

HEALTH AND SAFETY AUDITS

Established June 1, 2001

The purpose of this health and safety procedure is to identify and correct hazards that may reduce the risk of a death, injury, or damaged property in and around fire department facilities. It is also intended to comply with NFPA 1500 (*Standard on Fire Department Occupational Safety and Health*).

- I. FREQUENCY OF AUDITS - There are two forms of Health and Safety Audits. The Monthly Health and Safety Audit is conducted by the Station Commander or his/her designee. The Annual Health and Safety audit includes additional items and is conducted by the Division Chief or his/her designee during the month of September.
- II. FACILITIES AFFECTED - Fire Department Headquarters, Training Academy, Warehouse, Fire Marshal's Office, County Owned Fire Stations, County Owned/Leased Fire Stations, Volunteer Fire Stations, Storage Sheds. The Maintenance Division has responsibility for Fire Department Headquarters and the Warehouse. The Training Division completes the audit for the Training Academy and the Fire Marshal's Division audits their facility.
- III. AREAS INSPECTED - Listed below is a summary of the general categories of areas checked during the audits.
 - III.A Apparatus Bays
 - III.B Building Exterior
 - III.C Building Grounds Security
 - III.D Electrical Wiring, Fixtures and Controls
 - III.E Emergencies Supplies
 - III.F Environmental Controls
 - III.G Fire Protection
 - III.H Hazardous and Toxic Substances Information
 - III.I Housekeeping
 - III.J Interior Exits, Walkways and Floor Surfaces
 - III.K Machines and Equipment
 - III.L Materials and Handling
 - III.M Medical and First Aid
 - III.N Office/Living Areas
 - III.O Record keeping
 - III.P Repairs
 - III.Q Safety Bulletin Board
 - III.R Stairs/Slide Poles/Ladders

IV. TOOLS NEEDED FOR INSPECTOR - The person completing the audit should ensure they have the following items:

- IV.A Health and Safety Audit Check List
- IV.B Clip Board
- IV.C Flash Light
- IV.D GFI continuity Tester (*Annual Audit Only*)

V. OTHER PREPARATION

V.A Prior to conducting a Monthly Health and Safety Audit, the inspector shall review the previous month's audit.

V.B Prior to conducting an Annual Health and Safety Audit, the inspector shall:

V.B.1 Review the last annual audit and the last monthly audit.

V.B.2 Determine if there are any unresolved safety concerns within the facility.

V.B.3 Review health and safety improvements that have been made since the last audit.

V.B.4 Review the "OSHA 300A Summary of Work-Related Injuries and Illnesses" form to determine whether any injuries occurred at this location over the previous year.

VI. DOCUMENTING DISCREPANCIES

VI.A The inspector conducting the Monthly or Annual Audit shall use the attached Health and Safety Audit Check List. Note that each section indicates whether it is to be inspected Monthly or Annually. For example, Record Keeping and Hazard Communication are checked annually, while the Safety Bulletin Board is inspected monthly.

VI.B Discrepancies shall be summarized on the attached page titled "Health and Safety Inspection Discrepancy Summary."

VI.C Copies of the Monthly Audit shall be maintained by the Station Commander for 12 months.

VI.D A copy of the Annual Audit shall be provided to the following personnel. The Station Commander shall maintain their copy for five (5) years.

VI.D.1 Station Commander (Original)

VI.D.2 Maintenance Division

VI.D.3 Health and Safety Division

VI.D.4 Fire Marshals Division

VI.D.5 Division Chief

VI.D.6 Deputy Chief

VII. CORRECTING DISCREPANCIES

VII.A Hazards that can be easily addressed during the Monthly or Annual Health and Safety Audit should be immediately corrected.

VII.B Minor hazards in stations maintained by Facilities Management that can be repaired for less than \$500 should be reported to the Facilities Repair Coordinator at Station 9. Major hazards (those costing \$500 or more) should be included in the station's annual Facilities Repair and Renovation Request.

VII.C Hazards in stations maintained by volunteers should be reported the Volunteer Station Commander.

VII.D As Hazards are eliminated, the date corrected should be indicated on the Health and Safety Inspection Discrepancy Summary.

VII.E Hazards that cannot be corrected or are not actively being addressed within 30 days following the audit, shall be documented as a "Safety Concern" and forwarded to the Chief of the Department. They shall also be documented as an "Unresolved Issue" in the Station/Division monthly report.

Anne Arundel County Fire Department

Health and Safety Audit Check-List

Location: _____

Date of Inspection: ____ / ____ / ____

Inspected by: _____

Station Representative : _____

Legend: ✓ = OK, D = Discrepancy

RECORD KEEPING (Annually):

1. ___ OSHA 300 Summaries maintained for 5 years.
2. ___ OSHA 300A Logs maintained for 5 years.
3. ___ Adequate supply of Safety Concern Forms.

HAZARD COMMUNICATION (Annually):

4. ___ Hazcom OPM at the Safety Bulletin Board.
5. ___ Is there a chemical list for this work place ?
6. ___ Was it last updated within the last 12 months ?
7. ___ Are there MSDS for all items on chemical list ?
8. ___ Have employees been trained about the hazards of the substances, appropriate work practices, control programs, protective measures and emergency procedures ?
9. ___ Are all containers labeled ?

SAFETY BULLETIN BOARD (Monthly):

10. ___ Permanent Items displayed per OPM 4.
11. ___ Items current (Reference Dept Orders).

BUILDING EXTERIOR (Monthly):

12. ___ Emergency telephone and instructions clearly available for the general public ?
13. ___ Sidewalks/ramp smooth, free of tripping hazards ?
14. ___ Drainage of paved areas adequate to prevent pooling?
15. ___ Trees in good condition; no danger of falling ?
16. ___ Condition of terrain does not create a hazard when cutting grass ?
17. ___ Grassed areas free of stones, etc that may become projectiles if hit by lawnmowers/string trimmers ?
18. ___ Eye and Hearing Protection used with lawnmowers/string trimmers.
19. ___ Exterior maintained as to prevent safety hazard (antennas, soffits, windows, etc.) ?
20. ___ Ground-fault circuit interrupters provided for outside electrical outlets.
21. ___ Exit area of apparatus onto highway unobstructed due to signs, foliage, etc. ?
22. ___ Traffic Control Light working correctly ?

BUILDING/GROUNDS SECURITY: (Monthly)

23. ___ All locks functional ?
24. ___ Door Combination Functional - changed within last 12 months ?
25. ___ All exterior lights working; and provide good visibility and security for night time.

APPARATUS BAYS (Monthly):

26. ___ Properly functioning ventilation system available to control vehicle exhaust?
27. ___ Exhaust Removal System properly utilized?
28. ___ Floor surface designed to prevent slips when wet ?
If not, are signs used or other precautions taken ?
29. ___ Head protection for ladders on apparatus ?
30. ___ Apparatus doors kept completely up or down ?
31. ___ Guidelines on floors to assist backing vehicles up correctly.
32. ___ Ground-fault interrupters provided for electric outlets in apparatus bays ?
33. ___ Shields on lawnmowers ?

ELECTRICAL WIRING, FIXTURES AND CONTROLS (Annually):

34. ___ Does Wiring appear to be maintained properly ?
 - a. ___ Visible wiring/cords free from frays/damage ?
 - b. ___ Visible wiring/cords free of contaminants ?
 - c. ___ Visible conduits appear to be tightly connected to junction boxes and to supports ?
 - d. ___ Receptacles and visible junction boxes have covers ?
 - e. ___ Extension cords eliminated where being used as a substitute for permanent wiring ?
 - f. ___ Extension cords that may be present, removed from under carpets, through doors, etc. ?
35. ___ Do Controls and Fixtures appear to be properly maintained ?
 - a. ___ Circuit breakers/fuses mounted in tightly closed metal boxes ?
 - b. ___ Circuit breakers/fuses marked as to their use ?
 - c. ___ Breakers that have may have been removed during renovations replaced by blanks or otherwise protected ?
 - d. ___ Clearance in front of electrical panels per our

- inspection guidelines ?
- e. ___ Lock/tagout tags used for de-energized circuits?
- f. ___ Motors clean and free of excessive grease ?
- g. ___ Ground-fault circuit interrupters provided for bathrooms, kitchen.
- h. ___ Outlets accommodate 3-wire grounded plugs?
- i. ___ Ground connections clean and tight ?
- j. ___ Continuity test for grounding conductors of receptacles, extension cords and plug-connected equipment ?
- k. ___ Fixtures/appliances and their cords appear to be good condition/repair ?

MATERIALS AND HANDLING (Annually):

- 36. ___ When storing supplies, are heavy materials placed on lower shelves between the knee and waist ? If file cabinet, are heavier items placed in lower file drawers ?
- 37. ___ Is storage stable ?
- 38. ___ Are doors to storage rooms kept closed ?
- 39. ___ Is illumination adequate in storage areas ?
- 40. ___ Are pressurized cylinders properly stored ?
 - a. ___ Are they stored upright ?
 - b. ___ Are they stored securely (chain, etc) ?
 - c. ___ Are they free from obvious signs of defects, deep rusting, or leakage ?
 - d. ___ Are oxygen cylinders in area free from dirt ?
- 41. ___ Gas Grill (condition of tank, line and burners) ?
- 42. ___ Are flammable combustible liquids properly stored in approved cabinets per in service inspection guidelines?
- 43. ___ Are portable ladders adequate for their purpose, in good condition and provided with secure footing ?

HOUSEKEEPING (Monthly):

- 44. ___ Station property free of unnecessary trash/debris ?
- 45. ___ Storage kept only in designated areas ?
- 46. ___ Absence of rodent infestation ?

INTERIOR EXITS, WALKWAYS, FLOOR SURFACES (Monthly):

- 47. ___ Quantity of exits per our inspection guidelines ?
- 48. ___ Exits marked per our inspection guidelines
- 49. ___ Exits unobstructed ?
- 50. ___ Doors that may be mistaken as exits marked " Not an Exit" ?
- 51. ___ Exits and walkways free from protruding objects such as nails, debris, loose tiles, loose carpet, electric cords, etc. that could cause a tripping/injury hazard ?
- 52. ___ Exitways from living area of station to apparatus bays unobstructed ?

