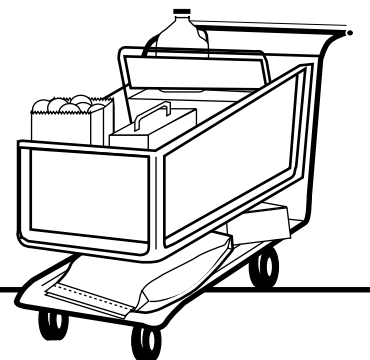


Occupational Hazards Common to the Retail Food Industry in Oregon



Self-Inspection Checklist



Oregon Occupational Safety
& Health Division (OR-OSHA)

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ABOUT THIS HAZARD CHECKLIST

The Oregon Occupational Safety and Health Division (OR-OSHA) developed this checklist to help employers and employees in the retail food industry become more aware of occupational hazards that exist in their work environment. This document provides guidance on commonly found hazards in this industry, and was developed from actual on-site consultations by OR-OSHA's Consultative Services Section with Oregon employers.

The checklist is not intended to be a comprehensive list of all occupational safety and health hazards in the retail food industry. It is designed to aid the industry in quickly identifying common health and safety problems, and should be supplemented with the actual occupational safety and health rules that apply, and with new information as regulations are adopted or information is received.

Why you should use this checklist

In addition to the pain and suffering incurred by an injured worker, consider what one lost workday injury would cost you in terms of:

- Productive time lost by an injured employee;
- Productive time lost by employees and owners helping the accident victim;
- Cleanup and start-up of operations interrupted by an accident;
- Time to hire or train a worker to replace the injured worker until their return;
- Time and cost for repair or replacement of damaged equipment or materials;
- Cost of continuing all or part of the employee's wages, plus compensation;
- Increased workers' compensation insurance rate;
- Cost of completing paperwork generated by the incident.

Other sources of information

Oregon's workers' compensation insurance carriers are required by law to provide consultative services at your request, at no charge. Contact your insurance carrier to see what additional help is available.

Equipment manufacturers are also concerned with safety in the use of their products. To help customers and potential customers, and to minimize their liability in the event of an accident or adverse legal action, they are often willing to furnish advice and engineering information to enhance the safe operation of their equipment.

Associations such as the Oregon Independent Retail Grocers, Associated Oregon Industries, and others are active participants in health and safety, and can provide members with invaluable information.

Oregon OSHA offers a variety of services and assistance, as listed on page 16.

OR-OSHA's Consultative Services

OR-OSHA's Consultative Services Section was created to help employers understand and manage their businesses with occupational safety and health in mind. The section pledges to provide courteous and professional consultative services to Oregon employers and their employees so they may recognize and control workplace hazards and prevent injuries, illnesses, and fatalities. For more information on OR-OSHA's no-cost consultative services, contact the office nearest you. (all numbers are area code 503 and V/TTY):

| | | | |
|------------------------|----------|----------------------------|-------------------|
| Portland | 229-6193 | Medford | 776-6030 |
| Salem | 373-7819 | Eugene | 686-7913 |
| Bend | 388-6068 | Salem Central | 378-3272 |
| Pendleton | 276-9175 | | or 1-800-922-2689 |

COMMON HAZARDS ENCOUNTERED IN THE RETAIL FOOD INDUSTRY

Some of the most common hazards found in the retail food industry involve:

- ***Machine guarding;***
- ***Walking and working surfaces;***
- ***Ergonomic issues;***
- ***Material storage in stockrooms and aisleways; and***
- ***Training of employees.***

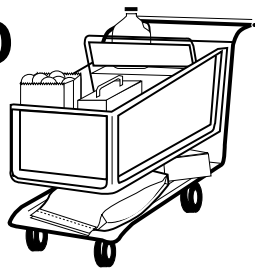
More specifically, meat departments were observed to have guarding problems with the meat-cutting saws, inferior handle hardware on the freezer and cooler doors, and lack of personal protective equipment for sharpening blades on slicers. Produce departments had problems dealing with food and water on the floor, and storage of boxes and other material on top of the coolers. Stores that have full-service delis and bakeries had issues of hot surfaces not identified or protected from contact, water on the floors, bread slicers not guarded to prevent the employees from contacting the multiple cutting blades, compressed gas cylinders not secured, bun warmers not guarded at the chain and sprocket drives, and instances of strains and sprains from operation of meat slicers. General merchandising departments had problems with material storage in aisleways, water on the floor from the pop dispensers, failure to clean up spills, and material handling equipment that was broken or difficult to push or operate.

