

## Cal/OSHA Compliance Self-Inspection

Practice Name: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

This checklist is intended to help you find areas within your safety program that may need attention. If you can answer “yes” to all of the items, your program should be very close to being complete. Your safety program, however, can never be considered finished. It must be an ongoing program with constant reviews, inspections, and training.

You may want to consider making copies of this checklist to use during your scheduled safety inspections.

Yes	No	Item	Notes
		<b>Written Safety Program</b>	
		<b>A. Injury &amp; Illness Prevention Program (IIPP) - Sec. 3203</b>	
		1. Is written IIPP complete? Are all seven elements present? (Minimum Requirements)	
		a. Has the person or persons with authority and responsibility for implementing this program been identified?	
		b. Has a system for ensuring employee compliance been included?	
		c. Has a “readily understandable” communications system been established? (Oral system acceptable for fewer than 10 employees)	
		d. Have procedures (including periodic inspections) for identifying workplace hazards been established?	
		e. Is a procedure to investigate occupational injury or illness included?	
		f. Have methods and/or procedures for correcting unsafe work practices or procedures been established?	
		g. Have your training methods, including when training will be provided, been established.	
		2. Has hazard/safety training been provided to all employees?	
		3. Do employees have access to their exposure and medical records?	
		<b>B. Emergency Action Plan - Sec. 3220</b>	
		1. Is a written Emergency Action Plan in place?	
		a. Have emergency escape procedures been established and emergency escape routes identified and assigned?	
		b. Have procedures been established for employees	

		who remain to operate critical plant operations before they evacuate?	
		c. Have procedures been established to account for all employees after emergency evacuation? (Assembly Area)	
		d. Have rescue and medical duties been assigned? (If this service is not available from nearby emergency responders in 4 minutes or less, these duties should be assigned to employees.)	
		e. Has the preferred means of reporting fires and other emergencies been established? (Voice system may be acceptable for most veterinary facilities.)	
		f. Does your Emergency Action Plan include the names and job titles of persons to contact for more information about the plan or for an explanation of duties under the plan?	
		2. Has an employee alarm system complying with Article 165 (Title 8, CCR) been established? (With 10 or fewer employees, direct voice communication is an acceptable procedure.)	
		3. Have a sufficient number of persons been designated and trained to assist in the safe and orderly emergency evacuation of employees?	
		4. Was the EAP reviewed with employees when the plan was first established? Is it reviewed when changes are made and at periodic refresher courses?	
		<b>C. Fire Prevention Plan - Sec. 3221</b>	
		1. Is a written Fire Prevention Plan in place?	
		a. Have potential fire hazards, proper handling and storage procedures, and appropriate fire protection equipment or systems been identified?	
		b. Have potential ignition sources and procedures for controlling them been identified?	
		c. Does your Fire Prevention Plan include the names or job titles of persons responsible for maintenance of equipment and systems installed to prevent or control fires?	
		d. Does your Fire Prevention Plan include the names or job titles of persons responsible for preventing accumulation of flammable or combustible waste materials?	
		e. Have housekeeping procedures that prevent accumulation of flammable and combustible waste been listed?	
		2. Have employees been given training on fire hazards and procedures to follow if a fire occurs including fire extinguisher training?	
		3. Are the established procedures, equipment, and systems for fire prevention and control regularly and properly maintained?	
		4. Are fire drills conducted periodically for employees?	
		a. Are emergency exit routes posted and are employees familiar with exit locations?	
		b. Do employees know the emergency meeting location?	

		c. Do employees know where fire extinguishers are located and how to use them?	
		d. Are routine fire safety inspections conducted and documented including proof of correction of deficiencies?	
		e. Are fire extinguishers installed throughout the practice and routinely inspected by professionals?	
		<b>D. Hazard Communication Program (HCP) Sec. 5194</b>	
		1. Is a written HCP complete?	
		a. Does your HCP describe how you will meet the labeling and "other forms of warning" requirements?	
		b. Does your HCP describe how you will maintain your SDS collection?	
		c. Does your HCP describe your procedures for providing information and training to employees on hazardous substances in their work areas?	
		d. Does the HCP include procedures for informing employees of the hazards of non-routine tasks and the hazards associated with substances contained in unlabeled pipes in their work areas?	
		e. Does the HCP include procedures for informing contractors with employees of any hazardous substances to which they may be exposed? Does the HCP include suggestions for appropriate protective measures to be taken by the contractor's employees?	
		f. Is a list of hazardous substances in the workplace current and complete and maintained as part of the HCP?	
		g. Is a complete collection of SDS's maintained and readily accessible to employees?	
		2. Have employees been given information & training on hazardous substances in their work areas at the time of their initial assignment? Whenever a new hazard is introduced into their work area? Does the information and training consist of at least the following topics?	
		a. Requirements of the hazard communication regulation, including employee rights. (The Sample Written Safety Program includes this information.)	
		b. Operations in their work areas where hazardous substances are present.	
		c. Location and availability of written HCP, hazardous substances list, and SDS collection.	
		d. Methods and observations used to detect the presence or release of a hazardous substance in the work area.	
		e. Physical and health hazards of the substances in the work area and measures that employees can take to protect themselves from these hazards.	
		f. Details of the hazard communication program developed by the employer, including an explanation of the labeling system and the material safety data sheet, and how employees	

