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ENVIRONMENTAL HEALTH AND SAFETY PEER AUDIT FORM with Examples

Location:		Inspected By:		Inspection Date:		
PM Phone #		Insp. Phone #		AN - Action Needed		
General				OK	AN	NA
1	Federal, State and OSHA postings readily accessible (Employees' right to know, minimum wage, polygraph act)					
2	All emergency telephone numbers posted, including spill cleanup numbers					
3	Current OSHA 300A form displayed					
4	Worker's Compensation reporting policy posted and in all vehicles					
5	First aid kit adequately stocked					
6	Is the SDS binder easy to access and contains SDS sheets instead of MSDS?					
7	Does Each Team Member have a Safety Binder					
Accident Reporting				OK	AN	NA
8	Are Reporting Records being kept in a folder or binder ?					
Training and Recordkeeping				OK	AN	NA
9	Is the Site Specific Safety Binder easily accessible?					
10	Records of Monthly Safety meeting sign-in sheets being kept					
11	Last date of documented Monthly Safety meeting:					
12	Training certificates kept for all provided safety trainings					
Machinery and Equipment				OK	AN	NA
13	Machine guards used for hazardous equipment					
14	Are any rotating/moving parts exposed to where a hazard is created?					
15	Do you have specific safety equipment needs? If yes, please list.					
16	Are all vehicle, jib & overhaed cranes inspected annually date:					
17	BMP- Are cranes,hoists, and beams clearly load rated (beams on both sides)?					
18	Any visible cable fraying or other damages?					
19	Do crane controllers have clearly labeled buttons/levers?					

Vehicles		OK	AN	NA
20	Insurance and tag registration current on all vehicles?			
21	Evidence of Vehicle inspection records completed and easy to access			
22	All maintenance records accessible and kept current (eg. oil change, tire rotations, etc)			
23	Fire extinguisher and first aid kit located inside vehicles?			
24	Trailers- working lights and pigtail wiring in good condition?			
Housekeeping		OK	AN	NA
25	All aisles and walkways unobstructed			
26	All exits marked and unobstructed			
27	Chains and signage used to block off fall hazards over pits, stairs, ladders, floor openings etc			
28	Clean restrooms			
29	Floors free of trip hazards such as holes, non level grating and any other obstacles			
30	Outside Housekeeping up to CWS standards (eg. Is the grass cut?)			
Protective Equipment		OK	AN	NA
31	Proper work shoes, hardhats and safety glasses worn in all areas			
32	Emergency showers and eyewash stations clearly marked and unobstructed			
33	Monthly emergency showers and eyewash station tested			
Fire Prevention		OK	AN	NA
34	Approved fire extinguishers securely mounted, location identified with signage and access clear			
35	Monthly fire extinguisher inspections documented			
36	Annual extinguisher inspections conducted by a certified inspector & Date of last:			
37	Approved safety containers labeled Flammable for flammable liquids up to 25 gallons, not in a cabinet			
38	Approved storage of flammable liquids such as cabinets and grounding cabinets for 25 -60 gallons			
39	More than 60 gallons of paint, oils and fuel in a separate, ventilated room			
Electrical Systems		OK	AN	NA
40	Electrical control panels unobstructed with a minimum 3ft clearance surrounding them and panels closed			
41	Lock/out tagout center or box with tags being used			
42	Fire extinguisher in all MCC rooms			
43	Is there storage occurring in electrical rooms ? No organic materials such as paper products			
44	No storage of gas or oil inside the generator			
45	Fire extinguisher within 30 feet of the generator			
Bulk Receiving, Material Handling and Storage		OK	AN	NA
46	Outside tanker connections locked or secured in a lockable enclosure when not in use			

