December 2, 2015

Whitney Fields
Director, Safety & Risk Management
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
114 South Del Rosa Drive
San Bernardino, California 92408

Re: CITADEL Project No. 0069.1072.0
Loss Control and Safety Services Contract
General Safety Audit Report
San Bernardino Valley College- Central Plant
701 South Mount Vernon Avenue
San Bernardino, California

Dear Mr. Fields:

Enclosed please find a copy of the General Safety Audit Report prepared by Citadel Environmental Services, Inc. All work was conducted in accordance with Client-established protocols.

If after your review you have any questions or require additional information, please do not hesitate to telephone me at the Citadel Office in Valencia at (661) 257-9009.

Sincerely,

CITADEL ENVIRONMENTAL SERVICES, INC.

Natasha Stratton, MS
Manager, Occupational Safety and Training

Enclosure
San Bernardino Community College District
114 South Del Rosa Drive
San Bernardino, California 92408

Industrial Hygiene Consulting Services
Report – General Safety Audit

San Bernardino Valley College – Central Plant
701 South Mount Vernon Avenue
San Bernardino, CA 92410

December 2, 2015

Citadel Project Number 0069.1072.0
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1.0 BACKGROUND

Citadel Environmental Services, Inc., (Citadel) was contacted by San Bernardino Community College District (Client), to provide industrial hygiene consulting services, specifically to conduct a general health and safety audit of the Central Plant at San Bernardino Valley College (Site), located at 701 South Mount Vernon Avenue in San Bernardino, California, to identify potential hazards and/or risks with regards to compliance with California Occupational Safety and Health Administration (Cal-OSHA) requirements.

The Subject Site is the San Bernardino Valley College Central Plant which is a closed loop system power plant encompassing a Central Plant Building (housing three chillers and the main electrical panels), an 800,000 gallon silo for water storage, and the adjacent Cooling Tower. It is Citadel’s understanding that subject site activities include functions which may require working in and around chemicals, energized equipment, manual handling equipment, and other potential safety hazards.

2.0 SCOPE OF SERVICES

Based upon the above site conditions, Citadel proposed the following scope of services:

1. Assessment consisting of a combination of visual observations and interviews with on-site personnel, utilizing checklists, writing notes, and collecting photographic documentation. Assessments did not include personal or area samples for any occupational exposures.

2. Citadel visually inspected all accessible areas of the aforementioned facilities including, but not limited to, chillers/tanks, storage/stock areas, chemical and waste storage areas, and the external facility perimeter.

3. The facility was audited for compliance as it relates to occupational health and safety regulations, including but not limited to:
   - Machine Guarding;
   - Hazardous Communication;
   - Personal Protective Equipment;
   - Control of Hazardous Energy Lock-Out/Tag-Out;
   - Electrical Safety;
   - Confined Spaces;
   - Emergency Response and Preparedness;
   - Emergency Eyewash and Showers
   - Working and Walking Surfaces;
   - Fall Protection;
   - Hearing Conservation;
   - Fire Prevention Safety;
   - First Aid;
   - Material Handling and Storage;
   - Other health and safety hazards as it relates to the OSHA General Safety Clause.

4. Observations and findings from the occupation health & safety audit were compared against applicable Federal, State, and local health & safety regulations.

All of Citadel’s work was performed in accordance with Client-established protocols.
3.0 OBSERVATIONS

The health and safety hazard assessment of the Central Plant was conducted by Citadel’s Manager of Occupational Safety and Training Services, Ms. Natasha Stratton on November 5, 2015. Citadel visually inspected all accessible areas of the aforementioned location. Areas were reviewed for all applicable health and safety concerns. Tables are presented below in Table 1.0-Action Items from Current Safety Audit that were identified on October 28, 2015. Field notes are presented in Appendix A.

GENERAL NOTES

- Citadel was accompanied by the Director of Facilities, Maintenance and Operations for the duration of the inspection.
- Client Representative informed Citadel that equipment in the Central Plant is operated during off hours (Generally 18:00 – 06:00) by way of a remotely accessed automated system.
- Client Representative informed Citadel that the Central Plant is not regularly staffed; a maximum of two (2) employees may occasionally enter the building for short-term, non-routine tasks. No employees were noted performing any tasks in the Central Plant during the audit.
- Citadel’s understanding is that the Client contracts with vendors (i.e., ABM and San Joaquin Chemical) to perform the majority of the necessary equipment maintenance tasks.

