

# *Safety for Small Business*

## Masters for Copy

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Presented by the Public Education Section  
Department of Business and Consumer Business  
Oregon OSHA



# OR-OSHA Mission Statement

To advance and improve workplace safety and health for all workers in Oregon.

## Consultative Services

- Offers no-cost on-site safety and health assistance to help Oregon employers recognize and correct safety and health problems in their workplaces.
- Provides consultations in the areas of safety, industrial hygiene, ergonomics, occupational safety and health programs, new-business assistance, the Safety and Health Achievement Recognition Program (SHARP), and the Voluntary Protection Program (VPP).

## Enforcement

- Offers pre-job conferences for mobile employers in industries such as logging and construction.
- Provides abatement assistance to employers who have received citations and provides compliance and technical assistance by phone.
- Inspects places of employment for occupational safety and health rule violations and investigates workplace safety and health complaints and accidents.

## Appeals, Informal Conferences

- Provides the opportunity for employers to hold informal meetings with OR-OSHA on workplace safety and health concerns.
- Discusses OR-OSHA's requirements and clarifies workplace safety or health violations.
- Discusses abatement dates and negotiates settlement agreements to resolve disputed citations.

## Standards & Technical Resources

- Develops, interprets, and provides technical advice on safety and health standards.
- Provides copies of all OR-OSHA occupational safety and health standards.
- Publishes booklets, pamphlets, and other materials to assist in the implementation of safety and health standards and programs.
- Operates a Resource Center containing books, topical files, technical periodicals, a video and film lending library, and more than 200 databases.

## Public Education & Conferences

- Conducts conferences, seminars, workshops, and rule forums.
- Presents many workshops that introduce managers, supervisors, safety committee members, and others to occupational safety and health requirements, technical programs, and safety and health management concepts.

## Additional Public Education Services

- Safety for Small Business workshops
- Interactive Internet courses
- Professional Development Certificates
- On-site training requests
- Access workshop materials
- Spanish training aids
- Training and Education Grants
- Continuing Education Units/Credit Hours

For more information on Public Education services, please call (888) 292-5247 Option 2

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Go online to check out our Professional Development Certificate Program!

Salem Central Office: (800) 922-2689 or (503) 378-3272

**Web Site: [www.orosha.org](http://www.orosha.org)**

## Company Safety & Health Policy Statement

“The Oregon Safe Employment Act of 1973 clearly states our common goal of safe and healthful working conditions. Safety and health of our employees continues to be the first consideration in operating this business”

“Safety and health in our business must be part of every operation. Without question, it is every employee’s responsibility at all levels.”

“It is the intent of this company to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job they know is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.”

“The personal safety and health of each employee of this company is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards.”

“We will maintain an occupational safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and their co-workers. Only through such a cooperative effort can a safety and health program, in the best interest of all, be established and preserved.”

“Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.”

“Our safety and health program will include:

- \* Providing mechanical and physical safeguards to the maximum extent possible.
- \* Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to fully comply with OR-OSHA safety and health standards for every job.
- \* Training all employees in good safety and health practices.
- \* Providing necessary personal protective equipment, and instructions for proper use and care.
- \* Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- \* Investigating, promptly and thoroughly, every accident to find out what caused it, and correct the problem so it won’t happen again.

“We recognize that the responsibilities for occupational safety and health are shared:

- \* The employer accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe work conditions.
- \* Supervisors are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- \* Employees are responsible for wholehearted, genuine operations of all aspects of the safety and health program -- including compliance with the rules and regulations -- and for continuously practicing safety and health while performing their duties.”

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Owner Signature

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Date

# Safety Committee Policy Statement

## **INTRODUCTION**

This company is committed to accident prevention in order to protect the safety and health of all our employees. Injury and illness losses due to hazards are needless, costly and preventable. To prevent these losses, a joint management / worker safety committee will be established. Employee involvement in accident prevention and support of safety committee members and activities is necessary to ensure a safe and healthful workplace.

## **PURPOSE**

The purpose of our safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

## **ORGANIZATION**

There shall be, in most cases, an equal number of employee and employer representatives. However, there may be more employee representatives than employer representatives if both groups agree. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, they may be appointed by management. Employer representatives will be appointed. Safety committee members will serve a continuous term of at least one year. Committee membership terms will be staggered so that at least one experienced member is always on the committee.

## **EXTENT OF AUTHORITY**

It must be clearly understood that the safety committee advises management on issues that will promote safety and health in the workplace. Written recommendations are expected from the safety committee and they will be submitted to management. In turn, management will give serious consideration to the recommendations submitted and will respond in writing to the committee within a reasonable time.

## **FUNCTIONS**

- \* Committee meetings and employee involvement;
- \* Hazard assessment and control;
- \* Safety and health planning;
- \* Evaluation of accountability system;
- \* Evaluation of management commitment to workplace safety and health;
- \* Evaluation of accident and incident investigation program;
- \* Safety and health training.

## **RECOMMENDATIONS**

All recommendations submitted to management must be written and should: (1) Be clear and concise; (2) Provide reasons for implementation; (3) Give recommended options; (4) Show implementation costs and recommended completion dates; (5) List benefits to be gained.

## **PROCEDURES**

The committee's plan of action requires procedures by which the committee may successfully fulfill its role. Procedures developed should include but not be limited to:

- \* Meeting date, time, and location (Safety Committee Meeting Agenda)
- \* Election of chairperson and secretary
- \* Order of business
- \* Records (Safety Committee Meeting Minutes)

Duties of each member must include, but not be limited to:

- \* Reporting unsafe conditions and practices
- \* Attending all safety and health meetings
- \* Reviewing all accidents and near-misses
- \* Recommending ideas for improving safety and health
- \* Working in a safe and healthful manner
- \* Observing how safety and health is enforced in the workplace
- \* Completing assignments given to them by the chairperson
- \* Acting as a work area representative in matters pertaining to health and safety
- \* Others as determined by company safety and health needs

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Owner Signature

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Date

## I. General

- A. Purpose. We have established this lockout/tagout procedure to provide maximum safety protection to our employees whenever they must service or perform maintenance on machinery and equipment.
- B. Scope. These procedures must be used by all employees authorized to service or maintain our equipment to ensure that machines or equipment is completely isolated from all potentially hazardous energy sources. All employees affected in any way by servicing and maintenance activities must also be knowledgeable of lockout/tagout procedures.
- C. Application. These procedures must be followed whenever unexpected energizing, start-up or release of stored energy could cause injury. These procedures do not apply when servicing or maintenance of equipment during normal production operations unless:
1. Guards, or other safety devices, must be removed or bypassed; or
  2. An employee places him/herself in an area where work on materials, etc, is actually being performed; or
  3. An employee places him/herself in any area considered dangerous during the normal operating cycle.
- D. Compliance. All supervisors are responsible and accountable for the use of safe lockout/tagout procedures by all employees under their supervision. Compliance with lockout/tagout procedures is mandatory. Non-compliance with these procedures is considered a violation of an employee's condition of employment.
- E. Authorization. Employees who are properly trained and certified on equipment maintenance and lockout/tagout procedures, and approved by the facility manager, are authorized to implement lockout/tagout procedures as appropriate. Attachment C lists authorized employees and associated equipment/machinery.

