

BULLETIN

Risk Control

ACWA/Joint Powers Insurance Authority, 5620 Birdcage Street, Suite 200, Citrus Heights, CA 95610-7632, (800) 231-5742

by Peter Kuchinsky II

March 2010

The OSHA Top Ten

Each year OSHA publishes a list of the **top ten** most frequently cited standards. The standards that were most commonly violated involved:

1. Scaffolding;
2. Fall protection – general requirements;
3. Hazard communication;
4. Respiratory protection;
5. Lockout/tagout;
6. Ladders;
7. Electrical – wiring methods, components, and equipment for general use;
8. Powered industrial trucks (forklifts);
9. Electrical – general requirements; and
10. Machine guarding – general requirements.

In day-to-day activities and maintenance operations, water utilities perform about 90 percent of the operations listed above. This might be a good time to review your Safety Program, and develop your training calendar to include areas that might need some improvement. Use this checklist to review your own operations.

This checklist can assist you and your staff to understand:

- What OSHA cites for most often;
- What to look for in workplaces;
- Increase hazard identification among employees;
- Implement corrections where needed; and
- Improve safety.

1. SCAFFOLDING

YES

NO

- _____ _____ Fall protection provided on scaffolds over 7 ½ feet high.
- _____ _____ Scaffold platforms fully planked.

_____ _____ Employees access scaffold by means of ladders or stairs.

_____ _____ Scaffold is properly supported, secured in place, and on solid footing.

_____ _____ Guardrail systems installed, maintained, and checked before use.

CORRECTIVE ACTION PLAN

LIST ITEM, THE PERSON RESPONSIBLE, AND EXPECTED COMPLETION DATE			
Action Item	Person Responsible	Due Date	Status

2. FALL PROTECTION

YES

NO

- _____ _____ Fall protection is provided during construction or maintenance activities.
- _____ _____ Fall protection is provided by means of a guardrail, safety net, or PFAS.
- _____ _____ Fall protection is provided on low-slope roofs (< 4:12) such as flat roofs and tanks.
- _____ _____ Holes are guarded or provided with covers.
- _____ _____ Fall protection is provided on steep roofs (>4:12).

CORRECTIVE ACTION PLAN

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3. HAZARD COMMUNICATION:

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | Employer has a written program and reviews it annually. |
| _____ | _____ | Employees are trained on the HazCom Program and MSDSs before assignment or exposure. |
| _____ | _____ | All containers with hazardous chemicals or substances are labeled and have warnings. |
| _____ | _____ | An MSDS is available for each hazardous chemical/substance. |
| _____ | _____ | MSDSs are reviewed, maintained, and updated at least annually. |

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4. RESPIRATORY PROTECTION:

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | Employer has a written program and assigned program administrator. |
| _____ | _____ | Employees undergo a medical evaluation before respirator use is allowed. |
| _____ | _____ | Initial/annual respirator fit testing is performed and documented. |
| _____ | _____ | Appendix D is completed when respirator use is voluntary or requested by employee. |
| _____ | _____ | The appropriate respirator is issued/used based on the hazards or exposures. |

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5. LOCKOUT/TAGOUT (LOTO):

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | Employer has developed and documented equipment-specific lockout procedures. |
| _____ | _____ | Employer conducts annual inspections of Energy Control Program. |
| _____ | _____ | Employees trained in LOTO procedures. |
| _____ | _____ | Employer has written LOTO Program. |

____ LOTO devices and tags are properly affixed and used by employees.

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6. LADDERS:

YES NO

- ____ ____ Ladder extends at least three-feet above upper landing surfaces.
- ____ ____ Ladders are used and rated for the purpose they were designed.
- ____ ____ The top or top step of a stepladder is not used as a step.
- ____ ____ Ladders are inspected before use, and damaged ladders are removed from service.
- ____ ____ Employees do not carry objects that could cause a fall, or lose balance while climbing a ladder.

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7. ELECTRICAL:

YES NO

- ____ ____ Wires and conductors are protected from damage by boxes, cabinets, or fittings.
- ____ ____ Flexible cords have proper grounds and strain relief.
- ____ ____ GFIC or assured grounding program used in construction, exterior locations, and wet areas.
- ____ ____ Covers are installed on boxes, outlets, and switches.
- ____ ____ Flexible cords are not used for permanent wiring.

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8. POWERED INDUSTRIAL TRUCKS:

YES NO

- ____ ____ Only a trained and competent operator is allowed to operate powered equipment.
- ____ ____ Refresher training is provided at least every three years.
- ____ ____ Operators have written certification, passed a skills test, and are authorized to operate equipment.
- ____ ____ Defective or unsafe equipment is removed from service.
- ____ ____ A written daily inspection is performed by operators before use.

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9. ELECTRICAL SYSTEMS:

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | Electrical equipment is used in accordance with the manufacturers' instructions. |
| _____ | _____ | Electrical work spaces and panel area is kept clear. |
| _____ | _____ | Live electrical parts and conductors are guarded from accidental contact. |
| _____ | _____ | Electrical equipment containing recognized hazards is removed from service. |
| _____ | _____ | Disconnecting means, switches, circuits, and breakers, are labeled and identified. |

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10. MACHINE GUARDING – GENERAL REQUIREMENTS:

- | YES | NO | |
|-------|-------|---|
| _____ | _____ | Machines, pumps, motors, or moving parts are guarded. |
| _____ | _____ | Point-of-operation and tools have guards in place as provided by the manufacturer. |
| _____ | _____ | Fixed machinery is anchored in place to prevent movement. |
| _____ | _____ | Exposed blades, pulleys, belts, and shafts are guarded. |
| _____ | _____ | Guards are installed and maintained per manufacturers' instructions. Warning labels are affixed to equipment. |

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REMINDER – Deadline for the H.R. LaBounty Safety Award Program

As a reminder, the deadline to submit Safety Award Nominations will be April 12, 2010. The Nomination form can be downloaded from our website at <http://www.acwajpia.com/SafetyAwards.aspx>. Please contact Terry Lofing, tlofing@acwajpia.com or (800) 231-5742, Ext. 3126 for assistance.

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