



BULLETIN *Risk Control*



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The 2016 OSHA Top 10

Each year OSHA publishes a list of the Top 10 most frequently cited standards. The standards most commonly violated for the period October 1, 2015 – September 30, 2016 are listed below.

1. Fall Protection – General Requirements
2. Hazard Communication
3. Scaffolding
4. Respiratory Protection
5. Lockout/Tagout
6. Powered Industrial Trucks (Forklifts)
7. Ladders
8. Machine Guarding – General Requirements
9. Electrical-Wiring Methods, Components, and Equipment for General Use
10. Electrical-General Requirements



In day-to-day water and wastewater activities and maintenance operations, employees perform the majority of the frequently cited standards listed above. As 2017 gets under way, it is a good time to review safety programs and your training calendar to include areas that create some exposures. Use this checklist to review your own program.

1. 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).

2. Hazard Communication

YES NO

___ ___ Employer has a written program and reviews annually.

___ ___ Employees are trained on the HazCom Program and SDSs before assignment or exposure.

___ ___ All containers with hazardous chemicals or substances are labeled and have warnings.

___ ___ An SDS is available for each hazardous chemical/substance.

___ ___ SDSs are reviewed, maintained, and the HazCom Program is updated at least annually.

3. Scaffolding

YES NO

___ ___ Fall protection is provided on scaffolds over 7.5 feet high.

___ ___ Scaffold platforms are fully planked.

___ ___ Employees access a scaffold by means of ladders or stairs.

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

___ ___ A guardrail system is installed, maintained, and checked before use.

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.
- Appropriate respirator is issued/used based on the hazards or exposures.

5. Lockout/Tagout (LOTO)

YES NO

- Employer has developed and documented equipment-specific lockout procedures.
- Employer conducts annual audit of energy control program.
- Employees are trained in LOTO procedures.
- Employer has a written LOTO program.
- LOTO devices and tags are properly affixed and used by employees.

6. 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, have passed a skills test, and are authorized to operate equipment.
- Defective or unsafe equipment is removed from service.
- Written daily inspections are performed by operators before use.

7. 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.

8. Machine Guarding – General Requirements

YES NO

- Machines, pumps, motors, shafts, gears, 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 (drill press, grinders).
- Exposed blades, pulleys, belts, and shafts are guarded.
- Guards per manufacturer's instructions are installed and maintained. Warning labels are affixed to equipment.

9. Electrical - Wiring

YES NO

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



10. Electrical Systems – General Requirements

YES NO

___ ___ Electrical equipment is used in accordance with manufacturer's instructions.

___ ___ Electrical work spaces and panel area are kept clear (30 inches or more).

___ ___ 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.



Completing this checklist during the next month can assist you and your staff to understand the following:

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

Ergo Corner

Reducing Injuries with Steps and Handholds

Drivers often slip or trip when entering or exiting vehicles. These events sometimes lead to serious injuries involving a knee, back, or shoulder. Several best practices should be considered to reduce exposure to these types of incidents.

Vehicle Height and Steps

When the stepping height from the vehicle to the ground exceeds 16 inches, additional vehicle steps should be considered. This may include running boards from passenger compartment or heavy duty steps at work beds.

Step Depth

Installed steps should be deep and wide enough to allow workers to place the middle of the boot sole and entire width of their boot on the step. A narrow or shallow step that supports only a small portion of the worker's foot can contribute to causing a slip or fall.

Handholds

Providing handholds is critical to provide stability during entering and exiting vehicles. Most workers will use handholds if they are easy to reach. This may require the installation of an external handhold on some vehicles, especially in the vehicle bed areas.



Since 2009, Southern California Edison has installed new ergonomic design features focused on steps and handholds, and saved about \$1.4 million in workers' compensation costs.

<http://sce.tumblr.com/post/60509192323/safer-truck-designs>

Footwear

A worker's footwear is critical for slip, trip, and fall prevention. The sole should incorporate significant tread that can engage with the slip-resistant surface features on the steps. In addition, an offset heel pocket should be avoided if possible to reduce the risk of catching the heel and causing the worker to trip. Many work boots come with gradual contour in the heel pocket that may present less of a tripping risk than a pronounced, sharp-edged heel. The condition and type of footwear being used should always be part of a slip, trip, or fall accident investigation.



A work boot that provides good traction and has little or no heel can reduce slip, trip, and fall injuries.



We are collecting nominations for the **H.R. LaBounty Safety Awards Program**. We encourage you to submit nominations to highlight your employees' safety-related ideas. Complete the Nomination Form online at <http://www.acwajpia.com/SafetyAwards.aspx>.

Don't forget to send digital photos. The deadline to submit a nomination is **March 20, 2017**.

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Commitment to Excellence Best Practices—Meter Boxes



Meter boxes may be installed in areas subject to traffic. In most cases, these areas are known at the time of installation and the appropriate type of meter box and lid is installed by the utility. In other cases, due to development, the type of meter box may change.

This may have been the case in the above pictures. Parking is now permitted on the unpaved shoulder of the road. If meters boxes are not traffic rated, damage may occur. This damage can result in potential liability for a utility once noticed and left unaddressed. A vehicle may be damaged or a pedestrian may suffer an injury by such a condition. The utility has the opportunity to note the condition during the meter reading operations. Until a repair can be completed, a cone or traffic barricade may be placed over the damaged box to warn of the condition. The best long-term solution would be to replace the box and lid with one that is traffic rated. (See below concrete box with metal lid.)