47	Are all tanks, containers etc labeled with the chemical they contain?			
48	Appropriate chemical warning signage?			
49	Water faucet for cleanup at or near receiving is in working condition			
50	Storage in a locked area			
51	Are oxygen and acetylene cylinders stored at least 20 feet apart?			
52	Chemical containers labeled with name and hazard information			
53	Compressed gas cylinders individually secured			
54	All cylinders, except for the ones on the scales, clearly labeled as Empty or Full			
55	Wrenches being kept on valve stems for easy shut off			
56	Working Leak Detection System?			
57	All required PPE located near but not in the same room as the chlorine cylinders			
58	All PPE is up to date			
59	Compressed gas cylinders stored away from flammable materials			
60	Working exhaust fan located at or near floor level in Chlorine room			
Tank, Lift/Pump Station Sites		OK	AN	NA
61	Site secured with a locked fence			
62	Federal Signage posted (not required in MS)			
63	CWS contact information posted			
64	Locked Ladder Guard			
65	Electrical Panels locked			
66	If there is a booster pump station - Is a fire extinguisher inside			
67	Area free of debris , grass cut, weeds removed			
Clarifiers, Digestors and Surge Basins		OK	AN	NA
68	Life Rings			
69	Grating in good condition, no trip hazards			
70	All openings blocked off with railings or chains			
Mechanical Pits, Vaults, Doppler Meter Pits, Valve Pits		OK	AN	NA
71	Locked if accessible to the public			
72	BMP of Confined Space Signage- 4 ft or greater, limited entry/egress, not for continuous occupancy			
Emergency Plans and Spill Control		OK	AN	NA
73	Emergency Spill Plan available for review			
74	Emergency numbers posted in areas where spills are likely			
75	Spill materials available- pillow, sand, recovery drum etc.			



Item #1 It is ok if the manager prints out the updates and tapes on top of the original poster instead of purchasing a new poster every time an update occurs. The poster needs to be in a central location that is easy for all team members to access.

OSHA's Form 300A Rev. 03-2018
Summary of Work-Related Injuries and Illnesses

OSHA's Form 300A is used to record and summarize work-related injuries and illnesses that require medical treatment beyond first aid. The form is used to track the number and types of injuries and illnesses that occur in the workplace. The form is also used to calculate the OSHA recordable injury and illness rate for the establishment.

Establishment Information
 Name: Hall County
 Address: 1823 Alford St
 City: Greenville State: NC Zip: 27639

Number of Cases

Total number of cases	Total number of cases by injury type	Total number of cases by illness type	Total number of cases by combined injury and illness type
0	0	0	0

Number of Days

Total number of days lost	Total number of days lost by injury type	Total number of days lost by illness type	Total number of days lost by combined injury and illness type
0	0	0	0

Injury and Illness Types

Total number of cases	Total number of days lost
0	0

Employment Information
 Total number of employees: 9
 Total number of employees on the job during the reporting period: 1,168

Signatures
 Prepared by: Raymond J. Taylor Safety Director
 Date: 1/30/19

Item #3 As of February 1st of each year, the project should post the previous year's 300A form. February 1st, 2019- each project would post the 2018 form. The correct date is only thing you are checking for. This should be posted in a central location and as a Best Management practice- we post these year round.

ALABAMA WORKER'S COMPENSATION REPORTING STEPS (as of 4/04/19)
 Excellent Communication is a Priority

- Immediately following any incident, whether it will be for a report only or a claim, call Paige Caswell 205-999-1340 and if she cannot be reached call Natalie Young 205-542-1723, and notify the injured employee's immediate supervisor. An email notification is not sufficient.
- All incidents, report only or for a claim, require the employee to be taken to one of the approved medical providers in AL. For drug and alcohol testing directly take the injured to the nearest hospital. **Always Remember that our injured Team Members cannot take themselves for medical treatment. They must be accompanied by a supervisor or Project Manager.** If the incident occurs on a weekend, then the on-call supervisor will accompany the employee to the doctor.
- The project manager will fill out All First Report of Injury forms that occur during the work week unless he/she is absent from work, and in that circumstance Paige or Natalie will fill out the forms. The first report of injury form must be filled out and submitted to paige@clearwater-solutions.com and natalie.young@clearwater-solutions.com the same day the incident occurs, even if it happens on a weekend. Disciplinary action will be taken against any employee or supervisor who doesn't report an incident on the day it occurs.
- After the form is completed on the same day as the incident occurs, Paige or Natalie will email in your report to: fr@clearwater-solutions.com and we will copy the Project Manager, their Regional Manager and Risk AHRF.
- The Project Manager will forward Paige and Natalie all relevant information such as doctors notes, bills, receipts for prescriptions, and any ongoing correspondences with the insurance company concerning the case.
- Remember that a claimant cannot take themselves for second doctors opinions or to see a specialist without receiving approval from the insurance company or the project manager.
- From this moment forward, when an employee is taken to get care for an emergency situation, we will provide the main MRM Millennium Risk Managers Email for billing: bill@mrmm-llc.com
 Fax for billing: 205-703-7022
 * They are a preferred paperless company. If the medical providers won't take the listed email or fax then please use the CWS main address.

