

**COUNTY OF RIVERSIDE  
STANDARD SAFETY OPERATIONS MANUAL**

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<b>DOCUMENT NUMBER:</b> 402	<b>DATE ISSUED:</b> 11/01/91
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Safety Inspection Programs	<b>LAST REVISED:</b> 11/25/02

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**PURPOSE:** Inspection programs are essential to uncovering unsafe acts and conditions, determining reasons for their existence, recommending corrective action, and ensuring safety compliance.

**POLICY:** All organizations shall establish and maintain a system for inspecting its facilities, equipment, and operations to ensure safe and healthful conditions within the scope of County operations, and in compliance with local, state, and federal safety laws and standards.

**SCOPE:** All County Departments, Agencies, and Special Districts.

**REFERENCE:** CCR Title 8, GISO Section 3203.

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**I. INSPECTION PROGRAMS**

- A. The general objective of a safety inspection program is to eliminate accident and illness causes through specific, methodical procedures.
- B. Safety and health inspections are a form of preventive maintenance.
  - 1. Employees and work procedures are inherently imperfect.
  - 2. Every piece of equipment will deteriorate with time.
- C. Some of the more specific objectives of inspection programs include:
  - 1. Helps build employee support and enthusiasm for the safety program.
  - 2. Identification and treatment of unsafe acts, behavior trends and conditions.
  - 3. Reveals need for specific safeguards.
  - 4. Checks results against plans.
  - 5. Re-evaluation of existing safety standards.
  - 6. Maintenance of quality County operations and continuance of operations.
  - 7. Reduction of accidents, injuries and resultant costs.
- D. General types of safety inspections include, but are not limited to:
  - 1. Planned and Scheduled Inspections - Detailed safety appraisals which are preplanned and scheduled to occur at regular intervals. Must be documented.
  - 2. Unannounced Inspections - Detailed safety appraisals which may be planned and scheduled or performed at random, with no advance announcement of impending inspection. Must be documented.
  - 3. Safety Observations - Informal safety review/survey and compliance monitoring. May be undocumented unless hazards are observed.
  - 4. Regulatory Inspections - Detailed safety appraisals conducted by safety regulatory agencies on a periodic basis (planned and announced or unannounced).

**II. WHO INSPECTS**

An effective safety inspection program requires that supervisory personnel play a major role in planning and conducting safety inspections of their areas of responsibility. Organization safety inspections by supervisors and/or organization safety representatives should be augmented with planned and unannounced safety inspections by organization heads, safety committees, and the County Safety Office. Planned and unannounced safety inspections are also conducted by safety

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**II. WHO INSPECTS - continued**

regulatory agencies (California Occupational Safety and Health Administration-OSHA, Environmental Protection Agency-EPA, Nuclear Regulatory Commission-NRC, Fire Marshall, and others).

- A. Inspectors should be familiar with the organization's equipment.
- B. Inspectors should be knowledgeable of work processes and operations.
- C. Inspectors should be cognizant of overall work environment.

**III. WHAT TO INSPECT**

- A. All County facilities, equipment, operations, and work processes should periodically and regularly undergo safety inspection. This includes, but is not limited to, inspection and observation of:
  - 1. County owned, leased, and operated buildings, property, and equipment
  - 2. machinery, hand tools, and machine guards
  - 3. ladders and scaffolds
  - 4. personal protective equipment
  - 5. lighting and illumination
  - 6. heating, ventilation, and air conditioning (HVAC Systems)
  - 7. overhead and below surface areas,
  - 8. newly built or remodeled areas
  - 9. new products and work processes
  - 10. shops, offices, field locations, and other worksites
  - 11. material handling equipment
  - 12. hazardous material handling and waste management
  - 13. installation of new equipment, establishment of new procedures
  - 14. relocation or revision of operations, other modifications
  - 15. employee complaints
  - 16. imminent danger situations and high hazard operations
  - 17. accident investigation follow-up and process

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**III. WHAT TO INSPECT - continued**

18. work areas, equipment, and operations involved in frequent, severe, or costly accidents, or near misses
19. required record keeping systems, and documentation
20. safety compliance trends of employees - unsafe acts
21. compliance with safety and emergency procedures, standards, and laws
22. fire prevention and protection equipment and systems
23. electrical apparatus and equipment
24. maintenance and housekeeping
25. property conservation and security
26. storage, shipping and receiving areas
27. recreational and related outdoor facilities and equipment
28. automotive equipment
29. food services
30. contractor and vendor safety compliance

