



Massachusetts

Safety and Health Orientation for the Public Sector

June 2018



**Massachusetts Department of Labor Standards
Workplace Safety and Health Program for Public employees**
www.mass.gov/dols/wshp
(508) 616-0461 and choose option #1
Email: safepublicworkplace@state.ma.us

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Welcome

On March 9, 2018, Chapter 44 of the Acts of 2018, *An Act Relative to Standards of Employee Safety*, was enacted. The law amends M.G.L. c. 149, § 6 ½, to update and clarify employee safety requirements in public sector workplaces. The law will be enforced by the Department of Labor Standards (DLS) and will take effect on February 1, 2019.

Thank you for attending this orientation. Our goal for this orientation is to provide you with an overview of the law, general information about safety regulations, details on how a DLS inspection is structured, what steps you can take now to make your employees safer, and to address common questions. We encourage you to participate and provide feedback to help us understand the impact this new law will have on your workplace.

Sincerely,
Rosalin Acosta, Secretary
William McKinney, Director
Michael Flanagan, Chief
Mary Dozois, Supervisor

OSHA Safety for Public Sector Employees

Highlights of Updated Law G.L. c. 149, § 6 ½

On March 9, 2018, Chapter 44 of the Acts of 2018, *An Act Relative to Standards of Employee Safety*, was enacted. The law amends G.L. c. 149, § 6 ½, updates and clarifies employee safety requirements in public sector workplaces, and will be enforced by the Department of Labor Standards (DLS). **The law will take effect on February 1, 2019.**

Highlights:

- The law defines a public sector workplace to include counties, municipalities, all state agencies, quasi-public independent entities, courts, bureaus, commissions, divisions or authorities of the commonwealth, political subdivisions, and public colleges and universities.
- The law requires all public sector employers to implement methods of reducing work-related injury and illness that meet the minimum requirements provided under the federal Occupational Safety and Health Act of 1970.

How Safety Requirements are Enforced:

- DLS conducts safety and health inspections of public sector workplaces. Federal OSHA inspectors will not inspect public sector employers. The updated law clarifies the public sector employer's obligations and does not change current DLS standards or procedures.

How Workplaces are Selected for Inspection:

DLS prioritizes inspections in the following order. For all except "Imminent" inspections, DLS makes an appointment with the public sector employer.

- **Imminent Hazard:** DLS inspectors stop at active trenches, aerial lift operations, and roofing to ensure safety equipment and procedures are used.
- **Accident Investigation:** DLS inspects workplaces in response to a worker injury.
- **Voluntary:** An employer can request a voluntary safety and health audit.
- **Complaint:** DLS responds to complaints about workplace safety conditions. Examples of complaints include ladder handling, lack of respirators, and facility maintenance.
- **Planned Programmed Inspection:** DLS performs a representative number of inspections in workplaces expected to contain machinery or other hazards. Examples of recent inspections include wastewater treatment plants, drinking water plants, highway departments, municipal electric power stations, school kitchens, and crossing guard locations.

OSHA Safety for Public Sector MGL c149 §6 ½

Frequently Asked Questions

On March 9, 2018 House Bill 3952, An Act to Further Define Standards of Employee Safety that amends M.G.L. chapter 149 §6 ½ was enacted. The law updates and clarifies employee safety requirements in public sector workplaces, and is enforced by the Department of Labor Standards (DLS). **This law is effective February 1, 2019**

- 1. Does the amended law replace OSHA?** No. OSHA continues to have jurisdiction over **private** sector employers.
- 2. Are Massachusetts requirements as strict as OSHA?** The new requirements are the same as OSHA's requirements, no stricter or more lenient.
- 3. When is the effective date?** February 1, 2019. In the interim, however, the current law remains in effect, and DLS will continue to conduct safety and health inspections. Before the new law's effective date, DLS will conduct outreach to familiarize employers with their responsibilities.
- 4. Can public sector employers get fined?** Although DLS has the authority to issue fines, its enforcement approach is to issue an order for corrective action to employers for a first offense. When corrective actions are completed within the timeframe specified, no fine is issued.
- 5. When should we notify DLS about an injury?** Contact DLS at *508+616-0461 or safepublicworkplace@state.ma.us within 24 hours if an accident causes a death, amputation, loss of an eye, loss of consciousness, or inpatient hospitalization. For these and all other injuries, continue to follow your current workers' compensation procedures and file First Reports with the Department of Industrial Accidents.
- 6. When should we keep an OSHA 300 Log?** Complete an OSHA 300 Log if you receive a letter from the Bureau of Labor Statistics requesting a copy of your log. Complete an OSHA 300 Log if requested by a DLS inspector. Do not enter your logs on the osha.gov website. More details to follow in 2019.
- 7. What training requirements are there?** Training requirements are job specific. Safety training depends on the tasks and equipment handled by employees, such as aerial lifts, trenches, ladders, or chainsaws. For a summary, see the DLS website at www.mass.gov/dols/wshp and <https://www.osha.gov/Publications/osha2254.pdf>.
- 8. Is OSHA 10 training required?** Under updated MGL c149 §6 ½, OSHA 10 training is not required of all employees. There is, however, a public bidding law that requires OSHA 10 training on publicly bid construction projects over \$10,000. Provide this training if that law applies to your workers.
- 9. What resources are there to help with the cost of training?** The Department of Industrial Accidents, Office of Safety awards up to \$25,000 to organizations to fund workplace safety training. For more information about this grant email: safety@dia.state.ma.us
- 10. What are the requirements for a private contractor performing work on public property?** Private sector employers are required to comply with OSHA standards. An enforcement inspection can be conducted by federal OSHA inspectors.
- 11. What tools are available to help prepare for compliance?** Self-audit checklists, template programs, and sample trainings are available for public workplaces. We expect to make more educational and compliance materials available to employers as we conduct outreach prior to the effective date.

See www.mass.gov/dols/wshp



Massachusetts Workplace Safety and Health Protection for Public Employees

454 CMR 25.00 requires all public sector employers to comply with OSHA regulations.

- Employers:** Employers are required to provide procedures, equipment, and training to prevent work-related injuries and illnesses.
- Employees:** Employees are required to comply with the policies and procedures established in their workplace to reduce work-related injuries and illnesses.
- Inspection:** The Department of Labor Standards (DLS) may conduct an on-site inspection to evaluate workplace conditions and make recommendations for the prevention of work-related injuries and illnesses. See **Inspection Summary** at mass.gov/dols/wshp.
- Enforcement:** DLS may issue a *Written Warning* which contains an *Order to Correct* when an inspection reveals a condition which could cause a work-related injury or illness. DLS may issue a *Civil Citation with Civil Penalty* when an employer fails to abate a *Written Warning*, or repeats conditions identified in a previous *Written Warning*.
- Voluntary Assistance:** Public sector workplaces may request technical assistance by contacting DLS at safepublicworkplacemailbox@mass.gov or (508) 616-0461 and choose option #1, or There are no written warnings or penalties issued for voluntary assistance.
- Complaints:** Public employees or their representatives may file a complaint about safety and health conditions at their workplace by contacting DLS at safepublicworkplacemailbox@mass.gov or (508) 616-0461 and choose option #1.
- Safety and Health Management:** Sample safety programs and technical bulletins are available at mass.gov/dols/wshp.

Focus on Accident Prevention Public Works

The following list summarizes common causes of injuries in public works departments. Accident investigations conducted by the Department of Labor Standards frequently identify corrective actions in these areas.



Highway

Equipment – operator training and equipment maintenance

Ladder training and inspection

Workzone Set-up



Water & Sewer

Equipment – operator training and equipment maintenance

Ladder training and inspection

Railings in treatment plant

Machine guarding on pumps in treatment plant

Trench Safety

Workzone Set-up



Parks and Recreation

Aerial Lift

Chainsaw

Equipment – operator training and equipment maintenance



Sanitation

Equipment – operator training and equipment maintenance

Focus on Accident Prevention Schools

The following list summarizes common causes of injuries in public school departments. Accident investigations conducted by the Department of Labor Standards frequently identify corrective actions in these areas.



Custodian

Equipment – operator training and equipment maintenance
Ladder training and inspection
Stair railings and handrails



Cafeteria

Equipment – operator training and equipment maintenance
Floor maintenance for slip/trips
Electrical cords and receptacles
Chemical training and personal protective equipment



Classrooms

Housekeeping – not keeping floors clear for slip/trips.
Lack of step stools – standing on chairs and furniture.
Agitated students acting aggressively towards staff.

Health & Safety Management for Municipalities

From 2009-2011, more than 8,700 work related injuries for municipal workers were reported to the Massachusetts Division of Industrial Accidents. These injuries place a cost burden on cities and towns to provide medical treatment and workers compensation costs. In many cases, methods to prevent the injury were readily available but not used. An active safety management system can help cities and towns reduce their work-related injuries in a cost effective manner.

Safety and Health Management

The following elements are recommended as part of a comprehensive management system to reduce work-related injuries and illnesses.

Management Leadership

- Establish a department and town-wide Safety & Health Policy.
- Establish management and employee accountability.
- Authorize a joint labor-management Safety Committee.
- Set goals for safety.

Control Risk

- Establish written safety procedures for department tasks. Sample safety programs are available at www.mass.gov/dols/wshp.
- Provide safe and adequate equipment to perform job tasks:
 - o Operations equipment
 - o Safety equipment
- Implement an equipment inspection and maintenance schedule.
- Pre-plan job tasks to include injury prevention.
- Follow established industry standards for workplace safety.
- Conduct periodic workplace inspections and control hazards.
- Provide new hire and annual training.

Measure Performance

- Monitor department injury patterns and injury costs. A worksheet is available at www.mass.gov/dols/wshp.
- Conduct accident investigations and determine preventive strategies.
- Conduct self-audits using a joint labor-management team.
- Compare performance to annual safety goals.



