



ILLNESS AND INJURY PREVENTION PROGRAM

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POLICY STATEMENT

It is the policy of EZ Electric that every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of Accident Prevention and Health Preservation.

The management concept of EZ Electric is not production and safety; it is production **with** safety. When production with safety is achieved, production with efficiency is attained simultaneously.

We at EZ Electric have a basic responsibility to make the safety of human beings a part of our daily, hourly concern. We will be counting on you to do your part in making our program an effective one.

The successful operation of EZ Electric will depend not only on sales and service, but also how safely each job is performed. There is no job so important - nor any service so urgent - that we cannot take time to work safely. I consider the safety of our personnel to be of prime importance, and I expect your full cooperation in making our program effective.

Sincerely,

Scott A. Zachman
President

IDENTIFICATION OF PLAN ADMINISTRATORS

The following persons are responsible for implementing the accident prevention plan for EZ Electric.

NAME

TITLE

Scott Zachman
Ken Stern
Bob Matthews
Kevin Taylor
Scott Reynolds
Jeff Mock

President
HR/Operation Manager
Operations Manager/Estimator
Operations Manager/Estimator
Purchasing Manager
Project Manager

MANAGERS AND FOREMAN RESPONSIBILITIES

Managers and Foreman are directly responsible for safety inspections of work locations¹. Any hazards found during these inspections should be documented and corrective actions taken immediately. Even small hazards can mean big injuries.

All levels of management and supervision must understand and enforce company rules regarding safety and safe work practices.

Management representatives of our company are responsible for ensuring that all employees understand and comply with the safety rules of the company. First line supervision must know the capability of subordinates and ensure that work assignments are given only to employees who have been instructed in the work situation being performed, including the hazards associated with the job.

Management representatives are responsible for enforcement of the company disciplinary program, as otherwise described herein. To ensure that we have safe work sites, we must have enforcement of our safety requirements. If a violation of CAL/OSHA or a company safety rule occurs that could result in a serious injury or death, an investigation will be conducted to determine the following information:

1. If the responsible person or persons (Managers and Foreman) knew the safety regulations and proceeded with the work in violation of the regulations.
2. If the employee exposed to an unsafe or potentially unsafe condition knew of this fact and proceeded to work in violation of safety regulations, notwithstanding such knowledge.

¹These inspections will be performed every day. The work locations will be physically inspected by one of the Managers or Foreman.

EMPLOYEE TRAINING

Employee training is an on-going process; it begins when an employee is first hired and continues at the work locations. Re-training shall be conducted at the time of an employees review.

ALL EMPLOYEES MUST COMPLY WITH ALL COMPANY SAFETY RULES AND ACT WITH COMMON SENSE AT THE WORK LOCATIONS AT ALL TIMES.

When a worker is first employed, he/she shall be given his/her own copy of this Safety Manual and the Accident Prevention Program. He/she shall be instructed to read these documents, sign an acknowledgment that he/she has received, has read, and does understand the requirements of these documents.

Upon hire, all employees must be given instructions regarding the hazards and safety precautions applicable to the type of work in which he/she will be involved. Each new employee will be told the requirements for compliance of this safety program and the disciplinary policies regarding non-compliance.

“Toolbox” or “tailgate” meetings are to be held every week on active job sites. The safety topic shall be communicated by the job foreman. The meeting should also include discussion of the current jobsite conditions, and feedback from employees about hazardous conditions is urged.

Work locations shall have a documented daily hazard assessment/inspection at all active work locations including warehouse, yard, and job sites. At this time a daily safety topic shall be presented to employees.

ACCIDENT REPORTING/INVESTIGATION

Every on-the-job injury **must be reported** to someone at the work site and to the office. If there is no one working with you at the work site, call the office. **There are no exceptions to this policy!!**

EZ Electric is required by law to notify the Workers' Comp insurance carrier within 24-hours of injury. We cannot meet this requirement if we are not notified of every injury.

Even if you have a minor injury and are not sure you require medical treatment, call the office and let your Manager or some one in authority know so that proper reporting procedures can take place. (Ken Stern (408-541-4255)).

Failure to report a worker's comp injury will have the following consequences:

1st offense may result in a disciplinary action (written warning or 3 day unpaid suspension).