Overall, a lack of material safety data sheets (MSDSs) and inadequate training were common for the hazardous chemicals that employees were using. Locked exit doors (mainly back doors) were a major problem. Access to emergency exit doors was a secondary problem that occurred during restocking of the store when boxed goods were left in front of doors. A lack of formal, documented training of employees was another issue that was common with the part-time help (mainly of high-school age) that worked a few hours a week. Some full-time employees lacked the necessary training needed to safely perform their work. Consultants encountered issues dealing with repetitive-motion strain from scanning groceries at checkstands. The incidence of cumulative trauma disorders (CTD)

has risen over the years and is a costly injury/illness that can be eliminated with proper design and adjustment of the employee's workstation.

Box compaction units used to compress cardboard were identified as an area where employees lacked proper training. Some compaction units had bypassed safety devices, and broken door guards, and employees were using improper procedures that exposed them to severe injury hazards.

RETAIL FOOD HAZARD CHECKLIST



Injury & illness prevention program

- Have you incorporated the seven key elements of an injury and illness prevention program into the way you run your business? The key elements are:
- Management commitment;
 - Labor and management accountability;
 - Hazard identification and control;
 - Incident and accident investigation;
 - Employee involvement;
 - Worker training; and
 - Periodic evaluation of the program.

IMPORTANT NOTE: Your safety committee is charged with the responsibility of reviewing your program and making necessary recommendations for improvement.

General safety & health

- Are all workplace injuries, illnesses and safety-related incidents being investigated to prevent recurrence?
- Have you taken all reasonable steps to assure that your employees work and act in a safe manner?

Employee training

- Have all employees been trained in the safe operation of machinery, tools, equipment, processes, or practices that they use or apply?

Ventilation for indoor air quality

- Does your heating, ventilating, and air conditioning (HVAC) system provide at least the quantity of outdoor air designed into the system at the time the building was constructed?

- Is the HVAC system inspected at least annually and maintained in a clean and efficient manner?
- Are indoor air quality complaints investigated, and the results conveyed to workers?

Environmental controls

- Are all work areas properly lighted? (Recommended lighting levels are contained in ANSI A11.1-1965.)
- Have hazardous substances in the store been identified (that may cause harm by inhalation, ingestion, skin absorption, or contact)? Have steps been taken to remove the hazards or to protect employees through use of personal protective equipment?
- If forklifts and other vehicles with internal combustion engines (such as floor refinishing machines, steam cleaners, or compressors for produce-spray operations) are used in the store or other enclosed areas, are carbon monoxide levels kept below maximum acceptable concentrations (50 ppm)?
- Has there been a determination that noise levels in the store are within acceptable levels (85 dBA for Hearing Conservation Program, 90 dBA for hearing protection/engineering controls)?
- Has the absence of asbestos been determined prior to the beginning of any repair, demolition, construction, or reconstruction work at the store?
- Are asbestos-covered surfaces (such as steam lines) kept in good repair to prevent release of fibers?
- Have pipelines with asbestos covering been labeled according to OR-OSHA pipe labeling rules?
- Are restrooms and washrooms kept clean and sanitary?
- Is all water provided for drinking, washing, and cooking potable?
- Have surfaces over 140 degrees been identified and reasonable means taken to limit contact by employees?
- Where heat stress to employees is a problem, have all work areas been provided with a proper means of cooling?

Personal protective equipment

- Has there been an assessment of the hazards that might require PPE including a review of injuries?
- Has this assessment of hazards been verified through written certification?
- Does it identify the workplace evaluated?
- Has training been provided to each employee who is required to wear PPE?
- Has this training been verified through written certification?
- Are protective goggles or face shields provided and worn where there is any danger of flying material or caustic or corrosive materials?
- Are approved safety glasses required to be worn at all times in areas where there is risk of eye injury?
- Are protective gloves, aprons, shields, or other protection provided against cuts in high hazard areas, such as the meat department?
- Are mesh gloves provided and used when cleaning slicers?
- Are hard hats provided and worn where danger of falling objects exist?
- Are approved respirators provided for regular or emergency use where needed?
- Is there a written respirator program?
- Are the respirators inspected before and after each use?
- Is a written record kept of all inspection dates and findings?
- Have all employees been trained in adequate work procedures, use and maintenance of protective clothing, and proper use of equipment when cleaning up spilled toxic or other hazardous materials or liquids?
- Is a spill kit available to clean up spilled toxic or hazardous materials?
- Where employees of the store are exposed to conditions that could cause foot injury, are safety shoes required to be worn?

Medical services & first aid

- Have you made provisions to ensure the ready availability of emergency medical services for injured employees?
- Has an emergency medical plan been developed to ensure the rapid provision of medical services to employees?
- Are emergency phone numbers posted?
- Are first aid supplies available to each work area, and are the supplies based upon the intended use?
- Have emergency eyewash fountains and deluge showers been provided for quick drenching or flushing of the eyes and body in areas where caustic or corrosive materials are handled?

Infection control

- Are any of your employees potentially exposed to bloodborne pathogens?
- Have occasions of potential occupational exposure to infectious agents been identified and documented (personnel who provide emergency medical assistance, custodial employees, etc.)?
- Have you provided a training and information program for employees exposed to, or potentially exposed to, blood or other body fluids?
- Are employees aware of specific workplace practices to follow when appropriate (handwashing, handling sharp instruments, handling of laundry, disposal of contaminated materials)?

Emergency action plan

- Have emergency procedures and escape routes in the store been developed and communicated to all employees?
- Is the alarm system that provides warning for emergency action recognizable and perceptible to all employees?
- Are alarm systems properly maintained and tested regularly?
- Is the emergency action plan reviewed and revised periodically?

Do employees know their responsibilities:

- For reporting emergencies?
- During an emergency?
- For performing rescue or medical duties (if applicable)?

Employer posting requirements

- Is the OR-OSHA *Job Safety and Health* poster permanently posted in a prominent location where all employees are likely to see it?
- Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and material safety data sheets (MSDSs) been posted or otherwise made readily available to affected employees?
- Are safety committee minutes posted for all employees?

Recordkeeping requirements

- Do you record all occupational injuries and illnesses, except minor injuries requiring only first aid, as required on the OSHA Form 200? (OSHA recordkeeping applies to employers of 11 or more employees.)
- Do you keep copies of OSHA Form 200 and First Report of Injury (Form 801) for five years?
- Are supplemental records (Form 801) available at each establishment within six working days following a recordable injury or illness case?
- Are operating permits and records current for such items as pressure vessels or liquefied petroleum gas tanks?
- Do you maintain employee safety and health training records?
- Do you maintain documentation of safety inspections and corrections?
- Do you keep safety committee meeting minutes for three years?

Written programs

- Do you have an effective written injury and illness prevention program?
- Do you have a labor-management safety committee with written agendas and meeting minutes?
- Have you established a written hazard communication program?
- Have you identified machines in your store that may pose a hazard to employees during servicing, clean-up, or repair? If so, have you established a written lockout/tagout program?

- Do you have a written Fire Prevention Plan?
- Has a written Emergency Action Plan been developed for medical, fire, and evacuation?

Hazard communication

- Have you compiled a list of hazardous substances that are used in your store?
- Are there material safety data sheets (MSDSs) readily available for each hazardous substance used?
- Has a written hazard communication program been developed dealing with MSDS, labeling, and employee training?
- Is each container for a hazardous substance (such as vats, bottles, cans, and storage tanks), labeled with product identity and a hazard warning communicating the specific health hazard and physical hazards?
- Have employees been trained about the hazardous substances to which they may be exposed? Does this training include:
 - An explanation of what an MSDS is, and how to use and/or obtain one?
 - The contents of the MSDS for each hazardous substance or class of substances?
 - Informing employees where they can review the employer's written hazard communication program, and where hazardous substances are located in work areas?
 - Explaining the physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to use?
 - Hazard communication program details, including labeling system and MSDS use?
 - How employees will be informed of hazards of non-routine tasks and unlabeled pipes?

Hazardous chemical exposures/storage

- Do you train employees in the safe handling of hazardous chemicals such as acids, caustics, etc?
- Are employees aware of the potential hazards involving various hazardous chemicals stored or used in the store?
- Do you require outside contractors to provide you with MSDSs for hazardous chemicals used when performing work?

- Are eyewash fountains and safety showers provided in areas where caustic or corrosive materials are handled?
- Have standard operating procedures (SOPs) been established, and are they followed when cleaning up chemical spills that may occur from garbage spills?
- Is personal protective equipment provided, used, and maintained whenever necessary?
- Are there written SOPs for selecting and using respirators where needed?
- If you have a respirator protection program, are employees instructed on the correct usage and limitations of the respirators?
- Are the respirators National Institute for Occupation Safety and Health (NIOSH)-approved for each particular application?
- Are respirators inspected, cleaned, sanitized, and maintained regularly?
- Are you familiar with the threshold limit value (TLV) or permissible exposure limit (PEL) of airborne contaminants and physical agents to which employees may be exposed in your workplace? (See OAR 437, Division 02, 1910.1000.)
- Have any employees experienced skin dryness, irritation, or sensitization from materials they may use or contact? If so, have gloves or barrier skin creams been investigated and used?
- If internal combustion engines are used indoors for floor polishing or cleaning, is carbon monoxide monitored and kept within exposure limits (50 ppm)?

Safety committees

Note: Safety committees are required for employers with 11 or more employees, and employers with 10 or fewer employees if their lost workday cases incidence rate is in the top 10 percent of their industries rate or their workers' compensation premium classification is in the top percent of premium rates for all industries.

- Have you established a safety and health committee at your place of business?
- Does the committee meet at least monthly?
- Is a written record of safety committee meetings posted or distributed to affected employees, and maintained for three years?

- Are safety committee members trained to look for hazards and conduct an accident investigation properly?
- Does the safety committee conduct quarterly inspections in all areas of your establishment?
- Does the committee review results of periodic scheduled worksite inspections, including truck routes?
- Does management make written responses to committee suggestions?
- Does the committee review accident and near-miss investigations, and, where necessary, submit recommendations for prevention of future accidents?
- Does the committee involve all workers in the safety and health program?
- Has the committee reviewed your safety and health program? (If you have many of the common problems noted in this checklist, your injury and illness prevention program is inadequate and needs review.)

Noise

- Are there areas in your workplace where noise levels exceed 85 dBA for an eight-hour work shift? (To determine maximum allowable levels for intermittent or impact noise, see OR-OSHA's Noise and Hearing Conservation rules.)
- Have suspected high noise levels been measured using a sound level meter or an octave band analyzer, and records of these levels been kept?
- If employees are exposed to noise above 85 dBA for eight hours, are they given periodic audiometric testing?
- Is approved hearing protection equipment used by every employee working in areas where noise levels exceed 90 dBA?
- Are employees properly fitted and instructed in the proper use and care of hearing protection?

Lockout/tagout procedures

- Is all machinery or equipment with moving parts required to be de-energized or disengaged and locked out during cleaning, servicing, adjusting, or setting-up operations? (This applies to all energy sources: mechanical, pneumatic, hydraulic, electric, springs under tension, etc.)

- Have you prohibited locking-out control circuits in lieu of locking-out main power disconnects?
- Has a written lockout program been developed and have employees been trained in its application?
- Are all equipment control valve handles provided with a means of lockout?
- Does the lockout/tagout procedure require that stored energy (i.e., mechanical, hydraulic, air) be released or blocked before equipment is locked out?
- Are appropriate employees provided with individually keyed personal safety locks?
- Are employees required to keep personal control of their key(s) while they have safety locks in use?
- Is it required that employees check the safety of the lockout by attempting to start up after making sure no one is exposed?
- Where the means for disconnecting power to equipment does not also disconnect the electrical control circuit, are means provided to assure the control circuit can also be disconnected and locked out?
- Are the appropriate electrical enclosures identified?
- Are means provided to assure the control circuit can also be disconnected and locked out?

Machine guarding

- Have you established an employee training program which covers safe methods of operating machines?
- Has a policy been established and is it enforced to prohibit employees from wearing loose clothing, long uncontained hair, and jewelry around power-driven equipment?
- Have you provided adequate supervision to ensure that employees are following safe machine operating procedures?
- Is there a regular program of inspection for all machinery and equipment?
- Is all machinery and equipment kept clean, free of grease and oil, and properly maintained?
- Are mixers and other machinery securely placed and anchored when necessary to prevent tipping or other movement that could result in personal injury?

- Is there a power shut-off switch within reach of the operator's position at each machine?
- Are all emergency stop buttons colored red?
- Can electric power to machines be locked out for maintenance, repair, or security?
- Are the non-current-carrying metal parts of all electrically operated machines grounded?
- Are foot-operated switches for machines guarded or arranged to prevent accidental actuation by personnel or falling objects?
- Are manually operated switches controlling the operation of equipment and machines clearly identified and readily accessible?
- Are all pulleys, belts, chains, sprockets, and shafting located within seven feet of the floor or working level completely enclosed by a guard?
- Are machinery guards on band saws, grinders, and other types of equipment in place before using the machine?
- Are machinery guards on meat slicers, meat band saws, grinders, and other types of mixers, dough sheeters, bread slicers, etc., in place before using the machine?
- Are fan blades protected with a guard having openings no larger than 1/2 inch when operating within seven feet of the floor?

Examples of machinery needing additional guarding include:

- Oliver bread slicer;
- Hollymatic pattie maker;
- Garb-El disposal — chain and sprocket and trim plate placement;
- Hobart labeling machine;
- Hobart meat grinder — coasted when lid lifted;
- Leland meat mixer — no interlock;
- Enviro Pak smoker;
- Spiral ham slicer;
- Douglas pot and pan washer — interlock;
- Sage Systems sanitizer.

Portable (power-operated) tools & equipment

- Are portable grinders, saws, and similar equipment provided with appropriate safety guards?
- Are power tools used with the shield or guard recommended by the manufacturer?

- Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double-insulated type?
- Are portable fans provided with full guards having openings of 1/2 inch or less?

Compactors/balers

- Have you provided the operators with instructions for the safe use, cleaning, care, and maintenance of the compactor?
- Have employees been trained and instructed in the safe operation and maintenance of the compactor prior to assignment to operate the equipment?
- Are the compactor doors interlocked to prevent access to the point of operation during the compactor's cycle?
- Is a point of operation guard or other protective means used to prevent employees from having any part of their body in the point of operation during the operating cycle?
- Have you developed and implemented at least an annual inspection program?
- Do you have written records from the inspections of compactors maintained for at least two years?

Are the following safety markings on your compactor:

- Do you have a sign placed on each chute-fed charging hopper loading door stating "**DANGER – DO NOT ENTER?**"
- Do you have a sign on/adjacent to the loading doors of each compactor equipped with automatic sensing devices stating, "**CAUTION – THIS COMPACTOR STARTS AUTOMATICALLY?**"
- Do you have a sign on each control panel and power unit (motor) stating, "**DANGER – HIGH VOLTAGE?**"
- Do you have a sign on each access cover stating, "**CAUTION – DO NOT REMOVE ACCESS COVER EXCEPT FOR SERVICING. TURN CONTROL PANEL KEY SWITCH TO 'OFF' POSITION AND REMOVE KEY?**"
- Is there a sign on each side of the safety gates which prevents access to the charging hopper from a walk-on ramp stating, "**CAUTION – GATE MUST BE CLOSED BEFORE OPERATING COMPACTOR?**"

- Do you have a sign on each charging hopper access door stating, "**CAUTION – BEFORE OPENING DOOR, TURN CONTROL PANEL KEY SWITCH TO 'OFF' POSITION, REMOVE KEY, AND BLOCK-OFF TRASH CHUTE?**"
- Do you have a clearly visible sign at all charging hopper access areas stating, "**DANGER – DO NOT ENTER?**"
- Is there a sign on each outside face of the charging hopper stating, "**DANGER – DO NOT ENTER?**"
- On compactors with no charging hopper, is there a sign above the charging chamber stating, "**DANGER – DO NOT ENTER?**" Is this sign visible from both sides?
- On any containers with lifting/dumping mechanisms, is there a sign at the dumper controls stating, "**CAUTION – BEFORE OPERATING DUMPER, CLEAR DUMPING AREA OF ALL INDIVIDUALS?**"
- Is there a clearly visible sign at the hauler key lock stating, "**COMPACTOR UNIT MUST BE SWITCHED 'OFF' PRIOR TO REMOVAL OF THE CONTAINER?**"

Housekeeping/floor holes/openings

- Are all work areas kept clean and orderly?
- Are work surfaces kept dry and are appropriate means taken to ensure the surfaces are slip-resistant and free of materials which could cause employee to slip, trip, or fall?
- Are all spilled materials, such as oil, water, or other liquids cleaned up immediately?
- Is combustible scrap, cardboard, paper, debris, and waste stored safely and removed from the shop promptly?
- Are floor holes or openings guarded by a cover, grating, guardrail, or equivalent on all sides except at the entrance to stairways or ladders?
- Are toe boards installed in the guardrail around the edges of a permanent floor opening where persons may pass below the opening?
- Is the glass in windows, doors, and/or glass walls that may be subject to human impact made of safety glass?
- Are grates or similar covers over floor openings (such as floor drains) of such a design that foot traffic or rolling material handling equipment will not be caught by the grate spacing?

Walkways/safe access & egress

- Are aisles and passageways kept clear and are they at least 22 inches wide?
- Are aisles and walkways marked as appropriate?
- Are openings or holes in the floors or other treading surfaces repaired or otherwise made safe?
- Are materials or equipment stored so they cannot obstruct the walkway?
- Are changes of direction or elevations readily identifiable?
- Is adequate headroom of at least six feet six inches provided for the entire length of any walkway?
- Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than four feet above any adjacent floor or the ground?
- Is the buildup of ice controlled inside and outside freezers or coolers?

Stairs & stairways

- Are standard stair rails and handrails present on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have at least a six feet six inches of overhead clearance?
- Do stairs angle no more than 50 degrees and no less than 30 degrees?
- Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- Are stairway handrails located between 30-34 inches above the leading edge of stair treads?
- Do stairway handrails have at least three inches clearance between handrails and the wall or surface they are mounted on?
- Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?
- Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

- Do stairway landings have a dimension at least equal to the width of the stairway?

Ladders/fall protection

- Where the potential fall distance in any work situation exceeds four feet, has fall protection been provided and used by the employees?
- Are all employees who use ladders properly trained?
- Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and movable parts operating freely without binding or undue play?
- Are nonslip safety feet provided on each ladder including metal or rung ladders?
- Has it been prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded?
- Has it been prohibited to place ladders on boxes, pallets, or other unstable bases to obtain additional height?
- Are employees instructed to face the ladder when ascending/descending?
- Are employees instructed not to use the top step of ordinary stepladders as a step?
- When portable rung ladders are used to gain access to elevated storage platforms, roofs, etc., does the ladder always extend at least three feet above the elevated surface?
- Is it required that when portable rung or cleat-type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
- Are portable metal ladders legibly marked with signs reading "CAUTION - DO NOT USE AROUND ELECTRICAL EQUIPMENT" or equivalent wording?
- Are the rungs of ladders uniformly spaced at 12 inches, center to center?

Elevated surfaces

- Are signs posted showing elevated floor load capacity?
- Are elevated surfaces more than four feet above the floor or ground provided with standard guardrails: top rail, mid rail, toe board?

- Are all elevated surfaces, beneath which people could be exposed to falling objects, provided with standard toe boards?
- Is a permanent means of access/egress provided to elevated work surfaces?
- Is the required six feet six inches of head room provided?
- Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?

Exits

- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, if not immediately apparent, marked with visible signs?
- Are doors, passageways, or stairways that are neither exits nor access to exits and which could be mistaken for exits appropriately marked "NOT AN EXIT" or "TO BASEMENT," "STOREROOM," etc?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions and unlocked?
- Are the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load?
- Are doors required to serve as exits designed and constructed so the direction of exit travel is obvious and direct?
- Are windows that could be mistaken for exit doors made inaccessible by barriers or railings?
- Are exit doors able to open from the direction of exit travel without the use of a key or any special knowledge or effort?
- Are sliding or overhead doors prohibited from serving as a required exit door?
- When panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?
- Are doors that swing in both directions and are located between rooms where there is frequent traffic provided with viewing panels in each door?

Vehicles/material handling/storage

- Are materials or goods stored in a manner to prevent sprain or strain injuries to employees when retrieving the materials off of racks, shelves, piles, etc?
- Are hazardous materials or toxic materials stored in a manner which prevents them from falling and spilling their contents?
- Are knives stored in compartments or racks so that cuts cannot occur when reaching for the knife?
- Are storage racks and racking systems maintained in good condition and free of bent or damaged members?
- Is there safe clearance for equipment through aisles and doorways?
- Are aisleways permanently marked and kept clear to allow safe passage?
- Are all vehicles and mechanized material handling equipment inspected daily or prior to use to ensure that brakes, steering, lights, controls, and guards operate properly?
- Are vehicles and trailers shut off, brakes set, and wheels chocked prior to loading and unloading with a forklift?
- Are dock boards or bridge plates used when loading and unloading operations are taking place between vehicles and docks?
- Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?
- Are employees not directly involved with the loading or unloading operation kept out of the area and in the clear?
- Are hand trucks maintained in safe operating condition?
- At the delivery end of conveyor rollers or chutes, are provisions made to brake the movement of materials?
- Are materials handled at a uniform level to prevent lifting or twisting injuries?
- Are material handling aids always used to lift or transfer heavy or awkward objects?
- Are pallets visually inspected before loading and/or moving?
- Is material handling equipment such as pallet jacks, carts, etc., available to the worker who must move heavy or awkward material?

Industrial trucks/forklifts

- Are only qualified trained personnel allowed to operate forklifts and industrial trucks?
- Is substantial overhead protection provided on forklift equipment?
- Are the required lift truck operating rules posted and enforced?
- Is directional lighting provided on each industrial truck that operates in an area with less than two-foot candles per square foot of general lighting?
- Does each industrial truck have an operable horn?
- Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?
- Is the capacity rating of the lift truck posted in view of the operator?
- Are motorized hand and hand/rider trucks so designed that the brakes are applied and power to the drive motor shuts off when the operator releases his/her grip on the device that controls the travel?
- Are industrial trucks with internal combustion engines that are operated in buildings or enclosed areas carefully checked to ensure such operations do not cause harmful concentrations of dangerous gases or fumes?

If the forklift is used for lifting personnel:

- Is the work platform provided with standard guardrails?
- Is the platform secured to the forks of the forklift?
- Is guarding provided between the work platform and the mast?
- Is an operator attending the vehicle?
- Has it been prohibited to travel from point to point with the forks elevated more than four feet?
- When forklifts are unattended, are they parked with the forks lowered and brakes set?

