



Farm Employers Labor Service



Serving Agriculture in Labor Management Relations

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## FARM EMPLOYERS LABOR SERVICE Safety Audit Checklist

Company: \_\_\_\_\_ Company Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### 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)
  - Qualified administrator selected
  - Medical evaluations
  - Fit testing and training
  - Voluntary use - Posting

### 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)

### Heat Illness Prevention (§3395)

- Water - 1 quart per employee per hour
- Shade
- Training
- High Heat Procedures
- Written Emergency Procedures

### Weeding, Thinning & Hot Capping (§3456)

- Employees use of short-hand tool or hand weeding prohibited
- Hand weeding - Exemptions:
  - When there is no readily available, reasonable alternative
  - Hand weeding is occasional or intermittent and incidental (20%)
  - The commodity plants being weeded:
    - planted 2 inches apart;
    - registered as organic;
    - seedlings; or
    - horticultural - grown in 15 inches or less containers
- Regardless of meeting above conditions: an additional 5-minute rest period when not occasional or intermittent, and
- Employees supplied with gloves and kneepads

### 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

**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

**Other Cal-OSHA Rules**

- Occupational Carcinogens Control Act - Example: Asbestos
- Smoke-free Workplace
- Proposition 65 (Clean Water Act)
  - Postings - clear and reasonable warning
- Access to Medical Records (§3204)
- Noise exposure; testing, and analysis
- Permits/Inspections:
  - Pressure vessel
  - LPG tank; > 60 gallons
  - Excavation, scaffolding (3-stories)

**Required OSHA Posters:**

- "Safety and Health Protection on the Job;"
- "Emergency" phone numbers; S-500
- "Access to Medical and Exposure Records;" S-11
- 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
- Form 300A, Summary of Work-Related Injuries and Illnesses; (during the months of February, March and 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:**

- Cal/OSHA Forms 300, 300A and 301 (11 or more employees) - Retain for 5 years
- 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, new processes
- Supervisory Safety Training
- Equipment; forklift, tractor (annually)
- Pesticide Safety
- Emergency action plan training
- First Aid & CPR
- Medical & Exposure Records - Access
- Hearing Conservation - use of hearing protection devices
- Heat Illness Prevention
- Tree Work
- Fire prevention, fire extinguisher
- Lockout/Tagout
- Welding & Cutting Safety – Hot Work Safety
- Wheels or Rims – Servicing
- Medical responders, first-aid/CPR
- Personal Protective Equipment
- Respiratory Protection
- Confined space entrants and rescue teams
- Battery charging
- Cotton Dust
- Ergonomics - When triggered by §5110
- Fall Protection
- Bloodborne pathogens
- Hazard Communication
- Other non-agricultural jobs may have specific training requirements

**HAZARD IDENTIFICATION:**

- Complete Hazard Identification Log (see attachments)
- Dual Employer: Engaging a FLC - Direct contact
- Multi-Employer: Exposing, creating, controlling or correcting employer