## II. Lockout/Tagout Procedures

### A. Preparation for Lockout.

1. Review. Prior to lockout, the authorized employee(s) will review the lockout/tagout procedures for each machine/piece of equipment. As a minimum the following information will be reviewed:
  - a. types and magnitudes of energy;
  - b. hazards posed by that energy; and
  - c. methods to effectively control the energy.

Particularly close attention must be given to energies (such as gravity, electrical, high pressure) that can be stored or re-accumulated after shut-down.

2. Notification. Prior to shutdown all affected employees will be notified to clear their work area and/or any other area that might be hazardous.

### B. Lockout/Tagout

1. Shutdown. Machinery and equipment will be shut down in an orderly manner using the shutdown checklist procedures on the associated lockout/tagout procedures for each machine/piece of equipment. If more than one authorized employee is involved in shutdown, the maintenance team leader will make sure all assistants have accomplished their tasks and are aware that shutdown will occur.
2. Isolation. All energy isolation devices will be located and operated to completely de-energize and isolate the equipment. The authorized employee, or team leader will verify operation of each energy isolation device.
3. Applying Lockout/Tagout Devices
  - a. Lockout Devices will be used to secure energy isolating devices unless the machinery or equipment is not capable of being locked out. Only authorized employees will affix lockout/tagout devices. Lockout devices must be able to hold energy isolation devices in a "safe" or "off" position.

b. Tagout Devices. Tagout devices will be used only if machinery or equipment is not capable of being locked out. Tags will clearly state that moving energy isolating devices from the “safe” or “off” position is strictly prohibited. If a tag cannot be affixed to the energy isolating device, it will be located as close as safely possible to the device so that the tag is obvious to anyone attempting to operate the device.

c. Lockout/Tagout Materials and hardware. Lockout/Tagout devices will be provided by the employer. Each lockout/tagout device will be used only for lockout/tagout.

(1) Lockout devices will have the following characteristics:

- (a) Capable of withstanding harsh environments,
- (b) Standardized within the facility. Same color, shape, size, etc.,
- (c) Prevent removal without excessive force,
- (d) Singularly identify the user,
- (e) Uniquely keyed.

(2) In addition, tagout devices will also have the following characteristics:

- (a) Non-reusable,
- (b) Attachable by hand,
- (c) Self-locking
- (d) Non-releasable with not less than 50 LB locking strength,
- (e) Design/characteristics at least equivalent to a one-piece, all environment-tolerant nylon cable tie.

d. Stored Energy

(1) Immediately after applying lockout or tagout devices, the authorized employee will ensure all potentially hazardous stored or residual energy is relieved, disconnected, restrained, and otherwise rendered safe.

(2) If stored energy can be re-accumulated, the authorized employee will verify that the energy is isolated until maintenance is complete or the energy no longer exists.

e. Verification of Isolation. Before starting work on a machine or equipment that’s locked or tagged out, the authorized employee will verify that the machinery or equipment is actually isolated and de-energized.

4. Release from Lockout or tagout. The authorized employee will follow the procedures below prior to removing lockout or tagout devices and restoring energy:

a. Equipment. Make sure machinery or equipment is properly re-assembled. Inspect machinery or equipment to make sure nonessential items have been removed.

b. Employees. Make sure all employees are safely positioned outside danger zones. Notify affected employees that lockout/tagout devices have been removed and that energy is going to be re-applied.

c. Removing lockout/tagout devices. Only the authorized employee who applied the lockout/tagout device may remove that device. Exception: When the authorized employee is not at the facility and all reasonable efforts have been made to inform the employee that their lockout/tagout device has been removed:

(1) The owner is authorized and will remove the device following procedures in this section.

(2) Each owner will be trained in proper lockout/tagout procedures.

(3) The owner will ensure the authorized employee has this knowledge before he/she resumes work.

5. Testing/Positioning Machines or Equipment. Whenever lockout/tagout devices are removed to test or position machines and equipment, or their components, the authorized employee will complete the following procedures in the sequence presented:

- a. Clear the machine or equipment of tools and materials;
  - b. Remove employees from danger zones;
  - c. Remove lockout/tagout devices;
  - d. Energize and proceed testing or position; and,
  - e. De-energize all systems and re-apply lockout/tagout devices using procedures in section 3.
6. Outside Personnel (Contractors, etc.)
- a. Outside servicing personnel contracted to perform maintenance or other services covered by these lockout/tagout procedures will not begin work until the owner is satisfied that their lockout/tagout procedures are at least equivalent to company procedures.
  - b. The owner will also ensure company employees understand and comply with contracted personnel lockout/tagout procedures.
7. Shift/Personnel Changes. When a shift change occurs during a lockout/tagout procedure, the following procedures will be followed:
- a. The on-coming authorized employee(s) will attach lockout/tagout devices and verify complete isolation:
  - b. The on-coming authorized employee(s) will receive a comprehensive briefing on the maintenance being performed from the off-going authorized employee(s);
  - c. The off-going authorized employee(s) will remove their lockout/tagout devices.
- Special Procedure:** In the event that communication between off-going and on-coming authorized employee(s) is impossible and work is to be done on the equipment/machinery by the on-coming authorized employee(s), then the following procedures must be followed:
- a. The off-going authorized employee(s) will each check out a “department” lock from the maintenance department and record in the checkout log the status and condition of the equipment in question.
  - b. The off-going authorized employee(s) will attach the “department” lock to the equipment/machinery and remove their personal lock.
  - c. The on-coming authorized employee(s), upon realization there is a “department” lock in place on the equipment/machinery to be worked on, will go to the maintenance department and read the checkout log, and sign for the appropriate key.
  - d. The on-coming authorized employee(s) will attach their personal lock to the equipment/machinery and remove the “department” lock.
  - e. The on-coming authorized employee(s) will immediately return the “department” lock and key to the maintenance department and sign in the key and lock.
8. Training.
- a. Training in lockout/tagout will be provided to all employees who may be in an area where energy control procedures are used. This training will make sure that the purpose and function of the energy control program are understood and that employees gain the needed knowledge and skills to safely apply, use, and remove energy controls. As a minimum, training will include:

- (1) Authorized employees must be able to recognize: hazardous energy sources, type and magnitude of energy in the workplace, and methods and means necessary to isolate and control the energy.
- (2) Affected employees must be able to recognize: purpose and use of the energy control procedures.
- (3) Other employees must be able to recognize: procedures and prohibitions of the energy control program.

b. Training Tagout Devices. Further training on tagout systems need to emphasize that:

- (1) Tags are warning devices only and do not provide a physical restraint that lockout devices provide.
- (2) Tags must not be removed without the authorized employee's approval, and should never be bypassed, ignored, or otherwise defeated.
- (3) Tags must be legible, and understandable by all employees.
- (4) Tags must be able to withstand environmental conditions in the workplace.
- (5) Tags may give employees a false sense of security.
- (6) Tags must be securely attached to prevent being accidentally detached during use.

c. Retraining. Employees will be retrained at the following times:

- (1) Initial Assignment.
- (2) Change in job assignment.
- (3) Change in machinery or equipment, or
- (4) Change in operating procedures.

9. Inspections.

- a. Annual inspection on lockout/tagout procedures will be conducted by an authorized employee other than the one(s) using the control procedure being inspected. Attachment D will be used for initial audit purposes.
- b. The purpose of the inspection is to correct any deviations or inadequacies in the procedures.
- c. The inspector and authorized employee must review responsibilities under the energy control procedure.
- d. The owner will certify that the inspection was conducted. Elements of the certification include:
  - (1) Identification of equipment or machinery
  - (2) Date of inspection
  - (3) Employees included in the inspection
  - (4) Person performing inspection.

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Owner Signature

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Date

## **General Information**

The management staff are committed to the prevention of incidents or happenings which result in injury and/or illness, and to comply with all applicable federal and state health and safety rules. Therefore we require that management spare no effort in providing a safe and healthful work environment for all employees; that all levels of supervision are accountable for the health and safety of those employees under their direction; and through this written hazard communication program share assigned responsibility to ensure performance under that responsibility.

In order to comply with Oregon Occupational Health and Safety Code Hazard Communication, 1910.1200, the following written Hazard Communication Program has been established.

All areas of the company are included in this program. The written program will be available in the first aid area for review by any interested employee. We will meet the requirements of this rule as follows:

## **Container Labeling**

The employee responsible for chemical purchases will verify that all containers will:

- \* Be clearly labeled as to the contents.
- \* Note the appropriate hazard warning.
- \* List the manufacturer's name and address.

It is the policy of this company that no container will be released for use until the above data is verified.

The employer will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with a generic label which has identification and hazard warning blocks.

## **Material Safety Data Sheets (MSDSs)**

Copies of all the MSDSs for all hazardous chemicals to which employees of this company may be exposed will be kept in the first aid area.

MSDSs will be available to all employees in their work area for review during each work shift. If MSDSs are not available or new chemicals in use do not have an MSDS, immediately contact employee responsible for purchasing chemicals.

## **Employee Information and Training**

Prior to starting work, each new employee will attend a health and safety orientation and will receive information and training on the following:

- \* An overview of the requirements contained in 1910.1200 Hazard Communication Rules.
- \* Chemicals present in their workplace operations.
- \* Location and availability of our written hazard communication program.
- \* Physical and health effects of the hazardous chemicals.
- \* Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- \* How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- \* Steps the company has taken to reduce or prevent exposure to these chemicals.
- \* Safety emergency procedures to follow if the employee is exposed to these chemicals.

- \* How to read labels and review MSDSs to obtain appropriate hazard information.

After attending the training class, each employee will sign a form (Attachment G) to verify that they attended the training, received our written materials, and understood this company's policies on hazard communication.

For agricultural employees performing hand labor operations, provision and review of the OR-OSHA "Safe Practices When Working Around Hazardous Agricultural Chemicals" brochure, Form 1951, and access to the MSDS information meets training requirements. Agricultural employees who directly handle hazardous chemicals must be provided with all information and training noted above.

Prior to a new hazardous chemical being introduced into any area of this company, each employee of that area will be given information as outlined above. The employee who purchases the chemical is responsible for ensuring that MSDSs on any new chemicals are available.

## **Hazardous Chemicals List**

"Attachment E" is a list of all known hazardous chemicals used by our employees. More information on each chemical noted is available by reviewing MSDSs located in the first aid area or in the immediate work area.

## **Hazardous Non-routine Tasks**

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by the employer about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- \* Specific chemical hazards.
- \* Protective/safety measures employees must take.
- \* Measures the company has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

"Attachment F" includes examples of non-routine tasks performed by employees of this company.

## **Chemicals in Pipes**

Work activities are often performed by employees in areas where chemicals are transferred through pipes. If this is the case, prior to starting work in these areas, employees will contact the employer for information regarding the chemical in the pipes, or the insulation material on the pipe, potential hazards and safety precautions to be taken.

## **Informing Contractors**

It is the responsibility of the employer to provide contractors (with employees) the following information:

- \* Hazardous chemicals to which they may be exposed while on the job site, and the procedures for obtaining MSDSs.
- \* Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures, and an explanation of the labeling system used.

Also, it is the responsibility of the employer to identify and obtain MSDSs for the chemicals the contractor is bringing into the workplace.

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Owner Signature

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Date

# Employee Training Record

**Employee Name:** \_\_\_\_\_

**Training I Have Received Training in the following:**

<u>Date</u>	<u>Initial</u>		<u>Date</u>	<u>Initial</u>	
_____	_____	Mod. 1 Company Safety & Health Plan	_____	_____	Mod. 5 Accident Investigation
_____	_____	Mod. 2 Rules For All Workplaces	_____	_____	Mod. 6 Back Safety
_____	_____	Mod. 3 Safety Committee Operations	_____	_____	Mod. 7 Ergonomic Awareness
_____	_____	Mod. 4 Hazard Identification & Control			

**Mod 8. Lockout/Tagout Training**

<u>Date</u>	<u>Initial</u>	
_____	_____	I have received training to make sure that the purpose and function of the energy control program is understood.
_____	_____	I have been given time to acquire the knowledge and skills required for the safe application, use, and removal of the energy controls.

