

Workplace Safety Assessment

with PPE Assessment and Selection Form

4 key areas to be reviewed when assessing a facility

- **Administrative/Training Safety Programs**
- **Chemical Storage**
- **Workplace Safety**
- **Interview**

Name: _____ Facility: _____

Date: _____ Address: _____

Workplace Safety Assessment

Safety Hint - Use Common Sense: If you "think" it is a hazard, it probably is...and is covered by a Safety Standard.

Quick Safety Overview

I. Personal Protective Equipment (PPE) (Suggest reviewing PPE storage area)

A. Hand Protection (CIMS 4.1.a, 4.1.c)

1. Are any gloves used in the work place? What types? Any disposables/types? _____

2. What types of chemicals are handled in the workplace? _____

3. What physical hazards are worker's hands exposed to? (Cuts, punctures, abrasions) _____

B. Eye Protection (CIMS 4.1.c)

1. Do you have potential chemical splash applications in the workplace? _____

2. Do you have flying particles anywhere in the workplace? _____

C. Foot Protection

1. Is there any worker exposure to rolling or falling objects? Slips and falls? _____

D. Head/Ear Protection

1. Are there any hazards of falling objects or electrical contact? Any exposure to high noise levels? _____

E. Other PPE

1. Do you need or use any other PPE or safety apparel? Dust inhalation? Potential airborne diseases? _____

II. Clean-up - Blood/Body Fluids (CIMS 4.1.d)

1. Do you have any risk of exposure to blood or other body fluids? _____

III. Chemical Storage (CIMS 4.1.a)

1. Are MSDS organized and readily accessible? _____

Notes: _____

IMPACT®

Administrative Program

This program will provide an estimate as to overall safety in the workplace.
 Circle Yes (Y) or if No (N) for each question, then review answers with your contact.

	Yes	No	NOTES: _____
1. Have written Right-to-Know Hazard communication Plan? (CIMS 4.1.a) OSHA 29 CFR 1910.1200 provides that employers must have a written Right-to-Know plan covering training, labeling and MSDS management of hazardous materials.	Y	N	
2. Have complete written listing of all hazardous chemicals in the facility? OSHA 29 CFR 1910.1200 provides that all hazardous materials be listed and this list accessible to all employees. 7919/7920 Right-to-Know Centers help comply with the OSHA requirement to make MSDS readily available and easily accessible.	Y	N	_____
3. Is there an MSDS for each hazardous chemical on file? (CIMS 4.1.a)	Y	N	_____
4. Are MSDS's readily accessible to all employees for all shifts? (CIMS 4.1.a)	Y	N	_____
5. Is there a written Bloodborne Pathogen Exposure Control Plan? (CIMS 4.1.d) OSHA 29 CFR 1910.1200 provides that employers have a written plan and be trained in proper clean-up procedures and Personal Protective Equipment (PPE) usage. 7334B Safety Glasses help comply with the OSHA requirement with Face/Eye PPE being required when performing any procedure that is likely to cause splashes, sprays or splatters of blood or bodily fluids. 7350/7352 Sharps Containers reduce all chances of needle-stick injuries by disposing of all syringes and needles in leakproof Sharps Disposal Containers. 7351, 7353, 7354 Bloodborne Pathogen Kits help by providing Personal Protective Equipment (PPE) for employees from exposure to human blood or other potentially infectious materials.	Y	N	_____
6. Do you keep written training records? Must document date, subject, trainer and attendees of safety training? (CIMS 3.6.a)	Y	N	_____
7. Are your OSHA forms #200 and #101 posted and up-to-date? (CIMS 4.1.a)	Y	N	_____
8. Is the OSHA poster or state equivalent displayed in work area? (CIMS 4.1.f)	Y	N	_____
9. Is there 1 person assigned to administer safety program? (CIMS 4.1.f) OSHA 29 CFR 1910.1200 provides that a person be assigned to handle various safety program aspects.	Y	N	_____
10. Are emergency phone numbers displayed by telephone?	Y	N	_____
11. Have disciplinary policy for employees that violate safety rules? Various sections of OSHA 29 CFR 1910.1200 provides that employers enforce safety rules.	Y	N	_____

Chemical Storage - MSDS

	Yes	No	NOTES: _____
12. Are there any unlabeled containers in the facility? (CIMS 4.1.a) OSHA 29 CFR 1910.1200 provides that all containers or secondary containers be properly labeled with material name, description of hazard and manufacturer's name.	Y	N	

