FELS Farm Employers Labor Service

Serving Agriculture in Labor Management Relations

FARM EMPLOYERS LABOR SERVICE SAFETY CHECKLIST

2300 River Plaza Drive • Sacramento, CA 95833 • (800) 753-9073

Company: _____ **Company Representative:** _____ **Date:** _____

CAL/OSHA - SAFETY

- ❑ Written Injury & Illness Prevention Program (GISO §3203--i.e. IIPP)
  - ❑ Designated person
  - ❑ System to ensure employee compliance with safe work practices
  - ❑ System to communicate with employees and to encourage employees to inform employer of hazards
  - ❑ Procedures for identifying hazards
  - ❑ Procedures to investigate injuries and illnesses
  - ❑ Methods for correcting unsafe conditions
  - ❑ Procedures to train and instruct employees
- ❑ Respiratory Program (GISO §5144)
  - ❑ Engineering controls where feasible (§5141)
  - ❑ Approved equipment
  - ❑ Education and training
  - ❑ Inspection before use
  - ❑ Maintenance, sanitation and storage
  - ❑ Selection and issuance of respirator
  - ❑ Medical limitations
  - ❑ Respiratory protection program (written)
- ❑ Hazard Communication Program (GISO §5194)
  - ❑ Written Hazard Communication Program
  - ❑ List of hazardous substances
  - ❑ Methods to inform employees of non-routine tasks
  - ❑ Procedure to insure containers are labeled
    - Identity of substance
    - Appropriate hazard warnings
  - ❑ Procedure to acquire MSDS and make available to employees
  - ❑ Procedure to train employees
- ❑ Emergency Action Plan (GISO §3220)
  - ❑ Written procedures
    - Emergency escape procedures and assignments
    - Procedures for employees who remain to operate critical plant operations
    - Procedures to account for employees
    - Rescue and medical duties
    - Reporting emergencies procedures
    - Names or titles of persons who can provide further information
  - ❑ Training of employees
  - ❑ Ten or fewer employees plan can be communicated orally
  - ❑ Fire prevention Plan (GISO §3221)
- ❑ Lockout/Tagout
  - ❑ Written energy control procedures
    - Scope, purpose & authorization in control of energy
    - Rules and techniques to control hazardous energy
    - Means to enforce compliance
  - ❑ An employee training program
  - ❑ Periodic inspection procedures
- ❑ Medical Services (GISO §3400)
  - ❑ Employer shall ensure the ready availability of medical personnel for advice and consultation
  - ❑ In absence of clinic, etc. in near proximity to the workplace (4 minutes) a person shall be adequately trained to render first aid
  - ❑ Adequate first-aid materials
  - ❑ Suitable facilities for quick drenching or flushing of eyes or body if exposed to corrosive materials
  - ❑ Supervision at isolated locations
- ❑ Required OSHA Posters:
  - ❑ "Safety and Health Protection on the Job;" Feb. 1990
  - ❑ "Emergency" phone numbers; S-500
  - ❑ "Access to Medical and Exposure Records;" S-11, July 1985
  - ❑ Notice to employees regarding location of MSDS's
  - ❑ Notice to employees regarding location of Hazard Communication Program
  - ❑ Notice to employees regarding name of person responsible for Injury and Illness Prevention Program
  - ❑ "Agricultural-Industrial Tractors;" GISO §3664
  - ❑ "Operating Rules for Industrial Trucks;" GISO §3657, 3659 and 3664
  - ❑ "Log and Summary of Occupational Injuries and Illnesses;" OSHA Form 300A (Post February through April)
  - ❑ Field sanitation notice
  - ❑ Prop 65 warning notice
  - ❑ Emergency signs e.g., fire extinguishers, exiting from buildings, or other appropriate warnings
- ❑ Record-keeping and Reporting Requirements:
  - ❑ OSHA Form 300, 300A and 301 (11 or more employees)
  - ❑ Inspection records
  - ❑ Review of accidents or illnesses
  - ❑ Communications with employee - response to employee suggestions
  - ❑ Employee safety warnings - employee recognition program
  - ❑ Correction of hazards
  - ❑ Training and instructions
  - ❑ Medical records - chemical exposure, etc.
  - ❑ Report serious accidents to Cal/OSHA within 8 hours
- ❑ Safety Training:
  - ❑ New employee orientation, e.g., Workers' Compensation Insurance coverage, work rules, emergency procedures, hazard communication program, good hygiene practices, etc.
  - ❑ Job specific training at time of hire
  - ❑ When assign a new task where no previous training was provided
  - ❑ When a new substance, process, procedure or equipment is introduced into the workplace
  - ❑ When an unrecognized hazard becomes known
  - ❑ Annual equipment operator training, e.g., GISO §3664
  - ❑ Familiarize supervisors of hazards associated with tasks performed by employees under their control
- ❑ Specific Training Requirements
  - ❑ New employees, new assignments
  - ❑ Equipment; tractor, forklift, etc. retrained annually
  - ❑ Emergency action plan training
  - ❑ Fire prevention, fire extinguisher
  - ❑ Lockout/Tagout
  - ❑ Medical responders, first-aid/CPR
  - ❑ Respirator users
  - ❑ Confined space entrants and rescue teams
  - ❑ Battery charging
  - ❑ HazMat team (HAZWOPER emergency response activities)
  - ❑ Bloodborne pathogens, doesn't apply to agriculture
  - ❑ Hazard Communication, all substances except pesticides
- ❑ Sanitation Facilities
  - ❑ Alternative Compliance (<5 employees, <2 hours)
  - ❑ Drinking Water-Readily Accessible
  - ❑ Toilet and Handwashing-1/4 mile or 5 minutes
  - ❑ One per sex, 5 or more in crew
  - ❑ One per 20 employees per sex
  - ❑ Maintenance Records (2 years)
  - ❑ Employee Notices; hand-washing water only, good hygiene
- ❑ Hearing Conservation; testing, and analysis
- ❑ Hand Weeding, Thinning and Hot Capping
- ❑ Heat Stress; Water, Shade and Training