

MSA FACILITIES SAFETY AND HEALTH INSPECTION PROGRAM

General Safe Behaviors



Approved for Public Release;
Further Dissemination Unlimited

General Safe Behaviors

At the completion of this unit you shall be able to:

1. Utilize section B of the Safety and Health Hazard Inspection Program Checklist to identify compliant and non-compliant safety behaviors.
2. Identify areas of concern requiring immediate action to mitigate or prevent a possible injury.

Reminder, it is best to view this presentation as a slide show.

General Safe Behaviors

- ▣ Section B of the checklist deals with “General Safe Behaviors”
- ▣ There are 17 items in this section of the checklist.

MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH
HAZARD INSPECTION CHECKLIST

No.	Inspection Observations	Compliant? Y•N•N/A	See Comments (indicate with X)
B	GENERAL SAFE BEHAVIORS		
1	Employees are taking the necessary safety precautions for the work being performed.		
2	Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.		
3	Work pace appears to be stable and organized.		
4	Workers are focusing on task at hand to perform work safely.		
5	Workers appear to be familiar with task and working within their individual capabilities.		
6	Employees are adhering to messages posted on signs, signals, markings, and barricades.		
7	Employees are observed following safe lifting and manual handling work practices.		
8	Employees are using mechanical lifting devices for heavy or repetitive lifting tasks.		
9	Machinery observed in use is being operated safely.		
10	Portable Power tools observed in use are being operated safely.		
11	Proper PPE for welding, cutting, and brazing is used correctly.		
12	Welding, cutting and brazing equipment observed in use is being operated safely.		
13	Personnel driving vehicles in parking lots and nearby roads are doing so in a safe and attentive manner (not speeding, attentive to pedestrians, etc.)		
14	Employees using stairways are observed ascending/descending safely, using handrails provided.		
15	Employees are selecting portable ladders of proper type and size for the work being performed.		
16	Powered Manlift/Aerial Lift platforms in use are being operated safely.		
17	Hazardous materials observed in use are being safely handled.		
18	Other.		
C	ERGONOMIC CONSIDERATIONS		
1	Working postures are ergonomically sound and correct.		
2	Chairs are designed to properly support the user.		
3	Keyboard or input device are designed or arranged to ensure the hands and wrists are able to perform their tasks safely.		
4	The monitor(s) are positioned in a manner that the user is able use them without having to bend their head or neck.		
5	Work station design is ergonomically designed to minimize employee injury.		
6	Other		
D	OFFICE FIXTURES AND FURNITURE		

General Safe Behaviors

- Section B of the checklist deals with “General Safe Behaviors”
- There are 17 items in this section of the checklist.
- Let’s take a closer look at these items...

B	GENERAL SAFE BEHAVIORS		
1	Employees are taking the necessary safety precautions for the work being performed.		
2	Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.		
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17	Hazardous materials observed in use are being safely handled.		
18	Other.		
C	ERGONOMIC CONSIDERATIONS		

General Safe Behaviors

1. Employees are taking the necessary safety precautions for the work being performed.
2. Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.
3. Work pace appears to be stable and organized.
4. Workers are focusing on task at hand to perform work safely.
5. Workers appear to be familiar with task and working within their individual capabilities.
6. Employees are adhering to messages posted on signs, signals, markings, and barricades.
7. Employees are observed following safe lifting and manual handling work practices.
8. Employees are using mechanical lifting devices for heavy or repetitive lifting tasks.
9. Machinery observed in use is being operated safely.

General Safe Behaviors

10. Portable Power tools observed in use are being operated safely.
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12. Welding, cutting and brazing equipment observed in use is being operated safely.
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17. Hazardous materials observed in use are being safely handled.

General Safe Behaviors

1. Employees are taking the necessary safety precautions for the work being performed.
 - ▣ Section B 1 is evaluated as a measurement of employee safety behavior.
 - ▣ The question is “Are the employees in the area exhibiting awareness of their surroundings and actively taking actions to protect themselves based on the work being done?”



General Safe Behaviors

1. Employees are taking the necessary safety precautions for the work being performed.



- ▣ A rating of “Compliant” would indicate safe and compliant behavior.
- ▣ A non-Compliant rating would indicate the employees oblivious of their surroundings.
- ▣ Review prior inspections to see if these behaviors were found on a previous inspection.

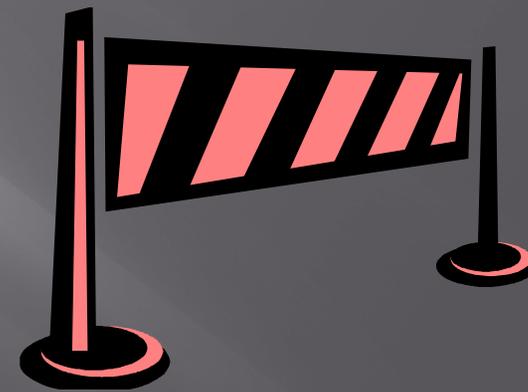
General Safe Behaviors

1. Employees are taking the necessary safety precautions for the work being performed.
 - Behavior such as this would indicate that the behavior in the workplace is capable of causing injury or death.
 - **This must be corrected immediately and documented in the comments section of the checklist.**