Electrical

- When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked out, and tagged?
- Are light bulbs located less than seven feet from the floor protected from physical damage?
- Are portable hand-held electrical tools and equipment grounded, or are they of the double-insulated type?
- Are electrical appliances grounded?
- Do extension cords have a grounding conductor? Are multiple-plug adaptors prohibited?
- Do you prohibit the use of extension cords in lieu of the building's fixed wiring?
- Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
- Are exposed wiring and flexible cords with frayed or deteriorated insulation repaired or replaced promptly?
- Are flexible cords and cables free of improperly made splices or taps?
- Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, and is the cord jacket securely held in place?
- Are all cords, cables, and raceway connections intact and secure?
- In wet or damp locations, are electrical tools and equipment appropriate for the use and are ground-fault circuit interrupters used to supply power at these locations?
- Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come into contact with energized parts of equipment, fixtures, or circuit conductors?
- Are all disconnecting switches and circuit breakers labeled to indicate their use and the equipment served?
- Do all interior wiring systems include provisions for grounding metal parts or electrical raceways, equipment, and enclosures?
- Are all electrical raceways and enclosures securely fastened in place?

- Are all bare energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- Is sufficient access and working space (three feet) provided and maintained around all electrical equipment to permit ready and safe operations and maintenance?
- Are all unused openings (including conduit knockouts of electrical enclosures and fittings) closed with appropriate covers, plugs, or plates?
- Are electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?

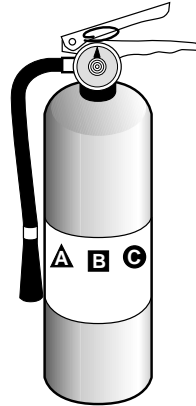
Flammable & combustible materials

- Is combustible scrap, debris, and waste material stored in covered metal receptacles and removed from your shop promptly?
- Are only safety cans used for dispensing flammable or combustible liquids at the point of use?
- Are all flammable liquids kept in closed containers when not in use?
- Are flammable liquids kept in storage rooms or cabinets?
- Are bulk drums of flammable liquids grounded and bonded during dispensing to prevent static electricity?
- Are "NO SMOKING" signs posted at areas where flammable or combustible liquids are used or stored?
- Are the lids of parts washers provided with a fusible link which will close in the event of a fire?

Fire protection

- Have you developed a written fire-prevention plan?
- Does your plan describe the type of fire protection equipment and/or systems?
- Have you established practices and procedures to control potential fire hazards and ignition sources?
- Are employees aware of the fire hazards of the materials and processes to which they are exposed?
- If you have a fire alarm system, is it tested at least annually?

- Are automatic sprinkler system water control valves, air and water pressures checked weekly or periodically as required?



- CLASS A:** Ordinary combustible materials fires
- CLASS B:** Flammable liquid, gas, or grease fires
- CLASS C:** Energized-electrical equipment fires

- Are sprinkler heads protected by metal guards when exposed to physical damage?
- Is proper clearance maintained below sprinkler heads?
- Are portable fire extinguishers provided in adequate numbers and types for the conditions present in the store?
- Are fire extinguishers mounted in readily accessible locations?
- Are fire extinguishers recharged regularly and then noted on the inspection tag?
- Have employees who may use the fire extinguishers been trained?

Compressed gas & cylinder

- Are cylinders with water-weight capacity over 30 pounds equipped with means for connecting a valve protector or device or with a collar or recess to protect the valve?
- Are cylinders legibly marked to clearly identify the gas contained?
- Are cylinders located or stored in areas where they will not be damaged by passing or falling objects, or subject to tampering by unauthorized persons?
- Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling, or rolling?
- Are cylinders containing liquified fuel gas stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?
- Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?

Compressors & compressed air

- Are compressors equipped with pressure-relief valves and pressure gauges?
- Before any repair work is done on the pressure systems of the compressor, is the pressure bled off and the system locked out?
- Are signs posted to warn of the automatic starting feature of the compressors?
- Is the belt drive system totally enclosed to provide protection on the front, back, top, and sides?
- Is it strictly prohibited to direct compressed air toward a person?
- Are employees prohibited from using compressed air at over 29 PSI for cleaning purposes?
- Are employees prohibited from cleaning off clothing with compressed air at any pressure?
- When using compressed air for cleaning, do employees use personal protective equipment (eye and face protection)?
- If plastic piping is used, is the plastic approved for air line service? (Approved ABS is OK. PVC is prohibited.) Approved ABS will deform if damaged or if it is defective. PVC, regardless of rating, will shatter and cause critical injury.

Piping system identification

- When non-potable water is piped through a shop, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing, or personal use?
- When hazardous substances are transported through above-ground piping, is each pipeline identified?
- When pipelines are identified by colored paint, are all visible parts of the line well identified?
- When pipelines are identified by color-painted bands or tapes, are these located at reasonable intervals, and at each outlet, valve, or connection?
- When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?
- When the contents of pipelines are identified by name or abbreviations, is the information readily visible on the pipe near each valve or outlet?

- When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable material, the message clearly and permanently distinguishable, and tags installed at each valve or outlet?
- When pipelines are heated by electricity, steam, or other external source, are warning signs or tags placed at unions, valves, or other serviceable parts of the system?
- Have asbestos-covered pipelines been identified?

