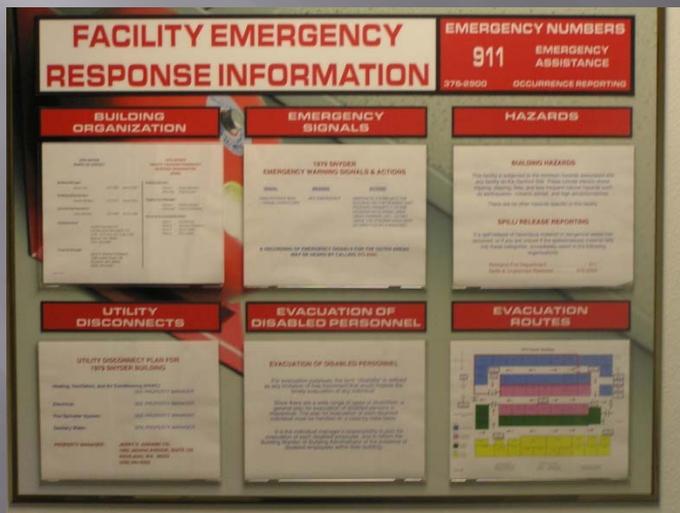


MSA FACILITIES SAFETY AND HEALTH INSPECTION PROGRAM

Required Postings



Required Postings

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

1. Utilize section E 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.

Please use “Slide Show” to properly view this presentation!

Required Postings

- This training will discuss the verification of specific required postings at the Main buildings.

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

No.	Inspection Observations	Compliant? Y/N/N/A	See Comments (indicate with X)
4	Materials stored in cabinets and bookcases such that the heavier materials are closest to the floor.		
5	Adequate space for egress (28") from behind desk to exit.		
6	No burrs or sharp edges on office equipment or furnishings.		
7	Cords and cables properly routed to prevent tripping hazard.		
8	Sharp objects properly stored.		
9	Other:		
E REQUIRED SAFETY POSTINGS (Main Administrative Buildings Only)			
1	Approved DOE/OSHA poster informing employees of the Department of Energy/OSHA Act protections and obligations is posted.		
2	Worker Bill of Rights document is posted. ***		
3	Master Safety Rules document is posted. ***		
4	Stop Work Responsibility document is posted. ***		
5	Building emergency plan is posted and current		
6	Other:		
F HOUSEKEEPING			
1	Employees maintain floors clean, dry, with no slippery areas.		
2	Employees maintain aisles and passageways unobstructed.		
3	Employees are using material control practices to keep work areas in safe configuration.		
4	Work area lighting appears adequate.		
5	Floor loading limits posted or understood and are not exceeded for material storage on structurally supported surfaces.		
6	Employees control combustibles in work area. (Combustibles are not collected/stored under horizontal surfaces that cannot be reached by sprinkler heads)		
7	Recycling containers are present, used and emptied on a regular basis.		
8	Other:		
G FIXED STAIRWAYS, LANDINGS, and RAMPS			
1	Stairs unobstructed and in good repair.		
2	Railings and handrails provided on open sides and properly maintained.		
3	Riser height is uniform and steps/landings are slip resistant.		
4	Other:		
H PORTABLE and FIXED LADDERS			
1	Portable and fixed ladders are inspected and maintained in safe condition.		
2	Defective ladders are removed from service.		
3	Ladder rungs are clean and free from oils, mud, and grease.		

3

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Required Postings

- ▣ This is documented in section E of the Safety and Health Hazard Inspection Program checklist.