Clearwater Solutions
 Attention: Natalie Young
 2178 Moores Mill Road
 Auburn, AL
 36830

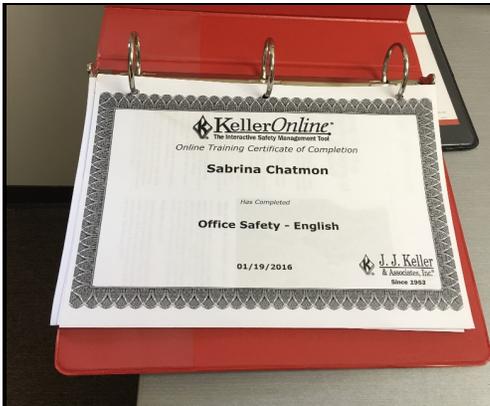
Item #4 Worker's Compensation Policy should be specific to the state the project is located in. This should be posted in a central location. Most projects will have this posted but will not have it in all of their vehicles. I suggest printing out multiple copies of this policy before auditing so that you can physically place these in all vehicles while on site.



Item #5 Is the first aid kit adequately stocked- check for expired items, and kits that have been depleted of supplies. A few projects such as South/West Dallas have a service that checks the kits monthly and replenishes supplies. In Gautier, Stacey replaces the items as needed and organizes the supplies in zip lock bags- that is ok to do instead of buying a brand new kit each time.



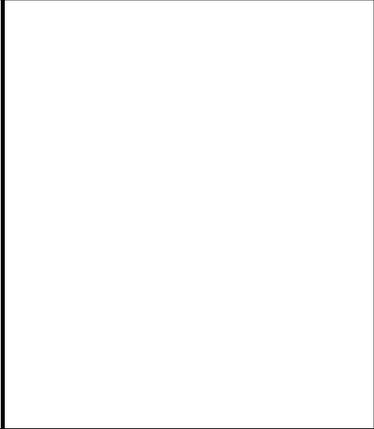
Item #6 SDS Binder should be easy to access by all team members. The emergency info for coming into contact with chemicals around the site is in this binder. Ask team members if they are aware of this binder. I normally flip through and spot check for at least 3 SDS not MSDS labeled sheets. Write down if you see any MSDS and have them send you the SDS for those MSDS as proof of correction.



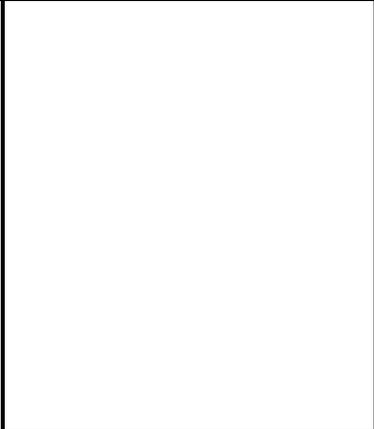
Item #12 Certificates can be kept in each team member's safety binder, a folder, or displayed on the wall. The main point is that they can be easily produced during an inspection. If you are told that the employees ask to take them home so there are none to show- instruct the manager that they need to make a copy of the certificate before allowing the team member to take home.