**I have received training in the following:**

_____	_____	Authorized employee. The recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for isolation and control.
_____	_____	Affected employee. The purpose and use of the energy control procedure.
_____	_____	All other employees. General lockout/tagout program and procedures, and the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

**When a tagout system is used, I have been trained that:**

- \* Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
- \* When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
- \* Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
- \* Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
- \* Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
- \* Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

**Mod. 9 Hazard Communication Training I have received training in the following:**

<u>Date</u>	<u>Initial</u>	
_____	_____	Overview of the requirements contained in the Hazard Communication Rules, 1910.1200
_____	_____	Chemicals present in my workplace operations.
_____	_____	Locations and availability of our written hazard communication program and the MSDSs for the hazardous chemicals.
_____	_____	Physical and health effects of these hazardous chemicals.
_____	_____	Methods and observation techniques used to determine the presence or release of hazardous chemicals in my work area.
_____	_____	How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
_____	_____	Steps the company has taken to lessen or prevent exposure to these chemicals.
_____	_____	Safety emergency procedures to follow in the event of exposure to these chemicals.
_____	_____	How to read container labels, review, and interpret MSDSs to obtain appropriate hazard information.

<u>Date</u>	<u>Initial</u>		<u>Date</u>	<u>Initial</u>	
_____	_____	Mod. 10 Basic Machine Guarding	_____	_____	_____
_____	_____		_____	_____	_____

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Why Have a Workplace Safety and Health Plan?**

Q1. One risk that should never be taken is risking the \_\_\_\_\_ & \_\_\_\_\_ of workers.

**1. Management Commitment**

Q2. The company is committed to building an effective \_\_\_\_\_ and \_\_\_\_\_ plan, putting it in \_\_\_\_\_, and \_\_\_\_\_ it into the operation.

**Company Safety & Health Policy Statement**

Q3. “\_\_\_\_\_ & \_\_\_\_\_ in our business must be part of every operation”

Q4. It is \_\_\_\_\_ employee’s responsibility at all levels.

**2. Labor & Management Accountability**

Q5. All employees, both \_\_\_\_\_ and \_\_\_\_\_ need to understand their responsibilities under OR-OSHA rules and be held accountable for complying with the rules as well as the company’s related policies.

**3. Employee Involvement**

Q6. Employees are required to \_\_\_\_\_ in \_\_\_\_\_ with the rules, \_\_\_\_\_ all accidents and near misses, and report all \_\_\_\_\_ conditions or unsafe \_\_\_\_\_.

**4. Hazard Identification & Control**

Q7. Employees are encouraged to \_\_\_\_\_ possible hazardous situations, knowing their reports will be given prompt and serious attention.

**5. Accident/Incident Investigation**

Q8. The focus will be on \_\_\_\_\_ and never on \_\_\_\_\_.

**6. Worker Training**

Q9. As an employer, we must ensure that all employees are knowledgeable about the \_\_\_\_\_ and \_\_\_\_\_ with which they work, what known \_\_\_\_\_ are present, and how they are \_\_\_\_\_.

**7. Periodic Program Evaluation**

Q10. The success of this safety and health plan is dependant upon two things: First the employer must provide a \_\_\_\_\_ and \_\_\_\_\_ environment in which the employee has the opportunity to work safe, and second the employee must \_\_\_\_\_ to \_\_\_\_\_.

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

**General 437-001-0760 Rules for all Workplaces.****(1) Employers' Responsibilities**

Q1. The employer shall see that workers are properly \_\_\_\_\_ and \_\_\_\_\_ in the \_\_\_\_\_ operation of any machinery, tools, equipment, process, or practice which they are \_\_\_\_\_ to use or apply.

Q2. The employer shall take all reasonable means to require employees:

To \_\_\_\_\_ and \_\_\_\_\_ in a safe and healthful manner;

To \_\_\_\_\_ their work in \_\_\_\_\_ with all applicable safety and health rules.

**(2) Employees' Responsibilities**

Q3. Employees shall \_\_\_\_\_ their work in \_\_\_\_\_ with the safety rules contained in this code.

Q4. All \_\_\_\_\_ shall be reported immediately to the person in charge or other responsible representative of the employer.

Q5. It is the \_\_\_\_\_ of the workers to make \_\_\_\_\_ use of safeguards provided for their protection.

Q6. Workers shall not \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_ any warning, danger sign, or barricade, or interfere with any other form of accident prevention device or practice provided which they are using, or which is being used by any other worker.

Q7. Hazardous \_\_\_\_\_ or \_\_\_\_\_ observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer.

Q8. Workers observed working in a manner which might cause \_\_\_\_\_ to either \_\_\_\_\_ or other \_\_\_\_\_ shall be warned of the danger.

Q9. Before leaving a job, workers shall \_\_\_\_\_, or arrange to give \_\_\_\_\_ of, any condition which might result in injury to others unfamiliar with existing condition.

Q10. The employer provides the \_\_\_\_\_ and the worker must \_\_\_\_\_ safe.

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

**The purpose of the safety committee**

Q1. What is the purpose of the safety committee? The purpose of a safety committee is to bring \_\_\_\_\_ and \_\_\_\_\_ together in a \_\_\_\_\_, cooperative effort to promote \_\_\_\_\_ and \_\_\_\_\_ in the workplace. A safety committee \_\_\_\_\_ the employer and makes \_\_\_\_\_ for change regarding occupational safety and health issues.

Q2. Key elements of a successful safety committee

A good committee:

- \* Is \_\_\_\_\_
- \* Has clearly defined \_\_\_\_\_ & \_\_\_\_\_
- \* Has \_\_\_\_\_ & \_\_\_\_\_ objectives.

**Formation and Membership 437-001-0765 (5)**

(a) The safety committees required by OAR 437-001-0765 shall:

Q3. (A) Be composed of an \_\_\_\_\_ number of employer and \_\_\_\_\_ representatives.

Q4. (C) Have a \_\_\_\_\_ elected by the committee members.

(b) Q5. Employee representatives shall be compensated at their \_\_\_\_\_ wage.

(c) Q6. Employee representative shall serve a continuous term of at least \_\_\_\_\_.

**Duties and Functions 437-001-0765 (6)**

(a) **Management commitment to workplace health and safety:**

Q7. (A) The committee shall develop a \_\_\_\_\_ \_\_\_\_\_ for conducting safety committee meetings.

Q8. (B) The committee shall hold regular meetings a least \_\_\_\_\_ a \_\_\_\_\_ except months when quarterly workplace safety inspections are made.

(b) **Written records**

Q9. (A) Minutes shall be made of each meeting which the employer shall review and maintain for \_\_\_\_\_ \_\_\_\_\_ for inspection by the division.

Q10. (C) A reasonable \_\_\_\_\_ \_\_\_\_\_ shall be established for the employer to respond in writing to all safety committee recommendations.

