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SELF AUDIT EXERCISES

WORKSHOP I: Bringing Together Safety, HR, and Legal: Auditing Your workplace

Job Safety Hazard (JSA) Analysis Expanded

1. 1910.132 Provisions for JSA's and PPE

Hazard assessment and equipment selection.

1910.132(d)(1)

The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

1910.132(d)(1)(i)

Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;

1910.132(d)(1)(ii)

Communicate selection decisions to each affected employee; and,

1910.132(d)(1)(iii)

Select PPE that properly fits each affected employee. Note: Non-mandatory Appendix B contains an example of procedures that would comply with the requirement for a hazard assessment.

1910.132(d)(2)

The employer shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment.

1910.132(e)

Defective and damaged equipment. Defective or damaged personal protective equipment shall not be used.

1910.132(f)

Training.

1910.132(f)(1)

The employer shall provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least the following:

1910.132(f)(1)(i)

When PPE is necessary;

1910.132(f)(1)(ii)

What PPE is necessary;

1910.132(f)(1)(iii)

How to properly don, doff, adjust, and wear PPE;

1910.132(f)(1)(iv)

The limitations of the PPE; and,

1910.132(f)(1)(v)

The proper care, maintenance, useful life and disposal of the PPE.

1910.132(f)(2)

Each affected employee shall demonstrate an understanding of the training specified in paragraph (f)(1) of this section, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

1910.132(f)(3)

When the employer has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by paragraph (f)(2) of this section, the employer shall retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:

1910.132(f)(3)(i)

Changes in the workplace render previous training obsolete; or

1910.132(f)(3)(ii)

Changes in the types of PPE to be used render previous training obsolete; or

1910.132(f)(3)(iii)

Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

1910.132(f)(4)

The employer shall verify that each affected employee has received and understood the required training through a written certification that contains the name of each employee trained, the date(s) of training, and that identifies the subject of the certification.

1910.132(g)

Paragraphs (d) and (f) of this section apply only to 1910.133, 1910.135, 1910.136, and 1910.138. Paragraphs (d) and (f) of this section do not apply to 1910.134 and 1910.137. 1910.132(h)

Payment for protective equipment.

1910.132(h)(1)

Except as provided by paragraphs (h)(2) through (h)(6) of this section, the protective equipment, including personal protective equipment (PPE), used to comply with this part, shall be provided by the employer at no cost to employees.

1910.132(h)(2)

The employer is not required to pay for non-specialty safety-toe protective footwear (including steel-toe shoes or steel-toe boots) and non-specialty prescription safety eyewear, provided that the employer permits such items to be worn off the job-site.

1910.132(h)(3)

When the employer provides metatarsal guards and allows the employee, at his or her request, to use shoes or boots with built-in metatarsal protection, the employer is not required to reimburse the employee for the shoes or boots.

1910.132(h)(4)

The employer is not required to pay for:

1910.132(h)(4)(i)

The logging boots required by 29 CFR 1910.266(d)(1)(v);

1910.132(h)(4)(ii)

Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots; or

1910.132(h)(4)(iii)

Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.

1910.132(h)(5)

The employer must pay for replacement PPE, except when the employee has lost or intentionally damaged the PPE.

1910.132(h)(6)

Where an employee provides adequate protective equipment he or she owns pursuant to paragraph (b) of this section, the employer may allow the employee to use it and is not required to reimburse the employee for that equipment. The employer shall not require an employee to provide or pay for his or her own PPE, unless the PPE is excepted by paragraphs (h)(2) through (h)(5) of this section.

Notes: _____

2. 1926.20 and 21 Construction Work-Specific Requirements

1926.20(b)

Accident prevention responsibilities.

1926.20(b)(1)

It shall be the responsibility of the employer to initiate and maintain such programs as may be necessary to comply with this part.

1926.20(b)(2)

Such programs shall provide for frequent and regular inspections of the job sites, materials, and equipment to be made by competent persons designated by the employers.

1926.21(b)(2)

The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

1926.28(a)

The employer is responsible for requiring the wearing of appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions or where this part indicates the need for using such equipment to reduce the hazards to the employees.

Notes: _____

3. General Duty Obligations (Section 5(a)(1) of the OSHA Act)

A. Evaluation of General Duty Requirements.

In general, Review Commission and court precedent have established that the following elements are necessary to prove a violation of the General Duty Clause:

- The employer failed to keep the workplace free of a hazard to which employees of that employer were exposed;
- The hazard was recognized;
- The hazard was causing or was likely to cause death or serious physical harm; and
- There was a feasible and useful method to correct the hazard.

Notes: _____

4. Do you maintain JSA's for all work requiring PPE? _____

5. What procedure do you use to review construction site hazards, and training and PPE required? _____

6. How do you review JSA's? _____

7. Where are they kept? _____

8. How do employees learn about JSA's? Required PPE? _____

9. Are safety and PPE rules and hazard analysis also contained in other documents such as SOP's, quality procedures, other safety policies? _____

10. Do you maintain written "Job Descriptions"? When last updated? _____

11. What OSHA vertical standards require training before assignment? _____

12. How is this done? _____

13. What about temporary employees or employees referred from a hiring hall? _____

14. List annual or other required refresher training? _____

15. How are the training efforts, including "on-the-job" training documented? _____

16. What other non-safety subjects could be covered during refresher training? _____

17. What non-safety training sessions and company meetings and communications could also provide opportunity for safety training? _____

18. Do you maintain LOTO procedures? Do you annually review them? _____

19. If a construction site, how do you each day evaluate and educate employees about the hazards and requirements of the work, and document that effort? _____

20. When and how do you carry out "Tool Box Talks" or otherwise periodically discuss safety? _____

21. What "safety" goals are considered for supervisor compensation and bonuses? _____

22. List all periodic safety self audits your establishment carries out? _____

23. Do you have an insurer, consultant or other outside party conduct safety audits?

24. How do you ensure that corrections are made after self audits, and documented? _____

25. How do you "manage" or "monitor" contractors at your establishment or on multi-employer worksites? _____

26. How do you assess hazards for your employees working alone or on client sites, and monitor their safe performance? _____

27. Describe how shop drawings, change orders, employee training, workers comp and injury & illness recordkeeping and hiring are handled at a construction job site? _____

28. How do you tie-in and coordinate JSA's, PPE, Work Rules, Safety Rules, New-Employee Orientation, Employee Training, and regular workplace inspections? _____

29. How can your Company use the safety activities described to improve communications, employee involvement, improve quality, and to detect non-safety-related legal problems? _____

30. What steps can you individually take? _____