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

No.	Inspection Observations	Compliant? Y/N/N/A	See Comments (indicate with X)
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4	Work area lighting appears adequate.		
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6	Employees control combustibles in work area. (Combustibles are not collected/stored under horizontal surfaces that cannot be reached by spinner heads)		
7	Recycling containers are present, used and emptied on a regular basis.		
8	Other:		
G FIXED STAIRWAYS, LANDINGS, and RAMPS			
1	Stairs unobstructed and in good repair.		
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3

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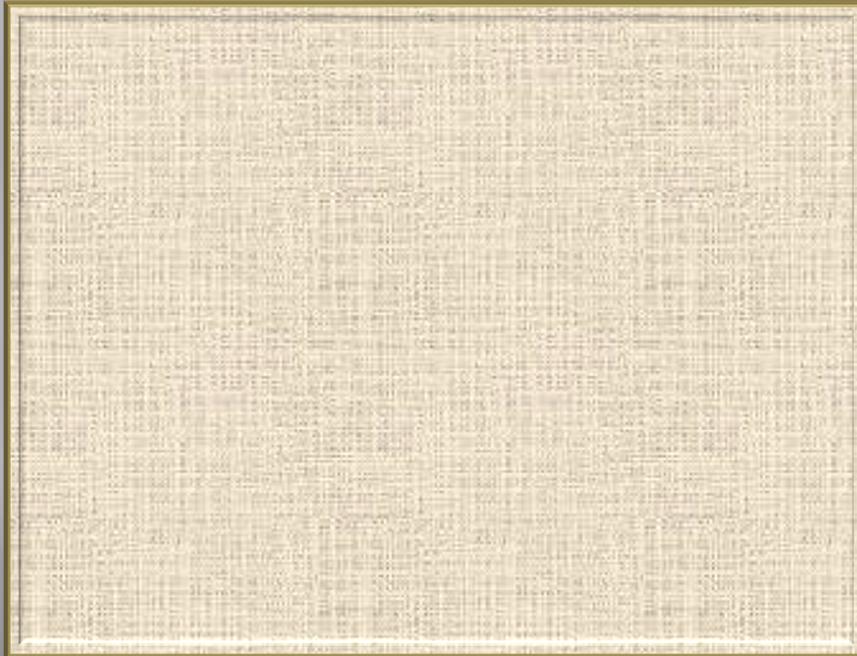
Required Postings

1. Approved DOE/OSHA poster informing employees of the *Department of Energy/OSHA Act* protections and obligations is posted.
2. *Worker Bill of Rights* document is posted.
3. *Master Safety Rules* document is posted.
4. *Stop Work Responsibility* document is posted.
5. Building emergency plan is posted and current

Required Postings

- We will start with discussing the first 4 items as group since they outline specific required legal postings addressed in this program.
- The intent is to provide all workers with information and contacts to deal with their rights and responsibilities to ensure a safe workplace.
- By various Federal and State Laws there are over 22 required postings.
- This inspection program focuses on only 4 specific postings.

Required Postings



You Have a Right to a Safe and Healthful Workplace
IT'S THE LAW!

- ✓ You have the right to notify your employer or the local Department of Energy (DOE) office about workplace hazards, without reprisal. You may ask that your name not be used.
- ✓ You have the right to participate in the activities referenced in 10 CFR 851 "Worker Safety and Health Program," on official time.
- ✓ You have the right to access copies of DOE worker protection publications; the worker safety and health program for your workplace; and the standards, controls, and procedures that apply to your workplace.
- ✓ You have the right to have access to your accident and illness records and copies of your medical records.
- ✓ You have the right to observe monitoring or measuring of hazardous agents, to receive the results of your own monitoring, and be notified when monitoring results indicate an overexposure.
- ✓ You have the right to have a representative accompany the DOE's Director for enforcement or the Director's authorized personnel during the inspection of your workplace.
- ✓ You have the right to request and receive results of inspections and accident investigations. The request for an inspection can be submitted anonymously in writing to HSG.
- ✓ You have the right to decline to perform an assigned task because of your reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious physical harm to you, coupled with your reasonable belief that there is insufficient time to seek effective redress through the normal hazard reporting and abatement procedures.
- ✓ Your employer must post this notice in your workplace.

