

SELF: Common Facility Safety Equip & Issues Onsite Section (Distribution /
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1. Observation Guidelines

1.1 Each section of the existing onsite observation form has been broken out by sections and made available for utilization as a self assessment tool during the interim years between the formal onsite observations processes conducted every three years.

Each section is an exact copy of the questions and criteria used during the onsite observation process.

1.2 Cooperatives are encouraged to use these sections as part of their on-going Safety Improvement Plan to target specific improvement areas found during their formal onsite observation process or areas they have individually prioritized.

1.3 The idea is to identify areas for improvement; initiate planned actions to meet improvement objectives and assess progress on a systematic basis to ensure the improvements have been institutionalized into normal operations.

1.4 Cooperatives can select and self assign to their cooperative each onsite self assessment section that pertains to their identified improvement areas.

PDF versions of these forms will also be available at the RESAP home page under Self Assessment Forms so you can download and utilize them within your self assessment process.

1.5 Once your self assessment hard copy is completed you can enter your finding online and submit. The person conducting the assessment, the date and assessment results will be saved in the system, allowing you to monitor and track your progress.

1.6 Your self assessment process is designed by your cooperative team as part of a continuous safety improvement process.

When planning your assessment process statewide safety professionals, peer to peer cooperative observers or in-house cooperative employees can be used to conduct these assessments, it is entirely up to each cooperative. The key is having a formalized plan that is monitored and reevaluated on a regular basis to ensure objectives are being met.

2. System Identification

D.1 Name of person making these online entries.

D.2 Email address of person making these entries.

D.3 Date or scheduled date (mm/dd/yyyy) of this inspection.

D.4 Name of the system General Manager/CEO:

D.5 Self Assessment performed by:

- Organization Employee
- Statewide Personnel
- Outside service provider
- Other

D.6 Select the type of audit being performed at this system.

- RESAP observation was announced to many.
- RESAP observation was announced to a select few.
- RESAP Observation is unannounced.
- RESAP observation is section based in calendar yr.

3. Common Facility Safety Equipment and Issues

3.1 Stairs, landings, and steps are free of any impediments, edges easy to discern, and allow safe movement in any direction.

Criteria:

Handrails are properly secured and meet regulatory requirement 30/33.

Steps and risers are uniform.

Steps are well lit and marked as needed for visibility.

ref: 29 CFR 1910.23

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.2 Docks and safety rails are in good condition and meet regulatory requirements.

Criteria:

Safety rails or barriers are in place for docks with 48" or more elevation.

Wheel chocks or other means are available for securing vehicles while loading or unloading. Dock plates or ramps are available to bridge the gap when using lift trucks.

ref: 29 CFR 1910.23

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.3 Proper trash containers are readily available, are sufficient size for facility areas, and show evidence of proper use.

Criteria:

Inside trash containers appear to be emptied on a frequent basis.

Outside trash containers are emptied on a scheduled basis.

Used and oily rags are contained in metal self-closing containers that are emptied daily.

ref: 29 CFR 1910.141(a)(3) & 4; 29 CFR 1910.22(a)

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.4 Hazard identification markings are in use as needed and meet the current requirements for background and letter coloring, size, shape, and appropriate levels of warning for the applications involved.

Criteria:

Danger, Warning, Caution, and informational types of messages are used when appropriate.

Low clearances, floor openings, uneven surfaces, docks, walkways, or hazardous work zones are clearly marked.

ref: 29 CFR 1910.145; ANSI Z535

- Exceeds Requirements

3. Common Facility Safety Equipment and Issues

- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.5 Hand trucks or hand carts are available and of suitable capacity for handling materials commonly stored in each area.

Criteria:

Hand trucks or carts are well maintained and found in good condition.

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.6 Portable step devices are of adequate capacity commercial grade and designed for the typical use and users in the area.

ref: 29 CFR 1910.29

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.7 Facility lighting levels and types are ideal for the work area functions and expected activities and 95% of fixtures are operational.

ref: 29 CFR 1926.56(a)

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.8 Emergency egress and access lighting is available from backup generation or batteries in facilities that are routinely occupied by employees or the public.

ref: 29 CFR 1910 Subpart E; 29 CFR 1910.37(b)(6)

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3. Common Facility Safety Equipment and Issues

3.9 Minimum capacity and appropriate category fire extinguishers are available in all facilities, are very easy to access, inspected monthly, and are ready for emergency use.

Criteria:

All facilities have minimum 60 B:C fire extinguishers within 75 feet of any location, unless other requirements apply.

Fire extinguishers are located within 50 feet of flammable storage areas and parts washers.

Fire extinguishers are located within 25 feet of welding work areas and fixed battery charging locations.

When possible, fire extinguishers are located near exits or emergency paths where access is also conducive to user escape.

Fire extinguishers in the vicinity of data centers, data equipment, or electronic controls are of a extinguishing agent type suitable for these locations.

Fire extinguishers in the vicinity of combustibles, flammables, or electrical sources are matched for the type of extinguishing agent.

ref: 29 CFR 1910.157; NFPA 10

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.10 Minimum capacity, type, and numbers of fire extinguishers are found in consistent locations on utility vehicles and equipment. And all units are inspected monthly to be ready for emergency use.

Criteria:

Vehicles under 10,000 lbs GVWR are equipped with minimum 1 each 10 B:C fire extinguisher.

Commercial vehicles 10,000 lbs and more GVWR are equipped with minimum 2 each 60 B:C fire extinguishers in separated locations.

All miscellaneous equipment with 25 or more horsepower engines and fuel are equipped with minimum 1 each 10 B:C fire extinguisher.