- 53. ___ Ceilings/roofs adequate so that no leaks occur ?
- 54. ___ Water runoff from showers, hoses, etc, routed so a slip hazard is prevented ?
- 55. ___ Exits, walkways and floor surfaces adequately illuminated ?
- 56. ___ Emergency lighting adequate and functional ?
- 57. ___ Does a change of elevation occur at a door frame ? If so, is a warning sign posted ?
- 58. ___ Does the swing of a door into a hallway or walkway present a hazard ? If so, is a warning sign posted ?

STAIRS/SLIDE POLES/LADDERS (Monthly):

- 59. ___ Slide poles provided with enclosure, safety mat at bottom, and in good repair/condition ?
- 60. ___ Stairways in good condition and railings provided for each flight having four or more risers ?
- 61. ___ Is illumination adequate ?
- 62. ___ Fixed ladders adequate, in good condition and equipped with side rails,cages ?

FIRE PROTECTION (Monthly):

- 63. ___ Portable fire extinguishers provided and maintained per "In Service" inspection guidelines?
- 64. ___ Clearances from combustibles per our inspection guidelines ?
- 65. ___ Oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners go out ?
- 66. ___ Flammable waste such as oily and paint soaked waste properly stored or discarded ?
- 67. ___ Fire doors marked and closed ?
- 68. ___ NO SMOKING signs posted ?
- 69. ___ # of smoke detectors adequate and functioning properly ?
- 70. ___ Is fire alarm system tested monthly? (date: ___/___/___)
- 71. ___ Are CO detectors functioning properly ?
- 72. ___ Is there an internal station emergency action plan and is it current ?

ENVIRONMENTAL CONTROLS (Annually):

- 73. ___ Furnace/HVAC filters clean ?
- 74. ___ Exhaust hood and filters clean in kitchen stove ?
- 75. ___ Station generator or other similar unit properly maintained and vented to prevent exhaust leak inside ? Is a warning posted to wear hearing protection if warranted ?
- 76. ___ If well water is used, has it been tested within last year ? If not, is bottle water being provided ?

MEDICAL AND FIRST AID (Monthly):

- 77. ___ Does Medical Decon Area have:
 - a. ___ Fluorescent Orange Sign - laminated
 - b. ___ Deep Sink - Hot/Cold Water w/stopper
 - c. ___ Contaminated Waste Container
 - d. ___ Wheel Brushes
 - e. ___ Disinfectants (Bleach, TBQ or Phenex)
 - f. ___ Washer and Dryer
 - g. ___ Gloves, masks, aprons, eye protection
 - h. ___ Waterless Handcleaner
 - i. ___ PM Units - Amerse Solution and Tray

MACHINES AND EQUIPMENT (Annually):

- 78. ___ Station Representatives indicates authorized persons trained in use of machines/equipment ?
- 79. ___ Is a reminder posted in shop to use eye protection?
- 80. ___ Are hand tools properly maintained ?
 - a. ___ Tool handles free of splits and cracks ?
 - b. ___ Handles wedged tightly into heads of tools ?
 - c. ___ Impact tools free of mushroomed heads ?
 - d. ___ Cutting edges sharp ?
 - e. ___ Tools properly guarded ?
- 81. ___ Are electrically powered tools properly maintained ?
 - a. ___ Grounded or double insulated ?
 - b. ___ Grounding pins on electric cords in place ?
 - c. ___ Electrical cords free of frays, damage ?
 - d. ___ Tools properly guarded ?
 - e. ___ Do wheel grinders have safety guards that cover the spindle ends, nut and flange projections ?
 - f. ___ Do wheel grinder tool rests set within 1/8" or less off the wheel ?

- g. ___ Are tools stored in dry, secure location ?
- h. ___ If interlock is installed, working properly ?
- 82. ___ Is compressed air, used for cleaning, < 30 psi ?
- 83. ___ Are fixed machines anchored ?

OFFICE/LIVING AREAS (Monthly):

- 84. ___ Are chairs in good repair and not easily turn over ?
- 85. ___ Monthly PM of Exercise Equipment?

REPAIRS (Monthly):

- 86. ___ Are defective items tagged out of service ?

EMERGENCY SUPPLIES ADEQUATE (Annually):

- 87. ___ Are fuel tanks on apparatus full ?
- 88. ___ Is emergency station generator working & full of fuel ?
- 89. ___ Is oil tank for heating full ?
- 90. ___ Do you have a supply of sand/salt in station and on vehicles to prevent slipping accidents ?

DISCREPANCIES - Note on Separate Sheet entitled "Health and Safety Inspection Discrepancies".

Copy Distribution (Monthly) - Station Commander

Copy Distribution (Annually) - Station Commander (original) , Maintenance Section, Fire Marshal's Division, Health/Safety Division, Division Chief, Deputy Chief