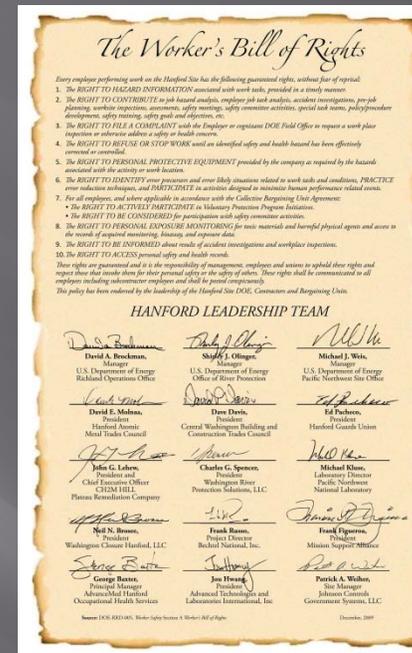
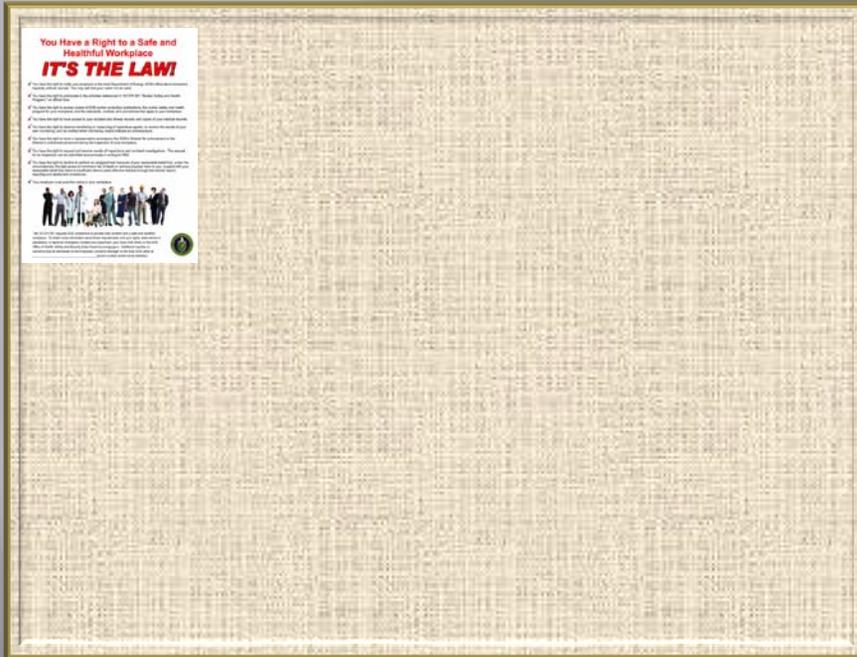


Title 10 CFR 851 requires DOE contractors to provide their workers with a safe and healthful workplace. To obtain more information about those requirements and your rights; seek advice or assistance; or report an emergency contact your supervisor, your local DOE office, or the DOE Office of Health, Safety and Security (<http://www.hss.energy.gov>). Additional inquiries or concerns may be addressed to the Employee Concerns Manager at the local DOE office at _____ (phone number and/or email address).



