



Orange County Emergency Services
Standard Operating Guidelines

SOG Name: Facilities' Safe Operations Guidelines

SOG Number: GEN-023

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Date Effective: October 27, 2010

I. GOAL

1. It is company policy that accident prevention be the primary concern of all employees. This guideline seeks to outline procedures to ensure the safety and well-being of our employees, subcontractors, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

II. OBJECTIVE

1. This Safety Policy of Orange County Emergency Services is designed to comply with the Standards of the Occupational Safety and Health Administration (OSHA), and to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standard 1910 are available for all employees' use and reference. These Standards shall be available in the home office at all times and will be sent to the jobsite on request.

2. Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given primarily to the Logistics Staff Officer.

III. SCOPE

1. This Safety Policy applies to all employees of Orange County Emergency Services, regardless of position within the company. The Safety Rules contained herein apply to all subcontractors and anyone who is on a company project site.

2. Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

IV. IMPLEMENTATION

1. This Safety Policy supports four fundamental means of maximum employee involvement:
 - a. Management commitment to safety.
 - b. Effective job safety training for all involved employees.

- c. Job hazard analysis provided to all employees.
 - d. Audio and/or visual safety presentations given at jobsites by the Logistics Staff Officer.
2. The Logistics Staff Officer will evaluate all areas of safety at least once every three months and make recommendations to the Department Chief.

V. ADMINISTRATION

1. The safety policies will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by the Logistics Staff Officer, as requested. The Logistics Staff Officer will be responsible for meeting all of the requirements of the Warehouse Safety Policy and for maintaining an effective accident prevention effort within the warehouse. The Logistics Staff Officer must also ensure that all accidents are thoroughly investigated and reported to Planning/Logistics Branch Manager on the same day of the occurrence.
2. Safety policies will be continuously reviewed by a Health and Safety Committee, discussed further below.

VI. HEALTH AND SAFETY COMMITTEE

1. The Health and Safety Committee will fulfill the purpose of bringing employees together to achieve and maintain a safe, healthful workplace. Its primary goal is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting measures to prevent them. Committee members will represent all sections, branches, and/or groups from within the department.
2. The committee's responsibilities will include continuously reviewing the department's safety policies, soliciting input from employees on workplace hazards and recommendations for changes, as well as conducting quarterly inspections of department facilities. Complete details for the operation of the committee may be found in the Health and Safety Committee Guidelines.

VII. REPORTING OF INJURIES

1. All employees will be held accountable for filling out an "Employee's Notice of Injury Form" immediately after an injury occurs; even if medical treatment is not required. (Notice must be made on the same day of the injury.)
2. Employees may obtain the necessary form from and return it to the Logistics Staff Officer. The form may be found in Attachment E. A casual mentioning of the injury will not be sufficient. Employees must let the Logistics Staff Officer know:
- a. When and where the injury occurred.
 - b. How the injury occurred
 - c. What they were doing at the time.
 - d. What body part was injured
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e. Who they were working with at the time

3. This information is specifically requested on the form. Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy and may result in penalties as determined by the Logistics Officer. For each accident reported by an employee, the Logistics Staff Officer must complete the form found in Attachment F and save in his records:

4. Injuries resulting in death or the hospitalization of 3 employees must be reported directly to OSHA within 8 hours. All other injuries that result in any of the following must be logged in the OSHA 300 Log Form, which may be found in the Safety Notebook:

- a. Days away from work
- b. Restricted work or transfer to another job
- c. Medical treatment beyond first aid
- d. Loss of consciousness
- e. A significant injury or illness diagnosed by a physician or other licensed health care professional

5. Each year OSHA sends out an annual survey. If you received this you must fill it out and return it according to the instructions included with the survey.

VIII. NOTIFICATIONS

1. In Case of Serious Injury or Death

- a. After the injured has been taken to the hospital, the Logistics Officer shall notify the Director's Office and the Planning/Logistics Branch Manager as soon as possible.
- b. Statements from witnesses, if available, shall be taken. Statements are to be signed by witnesses and should include the time and date.
- c. Photographs of the area where the incident occurred and any other relevant items are to be taken.
- d. The Planning/Logistics Branch Manager will assist in the investigation.
- e. The completed accident report forms (see attachments E and F) will be sent to the Asset Management and Purchasing Services Department of OCES.