GENERAL FACILITY SAFETY

Aisles

- Aisles were clearly marked and unobstructed
- Corners are unobstructed to offer clear view
- Aisles are sufficiently wide for safe material handling
- No unsafe practices observed

Floors

- Grates are installed over floor drains
- Apertures or openings enclosed or covered
- Areas are clean, orderly, and free of oil or grease hazards

⇒ Slip, trip, or fall hazards were noted in the following areas:
  - Front entrance walkway
  - Outside near pipe leading to water tank

CONFINED SPACES (29 CFR 1910.146; CCR Title 8 §5157)

⇒ All confined spaces have not been assessed and identified as permit required or non-permit required.

⇒ Confined spaces (except manholes) are not labeled with a legible sign.
Note: Citadel understands that SBCCD employees do not enter permit-required confined spaces. Additionally, the Client has already contracted Citadel to compete a confined space audit (to be scheduled).

**ELECTRICAL EQUIPMENT/SAFETY (29 CFR 1910.303 and 305; CCR Title 8, §2300 and §2700)**
- No unsafe work practices observed
- Wiring components, such as plugs, outlets, junction boxes, etc. are maintained in a good working condition
- All electrical equipment is properly grounded
- All switches and wiring carry the electrical load for which they are rated
- Employees who face a risk of electric shock that is not reduced to a safe level have received training in safe work practices
- Electrical outlets, junction boxes, fuse boxes and switch boxes are kept closed at all times
- Electrical control panels clearly identified and secured, and only certified electrical specialists have access
- Extension cords are not being used in place of permanent wiring

⇒ A 30 inch clearance is not maintained in front of all electrical service panels

Note: Citadel recently provided electrical safety refresher training to Site staff (October 23, 2015).

**EMERGENCY EGRESS (29 CFR 1910.35-.37; CCR Title 8, §3215)**
- All exits are marked with an exit sign and illuminated by a reliable light source
- Doors or walkways that do not lead to an outside exit are marked as "NOT AN EXIT"
- Adequate number of exits for emergency escape
- Flammable materials removed from exit areas
- Exterior exit doors open outward to flat surface

⇒ Locked exits restricting escape from the outside Cooling Tower area. No panic hardware present in outdoor Cooling Tower area

**EMERGENCY EYEWASH AND SHOWERS (CFR 1910.151; CCR Title 8, §5162; ANSI Z358.1)**
- Plumbed eyewash units are activated weekly to flush the line and verify proper operation
- Emergency eyewashes/showers were available and immediately accessible in most work areas for emergency use whenever the eyes or body of any person may be exposed to materials that are corrosive or can cause irreversible eye or bodily injury in the following areas
- Drenching/flushing facilities provide 15 minutes of continuous flush

⇒ Safety shower in Cooling Tower area needs inspection tag.

**HAZARD COMMUNICATION (29 CFR 1910.1200; CCR Title 8, §5194)**
- A written hazard communication program has been developed and is available to employees for review
- An inventory list of all hazardous chemicals and materials used in the workplace has been developed and is updated as needed
- Safety Data Sheets (MSDS) are readily available to employees for each hazardous chemical/product used in the workplace
- All containers of hazardous chemicals/products are properly labeled
• Affected employees are trained on how to read MSDSs/SDSs and warning labels and how to safely handle each hazardous material

Note: Chemical inventory/review was conducted concurrently by Citadel Representatives during the same inspection event.

**LADDERS (29 CFR 1910.179; CCR Title 8, §1675, 3276, 3287, 3413)**

- All ladders are inspected for damage and defects prior to each use
- Ladders are placed only on stable surfaces and are free from grease, oil and dirt
- Metal ladders are not being used around electrical wiring
- Ladder repairs are performed by trained personnel only
- All employees who use ladders have received proper training on safe ladder use
- Portable ladders are not used to gain access to a roof, floor, or platform, unless the top of the ladder extends at least 3 feet above the point of support
- All portable rung ladders are equipped with nonslip safety feet
- Stepladders that are more than 15 feet in height are held by an attendant when in use unless the ladder is securely lashed or blocked

Note: The information above was previously verified by Citadel during ladder inspections (completed in November 2014 and January 2015).