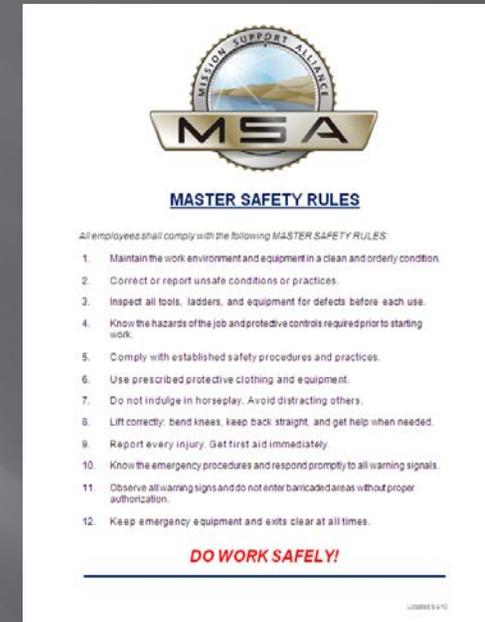
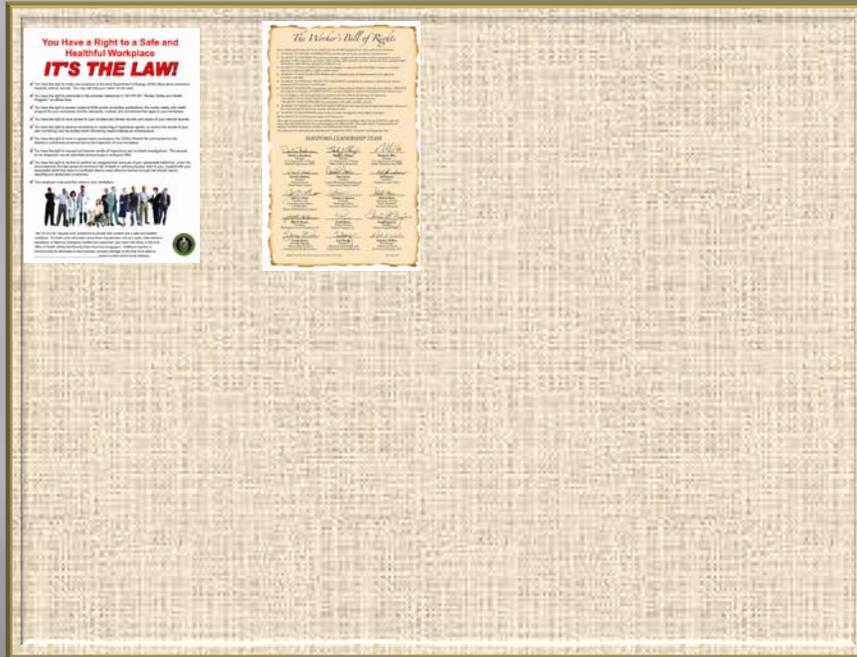
The first (and is item C 1) is that there is a copy of the DOE/OSHA Act protections and obligations.

Required Postings



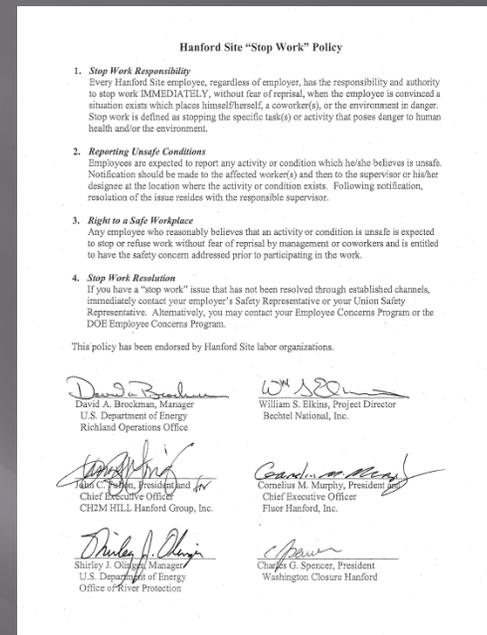
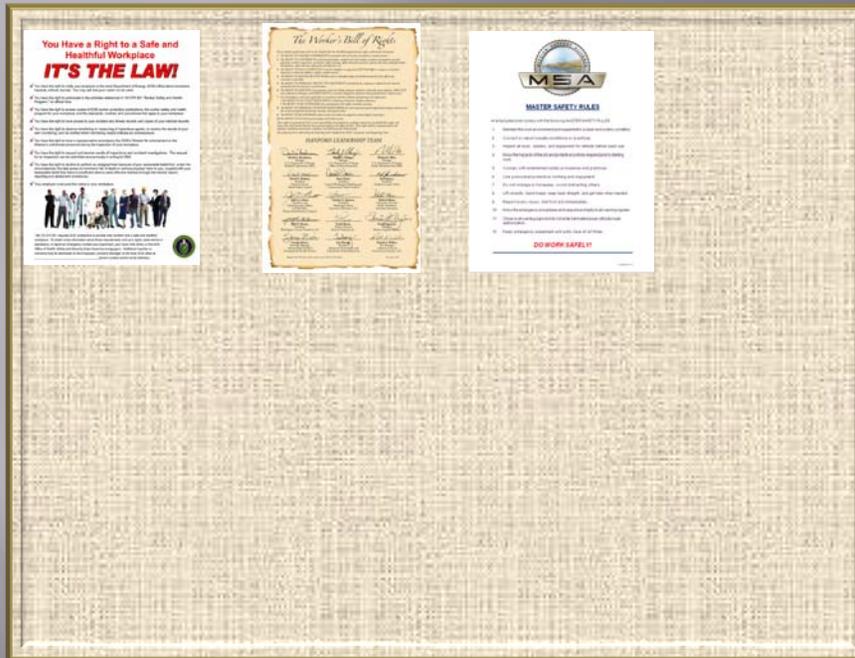
The second (and is item C 2) is that there is a copy of the *Worker Bill of Rights*, third (C 3) *Master Safety Rules*, and fourth (C 4) *Stop Work Responsibility*.