Fire extinguishers that are ready for emergency use shall have an indicator that shows a full charge, a pin to lock the handle, a seal to secure the pin, and the dispensing nozzle which is free of any foreign material.

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.11 Fire sprinkler systems are fully operational and inspected annually according to all requirements.

Criteria:

Systems are charged with extinguishing agent as required by the system.

Systems are capable of being flushed and purged.

Sprinkler heads are located at minimum 18 inches from any obstruction, stored materials, or facility structure that would interfere with the discharge.

ref: 29 CFR 1910.159

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3. Common Facility Safety Equipment and Issues

3.12 All facility doors and intended emergency pathways leading to the outside are unobstructed, capable of being used at any time from the inside, and clearly labeled as an "Exit" or "To An Exit".

Criteria:

Doors and emergency pathways leading to the outside that are not suitable exits shall be marked with "Not an Exit" signs. All "Exit" signs shall be fully operational and illuminated internally or externally. "Exit" signs are the proper type, size, and sign configuration.

ref: 29 CFR 1910 Subpart E

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.13 First Aid, CPR, and Bloodborne Pathogen Kits or Stations are readily available at each work location, meet all the applicable standards, and are adequate to serve the emergency needs anticipated.

Criteria:

Kit locations are identified with signs or markings on operation vehicles. Kits or stations have a checklist and corresponding supply of critical items that match the user training levels for handling first aid, CPR, and bloodborne pathogen type emergencies. Interviewed employees are familiar with location of these kits or stations and also familiar with the use of the equipment and supplies. First aid kits and stations also contain the recommended materials necessary to handle bloodborne pathogen and cardio pulmonary resuscitation emergencies. First aid kits and stations are very clean, well organized, and the equipment and supplies are inspected monthly in preparation for emergency use.

ref: 29 CFR 1910.151; and 29 CFR 1910.269(b) through (b)(1)(ii)

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.14 Automatic External Defibrillators (AEDs) are available for cardiac emergencies and ready for emergency use in facilities.

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.15 Automatic External Defibrillators (AEDs) are available for cardiac emergencies and ready for emergency use on vehicles.

Criteria:

Interviewed employees are familiar with the location and use of these units. Unit is included on a monthly inspection of safety items that are checked.

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements

3. Common Facility Safety Equipment and Issues

N/A

3.16 Plumbed eyewash and/or body drenching equipment are/is located in areas with chemical hazards, ready for emergency use if water is available.

Criteria:

"Ready for emergency use" includes a weekly operational inspection, documented.

"Readily available" is defined as "within 10 seconds" of the hazard zone or work activity that the unit is intended to cover. Water at plumbed equipment is supplied for a minimum of 15 minutes continuous flushing and meets the current required temperature range throughout the flushing/drenching cycle.

ref: 29 CFR 1910.151(c); ANSI Z358.1 - 2009

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.17 When an eyewash is warranted, self contained/portable eyewash equipment is available for emergency use when a water supply is not.

Criteria:

Fluid is within recommended dates for safe use.

Unit is inspected per manufacturer's recommendations.

ref: 29 CFR 1910.151(c); ANSI Z358.1 - 2009

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements

3.18 Elevators and elevator controls are fully operational, free of any stored materials, maintained and inspected annually as required.

ref: 29 CFR 1917.116; ANSI A17.1 - 65; ANSI A17.2 - 60

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.19 All facility and vehicle ladders are found in good condition with commercial use class, capacity ratings, and setup instructions that are clear and fully legible.

Criteria:

Ladders are free of any damaged components.

Electric utility ladders that can conceivably be used for energized electrical work are constructed with nonconductive materials.

Ladders are used and stored in a manner that will prevent damage to this equipment.

Interviewed employees can explain several critical ladder inspection details.

OSHA Standard 29 CFR 1910.25; 29 CFR 1910.26; 29 CFR 1910.27; 29 CFR 1910.269(h)

- Exceeds Requirements

3. Common Facility Safety Equipment and Issues

- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.20 Cranes and overhead lifting devices are inspected by the operators before each use and annually documented by a certified inspector.

Criteria:

Evidence of annual inspection is readily available upon request.

Interviewed crane equipment users can explain key items inspected before each use.

ref: 29 CFR 1910.179(j)

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.21 Floor hoists, jacks, and jack stands are clearly marked with capacity ratings and are found in good, useable condition.

ref: 29 CFR 1910.244(a)

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.22 Battery charging areas/rooms are properly equipped and maintained.

Criteria:

Battery charging areas/rooms have "No Smoking" and "Eye and Face Protection Required" signage.

Battery charging areas/rooms have proper ventilation and racks or trays resistant to electrolyte.

Eye and face protection, chemical gloves, and chemical aprons are provided in battery charging areas/rooms.

ref: 29 CFR 1910.178

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3.23 Portable battery chargers are in good condition and clearly marked with "No Smoking" and "Eye Protection Required" signs.

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

3. Common Facility Safety Equipment and Issues

3.24 The overall evaluation of the onsite field observation team for this section of the assessment is as follows:

Criteria

Strong performance - Questions evaluated as exceeds or satisfies all requirements

Satisfactory performance - Questions evaluated as satisfies all requirements, could be a small number evaluated as exceeds

Generally satisfactory with minor areas for improvement - Questions evaluated as satisfies all or most requirements, improvement areas are minor

Key attention areas for improvement - Questions evaluated as partially satisfies or fails to satisfy requirements in important improvement areas

- Strong Performance
- Satisfactory Performance
- Generally Satisfactory
- Key Attention Areas for Improvement