

# RSA SAFETY PROGRAM REFERENCE HANDBOOK

## CHECKLISTS -- A WORD ABOUT

The purpose of any safety inspection is to detect potential hazards so they will be corrected before an accident occurs. Planned inspections at regular intervals are what most people consider “real” safety inspections.

There are many kinds and types of safety checklists. A good checklist serves as a reminder of what types of hazards to look for and maintains a record of what was inspected. A good checklist also helps in follow up inspections. Simply checking off items on a checklist does not constitute a good safety inspection. The checklist is merely an aid to an inspection.

It is difficult to develop comprehensive checklists that are not generic in nature. Items such as “clean up spills” has a different meaning in an office environment than “clean up spills” in a laboratory. The following checklists provide general guidelines for the most frequent type of safety hazards in office areas. (Like many other things, a checklist is only good if it is used.) So remember the following items when using a checklist:

1. Use the checklist as a tool to help you do your job. It is a reminder.
2. After conducting an inspection, make sure the appropriate commander or supervisor is aware of the results of the inspection. They are responsible for safety.
3. Don't limit your inspection to items on the checklist. If you notice something that looks wrong, feels wrong, or just simply makes you uncomfortable -- it's at least suspect. Give the MICOM Safety Office a call.
4. If there are other potential hazards you feel should be shared with other organizations or things you'd like to know more about, contact the MICOM Safety Office.
5. Feel free to adapt the checklist to your organization. Remember, safety deficiencies must represent a real potential hazard that can result in injury or property damage.
6. Keep a file with the checklists. It'll provide a record of hazards and can be used to refresh your memory before the next inspection. It's remarkable how much
7. more can be taken care of (or at least a work order submitted) when you're able to document “that was first noted on an inspection 6 months ago.”

Share these checklists -- with supervisors, members of the safety committee, or anyone who shows interest. The real secret to safety is ***there are no secrets***; the more everyone knows about safety rules and accident prevention techniques -- the more accidents can be prevented.

The purpose of these checklists is to assist you in your accident prevention efforts. They are not a substitute for regular Standard Army Safety and Occupational Health Inspections by the MICOM Safety Office.

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<b>SAFETY PROGRAM ADMINISTRATION CHECKLIST</b>
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	Item	Reference	Yes	No	Remarks
1.	Has an organizational safety representative been appointed in writing? <u>1</u>	AR 385-10,2-1ff			
2.	Has organizational safety representative attended workshops or other formal training?	AR 385-10, 2-1f(4)			
3.	Has an accident prevention program to carry out the objectives and policies of the installation safety program been established and implemented?	AR 385-10, 2-3b and MICOM SUPPLEMENT 1 to AR 385-10			
4.	Are safety committee meetings conducted on a regular schedule?	MICOM SUPPLEMENT 1 to AR 385-10			
5.	Are regular inspections conducted by personnel within the organization to identify and correct hazardous conditions and unsafe work practices?	MICOM SUPPLEMENT 1 to AR 385-10			
6.	Is a reference file of safety regulations, pamphlets, bulletins, letters and other safety promotional materials appropriate to the activity available?	AR 385-10, 2-3,5-2			
7.	Do employee performance standards include the requirement to utilize all protective clothing and equipment?	AR 385-10,1-5f			
	. Is a copy of DD Form 2272, DOD Occupational Safety and Health Protection Program posted on the permanent bulletin board?	AR 385-10, 2-2d			

**Remarks:**

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**SUPERVISOR'S  
SAFETY CHECKLIST**

	<b>Item</b>	<b>Reference</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Has a safety point of contact (POC) been appointed to be responsible for assisting supervisory personnel in the implementation of the organization's safety and occupational health program?	AR 385-10, 2-1			
2.	Are all personnel provided initial job safety training prior to beginning work?	AR 385-10, 1-4			
3.	Do all personnel receive updated safety and health training when new job assignments are made or any other job changes occur that have safety and health considerations?	AR 385-10, 1-4			
4.	Has a job hazard analysis (JHA) been performed on all activities to ensure that hazardous conditions/practices are minimized and/or eliminated? Is a copy of the JHA certified, signed and available for review?	AR 385-10,3-9			
5.	Have standing operating procedures been developed and approved for all hazardous or potentially hazardous operations?	AR 385-10, 1-4			
6.	Do all personnel report for mandated safety training, medical surveillance and other safety and health responsibilities?	AR 385-10, 2-4			
7.	Are all accidents and near misses (within your area of responsibility) investigated (no matter how minor they seem)?	AR 385-40, 1-4			
8.	Do you know the procedures for handling worker's compensation claims and filing Army accident reports?	AR 385-40			
9.	Are all personnel who are injured on the job encouraged to use the Preventive Medicine facilities?	AR 40-5			
10.	Are all facts on the Federal Employees Compensation Action (FECA) claim form accurate?	PA CA 550			
11.	. Is inaccurate information on FECA claim forms controverted?	PA CA 550			
12.	Are suspected cases of misuse or abuse of the claims process reported to the FECA administrator?	PA CA 550			
13.	Are MICOM Safety and Preventive Medicine Activity notified when changes in operations, practices, and/or equipment present a potential safety and/or occupational health hazard?	AR 385-10, with MICOM Supplement			