2nd offense may result in a disciplinary action (written warning, 3 day unpaid suspension, or termination).

Subsequent offenses shall result in disciplinary action (written warning, 3 day unpaid suspension, or termination).

If injury requires seeing a doctor or hospitalization, the Foreman/Manager at the work site shall refer to the Safety Binder or Company Intranet for our Medical Provider Network for a list of doctors/clinics to select from for treatment.

If medical treatment is necessary, the Company reserves the right to drug test the injured employee. Working while under the influence of drugs is in direct violation of Company policy and may result in termination of employment.

The Foreman/Manager and/or employee is to notify the Human Resources Manager on the same day as the occurrence. The Foreman/Manager is to investigate the circumstances surrounding the injury, how it happened, any witnesses, time of day, and how the accident could have been avoided.

The Foreman/Manager is to fill out the Supervisor's Report of Injury in detail. He should then turn in a copy of the injury report to the Human Resources Manager within 24 hours.

The employee, within 24 hours of the injury, needs to fill out a Workers' Compensation claim form. These can be obtained from your Foreman/Manager or Human Resources Manager. We provide Workers' Compensation medical benefits if you are hurt on the job.

REMEMBER - KNOWINGLY SUBMITTING A FRAUDULENT WORKERS' COMPENSATION CLAIM IS A FELONY PUNISHABLE BY FINES AND/OR JAIL.

EMPLOYEE DISCIPLINE PROGRAM

Our company will enforce an employee discipline program. The program pertains to those employees who may engage in an unsafe action, including both the employee and the management representative who may have knowledge or be responsible for such actions. The program shall be enforced as follows:

For non-serious incidents in which a company employee is involved:

1. **First Occasion:** Oral or written reprimands.
2. **Second Occasion:** Time off without pay, the length of time depending on the severity of the situation and previous reprimands.
3. **Third Occasion:** Probable termination.

For serious incidents in which an employee is involved:

1. **First Occasion:** Written reprimand, with time off without pay, the length of time depending upon the severity of the situation.
2. **Second Occasion:** Probable termination.

The difference between non-serious and serious incidents depends upon the possible consequences which could take place if the incident were to occur. If the consequences of the incident could result in a serious injury or death, the incident is properly characterized as "serious" in nature.

HAZARD COMMUNICATION POLICY

To protect the health and safety of our employees, we have developed this Hazard Communication Program:

1. We will provide information about hazardous chemical substances used in construction through a comprehensive hazard communication program. MSDS Sheets shall be provided to all employees at the time of hire or upon request.
2. The written Hazard Communication program applies to all operations which **MAY** expose an employee to hazardous chemicals as a result of normal work conditions or as the result of a reasonable foreseeable emergency.
3. Daily Hazard Communication and Inspections shall take place at all work locations. Hazards identified shall be communicated to all employees at the work location. Inspection documentation and forms shall be located in the work location Safety Binders.

CODE OF SAFE PRACTICES

THIS CODE OF SAFE PRACTICES SHALL BE POSTED AT A CONSPICUOUS LOCATION AT EACH WORK LOCATION OR BE PROVIDED TO EACH SUPERVISORY EMPLOYEE WHO SHALL HAVE IT AVAILABLE AT ALL TIMES.

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all defective equipment and any unsafe conditions or practices to the Foreman/Manager.
2. Foreman/Managers shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such actions as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.

4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

5. Work shall be well-planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

6. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose the employee or others to injury. The use or possession of intoxicating beverages or drugs on the job is prohibited.

7. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

8. Inappropriate footwear or footwear with thin or badly worn soles shall not be worn. Work-type foot wear shall be worn at all times.

9. PPE-Hard hats shall be worn when working in a posted area or in areas where there is a possible danger of head injury from impact, or from falling and flying objects. Safety Gloves shall be worn at all times when pulling wire.

10. Safety goggles shall be worn while using line voltage power tools and any other time there is a danger of flying debris that could cause eye injury.

11. Materials, tools, or other objects shall not be thrown from buildings or structures.

12. Work shall be so arranged that employees are able to face a ladder and use both hands while climbing. The correct size ladder for each job shall be used.

USE OF TOOLS AND EQUIPMENT

13. All tools and equipment shall be maintained in good condition.

14. Damaged tools and equipment shall be removed from service and tagged as “**DEFECTIVE**” and returned to Foreman/Manager for repair or replacement.