2. In Case of Inspection by OSHA Inspector

- a. The Logistics Officer must notify the Planning/Logistics Branch Manager that an OSHA Inspector is on the jobsite.
- b. It is the responsibility of all employees to make the inspector's visit on the jobsite as pleasant and timely as possible and to cooperate to the best of their ability.

IX. BASIC SAFETY RULES

1. Compliance with applicable federal, state, county, city and company safety rules and regulations is a condition of employment. A copy of these rules must be made available by the Logistics Staff Officer per request.
 2. All injuries, regardless of how minor, must be reported to the Logistics Officer immediately. An employee who fails to fill out an "Employee's Notice Of Injury Form" and submit it to the Logistics Staff Officer can be issued a safety violation notice and may be subject to penalties as outlined in the Orange County Personnel Ordinance. In the event of an accident involving personal injury or damage to property, all persons involved in any way will be required to submit to drug testing.
 3. Proper head protection, eye protection, hand protection, back protection, and foot protection must be made available to all employees performing warehouse duties at all times, and must be worn by all employees actively working in the warehouse and performing hazards tasks. The bill of a hard hat will be worn in front at all times. Alterations or modifications of the hat or liner are prohibited.
 4. Fall Protection Requirements:
 - a. Full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (6) feet.
 - b. Structural steel erectors are required for attachment of full body harness and lanyard.
 - c. Employees using lanyards to access the work or position themselves on a wall or column, etc., must use an additional safety lanyard for fall protection.
 - d. Man-lifts must be used properly. Employees are not required to wear harnesses on scissor lifts.
 - e. Climbing on warehouse racks is strictly prohibited.
 5. Clothing must provide adequate protection to the body. Shirts must have at least a tee sleeve. Shirts with sleeves and long pants will be worn at all times. No shorts are to be worn while actively performing warehouse duties. All employees must tuck shirt tails inside trousers. Sturdy work boots with rigid, slip resistant soles are required. No clogs, tennis shoes or loafers are permitted while on duty. Steel-toed tennis shoes with the ANSI label are the only alternative to the leather work boot.
 6. Hair that hangs below the jaw must be worn up or fastened so as not to present a threat to entanglement or to be pulled into moving parts.
 7. All personnel will be required to attend safety meetings as determined by the Logistics Officer in order to meet OSHA Safety Standards.
 8. Storage containers should be properly labeled to designate the contents.
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9. Firearms, alcoholic beverages or illegal drugs are not allowed on department property or in department vehicles at any time. When drugs are prescribed by a physician that may affect work performance, the Logistics Officer must be informed. The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination.
 10. Housekeeping shall be an integral part of every job. The Logistics Staff Officer and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day. Before leaving the jobsite, employees must ensure that designated areas are kept free of obstructions. These areas include the walking lanes marked by yellow paint on the floor. Workspaces should be kept clear unless working on a project.
 11. The "common drinking cup" is not allowed. Only disposable cups or personal water containers will be used.
 12. All tools, whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
 13. "Horseplay" on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.
 14. The jobsite speed limit is 10 MPH. No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
 15. All scaffolding and work platforms must be built and maintained in accordance with OSHA specifications. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend three (3) feet past the working surface. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
 16. Crowfoot connections on air hoses shall be wired to prevent accidental disconnection. Compressed air shall not be used to dust off hands, face or clothing.
 17. Report all unsafe conditions and near accidents to the Logistics Staff Officer so corrective action can be taken.
 18. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.
 19. Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.
 20. All OSHA Safety Standards will be followed for job processes requiring fall protection.
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21. No employee may operate a forklift with documented proof of certification.