Required Postings



The second (and is item C 2) is that there is a copy of the *Worker Bill of Rights*, third (C 3) *Master Safety Rules*, and fourth (C 4) *Stop Work Responsibility*.

Required Postings



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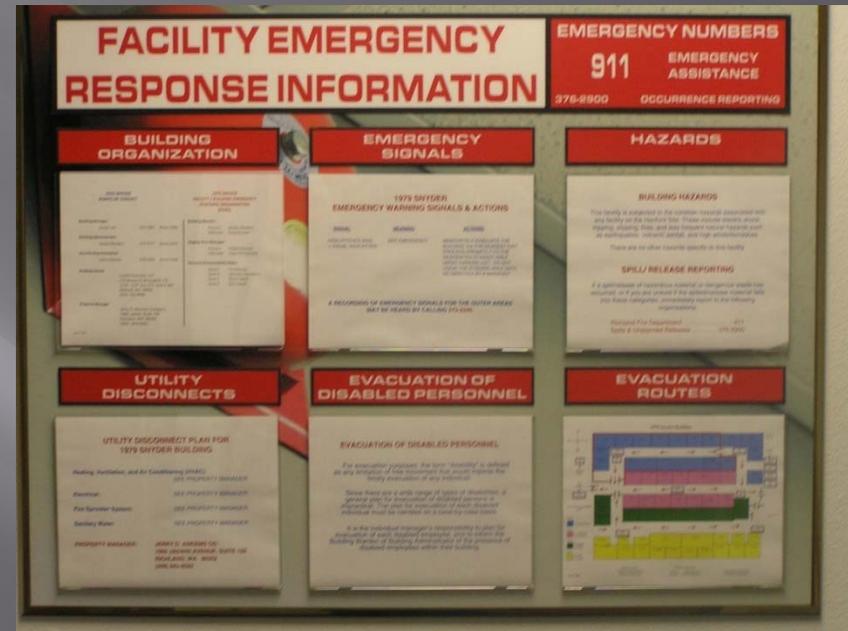
Required Postings



Bear in mind there are many other required postings but these four are what you are looking for in this inspection.

Required Postings

- The fifth item is if the building emergency plan is posted and current.



Required Postings

- ▣ If you find the 4 postings and the emergency plan is posted and current then your team could determine that the facility is compliant to those items.



Required Postings

- ▣ However if one of the postings or if the emergency plan are not missing, then the item(s) is/are not compliant and that item is listed as non compliant on the checklist.



Required Postings

- ▣ You need to ensure that you address the missing posting in the comments section on the back of the checklist.



Required Postings

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

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Required Postings

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