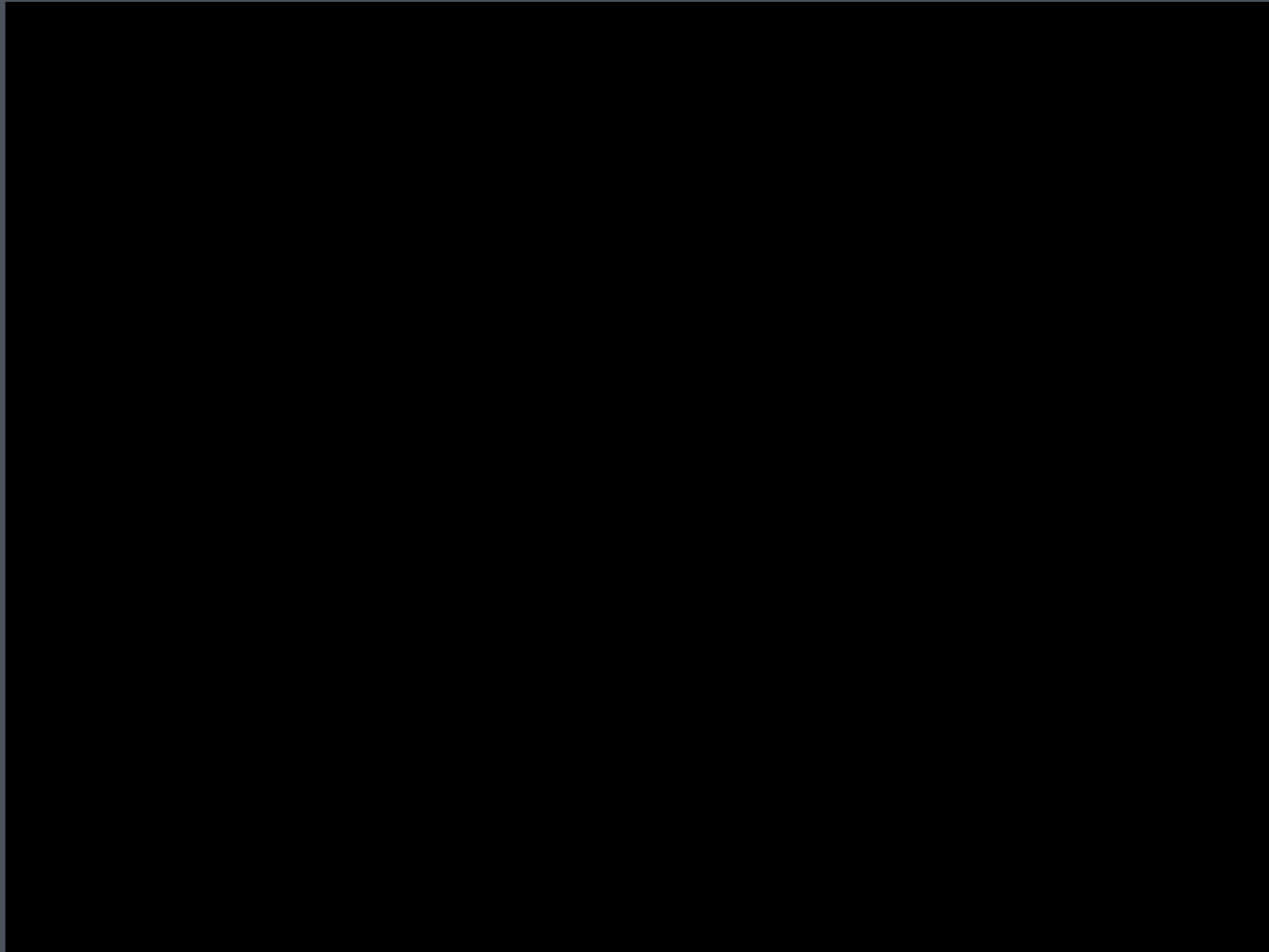


Thank God you're here – safety officers



Injury & Illness Prevention Program (IIPP)

4) Hazard Assessment – All Worksites:

Your program should include procedures to identify and evaluate workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices.

- The County requires worksites to be inspected.
- Inspections must be documented.

Workplace Safety Inspections

References: County Safety Manual Documents 402 and 1002

Category:	Frequency:
Buildings and Facilities - general	Semi-Annual with periodic safety observation, or housekeeping and physical as noted under item IV. B. condition
General Equipment	Monthly, with employee observation prior to each use
Laboratories	Monthly, with daily observation by staff utilizing facility and equipment
Maintenance Other Work Shops	
Transportation Shops	
Food Service	
Recreational Facilities	

Recommended Schedule of Inspection Frequency

Workplace Safety Inspections

References: County Safety Manual Documents 402 and 1002

Category:

Frequency:

Training Facilities & Classrooms

Monthly, with safety observation immediately

Auditoriums and Similar Facilities

Before and after use by instructors or others

Gymnasiums and Fields

Monthly, with safety observation before use by

Recreational Equipment

Employees assigned to area

Automotive Equipment

Monthly, with daily safety observation, and/or more frequent as may be required by law.

High Hazard Areas, Including;

- Hazardous Chemical
- Waste Storage Areas
- Treatment Facilities
- Loading and Unloading Areas

Weekly with daily observation, and/or as required by law.

Recommended Schedule of Inspection Frequency

Riverside County Office Safety Inspection

Administration

Egress

Electrical / Lighting

Fire Prevention

Work Area

Slip, Trip and Fall

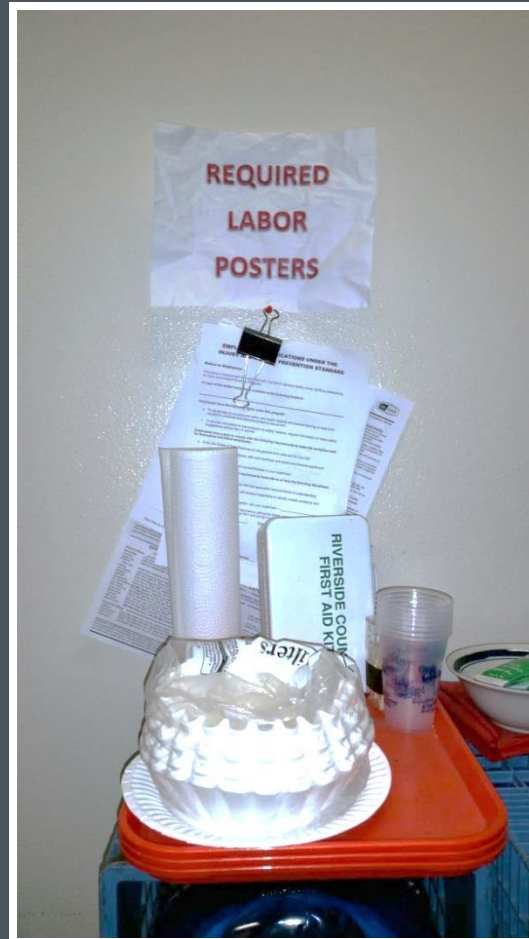
Workplace Violence Controls



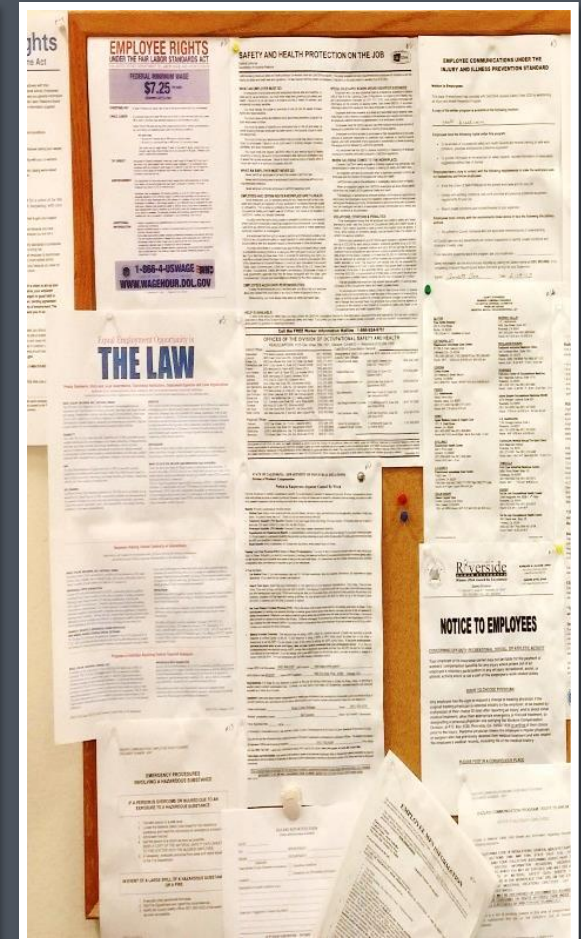
AD-01

Are current Cal/OSHA, workers' compensation and related posters displayed in a location frequented by employees?

Incorrect



Correct



AD-03

Is there a written, facility specific, current and readily accessible Injury and Illness Prevention Program (IIPP)?

**County of Riverside
Information Technology**

**INJURY AND ILLNESS PREVENTION PROGRAM
(Department Safety Program)**

For

Riverside County Innovation Center



3450 14th Street, Riverside

Alessandro Communications Facility



7195 Alessandro Ave., Riverside

Prepared by
County of Riverside
Human Resources Safety Division

Effective: June 2014

Revised: _____

AD-04

Is there a written, current Emergency Action Plan? Are all employees trained, and evacuation exercises conducted semi-annually (April and October)?



Emergency Action Plan



Purchasing, Printing and Supply Services

2980 Washington Street, Riverside

Created September 2013

Revised _____

AD-08

Is there a written,
Heat Illness
Prevention plan?
Are all employees
trained?



Heat Illness Prevention

HEATWAVE

CalOSHA Safety Order
GISO 3395

County Safety Manual Policy 2014

AD-11

Are monthly safety meetings conducted and documented?



Safety Meeting

Date

Topic

Attendees

AD-12

Are regular safety self-inspections conducted and documented?



EG-01

Does each office/workstation have clear egress to an exit aisle, hallway or corridor maintained to a minimum width of 28 inches?

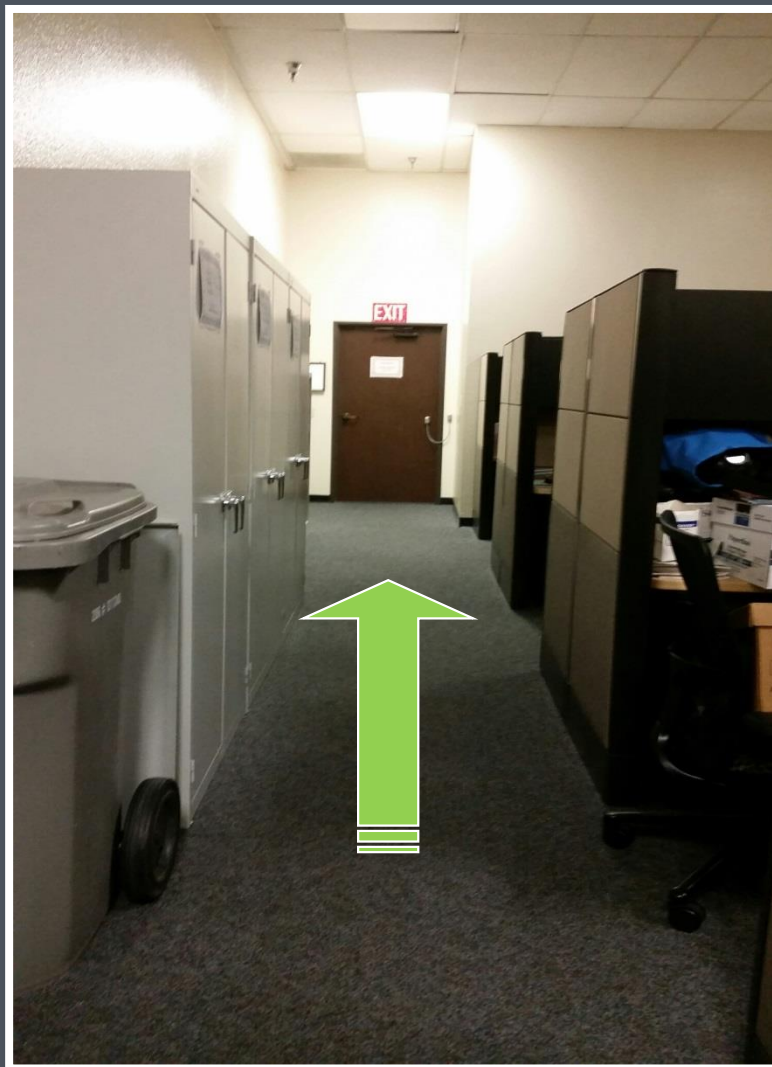


Ref: T8CCR 3229

EG-05

Are exit pathways and exit doors clearly signed and free of obstructions?

Ref: T8CCR 3215, 3216, 3227



EL-02

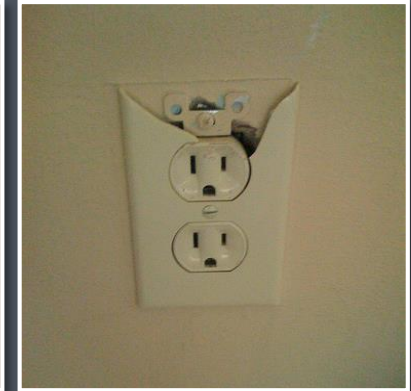
If accessible, are all electrical panels clear of storage for 36 inches in front of panel?
Combustibles are not stored in electrical room?



Ref: T8CCR 2340.16

EL-03

Are all electrical receptacle faceplates in place and in good condition? Ref: T8CCR 2340.23



Ref: T8CCR 2340.23

EL-06

Are multi-plug strips (power strips) piggybacked together? Ref: 2007 CFC 605.5.1



Ref: 2007 CFC
605.5.1

EL-09

Is there any exposed electrical wiring that could result in injury or fire?



Ref: T8CCR 2340.17

EL-10

Appliances (i.e., microwaves, coffee makers, toasters, etc.) including the cords are in good working condition and appropriate for their location.




Ref: T8CCR 2522.2
and 2007 CFC 605.7

FP-02

Fire extinguisher(s) are serviced, certified annually and inspected monthly.

DO NOT REMOVE

BY ORDER OF THE STATE FIRE MARSHALL

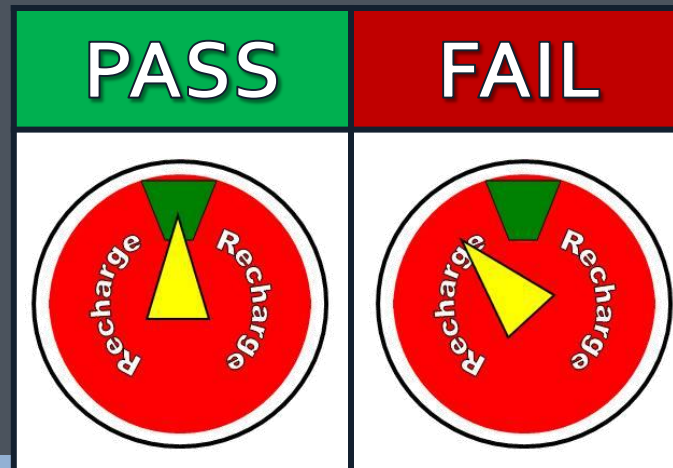
16	1	Type	DEC.	2010
17	2	B C D F	NOV.	
18	3		OCT.	2009
19	4		SEP.	
20	5		AUG.	2008
21	6		JUL.	
22	7	Who knows Fire Extinguisher Co.	JUN.	2007
23	8		MAY.	
24	9	Address of company doing the work	APR.	2006
25	10		MAR.	2005
26	11	Charged <input checked="" type="checkbox"/> Recharged <input type="checkbox"/> Inspected <input type="checkbox"/> New Ext. <input type="checkbox"/>	FEB.	2004
27	12		JAN.	
28	13			
29	14			
30	15			
31	15			

DAY

YEAR

MONTH

Status



Ref: T8CCR 6151

FP-05

Are all space heaters equipped with auto shut-off switch that turns unit off when tipped over?



Ref: 2007 CFC
605.10 and Board
Policy H-4

WA-01

All furnishings, including file cabinets, book cases, etc. over 48 inches tall are secured or anchored to prevent tipping?



Ref: T8CCR 3241

WA-03

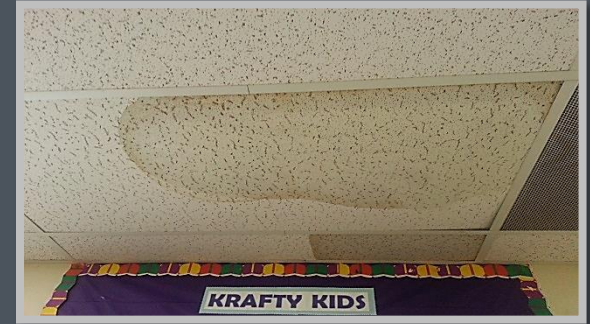
Are offices,
storage areas
and closets
orderly, sanitary,
and free of
unnecessary
materials?

Ref: T8CCR 3362



WA-06

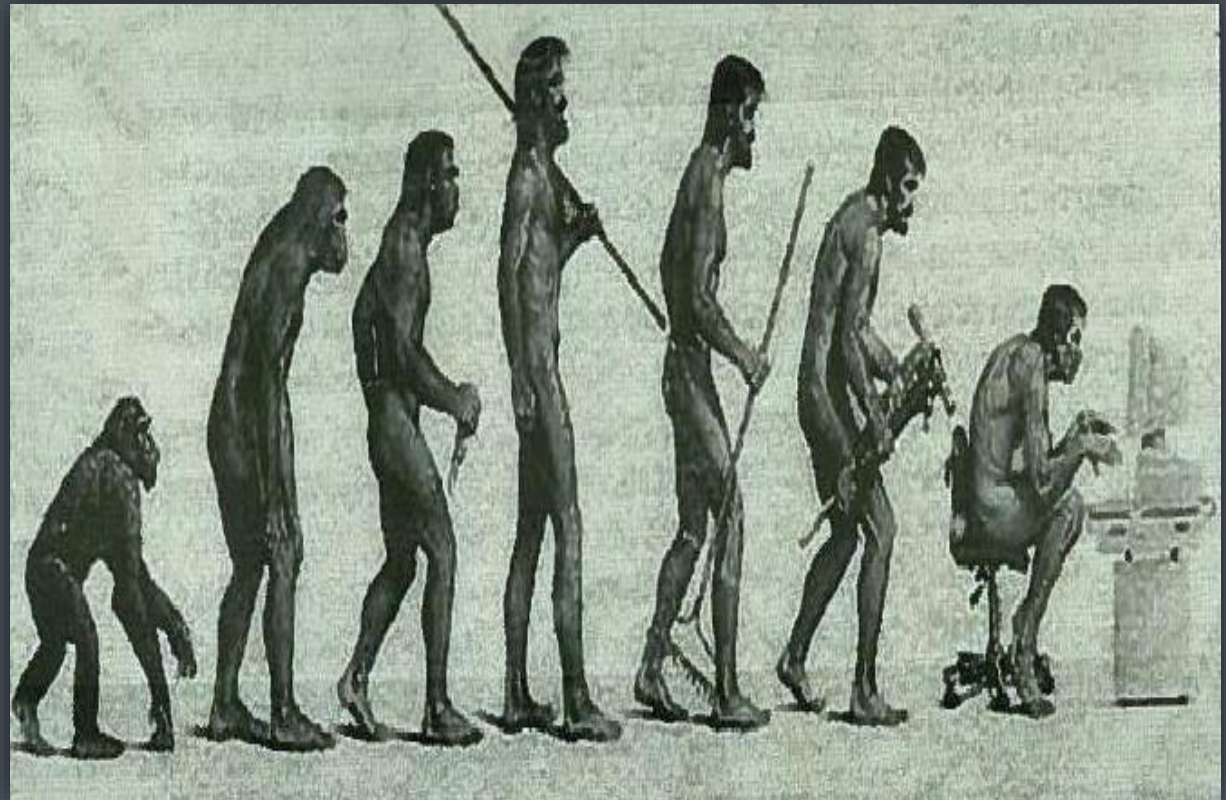
Are there any signs of water intrusion on the ceiling tiles, walls or floors?



Ref: T8CCR 3362

WA-07

Are general ergonomic principles being practiced? Is staff familiar with the adjustment features of their workstations?



Ref: T8CCR 5110
and SSOM 2005

WA-11

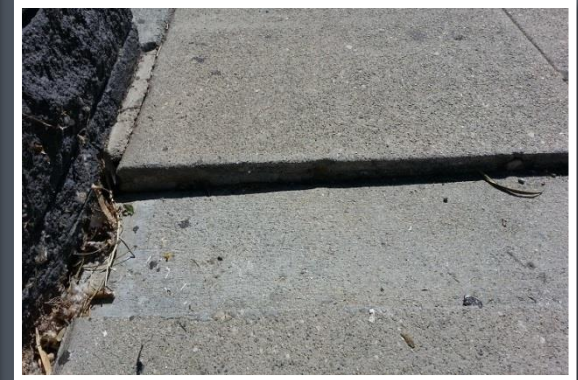
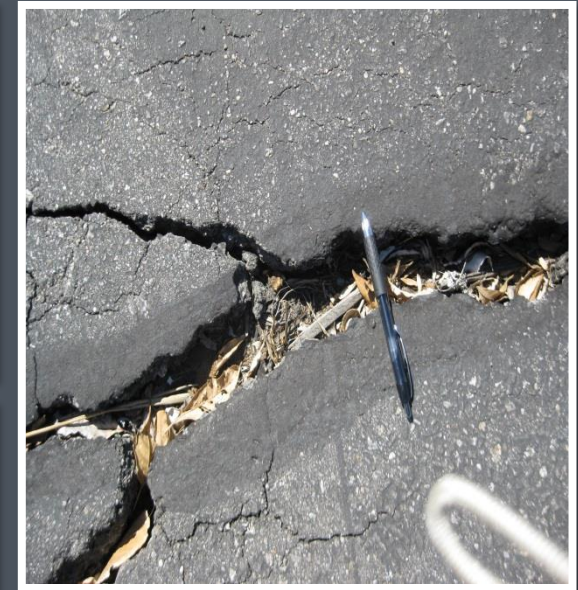
Are there any existing conditions that would warrant an Indoor Air Quality, lighting, chemical exposure survey, or noise assessment?



Ref: T8CCR 5155

STF-01

Are all working and walking surfaces, including carpets, tile floors, sidewalks, ramps, stairs and parking lots free from debris, depressions, cracks, materials, etc.?



Ref: T8CCR 3273

Workplace Violence Controls

WV-01

Are administrative controls in place to deal with aggressive behavior? Are employees trained on how to respond to aggressive behavior and workplace violence?

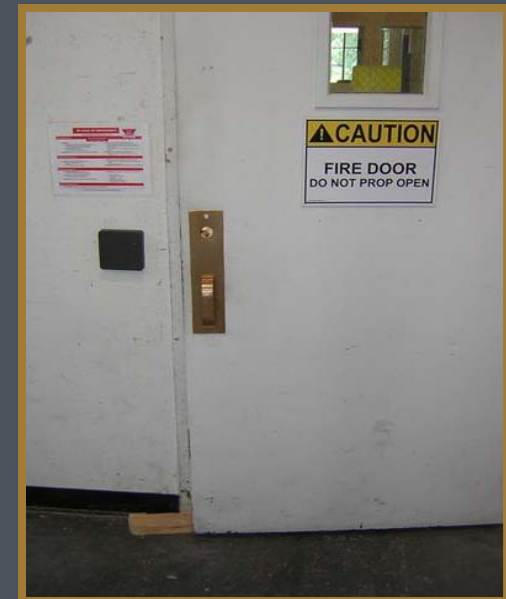
Ref: T8CCR 3203
and SSOM 2010



Workplace Violence Controls

WV-02

Are engineering controls in place (doors and windows closed and locked) to prevent unauthorized access?



Ref: T8CCR 3203
and SSOM 2010

Hazard Correction

- Corrective actions must be documented including the action taken and date corrected.
- Follow up periodically with all submitted work orders until corrected, or given a reasonable written response.

Do not let hazards fall through the cracks!