

HSE Audit Form

1.0 PURPOSE

Establishes a procedure to identify potential environmental hazards, health and safety hazards, or Federal/State regulatory violations and implements corrective actions to establish a safe and healthful workspace. (OSHA Reg. 29 CFR, EPA-40, DOT-49)

2.0 SCOPE

This policy applies to all employees (Full, Part-time, or Contract)

3.0 POLICY

Audits will be conducted by members of the Safety Committee along with the Safety Coordinator. This audit will be based on a conformance rating system. This rating system will provide a measure of compliance to Environmental, Health, and Safety rules and regulations. Deficiencies identified during the audit will be classified as major or minor, and assigned a numeric value. Major deficiencies are assigned a value of 5 and minor deficiencies a value of 1. The Safety Coordinator will be responsible for determining the classification of deficiencies found. Upon completion of an audit each deficiency will be multiplied by its assigned value. The assigned value of all deficiencies found are totaled and subtracted from 100 (100 = a perfect score). Resulting scores will be sent to the managers of the audited area with a copy to be sent to the Controlling Director.

4.0 DEFINITIONS

4.1 MAJOR DEFICIENCY - A deficiency that has the potential to seriously impact the environment, health or safety of guests or employees. Any deficiency resulting in the violation of Federal, State, or Local Agency regulation is defined as a Major Deficiency. A repetitive minor deficiency shall also be classified as major deficiency if it becomes systemic and reflects a lack of awareness training or self-governing.

4.2 MINOR DEFICIENCY - A deficiency, other than major, that is not part of established procedures or regulation and does not pose a serious threat to the environment, human health, or life.

5.0 PROCEDURES

5.1 Environmental, Health, and Safety Audits shall be conducted quarterly to insure Compliance of policies and procedures as well as current Local, State, and Federal Regulations utilizing the checklist provided in attachment 3.1.

5.2 Corrective action responses are required for all deficiencies within one week of the finding of the Safety audit. The corrective action shall identify the cause of the deficiency, target for completing the corrective action, and an outline for preventing the deficiency from recurring.

5.3 Audits may be supplemented by third party audits.

Date:	_____
Location:	_____
Signature	_____

A	=	Acceptable
UN	=	Unacceptable
NA	=	Not Applicable

A UN NA

CONTINGENCY PLANS

- Are employees aware of designated evacuation routes, and evacuation assembly areas outside of building?
- Emergency response Team easily Identified?
- Fire Drill performed within the last 12 months?
- Are evacuation diagrams posted in conspicuous locations in the building?
- Are employees instructed on how to report medical emergencies?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HOUSEKEEPING, MATERIALS HANDLING, AND STORAGE

- Materials / equipment stored neatly and orderly?
- Work and storage areas kept from trash and clutter?
- Fire extinguishers / electrical panels unobstructed?
- Are aisles, stairs, exits, floors kept clear, clean and dry?

_____	_____	_____
_____	_____	_____
_____	_____	_____

FIRE PROTECTION AND PREVENTION

- Flammable liquids in approved safety cans, and stored in flammable storage cabinet when not in use?
- Extinguishers located in normal paths of travel?
- Are the extinguisher locations marked?
- Bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- Is the inspection tag on portable extinguishers current, in good condition?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PORTABLE AND FIXED LADDERS

- Are ladders in good condition? Are they inspected and tagged?
- Metal ladders must never be used near electrical equipment?
- Portable ladders have non-skid feet , friction brakes or spring loaded supports?
- Condition of the non-skid stoppers?
- Hand railings for steps over four steps high?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WALKING SURFACES-EXIT WAYS/AISLE WAYS/STAIRS

- Aisles clearly identified - permanent markings?
- Are aisles, stairs, and walking surfaces clear?
- Are exits properly identified with signs, visible, and accessible?

_____	_____	_____
_____	_____	_____

HAND AND PORTABLE POWER TOOLS

- Tools in good condition? Proper and safe use of tools?
- Is ground prong in place on electric powered tools ?(except double insulated)
- Guards in place and functioning properly?
- Users wearing safety glasses? Other protective equipment.

_____	_____	_____
_____	_____	_____
_____	_____	_____

Environmental Health & Safety Audit Check List

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COMPRESSED AIR

- Air hoses stored properly when not in use? _____
- Compressed air not to be used to clean clothing or work station? _____

HEALTH/SAFETY ORIENTATION-NEW OR TRANSFERRED EMPLOYEES

- Safety and Health Orientation been provided to employee? _____
- Orientation documents processed? _____

POWERED INDUSTRIAL TRUCKS

- Is the employee certified to operate a fork truck? _____
- Is the truck inspected prior to use for unsafe conditions and defects corrected immediately? _____
- Are battery charging installations located in designated areas? _____
- Are facilities provided for fire protection? For adequate ventilation from fumes? _____
- Are trucks equipped with amber flashing lights? _____
- Overhead truck guards in good condition? _____

COMPRESSED GAS CYLINDERS

- Cylinders secured in upright position? Capped when not connected? _____
- Cylinders stored in designated area? _____
- Cylinders marked to identify the contents? _____
- Cylinders marked full / empty? _____

INJURY/ILLNESS REPORTING

- Have personnel been instructed on where to report for medical treatment? _____
- Are injuries / illnesses reported in accordance with proper procedures? _____

