that could lead to unnecessary endangerment of people and property. Training drills should include briefs to employees on the expected response from emergency personnel from both on-site and off.

Types of danger and graduated response

Each facility emergency response plan should define the levels of danger to both people and property. Management should train employees how and why these various levels are activated by management and what their specific actions should be. Evacuation response actions should be tailored to the situation and type of danger that exists or could possibly exist. These types of dangers, from least severe to most severe, are categorized as:
- Possible Danger
- Imminent Danger
- Immediate Danger
- Life Threatening Danger

Employee Actions

All employee actions during emergencies should be directed to:
- • Actions to notify Emergency Response Units
- • Action to facilitate orderly and timely evacuation if necessary, this includes notifying and assisting the disabled.
- • Actions to limit the severity of the emergency
- • Actions to assist Emergency Response Units and personnel

Employees should be cautioned not to attempt any actions for which they are not trained unless inaction would result in a Life-Threatening Danger. Employees should not be expected to unnecessarily endanger themselves while carrying out their assigned duties.

Additional training

Additional employee emergency training can be obtained through local Fire Departments, The American Red Cross, Search and Rescue Units and similar organizations.

Appendix 3

BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller_____

_____

QUESTIONS TO ASK (ask questions to keep caller on the line)

      1. When is bomb going to explode? _____

      2. Where is the bomb? _____

      3. What does it look like? _____

      4. What will cause it to explode? _____

      5. Did you place the bomb? _____

      6. Why? _____

      7. Where are you calling from? _____

      8. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

Were there any background noises? _____

Remarks:_____

Person receiving call: _____

Telephone number call received at: _____

Date:_____

Report call immediately to: _____

APPENDIX 4

Workplace Violence Prevention Program

Workplace violence has emerged as an important safety and health issue in today's workplace. The circumstances of workplace violence vary and may include robbery- associated violence; violence by disgruntled clients, customers, patients, inmates, etc.; violence by coworkers, employees, or employers; and domestic violence that finds its way into the workplace.

1.0 Purpose

The purpose of this safety policy and program is to establish guidelines and procedures for taking preventive measures to minimize the potential workplace violence.

The State of Georgia recognizes that workplace violence is an occupational hazard and that a proactive approach in preventing workplace violence is necessary. This includes provisions for management and employee training, outlines prohibited behavior, and reporting and investigation procedures. This safety policy also provides for confidentiality, discipline, and anti-retaliation requirements.

2.0 Policy

It is the policy of State of Georgia to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. The State of Georgia is committed to maintaining a safe, healthful, and efficient working environment where employees and the public are free from the threat of workplace violence. When these workplace violence hazards are recognized and identified then proper training and appropriate security measures will be implemented.

3.0 Responsibilities

It is the responsibility of each manager/unit head, supervisor, and employee to ensure implementation of the agencies' safety policy and procedure regarding Violence in the Workplace. It is also the responsibility of each employee to report immediately any unsafe act or condition to his or her supervisor.

Management

- Provide support to all investigations of instances of violence in the workplace.

- Responsible for identifying the vulnerable locations and work activities most susceptible to workplace violence.

- Provide training for Managers, Supervisors and Employees.

- Ensure compliance with this safety policy and procedure through the auditing process.

Supervisors

- Assist managers in the identification of vulnerable locations and work activities within their organization.

- Report all instances of workplace violence

- Assist employees in reporting workplace violence

- Assist in all investigations

Employees

- Report any acts of violence or threatening behaviors to supervisors, or their Personnel Representative

- Participate in training required by this policy and procedure.

  Safety/Loss Control Officer

- Assist managers, supervisors, or others as necessary on any matter concerning this safety policy and procedure.

- Provide consultative and audit assistance to ensure effective implementation of this safety policy and procedure.

- Develop and provide training to employees on workplace violence.

- Provide consultative and audit assistance to ensure effective implementation of this safety policy and procedure.

- Identify and apply resources for Employee Assistance Programs

4.0 Training

All employees, including supervisors and managers will receive annual awareness training. These sessions will explain the State's safety policy and procedure on workplace violence, as well as cover procedures for reporting and investigating threats, violent acts, and unsafe workplace conditions. In addition, employees will be informed of their responsibilities and of the measures they can take to protect themselves and their co-workers from workplace violence.