**CONTROL OF HAZARDOUS ENERGY - LOCKOUT/TAGOUT (29 CFR 1910.147; CCR Title 8, §3314)**

- No written machine-specific lockout/tagout procedures
- No lockout/tagout station present
- An annual program evaluation/audit needs to be conducted to verify effectiveness
- Sand filter was only tagged out using zip-ties, not locked out

Note: Citadel notes that the Client has already contracted Citadel to assist with development of a written LOTO program and equipment-specific procedures.

**MACHINE GUARDING (29 CFR 1910.211-219; CCR Title 8, §4186)**

- All exposed belts, pulleys and gears are guarded on all sides
- No exposed moving mechanical parts observed

**PORTABLE FIRE EXTINGUISHERS (29 CFR 1910.150 and 157; CCR Title 8, §6151 and 1922)**

- Fire extinguishers are selected according to the fire hazards present
- All fire extinguishers are being inspected:
  - Annually by a certified, professional vendor; and
  - Monthly by a designated employee
- Employees designated to use a portable fire extinguisher are trained at least annually on the proper use of a fire extinguisher

- Fire extinguisher was not mounted and no sign present
- Fire extinguisher is not accessible from the outside Cooling Tower area
4.0 RECOMMENDATIONS

Based upon the information gathered during the audit, as well as site details provided by the Client and their representative on-site personnel, Citadel recommends the following general action items in Table 1.0 to be addressed.

Table 1.0 Action Items from Safety Audit – October 28, 2015

<table>
<thead>
<tr>
<th>Number</th>
<th>Location</th>
<th>Regulatory Reference (s)</th>
<th>Observation</th>
<th>Corrective Action</th>
<th>Photo</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Central Plant Building Near Entrance</td>
<td>1910.22</td>
<td>Trip hazard: Hose left in walkway, not in use</td>
<td>Ensure slip, trip and fall hazards are eliminated whenever possible.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Central Plant Building Near main electrical panel</td>
<td>CCR Title 8 §2340.21(b); 1910.303(g)(1); 1926.403(j)(1)(i)</td>
<td>Box located within 36” of electrical panel Table blocking electrical panels (not shown)</td>
<td>Per regulations a standard distance of three feet of clearance from all electrical panel and transformers. Relocate items to a designated storage area.</td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>Location</td>
<td>Regulatory Reference(s)</td>
<td>Observation</td>
<td>Corrective Action</td>
<td>Photo</td>
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</tr>
<tr>
<td>3</td>
<td>Central Plant Building- Near main entrance</td>
<td>CCR Title 8 §6151(c)(1) CFR 1910.157</td>
<td>• Fire extinguisher not mounted to the wall and no sign present • Fire extinguisher is not accessible from the outside area</td>
<td>• Ensure compliance with the regulatory standard by mounting fire extinguisher on the wall in a designated zone and provide a sign to clearly identify its location. • Ensure that fire extinguisher is accessible from all areas of the plant.</td>
<td><img src="image1.jpg" alt="Photo" /></td>
</tr>
<tr>
<td>4</td>
<td>Cooling Tower Near Cooling Tower &amp; Water Tanks</td>
<td>CCR Title 8 §5162 ANSI Z358.1</td>
<td>• No inspection tag on the Safety Shower</td>
<td>• Ensure proper documentation of Emergency showers and eyewash station inspections is readily accessible by utilizing an inspection tag.</td>
<td><img src="image2.jpg" alt="Photo" /></td>
</tr>
<tr>
<td>5</td>
<td>Cooling Tower Sand Filter</td>
<td>CCR Title 8 §3314</td>
<td>• Equipment is tagged out with zip-ties • Equipment is not locked out</td>
<td>• Ensure compliance with the regulatory standards is maintained regarding appropriate lockout/tagout devices</td>
<td><img src="image3.jpg" alt="Photo" /></td>
</tr>
<tr>
<td>Number</td>
<td>Location</td>
<td>Regulatory Reference(s)</td>
<td>Observation</td>
<td>Corrective Action</td>
<td>Photo</td>
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<tr>
<td>--------</td>
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<td>-------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No lockout/tagout station present</td>
<td>Prepare and post (or have available) written lockout/tagout procedure. Note: Citadel notes that the Client has already contracted Citadel to assist with development of a written LOTO program and equipment-specific procedures.</td>
<td><img src="image1" alt="Photo" /></td>
</tr>
<tr>
<td>Number</td>
<td>Location</td>
<td>Regulatory Reference(s)</td>
<td>Observation</td>
<td>Corrective Action</td>
<td>Photo</td>
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<td>-------</td>
</tr>
<tr>
<td>6</td>
<td>Cooling Tower Near Cooling Tower &amp; Water Tanks</td>
<td>CCR Title 8, §3215 (d)</td>
<td>• Locked exit restrict direct egress from the Cooling Tower Area. Current egress pathway requires exiting through the adjacent Central Plant Building.</td>
<td>• Evaluate the current egress path and options (e.g., installation of panic hardware, etc.) to enable direct egress from the Cooling Tower area. • “Any device or alarm installed to restrict the use of an exit shall be so designed and installed that it cannot, even in cases of failure, impede or prevent emergency use of such exit.”</td>
<td><img src="image" alt="Photo" /></td>
</tr>
</tbody>
</table>
5.0 DISCLAIMER AND LIMITATIONS

