

SELF: Warehouse, Maint. & Covered Storage Onsite Section (Distribution /
Transmission) 2013.08.09



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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 observation 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.

4. Warehouse, Maintenance, & Covered Storage

4.1 Shelves, bins and racks are designed, constructed, and used in a manner that safely contains the materials and equipment in stock.

Criteria:

Shelves, bins, and racks are rated and visibly marked with the maximum capacity of material weight.

Shelves, bins, and racks are designed to hold materials in place to lessen chances of falling.

Shelves, bins, and racks are designed or anchored to avoid tipping.

ref: 29 CFR 1910 Subpart N

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

4.2 Materials stored in a safe and orderly manner.

Criteria:

Materials are stacked and stored according to type, size, color, length, and weight.

Storage bins are labeled and easily identified.

Similar type materials are stored in the same immediate area (i.e. all bolts, UG sleeves, UG elbows are grouped together).

No sharp ends or protruding objects are extending from storage positions to catch clothing or injure a person passing in aisles.

ref: 29 CFR 1910.176

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

4.3 Aisles and walkways are clear paths for pedestrian use and are designated accordingly where equipment crosses or shares these pathways.

Criteria:

Aisles and walkways have no obstructions and are separated from work areas.

Surfaces are in very good condition.

Low clearances are marked with signs.

ref: 29 CFR 1910.22

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

4. Warehouse, Maintenance, & Covered Storage

4.4 Explosives are properly secured and stored at the facility which is approved and licensed according to current regulations related to the class of explosives and detonators used.

Criteria:

Approved containers are used for the class of explosive and detonators.

Unused explosives and detonators are returned to the magazine at the end of the day as required.

Documentation of the amount of explosives and the number of detonators received, used, and on hand must be accurate and up to date.

Interviewed employees, authorized to handle or use explosives, are adequately trained, licensed, and can explain their basic safety procedures for use of these materials.

ref: CFR 1910.109

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

4.5 Regulated waste storage areas meet current EPA regulations.

Criteria:

A small quantity handler must manage universal waste in a way that prevents releases of any universal waste or component of a universal waste to the environment (this criteria applies to small quantity handlers of universal waste, for additional criteria that would apply to storage and handling of Hazardous waste, and other specific waste types of waste, please see appropriate EPA regulations).

Containers must be:

- . Closed (except when adding or removing items)
- . Structurally sound (adequate to prevent breakage)
- . Compatible with the waste
- . Lack evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions
- . Properly labeled or marked clearly with the appropriate "universal waste" listings
- . Each container must be marked or labeled with the earliest date that any universal waste in the container became a waste (not to exceed one year from the earliest date); OR,
- . Each individual item of universal waste (e.g., each battery, lamp or thermostat) must be marked or labeled with the date it became a waste or was received; OR,
- . Maintain an inventory system on-site that identifies the date each universal waste became a waste or was received.

ref: CFR Part 273: 40 CFR Part 761

ref: Regulation 40 CFR 761 - PCB

ref: Regulation 40 CFR 273 - Universal Waste

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

4.6 Underground storage and tanks meet appropriate rules and regulations.

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

4. Warehouse, Maintenance, & Covered Storage

4.7 Above ground storage tanks meet regulations.

ref: 40 CFR 112

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

4.8 PCB storage and disposal of waste.

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

4.9 Parts cleaning and other solvents (flammable or biodegradable) are stored and used properly in maintenance/repair facilities.

Criteria:

Approved containers for dispensing solvents are available.

Parts washer is well maintained and UL listed.

Parts washer has "Flammable" and "No Smoking" signs posted.

Proper ventilation is available for solvent use and proper solvent disposal practices are in place.

ref: 29 CFR 1910.106

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

4.10 Welding areas are properly equipped and maintained.

Criteria:

Welding areas are clearly marked "Welding Area."

Welding area is designed with protective shield or curtain to protect workers and other people in the vicinity of this welding activity.

Signs are posted indicating "Eye Protection Required."

Proper power ventilation is provided in welding areas/rooms.

ref: 29 CFR 1910 Subpart Q

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

4. Warehouse, Maintenance, & Covered Storage

4.11 Welding safety equipment, helmets face shields, goggles, gloves, sleeves, and aprons are available, in serviceable condition and meet the applicable OSHA/ANSI standards.