Supervisor and Manager Training

When employees are respected and their concerns are addressed in a fair and timely manner, they are far less likely to resort to violence as a way of responding

to conflicts. Creating this type of caring work environment requires that supervisors and managers:

- Treat all employees fairly and respectfully.

- Are clear and consistent in their expectations.

- Involve employees in the decision-making process.

- Set realistic workloads, deadlines, and performance standards.

- Ensure employees have the resources they need to complete assignments

- Permit flexibility in working conditions for employees experiencing difficult times.

- Acknowledge and follow-through on employee requests and concerns.

- Provide regular and constructive feedback.

- Keep employees informed of what is going on in the organization

To help supervisors and managers improve their overall effectiveness in these areas, they will receive periodic training on the following management skills:

- Communication

- Team building

- Mentoring

- Problem solving

- Counseling

Despite our best efforts to create a healthy work atmosphere, there are bound to be some performance- and behavior- related problems. To keep these problems from spiraling out of control, supervisors and managers should be trained to recognize and handle them at the lowest possible level. This can be accomplished by providing training on:

- Conflict resolution

- Non-violent responses

- Disciplinary procedures

- Crisis management

Employee Training

Incidents of workplace violence can also be reduced if employees are effective in their interactions with customers, visitors and co-workers. Since not all employees join the workforce with the necessary "people skills," the following skills will be taught to each employee:

- Customer service

- Communication

- Team building

- Problem solving

- Conflict resolution

- Non-violent response

It is also important that employees receive "awareness training" which addresses:

- State of Georgia's position on workplace violence

- Behaviors that are prohibited by policy.

- Disciplinary action that will result from policy violations.

- Procedures for reporting and investigating threats, violent acts, and unsafe conditions.

- Measures that will be taken to ensure confidentiality.

- Steps that have been taken to increase security.

5.0 Prohibited Behavior

Prohibited behaviors are those behaviors that are defined in this program and behaviors that:

- Threaten the safety of an employee and/or customer.

- Affect the health, life, or well-being of an employee and/or customer.

- Result in damage to company, employee, or public property (excluding vehicle and equipment accidents).

Such acts include, but are not limited to:

- Threatening, intimidating, coercing, harassing, or assaulting an employee or the public.

- Sexually harassing an employee or the public.

- Allowing unauthorized persons access to buildings without management permission.

- Using, duplicating, or possessing keys to buildings or offices within the building without authorization.

- Damaging, or attempting to damage, property, an employee, or the public.

- Carrying unauthorized weapons (concealed or exposed) on the property.

6.0 Workplace Security Analysis

The Safety/Loss Control Committee should conduct a thorough initial risk assessment to identify hazards, conditions, operations, and situations that could lead to violence. The initial risk assessment includes a walkthrough survey to provide the data for risk identification and the development of a comprehensive workplace violence prevention program. The assessment process includes the following:

- Analyze incidents, including the characteristics of assailants and victims. Give an account of what happened before and during the incident and note the relevant details of the situation and its outcome.

- Identify any apparent trends in injuries or incidents relating to a particular worksite, job title, activity, or time of day or week. The Committee should identify specific tasks that may be associated with increased risk.

- Identify factors that may make the risk of violence more likely, such as physical features of the building and environment, lighting deficiencies, lack of tele- phones and other communication devices, areas of unsecured access, and areas with known security problems.

- Evaluate the effectiveness of existing security measures. Assess whether those control measures are being properly used and whether employees have been adequately trained in their use.

7.0 Engineering Controls and Workplace Adaptation

Engineering controls remove the hazard from the workplace or create a barrier between the worker and the hazard. The following physical changes in the workplace can help reduce violence-related risks or hazards:

- Maintain adequate lighting within and outside the facility. The parking area and the approach to the facility should be well lit during nighttime hours of operation. Exterior illumination may need upgrading in order to allow employees to see what is occurring outside the facility.

- Use fences and other structures to direct the flow of customer traffic to areas of greater visibility.

- Install video surveillance equipment and closed-circuit TV (CCTV). This may include interactive video equipment. The video recorder for the CCTV should be secure and out of sight. Posting signs that surveillance equipment is in use may increase the effectiveness of the deterrence.

- Put height markers on exit doors to help witnesses provide more complete descriptions of assailants.

- Use door detectors to alert employees when persons enter a building.

- Control access to buildings with door buzzers.

- Use silent and personal alarms to notify police or management in the event of a problem.

- Install physical barriers such as bullet-resistant enclosures with pass-through windows between customers and employees to protect employees from assaults in locations with a history of robberies or assaults.