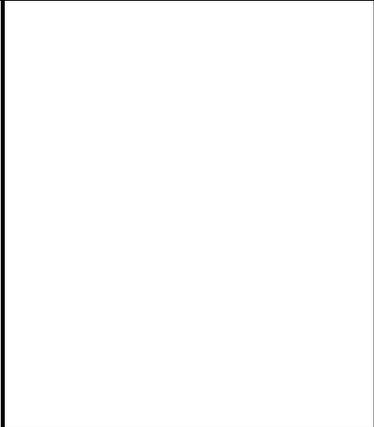
Item #13/14 This is an example of a belt driven blower from Union Springs. You can see the black belt that is hazardous when the blue machine guarding has been moved to the side of the belt. The machine guarding should cover the belt so that we can not see the belt. If the belt breaks the guarding would prevent it from flying off and possibly injuring someone. Operators will remove machine guarding so that they have easier access when performing maintenance activities. You would tell the manager immediately if you see a situation like this and ask them to correct while you are present if possible. Pic to the right is Gautier at pump station where they took off the Red guarding and placed in front of stairs.



Item # 16-17- Pictured are examples of a vehicle mounted crane, a jib crane at Coosa Valley and two overhead, motorized hoists. Ask to see the paperwork/invoice for the annual inspections by a certified inspector (cannot be done by CWS personnel). There will be stickers on the cranes, hoists and beams that the hoists travel across. Typical load ratings are 1 or 2 ton etc. They can hand paint the beam loading so it is on both sides of the beam.



Item #19- Are the crane/hoist controllers clearly labeled. The pic is a very basic example where you can clearly see the two bottoms- Up and Down. Some controllers will have many more buttons and the main point is that you can tell what the bottom/lever does visually without having to push it. I come across older controllers where all the controller labeling is gone and that can cause very hazardous situations.





Item # 23- First Aid Kits and Extinguishers need to be in ALL vehicles that CWS team members operate. Please make note of which vehicle is missing what items for the inspections. Heavy Equipment such as the Mini Excavator pictured also require a mounted fire extinguisher but not a first aid kit. Tractors, front loaders and zero turn mowers all fall into this category. Always look at all big pieces of equipment at a site even if you aren't sure what the equipment is. You can ask the manager and take pictures for further research. Example when I did further research-a lot of propane powered forklifts/mowers etc. are becoming more frequently used and a propane powered mower does not need a mounted extinguisher.



Item #27 -These are the most serious type - IDLH (immediately dangerous to life and health safety issues. We do not want any situation where someone can fall into an opening. If you come across these situations have the manager fix while you are there. To the left you can see ladder chained off going into a surge basin at Hoover. If you see a ladder- there should be a chain. Also to the left a stairway going into the filter pump gallery at Coosa is chained off. Final pic on the left- I come across this often- when plants have back-up generators used for pumping out water in high water situations - they just leave the piping in at all times. NO! Remove when not in use and close pit/well.



Item #27- To the left you can see a situation at Lanett where you have a valve pit open and an opening with the chain not being used. So while on site- close the pit and chain off the opening. Final picture is an example of a typical valve pit that folks will leave open. If these are located outside of the plant(at a water tank site or if the plant leaves its main gate open- then they must be locked or require a special tool to open. Make sure they aren't leaving the opening tool unsecured next to the pit. Main point- anytime you see grating or a metal lid of any type- they should be flat/closed.



item # 31. ALL personnel with the exception of office only team members must have on steel toed boots. If office personnel step out into the field for any reason- they must have steel toed boots. Note the names of any team members not wearing them and you may come across a manager without them on and you would ask them to confirm if they are wearing them or not. Hardhats cannot have stickers on them because that may hide structural integrity issues. Please note the name of any person needing a new hard hat.



Item #31 Matt Collins (always a joker ;-)) wearing a variety of PPE such as goggles, chemical apron, a life ring, steel toed boots, and confined space signage.



Item #32-33-Emergency Eyewash stations and showers-You will encounter a variety of these at our projects. Some will be wall mounted cabinets attached to plumbing, some will have showers as well as a place to rinse eyes. Others will have bottles of saline only. That is ALL ok as long as they are checking them monthly and signing off on tags. Make sure NO trash is on the station and that there is a clear path to the eyewash. NO storage in front of it.



Item #32-33-Emergency Eyewash stations and showers. Test these ALL while on site to make sure they work unless they are the bottles of saline- please don't open those. Check for expiration dates on the saline bottles. Make note of how many expired ones so that Paige can order them new ones.