TRAINING

- Do employees have ALL required training? _____
- Is training being documented and maintained in Health and Safety? _____

MOTOR VEHICLE SAFETY

- Do employees who operate a Scientific Atlanta vehicle, have a current valid drivers license? _____
- Are accident reporting kits provided in company vehicles? _____

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FLAMMABLE OR COMBUSTIBLE LIQUIDS

- Flammable liquids storage cabinets used for designated purpose only? _____
- No combustible materials stored in or on top of flammable liquid storage cabinets. _____
- Are precautions taken to prevent / control ignition sources at or around flammable liquids? _____
- Are approved safety cans used for flammable liquids (except small plastic squeeze bottles). _____
- Adequate ventilation maintained where flammable liquids are used? _____
- Are grounding straps in place where flammable liquids are dispensed? _____
- All containers must be kept closed when unattended. _____

PERSONAL PROTECTIVE EQUIPMENT

- Are employees wearing safety glasses, goggles, face shields, gloves etc.? _____
- Is respiratory protection worn when job functions require? (Wave Solders) _____
- Has the employee been trained on the proper use and maintenance of respiratory protection devices? _____

SAFETY TAGS AND LOCKOUT

- Is the supervisor notified when Lockout devices are placed? _____
- Is the supervisor notified when Lockout devices are removed? _____
- Are Lockout devices tagged and signed and dated by person placing the device? _____
- Are employees authorized to place this device trained ? _____

HAZARD COMMUNICATION

- Hazardous Materials manuals indexed, organized, and maintained? _____
- Material Safety Data Sheets available? _____
- Has training been provided to new / transferred employees for the proper use of Hazardous Material? _____
- Are employees trained in the use of Material Safety Data Sheet information? _____
- Are containers properly labeled as to contents? Does label match MSDS on file? _____
- Are employees using required protective equipment? _____
- Is ventilation adequate for areas where materials are used? _____
- Small spills cleaned up promptly? _____
- Do employees know the procedure for reporting large chemical spills? _____
- Are containers closed (covered) when not in use? _____

EATING AND DRINKING

- Are appropriate signs posted at designated eating and drinking areas? _____

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ELECTRICAL EQUIPMENT

- Exposed wire, frayed cords, bad insulation repaired or replaced? _____
- Junction boxes, outlets / switches, etc., covered? In good condition? _____
- Grounded extension cords? Ground prongs in place on ground plugs? _____
- Electrical disconnects or breakers covers in place? _____
- No flexible cords run through the ceiling, wall holes, doorways, etc. ? _____
- Flexible cords and cables not attached to building surfaces? _____
- Electrical disconnects or breaker panel accessible (36" of clearance), labeled? _____

MACHINE GUARDING

- Are machines anchored as required? _____
- Eye protection worn as required? _____
- Safety stops, interlocks in place and functioning properly? _____
- Controls properly identified? Electrical cords in good conditions? _____
- Machine guards in place? _____
- Preventive start up devices in place on woodworking machines? _____

EMERGENCY EYEWASH STATIONS

- Are personnel trained in the proper use of Eyewash stations? _____
- Are Eyewash stations accessible? _____
- Are Eyewash stations periodically checked / cleaned by the responsible unit? _____
- Are clearances around the station clearly marked and free of obstructions? _____

HAZARDOUS MATERIAL BULK STORAGE

- Are spill kits and Personal Protective Equipment available? _____
- Are dispensing containers grounded? _____
- Are bonding wires used when dispensing flammable liquids? _____
- Are doors self-closing and closed when room is not in use? _____
- Air exhausts and electrical equipment explosion proof? _____
- Are empty drums kept stored upside down? _____
- Is smoking, eating, or drinking not permitted within 50 feet of this area? _____

OUTSIDE CONTRACTOR SAFETY

- Are outside contractors given rules and regulations for working on Scientific Atlanta's property or equipment documentation?

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MANAGEMENT OF HAZARDOUS WASTES

- Are containers closed (tightly sealed) during storage? _____
- Are containers of hazardous waste properly labeled? _____
- Is emergency spill equipment in place and properly maintained? _____
- Only proper containers may be used for hazardous waste(55 gal. drums). _____
- Are empty containers accumulated and stored properly (e.g. 55 gallon drum stored upside down)? _____
- Individuals involved in the handling of hazardous wastes properly trained? _____
- No Smoking, Hazardous Waste Signage clearly visible? _____

TRANSPORTATION OF HAZARDOUS MATERIALS

- Are personnel properly trained (HM - 215)? _____
- Are hazardous materials packaged in accordance with Department of Transportation regulations? _____
- Are trucks and other vehicles used for the transportation of hazardous materials display proper placards? _____
- Has a Bill of Lading been generated for shipment of hazardous materials? _____

BATTERY CHARGING STATIONS

- Class B or C fire extinguishers available in the area? _____
- Is adequate ventilation available? _____
- Are battery vent caps in place and compartment covers open? _____
- Emergency eyewash stations available? _____
- Personal Protective Equipment is worn (goggles, apron, gloves)? _____

Miscellaneous items

- _____
- _____
- _____
- _____

COMMENTS:

Source: Diane DeGaetano, RN, BSN, COHN-S, COHC.