		can obtain and use the appropriate hazard information.	
		g. Employee's Rights, including the right:	
		(1) To personally receive information regarding hazardous substances to which they may be exposed.	
		(2) For their physician or collective bargaining agent to receive information regarding hazardous substances to which the employee may be exposed.	
		(3) Against discharge or other discrimination due to the employee's exercise of his or her rights.	
		h. Training on how to read container labels, workplace labels, and Safety Data Sheets.	
		3. Do employees have access to their exposure and medical records?	
		4. Although there are no specific record keeping requirements for training within the HCP, we recommend that written documentation of employee training be maintained. We suggest you conduct all of your employee training within the context of your IIPP, which does require written records.	
		5. Do you have a complete SDS collection for all hazardous chemicals in your practice? Sec 5194(f).	
		<b>Records</b>	
		A. Is Cal/OSHA Log 300 current? - Sec. 14301	
		1. Is Cal/OSHA Form 300a posted from February 1 through April 30?	
		2. Are Cal/OSHA Form 301s (or worker's comp. injury & illness forms) maintained to provide supplemental information? (Copies should be maintained in a separate file labeled "Cal/OSHA Form 301" or "Cal/OSHA Log 300 - Supplemental Information") Employers with no more than 10 employees at any time during the calendar year immediately preceding the current calendar year need not prepare the log nor post the summary. Reporting requirements apply to all employers.	
		3. Are complete reports of every occupational injury or illness that results in lost time (absence from work for a full day or shift beyond the date of the injury or illness) or which requires treatment beyond first aid, reported within five days to the insurer (workers' comp)? Sec. 14001 (a)	
		4. Are fatalities & serious injuries and illnesses reported immediately (within eight hours) by telephone or telegraph to the nearest Division of Occupational Safety and Health office?	
		B. Are employee medical records (if any) complete and current?	
		C. Are records of exposure to hazardous substances current? (X-ray exposure records)	
		D. Are training records complete and current?	
		E. Are workplace inspections and corrective actions	

		documented?	
		F. Are Injury and Illness Investigation reports completed?	
		G. Are all records maintained for the required minimum period of time? (Suggestion -- Keep all Cal/OSHA-related records "forever.")	
		1. Reports of Occupational Injuries & Illnesses -- 5 yrs	
		2. Scheduled & Periodic Inspections -- 1 yr (Employers with fewer than 10 employees may elect to keep the records only until hazards are corrected.)	
		3. Hazardous Materials Inventory -- 30 yrs	
		4. Training Records -- 1 yr	
		5. Medical/Exposure -- 30 yrs	
		<b>Employee Interviews</b> (Suggested questions that employees should be able to answer.)	
		<b>A. IIPP</b>	
		1. Where is your written IIPP?	
		2. Who is your safety coordinator?	
		<b>B. HCP</b>	
		1. Where is your SDS collection stored?	
		2. What is an SDS?	
		3. Find the SDS for _____ and tell me what hazards it presents and what protective equipment you should use.	
		4. What would you do if you spilled a chemical?	
		5. What protective equipment do you need for the task you are performing now? Where is this equipment stored?	
		<b>C. EAP</b>	
		1. Do you know the emergency escape routes for the premises and where all exits are located?	
		2. Do you know the emergency meeting location for this practice?	
		3. Do you know who the coordinator is responsible for the EAP?	
		4. Do you know the practice policy/ procedures for order of evacuation?	
		<b>D. FPP</b>	
		1. Do you know which fire dangers exist in the practice?	
		2. Do you know the emergency meeting location for this practice?	
		3. Do you know who the coordinator is responsible for the EAP?	
		4. Do you know the practice policy/ procedures for order of evacuation?	
		5. Do you know the location of fire extinguishers in the practice and how to operate them?	