YOU MUST REPORT A FATALITY OR CATASTROPHE

**Notify the Department of Labor Standards
at 508-616-0461 and choose option #1,
or email safepublicworkplace@state.ma.us**

**Notify the Department of Labor Standards within eight hours of
any work-related injury to a Public Sector employee involving:**

- Fatality
- Loss of an Eye
- Amputation
- Inpatient Hospitalization

Please include:

- Name of agency
- Location of incident
- Time and date of incident
- Number of injured or deceased employee(s)
- Name of contact person, including phone number and email address
- Brief description of incident

**Learn how to prevent work-related injuries or fatalities at
www.mass.gov/dols/wshp**



THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT DEPARTMENT OF LABOR STANDARDS

Workplace Safety and Health Program Inspection Summary

Massachusetts General Laws Chapter 149 §6 authorizes the Department of Labor Standards to conduct inspections and provide recommendations to prevent work-related injuries and illnesses at public employee workplaces.

What to Expect during a Safety and Health Inspection

- The DLS representative will conduct an opening conference to explain the purpose of the visit, and the scope of the inspection. The opening conference will include a request to speak with the workplace union representative, if applicable. The DLS representative may request to review injury records.
- After the opening conference, the DLS representative will conduct a site walkthrough to evaluate tasks, equipment or conditions which could cause a work related injury or illness.
- At the conclusion of the inspection, the DLS representative will conduct a closing conference to discuss observations. The representative will also indicate conditions where corrective action may be required. The representative may also request documentation such as safety policies and training records. Due to the nature of work activities or equipment, additional research by DLS may be required before a report is provided.

Inspection Report

- A written report which identifies hazards and provides recommendations for the prevention of work-related injury or illness will be sent to the department management. The report may take the following formats:
 - a. A **Technical Assistance Report** will be issued when a municipality voluntarily requests on-site assistance. A correction due date is provided for conditions which could cause employee injury or illness.
 - b. **Written Warning** may be issued when a workplace inspection reveals conditions which could cause employee injury or illness. A correction due date is provided.
 - c. A **Civil Citation with Civil Penalty** may be issued which contains a fine of up to \$1,000 per violation, and a correction due date. DLS may consider issuing a Civil Citation with Civil Penalty in circumstances when the employer repeatedly allowed an unsafe condition to occur, the condition has already caused a serious work-related injury, or if the employer has ignored a previous Written Warning.

Massachusetts Department of Labor Standards • Workplace Safety and Health Program

Notice of Alleged Safety and/or Health Hazard

Reporting of Alleged Safety and/or Health Hazard

Complaints regarding occupational safety and health conditions at a public sector workplace (municipality, county, state agency) in Massachusetts can be submitted to the Department of Labor Standards (DLS) using this form. If you prefer to phone in your complaint, the form will be started for you and your signature will be requested.

Complaints regarding occupational safety and health conditions at a private sector employer, including private sector employers working on public property, should be made by contacting the local OSHA area office. See www.osha.gov for a list of OSHA offices.

Who may submit a complaint? Any employee or a representative of employees who believes that a violation of a safety or health standard exists that threatens physical harm, or that an imminent danger exists, may submit a complaint to DLS. Signed complaints are given priority over unsigned complaints. DLS also accepts referrals about potential safety and health conditions from other state agencies, federal agencies and public safety departments.

Can an employer retaliate against the complainant? MGL c. 149 § 185 provides explicit protection for employees exercising their rights, including making safety and health complaints. Complainants are not protected against discipline by their employer for work performance issues. Filing a complaint with DLS regarding safety conditions does not preclude the employer from continuing with disciplinary proceedings or personnel assignments that may be underway.

What happens after a complaint is submitted? DLS evaluates information in the complaint. DLS may respond to the complaint by contacting the employer by phone or letter, by conducting a site inspection, or by referring the complaint to the appropriate government agency that has authority if DLS does not have jurisdiction. If DLS determines that there are no reasonable grounds to believe that a violation exists, the complainant will be notified in writing of such determination when contact information has been provided. The employer is permitted to request a copy of the written complaint. If the complainant has requested, the employee information is redacted before it is submitted to the employer.

Instructions

1. Complete page 2 as accurately and completely as possible.
2. Describe each hazard you think exists in as much detail as you can.
3. If the hazards described in your complaint are not all in the same area, please identify where each hazard can be found at the worksite.
4. If there is any particular evidence that supports your suspicion that a hazard exists (for instance, a recent accident or physical symptoms of employees) include the information in your description.
5. If you need more space than is provided on the form, continue on another sheet of paper.

After you have completed the form, return it by mail, fax or e-mail to:

Department of Labor Standards
167 Lyman Street
Westboro, MA 01581
E-mail: safepublicworkplace@state.ma.us.
Fax: 508-616-0467, Phone: 508-616-0461 and choose option #1



Massachusetts Department of Labor Standards • Workplace Safety and Health Program

Notice of Alleged Safety and/or Health Hazard

Complaint Number (for office use) _____

Agency Name (Please provide full name) _____

Site Address _____ Site Phone _____

Mailing Address _____ Mail Phone _____

Management Official for your department _____ Telephone _____

Management Official for the Agency _____

Hazard Description/Location Describe briefly the hazard(s) which you believe exist. Include the approximate number of employees exposed to or threatened by each hazard. Specify the particular building or worksite where the alleged violation exists. Include drawings, sketches or photographs if applicable and possible.

Please describe employees affected by the hazard:

- Municipal or County employees
- State employees
- Employees of a private company

Has this condition been brought to the attention of:

- Employer
- Other Government Agency (specify)

Please Indicate Your Desire:

- Do NOT reveal my name to my Employer
- My name may be revealed to the Employer

The Undersigned believes that a violation of an Occupational Safety or Health standard exists at the agency named on this form.

(Mark "X" in ONE box)

- Employee
- Safety and Health Committee
- Representative of Employees
- Other (specify): _____

Complainant Name _____ Telephone _____

Address (Street, City, State, Zip) _____

Complainant email _____

Signature _____ Date _____

If you are an authorized representative of employees affected by this complaint, please state the name of the organization that you represent and your title:

Organization Name _____ Your Title _____





Self-Audit Safety Checklist for DPW Garage

Purpose:

This is a guide to assist public employers to provide a safe workplace and reduce the risk of work-related injuries. This is not an exhaustive list, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Facility Inspection – DPW Garage	Standard	Y	N	Correction Required
Electrical				
Electrical outlets and switches– cover plates installed.	1910.305(b)2 (i)			
Receptacles are grounded.	1910.304(b)(2)(i)			
Receptacles in kitchens and wet locations have GFCI.	1910.304(b)(2)(iv)			
Extension cords are not used for permanent wiring.	1910.305(g)(1)(iv)			
Power cords - Electrical grounding pins (3-prong) intact	1910.304(b)(2)(ii)			
Power strips are not piggybacked.	1910.303(b)(2)			
Circuit panels have circuits labeled.	1910.303(f)(2)			
Circuit panels and boxes - unused openings are covered.	1910.305(b)(1)(ii)			
Circuit panels – access to panels is kept clear.	1910.303(g)(1)(i)A			
Fire Prevention				
Fire extinguishers–monthly visual check conducted.	1910.157(e)(2)			
Fire extinguishers–annual maintenance check	1910.157(e)(3)			
Flammables stored away from ignition sources.	1910.106(e)(6)(i)			
Sprinkler heads – items not hung or obstructing sprinklers.	1910.159(c)(10)			
Floor Condition				
Floors kept clean and dry.	1910.22(a)(3)			
Broken, damaged floor or stair treads repaired.	1910.22(d)(1)			
Protruding object, loose boards, spills cleaned/repaired.	1910.22(a)(3)			
Hazardous Chemicals				
Containers kept closed, labeled.	1910.1200(f)(6)(ii)			
Safety Data Sheet available for each product.	1910.1200(g)(8)			
Eyewash provided if chemical products are corrosive.	1910.151(c)			
Housekeeping				
Aisles are clear; areas kept clean, dry and free of pests.	1910.141(a)(3)(ii)			
Ladders				
Ladders are inspected before each initial use.	1910.23(b)(9)			
Ladders used according to purpose for which it is designed.	1910.23(b)(8)			
Lockout-Tagout				
Power is shut off before equipment maintenance (ie HVAC, appliances, lighting, wiring)	1910.147(c)(4) 1910.333(a)			
Lockout-tagout equipment is available: tags, locks	1910.147 (c)(5)			
Written procedures available for each model of equipment.	1910.147(c)			

Facility Inspection – DPW Garage	Standard	Y	N	Correction Required
Material Storage				
Stored material is secure and stable from tipping.	1910.176(b)			
Stored material does not create a trip, fire, or pest hazard.	1910.176(c)			
Mezzanines – railing if more than 4ft above next level.	1910.28(b)(1)(i)			
Shelves – item height is at least 18 in below sprinkler heads	1910.159(c)(10)			
Heavy items stored in manner to reduce lifting injury	Recommended			
Mechanics				
Vehicle pits >10 ft deep: markings to reduce fall hazard.	1910.28(b)(8)(ii)			
Mechanics trained to operate hydraulic vehicle lifts.	(5)(a)(1)			
Permit Required Confined Spaces				
Employer shall evaluate workplace to identify confined spaces (Calcium chloride tanks, manholes, etc.)	1910.146(c) (1)			
Danger sign posted to prevent entry	1910.146(c)(2)			
Air tested for Oxygen, Flammables, Carbon Monoxide and toxics before entry is authorized.	1910.146(c)(5); 1910.146(d)(5)			
Written program to make entry safe.	1910.146(c)(4)			
Personal Protective Equipment (PPE)				
Gloves, goggles, ear plugs, overboots are supplied for tasks with potential exposure to chemicals or particulates.	1910.132(a)			
Roof				
Skylights are protected by guardrail, cage or net.	1910.23(b)(3)(i)			
Workers on roof for maintenance activity are protected from falling off roof. Designated areas and/or restraint system, and training required.	1910.28(b)(13)(ii)			
Stairs				
Handrail and railing on stairs and exposed landings.	1910.25(b)(1)			
Stairs kept clear. Storage not allowed on stairs or egress.	1910.176(c)			
Platform provided when a door opens directly onto a stairway.	1910.25(b)(5)			
Tools and Equipment				
Power tools inspected before use.	1910.242(a)			
Power tools- electrical cords are 3-prong or double insulated.	1910.334(a)(2)i			
Snowblowers: machine guards and push sticks available.	1910.243(e)(1)ii			
Wood saws have machine guards, push sticks, anti-kickback.	1910.213(c) 2,3			
Lawnmowers: machine guards. Ride-on mowers, tractors have ROPS and seatbelts.	1910.243(e)1 (i) 1926.1000(b)			
Mobile scaffolds: workers trained on use and stability.	1910.67(b)1			
Abrasive wheels adjusted for work rest and tongue guard.	1910.215 (a)(4)			
Machines designed for fixed location are securely anchored to prevent walking or moving.	1910.212(b)			
Portable tools, grinders shall have guards installed	1910.212 (a)(3)			
Welding				
Compressed gas cylinders capped and secured.	1910.101(b)			
Oxygen not stored adjacent to acetylene, except when in use.	1910.253(b)2(ii)			
Flashback and backflow protection	1910.253 (e)3 ii			