This report has been prepared by Citadel Environmental Services, Inc. exclusively for our Client and their Authorized Representatives. The information contained herein pertains only to indoor air quality issues reported by the Client to be present at the referenced property which were evaluated in accordance with a mutually agreed upon scope of work. The findings and recommendations presented are based upon observations of present conditions, and may not necessarily indicate future conditions. Citadel Environmental Services, Inc. implies no warranty to the accuracy of information provided to them by the Client or outside agents and transmitted herein. The information contained herein may not be used, disclosed, or copied without written permission of the Client.

6.0 SIGNATURES

All work was conducted in accordance with Client-established protocols, and the standards of care and diligence normally practiced by recognized consulting firms in performing services of a similar nature.

Work Completed By:
Natasha Stratton, MS
Digitally signed by Natasha Stratton, MS
Date: 2015.12.02 11:57:03 -08'00'
Manager, Occupational Safety and Training Services

Report Prepared By:
Hollie Migdol
Project Industrial Hygienist

Report Reviewed By:
Michelle Campbell, CMC, CDPH, CAC, CIH
Director, Industrial Hygiene, Occupational Safety and Training

Attachments
Appendix A
Field Documentation
**S I T E  S A F E T Y  A S S E S S M E N T  F O R M**

<table>
<thead>
<tr>
<th>Inspector:</th>
<th>Natasha Stratton</th>
<th>Date:</th>
<th>10/28/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project #:</td>
<td></td>
<td>Project Location:</td>
<td>SBVC</td>
</tr>
<tr>
<td>Site description:</td>
<td>SBVC Central Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site contact(s):</td>
<td>Chris Hylton</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Does the Task involve any of the following potential hazards? (Check all that apply):

- [ ] Asbestos exposure/disturbance  - **none noted**
- [ ] Back safety concerns (bending, lifting, twisting, etc.)
- [x] Chemical Use/Storage  - **water treatment**
- [ ] Compressed Gases
- [ ] Confined Spaces
- [ ] Emergency/Evacuation Concerns (blocked aisles/doors, no alarms, etc.)
- [ ] Electrical Hazards (exposed wires, high voltage, frayed cords, etc.)
- [ ] Ergonomic hazards (prolonged sit/stand, awk. postures, repetitive motions)
- [ ] Fall Hazards (working from height < 6ft, ladders, scaffolds, etc.)  - **ladders to chiller and water tower**
- [ ] Fire Safety Concerns (no extinguisher, flammable materials, etc.)  - **have lages**
- [ ] General housekeeping (cluttered, dirty, obstructions, etc.)  - **have no more**
- [ ] Hand/Power Tools  - **general maintenance**
- [ ] Hazardous atmosphere (chemicals, O2 enriched/deficient, etc.)
- [ ] Hazardous Waste (handling, manifesting, storage, etc.)
- [ ] Heat (extreme- temperatures, ovens, boilers, etc.)  - **no boilers**
- [ ] Hot Work (welding, soldering, any open flame)  - **none noted**
- [ ] Lead exposure/disturbance
- [ ] Lockout/Tagout (energized equipment/machinery)  - **chillers, chiller pump, fans, ventilation fans**
- [ ] Machine Guarding concerns (exposed blades, moving parts, etc.)  - **no exposed**
- [ ] Manual Handling (moving heavy equipment, stacking supplies, etc.)
- [ ] Noise hazards (must raise voice to be heard, mechanical source, loud impact noise, etc.)
- [ ] Powered industrial Trucks (Forklifts, boom lifts, pallet jack, etc.)
- [ ] Respiratory hazards (vapors, dusts, fumes, etc.)
- [x] Slip/Trips/Fall hazard(s)  - **holes, ladders, potential for liquids**