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

Q1. What is a hazard? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Q2. What is an exposure? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Q3. List the 13 types of Hazards.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_ 11. \_\_\_\_\_ 12. \_\_\_\_\_

13. \_\_\_\_\_

### **Seven Key Elements of an Effective Hazard Control Program**

Q4. 1. Assess and \_\_\_\_\_

Q5. 2. Hazard \_\_\_\_\_ Procedures

Q6. 3. Hazard \_\_\_\_\_ Procedures

Q7. 4. \_\_\_\_\_ Programs

Q8. Hazard \_\_\_\_\_

Q9. \_\_\_\_\_ Programs

Q10. \_\_\_\_\_ Systems

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

Q1. The primary reason for conducting an accident investigation is to \_\_\_\_\_ a repeat of the accident from occurring.

Q2. List two other reasons why investigate accidents: \_\_\_\_\_

Q3. An accident is defined as: \_\_\_\_\_  
\_\_\_\_\_

Q4. Often times an incident is referred to as a \_\_\_\_\_ or \_\_\_\_\_.

### The Process

#### 1. Gather information

Q5. It is important to gather \_\_\_\_\_ and interview \_\_\_\_\_ as soon as possible after an accident to ensure the most \_\_\_\_\_ information is being recorded.

Q6. Two things begin disappearing immediately after an accident. They are \_\_\_\_\_ and \_\_\_\_\_.

#### 2. Analyzing the Facts

Q7. Once the information regarding the events of the accident have been gathered, it is time to organize it into a usable form. All the information should be broken down into basic categories. A \_\_\_\_\_ of events should be developed based on these categories.

#### 3. An Accident Investigation Report will be written

Q8. What are the 5 sections of a good written report?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

#### Taking Corrective Action

Q9. The owner, supervisor, and/or safety committee will review each accident investigation and \_\_\_\_\_ corrective \_\_\_\_\_ to prevent a repeat of that accident.

#### Follow-up

Q10. The \_\_\_\_\_ will conduct a follow up evaluation of the corrective action to ensure that the causes for the accident have been properly addressed.

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

Q1. Back injuries account for \_\_\_\_\_ out of every \_\_\_\_\_ workplace injuries or illnesses.

Q2. Three out of four occurred while \_\_\_\_\_.

**Anytime you find yourself doing one of the following you could injure your back.**

Q3. \_\_\_\_\_ ... especially repetitive \_\_\_\_\_ over a long period of time.

Q4. \_\_\_\_\_ at the \_\_\_\_\_ while lifting ... using a shovel or moving objects from one location to another while the feet remain in one position for example.

Q5. \_\_\_\_\_ and \_\_\_\_\_ ... over your head, \_\_\_\_\_ a table, or from the back of a truck or trunk of a car.

Q6. \_\_\_\_\_ or \_\_\_\_\_ objects that have an odd \_\_\_\_\_ or are \_\_\_\_\_ ... carrying a typewriter.

**Avoid Lifting and Bending Whenever Possible**

Q7. Place objects \_\_\_\_\_ the \_\_\_\_\_. Whenever you know that you or someone else will be lifting an object later, put it down on a table or other \_\_\_\_\_ surface instead of on the floor.

Q8. List the five steps when lifting:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Tips: \_\_\_\_\_ the \_\_\_\_\_ of the object whenever possible.**

**Body Management**

Q9. It's up to you to make \_\_\_\_\_ choices and to work safe>

Q10. List the four body management principles

1. \_\_\_\_\_ first
2. \_\_\_\_\_
3. \_\_\_\_\_ your back
4. \_\_\_\_\_ in \_\_\_\_\_.

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

**What is “Ergonomics”**

Q1. In everyday language: Does the workstation \_\_\_\_\_, \_\_\_\_\_ used, \_\_\_\_\_ procedures, and/or general work \_\_\_\_\_ effect the worker positively or negatively?

**Injury & Illness History**

Q2. Thirty-five percent of all claims were due to \_\_\_\_\_, where workers used excessive physical effort to handle or move something.

**Eight Ergonomic Risk Factors**

Q3. Frequency: The number of \_\_\_\_\_ of a periodic process in a unit of time.

Q4. Duration: The \_\_\_\_\_ during which something exists.

Q5. Force / Exertion: Force: \_\_\_\_\_ or \_\_\_\_\_ exerted or brought to bear, cause of motion or change, active power. Exertion: The \_\_\_\_\_ or \_\_\_\_\_ of sustained effort or lasting effect.

Q6. Posture: The \_\_\_\_\_ or \_\_\_\_\_ of the body whether characteristic or assumed for a special purpose.

Q7. Point of Operation: The location of \_\_\_\_\_ interface between the worker and the task.

Q8. Mechanical Pressure: Sharp non-penetrating / non-cutting, edges that, when the \_\_\_\_\_ comes in prolonged contact with, can cause the restriction of \_\_\_\_\_, tendon/muscle movement, and/or loss of \_\_\_\_\_ sensation and even damage.

Q9. Vibration: The state of being moved \_\_\_\_\_ and \_\_\_\_\_ or from \_\_\_\_\_ to \_\_\_\_\_ -

Q10. Environmental Exposure: Environmental: the circumstances, \_\_\_\_\_, or \_\_\_\_\_ by which one is surrounded. Exposure: being subject to a lack of \_\_\_\_\_ or protection.

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Scope, Application, and Purpose

Q1. The lockout / tagout standard covers the \_\_\_\_\_ and \_\_\_\_\_ of machines and equipment in which the \_\_\_\_\_ energizing or \_\_\_\_\_ of the machine or equipment, or \_\_\_\_\_ of stored energy could cause injury to employees.

### Energy Control Program

Q2. If \_\_\_\_\_ of the conditions below exist, the employer must include the \_\_\_\_\_ or \_\_\_\_\_ in the written program.

Q3. The machine or equipment has potential for \_\_\_\_\_ or \_\_\_\_\_ energy, or \_\_\_\_\_ of stored energy after shutdown which could endanger employees:

Q4. The machine or equipment has more than a \_\_\_\_\_ energy source.

Q5. The isolation and lockout of any single energy source will not \_\_\_\_\_ de-energize and deactivate the machine or equipment:

Q6. The lockout device is not under \_\_\_\_\_ control of an authorized employee performing the servicing or maintenance:

Q7. The servicing or maintenance of the machinery or equipment creates \_\_\_\_\_ for other employees:

Q8. The employer has had \_\_\_\_\_ involving the unexpected activation or re-energizing of the machine or equipment during servicing or maintenance.

Q9. Person who services or performs maintenance on machines or equipment: \_\_\_\_\_

Person who operates or uses a machine or equipment which is being serviced or has maintenance being performed: \_\_\_\_\_:

Person who works in an area where lockout/tagout procedures are being used: \_\_\_\_\_

Q10. List the eight lockout / Tagout Procedures.