Item #34,35,36- Fire extinguishers should be mounted, not sitting on the floor, and there should be nothing blocking a person getting to them in an emergency. They will not all have signage (note where it is missing). We work that in when budgets allow. There should be a monthly inspection tag just like with the eyewash stations. Need to see paperwork of the certified annual inspection if the name of the company isn't on the tag on the extinguisher.



Item #34,35,36- leaving the extinguishers on the floor creates a trip/fall hazard



Flammable cabinet in use



Item #37,38, 39- Make sure all gas /flammable liquids are in approved containers. This includes gas, paint, oils etc. The containers will list how many gallons and have some safety approval wording on them. Count containers. A site may have only 25 gallons of gas or less before you need to purchase a flammable storage container. Do NOT use the storage cabinets to put items on top of. Do not block the cabinet opening. If you have a cabinet-use it. Take photos to note improper storage and note where it is occurring.



Item #37,38, 39-if you have more than 60 gallons of flammable liquids then you either buy another flammable storage cabinet, throw out some of the items, or move the flammable items into a room of their own- with a WORKING EXHAUST fan and do NOT use the room for any other storage outside of flammable liquids. Make sure the exhaust fan is working while on site.



Item # 40 & 43- Must be a 3 foot minimum clearance around all electrical panels. Keep all panels closed. You will come across open ones- close while on site. The grey boxes are electrical/control panels. If you see these- there must be a fire extinguisher in the room. Do not store/hang things off of panels. Do not use MCC (Mechanical Control Center) Rooms for any storage but most importantly- Do NOT store Organic materials- cardboard boxes, wood pallets, paper etc.- in rooms with electrical panels.



Item # 40 & 43- This also applies to Air Conditioning units and duct work and hot water heaters. *****All photos are examples of hazardous situations.



Item #47 &52- ALL chemical containers on site must be labeled. This includes totes, barrels, drums, and the storage tanks they may be put into. If you take a chemical from a large container and pour it into smaller containers- those must be labeled. If I come across unlabeled containers- I ask the manager to remove them immediately or label. Pictured- a labeled. diesel tank in Hoover and Sodium Hypo totes from Friarsgate.



Item #47 &52- All Environmental agencies as well as OSHA- write large citation fines frequently regarding this issue thereby making ALL unlabeled containers a liability for CWS. Pictured Unlabeled barrels. I find these much too often so make it a point to walk towards and inspect all barrels. If you find unlabeled ones please note where they are located and photograph.



Item # 41- Example of a mounted lockout tagout center at RVC. It is ok if the project has a tool box that they are using that contains locks and tags.



Item #51- Storage of Oxygen and Acetylene cylinders should be at least 20 feet apart when they are not stored "in use". This is one of the items that folks argue with me about. What is "in use" storage? In Use storage means the cylinders are hooked up to Regulators. If this is occurring the cylinders can be stored safely together. Pictured to the left are cylinders stored In Use.



Item # 51- Cylinders Stored not In Use- so this is not ok and not a safe situation.



Item # 53-60- IMPORTANT NEVER MORE THAN 15 cylinders at one site. Count Cylinders and have the manager move any excess while you are on site. In the picture you can see that the in use cylinders on the scales are individual chained and have the wrenches present for emergency shut off. Ask the manager if there is a working leak detection system- if there is you will see a RED light on the building exterior where the chlorine is housed. Flip the exterior switch to ensure the exhaust fan is working. The fan will be located no more than 18 inches off the floor. If NOT working this is an IDLH serious issue so note and call Paige.



Item # 53-60-All cylinders should be individually chained as a Best Management Practice that CWS follows-not free standing like in the picture. Folks will try and argue that Empty cylinders can be chained together but- NO. All cylinders should be clearly labeled as Empty or Full and you should be able to tell that from a distance and not by touching them. The manager can use signage, tags or write on the cylinders with a permanent marker to accomplish this labeling. There should be the PPE of a fire extinguisher, eyewash and escape only respirator located near but not in the same room as the chlorine- unless that is the only option. Make note of any missing PPE and check expiration dates on the respirator and



Item #64- Example of a locked ladder guard on a water tank/tower.



Item # 72- Example of doppler meter pit that we put a confined space sign on and it is considered locked because you need a special tool to open the top.