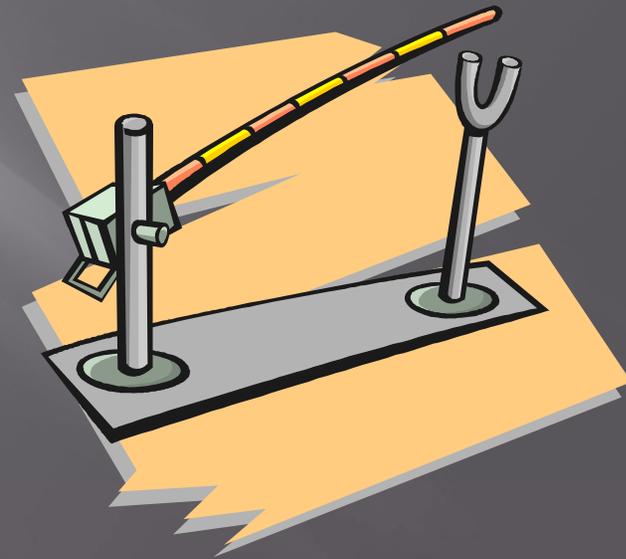
General Safe Behaviors

2. Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.
 - ▣ This means that the work that takes place at that location is not creating a hazard for other nearby employees.
 - ▣ This may take the form of barriers, warnings, etc.



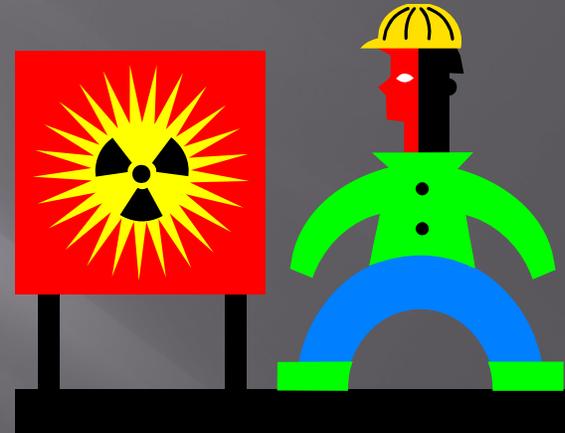
General Safe Behaviors

2. Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.
- ▣ A compliant rating would indicate that the work is performed in a manner that it is safe for other nearby employees.



General Safe Behaviors

2. Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.
 - ▣ A noncompliant rating would indicate an activity or situation that is not in compliance and is creating a potential hazard for collocated workers.



General Safe Behaviors

2. Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.
 - ▣ A serious noncompliance would indicate an activity or situation that is that could result in death or serious injury. Again this must be corrected immediately.



General Safe Behaviors

3. Work pace appears to be stable and organized.

- This item concerns itself with the speed that workers are taking to perform their tasks.



General Safe Behaviors

3. Work pace appears to be stable and organized.

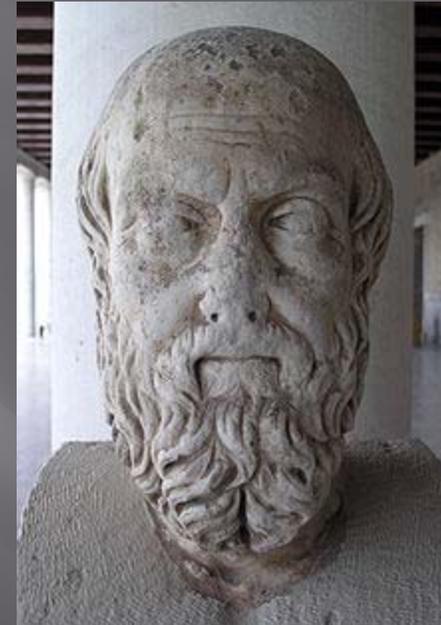
- ▣ One of the largest error precursors to an injury is where employees are “too busy” to properly prepare or work to hastily to meet a deadline.
- ▣ This results in;
 - ▣ Overlooking hidden hazards.
 - ▣ Taking “shortcuts” that result in further errors
 - ▣ Increased chance of an incident.



General Safe Behaviors

3. Work pace appears to be stable and organized.

- ▣ “Haste in every business brings failures” – *Herodotus* (484 – 430 BC)



General Safe Behaviors

3. Work pace appears to be stable and organized.
 - ▣ An observation of compliant indicates that the observer did not note any “haste” other than practiced speed.



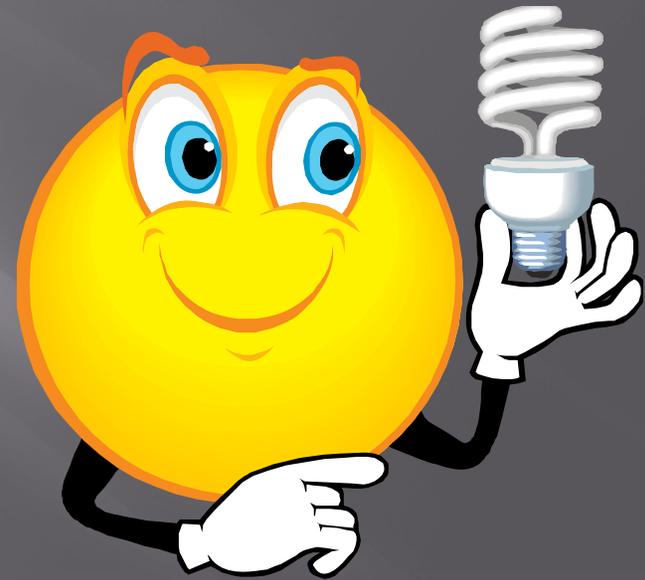
General Safe Behaviors

3. Work pace appears to be stable and organized.
 - ▣ An observation of non compliant indicates that the observer did note “haste” that was driven by “being in a hurry” and not practiced speed.



