

SDRMA
WORKERS' COMPENSATION PROGRAM

**Occupational Safety & Health
Program Review
and
Hazard Identification Survey**

**Conducted for
Bear Valley Water District
441 Creekside Drive
Bear Valley, CA 95223**

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EXECUTIVE SUMMARY

The Consultant

LAPIDUS Safety Consulting has been the safety management consulting firm for the Special District Risk Management Authority (SDRMA) since 2000. Consultants provide a variety of services that include creating and disseminating monthly safety meeting packets to members of the SDRMA Workers' Compensation Program, solving safety-related problems, and conducting the on-site occupational safety & health program reviews and hazard identification surveys for members of this Program.

Current Status & Background Information

Bear Valley Water District, under new general management, is seeking to incorporate safety into all of its operations. Having just appointed Mr. Guy West to the position of additional-duty safety officer, efforts are being made to correct hazards and initiate new safety programs. Having had no occupational injuries or illnesses in the past ten years, the main thrust is to maintain this excellent record and get into compliance with mandated standards. To assist in this effort, Mr. Lapidus emailed the Cal-OSHA required training requirements to General Manager Julio Guerra on November 22, 2009.

Major Highlights of Suggested Improvement Areas

1. Review each item in this report and seek to make corrections as soon as possible based upon the priority for each item.
2. Customize and implement an Injury & Illness Prevention Program (IIPP) as the top priority for the organization. Use the model programs (provided by SDRMA on the CD that is being mailed to Mr. Guerra) to customize all of the safety programs that need to be created for the Organization. The model documents are in Word and are designed to be tailored.
3. Since documentation of safety activities is not fully being done, seek to document all safety-related activities to be able to display these activities are being done.
4. To assist in safety training and communication, continue to use the safety meeting materials that are provided to the Organization by SDRMA monthly and initiate use of SDRMA's PreventionLink online training resource.
5. If needed to assist, enlist the services of a certified industrial hygienist (CIH) or other experts to help the Organization write and implement such programs as the permit-required confined space program and the respirator program.
6. Given the isolated location of many of the Organization's facilities, ensure employees are trained in first aid and CPR.
7. Repair those electrical hazards that were identified at many facilities.
8. Install guards on those pieces of equipment identified that lacked guards.
9. Enhance efforts to eliminate fall hazards.

A THREE-STEP APPROACH

Implementing Suggested Actions

Take one step at a time building your safety program, and implement those actions that you, your fellow employees, and the Board of Directors believe are most crucial.

- Step 1 Correct Priority LT suggested actions and any identified practice, condition, and/or lack of a program that could cause a truly serious injury and/or illness, or violation of Cal-OSHA regulations.**
- Step 2 Consider the suggested actions for Priority I questions since the SDRMA Board of Directors expects these suggested actions to be implemented.**
- Step 3 Then, take a look at all other suggestions and implement them as soon as possible.**

SDRMA Workers' Compensation Program
Occupational Safety & Health Program Review - 10/29/09
Bear Valley Water District (The Organization)

PURPOSE

The goal of the on-site occupational safety & health program review and hazard identification visitation is to seek continuous improvement in the area of loss control for the Bear Valley Water District.

INTRODUCTION

1. The membership of SDRMA is undertaking positive activities in their efforts to reduce their loss experience and mitigate their exposures to loss. Such activities have served the members well and have benefited all members of SDRMA.
2. These visitations are meant to support each member in its individual efforts, and are designed to provide recommendations tailored for each member's style of management, culture, and current status of activities.
3. This report and its reference CD of model programs (sent via regular mail) are provided to you for the purpose of helping you in your efforts to prevent occupational injuries and illnesses, reduce exposures to such problems, and comply with applicable Cal-OSHA and workers' compensation requirements. Everything about this report is geared to helping you in your efforts. No grades or ratings are given; only encouraging and practical suggestions.
4. This report is the result of a visitation on Thursday, October 29, 2009 by Mr. Bob Lapidus, SDRMA Safety Management Consultant.
5. Mr. Julio Guerra, General Manager, Ms. Tia White, Office Manager, and Mr. Guy West, Grade I Operator in Training/Safety Coordinator, were interviewed and participated in the completion of the SDRMA Occupational Safety & Health Program Questionnaire. Mr. Guerra and Mr. West accompanied Mr. Lapidus during the hazard identification survey.
6. The report was written by Mr. Lapidus and peer-reviewed by Mr. Jim Emerson.

Jim Emerson
Safety Management Consultant
EMERSON Consultants
P.O. Box 369
Granada, CA 96038
Office Phone: 530-459-1520
Email: Emerson@4fast.net

Bob Lapidus, CSP
Safety Management Consultant
LAPIDUS Safety Consulting
110 N. Milam, PMB #170
Fredericksburg, TX 78624
Office Phone: 800-374-9711
Email: Bob@LapidusSafety.com

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ORGANIZATION INFORMATION

1. The Organization provides the following services:
 - a. Waste water treatment
 - b. Storage reservoir
 - c. Disposal – spray dispersal – into forest (irrigation)
 - d. Maintain collection system – pipes
 - e. Maintain pump houses

2. As of the date of this visitation, the Organization had four full-time employees, three part-time employees, and 5 members of the Board of Directors.
 - a. General Manager – full time
 - b. Office Manager – full time
 - c. Field Manager – part time
 - d. Grade I Operator – full time
 - e. Grade I Operator in Training/Safety Coordinator – full time
 - f. Office & Field Assistant – part time
 - g. Late checks – an employee who turns on blowers during late afternoon hours – part time
 - h. Temporary employees are sometimes used to put up and take down irrigation pipe.

3. The Organization has the following facilities:
 - a. Office/Shop
 - b. Main Pump Station
 - c. Equipment House
 - d. Lake Alpine Boat Ramp (Pump House)
 - e. Bee Gulch Pump House
 - f. Chicka Ree Pump House
 - g. Main Reservoir (outside storage)
 - h. Treatment Pond (12.5 million gallon pond)
 - i. Balast Pond (smaller temporary holding)

4. The Organization's vehicles and equipment include:
 - a. Three pickup trucks (4X4)
 - b. Snow mobile
 - c. ATV
 - d. Generators (three standby, one large portable, one small portable)
 - e. Portable air compressor
 - f. Pipe trailer
 - g. Snow blower
 - h. Sewer rodder

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5. The Organization reports it has had no occupational injuries or illnesses over the past ten years.
6. In a discussion between Mr. Lapidus and the interview group, they came to the conclusion that the most common types of major organizational safety hazards are:
 - a. Working in and around the chlorine room (150 lb chlorine gas cylinder for disinfecting waste affluent)
 - b. Confined spaces (such as manholes, and wet wells)
 - c. Driving
 - d. Heavy lifting
 - e. Slip, trip and falls (especially in winter conditions)

***OCCUPATIONAL SAFETY & HEALTH PROGRAM QUESTIONNAIRE
RESPONSES AND SUGGESTIONS FOR IMPROVEMENT***

Date(s) of Review:	October 29, 2009	Consultant Contact(s):	Bob Lapidus, Safety Management Consultant
Date(s) of Report:	January 1, 2010	Organization Contact(s):	Julio Guerra, General Manager

1. **Consultant's Report Distribution - Email:** **Julio Guerra, General Manager
Dennis Timoney, SDRMA Chief Risk Officer**

2. **Consultant's Reference CD Distribution – Regular Mail:** **Julio Guerra, General Manager**

3. **For Information Regarding this Report, Please Contact:** **Dennis Timoney, Telephone: 800-537-7790
or
Bob Lapidus, Telephone: 800-374-9711**

4. **Special Note:**
The Program Review results are based on the Organization's answers to the questions and discussion of these answers with the Consultant during the site visit. The Program Review process does not include a review of written safety-related policies and procedures. SDRMA and LAPIDUS Safety Consulting and its subcontractors assume no responsibility for the control or correction of conditions or practices existing within the Organization.

**SDRMA Workers' Compensation Program
Occupational Safety & Health Program Review - 10/29/09
Bear Valley Water District (The Organization)**

		Responses							Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program		
1		2	3	4	5	6	7	8	9	10	11
Questions		Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *
1.	<u>Injury & Illness Prevention Program (IIPP)</u> Has a written, effective IIPP been implemented?	I			X				Required by SDRMA & Cal-OSHA: a. <u>Written IIPP</u> 1) Write an IIPP as soon as possible. See the Model IIPP on the reference CD.		
									Required by SDRMA & Cal-OSHA: 2) Ensure all required sections are included in the Organization's IIPP. Put these sections in the Organization's IIPP (with bold titles) in the order as they appear in this report (Questions 2 thru 8).		
									3) As the IIPP is developed, involve key personnel in the Program's creation and review.		
									4) Ensure the program is written in the present tense, i.e., the Organization is currently doing what needs to be done, not should, will, or shall.		
									5) If at all possible, keep the program simple, but complete.		
									6) Make any existing or new safety rules (Codes of Safe Practices) separate documents.		

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* = To be Completed by the SDRMA Member			✓C = Check (✓) This Column When The Action Is Completed		
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								7) Do not include anything in the IIPP that the Organization is not going to do. Cal-OSHA holds the employer accountable for what the employer says it is doing.		
								Required by SDRMA & Cal-OSHA: 8) Ensure all personnel, including office and field employees are included in the Organization's safety program.		
								Required by SDRMA & Cal-OSHA: b. <u>IIPP Training</u> Ensure all Organization personnel: 1) Receive documented initial training on the IIPP. 2) Indicate by their signature and date they received this training. 3) Receive documented refresher training on the IIPP when it is updated.		

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Questions		Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *
2.	Are the following topics (questions #2 through #8) part of the Organization's written safety program? Responsibilities? Designation of what each level in the organization is supposed to do to ensure a safe and healthy work environment.	I			X				Required by SDRMA & Cal-OSHA: a. Ensure the IIPP describes completely what each level in the Organization is supposed to do to ensure a safe and healthy work environment.		
									Required by SDRMA & Cal-OSHA: b. Appoint one person as the IIPP administrator and ensure this person keeps the IIPP current and all aspects of the program are implemented.		
3.	Compliance? Accountability, that is, the consequences given for meeting or not meeting management's expectations regarding workplace safety.	I			X				Required by SDRMA & Cal-OSHA: a. Define compliance in the IIPP by defining the consequences (recognition, reward, correction, discipline) for meeting or not meeting management's expectations regarding workplace safety. b. Ensure all Organization personnel are covered under this section on compliance.		

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	Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *
4.	Communications? Activities that are in place to ensure ongoing communication on the subject of safety between management and employees.	I			X				Required by SDRMA & Cal-OSHA: <u>IIPP Requirements</u> Identify in this section of the IIPP: a. How personnel communicate their concerns/ideas about safety to management. b. How employees can report hazardous conditions to management. c. All the ways management communicates safety to employees.		
5.	Identification and Evaluation of Workplace Hazards? Inspections that are conducted to safeguard occupational safety and health matters.	I			X				Required by SDRMA & Cal-OSHA: a. <u>IIPP Requirements</u> Identify in this section of the IIPP what the Organization is doing with regard to its inspection program.		
									Required by SDRMA & Cal-OSHA: b. <u>Hazard Inspections</u> Conduct documented hazard inspections of all Organization facilities. 1) Monthly for shops, storage, other work rooms, and field facilities. 2) Annually for offices.		

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	Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *
6.	Injury/illness Investigation? Established procedures to ensure quick, thorough and objective investigations are conducted after an occupational injury or illness is reported?	I			X				Required by SDRMA and Cal-OSHA: a. Create in the IIPP policies and procedures to ensure immediate, thorough and objective investigations are conducted after an occupational injury or illness. b. Ensure this section of the IIPP: 1) Is written specifically for occupational injuries and illnesses. 2) Includes a specific requirement to report and conduct the investigations immediately. 3) Complies with Cal-OSHA requirements to report to the Division of Occupational Safety & Health (DOSH) and investigate all serious injuries within 8 hours (Title 8 Sections 330(h) and 342). See the General Code of Safe Practices on the reference CD.		

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Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *	
7.	Correction? The correction of unsafe or unhealthy conditions, work practices and procedures - the establishment of a system to correct items identified via inspections, investigations and/or reporting by employees.	I			X				Required by SDRMA & Cal-OSHA: a. Include this topic in the IIPP, and describe how the Organization ensures correction of safety problems.		
								b. Review the idea of tracking identified hazards using a format for inspections similar to this report's <i>Hazard Identification Survey</i> .			
8.	Training? Organizational-wide safety training programs that are given.	I			X				Required by SDRMA & Cal-OSHA: Identify in this section of the IIPP the Organizational-wide safety training programs given to Organization personnel.		
9.	If there is an IIPP, are all associated training activities properly documented to display they are being completed?	I			X				Required by SDRMA & Cal-OSHA: Document all conducted safety-related activities.		
10.	<u>Injury/Illness Trends</u> Have you identified occupational injury/illness trends?	II			X		There have not been any occupational injuries/illnesses in ten years.	None			

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Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *
11.	If any occupational/illness trends have been identified, what are these trends? If you have a formal written trend analysis, please attach your analysis to this questionnaire.						---	None		
12.	Essential Physical Functions Have you established the essential physical functions of each job position and included these functions in each position's written job description?	III		X			According to management, such job descriptions currently exist for employees in operations and maintenance. Staff is working on updating the job descriptions.	Consider contacting other similar organizations to obtain the essential functions they have delineated in their job descriptions as a comparison.		
13.	Physicals If there are essential physical functions for each position, do you provide pre-placement physicals that track with these essential physical functions?	III			X		The Organization does not require pre-placement physicals.	a. Consider providing all new incoming personnel with a pre-placement physical <u>based</u> on the essential physical functions to ensure the new employee is physically capable of performing the work that needs to be done. b. Provide to the examining physician a copy of the job descriptions, including the essential physical functions.		

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Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *	
14.	If there are essential physical functions for each position, do you provide <i>return-to-work</i> physicals that track with these essential physical functions?	III		X					a. As the job descriptions are updated, ensure all personnel are provided with a return-to-work physician's release or physical examination <u>based</u> on the essential physical functions for each position. b. Provide to the return-to-work examining physician a copy of the job descriptions, including the essential physical functions.		
15.	If the Organization has <u>not</u> established the essential physical functions of each position, do you provide <i>pre-placement</i> physicals in any case?	III			X				See suggested actions for Question #13 of this Program Review.		
16.	If the Organization has <u>not</u> established the essential physical functions of each position, do you provide <i>return-to-work</i> physicals in any case?	III	X						Ensure all such return-to-work physicals are based upon the essential physical functions as the job descriptions are updated.		
17.	Drug Screening Does the Organization have an attorney-approved <u>written</u> program for conducting drug testing for all employees prior to placement ?	II			X		Although this program does not exist at this time, it is soon to be published.	Follow through on publishing an attorney-approved drug policy for pre-placement testing, and implement this drug screening requirement for new incoming personnel.			

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	Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *
18.	Do you provide <i>drug and alcohol screening at any other time</i> , such as for reasonable cause or after a severe accident?	II			X			According to management, the program is pending approval.	Follow through on publishing this program to include testing at least for reasonable cause such as erratic behavior.		
19.	If the Organization provides <i>drug and alcohol screening</i> at any other time, for what reasons are such screenings conducted?								See suggested actions for the above question.		
20.	Are managers and supervisors trained on how to administer the Organization's drug and alcohol testing program?	II			X			According to management, this program is pending publication.	Once the program is published, train managers on how to administer the Organization's drug and alcohol testing program as it relates to their own employees. Ensure they are trained on how to identify a <i>reasonable cause</i> for testing.		
21.	Volunteers Are volunteers who assist you included in your overall safety program efforts?	II				X		There are no volunteers.	None		
22.	New Employee Orientation Do new employees receive a safety <u>orientation</u> within the first two days of being on-the-job?	II	X						Required by Cal-OSHA: a. Include in the IIPP (under Training) the requirement to conduct this <u>documented</u> orientation for new personnel.		

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								b. If not already being done, complete this orientation within two days of employment and/or arrival for duty.		
								c. If not already being done, ensure a <u>general</u> safety orientation for new employees includes training on: 1) The IIPP 2) Emergency Preparedness 3) Fire Prevention Plan 4) Hazard Communication Program 5) Specific personal safety topics such as: (a) Lifting, pushing, pulling safety (b) Slip, trip and fall prevention (c) Safe use of manual and portable power tools (d) Electrical safety (e) Driving safety		
								d. Provide <u>specific</u> on-the-job safety orientations for each employee.		
								e. Ensure all of this training is documented for each person.		

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**SDRMA Workers' Compensation Program
Occupational Safety & Health Program Review - 10/29/09
Bear Valley Water District (The Organization)**

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	Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *
23.	<u>Training – New Job Assignment</u> Do employees who are given a <u>new job assignment</u> provided additional safety training on hazards related to that new assignment?	I			X				Required by SDRMA & Cal-OSHA: a. Include this requirement in the IIPP. b. Provide documented new job assignment training on hazards related to the new assignment to affected personnel.		
24.	<u>Training – New Substances, Processes, Procedures, Equipment</u> Do employees receive documented safety training whenever <u>new substances, processes, procedures, or equipment</u> , which represent a new hazard, are introduced into the work place?	I			X				Required by SDRMA & Cal-OSHA: a. Include this requirement in the IIPP. b. Provide documented safety training whenever new substances, processes, procedures, or equipment represent a new hazard.		
25.	<u>Training – New or Previously Unrecognized Hazard</u> Are employees trained whenever a new or previously unrecognized <u>hazard</u> is identified?	I	X						Required by SDRMA & Cal-OSHA: Include this requirement in the IIPP.		

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26.	<u>Fire Prevention Plan</u> Is there a written Fire Prevention Plan detailing what you do to prevent fires?	I			X				Required by SDRMA & Cal-OSHA: Create a written Fire Prevention Plan that establishes what the Organization has in place to <u>prevent</u> fires from starting and to <u>suppress</u> fires at its facilities. See the included Model Fire Prevention Plan.		
27.	<u>Emergency Action Plan</u> Is there a written emergency action plan for your <u>employee-related</u> emergencies?	I			X				Required by SDRMA & Cal-OSHA: a. Create an Emergency Action Plan for employee-related emergencies in accordance with Title 8, Section 3220. See the Model Plan on the reference CD.		
									b. Ensure: 1) The Emergency Action Plan is briefly written, preferably describing on one page or less each type of emergency. 2) Each type of emergency that may affect an employee is included, such as occupational injury or illness, vehicle accident, earthquake, fire, and bad weather conditions. 3) The Plan includes how Organization personnel should respond.		

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28.	If there is an <u>employee-related</u> emergency action plan, does the Plan have protocols on interaction with the press and other media ?	III			X				Include a brief description of these protocols in the Plan.		
29.	If there is an <u>employee-related</u> emergency action plan, does the Plan include coordination with local emergency personnel such as fire, police and paramedics?	II			X				Include this coordination in the Plan.		
30.	If there is an <u>employee-related</u> emergency action plan, does the Plan have protocols for conducting documented emergency drills , such as what to do in an earthquake or fire?	I			X				Required by SDRMA & Cal-OSHA: Include protocols for conducting drills in the Emergency Action Plan.		
31.	If protocols for conducting documented emergency drills have been established, have drills been conducted?	I			X				Required by SDRMA & Cal-OSHA: Conduct documented annual drills based on the Emergency Action Plan.		
32.	If drills have been conducted, how many drills are conducted annually?								See suggested action for the above question.		
33.	If drills have been conducted, when was the last drill conducted?								See the suggested action for Question #31.		

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34.	Working Alone Do Organization personnel always work with at least one other person when doing hazardous work ?	I	X						None		
35.	Calling for Assistance Do personnel who work alone, doing hazardous work , have a reliable means to call for help?	I		X				According to management, employees cannot contact the office from Lake Alpine.	Required by SDRMA & Cal-OSHA: a. Continue to research other communication options to be able to contact the office from Lake Alpine. See if the District could have permission to tie into fire department, forest service or Cal-Fire radio repeaters. b. Since employees working at Lake Alpine cannot contact the office, require two employees to do the work at this location (as is required for doing hazardous work). As noted in the suggestion for Question #36, require that both employees be currently certified in first aid and CPR, and always carry with them a complete first-aid kit.		

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36.	<u>Timely Emergency Response</u> If an employee needs to call for emergency assistance, can the emergency response arrive on site in a timely manner?	I	X						Required by SDRMA & Cal-OSHA: If emergency response might not be timely, such as at Lake Alpine, ensure there are always two or more employees on site who are currently certified in first aid and CPR, and who always carry with them a complete first-aid kit.		
37.	<u>Fire Extinguishers- Installation</u> Are fire extinguishers installed in all facilities and vehicles owned by the Organization?	II		X				According to management, not all vehicles have fire extinguishers.	Required by SDRMA & Cal-OSHA: Install fire extinguishers in all vehicles owned by the Organization.		
38.	<u>Fire Extinguishers- Monthly Inspections</u> Does the Organization conduct documented monthly inspections of all fire extinguishers installed in its facilities and vehicles?	II			X				<u>Fire Extinguishers</u> a. Inventory and inspect all fire extinguishers in the Organization. Discard any defective extinguishers and service all out-of-date extinguishers.		
									Required by SDRMA & Cal-OSHA: b. Inspect all fire extinguishers monthly as required by Cal-OSHA.		

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								Required by SDRMA & Cal-OSHA: c. When inspecting a fire extinguisher, ensure: <ol style="list-style-type: none"> 1) It is the correct type of extinguisher for the type of fire that may occur. 2) It is in its proper place. 3) It is fully charged. 4) The seal is in place. 5) Nothing is covering the unit. 6) Nothing is blocking access to the unit. 		
								d. It would be in the Organization's best interest to have such inspections, documented on a tag attached to each unit. In this way, management can readily see that each specific unit has actually been looked at and when.		
39. <u>Fire Extinguishers-Annual Service</u> Does the Organization have a fire extinguisher service company conduct a documented annual service of all fire extinguishers installed in its facilities and vehicles?	II	X						None		

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40.	<u>Emergency Eyewash and/or Shower Units</u> If the Organization has any emergency eyewash and/or shower units, are documented inspections, tests and cleanings completed of all such units at least monthly to ensure the units properly operate, the units are clean, and the water flows clear from them?	II			X				Required by SDRMA & Cal-OSHA: Ensure eye wash/shower stations are inspected, cleaned and tested each month, and these activities are documented. It would be in the Organization's best interest to have such inspections, tests and cleanings documented on a waterproof tag attached to each unit. In this way, management can readily see that each specific unit has actually been looked at and when.		
41.	<u>Automatic Emergency Lighting Units</u> If the Organization has any automatic emergency lighting units, are documented tests of all such units completed during the conducting of the Organization's hazard identification inspections or at least annually ?	II			X			Only the office has such a unit.	<u>Automatic Emergency Lighting Units</u> During the Organization's hazard inspections, conduct a documented test of the office's automatic emergency lighting unit to ensure it operates during a power outage. Such a test should be done at least annually.		

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42.	<u>Exit Lights (Illuminated) with Battery Backup</u> If the Organization has any illuminated exit lights with battery backup, are documented tests completed during the conducting of the Organization's hazard identification inspections or at least annually?	II				X		The Organization does not have such units.	None		
43.	<u>Smoke Detectors</u> If the Organization has any smoke detectors, are documented tests conducted during the conducting of the Organization's hazard identification inspections or at least annually?	II			X				<u>Smoke Detectors</u> a. Ensure smoke detectors in the Organization are checked and tested at least annually. Document these inspections. b. Vacuum out each unit and replace batteries once a year. To assist with programming this annual activity, consider replacing these batteries at the same time fire extinguishers receive their annual service.		
44.	<u>Goals and Objectives</u> Does management set achievable goals and objectives for the purpose of implementing safety programs and reducing losses?	III			X				Place occupational safety goals and objectives at the front of the IIPP. Include activity- as well as result-oriented objectives. See the Model IIPP on the reference CD.		

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45.	Evaluations Is employee safety performance evaluated?	I			X				Required by SDRMA: a. Establish an Organization procedure that at least annually all employees have the opportunity to discuss their safety concerns with their immediate supervisor. b. Document the event and any discussed safety issues.		
46.	Are managers' and supervisors' safety performances evaluated?	I			X				Required by SDRMA: a. Establish an Organization procedure to review (at least annually) with each manager and supervisor any safety concerns they may have. b. Document these discussions.		
47.	Safety Expectations Has management established expectations for employees to follow in regard to working safely to ensure correct and safe performance matters on a moment by moment basis?	I			X				Required by SDRMA: As part of the creation of the IIPP, establish <u>written</u> safety expectations that management wants Organization personnel to follow. See the Model IIPP on the reference CD.		
48.	If there are established safety expectations, has management communicated these expectations to employees?	I			X				Required by SDRMA: Communicate these expectations to all personnel both verbally <u>and</u> in writing.		

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49.	Sufficient Number of Employees Are there enough people to do the work in a safe manner?	II	X						None		
50.	Authority to Take Action Are first-line employees given <i>authority</i> by management to take action to prevent mishaps?	II	X						None		
51.	If first-line employees are given authority by management to take action to prevent mishaps, is this statement of authority in writing?	II			X				a. Include this <i>authority</i> in the Organization's IIPP. See the Model IIPP on the reference CD. b. Ensure this <i>authority</i> applies to all Organization personnel. c. Teach employees what actions they can take on their own to prevent mishaps.		
52.	Assigned Responsibilities Is there a designated accountable safety person (full- or part-time)?	I	X					Guy West as of October 26, 2009.	Required by SDRMA & Cal-OSHA: Ensure Guy: a. Is provided with sufficient <u>time</u> to perform this function completely. b. Has a satisfactory <u>budget</u> so all required programs can be implemented, managed, and monitored. c. Seeks to involve all Organization personnel in safety-related activities.		

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53.	Ability to Communicate Is there bilingual management or supervision, where appropriate?	III				X		Everyone speaks English.	None		
54.	Accountability Consequences (recognition, reward, correction, discipline) are given for meeting or not meeting management's expectations. Are employees who supervise held accountable for taking action to prevent mishaps ?	I			X				Required by SDRMA & Cal-OSHA: On a daily basis, hold <u>employees who supervise</u> accountable for taking action to prevent mishaps to their employees: a. Praise them for taking appropriate action. b. Correct them for not taking appropriate action.		
55.	Are employees who supervise held accountable for their loss results ?	I			X				Required by SDRMA & Cal-OSHA: On a regular basis, hold <u>employees who supervise</u> accountable for their loss results: a. Praise them for not having preventable occupational injuries/illnesses among their employees: NO LOSSES IN TEN YEARS b. Correct them for having preventable occupational injuries/illnesses among their employees.		
56.	Are employees held accountable for working in a safe manner ?	I	X						None		

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57.	Are employees held accountable for maintaining work place order ?	I	X						None		
58.	Are contractors held accountable for complying with Cal-OSHA requirements?	I	X						None		
59.	<u>Buildings, Grounds, Equipment, Work Stations, Materials, Tools</u> Are facilities, equipment and work stations designed and/or purchased with safety in mind?	II	X						Review the equipment- and facility-related items included in the <i>Hazard Identification Survey</i> portion of this report.		
60.	Are there adequate equipment, tools and materials to do the job in a safe manner?	II	X						None		
61.	Is there proper repair and maintenance of all facilities and equipment to prevent safety problems?	II	X						None		
62.	Are there written housekeeping standards ?	II			X				Create a code of safe practice on the subject of good housekeeping. See the general code of safe practices on the reference CD.		

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63.	If there are written housekeeping standards, are the standards enforced ?	II	X				Although there is no written document on this subject, housekeeping is still enforced.	None			
64.	<u>Procedures</u> (Rules, regulations, policies, protocols, standards, guidelines) Have satisfactory safety procedures been written ?	I			X			Required by SDRMA: Ensure satisfactory <u>written</u> safety procedures (customized for the Organization) are in place for Organization personnel. Many of these procedures are referred to in the body of this report.			
65.	Are employees adequately trained in safety procedures?	I		X			According to management, employees are trained on those procedures that are in writing. In addition, such training is part of operator certification requirements. Such training is a <i>work in progress</i> .	Continue to add new training to that which is already being done. Consider using SDRMA's PreventionLink (computer safety program learning that also includes operator certification training).			

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Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *	
66.	Is safety training documented?	I		X				According to management, internal training is not documented.	Required by SDRMA & Cal-OSHA: Ensure all safety-related training is completely documented. Model forms are provided in the reference CD for implementation of the IIPP, including safety training and communication. SDRMA's PreventionLink automatically documents the training that is done.		
67.	Is follow-up or refresher safety training provided?	I	X					According to management, internal training is not always documented.	Required by SDRMA & Cal-OSHA: Ensure all refresher training is <u>documented</u> . Consider using SDRMA's PreventionLink to enhance this training. Documentation is an integral part of this online training.		
68.	Are safety procedures enforced?	I		X					Required by SDRMA & Cal-OSHA: Enforce those safety procedures that the Organization has adopted.		
69.	<u>Communication</u> Do you communicate (both verbally and in writing) management's commitment to safety ?	II		X				According to management, everything is done verbally. Most things are not documented.	Ensure communication on the subject of safety is fully <u>documented</u> to display the Organization's commitment to keeping personnel aware of, and what to do about safety issues.		
70.	Do you communicate (both verbally and in writing) management's safety goals and objectives ?	II		X				See the above comment.	Communicate management's safety goals and objectives both verbally and in writing.		

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71.	Do you communicate (both verbally and in writing) management's established safety rules and procedures ?	II			X			See the comment for Question #69.	a. Communicate safety rules and procedures both verbally and <u>in writing</u> to employees. b. Ensure all new and updated safety rules and procedures are communicated to employees in a timely manner. c. Provide applicable safety rules and procedures during new employee orientation. d. Provide annual refresher communication on these subjects.		
72.	Do you communicate (both verbally and in writing) management's safety accountability requirements ?	II			X			See the comment for Question #69.	Ensure accountability requirements, which include consequences (such as reward, recognition, correction and discipline) are communicated initially and at least annually to Organization personnel.		
73.	Do you conduct documented monthly safety meetings for all employees?	II		X				According to management, these monthly safety meetings are just starting as part of the Organization's membership in the SDRMA. Up to this point, nothing has been documented.	Require by SDRMA Continue to pursue the conducting of documented monthly safety meetings for all employees. Consider using SDRMA's safety meeting materials as the basis for these meetings.		

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74. Do you conduct documented tailgate safety meetings every ten working days for all employees who perform construction and/or maintenance activities or tasks?	II		X				See the above comment for Question #73.	Required by SDRMA & Cal-OSHA Continue to pursue the conducting of documented tailgate safety meetings every ten working days for all employees who perform construction and/or maintenance activities or tasks. Consider using SDRMA's safety meeting materials as the basis for these meetings.			
75. Driving Safety Do the Organization's written job descriptions include qualifications for those employees who drive for the Organization?	II	X						None			
76. Do you require appropriate valid operators' licenses be acquired for each vehicle type?	II	X					Only the Class C license is required.	None			
77. Have you established a system to check with the Department of Motor Vehicles for driving records prior to hire ?	II			X				a. Ensure the Organization has a <u>written</u> requirement to check DMV records of personnel who will drive on Organization business prior to driving for the Organization to <u>ensure the Organization is not using a driver with a poor record.</u> b. This check should be for drivers who drive Organization-owned and/or personal vehicles on Organization business.			

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78.	Do you have a written and operational Drug and Alcohol Testing Program in accordance with the Department of Transportation requirements?	I				X		None of the vehicles operated by the Organization come under the DOT's Commercial Drivers License requirements.	None		
79.	Do you participate in the Department of Motor Vehicles' Employer Pull-Notice Program ?	II			X			a. Contact the California DMV and initiate participation in their Pull-Notice Program. Go to: www.dmv.ca.gov/vehindustry/epn/epninfo.htm			
								b. Ensure anyone who drives an Organization vehicle and/or a personal vehicle on Organization business is part of this Program.			
								c. Management will have to obtain DMV signed waivers from employees who drive their personal vehicles on organization business. See information on this topic in the reference CD.			
80.	Have you established written standards for how many traffic violations and/or accidents an employee may accumulate before being removed from driving for your organization?	III			X			Review SDRMA – Policy 2008-01 – Members' Driver Policy on the reference CD. This policy discusses this subject.			

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81.	Is corrective action taken for employees who have substandard driving records (violations, accidents, complaints)?	I			X				Take assertive corrective action whenever employees' driving records become substandard due to violations, accidents and/or complaints.		
82.	Does the Organization recognize and reward employees who have excellent driving records?	III			X				Since recognition is such a powerful management tool, consider such a program.		
83.	Do you teach defensive driving to your drivers?	I			X				Required by SDRMA: a. Ensure Organization personnel who drive Organization vehicles and personal vehicles on Organization business are given a defensive driving course. b. Document the receipt of this training for each person. c. SDRMA's PreventionLink has driving courses available.		

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84.	If defensive driving is taught, are drivers required to take this course every three to four years ?	II			X				Required by SDRMA: Establish a standard of presenting the subject of defensive driving to Organization drivers: a. On an ongoing basis, i.e., integral to the Organization's safety efforts via meetings, and written and verbal communications, and b. As a training course every three to four years. c. SDRMA's PreventionLink has driving courses available.		
85.	Does the Organization require the mandatory use of seat belts for all drivers and passengers while driving on Organizational business in Organizational or personal vehicles?	I			X				Required by SDRMA: Document the mandatory use of seat belts for all drivers and passengers while driving on Organizational business in Organizational or personal vehicles.		

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86. Vehicle Safety (such as sedans, pickup trucks, SUVs, tractor-trailer combinations, bobtail trucks) – whether rented, leased or owned. Do you have a requirement for all organizational vehicles to receive a documented safety inspection prior to use ?	II			X				a. Initiate the requirement to conduct a pre-operational vehicle inspection daily. b. Document this inspection on a small checklist targeting the safety features of each vehicle. c. Maintain these checklists in Organization files on a rolling three-month basis to be able to demonstrate that such inspections are being diligently completed.			
87. Does the Organization require the immediate reporting of vehicle defects to supervisors?	II			X				Document the requirement that all vehicle defects must be reported to supervisors.			
88. Is there a system in writing for correcting identified vehicle-related problems on a priority basis?	II			X				Document a system for ensuring identified vehicle-related problems are corrected on a priority basis.			
89. Do you have a documented vehicle preventive maintenance program that meets or exceeds manufacturers' requirements?	II			X				a. Place all Organization vehicles on a documented preventive maintenance program designed to meet or exceed manufacturer-suggested recommendations for parts replacement and service intervals. b. Maintain these records for the life of the vehicle.			

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90.	Stationary Heavy Equipment (such as compactors and generators) – whether rented, leased or owned. Do you have a requirement for all Organization stationary heavy equipment to receive a documented safety inspection prior to use ?	II		X			Two diesel pumps, one of them manual, are used during the summer months.	Establish a written requirement for all Organizational stationary heavy equipment to receive a documented safety inspection prior to use.			
91.	Do you have a <u>stationary heavy equipment preventive maintenance program</u> that meets or exceeds manufacturers' requirements?	II				X		Find out the answer to this question. If not being done, initiate a stationary heavy equipment preventive maintenance program that meets or exceeds manufacturers' requirements.			
92.	Do you provide initial and annual refresher training to employees on this equipment?	II	X					None			

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93. Mobile Heavy Equipment (such as forklifts, aerial platforms, mobile hoists & cranes, bucket trucks, graders) – whether rented, leased or owned. Do you have a requirement for all Organization <u>mobile heavy equipment</u> to receive a documented safety inspection prior to use ?	II				X		According to management, the Organization does not own, rent, or otherwise operate this type of equipment.	None			
94. Do you have a <u>mobile heavy equipment preventive maintenance program</u> that meets or exceeds manufacturers' requirements?	II				X			None			
95. If the Organization operates forklifts , do the operators receive initial documented and employer-certified training on how-to-use them?	II				X			None			
96. If the Organization operates forklifts , are operators' performance evaluated in writing at least once every three years?	II				X			None			

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97.	If the Organization operates aerial platforms (such as aerial lifts and hi-lifts), are operators trained in accordance with manufacturer operation and maintenance manuals, and American National Standards Institute's (ANSI) user instructions and requirements on the subject of various aerial platforms?	II				X		According to management, the Organization does not own, rent, or otherwise operate this type of equipment.	None		
98.	If the Organization operates cranes having a boom length of 25 feet or more or a maximum rated load capacity of 15,000 lbs or more, are operators certified through a national crane certification company in accordance with Cal-OSHA requirements?	II				X		According to management, the Organization does not own, rent, or otherwise operate this type of equipment.	None		

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99.	If the Organization operates power-operated cranes and/or derricks over three-tons rated capacity , are these units certified annually by a currently licensed certifying agency or designee and is the Organization in receipt of a current certificate?	II				X		According to management, the Organization does not own, rent, or otherwise operate this type of equipment.	None		
100.	If the Organization operates other mobile heavy equipment (such as bucket trucks and graders) are operators provided initial and annual refresher training ?	II				X		According to management, the Organization does not own, rent, or otherwise operate this type of equipment.	None		
101.	<u>Mechanic Qualifications</u> Has the Organization established <u>written</u> education and experience qualifications for those mechanics who work on the Organization's vehicles and equipment?	II			X				Required SDRMA a. Work with dealers and auto shops to ensure only qualified mechanics work on Organization vehicles.		
									b. Consider requiring such mechanics to be ASE certified (or other such certification) for the types of vehicles operated by the Organization.		

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102.	<u>Mechanic Training</u> Do the mechanics working on Organizational vehicles and equipment receive initial and annual refresher training relating to the equipment they work on?	II			X				Required by SDRMA Ensure mechanics that work on Organizational vehicles and equipment receive initial and refresher training to ensure they are current with the latest techniques and service equipment.		
103.	<u>Traffic Control</u> If Organization employees work in or around traffic, does the Organization have a written Traffic Control Program providing employees with procedures to use?	I			X				Required by SDRMA and Cal-OSHA: Create a written Traffic Control Program patterned after the latest edition of the <u>Manual on Uniform Traffic Control Devices (MUTCD)</u> , as published by the Federal Highway Administration and adopted by California State law. This resource is what Caltrans is now using as the Caltrans' standard and it is the standard for all traffic control programs in the State of California.		
104.	If there is a written Traffic Control Program, are applicable personnel provided with documented initial and annual refresher training based upon the written Traffic Control Program?	I			X				Required by SDRMA and Cal-OSHA: Ensure: a. All affected personnel receive <u>documented</u> initial training and annual refresher training on establishing safe work zones. Management may want to contact Safety Center Incorporated in Sacramento: 800-825-7262, ext. 216		

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								b. Sufficient equipment, maintained in good condition, is available for these employee activities.			
								c. Sufficiently trained personnel are assigned to traffic control based on the written traffic control program.			
105. Confined Space Safety If you have the requirement for entry into confined spaces, do you have a written Confined Space Safety Program?	I			X				Required by SDRMA & Cal-OSHA: If needed, enlist the services of a certified industrial hygienist or other expert in the field of confined space safety to help the Organization: a. Create and implement a written comprehensive, fail-safe confined space safety program in accordance with Cal-OSHA Title 8 requirements. Go to Cal-OSHA's web site to download the Cal-OSHA Consultation Confined Space Guide. b. Acquire the necessary equipment.			
106. If there is a written Confined Space Safety Program, do you provide ongoing documented initial and at least annual refresher training to your employees on this Program?	I			X				Required by SDRMA & Cal-OSHA: a. Establish a documented confined space safety <u>training</u> program. b. Provide the required initial and annual refresher training to all affected personnel in accordance with Title 8. c. Document the receipt of this training for each person.			

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107.	If you have the requirement for entry into confined spaces, do you provide confined space rescue in accordance with Cal-OSHA requirements?	I			X				Required by SDRMA & Cal-OSHA: Include in the Organization's Confined Space Safety Program a section on rescue procedures.		
108.	If you provide confined space rescue in accordance with Cal-OSHA requirements, do you conduct documented initial and at least semiannual refresher training to affected employees on confined space rescue?	I			X				Conduct documented <u>rescue training</u> based upon this program at least semiannually to ensure employees remember what they are supposed to do.		
109.	If you provide confined space rescue in accordance with Cal-OSHA requirements, do you conduct at least semiannually documented rescue drills with your affected employees and internal and/or external emergency services personnel?	I			X				Coordinate documented semiannual drills with local emergency personnel such as law enforcement and fire services and all of your affected employees.		

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SDRMA Workers' Compensation Program
Occupational Safety & Health Program Review - 10/29/09
Bear Valley Water District (The Organization)

		Responses							Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program		
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	Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *
110.	Lockout, Blockout, Tagout Program If you have any machinery requiring employees to lock it out and/or block it out prior to working on it, do you have a written Lockout, Blockout, and Tagout Safety Program? Such machinery would include any equipment electrically hard wired, and/or includes mechanical, pneumatic, gravity, hydraulic, chemical or thermal sources of energy.	I			X				Required by SDRMA & Cal-OSHA: Create a written lockout, blockout, tagout program. See the Model Lockout, Blockout, and Tagout Program on the reference CD.		
111.	If there is a written Lockout, Blockout, Tagout Program, do you provide documented initial and annual refresher training to your employees on this Program?	I			X				Required by SDRMA & Cal-OSHA: Based upon the Organization's lockout, blockout, tagout program, provide documented initial training and ongoing annual refresher training.		

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112.	Ground Fault Circuit Interrupters (GFCI) If you use AC-powered electrical tools in wet conditions, do you have a written policy for using Ground Fault Circuit Interrupters (GFCI) in such situations?	I				X		According to management, no such tools or conditions exist.	Ensure portable generators have adequate grounding/GFCI protection as needed.		
113.	If there is a written policy for using GFCIs in wet conditions, do you provide ongoing documented initial and annual refresher training to your employees based on this policy?	I				X			None		
114.	<u>Hazard Communication Program</u> If you use hazardous chemicals, do you have a written Hazard Communication Program ?	I			X				Required by SDRMA & Cal-OSHA: a. Create a written Hazard Communication Program. b. Ensure all office and field personnel are covered by this program. c. See the Model Hazard Communication Program on the reference CD.		

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115.	Do you have Material Safety Data Sheets (MSDSs) for all chemicals used and stored within your facilities?	I	X						a. Suggest dating all MSDSs when they come in with the Date In or Start Date. b. Suggest dating all MSDSs when they are no longer going to be used due to an updated MSDS being received or the chemical is no longer going to be used or stored. Date these MSDSs with the Date Out or End Date. c. The above dates establish the date range of when these MSDSs were being used.		
									Required by SDRMA & Cal-OSHA		
									d. Archive all MSDSs for 30 years in accordance with Cal-OSHA Title 8, Section 3204.		
116.	Do you provide documented initial and annual training to affected employees on how to use and store the associated chemicals?	I		X				According to management, the training is not always documented.	Required by SDRMA & Cal-OSHA: a. Ensure all Organization personnel: 1) Receive documented initial training on the subject of chemical safety. 2) Are provided documented training on their <u>right-to-know</u> about the chemicals they may use or may be stored in their work area.		

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								Required by SDRMA: b. Initiate annual documented refresher training on chemical safety to those employees who use hazardous chemicals, or who work around where such chemicals are stored.		
117.	<u>Hearing Conservation Program</u> If you have identified high noise areas, have the high noise areas been surveyed as to how loud the noise is and how long employees are exposed to the noise?	II					X According to management, at no time do employees work in areas where there are loud noises. Stationary equipment is turned on, but employees walk out of the high noise areas. <u>See additional comment on the next row.</u>	Required by Cal-OSHA: a. Determine if the noise levels on the field equipment that employees must use are above the 85 dBA time-weighted average. b. To keep costs down, purchase a sound level meter like the one that Mr. Lapidus used during the hazard identification survey, to establish sound levels for employees working around the portable generators, the portable air compressor, and the various high noise power tools. c. Check out www.sperdirect.com and click on Environmental Quality; then click on Sound Meters; then review the various sound level meters available. Mr. Lapidus has the 840029 which costs \$275.25.		

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							On the other hand, employees have to work around the portable generators and air compressor, and use power tools that generate unknown sound levels.	d. Use the newly-purchased sound level meter to determine sound levels for the various pieces of equipment and determine how much time employees spend using or being around the equipment. See the information on sound levels on the last page of this report.		
								e. If there is any doubt of what to do in this regard, consider hiring a certified industrial hygienist, or other expert in this subject area, to conduct sound level (and possibly dosimeter) measurements to determine if noise levels are above the 85 dBA time-weighted average.		
118.	If the high noise areas still exist, do you have a written Hearing Conservation Program?	II					X	Required by Cal-OSHA: If a Hearing Conservation Program is required based upon the sound level tests that are done, create the program. See the Hearing Conservation Program Outline on the reference CD.		

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119.	If there is a written Hearing Conservation Program, do you provide documented initial and annual refresher ongoing training to your employees based on this Program?	II					X		Required by Cal-OSHA: a. Conduct the sound level tests as noted in the above suggestion. b. If a Hearing Conservation Program is required, training will also be required. See the Hearing Conservation Program Outline for the various training elements required by Cal-OSHA on the reference CD. c. Ensure documented initial training and annual refresher training are provided to affected personnel.		
120.	Split-Rim Wheels Does the Organization prohibit the use of split-rim wheels on all of its vehicles and equipment?	I				X		The Organization does not have such rims.	None		
121.	If any of your vehicles have split-rim wheels, do you either have written safety procedures for servicing these wheels or do you contract out such service?	I				X			None		

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122.	If there are written safety procedures for split-rim wheels, do you provide documented initial and annual refresher training to your affected employees based on these procedures?	I				X		None			
123.	Hoists/Cranes If you use hoists and/or cranes, do you have written safety procedures for using such equipment?	I			X			Required by SDRMA & Cal-OSHA: a. Establish written safety procedures for the safe use of all hoists. b. Contact hoist manufacturers or distributors for information.			
124.	If there are written safety procedures for using hoists and/or cranes do you provide documented initial and annual refresher training to your employees based on these procedures?	I			X			Required by SDRMA & Cal-OSHA: In accordance with the written safety procedures, provide both documented initial training and annual refresher training on the safe use of hoists to affected personnel.			
125.	Excavations If you do excavations, do you have a written excavation safety program ?	I				X	According to management, employees do not do excavation work.	None			
126.	If there is a written excavation safety program, do you provide documented initial and annual refresher training to your employees based on this program?	I				X		None			

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127. Hot Work Permit Program Do you have a written Hot Work Permit Program for anytime employees have to perform hot work (welding, cutting, brazing) away from the safety of a hot work shop?	II				X		According to management, employees do not do hot work.	None			
128. If there is a written Hot Work Permit Program, do you provide ongoing documented initial and annual refresher training to your affected employees on this subject?	II				X			None			
129. Personal Protective Equipment (PPE) Do you have a written policy for when and where specific personal protective equipment is required to be worn?	II			X				Required by Cal-OSHA: a. Initiate a written policy on when and where various forms of personal protective equipment are required to be worn by all Organization personnel. b. Try a matrix format as a simple and easy method to use. See the example of a personal protective equipment matrix on the reference CD.			
								c. See the email on the subject of employer payment for PPE that Mr. Lapidus sent to Mr. Guerra on November 22, 2009.			

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130.	If there is a written policy on the use of PPE, do you provide documented initial and annual refresher training to your affected employees on this subject?	II			X				Required by Cal-OSHA: Based upon the Organization's personal protective equipment procedures, provide documented initial training and annual refresher training to affected personnel.		
131.	Respirators If Organization employees wear respirators on the job, does the Organization have a written Respiratory Protection Program in accordance with Title 8, Section 5144?	I			X				Required by SDRMA & Cal-OSHA: a. Create a written Respirator Program in accordance with Cal-OSHA requirements. b. Go to the Cal-OSHA web site to download the Cal-OSHA Consultation Respirator Protection Guide. c. The Program must include procedures for the use of all types of respirators used by the Organization. d. Keep up to date for any new requirements for this program. e. Consider hiring a Certified Industrial Hygienist (CIH) or other expert in this subject area to assist in the writing of this important document.		

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132.	If there is a written Respiratory Protection Program, do employees receive documented initial and annual refresher training based upon this program?	I			X			According to management, such training has not been documented.	Required by SDRMA & Cal-OSHA: Based upon the Organization's Respirator Program, provide documented initial training and annual refresher training to affected personnel.		
133.	Manual and Power Portable Tools Do you have a written policy or procedure on the safe inspection, use, and maintenance of manual and power portable tools?	II			X				a. Create a code of safe practice for the safe <u>use</u> , <u>inspection</u> and <u>maintenance</u> of each type of manual and power portable tool. b. Include pre-use inspections of these tools. c. See the general code of safe practice on this subject on the reference CD.		
134.	If there is a written policy or procedure on manual and power portable tools, do you provide documented initial and annual refresher training to your affected employees on this policy or procedure?	II			X				Based upon the Organization's code of safe practice, conduct documented initial training and annual refresher training on the safe use of manual and power portable tools to affected personnel. Use SDRMA safety meeting materials and SDRMA PreventionLink to assist in this training.		
135.	Guarding Do you have a written policy or procedure on when, where and how machines are supposed to be guarded?	I			X				Required by SDRMA: Create written policies and procedures on the guarding of all machines requiring guards. See the general code of safe practice on this topic on the reference CD.		

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136.	If there is a written policy or procedure on guarding, do you provide documented initial and annual refresher training to your affected employees on this policy or procedure?	I			X				Required by SDRMA: Based upon the Organization's written policies and procedures, provide documented initial training and annual refresher training on machine guarding to affected personnel.		
137.	<u>Boilers, Air Tanks, Pressure Vessels</u> If you have any boilers, air tanks and/or pressure vessels, do these vessels have current permits ?	I					X		Required by SDRMA & Cal-OSHA: Find out the answer to this question. If required: a. Have air tanks and/or pressure vessels inspected by a State certified inspector, <u>and</u> b. Obtain a permit to operate them.		
138.	If the Organization has current boiler, air tank, or pressure vessel permits, are the permits posted under clear glass or plastic next to each of the vessels?	II					X	The answer to this question depends upon the answer to Question #137.	Required by Cal-OSHA: If required, post permits under glass or plastic next to each unit.		
139.	<u>Illumination</u> Do you inspect for sufficient lighting in all areas?	III			X				a. Create a code of safe practice on the subject of illumination. See the general code of safe practice on this topic on the reference CD. b. Incorporate this inspection into the Organization's hazard inspections.		

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140.	Back Injury Prevention Does the Organization provide material handling equipment, such as hand trucks, to assist employees in moving heavy and/or bulky items?	II	X						None		
141.	Does the Organization's IIPP include the subject of back injury prevention under the subject of Training? Such training would include both documented initial and annual refresher training to all employees.	II			X				a. Insert the subject of back injury prevention training in the IIPP under the Training section. b. Include documented back injury prevention training to all employees (including office and field employees) initially and at least annually. Use SDRMA safety meeting materials and SDRMA PreventionLink for this training.		
142.	Ergonomic Assessments If there has been more than one repetitive motion reportable injury in the same task classification, does the Organization have an ergonomic assessment and corrective action program ?	II				X		Such injuries have not been sustained.	None		

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143.	Regardless of whether the Organization has or does not have an ergonomic assessment and corrective action program, do you provide documented initial and annual refresher training to all of your employees on the subject of ergonomics?	II			X				a. Provide documented annual refresher training to Organization personnel on how to: 1) Recognize conditions that can be ergonomically improved. 2) Enhance the comfort of their work station and/or task that is being done. 3) Avoid overexertion while performing manual tasks. b. During these annual training sessions, determine if employees know of any improvements that should be made.		
144.	Slips, Trips and Falls Does the Organization have a written slip, trip and fall prevention program or code of safe practice (CSP)?	II			X				Write a code of safe practice on the subject of slips, trips and falls. See the general code of safe practice on this topic on the reference CD.		
145.	If there is a written slip, trip and fall prevention program or code of safe practice (CSP), do you provide documented initial and annual refresher training to all of your employees based on this program or CSP?	II			X				Based upon the Organization's code of safe practice on slips, trips and falls, conduct documented initial training and annual refresher training for office and field personnel. Use SDRMA safety meeting materials and SDRMA PreventionLink to assist in this training.		

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**SDRMA Workers' Compensation Program
Occupational Safety & Health Program Review - 10/29/09
Bear Valley Water District (The Organization)**

		Responses							Consider the Following Suggested Actions for Enhancing the Organization's Occupational Safety & Health Program		
1		2	3	4	5	6	7	8	9	10	11
Questions		Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *
146.	Ladder Safety Does the Organization have a written ladder safety program or code of safe practice (CSP)?	II			X				a. Create a written code of safe practice for ladder safety that applies to all Organization personnel. b. See the general code of safe practice on this topic on the reference CD.		
									c. If not already done, include the following requirements in the program or code of safe practices in accordance with Title 8, Section 3277 for fixed straight ladders:		
									1) Above 20 feet a cage must be installed.		
									2) Above 30 feet landing platforms must be installed.		
									3) Disregard 1) and 2) if ladder safety devices are installed and are required to be used.		
147.	If there is a written ladder safety program or code of safe practice (CSP) do you provide documented initial and annual refresher training to your affected employees on this program or CSP?	II			X				Based upon the Organization's code of safe practice for ladder safety, provide documented initial training and annual refresher training to affected personnel. Use SDRMA safety meeting materials and SDRMA PreventionLink to assist in this training.		

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	Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *
148.	Fall Protection If your employees have to work at heights, do you comply with Cal-OSHA standards regarding fall protection?	I			X				Required by SDRMA & Cal-OSHA: Comply with Title 8 standards for fall protection to include the following sections, at a minimum: Section 3210 Guardrails Section 3211 Wall openings Section 3212 Floor openings Section 1670 Personal Fall Arrest Systems		
149.	Do you provide documented initial and annual refresher training to your affected employees on the subject of fall protection?	I			X				Required by SDRMA & Cal-OSHA: Based upon Title 8 standards provide initial training and annual refresher training to affected personnel. Use SDRMA safety meeting materials and SDRMA PreventionLink to assist in this training.		
150.	Asbestos If you have identified asbestos in any of your facilities, has the asbestos problem been dealt with?	I	X					According to management, a contractor works on any AC pipe that needs to be handled.	None		

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151.	First-Aid Training To comply with Cal-OSHA's requirements, do you provide your employees with documented initial and refresher first-aid training in accordance with the requirements of the sponsoring first-aid course agency?	II			X				Required by Cal-OSHA: a. Ensure there are a sufficient number of employees trained in first aid so at any specific point in time, there is at least one person on duty who knows first aid (Title 8, Section 3400, First Aid).		
									b. The only way this small Organization can meet this requirement is to train <u>all</u> employees.		
152.	Cardiopulmonary Resuscitation (CPR) Training To provide your employees with the ability to save a life due to a heart attack, do you provide selected employees with documented initial and refresher CPR training in accordance with the requirements of the sponsoring CPR course agency?	III			X				Provide selected employees with documented initial and refresher CPR training in accordance with the requirements of the sponsoring CPR course agency.		

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Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *	
153. Automated External Defibrillator (AED) Training If your organization has AED units, do you provide selected employees with documented initial and refresher AED training in accordance with the requirements of the sponsoring AED course agency or company?	III				X		The Organization does not have an AED unit.	None			
154. Bloodborne Pathogen (BBP) Training If your employees have a potential occupational exposure to bloodborne pathogens, do you provide affected employees with documented initial and annual refresher BBP training in accordance with the requirements of Cal-OSHA, Section 5193(g)(2).	II			X				Provide affected employees with documented initial and annual refresher BBP training in accordance with the requirements of Cal-OSHA, Section 5193(g)(2).			
155. First-Aid Kits Are first-aid kits available within all facilities, including Organizational vehicles?	II					X		Required by Cal-OSHA: Find out the answer to this question by: a. Inventorying all first-aid kits in the Organization.			

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Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *	
								b. If not already done, obtaining a physician's approval for the supplies in each type of kit (such as office versus shop versus vehicle).			
								c. If not already done, maintaining a physician-signed, approved inventory in each kit.			
								d. Providing additional first-aid kits as necessary, in both facilities and vehicles (Title 8, Section 3400).			
								e. If not already done, not purchasing latex gloves for first-aid kits due to the possibility of an allergic reaction. Provide only vinyl or other comparable gloves.			

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Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *	
156. Bloodborne Pathogen (BBP) Kits or Supplies Are BBP kits or supplies available where needed?	II			X				a. Review Organization facilities to see if there are any facilities or areas where BBP kits or supplies might be needed. b. BBP supplies could be universal-precaution first-aid devices to prevent contamination while administering first aid or CPR. c. Such supplies could also be materials used to clean up bodily fluids. d. Do not purchase latex gloves for BBP kits due to the possibility of an allergic reaction. Provide only vinyl or other comparable gloves.			
157. If first-aid and/or BBP kits are available, do they receive a regular documented check for contents and restocking?	II			X				Required by Cal-OSHA: Include the inspection of all kits in hazard inspections. Restock as necessary. Maintain documentation of these inspections.			
158. AED Units If your organization has AED units, are they regularly checked in accordance with the manufacturer's and/or distributor's requirements?	II				X		The Organization does not have any AED units.	None			

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Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *
159. Cal-OSHA Inspection If you have ever been inspected by Cal-OSHA Enforcement, have the citations been corrected? If you have any uncorrected Cal-OSHA citations, please attach a list of these citations to this questionnaire.	I				X		Cal-OSHA has not conducted an on-site inspection.	None		
160. Violence in the Workplace If you have sustained any incidents involving violence in the workplace, from either internal or external sources, or if there is an ongoing threat to such incidents, do you have a written Violence in the Workplace or Security Program?	I				X		According to management, violence has not been a problem for their organization.	None		
161. If there is a written Violence in the Workplace or Security Program, do you provide documented initial and annual refresher training to all of your employees based on this program?	I				X			None		

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Questions	Pr	Y	P	N	N/A	?	Comments (1.2.3.)	Suggestions** (a.b.c.)	Current Status *	✓ C *	
162. Heat Illness Prevention If your employees are exposed to high heat environments, do you have a written Heat Illness Prevention Program ?	I			X				Required by SDRMA & Cal-OSHA: Create a Heat Illness Prevention Program for affected employees. Go to the Cal-OSHA web site to download the Cal-OSHA Sample Procedures for Heat Illness Prevention. Also review additional information provided by Cal-OSHA on its web site to ensure the customized program is current. Provide all the needed supplies including the required amount of water and shade for each employee.			
163. If there is a written heat illness prevention program, are employees provided initial and annual refresher training regarding this subject?	I			X				Provide documented initial and annual refresher training on this subject.			
164. Off-the-Job Safety Do you include off-the-job safety as part of your ongoing employee safety program efforts?	III			X				Include the subject of off-the-job safety in the Organization's safety training activities.			
165. Workers' Compensation Administration Who (by name) handles workers' compensation claims within the Organization?							Office Manager Tia White	None			

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166.	What workers' compensation claims reporting procedures do you use?						Would use York Claims if an occupational injury or illness should be sustained.	None			
167.	Designated Clinic or Hospital Are the services of designated clinics or hospitals retained for employees who sustain an occupational injury or illness?	II			X		According to management, such services have not been retained. They don't exist. Emergency response comes either from the local fire department, or the local Search & Rescue team. A local nurse is also available for assistance.	None			
168.	If the Organization has at least one designated clinic or hospital, are employees directed to use the clinic or hospital for treatment?	II	X				The closest clinic is in Arnold, CA, about 25 miles (or 40 minutes) away.	Being sure everyone is trained in first aid and CPR would be a good preventive measure.			
169.	Are employees provided temporary modified work while recovering from a workers' compensation injury?	III	X				If such a situation would occur, management would be willing to provide temporary modified work.	None			

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170.	Do managers or supervisors follow up with injured employees while they are on temporary disability?	III	X					If such a situation would occur, management would follow up with the injured person.	None		

End of Occupational Safety and Health Program Review Report

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1	2	3	4	5	6	7
Action # Yr-#	Observations (a.b.c.)	Consider the Following Suggested Actions for Mitigating Current Potential Hazards (1.2.3.)	Pr	\$	Current Status *	✓ C *
09-01	Lack of Proper Fueling Cans: Regular gas cans were used for refueling small gasoline and gasoline/oil mix equipment. In the event of a spark while refueling, these gas cans may explode. <input type="checkbox"/> Shop	To eliminate the possibility of explosion, purchase safety cans made of heavy-duty metal construction with a self-closing cover, and a flame arrester inside the spout. Use these cans for refueling small engines where the fuel tank is close to the engine.	I	L To M		
09-02	Blocked Electrical Circuit Breaker Panel: Items were stored in front of the panel, blocking direct access. <input type="checkbox"/> Shop	To comply with Cal-OSHA, keep a 36-inch clearance in front of electrical circuit breaker panels.	II	T		
09-03	No Available Fire Extinguisher <input type="checkbox"/> Chicka Ree Pump Station	Install an ABC fire extinguisher in this facility.	I	L		
09-04	Wet Well - Lack of Fall Protection: When the cover of the wet well is opened, there is no fall protection around the opening. When the A-frame is used for pulling out the pump, its legs stand on all three sides, but the opening still exists. <input type="checkbox"/> Chicka Ree Pump Station	Consider posting a portable standard guard rail unit around the opening of the wet well to reduce the fall hazard.	II	L		
09-05	Lack of Bee/Wasp/Mosquito Spray on Trucks: Employees are exposed to potential stings from bees and wasps and bites from mosquitoes while doing their work, but no spray cans are carried on their trucks. <input type="checkbox"/> Trucks	Consider providing such spray cans to be carried on the trucks to use in the event employees come into contact with bee or wasp nests in field facilities and to spray mosquito spray on them to reduce mosquito bites.	III	L		
09-06	Strong Flammable Odor: There was a strong odor of something flammable that was unknown to the hazard identification team, a possible explosion hazard. <input type="checkbox"/> Bee Gulch Pump House	It has been some time since this on-site inspection. Hopefully management has found out where the odor was coming from and has taken action to mitigate it. If nothing has been done upon receipt of this report, test the area for flammable gases to ensure there isn't an explosion hazard.	I	T To M		

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Action # Yr-#	Observations (a.b.c.)	Consider the Following Suggested Actions for Mitigating Current Potential Hazards (1.2.3.)	Pr	\$	Current Status *	✓ C *
09-07	<p>Unsafe Entry into Pump Station During Winter Months: When the snow gets over the entry doorway of the pump station, employees have to get into the station via a top door and climb down a completely vertical home-made ladder inside the station. To get to this ladder, the employee has to climb over part of the roof support structure. Everything about this set up is a fall hazard.</p> <p><input type="checkbox"/> Bee Gulch Pump House</p>	<p>1. Install a ladder inside the pump station that provides safer access to the floor below. Perhaps positioning an interior ladder at more of an angle would help.</p> <p>2. Reconstruct the roof support system to permit direct access to the ladder.</p>	I	M To H		
09-08	<p>Unmounted Fire Extinguishers</p> <p><input type="checkbox"/> Lake Alpine Boat Ramp Pump Station <input type="checkbox"/> Main Pump Station</p>	Mount these units.	II	T		
09-09	<p>Unguarded Equipment: Serious injury hazards.</p> <p><input type="checkbox"/> Lake Alpine Boat Ramp Pump Station – Unguarded generator drive belt <input type="checkbox"/> Lake Alpine Boat Ramp Pump Station – Dry well – Two unguarded motors with drive belts <input type="checkbox"/> Lake Alpine Boat Ramp Pump Station – Dry well – Two unguarded horizontal shafts <input type="checkbox"/> Equipment House – two irrigation pumps – Unguarded vertical shafts <input type="checkbox"/> Equipment House – three blowers – Unguarded drive belts at the pinch points</p>	Re-install or fabricate metal mesh guards to cover these rotating devices.	I	L To M		
09-10	<p>Unsecured Electrical Junction Box: Electrical shock hazard.</p> <p><input type="checkbox"/> Lake Alpine Boat Ramp Pump Station – Dry well</p>	Secure the junction box.	I	T		

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09-11	<p>Awkward Exit Door Setup: The current entry door opens into the area of the wet well, an awkward setup that could also become a fall hazard if the wet well hatch was left open.</p> <p><input type="checkbox"/> Lake Alpine Boat Ramp Pump Station – Entry doors.</p>	<p>1. Consider switching doors making the right door the entry door.</p>	II	L To M		
		<p>2. Consider providing a removable standard railing around the opening of the wet well.</p>	I	L		
09-12	<p>Unlabeled Kill Switches: In the event these switches needed to be thrown in an emergency, they are not labeled as to their function.</p> <p><input type="checkbox"/> Lake Alpine Boat Ramp Pump Station – Dry well</p>	<p>Label the kill switches.</p>	I	L		
09-13	<p>Dry Well – Lack of Fall Protection: When the hatch is opened and it is opened all the time, the entry into the dry well is a fall hazard.</p> <p><input type="checkbox"/> Lake Alpine Boat Ramp Pump Station – Dry well</p>	<p>Provide a removable standard railing around the dry well entry to eliminate any chance of someone stepping forward or backward into the hole.</p>	LT	L		
09-14	<p>Lack of Water Safety Equipment: Work in and around a pond is done without the wearing of any water safety equipment, a potential drowning hazard.</p> <p><input type="checkbox"/> Ballast Pond</p>	<p>Require employees who work in and around the pond always to:</p> <ol style="list-style-type: none"> 1. Have two employees working together. 2. Wear Coast Guard approved flotation devices. 3. Have a life ring with an attached rope available near where they are working. 	LT	T To M		
09-15	<p>Working with Chlorine Gas Cylinders: According to management, cartridge respirators are used when exchanging chlorine gas cylinders. No standard operating procedure (SOP) was available for review at the time of the hazard identification survey.</p> <p><input type="checkbox"/> Equipment House</p>	<ol style="list-style-type: none"> 1. Fully comply with the MSDS provided by the manufacturer or distributor. 2. Create a step-by-step SOP to ensure full compliance and safety for working with chlorine gas. 3. Consider having NIOSH approved cartridge respirators and NIOSH approved self-contained breathing apparatus (SCBA) with full face piece for re-entry and rescue purposes. 4. Once again, comply with the MSDS. 	I	T		

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1	2	3	4	5	6	7
Action # Yr-#	Observations (a.b.c.)	Consider the Following Suggested Actions for Mitigating Current Potential Hazards (1.2.3.)	Pr	\$	Current Status *	✓ C *
09-16	Lack of Ground Fault Circuit Interruption Protection <input type="checkbox"/> Equipment House - a sump pump and electrical outlets in the underground vault <input type="checkbox"/> Equipment House – aboveground electrical outlets (including one near the sink) <input type="checkbox"/> Main Pump Station – wall electrical outlets	Install a GFCI in these outlets OR install GFCI circuit breakers and label each outlet as GFCI.	LT	L		
09-17	Lack of Lifting Capacity: There was no capacity (pounds or tons) on the I-beam for lifting pumps, a Cal-OSHA violation. <input type="checkbox"/> Equipment House	Find out the rating of the I-beam and have it stenciled on it. A structural engineer may be needed to ascertain this rating or the I-beam may need to be replaced if the capacity cannot be obtained.	II	L To M		
09-18	Lack of Lifting Capacity: There was no capacity (pounds or tons) on the beam and hook used for lifting blowers and blower motors. <input type="checkbox"/> Equipment House	Find out the rating of the beam and the hook, and have it stenciled on these pieces of equipment. A structural engineer may be needed to ascertain this rating, or the beam and hook may need to be replaced if the capacity cannot be obtained.	II	L To M		
09-19	Lack of Lifting Capacity: There was no capacity (pounds or tons) on the hoist support pipe for pulling up pumps. <input type="checkbox"/> Main Pump Station	Find out the rating of the hoist support pipe and have it stenciled on it. A structural engineer may be needed to ascertain this rating or the hoist support pipe may need to be replaced if the capacity cannot be obtained.	II	L To M		
09-20	Lack of Protection Around Outside Propane Tank: The lack of such protection can result in the tank being struck by a vehicle, causing an explosion. <input type="checkbox"/> Main Pump Station	Install bollards around this tank to protect it from being struck by a vehicle of any type.	II	L To M		
09-21	Lack of Reason for the Installation of an Emergency Eyewash and Shower Unit: No one could determine why this unit was in place. <input type="checkbox"/> Main Pump Station	Determine the reason for why the emergency eyewash and shower unit is installed in this facility. If there is a purpose, leave it in place and maintain it in accordance with Cal-OSHA requirements. If a purpose cannot be identified, remove it.	II	L		

End of Hazard Identification Report

reports/sdrma-WC-ProgramReview-BearValley-102909.doc

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- a. For general information regarding Cal-OSHA, go to: www.dir.ca.gov
- b. If you need to find a specific section of Title 8 use the following web site: www.dir.ca.gov/samples/search/query.htm

The following are model programs and reference documents available on the reference CD:

1.	Model – Emergency Action Plan	
2.	Model – Emergency Action Plan – Working with the Press & Media	
3.	Model Fire Prevention Plan	
4.	Model General Code of Safe Practices	Cal-OSHA Injury Reporting Requirements
		Cal-OSHA Inspection Procedures
		Driving Safety
		Electrical Safety
		Eye and Face Protection (Personal Protective Equipment)
		Fire Safety
		General Safety Practices (Top 10)
		Guarding
		Hand Tools
		Housekeeping
		Illumination
		Office Safety
		Portable Ladder Safety
		Portable Power Tools and Equipment
		Safety Responsibilities Managers and Supervisors (Top 10)
		Slips, Trips and Falls
5.	Model Hazard Communication Program	
6.	Model Hearing Conservation Program Outline	
7.	Model Hot Work Permit Form	
8.	Model Hot Work Permit Program	

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9.	Model Hot Work Permit Program Warning Sign
10.	Model IIPP
11.	Model IIPP – Form – Employee Report Form
12.	Model IIPP – Form – Employee Training & Meeting Report Form
13.	Model IIPP – Form – GCSP Receipt
14.	Model IIPP – Form – IIPPReceipt
15.	Model IIPP – Form – Inspection Form
16.	Model IIPP – Form – Investigation Form
17.	Model IIPP – Form – New Employee Safety Orientation Checklist
18.	Model IIPP – Form – Record of Training Form
19.	Model LLCP
20.	Model LLCP – Form – Employee Training & Meeting Report Form
21.	Model LLCP – Form – Inspection Form
22.	Model LLCP – Form – Investigation Form
23.	Model LLCP – Form – LLCP Receipt Form
24.	Model LLCP – Form – New Employee Liability Loss Control Orientation Form
25.	Model LLCP – Form – Record of Training Form
26.	Model LLCP – Form – Report Form
27.	Model Lockout Blockout Tagout Program
28.	Model PPE Matrix
29.	Model Safety Committee
30.	Model Safety Task Force

The following is information about enrolling non-mandated drivers into the State of California's Employer Pull-Notice Program:

Employer Pull Notice (EPN) Information (Enrollment of Non-Mandated Drivers)

The following is an important SDRMA policy SDRMA members need to know about:

SDRMA – Policy 2008-01 – Members' Driver Policy

End of Reference Materials

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Compare sound levels to the following chart that provides the *permitted duration per workday* for the level of noise that an employee is exposed to.

Table -1 Permissible Noise Exposures (1)
(Samples from this Table)

Permitted Duration Per Workday (Hours)	Sound Level dBA Slow Response
8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115

Footnote (1):

When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

End

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