Self-Audit Safety Checklist for DPW Operations

Purpose:

This checklist contains items frequently observed during accident investigations conducted by the Department of Labor Standards. This is not a complete list of OSHA requirements, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Facility Inspection – DPW Operations	Standard	Y	N	Correction Required
<i>Aerial Lift Operations</i>				
Aerial lift operators are trained in use, per ANSI standard.	1910.67(c)(2)(ii)			
Owner's manual kept in vehicle;	1910.67(c)(2)			
Workzone set up so that bucket, boom or truck does not get hit by passing vehicles.	5(a)(1)			
Workers wear fall protection while in work platform.	1910.67(c)(2)(v)			
Workers trained in fall protection for aerial lifts.	1910.30(b)			
A written aerial lift safety program is available	Recommended			
<i>Trench and Excavation Operations</i>				
Daily inspection conducted by competent person	1926.651(k)			
Cave-in protection used when cave-in hazards are present.	1926.652(a)			
Competent person is trained on soil analysis, cave-in protection, and hazard controls.	1926.652(a)			
Laborers trained in excavation and trench safety.	1926.21(b)(2)			
A written trench safety program is available.	1926.20(b)(1)			
<i>Working in Roadway</i>				
Signs, barriers, lane closures set up according to MUTCD.	5(a)(1)			
Hi-visibility clothing worn (ANSI Type 2 or Type 3).	1910.132(b)			
Consider shutting down road as the default, first choice.	Recommended			
<i>Work in Vicinity of Vehicles/Construction Equipment</i>				
Pre-trip inspections conducted.	1926.601(b)(14)			
Operator can demonstrate proficiency in operation.	1926.20(b)(4)			
Laborers trained to avoid blind spots, swing radius.	1926.20(b)(4)			
Procedures are in place for backing up vehicles/equipment.	1926.20(b)(4)			
<i>Asphalt hot top</i>				
Review flashpoint of release agent with operating temperature per Owner's Manual.	1926.20(b)(4)			
Workers trained according to Owner's Manual.	1926.20(b)(4)			
<i>Concrete cutting</i>				
Control dust with water attachments and ventilation.	1926.1153 c (1)			
Workers trained on tool use, including kickback prevention or blade shattering, warping.	1926.20(b)(4)			
<i>Ladders</i>				
Ladders are inspected before each use per shift.	1910.23(b)(9)			
Ladders used according to purpose for which it is designed.	1910.23(b)(8)			

Facility Inspection – DPW Operations	Standard	Y	N	Correction Required
Lockout-Tagout				
Power is shut off, branch circuit isolation, before equipment maintenance (ie HVAC, appliances, lighting)	1910.333(a)(1); 1910.333(b)(2)			
Lockout-tagout equipment is available: tags, locks, other	1910.333(b)(2)(iii)			
Sanitation Trucks				
Workers trained according to Owner’s Manual and SOPs.	1926.20(b)(4)			
Pre-trip inspections conducted and vehicle repaired.	1926.20(b)(2)			
Syringe pick-up				
Sharps containers, picker tools, gloves for workers assigned to clean up discarded syringes.	1910.1030(d)			
Written program and training for syringe pick-up.	1910.1030(c)(1)			
Street Sweeping				
Workers trained according to Owner’s Manual.	1926.20(b)(4)			
Tree Trimming and Landscaping				
Equipment maintained according to Owner’s Manual	1926.20(b)(4)			
Chainsaws - Employees trained on use and PPE	1926.20(b)(4)			
Woodchippers - Employees trained on use and PPE	1926.20(b)(4)			
Mowers – ROPS and seatbelts used. Employees trained	1926.602(a)(2)(i)			

Personal Protective Equipment (PPE)				
Gloves, goggles, ear plugs, overboots, reflective vests are supplied for tasks with potential exposure to chemicals, etc.	1910.132(a)			
PPE requirements communicated to employees.	1910.132(d)(1)(ii)			
Roof				
S Skylights are identified and protected by guardrail, cage or net before DPW laborers allowed onto a roof.	1910.28(b)(3)(i)			
Workers on flat roof for maintenance activity are protected from falling off roof. Designated areas and/or fall restraint, and training required. Work between 6 -15 ft from edge.	1910.28(b)(13)(ii)			
When floor hatch is opened, hole protected with guardrails and self-closing gate.	1910.28(b)(3)(iv)			
Tools and Equipment				
Power tools inspected before use.	1910.242(a)			
Cords on tools are 3-prong or double insulated.	1910.334(a)			
Snowblowers: machine guards and push sticks available.	1910.243(e)			
Lawnmowers: machine guards. Ride-on mowers have ROPS and seatbelts.	1910.243(e)			
Mobile scaffolds: workers trained on use and stability.	1910.29(e)			
Trucks				
Use 3-point contact to dismount cabs and tailgates.	Recommended – common injury			
Brace hydraulics during maintenance repair.	1910.333			
Laborers trained on blind spots.	1926.21(b)(2)			
Operator conducts walk-around before moving vehicle.	Recommended			
Spotters used when backing.	(5)(a)(1)			



Self-Audit Safety Checklist for Emergency Exits

This Emergency Exit checklist contains minimum OSHA requirements for an office setting. There may be additional requirements established by state building code, local Fire Departments. For details about items contained in this checklist, review the state building code and NFPA 101 Lifesafety Code.

Building Name: _____ Date _____
 Address: _____
 Conducted by: _____

Facility Inspection – Exit Routes in Office Settings	Standard	Y	N	Correction Required
<i>Emergency Action Plan</i>				
The workplace has a written Emergency Action and Fire Prevention Plan when building has more than 10 employees.	1910.38 and 1910.39			
Evacuation maps are current and clearly posted.	1910.38(c)(2)			
<i>Emergency Alarm</i>				
An audible employee alarm system must be operable and employees trained on the system.	1910.37(e) and 1910.38(d)			
<i>Exit Doors</i>				
Employees must be able to open an exit route door from inside at all times without keys, tools, or special knowledge.	1910.36(d)(1)			
Exit doors are free of any device or alarm that could restrict emergency use of the exit route if the device or alarm fails.	1910.36(d)(2)			
Exit route doors are operable using one hand.	NFPA 101 Lifesafety Code: 7.2.1.5.10; 2015			
Force required to open doors is not excessive. See NFPA 101 Lifesafety codes for maximum forces: 7.2.1.4.5	1910.36(d)(1) NFPA 101 chptr 7.2.1.4.5			
No snow or ice buildup outside of exit doors.	1910.36(d)(1)			
<i>Exit Signs</i>				
When direction of travel to the exit is not immediately apparent, signs must be posted indicating the direction of travel to the nearest exit.	1910.37 (b)(4)			
Line of sight to exit signs must be clearly visible at all times.	1910.37 (b)(4)			
Exit sign is lighted to at least 5 foot candles.	1910.37(b)(6)			
<i>Exit Route Access</i>				
There are two or more exit routes from each floor. The two exits must be located far away from each other. More than two routes are required if size of building or occupancy reduces employee egress.	1910.36(b)(1)-(2)			
A door that connects to an exit route must swing out in the direction of exit travel if the room is designed to be occupied by more than 50 people.	1910.36 (e)(2)			
A side-hinged door must be used to connect any room to an exit route.	1910.36(e)(1)			
Exit routes shall not go through bathrooms, offices, closets or other rooms subject to locking.	1910.37(a)(3)			
Each exit route is adequately lighted so that an employee with normal vision can see along the exit route.	1910.37 (b)(1)			

Facility Inspection – Exit Routes in Office Settings	Standard	Y	N	Correction Required
Exit Route Dimensions				
Width of exit route must be at least 28 inches wide at all points. NOTE: NFPA 101 requires 36" for existing stairs; and 44" minimum width of new construction.	1910.37(g)(2)			
Objects that protrude into exit route must not reduce the width of exit route to less than minimum requirements.	1910.37(g)(2)			
Ceiling of exit route must be at least 7'6" feet tall. Any projection from ceiling must not reach a point less than 6'8". Mark projections.	1910.37(g)(1)			
Walkways should be smooth and substantially level.	1910.37(h)(3)			
Fire Doors				
Fire doors in stairwells are self-closing and not propped open.	1910.36(a)(3)			
Fire doors in exit route are not propped open. Doors remain closed or automatically close in an emergency upon sounding of a fire alarm or employee alarm system.	1910.36(a)(3)			
Fire doors open in direction of travel to the emergency exit.	1910.36 (e)(2)			
Fire Prevention				
Fire extinguishers—monthly visual check conducted.	1910.157(e)(2)			
Fire extinguishers—annual maintenance check	1910.157(e)(3)			
Flammables stored away from ignition sources.	1910.106(d)(5)(iii)			
Extension cords are not used as permanent wiring, and not strung together.	1910.303(b)(2)			
Toaster, microwave, refrigerator, heaters and other appliances are not connected to power strips.	1910.303(b)(2)			
Items are not hung from sprinkler heads, and storage of items is kept at least 18" below sprinkler.	1910.159(c)(10)			
Fire Safeguards for Exit Routes				
Exit routes must be kept free of flammable furnishings or other decorations.	1910.37(a)(1)			
No storage of flammable materials stored under exit stairs or along exit route.	1910.37(a)(1)			
Exit routes must be maintained during building renovation and maintenance.	1910.37(d)			
Stairs				
Handrail and railing on stairs and exposed landings.	1910.25(b)(1)			
Stairs kept clear. Storage not allowed on stairs or egress.	1910.176(c)			
Platform provided when a door opens directly onto a stairway.	1910.25(b)(5)			

Other Comments:



Self-Audit Checklist for Employee Safety in Pool Mechanical Areas

Purpose:

This checklist is a guide to reduce the risk of work-related injuries and contains common items included in an OSHA safety inspection.