		<b>Required Postings</b>	
		A. Cal/OSHA	
		1. Job Safety and Health Protection	
		2. Emergency Telephone Numbers	



		available to employees? Sec. 3400 (c)	
		4. Are first aid materials inspected frequently, replenished as necessary, and maintained in a sanitary and usable condition? Sec. 3400 (c)	
		5. Is an ANSI-approved eye wash station available and located so that employees can reach the station within 10 seconds when needed? (Requirements include: activated by a single motion and operate until actively shut off; deliver 1.5 liters per minute for at least 15 minutes; flush both eyes at the same time. Hot water should be disconnected from the unit. Some faucet-mounted units are being accepted by Cal/OSHA. "The position of the Division remains that where a manufacturer asserts that the faucet-mounted eyewash meets the requirements of the ANSI standard, such eyewash devices are deemed to meet the requirements of 8 CCR 5162.") Sec. 5162	
		6. Are plumbed eyewash stations activated monthly to flush the lines and verify proper operation? Sec. 5162	
		<b>C. General</b>	
		1. Are required meal and rest breaks provided?	
		2. Is human food stored separately (in its own refrigerator) from lab supplies, biologicals, etc? Sec. 3368(b)	
		3. Is food consumption and storage limited to areas where contamination by toxic materials will not occur? Sec. 3368(b)	
		4. Are electrical cords routinely inspected, fixed or replaced when damaged?	
		5. Are outlets inspected routinely to ensure that they are not being over used with too many devices plugged into them?	
		6. Are existing labels legible and prominently displayed on containers? Sec. 5194(f)(8)	
		7. Are secondary/ "workplace" labels used when appropriate? (Include product name, appropriate hazard warnings and name of manufacturer.) Sec. 5194(f)(4)	
		8. Are waste anesthetic gas levels below allowable limits?	
		9. Have employees exposed to anesthetic gases been instructed on the risks of exposure?	
		10. Is ventilation adequate?	
		11. Are hazardous materials stored properly: in appropriate containers, in areas where the containers are not subject to damage, and away from heat likely to cause leakage or rupture? Sec. 5164 (b)(c)	
		12. Are substances that can react when mixed together, stored separately to prevent accidental contact? Sec. 5164 (a)	
		13. Is protective equipment available where indicated by SDS?	

		a. Flea Control Application	
		b. Radiology	
		c. Dental procedures	
		d. Chemotherapy	
		e. Cleaning and Disinfectant Application	
		f. Noise	
		14. Is protective equipment in use where indicated by SDS?	
		15. Is protective equipment maintained in good working condition, sanitary and ready for use?	
		16. Are Medical Waste handling procedures and equipment in place?	
		a. Stored within permitted guidelines and time periods?	
		b. Disposed of in accordance with legal mandates?	
		17. Are culture media (Medical Waste) handling procedures and equipment in place?	
		18. Are all shelving units over 5 feet tall secured to the wall?	
		19. Are ambient temperatures inside the work environment kept in accordance with	
		<b>D. Fire Prevention</b>	
		1. Are fire extinguishers present?	
		a. Fully charged, in good operating condition, and in their assigned locations?	
		b. Inspected monthly by owner/manager? Sec. 5161(e)(2)	
		c. Inspected and recharged annually by service people?	
		2. Is combustible waste stored safely and removed from the worksite promptly?	
		3. Is combustible dust routinely removed from all surfaces?	
		4. Is the local fire department acquainted with your facility and its specific hazards?	
		5. Is the alarm system tested at least once a year and certified as required?	
		6. Have all employees received instructions as to the locations of fire extinguishers and their safe and proper use?	
		7. Has an effective Fire Prevention Plan been established and implemented?	
		8. Is all fire protection equipment, where required, maintained in proper operating condition and periodically inspected and tested? Sec. 3219	
		<b>E. Electrical</b>	
		1. Is there a clear space in front of electrical or control panels to allow service people access to equipment? (36" if facility was built after 4/16/81; 30" if facility was built prior to that) Includes circuit breakers, telephone panel, and all similar "energized" panels. Headroom minimum requirement is 6'3". Minimum access space is	



