



Table of Contents

Introduction.....	1
Responsibilities	1
Instructions.....	2
Areas to be Audited.....	2
The "LOOK AT" Guide.....	3
The "LOOK FOR" Guide.....	4
APPENDIX A: Audit Checklist	6
APPENDIX B: Hazard Observation Report.....	7

AUTHOR: Jason Sharpe
 DISTRICT: Ronald Wastewater District
 REVISION DATE: June 2006

Introduction

Accident prevention needs to be reinforced by a systematic way of minimizing physical hazards within the workplace. The District feels that the best way to limit exposure to these hazards is through the implementation of this self-inspection *Safety Audit* program.

This program was written to aid in identifying and eliminating potential hazards in the workplace. It is essential to note, however, that it is impossible to identify all potential hazards that may exist. While this program requires select personnel to comply, the program works best when all employees make an effort to spot potential problems and help to correct them. A great number of on-the-job accidents can be avoided by simply using common sense and practicing good housekeeping.

This program was written to comply with WAC 296-24-020 and The Department of Labor and Industries Guidelines for Accident Prevention, Appendix C-1.

Responsibilities

It is the responsibility of the Manager to oversee that this program is adopted as district policy.

The Safety Officer is responsible for implementing this program and keeping it operational. These responsibilities include:

- Change and update checklists and forms.
- Set up a timeline to insure that all work areas are audited annually.
- Appoint the proper personnel to carry out all or specific parts of the audit.
- Oversee that all audit forms are filled out completely and correctly.
- Review the identified hazards and take appropriate action to eliminate them.
- Keep all records and forms on file.



The Safety Committee is responsible for reviewing the audit forms and giving their opinion and ideas on ways to protect against future hazards.

All employees are responsible for reporting any potential hazards to the Safety Officer.

Instructions

1. Select an area from the *Areas to be Audited* list below.
2. Using the *Audit Checklist* (Appendix A), fill in the area selected on the appropriate blank.
3. Write in the date you actually perform the audit in the space provided.
4. Begin to inspect each category on your *Audit Checklist*, using the *What to LOOK AT** section. (*Find details of these items listed on the *"LOOK AT" Guide*).
5. Use the *"LOOK FOR" Guide*, to identify the hazards.
6. List all hazards found on the lines provided on your *Audit Checklist*.
7. When you have completed inspecting all categories listed under the *What to LOOK AT* section or your *Audit Checklist*, sign and date the checklist at the bottom.
8. Total up the number of hazards found, and write it on the appropriate line.
9. For each hazard found you will need to fill out a separate *Found Hazard* form.
10. After you have completed inspecting an area and have filled out the *Found Hazard* forms, hand deliver all paperwork to the Safety Officer.

Areas to be Audited

THIS IS NOT A COMPLETE LIST AND YOU MAY WANT TO ADD OR SUBTRACT AREAS

- Offices
- Inventory room or area
- Lift stations
- Pump houses
- Shops
- Tank sites
- Vehicle parking areas
- Public accessible areas
- Mechanical rooms
- Computer room
- Telemetry room
- Radio room
- Chemical room



The "LOOK AT" Guide

This is a detailed list of the categories that you are to "LOOK AT" for each area audited. Not all categories apply for any given area, nor are they of equal importance. Use the *Audit Checklist* as you inspect each area.

- Atmosphere: Hazardous conditions of Dust, Gases, Fumes, Sprays, etc.
- Chemical Substances: All liquids, gases and solids toxic and/or reactive in nature.
- Containers: All objects for material storage, i.e., barrels, boxes, bottles, cans, etc.
- Electrical Conductors and Apparatus: Wires, cables, etc.; Switches, controls, transformers, etc.
- Engines and Prime Movers: Sources of mechanical power, etc.; i.e., gas and steam engines.
- Elevators, Escalators and Manlifts.
- Firefighting Equipment: All firefighting equipment, plus sprinklers, etc. (refer to Fire Safety program).
- Guards and Safety Devices: All removable and fixed guards, and safety devices or attachments excluding personal protective equipment.
- Hand Tools: All kinds of equipment that is held or carried when in use.
- Hoisting Equipment: Cranes, derricks, powershovels, air hoists, hydraulic jacks, etc.
- Flammables and Explosives.
- Machinery and Parts: Power equipment that processes or modifies materials, i.e., agitators, grinders, heavy equipment, etc.
- Materials, raw or processed: Materials and supplies essential to production of finished product, excluding materials elsewhere classified.
- Mechanical Systems: any unshielded rotating equipment.
- Overhead Structures and Equipment: Any structural part or equipment that may fall from above.
- Personal Protective Equipment: Goggles, gloves, aprons, etc.
- Pressure Vessels, Boilers and Pipes: Objects that move or compress liquids, air or gases.
- Pumps, Compressors, Blowers and Fans: Objects that move or compress liquids, air, or gases.
- Shaftways, Pits, Sumps and Floor Openings: All openings into which persons may stumble or fall.
- Walking or Standing Surfaces: Floors, aisles, platforms, ramps, roads, scaffolding, ladders, etc.
- Warning or Signal Devices: Direct communication systems such as radios, telephones, buzzers, bells, lights, etc.
- Vehicles and Carrying Equipment: Trucks, cars, trains, motorized carts and non-motorized equipment for transporting materials / equipment.
- Miscellaneous: Other potentially hazardous objects or conditions that do not fall into the above categories.



The "LOOK FOR" Guide

LOOK FOR GUARDING OF AGENTS, SUCH AS:

- Missing or inadequate guards against being "STRUCK BY".
- Missing or inadequate guards against "STRIKING AGAINST".
- Missing or inadequate guards against being, "CAUGHT ON, IN, OR BETWEEN".
- Missing or inadequate guards against "FALLING FROM OR INTO".
- Lack of or faulty support, bracing, shoring, etc.
- Missing or faulty WARNING or signal device.
- Missing or faulty automatic control device.
- Missing or faulty safety device.

LOOK FOR STRUCTURAL DEFECTS AND MATERIAL CHARACTERISTICS, SUCH AS:

- Sharp-edged, jagged, splintery, etc., conditions.
- Worn, frayed, cracked, broken, etc., conditions.
- Slippery conditions (for gripping or walking).
- Dull, irregular, mutilated, etc., conditions.
- Uneven, rough, packed, or with holes.
- Decomposed or contaminated conditions.
- Flammable or explosive characteristics.
- Poisonous characteristics (by swallowing, breathing, or contacting).
- Corroded or eroded conditions.

LOOK FOR FUNCTIONAL DEFECTS, SUCH AS:

- Susceptibility to breakage, collapse, etc.
- Susceptibility to tripping, failing, etc.
- Susceptibility to rolling, sliding, slipping, etc.
- Leakage of gases, solids, or fluids.
- Excessive heat, noise, vibration, sparking, etc.
- Failure of agency to operate.
- Erratic, unpredictable performance of agent.
- Lack of adequate electrical grounding.
- Operation that is too fast or slow.
- Low voltage leaks.
- Signs of excessively high or low pressure.
- Throwing off of parts, particles, material, etc.
- Standard indications of need for special attention.

LOOK FOR VENTILATION, ILLUMINATION, NOISE, SUCH AS:

- Noxious fumes or gases.
- Flammable or explosive fumes or gases.
- Insufficient illumination.
- Excessive glare from light source.
- Hazardous dusts or atmospheric particles.



- Hazardous temperature conditions.
- Excessive noise.

LOOK FOR STORAGE, POSITIONING AND ARRANGEMENT OF AGENT, SUCH AS:

- Improperly secured against sudden movement, such as: falling, slipping, rolling, tripping, sliding, etc.
- Unsafe storage that permits easy contact by individuals and equipment.
- Unsafe exposure to heat, moisture, vibration, flame, sparks, chemical action, electrical current, etc.
- Congestion of traffic or working space.
- Unsafe attachment of object to agent.
- Unsafe placement of object into agent.
- Unsafe distribution of objects around agent.
- Protruding objects.
- Use of unsafe storage containers.
- Faulty ventilation of stored materials.
- Unsafe traffic layout.
- Poor housekeeping.

These conditions to "LOOK FOR" do not include all possible hazards.



APPENDIX A: Audit Checklist

Area: _____

Date: _____

What to LOOK AT:

Hazards Found:

- 1. Atmosphere _____
- 2. Chemical Substances _____
- 3. Containers _____
- 4. Electrical _____
- 5. Warning Signs _____
- 6. Engines _____
- 7. Elevators _____
- 8. Firefighting _____
- 9. Machinery Guards and Shields _____
- 10. Hand Tools _____
- 11. Hoists _____
- 12. Flammable Storage Area _____
- 13. Machinery _____
- 14. Materials _____
- 15. Vehicles _____
- 16. Structures _____
- 17. P.P.E. _____
- 18. Pressure Vessels _____
- 19. Pumps _____
- 20. Walking Surfaces _____
- 21. Emergency Exits _____
- 22. Stairwells _____
- 23. Earthquake Proofing _____

Audit Completed by: _____

Date Completed: _____

Number of Hazards Found: _____

(For every hazard found you must fill out a *Hazard Observation Report*)



APPENDIX B: Hazard Observation Report

Area to be completed by Auditor

Area: _____

Date: _____

Hazard found:

When completed, hand deliver to Safety Officer

Date Received: _____

Safety Officer: _____

Action Taken:

Completed By: _____

Date Completed: _____

Work Order Needed? Yes / No

Work Order #: _____