

***When HIOSH Comes  
A Knockin'...  
Getting Through A  
HIOSH Inspection***

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# ***Objectives***

- 
- A cartoon illustration of a person with blonde hair, wearing a white shirt and a green tie, sitting at a desk and reading a large document. The person is looking down at the document with a focused expression. The desk has several other documents on it. The background is a simple, light-colored wall.
- ✓ Who We Are
  - ✓ What We Do: Inspections & Investigations
  - ✓ Common Hazards & Violations
  - ✓ Penalties
  - ✓ Available Resources

# *What's HIOSH?*



HIOSH = Hawaii Occupational Safety & Health  
A Division of the State of Hawaii  
Department of Labor & Industrial Relations

State Equivalent of Federal OSHA

Consultation & Training Program  
Training, Outreach, Education, and Assistance

# ***The Creation of OSHA & The Spawning of HIOSH***

## **1970 OSH Act**

With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA)  
**to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.**

## **1974 HIOSH**

Hawaii is one of 26 jurisdictions approved by the Federal Occupational Safety and Health Administration (OSHA) to operate its own state's safety and health program under Section 18(b) of the Occupational Safety and Health Act of 1970.

The Hawaii Occupational Safety and Health Law and Regulations are intended  
**to assure safe and healthful working conditions for the women and men of the State.**

# ***OSHA/HIOSH:*** ***Saving Lives & Preventing Injuries***

Promulgate Workplace Safety & Health Standards

Enforce Standards Through Worksite Inspections

Issue Citations & Penalties For Non-Compliance  
Up to \$132,598 Per Violation

Provide Training, Outreach, Education, and  
Assistance

# ***It's The Law...***

## ***HIOSH Statutes & Rules***

### ***Hawaii Revised Statutes***

### **Chapter 396 – Occupational Safety & Health**

### ***Hawaii Administrative Rules***

### **Title 12, Subtitle 8, Parts 1, 2, & 3**

***<http://labor.hawaii.gov/hiosh>***

You Have a Right to a Safe  
And Healthful Workplace

**IT'S THE LAW!**

will keep your name and identity confidential.

- You have the right to request a HIOSH inspection if you believe that there are unsafe and/or unhealthful conditions at your workplace. You or your representative may participate in the inspection.

You have a right to file a HIOSH complaint against your employer. You can file a complaint if you believe that your employer has violated the HIOSH Law. Your employer must take steps to correct the hazards and ensure that these hazards have been reduced or eliminated.

- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.

- Your employer may not discriminate against you for making a safety and health complaint or for exercising your rights under the law, some of which are detailed above. You can file a discrimination complaint with HIOSH within 60 days of the discriminatory act. Private sector employees must also file a discrimination complaint with the OSHA Regional Office below within 30 days of the discriminatory act or they will lose their rights to pursue a federal claim under section 11(c) of the federal Occupational Safety and Health Act of 1970 after the conclusion of the HIOSH investigation.

- Violations of the HIOSH Law may result in penalties of up to \$77,000 per item. Serious violations carry a mandatory penalty of up to \$7,700, willful or repeated violations up to \$77,000, and failure to correct a violation within a prescribed time carry a civil asset penalty of up to \$7,700 per day.



The Hawaii Occupational Safety and Health Law of 1972, Chapter 396, Hawaii Revised Statutes, assures safe and healthful working conditions for every worker in the State. The Hawaii Occupational Safety and Health Division (HIOSHD) of the state Department of Labor & Industrial Relations, has the primary responsibility for administering the HIOSH Law. HIOSH does not cover those hired for domestic service in or about a private home, seafarers or shipbuilding employees, employees covered by a federal agency, and employees working on military installations. The Occupational Safety and Health Administration (OSHA) monitors the HIOSH program to ensure its effectiveness. If you believe HIOSH is not meeting its responsibilities, you may file a Complaint About State Program Administration (CASPA) directly to the OSHA Regional Office.

Regional Administrator  
U.S. Department of Labor  
Occupational Safety and Health Administration  
30 7th Street, Suite 30105  
San Francisco, California 94103



Honolulu, Hawaii 96813  
Telephone: (808) 586-9100  
<http://hawaii.gov/labor/hiosh>