A. \_\_\_\_\_

E. \_\_\_\_\_

B. \_\_\_\_\_

F. \_\_\_\_\_

C. \_\_\_\_\_

G. \_\_\_\_\_

D. \_\_\_\_\_

H. \_\_\_\_\_

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Purpose of the Hazard Communication Program

Q1. To ensure \_\_\_\_\_ about \_\_\_\_\_ and \_\_\_\_\_ measures is given to employers and employees.

### Hazardous Chemicals

Q2. Any chemical which is a \_\_\_\_\_ or \_\_\_\_\_ hazard.

### Forms of Hazardous Chemicals

Q3. \_\_\_\_\_, \_\_\_\_\_, and Gases.

### Effects of Chemicals

Q4. The effects of chemicals on the human body depend on several factors:

1. The \_\_\_\_\_ of the chemical: solid, liquid, or gas;
2. How the chemical \_\_\_\_\_ the body; \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_
3. The amount, or \_\_\_\_\_, the body receives;
4. How \_\_\_\_\_, or poisonous the chemical is.

### Q5. Three ways to inform workers of Hazardous Chemicals

\_\_\_\_\_, \_\_\_\_\_ (MSDS), \_\_\_\_\_

### Labeling

Q6. Secondary Container: Used by the employer to \_\_\_\_\_ hazardous chemicals.

Q7. Portable Container: Used to \_\_\_\_\_ or \_\_\_\_\_ use hazardous chemicals.

Q8. Primary Container: Used by the \_\_\_\_\_ manufacturer, distributor, or importer to store hazardous chemicals.

Q9. Stationary Container: Usually a large \_\_\_\_\_ tank or vessel used to \_\_\_\_\_ hazardous chemicals.

### MSDS

Q10. List the 12 different information items found on a Material Safety Data Sheet

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

**A Rule to Remember:**

Q1. Any \_\_\_\_\_ part, \_\_\_\_\_, or \_\_\_\_\_ which may cause injury must be safeguarded.

**Where Mechanical Hazards Occur:**

Q2. Dangerous moving parts in three basic areas require safeguarding: List all three areas.

1. The \_\_\_\_\_ of \_\_\_\_\_:
2. \_\_\_\_\_ transmission apparatus:
3. Other \_\_\_\_\_ parts.

**Hazardous Mechanical Motions and Actions**

Q3. A wide variety of mechanical motions and actions may present hazards to the worker.

These can include the \_\_\_\_\_ of rotating members, \_\_\_\_\_ arms, moving \_\_\_\_\_, meshing \_\_\_\_\_, \_\_\_\_\_ teeth, and any parts that impact or

**Methods of Machine Guarding:**

**Safeguarding strategies are grouped under five general classifications.**

Q4. Guards: Guards are \_\_\_\_\_ which prevent access to danger areas.

Q5. Devices: A \_\_\_\_\_ device may perform one of several functions.

Q6. Location and Distance: The machine or its dangerous moving parts are \_\_\_\_\_ so that hazardous areas are not accessible or do not present a hazard during normal operation.

Q7. Feeding and Injection Methods:

\_\_\_\_\_ and semi-automatic feed methods

Automatic and Semiautomatic \_\_\_\_\_ methods.

Q8. Miscellaneous Aids: May not give \_\_\_\_\_ protection from machine hazards, but may provide the operator with an extra margin of safety.

**Cooperation and Assistance**

Q9. Safety in the workplace demands cooperation and alertness on everyone's part. \_\_\_\_\_, \_\_\_\_\_, and other workers who notice \_\_\_\_\_ in need of safeguarding, or existing systems that need repair or improvement, \_\_\_\_\_ notify the proper authority \_\_\_\_\_.

**Owner/Supervisor Responsibility**

Q10. Owners/Supervisors have special responsibilities with regard to safety in the workplace, encouraging \_\_\_\_\_ work habits and \_\_\_\_\_ unsafe ones.

## Safety Committee Meeting Agenda

**Date:** \_\_\_\_\_

**To:** All committee members, alternates, bulletin board

**Meeting Date and Time:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Agenda Items**

**Person Responsible**

**1. Old business**

**a. Review last months recommendations**

\_\_\_\_\_

**b. Follow-up on last quarterly inspection**

\_\_\_\_\_

**2. New business**

**a. Hazard reports**

**All**

**b. Accident investigation reviews**

\_\_\_\_\_

**c. Recommendations review**

\_\_\_\_\_

**d.** \_\_\_\_\_

\_\_\_\_\_

**e.** \_\_\_\_\_

\_\_\_\_\_

**f.** \_\_\_\_\_

\_\_\_\_\_

**3. Safety Committee Members Training**

**a.** \_\_\_\_\_

\_\_\_\_\_

**b.** \_\_\_\_\_

\_\_\_\_\_

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chair Persons Signature

\_\_\_\_\_  
Date



Safety Committee Meeting Minutes

**b. Accident/incident investigation reviews:**

<u>Accident Number</u>	<u>Near Miss</u>	<u>Description</u>	<u>Recommendation Number</u>
A- _____	<input type="checkbox"/>	_____	R- _____
A- _____	<input type="checkbox"/>	_____	R- _____
A- _____	<input type="checkbox"/>	_____	R- _____
A- _____	<input type="checkbox"/>	_____	R- _____
A- _____	<input type="checkbox"/>	_____	R- _____
A- _____	<input type="checkbox"/>	_____	R- _____
A- _____	<input type="checkbox"/>	_____	R- _____
A- _____	<input type="checkbox"/>	_____	R- _____
A- _____	<input type="checkbox"/>	_____	R- _____

**Safety Committee Members Training Report:** \_\_\_\_\_

\_\_\_\_\_

**Miscellaneous New Business:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Activity/Assignment Report:**

<u>Description</u>	<u>Person Assigned</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Committee Remarks:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Meeting adjourned:** \_\_\_\_\_  
Time/date

**Next meeting:** \_\_\_\_\_  
Time/date

\_\_\_\_\_  
Secretary Signature

\_\_\_\_\_  
Chair Person Signature

**Hazard Alert**

***Hazard Alert***

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Description of Hazard:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Person who discovered hazard:** \_\_\_\_\_

**Supervisor actions:**

**Root Cause (s):** \_\_\_\_\_

\_\_\_\_\_

**Control (s):** \_\_\_\_\_

\_\_\_\_\_

**Date corrected:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_

***Hazard Alert***

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Description of Hazard:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Person who discovered hazard:** \_\_\_\_\_

**Supervisor actions:**

**Root Cause (s):** \_\_\_\_\_

\_\_\_\_\_

**Control (s):** \_\_\_\_\_

\_\_\_\_\_

**Date corrected:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_



# Accident Investigation Plan

## *Accident Investigation Plan*

In the event of an accident

1. Notify your supervisor immediately. *If you are the injured employee and can not, then a co-worker must do so.*
2. Your supervisor will notify outside agencies. *If there is no supervisor available then find a safety committee member and they will make the appropriate notifications.*
3. Your supervisor and a designated safety committee member will conduct all investigation.
4. All accident investigators receive a minimum of four hours of accident investigation training.
5. All accident investigation reports go to the owner with copies going to the supervisor and the safety committee.
6. All accident investigation will begin as soon as the injured employee has been taken care of and the supervisor has determined that the accident scene is safe to enter.