**“SAFETY...A MOVE TOWARDS EXCELLENCE”**

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### SUPERVISOR'S SAFETY CHECKLIST (con't)

	Item	Reference	Yes	No	Remarks
14.	Have all personnel who are required to use protective clothing and equipment (PPE) been provided the proper PPE?	29CFR1910 Subpart I			
15.	Are prompt corrective actions initiated on safety hazards?	AR 385-10			
16.	Are personnel provided pre-holiday and long week-end safety briefings?	AR 385-10			
17.	Have all personnel with potential exposure to hazardous chemicals received hazard communication training?	29CFR1910.1200			

**Remarks:**

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**OFFICE SAFETY  
INSPECTION CHECKLIST**

	<b>Item</b>	<b>Reference</b>	<b>Yes</b>	<b>No</b>	<b>Location(s)</b>
1.	Has a safety and health program been formally established?	29CFR1960			
2.	Are personnel familiar with the established procedures for reporting safety and health hazards?	AR 385-10			
3.	Are emergency phone numbers posted on the telephones?	29CFR1910. 38			
4.	Have all personnel received training on the Emergency Action Plan	29CFR1910. 38			
5.	Are emergency exits free from locks and any obstructions that could prevent immediate egress?	29CFR1910 SUBPART E			
6.	Is adequate egress maintained throughout the area (44" for emergency exits and hallways; 28" from workstations)?	29CFR1910 SUBPART E			
7.	Are steps, railings, landings, etc., in good condition and free of tripping/slipping hazards?	29CFR1910 SUBPART E			
8.	Are doors that could be mistaken for exits during an emergency identified as to their actual use (such as storage area) or marked as "NOT AN EXIT"?	29CFR1910 SUBPART E			
9.	Are emergency exit signs visible from all locations where the means of egress is not immediately obvious?	29CFR1910 SUBPART E			
10.	Are emergency lights available and operational? (Requires monthly documented check)	29CFR1910 SUBPART E			
11.	Are all emergency exit doors unlocked whenever the facility is occupied.	29CFR1910 SUBPART E			
12.	Are file cabinets arranged so that file drawers do not open into aisles?	29CFR1910 SUBPART E			
13.	Are paper supplies and other materials stored in an orderly manner?	29CFR1910. 22			
14.	Are spills and litter cleaned up immediately?	29CFR1910. 22			
15.	Are the tops of files, storage cabinets and window sills free of boxes, papers and books?	29CFR1910. 22			
16.	Are floors and carpeting maintained in good condition?  (Floors: clean, dry, level, no tripping hazards. Carpets: secured, smooth, free of worn or frayed seams.)	29CFR1910. 22			
17.	Are mechanical/utility/janitorial areas free from stored items?	29CFR1910. 22			

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### OFFICE SAFETY INSPECTION CHECKLIST (con't)

	Item	Reference	Yes	No	Location(s)
18.	Are all areas under stairs free of stored items?	29CFR1910.22			
19.	Are all walkways free of telephone, electrical, or other cords?	29CFR1910.22			
20.	Are all heat producing appliances located on non-combustible surface?	29CFR1910. SUBPART S			
21.	Is there immediate access to circuit breaker boxes (not blocked/locked)?	29CFR1910. SUBPART S			
22.	Are all circuit breakers identified as to what they disconnect?	29CFR1910. SUBPART S			
23.	Are all circuit breakers free of tape, missing parts or paper?	29CFR1910. SUBPART S			
24.	Are electrical receptacles and outlets in good condition?	29CFR1910. SUBPART S			
25.	Are all extension cords UL approved?	29CFR1910. SUBPART S			
26.	Are electrical appliances and equipment UL approved, in good condition, and properly grounded?	29CFR1910. SUBPART S			
27.	Are all paper cutters equipped with guards?	29CFR1910.243			
28.	Are step stools and ladders used instead of standing on chairs?	NSC Accident Prevention Manual			
29.	Are file cabinets loaded with full drawers at the bottom and empty drawers at the top?	NSC Accident Prevention Manual			
30.	Are transparent glass doors marked so they can be seen?	NSC Accident Prevention Manual			