Notes:

- 800,000 gal water, chilled to 37°F @ night  - **handle internally if it’s Small leak or sensor**
- Chemical  -> Sue Juergen Chen
- Maintenance  -> ABM  -> Scott Ayers  (919-330-1554)
- Chillers  -> walk by every day  - **typically**  - **Ken**
### HAZARD CONTROLS

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confined Space Permit</td>
<td></td>
</tr>
<tr>
<td>Earthquake Bracing</td>
<td></td>
</tr>
<tr>
<td>Emergency Shower/Eyewash</td>
<td></td>
</tr>
<tr>
<td>Fail Safe/ Deadman's Switch</td>
<td></td>
</tr>
<tr>
<td>Fire Safety Devices - FE at extreme</td>
<td></td>
</tr>
<tr>
<td>Hot Work Permit</td>
<td></td>
</tr>
<tr>
<td>Isolation of Source (cones, enclosure, etc.)</td>
<td></td>
</tr>
<tr>
<td>Lab/Fume Hood(s)</td>
<td>N/A</td>
</tr>
<tr>
<td>Lift Assist Equipment (dolly, cart, etc.)</td>
<td></td>
</tr>
<tr>
<td>Local Exhaust Ventilation</td>
<td></td>
</tr>
<tr>
<td>Lockout Tagout Station</td>
<td></td>
</tr>
<tr>
<td>Monitoring Equipment - for RIZ</td>
<td></td>
</tr>
<tr>
<td>MSDS Binder/Station</td>
<td></td>
</tr>
<tr>
<td>Pressurized Room(s)/Spaces</td>
<td>N/A</td>
</tr>
<tr>
<td>Spill Kit - none for water chem</td>
<td></td>
</tr>
<tr>
<td>Waste Cans (haz waste, labeled, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- No tag on SS
- FE not mounted
- No LOTO station
- No panic or emergency exit from chillers area