Scope: This checklist is designed for employee safety in Pool Mechanical Areas. This checklist does not alter or supercede DPH regulations for safety of pool patrons.

Building Name: _____ Date _____
 Address: _____
 Conducted by: _____

Facility Inspection – Pool Facilities	Standard	Y	N	Correction Required
Electrical				
Electrical outlets and switches– cover plates installed.	1910.305(b)			
Receptacles are grounded.	1910.304(b)(2)(i)			
Receptacles in wet locations have GFCI.	1910.304(b)			
Extension cords are not used for permanent wiring.	1910.305(g)(1)(ii)			
Power cords - Electrical grounding pins (3-prong) intact	1910.335(a)(3)(i)			
Circuit panels have circuits labeled.	1910.303(f)(2)			
Circuit panels and boxes - unused openings are covered.	1910.305(b)(1)(ii)			
Circuit panels – access to panels is kept clear.	1910.303(g)(1)			
Hazardous Chemicals				
Containers kept closed, labeled.	1910.1200(f)(6)			
Safety Data Sheet available for each product.	1910.1200(g)(8)			
Eyewash provided if chemical products are corrosive.	1910.151(c)			
Carbon Dioxide room has ventilation to prevent oxygen deficiency in event of leak.	1910.1000 (e)			
Ladders				
Portable ladders are inspected before use.	1910.23 (b)(9)			
Employees trained on ladder use.	1910.30(b)(1)			
Lockout-Tagout				
Power is shut off and locked before equipment maintenance (ie pumps, filters, lighting)	1910.333(a)(1); 1910.333(b)(2)			
Lockout-tagout equipment is available: tags, locks	1910.333(b)(2)(iii)			
Mechanical Pits				
Railing when edge is more than 4ft above next level.	1910.28(b)(1)			
Personal Protective Equipment (PPE)				
Gloves, goggles are supplied for tasks with exposure to chlorine, acid, bases, and housekeeping chemicals.	1910.132(a)			
Slip, Trip Prevention				
Floors maintained as dry as feasible.	1910.22(a)(2)			
“Wet Floors” signs used.	1910.22(a)(2)			

Signature _____

Date: _____



Self-Audit Safety Checklist for Custodial and Facility Maintenance Areas

Purpose:

This checklist is a guide to assist public employers provide a safe workplace and reduce the risk of work-related injuries. This is not a complete list, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Building Name: _____ Date _____
 Address: _____
 Conducted by: _____

Facility Inspection – Custodial & Facilities	Standard	Y	N	Correction Required
Electrical				
Electrical outlets and switches– cover plates installed.	1910.305(b)			
Receptacles are grounded.	1910.304(b)(2)(i)			
Receptacles in kitchens and wet locations have GFCI.	1910.304(b)			
Extension cords are not used for permanent wiring.	1910.305(g)(1)(ii)			
Power cords - Electrical grounding pins (3-prong) intact	1910.335(a)(3)(i)			
Power strips are not piggybacked.	1910.303(b)(2)			
Circuit panels have circuits labeled.	1910.303(f)(2)			
Circuit panels and boxes - unused openings are covered.	1910.305(b)(1)(ii)			
Circuit panels – access to panels is kept clear.	1910.303(g)(1)			
Fire Prevention				
Fire extinguishers–monthly visual check conducted.	1910.157(e)(2)			
Fire extinguishers–annual maintenance check	1910.157(e)(3)			
Flammables stored away from ignition sources.	1910.106(d)(5)(iii)			
Sprinkler heads – items not hung or obstructing sprinklers.	1910.159(c)(10)			
Floor Condition				
Floors kept clean and dry.	1910.22(a)(2)			
Broken, damaged floor or stair treads repaired.	1910.22(d)(1)			
Protruding object, loose boards, spills cleaned/repaired.	1910.28(b)(3)(ii)			
Floor Refinishing				
Neoprene gloves and overboots worn when stripping floors.	1910.138(a)			
Ventilation provided when stripping and finishing floors.	1910.1000 (e)			
Hazardous Chemicals				
Containers kept closed, labeled.	1910.1200(f)(6)			
Safety Data Sheet available for each product.	1910.1200(g)(8)			
Eyewash provided if chemical products are corrosive.	1910.151(c)			
Ladders				
Ladders are inspected before each initial use.	1910.23(b)(9)			
Ladders used according to purpose for which it is designed.	1910.23(b)(8)			
Lockout-Tagout				
Power is shut off before equipment maintenance (ie HVAC, appliances, lighting)	1910.333(a)(1); 1910.333(b)(2)			
Lockout-tagout equipment is available: tags, locks	1910.333(b)(2)(iii)			

Facility Inspection – Custodial & Facilities	Standard	Y	N	Correction Required
Material Storage				
Stored material is secure and stable.	1910.176(b)			
Stored material does not create a trip, fire, or pest hazard.	1910.176(c)			
Mezzanines – railing if more than 4ft above next level.	1910.28(b)(1)(i)			
Shelves – item height is at least 18 in below sprinkler heads	1910.159(c)(10)			
Heavy items stored in manner to reduce lifting injury	(5)(a)(1)			
Personal Protective Equipment (PPE)				
Gloves, goggles, ear plugs, overboots are supplied for tasks with potential exposure to chemicals or particulates.	1910.132(a)			
Roof				
Skylights are protected by guardrail, cage or net.	1910.23(a)(4)			
Workers on roof for maintenance activity are protected from falling off roof. Designated areas and training required.	1910.28(b)(13)			
Stairs				
Handrail and railing on stairs and exposed landings.	1910.25(b)(1)			
Stairs kept clear. Storage not allowed on stairs or egress.	1910.176(c)			
Platform provided when a door opens directly onto a stairway.	1910.25(b)(5)			
Tools and Equipment				
Power tools inspected before use.	1910.242(a)			
Power tools- electrical cords are 3-prong or double insulated.	1910.334(a)			
Snowblowers: machine guards and push sticks available.	1910.243(e)			
Lawnmowers: machine guards. Ride-on mowers have ROPS and seatbelts.	1910.243(e)			
Mobile scaffolds: workers trained on use and stability.	1910.29(e)			
Asbestos				
Asbestos Containing Materials maintained in good condition.	1910.1001(j)			
Warning labels on asbestos in mechanical/custodial areas.	1910.1001(j)(5)			
Schools – Asbestos condition evaluated every 6 mo; Management Plans available in each school.	40 CFR 763 AHERA			

Required Training – Custodial & Facilities Maintenance	Standard	Y	N	Correction
Asbestos Awareness – (school settings only)	AHERA			
Emergency action plan for all employees in facility.	1910.38(f)			
Hazard communication for custodial/facility workers.	1910.1200(h)			
Ladder training for custodial/facility workers.	1910.23(b)(8)			
Lockout Tagout for custodial/facility workers.	1910.332(a)-(c)			
Roof activity – designated areas for fall protection	1910.28(b)(13)			
Staff trained on use of equipment (snow blowers, chainsaw, mobile scaffolds, mowers, saws, etc.) Follow owner’s manual.	1910.242(a)			



Self-Audit Safety Checklist for School Classrooms

Purpose:

This checklist is a guide to assist public employers provide a safe workplace and reduce the risk of work-related injuries. This is not a complete list, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Scope: This checklist is designed for School Classrooms.

Building Name: _____ Date _____
 Address: _____
 Conducted by: _____

Classroom Inspection	OSHA Standard (29 CFR 1910)	Y	N	Correction Required
Electrical				
Electrical outlets and switches – cover plates installed.	1910.305(b)			
Receptacles are grounded.	1910.304(b)(2)(i)			
GFCI receptacles at sinks.	1910.304(b)			
Extension cords are not used for permanent wiring.	1910.305(g)(1)(ii)			
Power cords - Electrical grounding pins (3-prong) intact.	1910.335(a)(3)(i)			
Power strips not piggybacked.	1910.303(b)(2)			
Emergency Egress				
Exit doors are accessible, and not blocked.	1910.37(a)(3)			
Exit doors are marked.	1910.37(b)(2)			
The Emergency Action Plan is available.	1910.38(b)			
Fire Prevention				
Items not hung from ceiling or obstructing sprinklers.	1910.159(c)(10)			
Hazardous Chemicals				
Containers kept closed, labeled.	1910.1200(f)(6)			
Safety Data Sheet for each product is available in the building	1910.1200(g)(8)			
Ladders				
A ladder or step-stool is available so employees do not step on chairs or desks, used as designed as per instructions	1910.23(b)(8)			
Shelves				
Shelves secured from tipping. Items stored to prevent falling.	1910.176(b)			
Slip, Trip Prevention				
Floors maintained as dry as feasible.	1910.22(a)(2)			
Wet floors cleaned immediately.	1910.22(a)(2)			
Floors kept free of tripping hazards, power cords and clutter.	1910.22(a)(1)			
Carpet is smooth and not creased.	1910.22(a)(2)			
Walking aisles kept clear and uncluttered.	1910.22(a)(1)			
Air Quality				
Univents kept clear and unobstructed.	Recommended			
Moisture from plants, aquariums, sinks is controlled.	Recommended			
Asbestos materials, if present, are kept in good condition.	EPA 40 CFR 763			