15. If a piece of equipment (i.e., ladder or scaffold) is delivered to the work site in faulty condition, **DO NOT USE IT**. Call your Manager and he/she will see that the unsafe conditions are corrected.

16. Portable electric tools shall not be lifted or lowered by means of the power cord.

17. Electric cords shall not be exposed to damage from vehicles driving over them.

18. Check all wiring on electric tools and determine if equipped with the proper ground.

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19. Use hand tools only for the purpose for which they are intended.

ELECTRICAL SAFETY

20. If working on an electrical circuit or equipment that could accidentally become energized, lock out and tag circuitry.

21. Use extreme caution when working on energized equipment. Lock outs or lock out tags can only be removed by the person who placed them, and then only if no one is in a position to be injured.

22. If you are in **DOUBT** whether the circuit or circuits you are about to work on are on or off, treat them as hazardous then test them with a voltage tester.

23. Ascertain that the electrical system (temporary power) is safe, regardless of who installed it.

24. Always give fellow employees the benefit of your experience. Do not become complacent or set an example that may encourage less experienced employees to take hazardous short cuts.

25. Contact your Manager immediately upon discovering unsafe working conditions. Violating any safety rules, including not

immediately reporting any known or unsafe practices, will result in disciplinary action.

WORKERS' COMPENSATION

26. All accidents, no matter their severity, will be reported to the job foreman immediately. An injury not reported within 24 hours may not be considered an industrial injury and the employee may not be granted workers compensation benefits.

27. If medical treatment is necessary, the injured employee should contact their Foreman/Manager for the nearest workers' compensation clinic. All employees are required to visit clinics or hospitals that EZ Electric assigns, except in the case of extreme emergencies.

28. The injured employee must contact their Manager within 24 hours of the accident to fill out "Employees Claim for Workers' Compensation Benefits".

29. The employee must obtain a medical release and provide it to their Manager before he may return to work.

30. Failure to follow the proper procedures may disqualify an employee from receiving benefits.

31. EZ Electric has the right to investigate all Workers' Compensation claims. Filing a fraudulent claim is a crime. Any employee guilty of fraud will be prosecuted to the fullest extent of the law. Employees convicted of fraudulent claims may be imprisoned for up to five years and fined up to \$50,000 or double the fraud, whichever is greater.

EZ Electric

**Heat Related Illness and Injury
Prevention Plan**

Heat Illness Prevention as part of EZ Electric's Illness and Injury Prevention Plan

This section applies to the control of risk of occurrence of heat related illness and injuries. This section applies to all outdoor places of employment at those times when the environment risk factors for heat illness/injury, as defined in (a) are present.

(a) Definitions

Acclimatization means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Heat Illness means a group of serious medical conditions resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

Environmental risk factors for heat illness means working conditions that affect the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, work load severity and duration, protective clothing and personal protective equipment worn by employees.

Personal risk factors for heat illness means factors such as an individual's age, degree of acclimatization, health, water consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

Recovery Period means a period of time to recover from the heat in order to prevent heat illness.

Shade means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning turned on.

(b) Provision of Water

Employees shall have access to potable drinking water meeting the California Code of Regulations requirements of sections 1524, 3363, and 3457. Water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employees may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow them to drink one quart or more per hour.

(c) Access to Shade

Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times.

Employee Training

All EZ Electric employees shall receive heat illness prevention training prior to working outdoors. Training in the following topics shall be provided to all employees that work outdoors:

The environmental and personal risk factors for heat illness

EZ Electric's procedures for complying with the requirements of the Heat Illness and Injury Prevention Plan

The importance of frequent consumption of water, up to 4 cups (1 quart) per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties

The importance of acclimatization

The different types of heat illness and the common signs and symptoms of heat illness

The importance of employees of immediately reporting to their supervisor symptoms or signs of heat illness in themselves or in their co-workers

EZ Electric's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary

EZ Electric's procedure for contacting emergency medical services, and if necessary for transporting employees to a point where they can be reached by an emergency medical service provider

EZ Electric's procedure for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders

Supervisor Training

Prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided to all EZ Electric Foreman and Supervisors:

The information required to be provided to employees as listed above in "Employee Training"