### PERSONAL PROTECTIVE EQUIPMENT

#### Existing Equipment (Check all that apply)

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td>Side shields</td>
<td></td>
</tr>
<tr>
<td>Face shield</td>
<td></td>
</tr>
<tr>
<td>Safety goggles/glasses</td>
<td></td>
</tr>
<tr>
<td>Prescription</td>
<td></td>
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<tr>
<td>Impact goggles</td>
<td></td>
</tr>
<tr>
<td>Welding helmet/shield/hood</td>
<td></td>
</tr>
<tr>
<td>Hearing protection (list Band, NRR)</td>
<td></td>
</tr>
<tr>
<td>Ear muffs</td>
<td></td>
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<tr>
<td>Ear plugs</td>
<td></td>
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<tr>
<td>Respiratory Protection</td>
<td></td>
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<tr>
<td>Dust Mask</td>
<td></td>
</tr>
<tr>
<td>Surgical Mask</td>
<td></td>
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<tr>
<td>½ Face or Full Face APR</td>
<td></td>
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<tr>
<td>PAPR</td>
<td></td>
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<tr>
<td>SCBA</td>
<td></td>
</tr>
<tr>
<td>Protective Helmet</td>
<td></td>
</tr>
<tr>
<td>Type A (low voltage)</td>
<td></td>
</tr>
<tr>
<td>Type B (high voltage)</td>
<td></td>
</tr>
<tr>
<td>Type C</td>
<td></td>
</tr>
<tr>
<td>Bump cap</td>
<td></td>
</tr>
<tr>
<td>Hand Protection</td>
<td></td>
</tr>
<tr>
<td>Liquid/leak resistant</td>
<td></td>
</tr>
<tr>
<td>Latex</td>
<td></td>
</tr>
<tr>
<td>Nitrile</td>
<td></td>
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<tr>
<td>Other Chemical resistant</td>
<td></td>
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<tr>
<td>Abrasion/cut resistant</td>
<td></td>
</tr>
<tr>
<td>Anti-vibration</td>
<td></td>
</tr>
<tr>
<td>Temperature resistant</td>
<td></td>
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<tr>
<td>Safety shoes or boots</td>
<td></td>
</tr>
<tr>
<td>Ergonomic equipment[list]</td>
<td></td>
</tr>
<tr>
<td>Protective Clothing</td>
<td></td>
</tr>
<tr>
<td>Lab Coat</td>
<td></td>
</tr>
<tr>
<td>Coverall</td>
<td></td>
</tr>
<tr>
<td>Apron/Smock</td>
<td></td>
</tr>
<tr>
<td>Protective sleeves</td>
<td></td>
</tr>
<tr>
<td>Chemical resistant</td>
<td></td>
</tr>
<tr>
<td>Heat resistant</td>
<td></td>
</tr>
<tr>
<td>Nomex</td>
<td></td>
</tr>
<tr>
<td>Arc resistant</td>
<td></td>
</tr>
<tr>
<td>Booties</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- No PPC station in blg.
<table>
<thead>
<tr>
<th>Aisles</th>
<th>All aisle ways are clearly marked and unobstructed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Corners re unobstructed to offer clear view</td>
</tr>
<tr>
<td></td>
<td>Aisles are sufficiently wide for safe material handling</td>
</tr>
<tr>
<td></td>
<td>No unsafe practices observed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elevators</th>
<th>Motors properly protected from dirt and steam</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Electrical wiring in good repair</td>
</tr>
<tr>
<td></td>
<td>Fire extinguisher available</td>
</tr>
<tr>
<td></td>
<td>Protection for electrical control panels</td>
</tr>
<tr>
<td></td>
<td>Elevator pit in good condition and well lit</td>
</tr>
<tr>
<td></td>
<td>Safe load capacity of elevator marked</td>
</tr>
<tr>
<td></td>
<td>Emergency exit provided</td>
</tr>
<tr>
<td></td>
<td>Safety devices tested and working properly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Floors</th>
<th>No slip, trip, or fall hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Apertures or openings enclosed or covered</td>
</tr>
<tr>
<td></td>
<td>All areas are clean, orderly, and free of oil or grease hazards</td>
</tr>
<tr>
<td></td>
<td>No standing water on floors</td>
</tr>
<tr>
<td></td>
<td>Grates are installed over floor drains</td>
</tr>
<tr>
<td></td>
<td>Non-slip surfaces have been installed wherever possible</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Safety</th>
<th>Ergonomics program has been implemented, if necessary, and includes employee training, identification or ergonomic hazards, and methods to correct.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Floors have no slippery surfaces, no holes, or depressions.</td>
</tr>
<tr>
<td></td>
<td>Aisles free of obstructions, including electric cords and outlets</td>
</tr>
<tr>
<td></td>
<td>Stairwells and exits properly lighted</td>
</tr>
<tr>
<td></td>
<td>General housekeeping is good</td>
</tr>
<tr>
<td></td>
<td>Lifting, including opening of windows, is performed safely</td>
</tr>
<tr>
<td></td>
<td>Fire escape doors unlocked and unobstructed for exit</td>
</tr>
<tr>
<td></td>
<td>Safe storage of flammables</td>
</tr>
<tr>
<td></td>
<td>Correct type and placement of fire extinguishers</td>
</tr>
<tr>
<td></td>
<td>First-aid facilities available</td>
</tr>
<tr>
<td></td>
<td>Adequate ventilation</td>
</tr>
<tr>
<td></td>
<td>No unsafe work practices observed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stairs</th>
<th>All steps are uniform height and tread depth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grating-type tread installed on exterior stairs</td>
</tr>
<tr>
<td></td>
<td>All stairs are at least 22 inches wide</td>
</tr>
<tr>
<td></td>
<td>Sturdy railings are installed on all open sides</td>
</tr>
</tbody>
</table>
Health and Safety Audit Checklist

- No storage of material on stairs
- Proper lighting on stair areas
- No worn or damaged stair treads

Ventilation
- Adequate ventilation for all processes
- Hoods properly connected to exhaust system
- Hoods draw air away from people
- Clean-out ports for ducts provided
- Maintenance clean-cut schedule observed
- Fans properly guarded
- No unsafe practices observed

Work Environment
- Employees are not engaged in ergonomic hazards. (e.g. repetitive motion, awkward posture, forceful lifting/pushing/pulling, vibration, contact stress)
- Employees' work areas are adequately illuminated.
- Employees lunch areas pose no exposure to toxic materials or other health hazards.
- Employees work areas are clean, orderly and free of obstruction.
- Employees are not overexerting.
- Employees are wearing appropriate task related PPE when working.
- Employees are not engaged in unsafe acts.
- Employees are not engaged in ergonomic hazards. (e.g. repetitive motion, awkward posture, forceful lifting/pushing/pulling, vibration, contact stress)