		30" in width. Sec. 2340.16	
		2. Is the workplace free of extension cords used in place of fixed wiring? Exception is "surge protector" used with computer equipment. Multiple plug adapters are considered "extension cords."	
		3. Do extension cords used have a grounding conductor?	
		4. Are all electrical devices grounded? [With grounded plugs (three prong) or "double insulated" and distinctively marked as double insulated.]	
		5. Are all electrical outlets properly grounded and is the electrical "polarity" correct? (A device is available in hardware stores which checks for proper polarity and grounding. Cost for this device should be under \$20.)	
		6. Are Ground Fault Circuit Interruptors (GFCIs) installed on electrical outlets? (sec. 2360.3)	
		7. If GFCIs are not installed, does the employer have a written electrical grounding program in place with employee training pursuant to Sec 2360.3?	
		8. Are circuit breakers/ electrical panels unobstructed and do employees know their locations?	
		9. Are circuit breakers and "cut off" switches clearly labeled as to what they control?	
		10. Are electrical tools and equipment in damp or wet conditions and locations protected from moisture?	
		<b>F. Compressed Gas</b>	
		1. Are compressed gas cylinders stored safely and properly:	
		a. Away from heat sources?	
		b. Where they will not be damaged by passing employees or falling objects?	
		c. Where they are not subject to tampering by unauthorized persons?	
		d. Secured so they will not tip, fall, or roll?	
		e. Oxygen cylinders stored away from highly combustible materials, especially oil and grease, and away from other substances likely to cause or accelerate fire?	
		2. Do cylinders have a valve protection device (cap) or collar in place when not in use?	
		<b>G. Radiology (Title 17, Chapter 5, Subchapter 4)</b>	
		1. Are photographic fixer (Hazardous Waste) handling procedures and equipment in place?	
		2. Have lead protective gear including gloves, aprons, and shields been provided to those taking radiographs?	
		3. Have employees in the radiology area been supplied with monitoring badges or devices that are read by laboratories at appropriate intervals?	

		4. Are persons under 18 years of age prohibited from restraining animals during exposure of radiographs?	
		5. Have employees in exposure areas been instructed on the risks of exposure, methods to reduce exposure, and the proper use of protective gear?	
		6. Are all Veterinary Assistants (non-DVMs and non-RVTs) given the Veterinary Medical Board Radiation Safety Guide and quiz?	
		7. Are all required postings, including "Caution X-Ray Equipment", RHB-2364 Notice to Employees, Title 17, 10 CFR 20, Radiation Emergency Procedures, and Radiation Safety Instructions prominently posted in the radiation area?	
		8. Is radiation protection equipment routinely inspected and are these inspections documented?	
		9. Do staff receive ongoing periodic training regarding radiation safety?	
		10. Do you have a written radiation safety policy for your practice and is it available for employees to review?	
		11. Do you have equipment/ options available to minimize physical restraint of animals during the taking of radiographs (such as sand bags, troughs, leashes/ straps, or chemical restraint)?	
		12. Do you ensure that no employee is hired for the sole purpose of taking radiographs and that only necessary personnel are present in the radiation area when the X-Ray machine is in use?	
		<b>H. Zoonotic Disease - Sec. 5199.1</b>	
		1. Have all employees been given a copy of the NASPHV Compendium of Veterinary Standard Precautions for Zoonotic Disease Prevention in Veterinary Personnel?	
		2. Have all employees been given a model infection control plan for the practice?	
		3. Has the practice established, implemented, and maintained effective procedures for preventing employee exposure to zoonotic diseases?	
		4. Have employees been trained on zoonotic disease infection control and prevention measures?	
		5. Does the practice provide appropriate personal protective equipment for employees to minimize the risk of zoonotic disease infection?	
		<b>I. Anesthetic Gas Monitoring - Sec. 5155</b>	
		1. If the practice uses either halothane or isoflurane anesthetic gas, then a monitoring program needs to be in place.	
		2. Are employees given their own anesthesia	

		gas monitor badges?	
		3. Are badges periodically submitted to a monitoring company for exposure measurements and are the individual results shared privately with employees?	
		4. Are exposure reports kept in a separate file from the employee personnel file?	
		5. Is the person supervising, directing or evaluating the monitoring and control methods versed in this standard and be competent in industrial hygiene practice?	
		6. Are employees aware of the most likely causes of waste anesthesia gas exposure in veterinary practices and how to minimize them?	
		7. Are anesthesia machines routinely inspected for leaks and serviced as needed?	
		<b>I. Heat Illness - Sec. 3395</b>	This section is applicable only to veterinary practices with outdoor workers.
		1. Is there clean, cool potable water readily available on the site?	
		2. Is there a written Heat Illness Prevention Policy in Place? Does the policy include:	
		a. A named supervisor responsible for carrying out the HIPP?	
		b. Employee training on heat illness?	
		c. A process for identifying and mitigating heat?	
		d. Someone trained in the immediate first aid to treat the various stages of heat illness?	
		3. Are employees trained on the policy?	
		4. Do employees have training on heat illness and what to do to prevent it?	
		5. Is there a mechanism in place to provide shade to workers?	
		<b>I. Noise Exposure - Sec. 5097</b>	This section is presented for informational purposes--it is not likely that veterinary practices will exceed the "action level" for noise.
		1. Have procedures been implemented to limit noise exposure to 85 decibels on an 8-hour time-weighted average (action level)?	
		2. In areas where the 8-hour time-weighted average sound level equals or exceeds 85 decibels, is an effective hearing conservation program in place?	
		3. Have measurements been taken for employees who may be exposed to noise levels above the action?	
		4. Have employees exposed at or above the action level been notified?	
		5. Has an audiometric testing program been made available to employees exposed to noise that equals or exceeds the action level?	
		6. Are hearing protectors available to employees	

		exposed at or above the action level? Sec. 5098	
		7. Are employees exposed to noise levels at or above the action level required to wear hearing protectors? Sec. 5098	
		8. Has training been provided to employees exposed at or above the action level? Is the training repeated annually? Sec. 5099	
		9. Does training include the following:	
		a. Effects of noise on hearing?	
		b. The purpose, advantages, disadvantages, fit, use, and care of hearing protectors?	
		c. The purpose and explanation of audiometric testing?	
		<b>J. Work Areas</b>	
		1. Are guardrails provided when required? (More than 30" above floor or ground) Sec. 3210	
		2. Are openings in floors covered or guarded? Sec. 3212	
		3. Are handrails in place in stairways and decks as needed? Sec. 3214	
		4. Are stairways at least 36" wide (44" with occupant load of more than 50)? Sec. 3231(b)(1)	
		5. Are stairways slip-resistant and maintained clear and in good repair? Sec. 3231(d)	
		6. Are warning signs placed in areas where floors are wet?	
		7. Are filing cabinets and bookshelves over five feet tall secured to prevent tipping over? Sec. 3241 (c)	
		8. Are materials stored in a manner that does not create a hazard? Are stored materials limited in height and piled, stacked, or racked in a manner designed to prevent tipping, falling, collapsing, rolling, or spreading? Sec. 3241 (c)	
		9. Do aisles and passageways have at least 24" clearance and 6'8" clear headroom? Sec. 3272 (b)	
		10. Are permanent aisles, ladders, stairways, and walkways kept reasonably clear and in good repair? Sec. 3272 (c)	
		11. Are aisles and walkways that become slippery provided with high-friction surfaces, coverings, etc., to protect against slipping? Sec. 3272(d)	
		12. Are floors, carpets, and walkways in good repair and free of tripping hazards? Sec. 3273 (a)	
		13. No wiring exposed or uncovered which may cause trips or falls?	
		14. Are spills and wet floors quickly cleaned and dried? Sec. 3273 (b)	
		15. Are permanent roadways, walkways, and material storage areas in yards maintained free of dangerous depressions, obstructions,	

		or debris? Sec. 3273(b)	
		16. Are workplaces, storerooms, passageways, etc., kept clean, orderly, and in a sanitary condition? Sec. 3362(a)	
		17. To facilitate cleaning, is every floor, workroom, personal service room, and passageway kept free from protruding nails, splinters, loose boards, and unnecessary holes and openings? Sec. 3362(c)	
		18. Are toilet facilities kept clean, maintained in good working order, and accessible to employees at all times? Sec. 3365(b)	
		19. Are washing facilities for maintaining personal cleanliness provided and maintained in good working order and in a sanitary condition? Sec. 3366	
		20. Are trash containers available and emptied regularly?	
		21. Are drawers placed so they will not open into high traffic areas?	
		22. Are work areas adequately illuminated?	
		23. Are computer screens arranged to eliminate eyestrain or glare?	
		24. Are furniture and equipment set at appropriate heights?	
		25. Is the workplace clean, orderly, and uncluttered?	
		26. Are ladders maintained in good condition? Sec. 3278, 3279, 3280.	
		27. Are portable metal ladders legibly marked with signs reading "CAUTION - Do Not Use Around Electrical Equipment" or equivalent wording? Sec. 3279 (d)(11)	
		28. Are all tools in good working condition?	