29 CFR 1910.252(b)(2); 29 CFR 1910.252(b)(3)

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

4.12 Welding equipment, cables, connections, clamps and electrode holders are in good condition.

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

4.13 All gas cylinders are capped when not in use, stored upright, and secured to avoid tipping.

Criteria:

Full and empty cylinders are properly stored in areas marked "Empty" and "Full" accordingly.

Cylinders with substances that react with other substances are stored in separate locations except those cylinders being used and/or those mounted on a welding cart during use.

ref: 29 CFR 1910.253(b)(2); 29 CFR 1910.253(b)(4)

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

4.14 Tire changing tools and safety equipment are in good condition.

Criteria:

Clip-on chucks, in-line valves, and pressure gauges are part of these air line assemblies.

Length of hose between the clip-on chuck and the in-line valve is sufficient to keep maintenance workers clear of hazards.

ref: 29 CFR 1910.177 / 1910.177 App A

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

4.15 Electrical power tools and equipment have 3-wire grounding or are double-insulated and maintained in very good condition in all facilities.

ref: 29 CFR 1910.242; 29 CFR 1910.243; 29 CFR 1910.269(i)

- Exceeds Requirements
- Satisfies All Requirements

4. Warehouse, Maintenance, & Covered Storage

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

4.16 All tools and equipment are in good condition and if not, they are marked "Out of Service".

ref: 29 CFR 1910.242; 29 CFR 1910.243

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

4.17 All tools are stored in special containers or designated locations.

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

4.18 Shields/guards are in place and well maintained for power tools.

ref 29 CFR 1910.242

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

4.19 At each power tool station there are clean goggles and face shields are available with signs posted requiring use of these items.

ref 29 CFR 1910.133; 29 CFR 1910.145; ANSI Z535

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

4.20 "High voltage" electrical repair/test area has walls, fence, or barrier, wiring with ground connections, test status signal, disconnect switch, and separated power cables.

ref: 29 CFR 1910.269(o)

ref: CFR 1910.266

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

4. Warehouse, Maintenance, & Covered Storage

4.21 Interviewed employees are able to explain the safe use of these maintenance area tools and equipment

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

4.22 Overhead Storage – is adequate, orderly and meets all related requirements. Including weight ratings and capacities.

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

4.23 Flammable cabinets are available for storage of flammable materials, without leaks or spills, and meet regulatory requirements for design and use.

Criteria:

Flammable cabinets are labeled or marked with wording, “Flammable” and “No Smoking.”

Flammable cabinets are closed and latched after each use.

Each flammable cabinet has a maximum capacity of 60 gallons for class I or class II liquids and maximum 120 gallons of class II liquids.

Containers with a maximum 5 gallon capacity (lower state maximum capacities may apply) are stored inside flammable cabinets.

Flammable cabinets are either vented to the outside or the vent is capped.

Flammable cabinets are located away from facility energized electrical equipment where feasible. A maximum of 3 flammable cabinets are located in any work area.

Contents are stored in an orderly manner

ref: (29 CFR 1910.106(d)(3); NFPA 30)

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

4.24 Portable flammable containers are designed and labeled for the product being stored and meet current use and storage requirements.

Criteria:

A pressure relief is available and operational.

Spark suppression is designed into these containers.

Containers are marked or colored for the liquid being contained.

Containers are stored where the product will not create additional hazards.

ref: (29 CFR 1910.106(d)(2); NFPA 30)

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

4. Warehouse, Maintenance, & Covered Storage

4.25 Flammable storage rooms meet the current use and design requirements.

Criteria:

Flammable storage rooms have mechanical ventilation equipment.

Trash receptacles in these rooms are metal containers with self closing lids.

All flammable materials are stored in an orderly manner and free of any leaks or spills.

Doors are closed and latched after each use.

These rooms are designed to capture and contain flammable materials leaks or spills.

Explosion resistant electrical equipment is being used in flammable material rooms.

Flammable room entrances are marked with "Flammable" and "No Smoking" signs.

ref: (29 CFR 1910.106(d)(4); NFPA 30)

- Exceeds Requirements
- Satisfies All requirements
- Partially Satisfies Requirements
- fails to Satisfy Requirements
- N/A

4.26 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