An accident investigation kit is located in the first aid cabinet.

## *Accident Investigation Procedures*

Once the accident scene has been secured to preserve the evidence, all accident investigations will be conducted in accordance with the following procedures.

1. **Gathering Information and Analyzing Facts:** Pictures, video, and or sketches of the scene, that may have valuable information, will be conducted.
2. **Analyzing Facts:** All of the gathered information will be analyzed, symptoms identified, and root causes documented.
3. **An Accident Investigation Report will be written:** Each report will include the following:
  - Section 1: Background / Introduction
  - Section 2: Description of Accident
  - Section 3: Findings
  - Section 4: Recommendations
  - Section 5: Summary
4. **Taking Corrective Action:** The owner, supervisor, and/or safety committee will review each accident investigation and take appropriate corrective action to prevent a repeat of that accident.
5. **Follow Up:** The safety committee will conduct a follow up evaluation of the corrective action to ensure that the causes for the accident have been properly addressed.
6. **Critical Review:** Once each year, the safety committee will conduct a critical review of the entire accident investigation program and make recommendations for changes that will improve the effectiveness of these investigations.

---

Owner Signature

---

Date



**Section III. FINDINGS** (Attach separate page if necessary)

**Surface Cause(s) (symptoms)** (Unsafe conditions and/or work practices)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Root Cause(s)** (Policies, procedures, supervision, training, decision making, other factors)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section IV. RECOMMENDATIONS** (Attach separate page if necessary)

**Immediate Corrections.** (To reduce or eliminate unsafe conditions and/or work practices)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Long Term Corrections.** (Policies, procedures, training, etc. to ensure unsafe conditions and/or practices do not recur.)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Lockout / Tagout**  
**Authorized Employee List**

<u>Authorized Employees Name</u>	<u>Emergency Phone</u>	<u>Training Date</u>	<u>Authorized By</u>
_____	_____	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____
_____	_____	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____
_____	_____	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____
_____	_____	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____
_____	_____	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____

This audit covers the servicing and maintenance of machines and equipment in which the unexpected start up of the machines or equipment, or release of stored energy could cause injury to employees.

**Energy Control Program**

\_\_\_ 1. Has the employer established an energy control program consisting of energy control procedures, employee training and periodic inspections?

\_\_\_ 2. Is a responsible person appointed to monitor the effectiveness of the energy control program?

**Lockout/Tagout**

\_\_\_ 1. Is a tagout system used only if an energy isolating device is not capable of being locked out?

\_\_\_ 2. Can the employer prove that the utilization of a tagout system will provide full employee protection?

\_\_\_ 3. Whenever replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, are energy isolating devices for such machine or equipment designed to accept a lockout device?

**Energy Control Procedure**

\_\_\_ 1. Are written procedures in place, documented and used for the control of potentially hazardous energy?

Exception: The employer need not document the required procedure for a particular machine or equipment, when all of the following elements exist: (1) The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees: (2) the machine or equipment has a single energy source which can be readily identified and isolated: (3) the isolation and locking out of that energy source will completely de-energize and de-activate the machine or equipment: (4) the machine or equipment is isolated from that energy source and locked out during servicing or maintenance: (5) a single lockout device will achieve a locked-out condition: (6) the lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance: (7) the servicing or maintenance does not create hazards for other employees: and (8) the employer, in utilizing this exception, has had no accidents involving the unexpected activation or re-energizing of the machine or equipment during servicing or maintenance.

\_\_\_ 2. Do procedures clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance? Do procedures include:

\_\_\_ A. A specific statement of the intended use of the procedure;

\_\_\_ B. Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;

\_\_\_ C. Specific procedural steps to place, remove and transfer lockout devices/ tagout devices and the responsibility for them;

\_\_\_ D. Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

**Protective Materials and Hardware**

\_\_\_ 1. Are locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware provided by the employer for isolating, securing or blocking of machines or equipment from energy sources?

\_\_\_ 2. Are lockout devices and tagout devices singularly identified; the only device(s) used for controlling energy, and not used for other purposes?

\_\_\_ 3. Are lockout and tagout devices capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected?

\_\_\_ 4. Are tagout devices constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible?

\_\_\_ 5. Are tags made so that they will not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored?

\_\_\_ 6. Are lockout and tagout devices standardized within the facility in at least one of the following criteria: color; shape; or size; and additionally, in the case of tagout devices, print and format

\_\_\_ 7. Are lockout devices substantial enough to prevent removal without the use of excessive force or unusual techniques, such as the use of bolt cutters or other metal cutting tools?

\_\_\_ 8. Are tagout devices, including their means of attachment, substantial enough to prevent inadvertent or accidental removal?

\_\_\_ 9. Are the means of attaching tagout devices of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds?

\_\_\_ 10. Is the general design and basic characteristics of the means of attachment at least equivalent to a one-piece, all environment-tolerant nylon cable tie?

\_\_\_ 11. Do lockout devices and tagout devices indicate the identity of the employee applying the device(s)?

\_\_\_ 12. Do tagout devices warn against hazardous conditions if the machine or equipment is energized and include a legend such as the following: Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate?

\_\_\_ 13. Does each person's lock have either a key or combination which is unique to that device?

**Periodic Inspection**

- \_\_\_ 1. Does the employer conduct a periodic inspection of the energy control procedure at least annually?
- \_\_\_ 2. Is the periodic inspection performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected?
- \_\_\_ 3. Is the periodic inspection conducted to correct any deviations or inadequacies identified?
- \_\_\_ 4. Does the periodic inspection include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected?
- \_\_\_ 5. Does the employer certify in writing that the periodic inspections have been performed?

Note: The certification must identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.