The procedures all Foreman and Supervisors are to follow to implement the applicable provisions of Heat Illness Prevention

The procedures all Foreman and Supervisors are to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures

CPR/First Aid Training every two years

Procedures

Working hours will be modified to work during the cooler hours of the day when possible

When modified or shorter work-shift is not possible, more water and rest breaks will be provided

EZ Electric Managers, Foreman, and Supervisors will continuously check all employees, and stay alert to the presence of heat related symptoms

EZ Electric Managers, Foreman, and Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called, and check that these are functional at the work site prior to the start of each shift

On hot days, and during heat waves, EZ Electric Managers, Foreman, and Supervisors will hold short tailgate meetings to review the Heat Related Illness and Injury Prevention Plan with all workers

All newly hired workers will be assigned to a Project Manager to ensure that they understand the training and follow EZ Electric's procedures

EZ Electric Managers, Foreman, and/or Supervisors will monitor the availability of water every hour, and employees are to report low levels of water to EZ Electric Managers, Foreman, or Supervisors

EZ Electric Managers, Foreman, and Supervisors will provide frequent reminders, to employees to drink frequently, and more water breaks will be provided

Every morning on hot days, and during a heat wave, Managers, Foreman, and Supervisors will remind the workers about the importance of frequent consumption of water throughout the shift

On hot days an ice chest with bottled water or water jugs shall be placed close to the workers, not away from them

When drinking water levels drop below 50%, the water shall be replenished immediately, or water levels should not fall below the point that will allow for adequate water during the time necessary to effect replenishment

All EZ Electric Managers, Foreman, and Supervisors shall have CPR/First Aid Training every two years which will include training in Heat Related Illnesses

Guidance for Workers

Awareness of heat illness symptoms can save your life or the life of a co-worker

If you are coming back to work from an illness or an extended break or you are just starting a job working in the heat, it is important to be aware that you are more vulnerable to heat stress until your body has time to adjust. Let your Supervisor know that you are not used to the heat. It takes about 5 – 7 days for your body to adjust.

Drinking plenty of water frequently is vital to workers exposed to the heat. An individual may produce as much as 2 to 3 gallons of sweat per day. In order to replenish that fluid the worker should drink 3 to 4 cups of water every hour starting at the beginning of the shift.

Taking your breaks in a cool shaded area and allowing time for recovery from the heat during the day are effective ways to avoid heat illness.

Do not use alcohol or caffeine during periods of extreme heat. Both dehydrate the body.

If you or a co-worker start to feel symptoms such as nausea, dizziness, weakness or unusual fatigue, let your Supervisor know and rest in a cool shaded area. If symptoms persist or worsen seek immediate medical attention.

Whenever possible, wear clothing that provides protection from the sun but allows airflow to the body. Protect your head and shade your eyes if working outdoors in direct sunlight.

When working in the heat be sure to pay extra attention to your co-workers and be sure you know how to call for medical attention.

Responding to Symptoms of Possible Heat Illness

The following details EZ Electric's procedures pursuant to Title 8, Chapter 4, California Code of Regulations (CCR) 3395 Heat Illness Prevention for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary, procedures for contacting emergency medical services, and if necessary for transporting employees to a point where they can be reached by an emergency medical service provider and how to provide clear and precise directions to the work site. These procedures are part of EZ Electric's Illness and Injury Prevention Program.

Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times without prior authorization from a supervisor or any other individual. Additionally, the employee(s) will be encouraged to drink water and/or an electrolyte solution or beverage used to restore potassium and salt.

When an employee is observed with symptoms consistent with heat illness (red face, excessive sweating, increased heart rate, loss of concentration, difficulty in focusing on a task, increased irritability or sickness, little or no desire to drink, fainting, etc.) or heat stroke (mental confusion, delirium, loss of consciousness, convulsions, coma, body temperature of 106 degrees or higher, hot dry skin that may be red, mottled or bluish, etc.) the Manager, Foreman, or Supervisor shall be notified immediately.

In the event that an employee's condition appears to be progressing to a more serious illness (which may include unusual behavior, nausea/vomiting, weakness, rapid pulse, excessive sweating, hot dry skin, seizures, fainting, loss of consciousness, etc.) an immediate medical response (dial 911) will be requested. Regardless of the worker's protest, the employee with any symptoms of possible serious heat illness as noted above will not be sent home, allowed to leave the job-site or left unattended without prior medical assessment and authorization.