Self-Audit Safety Checklist for School Kitchens

Purpose:

This checklist is a guide to assist public employers provide a safe workplace and reduce the risk of work-related injuries. This is not a complete list, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Kitchen Inspection	OSHA Standard (29 CFR 1910)	Y	N	Correction Required
<i>Deli Slicer</i>				
A guard covers unused portions of rotary blade.	1910.212 (a) (3)			
A feeding attachment protects hands when feeding the slicer.	1910.212 (a) (3)			
Cut-resistant gloves used when cleaning deli slicer.	1910.132 (a)			
Blade retracted when slicer is cleaned or not in use.	1910.212(a)(3)			
A cleaning device with a handle is used to clean the blade.	Owner's manual			
Lockout-Tagout procedures are used for cleaning and repair.	1910.133(a)(1)			
Workers trained on safe work practices. ^{1,2}	Owner's manual			
<i>Dough Mixer</i>				
Interlocked guard prevents hands from entering bowl when blades are in motion.	1910.212 (a) (3)			
Workers trained on safe work practices. ^{1,2}	Owner's manual			
<i>Electrical</i>				
Electrical outlets and switches – cover plates installed.	1910.305(b)			
Receptacles are grounded.	1910.304(b)(2)(i)			
GFCI receptacles at sinks and wet locations.	1910.304(b)			
Extension cords are not used for permanent wiring.	1910.305(g)(1)(ii)			
Power cords - Electrical grounding pins (3-prong) intact.	1910.335(a)(3)(i)			
Power strips not piggybacked.	1910.303(b)(2)			
<i>Emergency Egress</i>				
Exit doors are accessible, and not blocked.	1910.37(a)(3)			
Exit doors are marked.	1910.37(b)(2)			
The Emergency Action Plan is available.	1910.38(b)			
<i>Fans for temporary cooling</i>				
Fan blades guarded by cage; openings less than 1/2 inch.	1910.212 (a) (5)			
Fan cords have 3-prong plug or double insulated.	1910.335(a)(3)(i)			
<i>Fire Prevention</i>				
Items not hung from ceiling or obstructing sprinklers.	1910.159(c)(10)			
Combustibles kept clear from flames and hot appliances.	1910.106(d)(5)(iii)			
Extension cords NOT used to power appliances.	1910.305(g)(1)(ii)			
<i>Hazardous Chemicals</i>				
Containers kept closed, labeled.	1910.1200(f)(6)			
Safety Data Sheet for each product is available.	1910.1200(g)(8)			
Eyewash available if chemical products are corrosive.	1910.151 (c)			
Employees trained on chemical use and PPE. ^{1,2}	1910.1200(h)			

Kitchen Inspection	OSHA Standard (29 CFR 1910)	Y	N	Correction Required
Knife Safety				
Employees trained on knife safety (cutting, cleaning, etc.) ^{1,2}	1910.242(a)			
Lockout Tagout (LO/TO)				
Written Lockout Tagout program for repair, maintenance of deli slicer, dishwasher, oven, freezer and other appliances.	1910.133(b)(2)(ii)			
Locks and Tags for lockout/tagout are used.	1910.333(b)(2)(iii)			
Employees trained on lockout/tagout. ^{1,2}	1910.333(b)(2)(iii)			
Personal Protective Equipment (PPE)				
Gloves, goggles used for corrosive cleaning products.	1910.132(a)(1)			
Cut-resistant gloves used when cleaning deli slicer.	1910.132(a)(1)			
A hazard assessment for selection of PPE conducted.	1910.132(d)(1)			
Workers trained on PPE required for each task conducted. ^{1,2}	1910.132 (f)			
Shelves				
Shelves secured from tipping. Items stored to prevent falling.	1910.176(b)			
Heavy items stored below shoulder height.	Best practice			
Sink Disposal				
A safety throat guard is installed to prevent hands from being able to be inserted into disposal.	1910.212(a)(3)			
Slip, Trip Prevention				
Floors maintained as dry as feasible.	1910.22(a)(2)			
Slippery, greasy floors: Consult with vendor for better floor cleaner that reduces slipperiness.	1910.22 (a)(2)			
Wet floors cleaned immediately.	1910.22(a)(2)			
Floors kept free of tripping hazards, power cords and clutter.	1910.22(a)(1)			
Walking aisles kept clear and uncluttered.	1910.22(a)(1)			
Ramps and stairs have railings.	1910.23			
Walk-in Refrigerator				
Door can be opened from inside the refrigerator.	1910.37(d)(1)			
Floors kept clear of ice and aisles clear of obstructions.	1910.22 (a)			

Required Training – School Kitchen	Standard	“New hire”¹	Refresher²
Emergency action plan for all employees in facility.	1910.38(f)	Yes	Performance based.
Hazard communication on chemical products	1910.1200(h)	Yes	
Personal Protective Equipment	1910.132 (f)	Yes	
Ladder training for staff that use ladders.	1910.23(b)(8)	Yes	
Lockout Tagout for staff who perform maintenance/repair.	1910.332(a)-(c)	Yes	
Staff trained on use of equipment (deli slicer, dough mixer, steamer, knife safety, etc.). Follow owner’s manual.	1910.242(a)	Yes	

Notes:

1 – Provide training at new hire, or time of assignment to duties.

2 – Repeat training when a) new equipment or chemicals introduce new hazards to the work area; b) there is a change in procedures that present a hazard to which the employee has not been trained; or c) employer has reason to believe there are deviations from or inadequacy in employee’s knowledge to perform the task safely.

Sample programs and additional self-audit checklists are available at www.mass.gov/dols/wshp.



Self-Audit Safety Checklist for Office Buildings

Purpose:

This checklist is a guide to assist public employers provide a safe workplace and reduce the risk of work-related injuries. This is not a complete list, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Scope: This checklist is designed for Office Employees in public buildings, such as town hall, libraries, and state offices. A separate checklist is available for Custodial and Facilities areas.

Building Name: _____ Date _____
 Address: _____
 Conducted by: _____

Facility Inspection for Office Buildings – Areas Occupied Mainly by Office Employees	Standard	Y	N	Correction Required
Electrical				
Electrical outlets and switches– cover plates installed.	1910.305(b)			
GFCI receptacles in kitchens and wet locations.	1910.304(b)			
Extension cords are not used as permanent wiring.	1910.305(a)(2)(ii)			
Power cords – electrical grounding pins (3-prong) are intact.	1910.334(a)			
Power strips are not piggybacked.	1910.303(b)(2)			
Exits				
All exits are unlocked and useable when building occupied.	1910.36(d)(1)			
Exit doors are operable with one-hand.	1910.36(d)(1)			
Exit egress is unobstructed and at least 28 inches wide	1910.37(a)(3)			
There is no storage on stairs, or blocking egress.	191037(a)(3)			
Exits signs are in place and proper size.	1910.37(b)(2)			
Doors that could be mistaken for an exit, are marked as “Not an Exit,” or with name of identity of room.	1910.37 (b)(5)			
Emergency lights, alarms, fire doors operational.	1910.37(a), (e)			
Exit discharges are clear of snow and ice	1910.36(h)(2)			
Fire Prevention				
Fire extinguishers mounted off floor, signage.	1910.157(c)(1)			
Items not hung on, or obstructing sprinklers.	1910.159(c)(10)			
First Aid Kit				
First Aid kit available, accessible to office employees.	1910.151(b)			
Hazardous Chemicals				
Containers kept closed, labeled.	1910.1200(f)(6)			
Safety Data Sheet available for each product.	1910.1200(g)(8)			
Kitchen Area				
Appliances have 3-prong plug or double insulated cords.	1910.335(a)(3)(i)			
Appliances do not have live parts exposed.	1910.305(j)(3)(i)			
Extension cords are not used for appliances.	1910.305(g)(1)(i)			
GFCI on all electric receptacles in damp location.	1910.304(b)			

Facility Inspection for Office Buildings – Areas Occupied Mainly by Office Employees	Standard	Y	N	Correction Required
Ladders				
Step stools or ladders available so workers do not step on chairs or desktops.	1910.23(b)(8)			
Material Storage				
Shelves are secured to prevent tipping.	1910.176(b)			
Item height is at least 18 in below sprinkler heads.	1910.159(c)(10)			
Heavy items are stored in manner to reduce lifting injury.	(5)(a)(1)			
Sidewalks and Entrance				
Sidewalks and entry kept free of tripping hazards.	1910.22(a)			
Entrance mats capture moisture when entering building.	1910.22(a)(2)			
Snow cleared frequently.	1910.22(a)(2)			
Slip, Trip Prevention				
Floors maintained as dry as feasible.	1910.22(a)(2)			
“Wet Floor” signs used.	1910.22(a)(2)			
Floors kept free of tripping hazards, computer cords, and clutter.	1910.22(a)(1)			
Carpet is smooth and not creased.	1910.22(a)(2)			
Stairs				
Stairs, treads and railings in good condition.	1910.25(b)(31)			
Stairs with >4 risers have railing and handrail.	1910.28(b)(11)ii			
Space Heaters				
If permitted, space heaters have auto-shutoff if tipped over.	1910.39(c)(3)			
Combustible materials not stored near space heaters.	1910.39(c)(1)			
Written Programs – Office Staff	Standard			
Emergency action plan	1910.38(b)			
Hazard communication for chemical products, if used.	1910.1200(e)			
Required Training – Office Staff	Standard			
Emergency action plan for all employees in facility	1910.38(f)			
Hazard communication if employees use chemical products	1910.1200(h)			
Records Maintained	Standard			
Safety Data Sheets for chemical products.	1910.1200			
Fire extinguisher inspections (monthly and annual)	1910.157(e)			
Injury reports	1904.4			



Self-Audit Safety Checklist for Water and Sewer

Purpose:

This is a guide to assist public employers to provide a safe workplace and reduce the risk of work-related injuries. This is not an exhaustive list, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Facility Inspection – Water and Sewer Departments	Standard	Y	N	Correction Required
Electrical				
Electrical outlets and switches– cover plates installed.	1910.305(b)2 (i)			
Receptacles are grounded.	1910.304(b)(2)(i)			
Receptacles in kitchens and wet locations have GFCI.	1910.304(b)(2)(iv)			
Extension cords are not used for permanent wiring.	1910.305(g)(1)(iv)			
Power cords - Electrical grounding pins (3-prong) intact	1910.304(b)(2)(ii)			
Power strips are not piggybacked.	1910.303(b)(2)			
Circuit panels have circuits labeled.	1910.303(f)(2)			
Circuit panels and boxes - unused openings are covered.	1910.305(b)(1)(ii)			
Circuit panels – access to panels is kept clear.	1910.303(g)(1)(i)A			
Fire Prevention				
Fire extinguishers–monthly visual check conducted.	1910.157(e)(2)			
Fire extinguishers–annual maintenance check	1910.157(e)(3)			
Flammables stored away from ignition sources.	1910.106(e)(6)(i)			
Sprinkler heads – items not hung or obstructing sprinklers.	1910.159(c)(10)			
Floor Condition				
Floors kept clean and dry.	1910.22(a)(3)			
Floor grates replaced with no gaps >1inch.	1910.22(a)(3)			
Broken, damaged floor or stair treads repaired.	1910.22(d)(1)			
Protruding object, loose boards, spills cleaned/repaired.	1910.22(a)(3)			
Hazardous Chemicals				
Containers kept closed, labeled.	1910.1200(f)(6)(ii)			
Safety Data Sheet available for each product.	1910.1200(g)(8)			
Chemical tanks labeled with contents and Confined Space.	1910.1200(f)(6)(ii)			
Eyewash provided if chemical products are corrosive.	1910.151(c)			
Housekeeping				
Aisles are clear; areas kept clean, dry and free of pests.	1910.141(a)(3)(ii)			
Ladders				
Ladders are inspected before each initial use.	1910.23(b)(9)			
Ladders used according to purpose for which it is designed.	1910.23(b)(8)			
Lockout-Tagout				
Power is shut off before equipment maintenance (ie pumps, motors, hoppers, pipes, filter press, HVAC, wiring)	1910.147(c)(4) 1910.333(a)			
Lockout-tagout equipment is available: tags, locks	1910.147 (c)(5)			
Written procedures available for each model of equipment.	1910.147(c)			
Machine Guarding				
Machine guards located on moving parts, and point of operation (water pumps, pulleys, hoppers, conveyors, etc.)	1910.219			

Facility Inspection – Water and Sewer Departments	Standard	Y	N	Correction Required
Material Storage				
Stored material is secure and stable from tipping.	1910.176(b)			
Stored material does not create a trip, fire, or pest hazard.	1910.176(c)			
Shelves – item height is at least 18 in below sprinkler heads	1910.159(c)(10)			
Heavy items stored in manner to reduce lifting injury	Recommended			
Overhead crane				
Periodic inspections conducted.	1910.179(j)			
Operated by designated and trained personnel.	1910.179(b)(8)			
Permit Required Confined Spaces				
Workplace evaluated to identify confined spaces.	1910.146(c) (1)			
Danger sign posted to prevent entry.	1910.146(c)(2)			
Air tested for Oxygen, Flammables, Carbon Monoxide and toxics before entry is authorized.	1910.146(c)(5); 1910.146(d)(5)			
Written program to make entry safe.	1910.146(c)(4)			
Personal Protective Equipment (PPE)				
Gloves, goggles, ear plugs, overboots are supplied for tasks with potential exposure to chemicals or particulates.	1910.132(a)			
Railings				
Railing when walking surface is >4ft above next level.	1910.28(b)(1)(i)			
Roof				
Skylights are protected by guardrail, cage or net.	1910.23(b)(3)(i)			
Workers on roof for maintenance activity are protected from falling off roof. Designated areas and/or restraint system, and training required.	1910.28(b)(13)(ii)			
Stairs				
Handrail and railing on stairs and exposed landings.	1910.25(b)(1)			
Stairs kept clear. Storage not allowed on stairs or egress.	1910.176(c)			
Platform provided when a door opens directly onto a stairway.	1910.25(b)(5)			
Tools and Equipment				
Power tools inspected before use.	1910.242(a)			
Power tools- electrical cords are 3-prong or double insulated.	1910.334(a)(2)i			
Snowblowers: machine guards and push sticks available.	1910.243(e)(1)ii			
Lawnmowers: machine guards. Ride-on mowers, tractors have ROPS and seatbelts.	1910.243(e)1 (i) 1926.1000(b)			
Mobile scaffolds: workers trained on use and stability.	1910.67(b)1			
Abrasive wheels adjusted for work rest and tongue guard.	1910.215 (a)(4)			
Machines designed for fixed location are securely anchored to prevent walking or moving.	1910.212(b)			
Portable tools, grinders shall have guards installed	1910.212 (a)(3)			
Welding				
Compressed gas cylinders capped and secured.	1910.101(b)			
Oxygen not stored adjacent to acetylene, except when in use.	1910.253(b)2(ii)			
Flashback and backflow protection	1910.253 (e)3 ii			

Safety Programs for School Departments

The following template programs are available at <https://www.mass.gov/service-details/safety-programs-for-public-sector>

- **Personal Protective Equipment Assessment - Schools 2016** (Required)
- **Emergency Action Plan** (Required)
- **Fire prevention plan** (Required)
- **Hazard Communication Sample Program**
(Required, formerly Right-to-Know)
- Ladder Inspection (Required to perform, but written program not required)
- **Lockout Tagout Sample plan** (Required)
- Machine guards on equipment (Required to perform, but written program is not required)
- **Personal Protective Equipment Assessment - Schools 2016** (Required)
- Power tools and equipment (ie saws, chainsaws, mowers, woodchippers. Written program not required)
- Pre-trip Vehicle Inspections (Required to perform, but written program not required)
- Preventive Maintenance (Recommended)

Sample safety and health programs for Public Works

The following template programs are available at <https://www.mass.gov/service-details/safety-programs-for-public-sector>

- **Aerial Lift template**
- **Emergency Action Plan**
- **Fire prevention plan** (Required)
- **Hazard Communication Sample Program**
(Required, formerly Right-to-Know)
- Ladder Inspection (Required to perform, but written program not required)
- **Lockout Tagout Sample plan** (Required)
- Machine guarding (Required to perform, but written program not required)
- Personal Protective Equipment Hazard Assessment (Required)
- Power tools and equipment (ie saws, chainsaws, mowers, woodchippers. Written program not required)
- Pre-trip Vehicle Inspections
(Required to perform, but written program not required)
- Preventive Maintenance (Recommended)
- **Trench Safety Template and Worksheet**
(Required for departments that conduct excavation)
- **Bloodborne Pathogen Plan for Syringe Pickup**
(Required if employees assigned to this task)

Safety Programs for Fire Departments and EMS

The following template programs are available at <https://www.mass.gov/service-details/safety-programs-for-public-sector>

- **Bloodborne Pathogen Plan for Police, Fire, and EMS** (Required)
- **Emergency Action Plan** (Required for fire station)
- **Fire prevention plan** (Required for fire station)
- **Hazard Communication Sample Program** (Required, formerly Right-to-Know)
- Ladder Inspection (Required to perform, but written program not required)
- **Lockout Tagout Sample plan** (Required for fire station)
- Medical clearance for respirator use (Required, but contained in Respirator Program)
- **Personal protective equipment** (Required)
- Pre-trip Vehicle Inspections (Required to perform, but written program not required)
- Respirator Program for Fire/EMS (Required)
- Technical Rescue: Confined Space, Trench, Diving (Required for employees assigned to these tasks)

Safety Programs for Police

The following template programs are available at <https://www.mass.gov/service-details/safety-programs-for-public-sector>

- **Bloodborne Pathogen Plan for Police, Fire, and EMS**
- **Emergency Action Plan** (Required for Police Station building)
- Firearm Safety (Required)
- Firearm Range Safety Program (Required if employer operates a range)
- **Hazard Communication Sample Program** (Required, formerly Right-to-Know)
- Ladder Inspection (Required to perform, but written program not required)
- **Lockout Tagout Sample plan** (Required for station facility maintenance staff)
- Personal Protective Equipment Hazard Assessment (Required)
- Pre-trip Vehicle Inspections (Required to perform, but written program not required)
- Respirator Program for Police (Required if employees are issued respirators)
- Workzone Safety for Traffic Detail Officers (Required to perform, but written program not required)

Safety Training Checklist for DPW Garage

Purpose:

This is a guide to assist public employers to provide a safe workplace and reduce the risk of work-related injuries. This is not an exhaustive list, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Required Training – DPW Garage	Standard	Pre-Assignment	Refresher
Emergency action plan for all employees in facility.	1910.38(f)	Yes	Performance Based
Fire extinguisher, if employees expected to use, hot work, fuel	1910.157(g)(2)	Yes	Performance Based
Hazard communication for products with hazardous chemicals.	1910.1200(h)	Yes	Performance Based
Hydraulic vehicle lifts, operator training.	5(a)(1)	Yes	Performance Based
Portable Ladder training for workers who use a ladder.	1926.20(f)(2)	Yes	Performance Based
Lockout Tagout for workers performing vehicle or truck maintenance.	1910.147 (c)(7)	Yes	Performance Based
Lockout Tagout for workers performing equipment maintenance (HVAC, boilers, electrical, etc.)	1910.147 (c)(7)	Yes	Performance Based
Personal Protective Equipment, as per job hazard analysis	1910.132(d)(1)	Yes	Performance Based
Roof activity – designated areas for fall protection	1910.28(b)(13)	Yes	Performance Based
Specialized equipment (snow blowers, chainsaw, mobile scaffolds, mowers, saws, pumps etc.) Review owner’s manual.	1910.242(a)	Yes	Performance Based
Forklift, if used: operators trained, and demonstrate safe use of forklift industrial trucks.	1910.178(l)	Yes	Every 3 years

- 1- **Topics:** Employees should be trained to safely perform the activities of their job. Training on these topics is expected if employees conduct these tasks. If these tasks are not conducted at your workplace, then training is not required.
- 2- **Proof of Training:** Keep a training attendance log. A certificate is required for forklift.
- 3- **Initial Training:** Training should be provided before the employee is assigned to perform the task. This is similar to “new hire” training, but can also occur if the person’s job duties expand.
- 4- **Performance Based Refresher Training:** Some OSHA standards mandate Annual training. Most training topics are “performance based.” This means repeat the training when:
 - a. Employer has reason to believe that there are deviations from or inadequacies in the employee’s knowledge to perform the task safely;
 - b. New equipment, tasks or chemicals introduce new hazards to the work area.
 - c. There is a change in procedures that present a hazard to which the employee has not been trained.