Comments:
Central Plant is generally staffed by contractor (ABM, Trane, and San Juanquin chem), daily checks by Chris Hylton

COMPRESSED GAS CYLINDERS (19) 0.350

- Cylinders are stored only in designated areas.
- Cylinders are stored and transported in a vertical position and secured from falling by a chain or rope.
- Cylinders are stored in areas that are protected from external heat sources such as flames, radiant heat and electric arc welding.
- Valve caps are in place and hand tight when cylinders are not in use.
- Acetylene and oxygen gas cylinders are not stored next to each other (even when empty) and are separated by at least 20 feet or a noncombustible barrier at least 5 feet high having a fire rating of at least one-half hour.
- Contents legibly marked and segregated by item
- Employees are properly trained in operation of equipment
- No unsafe work practices observed

Comments:
# Health and Safety Audit Checklist

## CONFINED SPACES (1910.146)

- A written entry program has been developed which incorporates the use of an entry checklist and designates which employees have an active role in confined space entry.
- All confined spaces have been assessed and identified as permit required or non-permit required in accordance with.
- Confined spaces (except manholes) are labeled with a legible sign.
- Rescue procedures for acquiring additional help in the event of an emergency are established prior to entering a confined space.
- All entrants, attendants and rescue personnel have received training on entry procedures and have the proper sampling device and equipment.
- Annual retraining
- Lifelines, harness apparatus and respirators in place

**Comments:**

- Coding Tower and Water tank → SBEC employees do not enter

## ELECTRICAL EQUIPMENT/SAFETY (1926.416)

- All electrical equipment is properly grounded. The grounding prong (third prong) on all plugs is in place.
- Electrical equipment, located near water, is protected by a ground fault circuit interrupter (GFCI).
- All switches and wiring carry the electrical load for which they are rated.
- Employees who face a risk of electric shock that is not reduced to a safe level have received training in safe work practices.
- Electrical outlets, junction boxes, fuse boxes and switch boxes are kept closed at all times and the coin hole openings are closed or sealed.
- A 30 inch clearance is maintained in front of all electrical service panels.
- Electrical control panels clearly identified and secured, and only certified electrical specialists to have.
- Extension cords are not being used in place of permanent wiring.
- Cords and wiring are inspected periodically for wear, fraying or burning. Damaged cords/wiring are replaced or repaired immediately.
- Wiring components, such as plugs, outlets, junction boxes, etc. are maintained in a good working condition.

**Comments:**

- Refresher training just completed
### Health and Safety Audit Checklist

#### EMERGENCY ACTION PLANS
- A current written emergency action and fire protection plan has been developed and has been reviewed with employees.
- A sufficient number of persons have been designated and trained as floor captains/wardens to assist in the safe and orderly emergency evacuation of employees.
- An alarm system has been established in accordance with the size and structure of the building and the number of occupants.

**Comments:**

#### EMERGENCY PREPAREDNESS
- All exits are marked with an exit sign and illuminated by a reliable light source.
- No locked or barred exits restricting escape, all exits are free from obstructions.
- Doors or walkways that do not lead to an outside exit are marked as "NOT AN EXIT".
- Adequate number of exits for emergency escape.
- Exterior exit surfaces clear for prompt exit.
- Flammable materials removed from exit areas.
- Exterior exit doors open outward to flat surface.
- Written and posted emergency evacuation plan with exit map for all areas.

**Comments:**

> No panic hardware in Cooling Tower.

#### EMERGENCY EYEWASH AND SHOWERS (ANSI Z358.1)
- Emergency eyewashes/showers are available and immediately accessible in work areas for emergency use whenever the eyes or body of any person may be exposed to materials that are corrosive or can cause irreversible eye or bodily injury.

**Note:** Immediately accessible is defined as within 15 seconds with no obstructions to interfere with accessibility.

- Drenching/flushing facilities provide 15 minutes of continuous flush.
- Plumbed eyewash units are activated weekly to flush the line and verify proper operation.

**Comments:**

> Need inspection tag @ SS
# Health and Safety Audit Checklist

## Guarding Floors, Stairs and Wall Openings
- All open floors, more than 4 feet above ground level, are equipped with a standard guardrail consisting of a top rail 42 inches high, mid-rail and a toeboard 4 inches high.
- The guardrail is strong enough to withstand a 200-pound force applied sideways.
- Exterior stairways or steps having 4 or more risers are equipped with standard railings or standard handrails on each side. Exterior stairways or steps more than 50 feet wide are provided with one or more intermediate handrails.