	Yes	No	NOTES:
<p>13. Do all secondary containers have the product, hazards and manufacturer listed on the label? (CIMS 4.1.a)</p> <p>OSHA 29 CFR 1910.1200 provides that all containers of hazardous materials be labeled. Label must include material name, hazard description and manufacturer's name.</p>	Y	N	_____
<p>14. Are all fire extinguishers tagged for monthly inspection and been in service in the last year?</p> <p>OSHA 29 CFR 1910.157 provides that all portable fire extinguishers be inspected monthly and serviced annually.</p>	Y	N	_____

Workplace Safety (CIMS 4.1.c)

	Yes	No	NOTES:
<p>15. Are any food/drinks stored near hazardous chemicals?</p> <p>29 CFR 1910.142 provides that no employee have food/beverages in an area that could be contaminated with toxic or infectious materials.</p>	Y	N	_____
<p>16. Do you have a first aid kit and have personnel trained to render first aid for all shifts?</p> <p>If have Bloodborne Pathogen Plan, must have assigned person to render first aid. 7317 and 7318 First Aid Kits help comply with OSHA Regulation 1910.151 (Subpart K) which requires first aid kits consist of attention to simple problems which require further treatment or emergency help for the severally injured until professional medical personnel can take over. First Aid Kits must also be readily available to all employees.</p>	Y	N	_____
<p>17. Do you have a need for respiratory protection?</p> <p>7312B/7314B Disposable Dust and Mist Respirators meet NIOSH approval for respiratory protection against most dusts and N-95 rated.</p>	Y	N	_____
<p>18. Are any employees exposed to noise levels that exceed 85 decibels over an 8 hour period?</p> <p>7310/7311C Hearing Protection helps comply by making available to all workers who are exposed to noise levels at or above 85 decibels.</p>	Y	N	_____
<p>19. Are eye protection devices, i.e. safety glasses and goggles, provided to guard against injury due to flying particles and handling liquid chemicals as outlined in 29 CFR 1910.132-133?</p> <p>7334B/7332 Safety Glasses and 7320 Chemical Splash Goggles meets ANSI Z87.1 Safety Standards. Required when eyes may be injured from flying or falling particles, chemical splashes. Required on many MSDS for Personal Protective Equipment in Section VIII.</p>	Y	N	_____
<p>20. Is foot protection provided to guard against objects falling on the foot or piercing the bottom of the foot?</p> <p>7390 Series PVC (with steel toe) Boot is recommended to prevent injury to feet by falling objects. Meets ANSI Z41-1991 Class 75.</p>	Y	N	_____
<p>21. According to 29 CFR 1910.138, is protective equipment for extremities, i.e. gloves, provided to protect hands from hazardous chemicals, etc.?</p> <p>8440 Latex, 8217 Nitrile and 8050 Leather Palm Gloves help comply with OSHA regulation in situations involving handling hazardous materials, sharp objects and prevention of burns. Required on many MSDS as Personal Protective Equipment.</p>	Y	N	_____

Personal Protective Equipment (PPE) Assessment & Selection Form

The following checklist will help identify hazards in the workplace and appropriate PPE items that will help reduce possibility of injury. Use in conjunction with Workplace Safety Assessment.

Name: _____ Location: _____

Date: _____ *Please see *Suggested Safety Products* for suggested products regarding each hazard.

HEAD HAZARDS: *Following hazards can cause serious head injuries:*
 Falling Objects Electrical Contact Impact Working Under Equipment

HEAD HAZARDS (type)	JOB	PPE REQUIRED*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EYE/FACE HAZARDS: *Following hazards can cause serious eye/face injuries:*
 Chemicals Dust Heat Flying Particles Light/Radiation

EYE/FACE HAZARDS (type)	JOB	PPE REQUIRED*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HAND HAZARDS: *Following hazards can cause serious hand injuries:*
 Chemicals Cuts/Abrasions Puncture Material Handling

HAND HAZARDS (type)	JOB	PPE REQUIRED*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOOT HAZARDS: *Following hazards can cause serious foot injuries:*
 Chemical Exposure Rolling/Falling Objects Impact Puncture Material Handling Slips/Falls

HAND HAZARDS (type)	JOB	PPE REQUIRED*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CIMS Standards* and Contact Info

3.6.a

There shall be a written curriculum for technical training of cleaning personnel and documentation that personnel have been trained.

4.1.a

Employers shall comply with all pertinent provisions of the federal OSHA Hazard Communication Standard and all comparable state requirements. Provisions that must be complied with include, but are not limited to, the following: 29 CFR 1910.1200

4.1.c

There shall be documentation that describes the organization's selection and use of Personal Protective Equipment (PPE). The employer shall comply with all applicable OSHA and state requirements for PPE. 29 CFR 190 Subpart I.

4.1.d

If cleaning personnel are required to clean blood or other potentially infectious material spills, the organization shall comply with OSHA Bloodborne Pathogen Standard 29 CFR 1910.3030 or applicable state requirements.

4.1.f

Employers shall comply with all other applicable OSHA and/or state employee safety and health regulations.

4.2.a

The organization shall have an environmental policy.

* For a complete list of CIMS standards, visit www.issa.com/standard.

Safety Hotlines and Websites

Category	Agency	Phone	Website
Disasters	Federal Emergency Management Agency (FEMA)	800.621.3362	fema.gov
Drinking Water	EPA	800.426.4791	epa.gov/safewater
EPA	EPA	202.272.0167	epa.gov
Eye	Prevent Blindness	800.331.2020	preventblindness.org
Fire Safety	National Fire Protection Association	617.770.7471	nfpa.org
Food	Food Safety Council		foodsafety.gov
Food	U.S. food & Drug Administration (FDA)	888.463.6332	fda.gov
Food	U.S. Department of Agriculture (USDA)		usda.gov
Hazardous Waste	Healthcare Environmental Resource Center	734.995.7989	HERCenter.org
Health	Centers for Disease Control & Prevention	800.232.4636	cdc.gov
Health	National Institutes of Health	301.496.4000	nih.gov
NIOSH	NIOSH	404.639.3311	niosh.org
OSHA	OSHA		osha.gov
Poison Control	American Association of Poison Control Centers	800.222.1333	aapcc.org
Safety	National Safety Council	630.285.1121	nsc.org
Substance Abuse	Substance Abuse & Mental Health Services	800.662.4357	samhsa.gov
Terror	Department of Homeland Security	202.282.8000	dhs.gov

Safety Workplace Goal:
A Safe and Health Work Environment

Suggested Safety Products

Item #	Description	Work Area	Qty. Needed
7310	Disposable Tapered Foam Ear Plugs	_____	_____
7311C	Disposable Corded Tapered Foam Ear Plugs	_____	_____
7312B	Disposable Dust Mask and Mist Respirator	_____	_____
7313	Treads	_____	_____
7314B	Dust/Mist Respirator with Exhalation Valve	_____	_____
7317	10 Person First Aid kit	_____	_____
7318	25 Person First Aid Kit	_____	_____
7320	ProGuard® Chemical-Splash Safety Goggles with Anti-Fog	_____	_____
7325	Hard Hat	_____	_____
7327 Series	Barrier Tape	_____	_____
7332	Protoguard™ Safety Spectacles	_____	_____
7334B	Frontrunner™ Safety Glasses	_____	_____
7350	1 Quart Sharps Container	_____	_____
7351	Bloodborne Pathogen Kit	_____	_____
7352	2 Gallon Sharps Container	_____	_____
7353	Wall Bracket for Sharps Containers	_____	_____
7354	Bloodborne Pathogen Cleanup Kit without Disinfectant	_____	_____
7379	Single Closure Back Support with Suspenders	_____	_____
7383	Disposable Poly Sleeves	_____	_____
7384	Disposable Coveralls with Collar	_____	_____
7389	Basic Back Support	_____	_____
7390	General Purpose PVC Boot with Steel Toe	_____	_____
7919	Right-to-Know™ Center	_____	_____
7920	Deluxe Right-to-Know™ Center	_____	_____
8002 Series	Baserunner™ Safety Glasses	_____	_____
8050	ProGuard® Leather Palm Gloves with 2-1/2" Safety Cuff	_____	_____
8217	15 mil Flock Lined Nitrile Reusable Glove	_____	_____
8225	22 mil Long-Sleeve Unlined Nitrile Reusable Glove	_____	_____
8430	28 mil Deluxe Flock Lined Latex Reusable Glove	_____	_____
8440	20 mil Flock Lined Latex Reusable Glove	_____	_____
8644	Disposable Nitrile General Purpose Powder Free Glove	_____	_____
8800	8 oz. Cotton Canvas Work Glove	_____	_____
8890	String Knit PVC Dotted Palm Work Glove	_____	_____
8891	String Knit PVC Dotted (both sides) Work Glove	_____	_____
8894	Flex-Grip Work Glove	_____	_____
9140 Series	TriVu® 3-Sided Safety Signs	_____	_____
9152W Series	Wet Floor Signs	_____	_____

A SAFE WORKER IS A PRODUCTIVE WORKER!



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