Employee Training Requirements for Public Works Operations

Many municipalities have asked the Department of Labor Standards what safety training is required. The following list summarizes the most frequent training requirements observed during DLS inspections at public sector workplaces.

This list is tailored for: Public Works Operations

Training Topic ^{1,2,3,4,5}	Standard	Pre-Assignment ⁶	Refresher ⁷
All job titles			
SOPs and equipment for job tasks	5(a)(1)	New hire	Performance based
Workzone Safety – working in roadway	1926.21(b)(2)	Yes	Performance based
Ladders - portable	1910.30(b)(1)	Yes	Performance based
Personal Protective Equipment	1910.132 (d)(1)	New hire	Performance based
Ladders – fixed, greater than 25 ft. high	1910.28 (b)(1)	Yes	Performance based
Hazard Communication	1910.1200(h)	New hire	Performance based
Maintenance			
Lockout Tagout – authorized persons	1910.147(c)(7)	Yes	Performance based
Overhead hoist, if present.	1910.179(b)(8)	Yes	Performance based
Mechanics			
Lockout Tagout for vehicle maintenance	1910.147(c)(7)	Yes	Performance based
Hydraulic vehicle lifts	5(a)(1)	Yes	Performance based
Tools and Equipment			
Chainsaw and woodchippers	5(a)(1)	Yes	Performance based
Mowers – review Owner’s Manual	5(a)(1)	Yes	Performance based
Tools – grinders, power saws, jackhammer	1926.21(b)(2)	Yes	Performance based
Snow blower – review Owner’s Manual	5(a)(1)	Yes	Performance based
Respirators			
Respirators, if employees use respirators for asbestos or silica dust.	1910.134(k)	Yes	Annual
Roof Access and Maintenance			
Fall Protection – designated areas and/or fall restraint system	1910.30(b)(4)	Yes	Performance based
Syringe pick-up			
Bloodborne pathogens, if employees assigned to cleanup discarded syringes	1910.1030 (g)(2)	Yes	Annual
Vehicle Operation			
Aerial lift truck operator training	1910.67(c)(2)(ii)	Yes	Performance based
Aerial lift truck fall protection	1910.30	Yes	Performance based
Backhoe and excavator	1926.21(b)(2)	Yes	Performance based
Sanitation trucks	5(a)(1)	Yes	Performance based
Street sweeper	5(a)(1)	Yes	Performance based
Vactor and vacuum trucks	1926.21(b)(2)	Yes	Performance based
Water and Sewer Support			
Confined Space Entry – Manholes, tanks, pipes	1910.146(g)	Yes	Performance based
Trench safety - Laborers	1926.21(b)(2)	Yes	Performance based
Trench safety – Competent Person	1926.21(b)(2)	Yes	Performance based

Optional Topics			
OSHA 10 in construction	Not required by OSHA standards. Recommended if your employees are on site of public construction projects >\$10,000.	Optional	Does not expire
Ergonomics – safe lifting	Recommended when your department has a pattern of back injuries.	Recommended	1-3 years, based on department injury patterns.

- 1- **Topics:** Employees should be trained to safely perform the activities of their job. Training on these topics is expected if employees conduct these tasks. If these tasks are not conducted at your workplace, then training is not required.
- 2- **Job Titles that Require Training:** Train employees in a particular competency if their job duties require that activity. For example, all employees who are assigned to operate a chainsaw must be trained in chainsaw safety. Employees who will not be designated to operate a chainsaw do not need to complete chainsaw training.
- 3- **Training Provider:** Training should be provided by persons experienced and confident with the material. The training provider can be an employee of the employer. A certified training provider is mandatory for Asbestos Cement Pipe and OSHA 10, but is not required for other OSHA topics.
- 4- **Length of Training Session:** Most training topics can be effectively covered in less than one hour (ie. hazard communication; PPE; ladders). A longer length of time may be required for chainsaw safety, aerial lift operator training, and confined space entry. A minimum time period for length of training session is specified for asbestos cement pipe (8-hours). The employer is responsible for the decision on length of training.
- 5- **Proof of Training:** Keep a training attendance log. A certificate is not required.
- 6- **Initial Training:** Training should be provided before the employee is assigned to perform the task. This is similar to “new hire” training, but can also occur if the person’s job duties expand.
- 7- **Performance Based Refresher Training:** Some OSHA standards mandate Annual training. Most training topics are “performance based.” This means repeat the training when:
 - a. Employer has reason to believe that there are deviations from or inadequacies in the employee’s knowledge to perform the task safely;
 - b. New equipment, or chemicals introduce new hazards to the work area.
 - c. There is a change in procedures that present a hazard to which the employee has not been trained.



Employee Training Requirements for Schools

Many municipalities have asked the Department of Labor Standards what safety training is required. The following list summarizes the most frequent training requirements observed during DLS inspections at public sector workplaces.

Training Topic for School Areas ^{1,2,3,4,5}	Standard	"New Hire" ⁶	Refresher ⁷
Athletics			
Bloodborne pathogens	1910.1200 (g)(2)	Yes	Annual
Hazard communication for chemicals used.	1910.1200(h)	Yes	Performance based
Cafeteria			
Equipment procedures: deli slicer, dough mixer, steamer, knife safety, etc.	5(a)(1)	Yes	Performance based
Personal protective equipment	1910.132 (d)(1)	Yes	Performance based
Hazard communication for chemicals used.	1910.1200(h)	Yes	Performance based
Crossing Guard			
Standard procedures and equipment.	5(a)(1)	Yes	Performance based
Hi-vis clothing for working in roadway.	1910.132 (d)(1)	Yes	Performance based
Facility Maintenance/Electricians/Custodians			
Ladders - portable	1910.30(b)(1)	Yes	Performance based
Lockout Tagout	1910.147(c)(7)	Yes	Performance based
Equipment procedures: mower, snow blower, saws, etc.	5(a)(1)	Yes	Performance based
Roof Access – designated areas and/or fall restraint system	1910.30(b)(4)	Yes	Performance based
Scaffold lift or scissor lift operation	5(a)(1)	Yes	Performance based
Hazard Communication and PPE	1910.1200(h) 1910.132(d)(1)	Yes	Performance based
Asbestos Awareness – 2 hour	AHERA	Yes	Performance based
Bloodborne pathogens - if syringe pick-up	1910.1200 (g)(2)	Yes	Annual
Nurse			
Bloodborne Pathogens	1910.1030 (g)(2)	Yes	Annual
Teachers and Aides			
Behavior Management – for staff with students with potential agitated behavior against staff.	5(a)(1)	Yes	Performance based
Ladders - portable	1910.30(b)(1)	Yes	Performance based
Hazard communication – for staff who use chemical products (i.e. science, art, theater)	1910.1200(h)	Yes	Performance based
Theater Department			
Ladders - portable	1910.30(b)(1)	Yes	Performance based
Fall protection in overhead catwalks	1910.30(b)(1)	Yes	Performance based
Tools – table saw, power saws, etc.	5(a)(1)	Yes	Performance based
Scaffold or scissor lift operation	5(a)(1)	Yes	Performance based
Hazard Communication for products used, and corresponding PPE required	1910.1200(h) 1910.132(d)(1)	Yes	Performance based

NOTES

- 1- **Topics:** Employees should be trained to safely perform the activities of their job. Training on these topics is expected if employees conduct these tasks. If these tasks are not conducted at your workplace, then training is not required.
- 2- **Job Titles that Require Training:** Train employees in a particular competency if their job duties require that activity. For example, all employees who are assigned to operate a chainsaw must be trained in chainsaw safety. Employees who will not be designated to operate a chainsaw do not need to complete chainsaw training.
- 3- **Training Provider:** Training should be provided by persons experienced and confident with the material. The training provider can be an employee of the employer.
- 4- **Length of Training Session:** Most training topics can be effectively covered in less than one hour (i.e. hazard communication; PPE; ladders). A longer length of time may be required for scissor lift. A minimum time period for length of training session is specified for AHERA asbestos awareness in schools (2-hours).
- 5- **Proof of Training:** Keep a training attendance log. A certificate is not required.
- 6- **Initial Training:** Training should be provided before the employee is assigned to perform the task. This is similar to “new hire” training, but can also occur if the person’s job duties expand.
- 7- **Performance Based Refresher Training:** Some OSHA standards mandate Annual training. Most training topics are “performance based.” This means repeat the training when:
 - a. Employer has reason to believe that there are deviations from or inadequacies in the employee’s knowledge to perform the task safely;
 - b. New equipment, or chemicals introduce new hazards to the work area.
 - c. There is a change in procedures that present a hazard to which the employee has not been trained.



Employee Training Requirements for Water and Sewer Departments

Many municipalities have asked the Department of Labor Standards what safety training is required. The following list summarizes the most frequent training requirements observed during DLS inspections at public sector workplaces.