X. HAZARD COMMUNICATION

1. The following precautions must be taken in order to ensure the safety of all employees in relation to possible job site hazards:

- a. The Logistics Staff Officer shall assume the responsibilities of the Hazard Communication Officer, including the enforcement of Orange County Emergency Services Hazard Communication policies.
- b. A list of the hazardous materials and chemicals, which are used in the course of business activities, will be maintained and updated. This list is to include all substances which require a Material Safety Data Sheet (MSDS). For each chemical used in the workplace, an MSDS sheet must be available on that jobsite.
- c. All MSDS sheets must be kept in an organized fashion and must be placed in the Safety Notebook for all employees to view at all will.
- d. Each container of a hazardous chemical that is used in or around the work area must be properly labeled. Worn and torn labels must be replaced. It is the responsibility of employees to report inappropriate labels to their Logistics Officer. It is the responsibility of the Logistics Staff Officer to insure that appropriate labels are in place and that replacement labels are available.
- e. Information on the Department's hazard communication polices must be included in the new employee safety training program.
- f. Outside contractors working in the warehouse must be made aware of the location of the Hazardous Chemical List and the MSDS information book.

XI. JOB HAZARD ANALYSIS

1. It is the policy of Orange County Emergency Services that all employees receive training in job hazard analysis. Job hazard analysis (JHA) is an approach focused on identifying the hazards of job tasks before they occur and subsequently eliminating them or reducing them to an appropriate level of risk. The JHA training information and guidebook must be made available to all employees.

XII. LOCKOUT/TAGOUT PROCEDURES

1. A number of machines are used to carry out warehouse duties, including electric-powered forklifts. When maintenance is required for these machines, the proper lockout / tagout procedures must be followed to ensure the safety of workers. The following steps must be performed by the Logistics Staff Officer or other authorized personnel:

- a. Shut off power at machine and disconnect.
 - b. Lock or tag the means of disconnecting.
 - c. Press start button to see that correct systems are locked out.
 - d. Return all controls to their safest positions.
 - e. Remember:
 - If a machine or piece of equipment contains capacitors, drain them of stored energy.
 - Some equipment may have multiple shut-off points.
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- If the electric energy is disconnected by unplugging the power cord, the cord must be kept under the control of the authorized employee.

XIII. ENFORCEMENT OF SAFETY POLICY

1. Safety violation notice(s) shall be issued to any employee, subcontractor, or anyone on the jobsite violating the safety rules or regulations.
 - a. Any violation of safety rules can result in suspension or immediate termination.
 - b. Any employee receiving three (3) written general violations within a six (6) month period may be terminated.
 - c. Issuance of a safety violation notice for failure to use fall protection or for failure to report a job inquiry (at the time of the injury) may result in immediate termination, in accordance with company policy.
2. It is understood that Orange County Emergency Services is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

XIV. EMERGENCY PROCEDURES

1. To appropriately handle emergencies, the following procedures must be adhered to:
 - a. The Logistics Staff Officer is responsible for providing training to all new employees on emergency procedures, and then to repeat this training once a year. Upon hiring, all employees must be notified by the Logistics Staff Officer of fire hazards and the fire prevention procedures necessary for the employee's self-protection.
 - b. The Logistics Staff Officer is responsible for ensuring that the warehouse emergency apparatuses meet OSHA safety codes. These regulations include:
 - Emergency exits are free from obstructions.
 - Emergency exits are clearly marked.
 - Emergency alarms are in clear view and in good condition 24 hours a day, and must include both audible and visual alarms.
 - Fire extinguishers must be easily accessible and in good condition.
 - Maintaining a list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard.
 - c. In the case of fire, the employee who recognizes the fire danger must activate the alarm system in the warehouse. Upon hearing the alarm, all employees should proceed to the proper exits, marked on the map in Attachment G.
 - d. In the event of another type of emergency, all employees should proceed to the proper exits upon hearing the alarm system activate.
 - e. The Logistics Staff Officer is responsible for maintaining equipment to prevent or control sources of ignition or fires and for the control of fuel source hazards.
2. All fires and emergency situations will be reported as soon as possible to the Logistics Officer by one of the following means:
 - a. Verbally as soon as possible during normal work hours; or
 - b. By telephone if after normal work hours or on weekends.

3. Under no circumstances shall an employee attempt to fight a fire that has passed the incipient stage (that which can be put out with a fire extinguisher), nor shall any unqualified employee attempt to enter a burning building to conduct search and rescue. Untrained individuals may endanger themselves and/or those they are trying to rescue.

4. Advanced Medical Care

a. Under no circumstances shall an unqualified employee provide advanced medical care and treatment. Untrained individuals may endanger themselves and/or those they are trying to assist.

5. Accounting for Employees/Visitors After Evacuation

- a. Once an evacuation has occurred, the Logistics Staff Officer shall account for each employee/visitor assigned to them at the far end of the front parking lot.
- b. Each employee is responsible for reporting to the Logistics Officer so an accurate head count can be made.

6. Re-entry

- a. Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals).
- b. Untrained individuals may endanger themselves and/or those they are trying to rescue.
- c. All employees shall assemble and remain at the far end of the front parking lot until the fire department or other emergency response agency notifies the Logistics Staff Officer that either:
- the building is safe for re-entry, in which case personnel shall return to their workstations; or
 - the building/assembly area is not safe, in which case personnel shall be instructed by the Logistics Officer on how/when to vacate the premises.

ATTACHMENT A

JOB SAFETY CHECKLIST

The following Job Safety Checklist has been condensed and edited from the Occupational Safety and Health Act, Part 1926, Construction Safety and Health Regulations.

A. Safety Rules

_____ Hard hats and safety glasses worn.

_____ Shirts with sleeves worn.

_____ Work shoes worn.

_____ Subcontractors' personnel hold safety meetings as indicated by project requirements in accordance with OSHA Safety Standards.

_____ Work areas safe and clean.

_____ Safety mono-goggles/face shields worn when circumstances warrant.

_____ Electrical cords and equipment properly grounded with GFI's in place and checked by a competent person.

_____ No use of alcoholic beverages or controlled substances.

_____ Subcontractors provide fall protection for their employees in accordance with OSHA Safety Standards.

_____ All scaffolds built to specifications as established by OSHA.

_____ Excavation/trenches sloped or shored as established by OSHA.

_____ Drug testing of employees involved in accident(s) resulting in personal injury or property damage.

_____ Aisles are cleared of obstructions.

B. Recordkeeping

_____ OSHA poster "Safety and Health Protection on the Job" posted.

_____ OSHA " 200 Log or Occupational Injuries and Illnesses" posted during the month of February only.

_____ Hard hat sign posted in a conspicuous manner.

_____ Weekly safety meeting sign-in logs maintained in a folder with a copy forwarded to the main office weekly.

C. Housekeeping and Sanitation

_____ General neatness.

_____ Regular disposal of trash.

_____ Passageways, driveways, and walkways clear.

_____ Adequate lighting.

_____ Oil and grease removed.

_____ Waste containers provided and used.

_____ Adequate supply of drinking water.

_____ Sanitary facilities adequate and clean.

_____ Adequate ventilation.

_____ Trash and recycling receptacles are not filled beyond capacity.

D. First Aid

_____ First aid stations with supplies and equipment. The expiration dates of supplies checked monthly. Expired supplies discarded.

_____ Trained first aid personnel.

_____ Injuries promptly and properly reported.

E. Personal Protective Equipment

_____ Hard hats.

_____ Eye and face protection.

_____ Fall protection.

F. Fire Protection

_____ Fire extinguishers charged, labeled, and in good condition.

_____ "No Smoking" signs posted.

_____ Flammable and combustible material storage area.

_____ Fuel containers labeled.

G. Hand and Power Tools

_____ Tools inspected.

_____ Power tools properly guarded.

_____ Safety guards in place.

I. Electrical

_____ All portable tools and cords properly grounded [Ground Fault Interrupters (GFIs) properly installed].

_____ Tests of cords, tools and equipment for continuity and correct attachment of the equipment grounding connector (GFI) to the proper terminal made every month and:

1. Prior to first use.
2. Prior to return to service after repairs.
3. Prior to return to service after incident that may have caused damage to cord or equipment.

_____ Cords and equipment not meeting requirements immediately tagged and removed from service until repairs have been made.

J. Ladders

_____ Inspected at regular intervals.

_____ No broken or missing rungs or steps.

_____ No broken or split side rail.

_____ Extend at least 36 inches above landing and be secured.

_____ Side rails of 2 x 4 up to 16 feet, or 3 x 6 over 16 feet.

L. Guardrails, Handrails and Covers

_____ Guardrails, handrails and covers installed wherever there is danger of employees or materials falling through floors, roofs or wall openings and shall be guarded on all exposed sides.

_____ Posts at least 2 x 4 stock and spaced no more than eight (8) feet apart.

_____ Top rail 42 inches above the floor and of 1 x 4 stock.

_____ Intermediate rail 21 inches above the floor and of 1 x 4 stock.

_____ Guardrail assemblies around floor openings equipped with toe boards. Toe boards at least four (4) inches above the floor level with no more than ¼ inch clearance above the floor level, when there are employees below or when conditions dictate.

_____ Hole covers permanently attached to the floor or structure and identified with a hole cover sign stenciled with the word "Danger". Hole covers for holes two (2) inches or greater in diameter made of at least 3/4 inch plywood or heavier.

M. Material Hoists

_____ Inspected at regular intervals.

_____ Operating rules posted at operators station.

_____ "No Rider" signs prominently posted at all stations.

_____ All entrances properly protected.

_____ All entrance bars and gates painted with diagonal contrasting stripes.

_____ Experienced operators.

_____ Current crane certification inspection sticker and papers on the rig.

O. Material Storage and Handling

_____ Proper temperature and moisture levels for safe storage of materials to prevent deterioration or volatile hazards within the storage area.

_____ Inventory maintained and inspected frequently.

_____ Proper protective gear worn when handling chemicals.

ATTACHMENT B

SAFETY EQUIPMENT CHECKLIST

The following is a list of Safety Equipment that should be on the job, if required, or available from the Logistics Staff Officer at all times. Equipment should be checked at intervals in accordance with the applicable OSHA Safety Standards to ensure that all required equipment is present and in good condition.

- _____ Safety goggles, shields, and glasses.
 - _____ Hard hats.
 - _____ Fire extinguishers (properly charged, labeled, and in good condition).
 - _____ First aid kit (check list inside kit)
 - _____ Storage racks for compressed gases.
 - _____ Guards on all power tools.
 - _____ Trash barrels.
 - _____ OSHA forms posted.
 - _____ Company "Safety Policy" packet posted.
 - _____ Company "Hazardous Communication Program" packet posted.
 - _____ Emergency vehicle (vehicle designated to carry injured to hospital).
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ATTACHMENT C

Warehouse Weekly Safety Checklist

The safety of the warehouse should be evaluated weekly using the following checklist:

- All designated aisles are cleared of obstructions
 - All exits are cleared of obstructions
 - Fire safety signage is in working order and visible from any point
 - The PPE Cabinet is stocked
 - The Safety Notebook is in its proper location
 - All heavy equipment and bay doors are in working order
 - All hazardous materials are safely stored
 - Recycling and trash containers are not filled beyond capacity
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ATTACHMENT D

SAFETY MEETING REPORT

A safety meeting report is signed to indicate attendance. The form has room for employees to sign after attending their scheduled safety meetings. This form shall be filled out for each jobsite safety meeting that is held. After completion of the form, make a copy to maintain at each jobsite and return the signed original copy to the main office.

Safety Meeting Date: _____

Topic: _____

Safety Meeting Conducted

By: _____

Employee Name <small>(printed)</small>	Employee Signature	Job Title

ATTACHMENT E
**EMPLOYEE ACKNOWLEDGMENT
OF OCS SAFETY POLICY**

I state that I have attended the safety orientation, and have read and received a copy of the Orange County Emergency Services safety rules and regulations.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to the Logistics Staff Officer immediately, I understand that I am subject to termination, in accordance with company policy.

EMPLOYEE SIGNATURE

DATE

SIGNATURE OF LOGISTICS OFFICER

DATE

ATTACHMENT F

EMPLOYEE'S NOTICE OF INJURY REPORT FORM

ORANGE COUNTY EMERGENCY SERVICES

THIS FORM IS TO BE COMPLETED BY THE EMPLOYEE AND SUBMITTED TO THE LOGISTICS STAFF OFFICER IMMEDIATELY FOLLOWING THE ACCIDENT.

1. NAME OF EMPLOYEE:

2. DATE AND TIME OF INJURY:

3. DESCRIBE HOW THE INJURY OCCURRED:

4. DESCRIBE WHAT JOB DUTY YOU WERE DOING AT THE TIME OF INJURY:

5. DESCRIBE WHAT PART OF YOUR BODY WAS INJURED:

6. WHO YOU WERE WORKING WITH AT THE TIME:

7. WHAT YOU WOULD RECOMMEND TO PREVENT A REOCCURENCE:

EMPLOYEE SIGNATURE

DATE

ATTACHMENT G

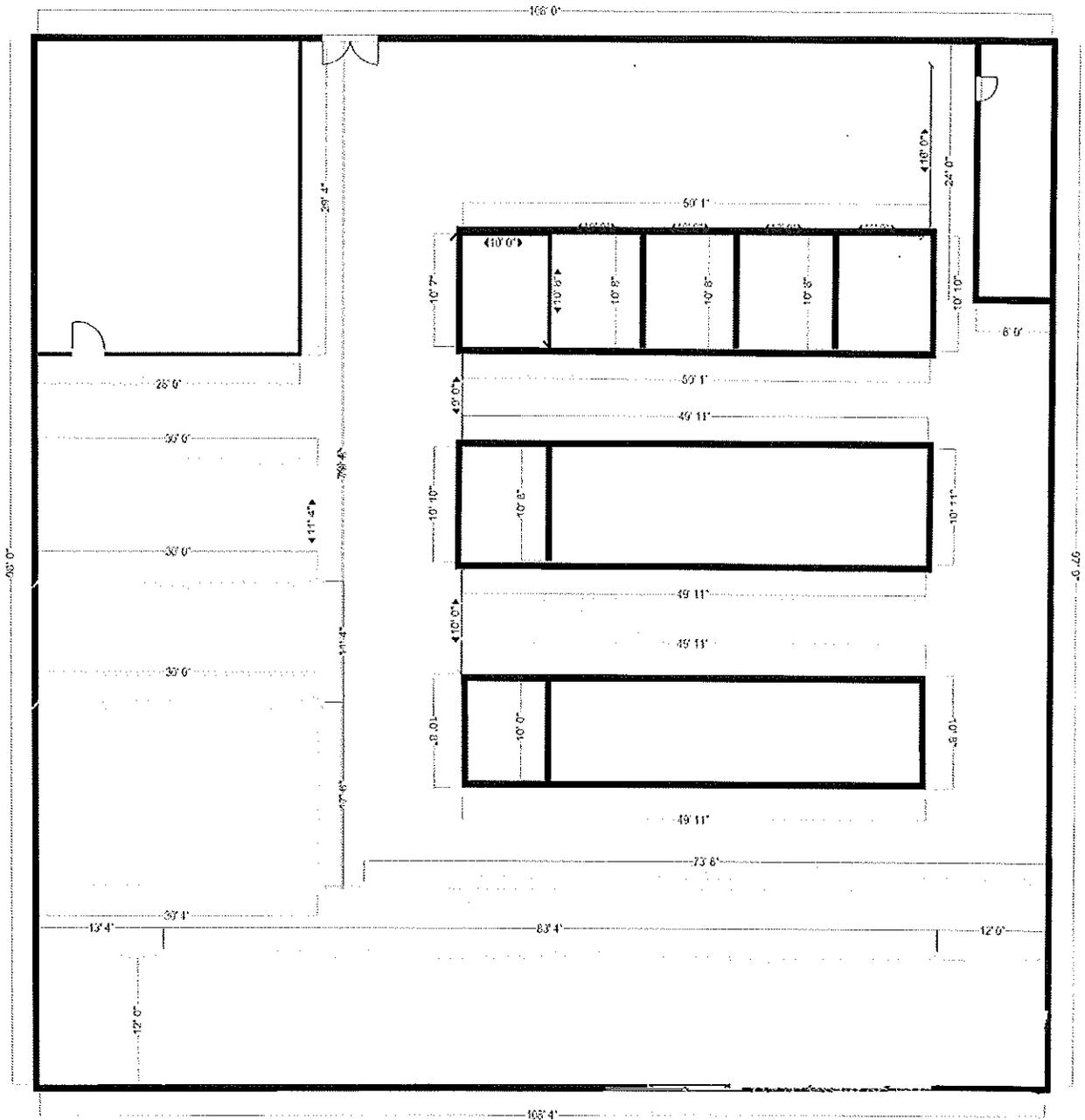
LOGISTICS STAFF OFFICER'S NOTICE OF INJURY REPORT FORM

ORANGE COUNTY EMERGENCY SERVICES

General Info.	Injury/Illness Near Miss		Location of Incident			
	Time of Incident : AM PM		Date Incident Occurred / /		Date Incident Reported / /	
Personnel Info	Name: (Last) (First) (MI)			Occupation of Injured Worker		
	Length of Employment Years Months		Length in Present Job Years Months		Shift 1 st 2 nd 3 rd	
Incident Description	Injury Type (i.e. cut/strain)		Body Part Affected		Cause of injury	
	Describe events leading to incident:					
Witnesses	Name of Witness		Phone #		Before/During/Afterwards	
Immediate Cause	What acts or conditions contributed directly to the incident?					
Basic Cause	What personal and/or job factors contributed to the incident?					

PPE	<p>What Personal Protective Equipment was required for this job?</p> <p>Was it in use? <input type="checkbox"/> yes <input type="checkbox"/> no</p>		
Risk Assmnt.	<p>Probability of event recurring</p> <p>Likely Possible Unlikely</p>	<p>Severity Potential</p> <p>Major Serious Minor</p>	<p>Exposure Frequency</p> <p>Frequent Occasional Rare</p>
Prevention	<p>Temporary Fix – What immediate corrective action has been taken to prevent a recurrence?</p> 		<p>Permanent Solution – What correction action has been or will be taken to eliminate the basic causes?</p>
Treatment Data	<p>Medical Treatment</p> <p>None UEOHC ER (life threatening)</p>		<p>Treatment Status</p> <p>None Medical only Lost Time (medical note)</p>
Investigated by	<p>Name _____ Date of Investigation _____</p> <p>Signature _____</p>		

ATTACHMENT H



Week Beginning on Monday: _____



Warehouse/CRDP Safety Checklist

Completed: Monday/Wednesday/Friday at Close of Business

Completed by: Staff Officer – Logistics or designee

Storage Format: Print Copy

Storage Location: Wall Mounted in Staff Officer's Office

Check each box to confirm that the item is handled appropriately:

M	W	F	Item name
			All designated aisles are cleared of obstructions
			All exits are cleared of obstructions
			Fire safety signage is in working order and visible from any point
			The PPE cabinet is stocked & organized
			The Safety Notebook is in its proper location
			Forklifts and Hand-trucks are in appropriate, marked locations and connected to power shorelines
			Bay doors are in working order, closed and secured
			Bay 1 is cleared and ready for deliveries
			Bay 5 (Drive-in Bay) is clear and ready for vehicles to enter
			All hazardous materials are safely stored in a marked container
			Logistics vehicles clean and free of waste and debris
			Trash and empty cardboard boxes are placed in identified receptacles
			Full trash cans and cardboard recycling are hauled outside