**Training and Communication**

- \_\_\_ 1. Does the employer provide training to make sure that the purpose and function of the energy control program is understood by employees, and that the knowledge and skills required for the safe application, use, and removal of the energy controls are acquired by employees?
- \_\_\_ 2. Does the training include the following:
  - \_\_\_ A. Authorized employees. The recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
  - \_\_\_ B. Affected employees. The purpose and use of the energy control procedure.
  - \_\_\_ C. All other employees. General lockout/tagout program and procedures, and the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.
- \_\_\_ 3. When a tagout system is used, employees should be trained that:
  - \_\_\_ A. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
  - \_\_\_ B. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
  - \_\_\_ C. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
  - \_\_\_ D. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
  - \_\_\_ E. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
  - \_\_\_ F. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

**Employee Retraining**

- \_\_\_ 1. Is retraining provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures?
- \_\_\_ 2. Is additional retraining conducted whenever a periodic inspection reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures?
- \_\_\_ 3. Does retraining re-establish employee proficiency and introduce new or revised control methods and procedures, as necessary?
- \_\_\_ 4. Does the employer certify that employee training has been accomplished and is being kept up-to-date, and does the certification contain each employee's name and dates of training?

**Energy Isolation**

- \_\_\_ 1. Is lockout or tagout performed only by the authorized employees who are performing the servicing or maintenance?

**Notification of Employees**

- \_\_\_ 1. Are affected employees notified by the employer or authorized employee of the application and removal of lockout or tagout devices?
- \_\_\_ 2. Is notification given before the controls are applied, and after they are removed from the machine or equipment?

**Application of Controls**

\_\_\_ 1. Are established procedures for the application of energy control (the lockout or tagout procedures) being accomplished in proper sequence?

**Step One: Preparation for shutdown**

\_\_\_ 1. Does the authorized employee have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy before turning off a machine or equipment?

**Step Two: Machine or equipment shutdown**

\_\_\_ 1. Are machines or equipment turned off or shut down using orderly, established procedures?

**Step Three: Machine or equipment isolation**

\_\_\_ 1. Are all energy isolating devices needed to control the energy to the machine or equipment physically located and operated in such a manner as to isolate the machine or equipment?

**Step Four: Lockout or tagout device application**

\_\_\_ 1. Are lockout or tagout devices affixed to each energy isolating device by authorized employees?

\_\_\_ 2. Are lockout devices affixed in a manner that will hold the energy isolating devices in a "safe" or "off" position?

\_\_\_ 3. Are tagout devices, where used, affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited?

\_\_\_ 4. Where tagout devices are used with energy isolating devices designed with the capability of being locked, is the tag fastened at the same point at which the lock would have been attached? (Remember using tags is not allowed unless full employee protection can be proved)

\_\_\_ 5. Where a tag cannot be affixed directly to the energy isolating device, is the tag located as close as safely possible to the device, and in a position that will be immediately obvious to anyone attempting to operate the device?

\_\_\_ 6. Following the application of lockout or tagout devices to energy isolating devices, is all potentially hazardous stored or residual energy relieved, disconnected, restrained, and otherwise rendered safe?

\_\_\_ 7. If there is a possibility of re-accumulation of stored energy to a hazardous level, is isolation verification continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists?

\_\_\_ 8. Prior to starting work on machines or equipment that have been locked out or tagged out, does the authorized employee verify that isolation and de-energizing of the machine or equipment have been accomplished?

**Release From Lockout or Tagout**

\_\_\_ 1. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, are the following actions taken?

\_\_\_ A. The work area is inspected to ensure that non-essential items have been removed and that machine or equipment components are operationally intact.

\_\_\_ B. The work area is checked to make sure all employees have been safely positioned or removed.

\_\_\_ C. Before lockout or tagout devices are removed and before machines or equipment are energized, affected employees are notified that the lockout devices have been removed.

\_\_\_ D. After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees are notified that the lockout or tagout device(s) have been removed.

\_\_\_ 2. Is each lockout or tagout device removed from each energy isolating device by the employee who applied the device?

\_\_\_ 3. When the authorized employee who applied the lockout or tagout device is not available to remove it, is the device removed under the direction of the employer using specific procedures? Do those procedures include:

\_\_\_ A. Verification by the employer that the authorized employee who applied the device is not at the facility;

\_\_\_ B. Making all reasonable efforts to contact the authorized employee to inform them that their lockout or tagout device has been removed; and

\_\_\_ C. Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

**Testing or Positioning of Machines, Equipment or Components Thereof**

\_\_\_ 1. When lockout or tagout devices must be temporarily removed to test or position the machine, equipment or component, is the following sequence of actions followed:

\_\_\_ A. Clear the machine or equipment of tools and materials;

\_\_\_ B. Remove employees from the machine or equipment area;

**Testing or Positioning of Machines, Equipment or Components Thereof (continued)**

- C. Remove the lockout or tagout devices;
- D. Energize and proceed with testing or positioning;
- E. De-energize all systems and reapply energy control measures to continue the servicing and/or maintenance.

**Outside Personnel (contractors, etc.)**

- 1. Whenever outside servicing personnel are to be engaged in activities, does the on-site employer and the outside employer inform each other of their respective lockout or tagout procedures?
- 2. Does the on-site employer make sure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program?

**Shift or Personnel Changes**

- 1. Are specific procedures used during shift or personnel changes to ensure continuity of lockout or tagout protection?
- 2. Do shift change procedures include the orderly transfer of lockout or tagout device protection between off-going and on-coming employees?

\_\_\_\_\_  
Inspector's Signature

\_\_\_\_\_  
Date

**Written Hazard Communication Program**

**Chemical List**

<u>Number</u>	<u>Chemical Name</u>	<u>Labeled</u>	<u>MSDS On File</u>	<u>Verified By</u>	<u>Date</u>
Ch 1	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 2	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 3	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 4	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 5	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 6	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 7	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 8	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 9	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 11	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 12	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 13	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 14	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 16	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 17	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 18	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 19	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 21	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 22	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 23	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 24	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 25	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 26	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 27	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 28	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 29	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ch 30	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**Written Hazard Communication Program**  
**Non-routine Task List**

1. Task Description: \_\_\_\_\_

Specific chemical hazards: \_\_\_\_\_

Protective/safety measures employees must take: \_\_\_\_\_

Measures the company has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures: \_\_\_\_\_

2. Task Description: \_\_\_\_\_

Specific chemical hazards: \_\_\_\_\_

Protective/safety measures employees must take: \_\_\_\_\_

Measures the company has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures: \_\_\_\_\_

3. Task Description: \_\_\_\_\_

Specific chemical hazards: \_\_\_\_\_

Protective/safety measures employees must take: \_\_\_\_\_

Measures the company has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures: \_\_\_\_\_





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