This list is tailored for: Drinking Water and Sewer Departments

Training Topic ^{1,2,3,4}	Standard	Pre-Assignment ⁵	Refresher ⁶
Plant Operations			
SOPs and equipment	5(a)(1)	New hire	Performance based
Ladders - portable	1910.30(b)(1)	Yes	Performance based
Emergency Action Plan	1910.38(e)	New hire	Performance based
Hazard Communication	1910.1200(h)	New hire	Performance based
Personal Protective Equipment	1910.132 (d)(1)	New hire	Performance based
Fixed Ladders greater than 25 ft. high	1910.28 (b)(1)	Yes	Performance based
Portable ladders	1910.30 (b)(1)	Yes	Performance based
Respirators, if used	1910.134(k)	Yes	Annual
Plant Maintenance			
Fall Protection – when hatches or floor openings are opened.	1910.30(b)(1)	Yes	Performance based
Lockout Tagout	1910.147(c)(7)	Yes	Performance based
Confined Space Entry	1910.146(g)	Yes	Performance based
Overhead hoist, if present.	1910.179(b)(8)	Yes	Performance based
Distribution			
Workzone Safety – working in roadway	1926.21(b)(2)	Yes	Performance based
Trench safety - Laborers	1926.21(b)(2)	Yes	Performance based
Trench safety – Competent Person	1926.21(b)(2)	Yes	Performance based
Tools – grinders, power saws, jackhammer	1926.21(b)(2)	Yes	Performance based
Vactor – review Owner’s Manual	1926.21(b)(2)	Yes	Performance based
Confined Space Entry – manholes and tanks	1910.146(g)	Yes	Performance based
Asbestos Cement Pipe (8-hr)	454 CMR 6.00	Yes	5 year
Laboratory			
Laboratory – train on SOPs and equipment	5(a)(1)	Yes	Performance based
Landscaping			
Chainsaw – review Owner’s Manual and PPE	5(a)(1)	Yes	Performance based
Mowers – review Owner’s Manual	5(a)(1)	Yes	Performance based
Roof Access and Maintenance			
Fall Protection – designated areas and/or fall restraint system	1910.30(b)(4)	Yes	Performance based
Snow Removal			
Snow blower – review Owner’s Manual	5(a)(1)	Yes	Performance based

Optional Topics			
OSHA 10 in construction	Not required by OSHA standards. Recommended if your employees are on site of public construction projects >\$10,000.	Optional	Does not expire
Ergonomics – safe lifting	Recommended when your department has a pattern of back injuries.	Recommended	1-3 years, based on department injury patterns.

- 1- **Topics:** Employees should be trained to safely perform the activities of their job. Training on these topics is expected if employees conduct these tasks. If these tasks are not conducted at your workplace, then training is not required.
- 2- **Job Titles that Require Training:** Train employees in a particular competency if their job duties require that activity. For example, all employees who are assigned to operate a chainsaw must be trained in chainsaw safety. Employees who will not be designated to operate a chainsaw do not need to complete chainsaw training.
- 3- **Training Provider:** Training should be provided by persons experienced and confident with the material. The training provider can be an employee of the employer. A certified training provider is mandatory for Asbestos Cement Pipe and OSHA 10, but is not required for other OSHA topics.
- 4- **Length of Training Session:** Most training topics can be effectively covered in less than one hour (ie. hazard communication; PPE; ladders). A longer length of time may be required for chainsaw safety, aerial lift operator training, and confined space entry. A minimum time period for length of training session is specified for asbestos cement pipe (8-hours). The employer is responsible for the decision on length of training.
- 5- **Proof of Training:** Keep a training attendance log. A certificate is not required.
- 6- **Initial Training:** Training should be provided before the employee is assigned to perform the task. This is similar to “new hire” training, but can also occur if the person’s job duties expand.
- 7- **Performance Based Refresher Training:** Some OSHA standards mandate Annual training. Most training topics are “performance based.” This means repeat the training when:
 - a. Employer has reason to believe that there are deviations from or inadequacies in the employee’s knowledge to perform the task safely;
 - b. New equipment, or chemicals introduce new hazards to the work area.
 - c. There is a change in procedures that present a hazard to which the employee has not been trained.

Employee Injury Reporting Requirements for Public Sector Workplaces in Massachusetts

1. Fatal or Catastrophic Incidents

Notify the Department of Labor Standards within 8 hours of any work related injury to a public sector employee involving:

- Fatality
- Loss of an Eye
- * Amputation
- * Inpatient Hospitalization

Department of Labor Standards

Phone: 508-616-0461 x 9488

Email: safepublicworkplace@state.ma.us

2. Workers Compensation Incidents

Notify the Department of Industrial Accidents when an employee is disabled for 5 full or partial calendar days. Submit Form 101- Employers First Report of Injury/Fatality on-line at <https://www.mass.gov/dia-online-services>.

3. Near Miss and First Aid Incidents

Employers are encouraged to maintain records of “Near Miss” and “First Aid Only” incidents to evaluate patterns. Do not submit to Department of Labor Standards or Department of Industrial Accidents.

4. OSHA 300 Log

Effective February 1, 2019, public sector employers must complete an OSHA 300 Log if the Bureau of Labor Statistics requests a copy of your log. In addition, complete an OSHA 300 Log if requested by a DLS inspector during a site inspection. Do not enter your logs on the osha.gov website.



U.S. Department of Labor
Occupational Safety and Health Administration

OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Form approved OMB no. 12-18-0176

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, day's away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name _____

City _____

State _____

Identify the person

Describe the case

Classify the case

(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of Injury or onset of illness (mo./day)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness:									
						(G) Death	(H) Days away from work	(I) Job transfer or restriction	(J) Remained at work Other recordable cases	(K) Away from Work (days)	(L) On job transfer or restriction (days)	(M) Injury (1)	(2)	(3)	(4)	(5)	(6)				
Page totals						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact the US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Injury (1) Skin Disorder (2) Respiratory Condition (3) Poisoning (4) Hearing Loss (5) All other illnesses (6)

U.S. Department of Labor, Bureau of Labor Statistics
Survey of Occupational Injuries and Illnesses, 2017



Massachusetts Fax Response Form
Send to (617) 626-6944

Employers selected for the BLS Survey of Occupational Injuries and Illnesses are required by Federal Law to respond. If you have questions please contact us at the phone number listed on the front of your survey instructions.

Section 1: Establishment Information

- - **Establishment ID Number** (from front of survey instructions)

Company Name and Report For (from front of survey instructions)

Today's Date

Contact Name and Title (please print)

Telephone Number (ext)

Fax Number

1 Enter the annual average number of employees for 2017. →

2 Enter the total hours worked by all employees for 2017. →

3 Did you have ANY work-related injuries or illnesses during 2017?

Yes → **Complete Section 2 below.**

No → **Please fax this form to (617) 626-6944.**

Section 2: Summary of Work-Related Injuries and Illnesses

- Refer to the OSHA *Forms for Recording Work-Related Injuries and Illnesses* for the location referenced on the front of the survey instructions under Report For.
- If you prefer, you may fax your *Summary of Work-Related Injuries and Illnesses* (OSHA Form 300A) with this form. If more than one establishment is noted on the front of the survey instructions, be sure to fax the OSHA Form 300A for each of the specified establishments.
- If any total is zero on your OSHA Form 300A, write "0" in that space below.
- The **total** number of cases recorded in G + H + I + J must equal the **total** injury and illness types recorded in M (1 + 2 + 3 + 4 + 5 + 6).

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types

Total number of ...	
(M)	
(1) Injuries	_____
(2) Skin disorders	_____
(3) Respiratory conditions	_____
(4) Poisonings	_____
(5) Hearing loss	_____
(6) All other illnesses	_____

Injury and Illness Case Form

Tell us about each 2017 work-related injury or illness case if it resulted in days away from work (Column H in Section 2 on Page 1). If you are reporting for a private industry establishment whose six-digit NAICS code begins with: **111, 336, 445, 484, 713, or 722**, also tell us about each case with days of job transfer or restriction (Column I in Section 2 on Page 1). Your NAICS code can be found on the front of your survey instruction sheet. One *Injury and Illness Case Form* should be completed for each injury or illness case.

Tell us about the Case

Go to your completed OSHA Form 300. Copy the case information from that form into the spaces below.

Employee's name (Column B)	Job title (Column C)	Date of injury or onset of illness (Column D)	Number of days away from work (Column K)	Number of days of job transfer or restriction (Column L)
_____	_____	____/____/17 <small>month day year</small>	_____	_____

Tell us about the Employee

1. Check the category which *best* describes the employee's regular type of job or work: (optional)

- | | |
|---|---|
| <input type="checkbox"/> Office, professional, business, or management staff | <input type="checkbox"/> Healthcare |
| <input type="checkbox"/> Sales | <input type="checkbox"/> Delivery or driving |
| <input type="checkbox"/> Product assembly, product manufacture | <input type="checkbox"/> Food service |
| <input type="checkbox"/> Repair, installation or service of machines, equipment | <input type="checkbox"/> Cleaning, maintenance of building, grounds |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Material handling (e.g. stocking, loading/unloading, moving, etc.) |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Farming |

2. Employee's race or ethnic background: (optional-check one or more)

- American Indian or Alaska Native
 Asian
 Black or African American
 Hispanic or Latino
 Native Hawaiian or Other Pacific Islander
 White
 Not available

NOTE: You may either answer questions (3) to (13) or attach a copy of a supplementary document that answers them.

3. Employee's age: _____ **OR** date of birth: ____/____/____
month day year

4. Employee's date hired: ____/____/____
month day year

OR check length of service at establishment when incident occurred:

- Less than 3 months
 From 3 to 11 months
 From 1 to 5 years
 More than 5 years

5. Employee's gender:

- Male
 Female

Tell us about the Incident

Answer the questions below or attach a copy of a supplementary document that answers them.

6. Was employee treated in an emergency room? yes no
7. Was employee hospitalized overnight as an in-patient? yes no
8. Time employee began work: _____ am pm
9. Time of event: _____ am pm **OR** Check if time cannot be determined
- Event occurred: (optional) before during after work shift
10. What was the employee doing just before the incident occurred? Describe the activity as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
11. What happened? Tell us how the injury or illness occurred. *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
12. What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
13. What object or substance directly harmed the employee? *Examples:* "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

Thank you for your participation. Please fax your completed forms to (617) 626-6944.

For office use

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Massachusetts

Safety and Health Orientation for the Public Sector

June 2018