**IV. WHEN TO INSPECT**

- A. Every County facility, owned, leased, operated or occupied by the County must, at minimum, be formally inspected on an annual basis.
- B. Heavily occupied areas (employee and public), industrial, mechanical and shop areas, or any other area having a high accident potential or frequency must be formally inspected at least twice per year, with monthly safety observations of general conditions. Areas maintaining hazardous materials must be inspected on a more regular basis pursuant to all applicable laws.
- C. Any area determined by the County Safety Officer to be a high hazard area will be formally inspected quarterly, or more frequent as warranted, or required by law.
- D. Based on the nature of operations and risk exposures presented, inspection frequency may vary for some facilities and operations.
- E. Organizational managers are responsible for ensuring that all inspections are conducted on a timely basis.

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**IV. WHEN TO INSPECT – continued**

F. The frequency of performing safety Inspections will vary just as the frequency of performing preventive maintenance. Frequency of inspections, what facilities, areas, operations, processes and/or equipment to inspect, and inspection priorities should be based on:

1. Potential severity or frequency of accidents and incidents
2. Hazardous operations, high occupancy
3. Potential cost and delay of operations
4. History of past accidents and incidents
5. Manufacturer's recommendations
6. Specific safety standards and code requirements.

G. \*Suggested Schedule of Inspection Frequency (Not All Inclusive)

Category:

Frequency:

Buildings and Facilities - general  
housekeeping and physical  
condition

Semi-Annual with periodic safety observation, or  
as noted under item IV. B.

General Equipment

Monthly, with employee observation prior to each  
use

Administrative Offices

Monthly, with daily safety observations by staff  
utilizing facility and equipment.

Laboratories  
Maintenance Other Work Shops  
Transportation Shops  
Food Service  
Recreational Facilities

Monthly, with daily observation by staff utilizing  
facility and equipment

Training Facilities & Classrooms  
Auditoriums and Similar Facilities

Monthly, with safety observation immediately  
before and after use by instructors or others

Gymnasiums and Fields  
Recreational Equipment

Monthly, with safety observation before use by  
employees assigned to area

Automotive Equipment

Monthly, with daily safety observation, and/or  
more frequent as may be required by law.

High Hazard Areas, Including  
Hazardous Chemical and Waste

Weekly with daily observation, and/or as required  
by law.

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**IV. WHEN TO INSPECT – continued**

Storage Areas, Treatment  
Facilities, and Loading and  
Unloading Areas

\*Refer to applicable safety standards and codes for more specific information.

**V. PLANNING AND CONDUCTING INSPECTIONS**

- A. A good inspection requires a thorough knowledge of the process involved and a keen awareness of the Interaction of those human, physical, and environmental elements in the workplace that can unite to produce harmful consequences.
1. Before an inspection program can begin, someone responsible for safety (supervisory personnel and safety representatives) must assess the operations to define those failures that can cause accidents and injuries (operations, equipment, personnel, etc.). Request assistance from the County Safety Office.
  2. Safety inspectors should have a reasonable understanding of safety standards, regulations and codes applicable to the organization.
  3. Define and determine what facilities, areas, operations, processes and/or equipment to be inspected, inspection priorities and inspection frequency.
  4. Prepare inspection checklist(s). Refer to paragraph B below for information on inspection checklists.
  5. Schedule and conduct inspections.
    - a. Inspectors should keep an open mind while conducting inspections.
    - b. Carefully observe and inspect all items noted on inspection checklist(s) and other areas warranting attention as may be noted during inspection.
    - c. Stay out of employee's way. Avoid causing work distractions or nervousness. Interrupt operations only if absolutely necessary.
    - d. If an unsafe act is observed, discuss with employee(s) as soon as possible, or immediately if injury or equipment damage situation is imminent. Explain the reason for safe job procedures. If possible, discuss findings with individual employee responsible for unsafe act in private. As may be warranted, discuss with employee's immediate supervisor.
    - e. Document all hazardous conditions and unsafe acts observed in writing on checklist or other inspection report form.

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**V. PLANNING AND CONDUCTING INSPECTIONS - continued**

- f. Review results of inspection. Complete and issue written inspection report, including recommendations or suggestions for corrective measures.
- g. Discuss inspection and findings with appropriate organization personnel.

**B. Safety Inspection Checklists**

Safety inspection checklists can be very helpful when planning and conducting safety inspections (refer to Document 1001). Many different types of checklists are available and in use today, which vary in form and length from thousands of items to only a few. Each type has its place and can be of benefit to all types of operations if properly applied.

The best form of checklist is one that has been developed by an individual organization or division to suit its own specific needs. Document 1001 has checklists covering 39 separate subject areas. Facility Managers and Supervisors should review only those checklists they feel applicable to their facility, deleting specific checklist line items that don't apply. The objective is to compile one single well-rounded checklist for your facility. This checklist can now be copied in sufficient quantity to be used to accomplish all future self-inspections of the facility and serve as documentation also.

- 1. A good checklist clarifies inspection responsibilities, provides a basis for reporting inspection activities and findings, and provides for control of inspection activities.
- 2. Individuals responsible for conducting inspections must be realistic and use common sense--a hazard observed during an inspection must be commented on and reported even though not required by the checklist if the inspection is to be complete. The inspection checklist should be used to augment continuous safety inspections and not relied on to cover all possible conditions and situations.

**C. Safety Inspection Reports**

All safety inspections and hazards observed must be documented in writing. Safety inspection reports must bear the name of the facility, area, equipment or operation inspected, the name and signature of the person conducting the inspection, the date of inspection, hazards uncovered, and the name of the supervisor or other responsible person that inspection report is provided to for review and corrective action.

- 1. Inspection reports should clearly indicate all hazards uncovered, recommended measures for correction, and the expected date of compliance (immediately, within 15 or 30 days, etc.).
- 2. Supervisors or other responsible persons delegated by the head of the organization to receive and respond to inspection reports must take prompt action to correct all safety hazards uncovered.
- 3. If budgetary or time restraints prevent prompt action to unsafe conditions, short-term measures must be initiated to prevent accidents until the condition can be corrected. Take appropriate precautions such as warning employees, posting signs, roping off areas, or temporarily shutting down equipment or an operation until the safety hazard is corrected.

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**V. PLANNING AND CONDUCTING INSPECTIONS - continued**

4. **Imminent Danger** - If there is an immediate danger of serious harm, the result of the inspection should be immediate correction of the problem, or taking the piece of equipment, work station or operation out of service. This must be done in a conspicuous manner, including physical tag-out and lock-out, roping off areas, or temporarily shutting down equipment or an operation with full knowledge of area employees, supervisors, and managers (post a written notice and verbally advise).
5. Inspection reports, including details on corrective actions taken must be maintained in department files for at least three (3) years. These reports must be available for review by the County Safety Office, Cal/OSHA or other safety regulatory inspectors if requested.

**VI. ORGANIZATIONAL SELF-INSPECTIONS**

The objectives of self-inspections are to uncover hazards, determine causes, recommend corrective actions, and provide a follow up system, which will assure that corrective action has been taken.

Successful safety inspection programs are based on the concept that each supervisor, and/or safety representative as designated by the department head, is responsible for conducting regularly planned, as well as continuous, safety inspections in his or her assigned area. These Inspections should be augmented with planned safety inspections by the County Safety Office, Safety Committee, safety regulatory agency inspections, and safety observations by organization heads.

- A. All departments/agencies/districts must establish and maintain a system for planned and unplanned self-inspection of its facilities, equipment, and operations to ensure safe and healthful conditions within the scope of County operations, and in compliance with local, state, and federal safety laws and standards.
  1. Department/Agency/District Heads are responsible for assuring that planned and scheduled safety inspections are conducted and documented in a timely manner, and that hazards uncovered are promptly and effectively corrected (assignment of supervisors or other responsible persons to conduct and document inspections, and follow-through to ensure corrective actions are taken).
  2. Periodic Safety observations and monthly walk-through safety surveys should be conducted by organization heads, managers and supervisors as an on-going integral part of their work function. These inspections do not require written reports, unless hazards (unsafe conditions or acts are observed; they are unannounced and can uncover hazards of a transitory nature and those not evident during planned inspections because of efforts made to temporarily eliminate them when inspections are announced. They also serve notice upon employees that the County is committed to maintaining a safe work place.
  3. Contact the County Safety Office for self-inspection checklists, assistance and additional guidance.



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**VII. COUNTY SAFETY OFFICE INSPECTIONS**

The County Safety Office is responsible for conducting safety inspections of all County owned, leased, operated or occupied facilities, at minimum, once per year. Based on the nature of operations and risk exposures presented, and/or as determined by the County Safety Officer, inspection frequency may vary for some facilities and operations.

Safety inspections conducted by County Safety Office staff are in addition to self-inspections conducted by each organization.

- A. The County Safety Officer and Safety staff are assigned to specific organizations and facilities. Responsibilities include, but are not limited to:
  - 1. Conducting planned and unplanned safety inspections of assigned facilities and County operations (announced and unannounced inspections).
    - a.. Identify, set priorities, and schedule safety inspections.
    - b. Conduct inspections and submit recommendations. When possible, conduct pre-inspection conference with personnel assigned to participate in inspection (safety representative, supervisor, etc.).
  - 2. Assist organizations in responding to recommendations and assessing cost factors for safety corrective actions.
  - 3. Participant in insurance and regulatory agency inspections of assigned organizations (Cal/OSHA, Fire Inspector, EPA, etc.) and with safety compliance matters (excluding regulated hospital/medical and nuclear medicine matters).
  - 4. Except as noted, assist organizations as needed in responding to safety recommendations issued by all inspecting agencies. Monitor and track the organizations response to recommendations from all inspecting agencies to ensure quality and timely response.
  - 5. Monitor and track County-wide response to safety recommendations.
  - 6. Evaluate responses to inspection recommendations. Conduct follow-up inspection on open or pending recommendations when necessary.
  - 7. Act as primary contact, safety information and resource coordinator to organizations and their safety representatives.
  - 8. Periodically meet with organization heads and personnel to discuss safety issues, concerns, new laws and such.
- B. Department/Agency/District Heads Responsibility
  - 1. Ensure that safety inspection scheduling notices provided by the County Safety Office are coordinated with organization and divisional staff.

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**VII. COUNTY SAFETY OFFICE INSPECTIONS - continued**

2. Assign staff member(s) to tour facilities or operations with County Safety Office inspectors. An Organizational Inspection Team should include area supervisor and safety representative. Organization tour member(s) should have some overall knowledge of the organization's operations, equipment and/or work functions being inspected.
3. Ensure that all safety recommendations issued by the County Safety Office and others are discussed with appropriate staff. Take necessary action to properly and promptly correct safety hazards identified.
4. Responding to Recommendations: Responses must be provided in writing to the County Safety Office within thirty (30) days of receipt of recommendation or other date as specified on recommendation report. Responses to all recommendations should be as complete as possible, noting whether your organization:
  - a. Agrees with recommendation(s) and will comply by a specific date, and description of actions taken or planned;
  - b. Disagrees, detailing specific areas of concern;
  - c. Needs additional information to respond; or
  - d. Recognizes problems/hazards but must evaluate engineering, costs or budgetary considerations, and will respond by a specific date.
5. Include funds for safety repair and training in annual budget submittal.

**VIII. REGULATORY AGENCY INSPECTIONS**

- A. Some of the most common regulatory agencies are:
  1. California Industrial Relations Department, Division of Occupational Safety and Health (CAL/OSHA) - Jurisdiction over employee Safety and Health in California.
  2. Environmental Protection Agency (EPA) - Jurisdiction over hazardous material management, waste generators, transporters, and treatment/storage/disposal facilities. Most County facilities generate some quantities of hazardous waste.
  3. Riverside County Environmental Health Division - Underground storage tanks (UST's) at various facilities in Riverside County, etc.
  4. South Coast Air Quality Management District-Pollution Control - Jurisdiction over emissions of pollution into the air by County facilities and equipment.
  5. Local Fire Marshals - Jurisdiction over fire protection of County facilities located in their area of control.

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**VIII. REGULATORY AGENCY INSPECTIONS - continued**

6. California Department of Health Services - Jurisdiction over storage of hazardous waste, etc.
  7. California Department of Fish and Game - Inspects facilities to ensure County operations are not harming wildlife.
  8. California Highway Patrol (CHP) – Motor vehicle code enforcement and jurisdiction over transportation of hazardous waste over highways.
- B. Regulatory agency inspections are allowed without requiring a warrant. Inspections usually fall into three categories:
1. Complaint;
  2. Compliance; or
  3. Fatality/accident resulting in severe injury or environmental impairment.
- C. When a safety regulatory agency (OSHA, EPA, Fire Marshal, etc.), makes contact with you by letter, telephone or visit, the following actions must be adhered to:
1. An opening conference is required to agree on the scope of the visit.
  2. A closing conference is required to review the findings.
- D. Responsibilities
1. Departments/Agencies/Districts
    - a. Upon notice of impending inspection, immediately notify the County Safety Office at (909) 955-3520. Request the participation of Safety personnel in the inspection.
    - b. Appoint a responsible member of management to represent the organization and accompany the inspector(s).
    - c. Request to see identification/credentials of the regulatory agency inspector.
    - d. Inquire as to the reasons for the inspection and its scope.
    - e. Accompany inspector, take notes, and when possible, take photos of possible citable items.
    - f. Hold a closing conference with the inspector to discuss findings.
    - g. If a citation is issued, immediately forward the citation to the County Safety Office. The County Safety Office will ensure that appropriate and timely corrective action is taken to abate the safety violation cited by the required abatement date.



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**COUNTY OF RIVERSIDE  
SELF-SAFETY INSPECTION CHECKLIST**

DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_ UNIT: \_\_\_\_\_  
 LOCATION/OPERATION INSPECTED (Building, Room No., Specific Operation, etc.): \_\_\_\_\_  
 INSPECTION DATE: \_\_\_\_\_ DATE OF LAST INSPECTION: \_\_\_\_\_ INSPECTED BY: \_\_\_\_\_  
 COMPLETED INSPECTION REPORT REFERRED TO (Name & Title): \_\_\_\_\_ DATE REFERRED: \_\_\_\_\_

E M P L O Y E R	P O S T I N G S	CHECKLIST ITEM (Checklist items that do not apply should be left blank)	HAZARD CLASSIFICATION					COMMENTS CORRECTIVE ACTIONS TAKEN RECOMMENDATIONS	DATE OF COMPLIANCE (Expected/Actual)
			1	2	3	4	5		
		Is the Cal/OSHA Poster "Safety and Health Protection on the Job" displayed in a prominent location where all employees are likely to see it?							
		Are emergency telephone numbers posted where they can be readily found in case of emergency?							
		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", etc., been posted or otherwise made readily available to affected employees?							
		Are signs concerning "Exiting from buildings, room capacities, floor loading, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?"							
		Are other California or Federal posters properly displayed, such as: a. Federal Minimum Wage? b. Discrimination in employment prohibited by law? c. Notice to employees of unemployment and disability insurance/DE 1857A? d. Summary of work-related injuries and illnesses posted from February 1 to April 30 of the year following the year covered by the form? e. Notice of Worker's Compensation Program/If a Work Injury Occurs? f. Equal Employment Opportunity is the Law? g. Your Right Under the Family & Medical Leave Act h. Voting Statewide Elections - Employees Time Off i. Emergency Procedures Involving a Hazardous Substance j. Notice Concerning Off-Duty Recreation - Worker's Compensation k. Employee Communication (Safety Hot Line Number)							

**HAZARD CLASSIFICATION CATEGORIES:**

1. No hazards observed, location or operation inspected was found in good safety condition.
2. Minor infraction, no injury/illness or not more serious than first-aid case potential; required employer posting unavailable.
3. Potential to cause recordable injury/illness not resulting in fatality or serious injury, or major property or environmental damage.
4. Potential to cause a serious injury/illness, major property or environmental damage **IMMINENT HAZARD - INITIATE CORRECTIVE ACTIONS IMMEDIATELY - CEASE OPERATIONS, ETC.**

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CHECKLIST ITEM (Checklist items that do not apply should be left blank)	HAZARD CLASSIFICATION					COMMENTS CORRECTIVE ACTIONS TAKEN RECOMMENDATIONS	DATE OF COMPLIANCE (Expected/Actual)
	1	2	3	4	5		
Are all work-related injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the Cal/OSHA Form 300?							
Are injury and illness Incident Reports (OSHA Form 301 or equivalent forms also completed for each injury or illness recorded on Cal/OSHA Form 300?							
Are employee medical records and records of employee exposure to toxic substances or harmful physical agents up-to-date?							
Have arrangements been made to maintain records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years).							
Are operating permits and records up-to-date for such items such as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.?							
Are carcinogen use reports filed with Cal/OSHA office for list of regulated carcinogens?							
Are employee safety and health training records maintained?							
Is documentation of safety inspections and corrections maintained?							
Are safety committee meeting records maintained?							
Are monthly safety communication meetings held, documented and maintained for 3 years?							

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CHECKLIST ITEM (Checklist items that do not apply should be left blank)	HAZARD CLASSIFICATION					COMMENTS CORRECTIVE ACTIONS TAKEN RECOMMENDATIONS	DATE OF COMPLIANCE (Expected/Actual)
	1	2	3	4	5		
Are all workites clean and orderly?							
Are aisles and passageways clear and well marked?							
Are all areas free of trip and fall hazards?							
Are electrical tools and equipment grounded?							
Is the area surrounding electrical panels clear by 36 inches?							
Are exits properly marked and kept clear?							
Are emergency evacuation routes posted?							
Is emergency lighting operative?							
Are all materials safely stacked?							
Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?							
Are all spilled materials or liquids cleaned up immediately?							
Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?							

G E N E R A L W O R K E N V I R O N M E N T



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CHECKLIST ITEM (Checklist items that do not apply should be left blank)	HAZARD CLASSIFICATION					COMMENTS CORRECTIVE ACTIONS TAKEN RECOMMENDATIONS	DATE OF COMPLIANCE (Expected/Actual)
	1	2	3	4	5		
Are materials or equipment stored in such a way that sharp/bulky items will not interfere with the walkway?							
Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?							
Are all toilets and washing facilities clean and sanitary?							
Are the minimum number of toilets and washing facilities provided?							
Are all work areas adequately illuminated?							
Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc?							
Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?							
Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?							
Are covered metal waste cans used for oily and paint-soaked waste?							
Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?							
Are pits and floor openings covered or otherwise guarded?							
Are paint spray booths, dip tanks and the like, cleaned regularly?							

G E N E R A L W O R K E N V I R O N M E N T





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**SAMPLE NEW EMPLOYEE ORIENTATION CHECKLIST**

All employees are expected to observe the safety rules listed in the County of Riverside safety program manual along with specific organizational job-related rules. Prior to your starting work, your immediate supervisor or designated safety training representative will go through the following checklist to familiarize you with County and organizational safety policies and standards. Each employee is required to sign this document indicating that training as checked (x) was provided.

**Supervisory Personnel/Training Instructor:** Check off each item as you discuss, or perform tasks and training with employee.

ITEM COVERED (X)	SAFETY ORIENTATION TOPICS	COMMENTS
	1. Review of County safety policy and programs.	
	2. Tour of facility, organization and work area(s).	
	3. Review of organization's related safety rules.	
	4. Review of safety rules and standards specific to job assignment (please list individually):	
	a. _____	
	b. _____	
	c. _____	
	5. Review and issuance of personal protective equipment (list items issued and discussed):	
	a. _____	
	b. _____	
	6. Review of fire and emergency response and evacuation procedures.	
	7. Location and use of fire extinguishers.	
	8. Review of procedures for reporting unsafe acts, unsafe conditions, injuries/illnesses, and accidents (employee injury/illness, damage to property, vehicle accidents, etc.).	
	9. Housekeeping and clean up procedures.	
	10. Hazard Communication Program, including Material Safety Data Sheets.	
	11. Location of first aid kit, and First Aid trained personnel.	
	12. Review of employee certifications (those required for job assignment).	
	13. Review and discussion of County Safety Code of Ethics & Compliance.	
	14. Other items discussed (use reverse side for additional items).	

I have discussed these items with my supervisor, agree to abide by same, and have received a copy for my personal records.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SUPERVISOR'S/INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Distribution: Employee (copy), Organization Safety Training File (original)