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**MEANS OF EGRESS  
INSPECTION CHECKLIST**

	<b>Item</b>	<b>Reference</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Is each path of escape arranged or marked so the way to a place of outside safety is unmistakable?	29CFR1910.36 (b)(5)			If no, identify the location(s)
2.	Are exits marked with readily visible exit signs?	29CFR1910.37 (q)(1)			
3.	Is every exit sign illuminated by a reliable light source (either internal or emergency lighting)?	29CFR1910.37 (q) (6)			If no, identify the location(s)
4.	Is emergency lighting available and in good repair?	NFPA 101, 5-9			If no, identify the location(s)
5.	Is emergency lighting tested monthly for minimum of 30 seconds? (A written record of this test must be maintained.)	NFPA 101, 5-8			
6.	Have work orders been submitted for inoperable emergency lighting and exit signs?	NFPA 101.5-9.3			If no, identify the location(s)
7.	Are letters on exit signs not less than 6 inches high with the principal strokes of the letters no less than 3/4" wide?	29CFR1910.37 (q) (8)			
8.	Can all emergency exits be reached without travel through an area such as storeroom, closet, restroom, etc.?	29CFR1910.37(f)(2)			If no, identify the location(s)
9.	Do exit doors swing in the direction of travel when occupant load is 50 or more or from a high hazard area ?	29CFR1010.37(k)(3)			If no, identify the location(s)
10.	Are doors used for emergency exits equipped with panic hardware?				If no, identify the location(s)
11.	When exit doors are locked, can the doors be unlocked from the inside without the use of a key or specific knowledge (such as a combination) or effort?	29CFR1910.37(k)(3)			
12.	Are firedoors on all stairways?	NFPA101.5-2			If no, identify the location(s)
13.	Are all doors, passages, stairways, etc., which are neither an exit or a way to an exit, that could be mistaken for an exit properly marked? (i.e. NOT AN EXIT or labeled for their actual use)	29CFR 101.37(q)(2)			If no, identify the location(s)
14.	Are all exits, ways to exits, hardware, doors, etc. maintained in good condition?	29CFR1910.35 (b)			If no, identify the location(s)

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**ELECTRICAL SAFETY  
INSPECTION CHECKLIST**

	<b>Item</b>	<b>Reference</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Is electrical equipment free from recognized hazards (frayed cords, prongs missing, etc.) and/or equipment needing repairs red-tagged, deadlined, or otherwise removed from service	29CFR1910.303			
2.	Are circuit breakers and emergency stops marked to indicate its purpose unless obvious?	29CFR1910.303			
3.	Is all electrical equipment approved by UL or other recognized authority?	29CFR1910.303			
4.	Are all cord and plug connected equipment grounded as required - no missing ground pins?	29CFR1910.303			
5.	Are unused openings in breaker boxes closed?	29CFR1910.305			
6.	Is temporary wiring (extension cords) used as a substitute for fixed wiring?	29CFR1910.305			
7.	Are light bulbs/lamps protected from breakage by fixture or elevation above 7 feet?	29CFR1910.305			

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**FIRE SAFETY  
INSPECTION CHECKLIST**

	<b>Item</b>	<b>Reference</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Does the facility have an Emergency Action Plan (EAP) describing what procedures supervisors and employees must take in the case of fire or other emergencies?	29CFR1910.38			
2.	Is the EAP posted for review?	29CFR1910.38			
3.	Have all employees been trained on EAP?	29CFR1910.38			
4.	Are portable fire extinguishers readily accessible to trained employees?	29CFR1910.157 (c)(1)			
5.	Are the extinguishers hung on brackets or mounted in unlocked cabinets?	29CFR1019.157			
6.	Are only approved containers and portable tanks used in the storage of flammable and combustible liquids?	29CFR1910.106 (d)			
7.	Are flammable and combustible liquids stored in approved (OSHA) storage cabinets?	29CFR1910.106(d)			
8.	Are approved storage cabinets used to store flammable and combustible liquids labeled "FLAMMABLE-KEEP FIRE AWAY?"	20CFR1910.106(d)			
9.	Are fueling facilities marked "NO SMOKING" within fifty (50) feet?	29CFR1910.106			
10.	Is fire hazard identification symbol posted on facilities used for storage of hazardous materials?	NFPA 704			
11.	Is smoking prohibited in areas with explosives, ammunition, highly combustible materials or flammable items?	AMCR 385-100,12-21			

**Remarks:**