Comments:

## Hand and Power Tools
- Hand and power tools are only used when the guards are in place.
- Tools are inspected periodically for damage and defects.
- All power cords are equipped with a third grounding prong unless the tool is labeled as "Double Insulated".
- Employees are trained in the proper operation of hand and power tools.
- Appropriate PPE (i.e. safety glasses, gloves etc.) is worn at all times.

Comments:

- All tools stored in M-20 Big .

## Hazard Communication
- A written hazard communication program has been developed and is available to employees for review.
- An inventory list of all hazardous chemicals and materials used in the workplace has been developed and is updated as needed.
- Safety Data Sheets (SDS) are readily available to employees for each hazardous chemical/product used in the workplace.
- All containers of hazardous chemicals/products are properly labeled.
- Affected employees are trained on how to read SDSs and warning labels and how to safely handle each hazardous material.

Comments:

- Chemical inventory and review being conducted today .

## Hearing Conservation
- A hearing conservation program (i.e. noise monitoring, engineering controls, audiometric testing, hearing protection and training) has been developed when sound levels equal or exceed an eight hour time-weighted average (TWA) of 85 decibels.

Comments:

- Noise survey being conducted today .
HOISTS, CHAINS, SLINGS AND WIRE ROPE

☐ Hoists, chains, slings and wire ropes are inspected:
  ☐ Before use by the operator.
  ☐ Monthly by a person trained to recognize defects and authorized to remove damaged equipment from service.
  ☐ Defected equipment and slings and ropes are immediately removed from service and repaired by authorized personnel.

Comments:

LADDERS

☐ All ladders are inspected for damage and defects prior to each use.
☐ Ladders are placed only on stable surfaces and are free from grease, oil and dirt.
☐ Metal ladders are not being used around electrical wiring.
☐ Ladder repairs are performed by trained personnel only.
☐ All employees who use ladders have received proper training on safe ladder use.
☐ Portable ladders are not used to gain access to a roof, floor, or platform, unless the top of the ladder extends at least 3 feet above the point of support.
☐ All portable rung ladders are equipped with nonslip safety feet.
☐ Stepladders that are more than 15 feet in height are held by an attendant when in use unless the ladder is securely lashed or blocked.

Comments:

- Ladder inspection completed earlier this year

LOCKOUT/TAGOUT

☐ A written Lockout/Tagout program has been developed and reviewed with affected supervisors and employees.
☐ Written machine-specific lockout/tagout procedures have been developed and are available to affected employees.
☐ Authorized employees have adequate energy isolating devices (i.e. locks, hasps, etc.).
☐ An annual program evaluation/audit is conducted to verify effectiveness.

Comments:

- Sand filter only tagged out not locked
- No lock station
# Health and Safety Audit Checklist

## MACHINE GUARDING

- All exposed belts, pulleys and gears are guarded on all sides.
- Table saws are equipped with a blade guard and blade cover, splitter and anti-kickback dogs. The drive belt is also guarded.
- Radial arm saws are equipped with a blade guard and a self-retracting mechanism.
- Bandsaws are equipped with a blade guard that covers all of the blade except for the point of operation.
- Stationary belt sanders have a guard on both pulleys at the end of the belt table.
- Stationary power tools are equipped with a safety device which prevents automatic restart after a power outage.
- Abrasive wheel grinders are equipped with:
  - A tool rest that is maintained at a 1/8" clearance from the wheel.
  - A tongue guard, located at the top of the wheel, that is maintained at a 1/4" clearance from the wheel.
  - A guard that covers all sides of the wheel and drive shaft.

Comments:

- No exposed moving parts noted

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Personal protective equipment (PPE) is selected and issued based upon a Written Hazard Assessment for each job task or work area.

Employees are trained on the proper use, maintenance, limitations, storage and disposal of PPE.

Comments:

- No PPE station in Central Plant

## PORTABLE FIRE EXTINGUISHERS

- Fire extinguishers are selected according to the fire hazards present.
- Fire extinguishers are accessible and free from obstructions.

All fire extinguishers are being inspected:

- Annually by a certified, professional vendor.
- Monthly by a designated employee.

Employees designated to use a portable fire extinguisher are trained at least annually on the proper use of a fire extinguisher.

Comments: