

PURPOSE STATEMENT & INSTRUCTIONS

The original OSHAProfile™ Screen 1998 was compared with the OSHA Handbook for Small Businesses, the OSHA Website Checklists, the March 1999 update, and 2001 revision was based on changes to 29 CFR, and others sources looking for any outdated and/or new areas of coverage. All applicable areas of coverage that had additional regulatory issues were added to the OSHAProfile Screen 1999, including: hazardous waste operations, working platforms training, PPE training, respirator training, fire protection training, industrial trucks training, emergency action and fire prevention plans, and bloodborne pathogens.

Working at Heights, Scaffolding, Non-ionizing Radiation, Signs/Tags/Markings, Hoists, and Slings were compared with requirements identified in 29 CFR 1910 and publications found on the OSHA website. These references include OSHA Publications 3150, 3072, 3100 and 29 CFR 1910.144, .145, and .97. Additons to the 2004 screen also include criteria for OSHA regulated substances (e.g., lead, benzene, cadmium, arsenic, etc.) The OSHAProfile™ Screen was compared to training requirements

Contents

For the convenience of the user, the OSHAProfile™ Screen is now divided into three major categories. These categories are as follows:

Subpart Major headers of 29 CFR 1910 in the Table of Contents

(i.e. Subpart I – “Personal Protective Equipment”)

Section The numeric identifier of a standard under each subpart

(i.e Section 1910.132 – “General Requirements”)

Subsection The subsection is a breakdown of each section by the following requirements:

1. Conditional – technical requirements that are expected to be physically seen throughout the worksite during normal operations such as housekeeping, machine guarding, and PPE usage.
2. Documentation – requirements that are expected to be developed, recorded, and maintained through written programs, inspection records, training records, certifications, injury/illness records, etc.
3. Training – requirements that are expected to be fulfilled through OSHA mandated training such as: PPE, Hazard Communication, Bloodborne Pathogens, etc.

In addition to the three major categories, the 2004 screen now has scoring capabilities for Sub-parts, Sections, and Subsections. The scoring capabilities have been included as a tool for customers to use to compare baseline scores with annual compliance evaluations to track annual improvements in compliance as well as to compare strengths and weaknesses in each of the three major categories.

Instructions

In order to determine if each of the criteria in the protocols are met, the site must complete a three part process to include:

Document Review – To ensure that all records, programs, and postings are in place and contain required information. Typical OSHA required records are presented in the Document List.

Interview Key Personnel – To ensure that safety policies and programs are understood, followed and communicated to the workforce, formal interviews of employees, committee members, and supervisors should be conducted. Typically interview questions should be asked after the evaluator has a sense of the hazards, controls, and programs that apply to the interviewee so that the interviewer can identify gaps that may exist in safety and health communication. Use the employee interview questionnaire as a basis for conducting formal employee interviews.

Facility Walkthrough – To verify the site's physical conditions are compliant with OSHA regulations.

As each of the sections and subsections of the protocol are assessed, each question receives a response and score to reflect how well the criteria is met. For each applicable criteria, the total points attainable is 2. The scoring systems is as follows:

Yes = 2 points (the criteria is met and no issues were noted)

Partial = 1 point (the criteria is partially met and a few minor issues were noted)

No = 0 points (the criteria has not been met and needs substantial improvement)

The total points received and total points attainable is then tallied for each section and subsection and an overall score in a percentage is assigned from 0 – 100%. Scoring the sections and subsections accomplishes two objectives specifically. First, it better communicates relative strengths and weaknesses. Second, it better tracks if previous improvements actually result in risk reduction. Since these are baseline scores, there will be nothing to compare to for the first year. In subsequent years, these scores may prove to be very valuable.

SELF-INSPECTION SCOPE

The scope of your self-inspections should include the following:

- Processing, Receiving, Shipping, and Storage - equipment, job planning, layout, heights, floor loads, projection of materials, materials-handling and storage methods.
- Building and Ground Conditions - floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, aisles.
- Housekeeping Program - waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas, storage areas.
- Electricity - equipment, switches, breakers, fuses, switch-boxes, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding, NEC compliance.

- Lighting - type, intensity, controls, conditions, diffusion, location, glare and shadow control.
- Heating and Ventilation - type, effectiveness, temperature, humidity, controls, natural and artificial ventilation and exhausting.
- Machinery - points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, lock out, grounding, work space, location, purchasing standards.
- Personnel - training, experience, methods of checking machines before use, type clothing, personal protective equipment, use of guards, tool storage, work practices, method of cleaning, oiling, or adjusting machinery.
- Hand and Power Tools - purchasing standards, inspection, storage, repair, types, maintenance, grounding, use and handling.
- Chemicals - storage, handling, transportation, spills, disposals, amounts used, toxicity or other harmful effects, warning signs, supervision, training, protective clothing and equipment.
- Fire Prevention - extinguishers, alarms, sprinklers, smoking rules, exits, personnel assigned, separation of flammable materials and dangerous operations, explosive-proof fixtures in hazardous
- Maintenance - regularity, effectiveness, training of personnel, materials and equipment used, records maintained, method of locking out machinery, general methods.
- Personal Protective Equipment - type, size, maintenance, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules and use, method

DISCLAIMER

These checklists/protocols/criteria are by no means all-inclusive. You should add to them or delete portions or items that do not apply to your operations; however, carefully consider each item as you come to it and then make your decision. You also will need to refer to OSHA and other standards for complete and specific standards that may apply to your work situation, and for updates and changes.

The most widely accepted way to identify hazards is to conduct safety and health inspections. The only way you can be certain of the actual situation is for you to look at it from time to time.

Subpart	Section	Subsection	Protocol	Protocol Description	Finding	Response Y/P/N	Points Received	Points Attainable
A - General	1 - Employer Posting	1. Conditional	A1.1.1	Are emergency telephone numbers posted where they can be readily found in case of an emergency? [1910.38(c)]				2
						<i>Total</i>	<i>0</i>	<i>2</i>
						<i>Conditional</i>	<i>0%</i>	
		2. Documentation	A1.2.1	Is the required OSHA workplace poster displayed in a prominent location where all employees are likely to see it? [1903.2(a)]				2
		2. Documentation	A1.2.2	Is the "Summary of Occupational Illnesses and Injuries" posted from February 1 to April 30? [1904.32(b)]				2
						<i>Total</i>	<i>0</i>	<i>4</i>
						<i>Documentation</i>	<i>0%</i>	
						<i>Total</i>	<i>0</i>	<i>6</i>
						<i>Section Score</i>	<i>0%</i>	
	2 - Recordkeeping	1. Documentation	A2.1.1	Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 300 log? [1904.7(b)]				2
		1. Documentation	A2.1.2	Are employees medical records and records of employee exposure to hazards substances or harmful physical agents up-to-date and in compliance with current OSHA standards? [1910.1020(d)(e); .1000(a)(b)]				2
		1. Documentation	A2.1.3	Have arrangements been made to maintain required exposure records for a minimum of 30 years? [1910.1020(d)]				2
		1. Documentation	A2.1.4	Have arrangements been made to maintain required medical records for a minimum of 30 years after employee termination? [1910.1020 (d)]				2
						<i>Total</i>	<i>0</i>	<i>8</i>
						<i>Documentation</i>	<i>0%</i>	
		2. Training	A2.2.1	Are employees notified of their right of access to exposure and medical records, their location and person responsible upon initial assignment and annually thereafter? [1910.1020 (g)]				2
						<i>Total</i>	<i>0</i>	<i>2</i>
						<i>Training</i>	<i>0%</i>	
						<i>Total</i>	<i>0</i>	<i>10</i>
						<i>Section Score</i>	<i>0%</i>	
	3 - Safety & Health Program (non-regulatory)	1. Conditional	A3.1.1	Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?				2

Division	Section			
General	Employer Posting		50%	
		<i>Conditional</i>	100%	
		<i>Documentation</i>	25%	
	Record Keeping		80%	
		<i>Documentation</i>	88%	
		<i>Training</i>	50%	
	Safety and Health Program (non-regulatory)	<i>Conditional</i>	67%	
	Subpart A			68%
Walking-Working Surfaces	Walkways	<i>Conditional</i>	0%	
	Floor & Wall Openings	<i>Conditional</i>	0%	
	Stairs & Stairways	<i>Conditional</i>	0%	
	Portable Ladders	<i>Conditional</i>	0%	
	Scaffolding	<i>Conditional</i>	0%	
		Subpart D		
Exit Routes, Emergency Action Plans, Fire Prevention Plans	Exiting or Egress	<i>Conditional</i>	0%	
	Exit Doors	<i>Conditional</i>	0%	
	Emergency Action Plans		0%	
		<i>Documentation</i>	0%	
		<i>Training</i>	0%	
	Fire Prevention Plans		0%	
		<i>Documentation</i>	0%	
		<i>Training</i>	0%	
	Subpart E			0%
Working Platforms	Working Platforms	<i>Training</i>	0%	
	Vehicle-Mounted Elevating and Rotating Platforms		0%	
		<i>Conditional</i>	0%	
		<i>Training</i>	0%	
	Subpart F			0%
Occupational Health & Environmental	Spraying Operations	<i>Conditional</i>	0%	
	Ventilation	<i>Conditional</i>	0%	
	Noise		0%	
		<i>Conditional</i>	0%	
		<i>Documentation</i>	0%	
		<i>Training</i>	0%	
	Non-Ionizing Radiation	<i>Conditional</i>	0%	
	Subpart G			0%
Hazardous Materials	Flammable & Combustible Material	<i>Conditional</i>	0%	
	Fueling	<i>Conditional</i>	0%	
	Hazwoper Operations		0%	
		<i>Conditional</i>	0%	
		<i>Documentation</i>	0%	