General Safe Behaviors

4. Workers are focusing on task at hand to perform work safely.
 - ▣ A compliant rating in this area would mean that employees showed good concentration, that no distractions or interruptions that could disturb them (and cause a possible incident) occurred.



General Safe Behaviors

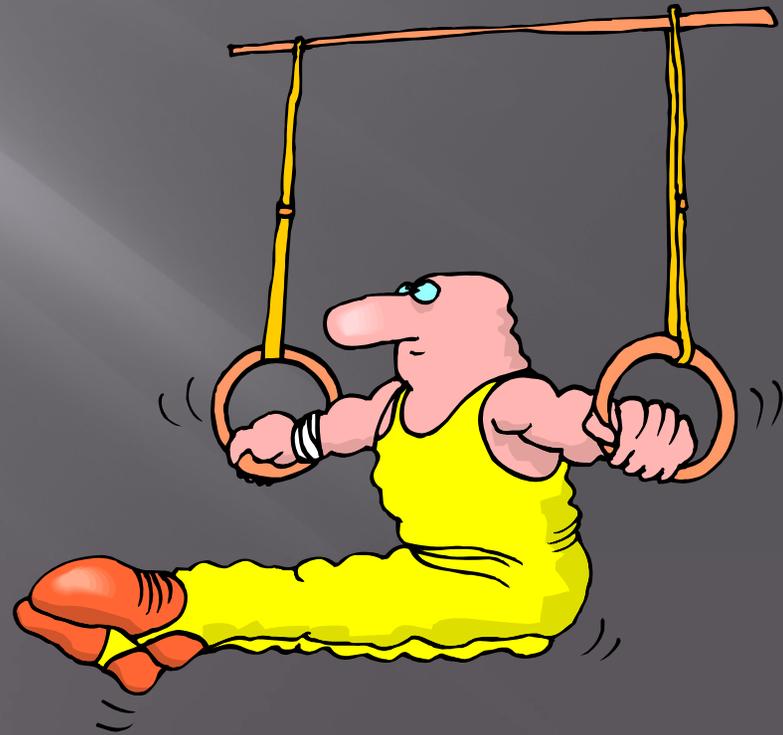
4. Workers are focusing on task at hand to perform work safely.
- A non-compliant rating indicates that there are distractions or interruptions that could cause the workers to not be attentive and possibly cause an injury.



General Safe Behaviors

5. Workers appear to be familiar with task and working within their individual capabilities.

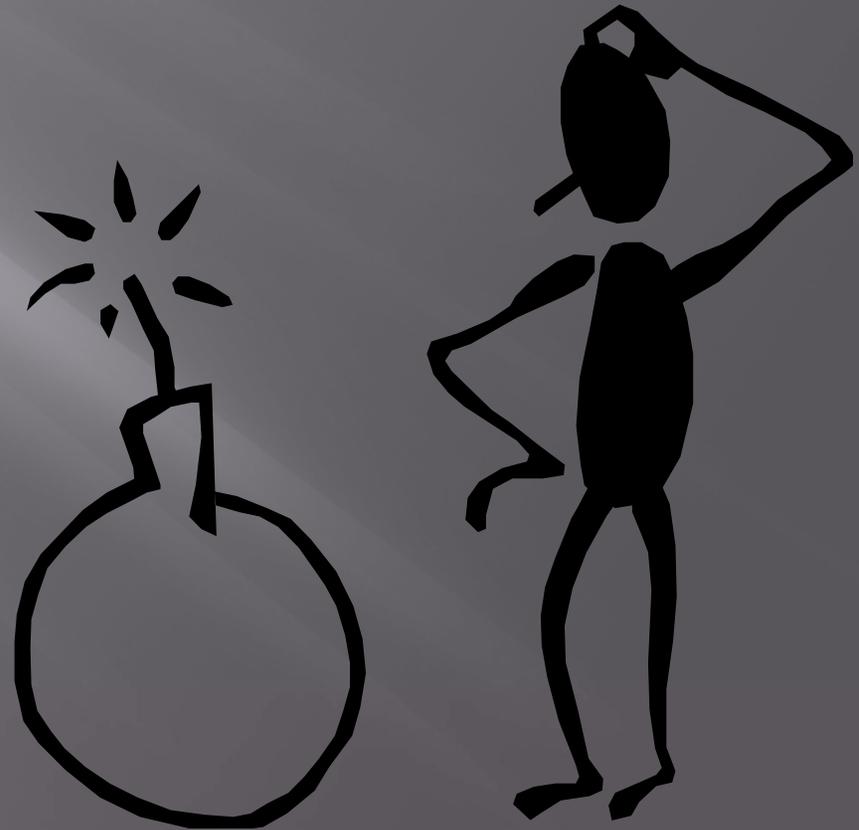
- ▣ A compliant rating in this area would indicate that the workers appear to be familiar and competent with their tasks.



General Safe Behaviors

5. Workers appear to be familiar with task and working within their individual capabilities.

- ▣ A non compliant rating in this area would indicate that the workers appear to not be familiar with the task or are not competent.