The on-site supervisor will immediately contact an Emergency Response Team by dialing 911.

The on-site supervisor will ensure that the request for medical emergency response was successful, and that the location of both the job-site and the victim within the job-site were successfully related to the Emergency Response Team. Additionally an employee (or individual) will be directed by the supervisor to report to the job-site entrance to assist in directing the Emergency Response Team to the location of the victim within the job-site.

An employee who is found to be non-ambulatory on any surface above ground level due to the effects of heat illness will be provided temporary shade that is either open to the air or provided temporary ventilation or cooling while awaiting the arrival of an Emergency Medical Response Team that is properly trained in an approved method of safely moving a non-ambulatory individual to ground level.

In the event that the employee is ambulatory and his location within the project site is such that the Emergency Response Team may have a difficult time locating the exact location, or if the terrain is such that the Emergency Response Team may be unable to reach the victim's exact location, the employee may be transported by vehicle to a more suitable location where access is more readily available.

ELECTRIC - DAILY JOB HAZARD ASSESSMENT

SUBDIVISION / COMMUNITY	JHA LEADER					
DATE / TIME	COMPANY NAME					
SAFETY PROGRAM ONSITE	<input type="checkbox"/> IIPP / CODE OF SAFE PRACTICE <input type="checkbox"/> HEAT ILLNESS PREVENTION					
TRADES PRESENT	<input type="checkbox"/> FRAMING - <input type="checkbox"/> ROOFING - <input type="checkbox"/> PAINTING - <input type="checkbox"/> SCAFFOLDS - <input type="checkbox"/> CONCRETE - <input type="checkbox"/> GRADING					
FORM INSTRUCTIONS	* IF HAZARD EXIST ANSWER YES - IF HAZARD DOESN'T EXIST ANSWER NO *					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Extreme Heat : Stay hydrated *						
Is Drinking Water Available?						
Bottled Water or Jug w/cups?						
Is Shade Available?						
Crew Trained in Heat Illness Program						
PERSONAL PROTECTION EQUIPMENT (PPE)						
Hard Hat						
Eye Protection						
Safety Gloves						
Leather Work Shoes						
First Aid Kit on Site?						
MSDS sheets on site?						
IIPP on Site?						
HOUSEKEEPING						
Housekeeping - No Food Trash						
Trade's Clean-Up Housekeeping						
Foot Traffic Clear?						
LADDERS						
Extension Ladders Inspected?						
Extension Ladders Secured?						
Step Ladders Inspected?						
Other Hazard (write in)						
PERSONAL TOOLS & EQUIPMENT (HAND TOOLS)						
Lock-Out Tag-Out available?						
Drills Inspected for Defects?						
Saws Alls Inspected for Defects?						
GFCI Protection on site functional?						
Extension Cords Ground Plug attached?						
Electrical Extension Cords Damaged?						
Guard Rails in place for fall protection						
Other Hazard (write in)						
OTHER HAZARDS IDENTIFIED AND CORRECTED/ACTION PLAN INCLUDING DAILY SAFETY BRIEFING NOTES						
MONDAY:						
TUESDAY:						
WEDNESDAY:						
THURSDAY:						
FRIDAY:						
SATURDAY:						
NAME (PRINT ONLY)	SIGN YOUR NAME UNDER EACH DAY WORKED					

JOBSITE WORKSHEET

JOB NAME / ADDRESS: _____ DATE / TIME: _____

INSPECTION DONE BY: _____

JOBSITE FOREMAN / LEAD PERSON _____

NUMBER OF EMPLOYEES: _____ CERTIFIED _____ APPRENTICES _____

OPERATIONS & EQUIPMENT: _____

HAZARDS OBSERVED

N/A NO YES

- | | | | |
|--|-------|-------|-------|
| 1. Trips (cords / supplies / debris or other items in paths or work area) | _____ | _____ | _____ |
| 2. Slips (liquids, rain, mud, etc. in paths of travel or work areas) | _____ | _____ | _____ |
| 3. Falls (unprotected wall and floor openings, scaffolds, ladders, trenching, etc.) | _____ | _____ | _____ |
| 4. Housekeeping | _____ | _____ | _____ |
| 5. MMH / Lifting practices
(poor body mechanics, overreaching, carrying too heavy a load, not getting help, etc.) | _____ | _____ | _____ |
| 6. Improper use of equipment (step ladders used in a "lean-to" position) | _____ | _____ | _____ |
| 7. Using the wrong tool for the job | _____ | _____ | _____ |
| 8. Using poorly maintained equipment (extension cords, drills, etc.) | _____ | _____ | _____ |
| 9. Taking unsafe shortcuts | _____ | _____ | _____ |
| 10. Unsafe movements (running, jumping, poor body positioning, etc.) | _____ | _____ | _____ |
| 11. Personal Protective Equipment (hard hats, safety glasses, footwear, gloves, etc.) | _____ | _____ | _____ |
| 12. Adequate drinking water | _____ | _____ | _____ |
| 13. Lighting / visibility | _____ | _____ | _____ |
| 14. Lockout / Tag-out | _____ | _____ | _____ |
| 15. Hazards posed by other trades | _____ | _____ | _____ |

COMMENTS: _____

WAREHOUSE SAFETY INSPECTION CHECKLIST

DATE _____

BUILDING _____

Instructions. Check (x) each item below as "Satisfactory" or "Unsatisfactory." Add any pertinent comments and the location of hazards in the space provided for each item checked "Unsatisfactory."

Condition	N/A	Sat	Unsat	Comment/Location
FLOORS				
No wet/slip, fall hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No trip hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No cords across walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STAIRS and RAMPS				
Lighting adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-slip surfaces in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handrails – available and secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL SAFETY				
No aisles obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Area free of falling hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First aid kit available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency lighting functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders/stools in safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping is good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone numbers posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone procedures posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE EQUIPMENT/EXITS				
Fire extinguishers accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers tagged, serviced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits properly illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits clear and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE HAZARDS				
Flammable aerosols and liquids stored and handled properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No defective electrical cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PRE-SHIFT INSPECTION REPORT

TIME _____

PRE-SHIFT INSPECTION: Before use each day or at the beginning of each shift, the EQUIPMENT shall be given a visual inspection and functional test including but not limited to the following:

DAILY INSPECTION CHECK LIST

WALK AROUND INSPECTION (Before Starting Engine)

- | | |
|--|--|
| | 1 ENGINE (check belts, hoses, oil level and leaks) |
| | 2 CHECK ALL FLUID LEVELS (oil, coolant, fuel, etc.) |
| | 3 TIRE AND WHEELS. |
| | 4 LUBRICATION POINTS |
| | 5 SAFETY DEVICES. |
| | 6 PERSONAL PROTECTIVE DEVICES, (including fall protection when applicable) |
| | 7 LOOSE OR MISSING PARTS. |
| | 8 CABLES AND WIRING HARNESS. |
| | 9 PLACARDS, WARNINGS, CONTROL MARKINGS AND OPERATION MANUAL(S). |
| | 10 "OPERATING" AND "EMERGENCY" CONTROLS. |
| | 11 OUTRIGGERS, STABILIZERS, EXTENDIBLE AXLES AND OTHER STRUCTURES. |
| | 12 GUARDRAIL SYSTEM (when applicable) |
| | 13 IS EQUIPMENT CLEAN. |

AFTER STARTING ENGINE

- | | |
|--|---|
| | 14 ENGINE (does it sound normal?) |
| | 15 INSTRUMENTS (check for normal readings) |
| | 16 CONTROLS (check for normal operation) |
| | 17 AIR, HYDRAULIC AND FUEL SYSTEM(S) LEAKS. |
| | 18 BRAKES |
| | 19 LIGHTS |
| | 20 HORN |
| | 21 REVERSE HORN |
| | 22 ATTACHMENTS (CONTROLS & FUNCTIONS) |

Any problems or malfunctions that affect the safety of operations shall be repaired prior to the use of the EQUIPMENT.

OPERATOR: _____	SUPERVISOR: _____	DATE: _____
EQUIPMENT _____	ATTACHMENTS _____	
BEGINNING	HOUR METER READING: _____	
ENDING	HOUR METER READING: _____	

REMARKS: _____