8.0 Administrative and Work Practice Controls

Administrative and work practice controls affect the way employees perform jobs or specific tasks. The following examples illustrate work practices and administrative procedures that can help prevent incidents of workplace violence:

- Integrate violence prevention activities into daily procedures, such as checking lighting, locks, and security cameras, to help maintain worksite readiness.

- Adopt proper emergency procedures for employees to use in case of a security breach.

- Establish systems of communication in the event of emergencies. Employees should have access to working telephones in each work area, and emergency telephone numbers should be posted by the phones.

- Adopt procedures for the correct use of physical barriers, such as enclosures and pass-through windows.

- Increase staffing levels at night at facilities located in high-crime areas.

- Lock doors used for deliveries when not in use. Also, do not unlock delivery doors until the delivery person identifies himself or herself. Take care not to block emergency exits–doors must open from the inside without a key to allow persons to exit in case of fire or other emergency.

- Establish rules to ensure that employees or visitors can walk to outdoor areas without increasing their risk of assault. The key is to have good visibility, thereby eliminating potential hiding places for assailants near these areas. In some locations, going to outside during daylight may be safer than doing so at night.

- Keep doors locked before business officially opens and after closing time. Establish procedures to assure the security of employees who open and close the facility, when staffing levels may be low.

- Limit or restrict areas of visitor access or close portions of the facility to limit risk.

- Adopt safety procedures and policies for off-site work, such as deliveries.

Administrative controls are effective only if they are followed and used properly. Regular monitoring helps ensure that employees continue to use proper work practices. Giving periodic, constructive feed-back to employees helps to ensure that they understand these procedures and their importance.

9.0 Periodic Safety Audits

Hazard analysis is an ongoing process. The Safety/Loss Control Committee will conduct periodic safety audits to review workplace hazards and the effectiveness of the control measures that have been implemented. These audits also can evaluate the impact of other operational changes that were adopted. A safety audit is important in the aftermath of a violent incident or other serious event for reassessing the effectiveness of the violence prevention program.

Prevention Programs

Violence prevention programs benefit greatly from periodic evaluation. The evaluation process could involve the following:

- Review the results of periodic safety audits.

- Review post-incident reports.

- Examine reports and minutes from staff meetings on safety and security issues.

- Keep abreast of new strategies to deal with violence in various types industry.

10.0 Reporting & Investigation

Any employee (including a supervisor or manager) who has been threatened, is a victim of a violent act, witnesses any threats or violent acts, or learns of any threats or violent acts, is to report immediately such activity to their supervisor or the Safety/Loss Control Officer. Each report will be promptly evaluated and investigated by the management to determine what follow-up actions are necessary. Management has the authority and responsibility to request law enforcement intervention if it is thought to be necessary.

Confidentiality

Information about an incident or threat will be disclosed only on a need- to-know basis, so that a fair and thorough investigation can be conducted and appropriate corrective action can be taken. The State of Georgia will make every effort to ensure the safety and privacy of the individuals involved.

Discipline

An employee who engages in prohibited behavior will be subject to appropriate disciplinary action, as determined by the findings of the investigation. Such discipline may include warnings, demotion, suspension, or immediate dismissal. In addition, certain actions may cause the employee to be held legally liable under state or federal law.

Retaliation

Episodes of workplace violence can only be eliminated if employees are willing and able to report threats, violent acts and other unsafe conditions.

To encourage employees to come forward without the fear of retaliation, the State of Georgia promptly investigates all complaints of retaliation and impose appropriate disciplinary action, up to and including dismissal.

Counseling

Dealing with or being exposed to a violent or abusive situation can be emotionally unsettling. The State of Georgia will provide for appropriate counseling to reduce tension and stress. Follow-up counseling services may be provided and arranged by employee's supervisors as requested to affected employees.

11.0 Recordkeeping

Good records help determine the severity of the risks, evaluate the methods of hazard control to protect property and create a safe and healthful facility for workers and visitors. This violence prevention program will use the following types of records for this purpose:

- Notes of safety meetings and training records.

- Records of property damages or losses, employee and third party injuries and illnesses at the facility.

- Records describing incidents involving violent acts and threats including events involving abuse, verbal attacks, or aggressive behavior

- Written hazard analyses.

- Recommendations of police advisors, employees, or consultants.

- Up-to-date records of actions taken to deter violence, including work   practice controls and other corrective steps.