General Safe Behaviors

6. Employees are adhering to messages posted on signs, signals, markings, and barricades.
 - ▣ The purpose of this item is to ensure that personnel who are working in our facilities are following the signs and the instructions they are providing.



General Safe Behaviors

6. Employees are adhering to messages posted on signs, signals, markings, and barricades.
 - ▣ A compliant rating would indicate that employees are following the instructions of the signs, avoiding areas where they are not allowed, and generally acting in a safe manner.



General Safe Behaviors

6. Employees are adhering to messages posted on signs, signals, markings, and barricades.
 - ▣ A rating of non compliant would indicate that employees are not following these signs and instructions.



General Safe Behaviors

7. Employees are observed following safe lifting and manual handling work practices.

- ▣ The purpose of this item is to identify those behaviors of employees that can lead to injury.
- ▣ Because we use very few mechanical means to handle materials, the possibility of injury due to manual handling is high.
- ▣ You need to observe the employees to verify that where possible they do use mechanical equipment and when they manually handle materials they use good ergonomic methods.



General Safe Behaviors

7. Employees are observed following safe lifting and manual handling work practices.
 - ▣ A compliant rating would mean that safe means were consistently used to handle materials.



General Safe Behaviors

7. Employees are observed following safe lifting and manual handling work practices.
 - ▣ A non compliant rating would mean that safe means were not consistently used to handle materials.



Yeah, this isn't a great idea either!



General Safe Behaviors

8. Employees are using mechanical lifting devices for heavy or repetitive lifting tasks.

- ▣ This item deals with the use of mechanical lifting equipment for heavy materials.
- ▣ The equipment you could see being used include forklifts, pallet jacks, and hoists.



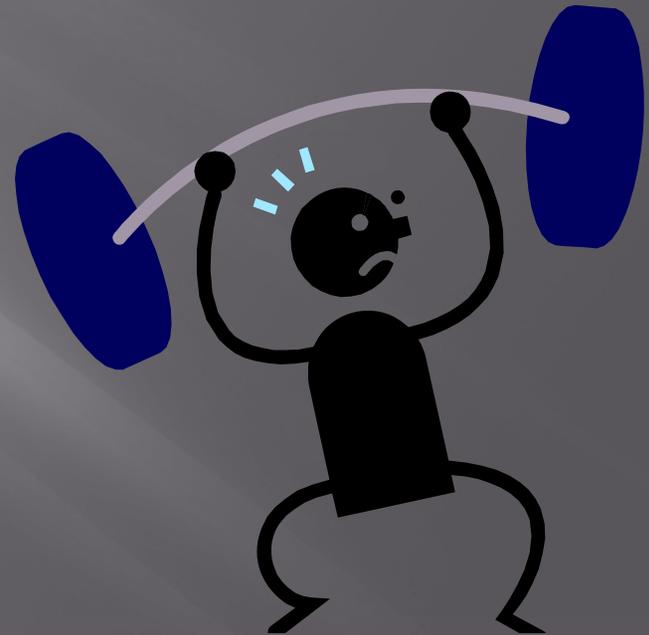
General Safe Behaviors

8. Employees are using mechanical lifting devices for heavy or repetitive lifting tasks.
 - ▣ It is not the intent of this training to instruct you on evaluation of the operation of this type of equipment but is intended to point out opportunities where heavy or repetitive lifting takes place could be addressed with mechanical equipment.
 - ▣ Questions regarding the correct use should be addressed to the competent persons in charge of the operation.



General Safe Behaviors

8. Employees are using mechanical lifting devices for heavy or repetitive lifting tasks.
 - ▣ A non compliant rating would indicate that the use of mechanical equipment was not taking place where heavy or repetitive lifting was taking place.



General Safe Behaviors

9. Machinery observed in use is being operated safely.

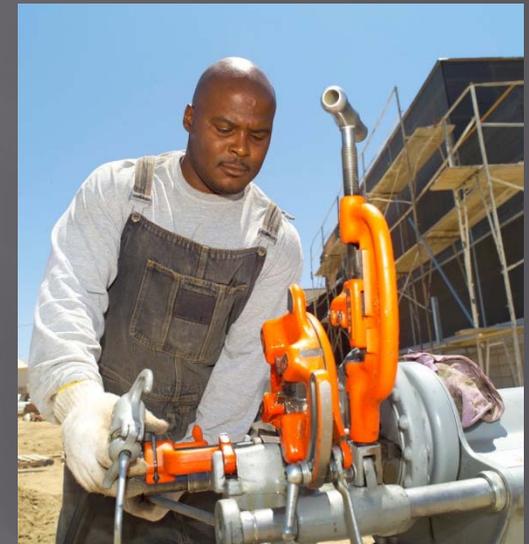
- ▣ The purpose of this item is to ensure that personnel are using the machinery safely.
- ▣ This includes shop equipment such as drill presses, grinders, lathes, mills, etc.



General Safe Behaviors

9. Machinery observed in use is being operated safely.

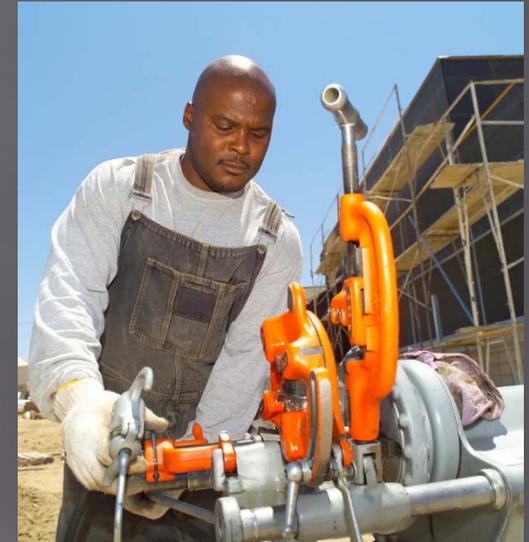
- The purpose of this item is to ensure that personnel are using the machinery safely.
- This includes shop equipment such as drill presses, grinders, lathes, mills, etc.
- This also includes the exercise equipment in our facilities as well.
- Are the users familiar with all the equipment they are using and are they using them safely?



General Safe Behaviors

9. Machinery observed in use is being operated safely.

- A compliant rating would indicate that the personnel using the machine are doing so safely with all guards operational and intact.
- A non compliant rating would indicate that the behavior of the personnel is not satisfactory, it is imperative that if someone is using an unsafe machine they are stopped.

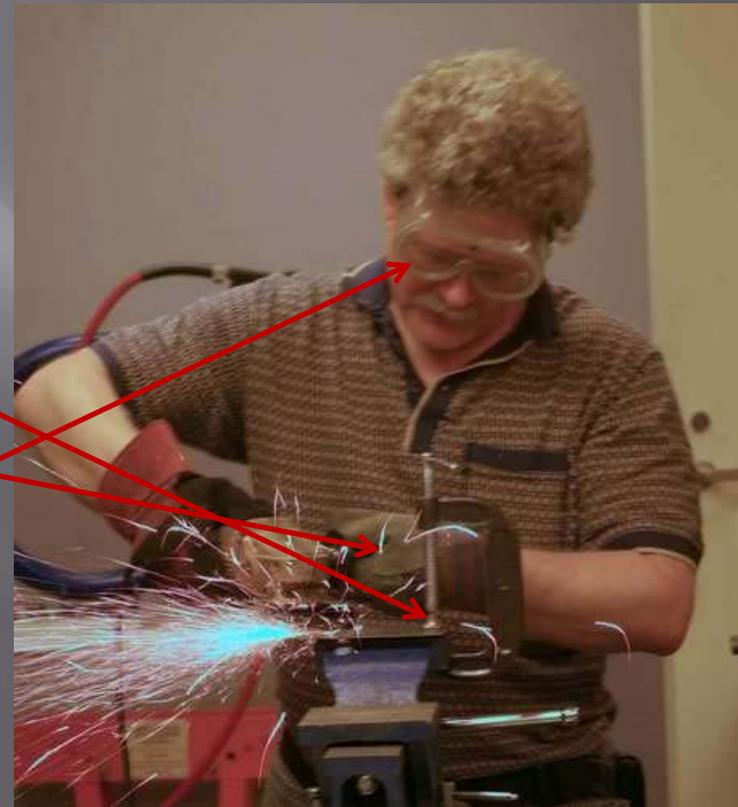


General Safe Behaviors

10. Portable Power tools observed in use are being operated safely.

▣ This item is to ensure that employees are safely using the power tools. This includes:

- Work secured from movement if needed.
- Protection from sharp edges.
- Additional PPE based upon the task.



General Safe Behaviors

10. Portable Power tools observed in use are being operated safely.

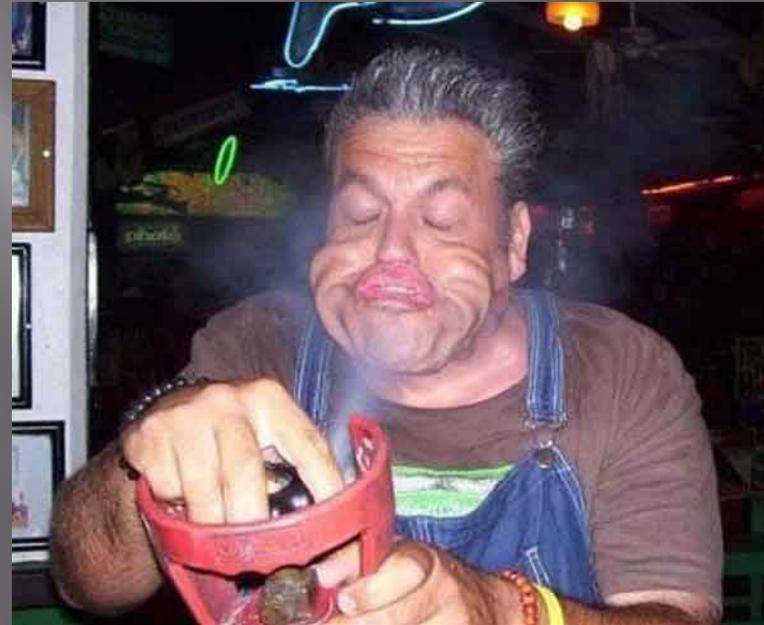
- ▣ A compliant rating would indicate that all tools were being used safely, proper PPE in use, and procedures were being followed.



General Safe Behaviors

10. Portable Power tools observed in use are being operated safely.

- ▣ A compliant rating would indicate that all tools were being used safely, proper PPE in use, and procedures were being followed.
- ▣ A non compliant rating would indicate this was not the case and would need to be noted and corrected.



General Safe Behaviors

11. Proper PPE for welding, cutting, and brazing is used correctly.

- ❑ The type of PPE that is used is based upon the type of hot work taking place. A face shield, safety glasses and gloves might be adequate for grinding but Welding requires an approved welder's mask with the appropriate lens, gloves, and welder's jacket.
- ❑ The purpose of this item is to ensure that the PPE appropriate to the type of hot work being done is in use.



General Safe Behaviors

11. Proper PPE for welding, cutting, and brazing is used correctly.

- ▣ A compliant rating would indicate that the PPE was correct for the type of hot work being conducted.



General Safe Behaviors

11. Proper PPE for welding, cutting, and brazing is used correctly.

- ▣ A compliant rating would indicate that the PPE was correct for the type of hot work being conducted.
- ▣ A non compliant rating would indicate that the PPE was not adequate for the hazards present in the hot work.



General Safe Behaviors

12. Welding, cutting and brazing equipment observed in use is being operated safely.

- ▣ Just as we use the tools and machines in our offices, in the field, or in the shops, it is extremely important that hot work equipment be used and maintained safely.



General Safe Behaviors

12. Welding, cutting and brazing equipment observed in use is being operated safely.

- ▣ A compliant rating would indicate the tools and machines were being used in a safe manner.

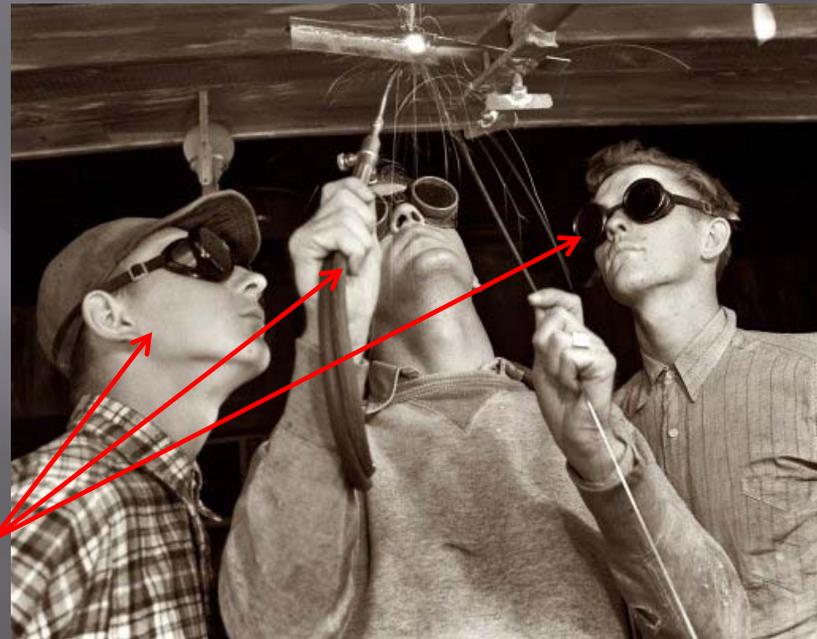


General Safe Behaviors

12. Welding, cutting and brazing equipment observed in use is being operated safely.

- ▣ A non compliant rating would indicate that the tools and machines were not being used in a safe manner.

No Faceshields



General Safe Behaviors

12. Welding, cutting and brazing equipment observed in use is being operated safely.

- ▣ A non compliant rating would indicate that the tools and machines were not being used in a safe manner.



Questionable Fabrics (Combustible or man made?) and no Gloves??

General Safe Behaviors

13. Personnel driving vehicles in parking lots and nearby roads are doing so in a safe and attentive manner (not speeding, attentive to pedestrians, etc.)

- ▣ The purpose behind this item is to verify the safe behaviors of people driving both government and private vehicles in our parking lots and nearby roads.



General Safe Behaviors

13. Personnel driving vehicles in parking lots and nearby roads are doing so in a safe and attentive manner (not speeding, attentive to pedestrians, etc.)

- ▣ Driving safely is not always easy. In fact, it is one of the most complex things that people do. It is also one of the few things we do regularly that can injure or kill us. It is worth the effort to be a careful driver.



General Safe Behaviors

13. Personnel driving vehicles in parking lots and nearby roads are doing so in a safe and attentive manner (not speeding, attentive to pedestrians, etc.)

- ▣ Driving safely is not always easy. In fact, it is one of the most complex things that people do. It is also one of the few things we do regularly that can injure or kill us. It is worth the effort to be a careful driver.
- ▣ We have had recent events at Hanford where pedestrians have almost been struck in parking lots.



General Safe Behaviors

13. Personnel driving vehicles in parking lots and nearby roads are doing so in a safe and attentive manner (not speeding, attentive to pedestrians, etc.)

- ▣ A compliant rating would indicate that drivers AND pedestrians are alert to the conditions in the parking lots, the presence of each other, and are not distracted from their primary purpose of driving or walking.



General Safe Behaviors

13. Personnel driving vehicles in parking lots and nearby roads are doing so in a safe and attentive manner (not speeding, attentive to pedestrians, etc.)

- ▣ A compliant rating would indicate that drivers AND pedestrians are alert to the conditions in the parking lots, the presence of each other, and are not distracted from their primary purpose of driving or walking.
- ▣ This would also include evidence the drivers of government cars (and ideally private cars) perform a 360° inspection.



General Safe Behaviors

13. Personnel driving vehicles in parking lots and nearby roads are doing so in a safe and attentive manner (not speeding, attentive to pedestrians, etc.)

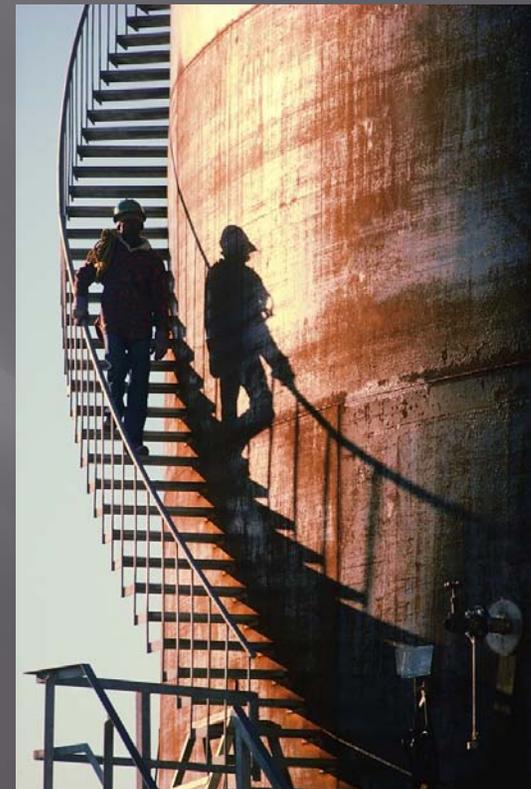
- ▣ A non compliant rating would indicate that drivers or pedestrians are not alert to the conditions in the parking lots, the presence of each other, and are not distracted from their primary purpose of driving or walking.)



General Safe Behaviors

14. Employees using stairways are observed ascending/descending safely, using handrails provided.

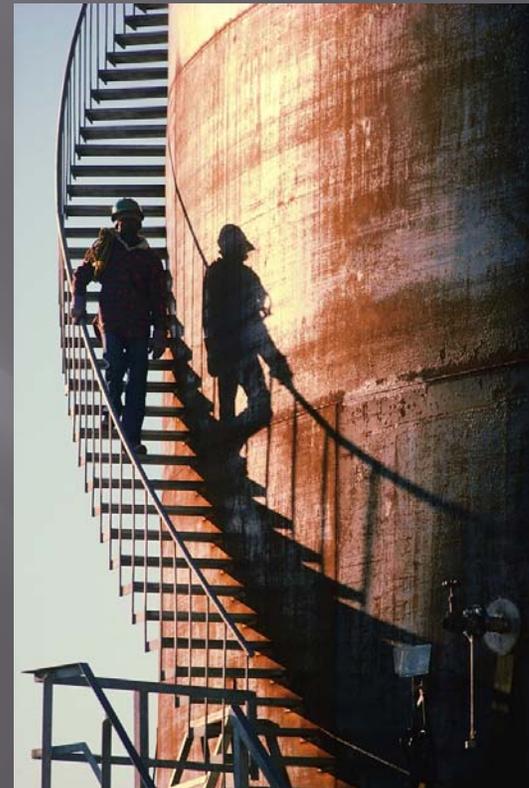
- ▣ This item deals with employees using the stairs safely.
- ▣ Are they using the handrails?
- ▣ Are they being careful to see where they are stepping?
- ▣ There are many ways that someone can be injured on stairs.



General Safe Behaviors

14. Employees using stairways are observed ascending/descending safely, using handrails provided.

- ▣ A compliant rating would indicate that the team observed personnel using the stairway safely.



General Safe Behaviors

14. Employees using stairways are observed ascending/descending safely, using handrails provided.

- ▣ A non compliant rating would indicate that the team observed personnel not using the stairway safely. This could include hands full, distracted behavior, or other actions that could cause them to fall.



General Safe Behaviors

15. Employees are selecting portable ladders of proper type and size for the work being performed.

- ▣ A compliant rating means that the ladder selected by the employee is long enough and correct for the job being done.



General Safe Behaviors

15. Employees are selecting portable ladders of proper type and size for the work being performed.

- ▣ A non compliant rating means that the ladder selected by the employee is not long enough or is not correct for the job being done.



General Safe Behaviors

15. Employees are selecting portable ladders of proper type and size for the work being performed.

- ▣ A non compliant rating means that the ladder selected by the employee is not long enough or is not correct for the job being done.

This is the danger if a ladder that is too short is chosen.....



General Safe Behaviors

15. Employees are selecting portable ladders of proper type and size for the work being performed.

- ▣ A non compliant rating means that the ladder selected by the employee is not long enough or is not correct for the job being done.

And sometimes one bad habit will
Lead to another....



General Safe Behaviors

15. Employees are selecting portable ladders of proper type and size for the work being performed.

- ▣ A non compliant rating means that the ladder selected by the employee is not long enough or is not correct for the job being done.

He should've used a straight ladder *and* he needed To work facing the ladder...



General Safe Behaviors

16. Powered Manlift/ Aerial Lift platforms in use are being operated safely.

- ▣ Simply, this item is your evaluation of the operations of the aerial lift/platform. Is the operator safely using the machine with all the required PPE and associated precautions?



General Safe Behaviors

16. Powered Manlift/ Aerial Lift platforms in use are being operated safely.



- ❑ A compliant rating would indicate that the operation of the machine meets these requirements.
- ❑ A non compliant rating would indicate that it has not.
- ❑ It is imperative that any deficiencies be corrected immediately.

General Safe Behaviors

16. Powered Manlift/ Aerial Lift platforms in use are being operated safely.

Additional compliant actions.

PPE being worn by both operator and “spotter”.

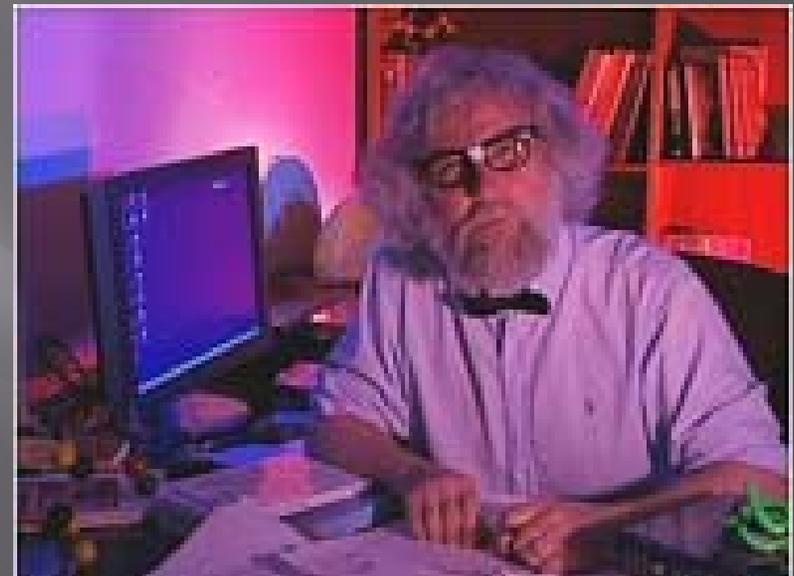
Outriggers extended and solid.



General Safe Behaviors

17. Hazardous materials observed in use are being safely handled.

- ▣ The item serves to ensure that employees are safely handling the hazardous substances.



General Safe Behaviors

17. Hazardous materials observed in use are being safely handled.

- ▣ The item serves to ensure that employees are safely handling the hazardous substances.
- ▣ This includes the proper use of PPE.



General Safe Behaviors

17. Hazardous materials observed in use are being safely handled.

- ❑ The item serves to ensure that employees are safely handling the hazardous substances.
- ❑ This includes the proper use of PPE.
- ❑ Safe transfer of bulk material into secondary containers.



General Safe Behaviors

17. Hazardous materials observed in use are being safely handled.

- ❑ The item serves to ensure that employees are safely handling the hazardous substances.
- ❑ This includes the proper use of PPE.
- ❑ Safe transfer of bulk material into secondary containers.
- ❑ Safe and correct disposal of waste that may be generated.



General Safe Behaviors

17. Hazardous materials observed in use are being safely handled.

- ▣ A compliant rating would indicate that the facility and personnel were observed using the hazardous material and were safely handling the material.



General Safe Behaviors

17. Hazardous materials observed in use are being safely handled.

- ❑ A non compliant rating would indicate that the facility and personnel were observed using or handling the hazardous material unsafely.



General Safe Behaviors

- If at any time you have any questions about how to fill out the form or about the items on the form please contact project safety group.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH
HAZARD INSPECTION CHECKLIST**

Facility:		Facility Representative:	
Date:		Team Member:	
Total Items Reviewed:		Team Member:	
Total Non-Compliant Items:		Team Member:	

No.	Inspection Observations	Compliant?	See Comments (indicate with X)
		Y•N•N/A	
A	FIRE PROTECTION INSPECTION <i>(All issues must be observed as applicable see note 2)</i>		
1	Emergency Lights - Each unit must be operable when tested.		
2	Portable Fire Extinguishers (PFE) - Each unit is properly mounted, an inspection tag is in place and reflects through previous month, the pressure gauge is in the "green" zone (where applicable).		
3	PFE is not obstructed, is visible, and the seal is not broken.		
4	Sprinkler Clearance - Clearance between the sprinkler deflector and the top of any storage is 18 inches or greater.		
5	Fire Riser Pressure Gauge Inspection - Inspect gauges to verify pressure to the building and pressure held in the fire system. Typically both gauges will have similar pressure readings.		
6	Fire Risers - Access to fire system sprinkler risers and other system components must be unobstructed.		
7	Fire Riser Valve Inspection - Check all seals, position and supervision for broken seals or possible tampering.		
8	Post Indicating Valve Inspection - This valve will be located outside of the facility. It must be verified that the window on the side of the valve reads "OPEN".		
9	Exit Signs - Exit signs with an internal lighting source must be checked to ensure all lamps are functional. - Exit signs that use Tritium must be observed that they have not been damaged, all applicable labels are present, the sign has not expired, and it is not covered with another sign.		
10	Fire Doors - Identify that fire doors operate freely and latch securely upon closure. Fire doors must not be propped open.		
11	Ceiling Tiles - Where automatic sprinklers are installed drop ceiling tiles are in place. Missing tiles slow response of fire suppression sprinklers.		
12	Manual alarm stations are easily identified and readily accessible.		
13	Other.		
B	GENERAL SAFE BEHAVIORS		
1	Employees are taking the necessary safety precautions for the work being performed.		
2	Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.		

1 A-6004-299 (REV 2)

General Safe Behaviors

Thank you for your time
and desire to help us have
a safer workplace