Ergonomics

To be answered for any in-store task

Has a written ergonomic management program been developed and implemented to include the following key elements both in the shop and on routes:

- Worksite analysis?
- Hazard prevention and control?
- Medical surveillance?
- Training and education?
- Have you looked throughout the store for examples of employee redesign of the workplace and taken action to make that redesign permanent? (Examples include tape or padding added to handles or sharp edges, and raising the height of machines or devices with shims or spacers.)
- Regardless of the task, can the work be performed without eye strain or glare to the employees?
- Can the task be done without repetitive lifting of the arms above the shoulder level?
- Can the task be done without the worker having to hold their elbows out and away from the body when working?
- Can workers keep their hands/wrists in a neutral position when working?
- Are mechanical assists available to the worker performing materials-handling tasks?
- Can the task be done without having to stoop the neck and shoulders to view the work?
- Do workers avoid causing pressure points on any part of the body (i.e., wrists, forearms, back of thighs)?
- Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from tasks involving repetitive motion?

- Are tools, instruments, and machinery shaped, positioned, and handled so tasks can be performed comfortably?
- Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on the body?
- When lifting items, is the lift confined to within the knuckle-to-shoulder zone?
- Are tasks designed to avoid fixed work postures?
- Is work arranged so employees are not required to lift and carry too much weight?
- If workers have to push or pull objects (carts, etc.) using undue force, have mechanical aids or redesigned systems been evaluated or provided?
- Are grocery carts designed to be the same depth, front and back, to minimize bending and reaching at the checkstand?
- Have your grocery checkers been reviewed to assure that repetitive motion strains are kept to a minimum?
- Does the checkstand and layout discourage poor work practices such as trunk twisting, reaching, etc.?
- Are scanner glasses frequently cleaned to reduce wrist twisting?
- Do bag platforms slide easily in and out?
- Is the keyboard height and angle adjustable to any checker's given stature? Are the keyboards being adjusted by each checker?
- Have you ensured the layout promotes one-time product handling from inputting to bagging?
- Although speed is of the essence, are checkers instructed and trained to work carefully?
- Are cash drawers at a height that allows for a minimum of bending?
- Have you set a weight limit on containers that can be handled by one person?

Video display terminals (VDTs)

- Can the work be performed without eye strain or glare to the employees?
- Can workers keep their hands/wrists in a neutral position when working?
- Can the task be done without having to stoop the neck and shoulders to view the task?
- Are pressure points on any part of the body (wrists, forearms, backs of thighs) being avoided?
- Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?
- Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on the body?
- Are fixed work postures avoided in the task?

Glare control:

- VDT screens placed at right angles to windows; screens have tilt and swivel adjustments.
- Windows with curtains, drapes, or blinds to reduce bright outside light.
- Lighting levels at 30-50 footcandles when using a VDT; 50-70 footcandles where documents are read, compared to normal office levels of 75 to 160 footcandles.
- Diffusers, cube louvres, or parabolic louvres to reduce overhead-lighting glare.
- Work surfaces with antiglare (matte) finish.
- Movable task or desk lights; VDTs located between rows of overhead lighting; screen filters and/or hoods if above not successful.

Training: Operators trained on how to adjust chair, workstation heights, screen brightness, and correct seat posture.

Fatigue control: Good operator posture; body and eye exercises; rest pauses; job rotation or substitution of less demanding tasks.

Vision problems: Evaluate operators who may need glasses or wear bifocals.

Psycho-social issues: Operator involvement in selection process; communication between operators and supervisors; user-friendly software, and adequate operator training.

OR-OSHA Services

OR-OSHA offers a wide variety of safety and health services to employers and employees:

Consultative Services

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

Enforcement

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

Standards & Technical Resources

- Develops, interprets, and provides technical advice on safety and health standards.
- Provides copies of all OR-OSHA occupational safety and health standards.
- Publishes booklets, pamphlets, and other materials to assist in the implementation of safety and health standards and programs.
- Operates a Resource Center containing books, topical files, technical periodicals, a video and film lending library, and more than 200 databases.
- Manages the Worksite Redesign Grant Program, which awards grants to develop and implement solutions to workplace safety, health, and ergonomic problems.

Public Education & Conferences

- Conducts conferences, seminars, workshops, and rule forums.
- Coordinates and provides technical training on topics like confined space, ergonomics, lockout/tagout, and excavations.
- Provides workshops covering basic safety and health program management, safety committees, accident investigation, and job safety analysis.
- Manages the Voluntary Protection Program and the Safety and Health Education and Training Grant Program, which awards grants to industrial and labor groups to develop occupational safety and health training materials for Oregon workers.

**For more information, call the
OR-OSHA office nearest you.**
(All phone numbers are voice and TTY.)

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