Revised March 2012

# ***Standards***

## ***Which Standards Apply To Me?***

### **OSHA Standards vs. HIOSH Standards**

#### **OSHA Standards (Title 29 CFR)**

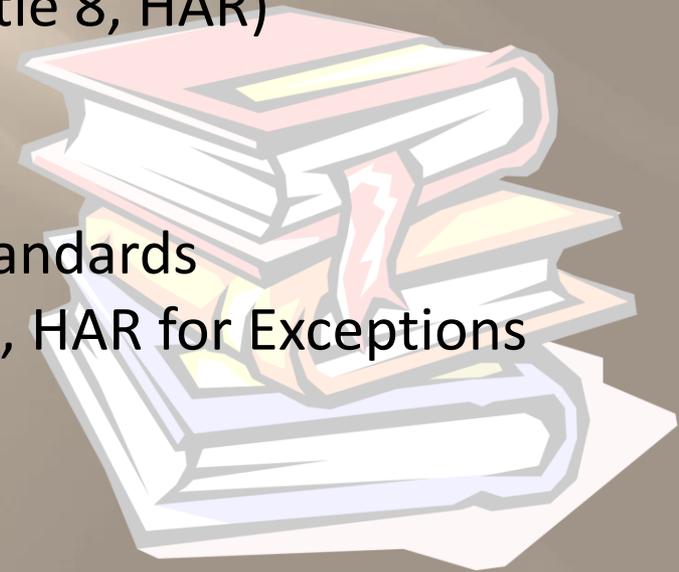
Federal Employees, Maritime, Work on Military & Federal Installations

#### **HIOSH Standards (Title 12, Subtitle 8, HAR)**

All Other Employers

#### **HIOSH's Adoption of OSHA Standards**

See Chapter 12-60, HAR & Chapter 12-110, HAR for Exceptions



# ***Standards***

## ***Which Standards Apply To Me?***

### Construction vs. General Industry

#### **Construction (Part 3 & 29 CFR 1926)**

Construction  
Alteration  
Demolition  
Repair  
Painting  
Decorating

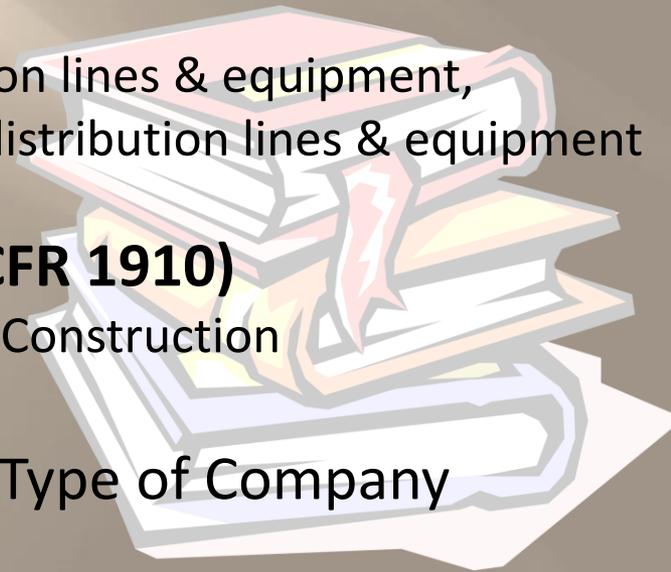
Erection of new electric transmission & distribution lines & equipment,

Alteration/Conversion/Improvement of transmission & distribution lines & equipment

#### **General Industry (Part 2 & 29 CFR 1910)**

Everything Else That Doesn't Fall Under Construction

\*Determined By Work Being Done, Not Type of Company



# ***Enforcement Inspections***

## ***Types of Inspections***

### ***Unprogrammed Inspections***

Accident Investigations

Complaint Inspections

Referral Inspections

Follow-Up Inspections

Discrimination Investigations

### ***Programmed Inspections***

“The List”



# ***Enforcement Inspections***

## ***“The List” – FY 2019***

**Industries with incidence rates higher than the State average or  
with a fatality/catastrophe during 2017**

<b>NAICS Code</b>	<b>Industry Description</b>
<b>23</b>	<b>Construction</b>
<b>31-33</b>	<b>Manufacturing</b>
<b>42</b> (Except 423)	<b>Wholesale Trade</b> (Except Durable Goods Merchant Wholesalers)
<b>44-45</b> (Except 442)	<b>Retail Trade</b> (Except Furniture and Home Furnishings Stores)
<b>48-49</b>	<b>Transportation &amp; Warehousing</b>
<b>56</b>	<b>Administration and Support and Waste Management and Remediation Services</b>
<b>62</b> (Except 621 & 624)	<b>Health Care &amp; Social Assistance</b> (Except Ambulatory Health Care Services & Social Assistance)
<b>71</b>	<b>Arts, Entertainment, and Recreation</b>
<b>72</b>	<b>Accommodation and Food Services</b>
	<b>State and Local Government</b>

# ***Enforcement Inspections***

## ***“The List” – FY 2019***

Industries with incidence rates higher than the State average or  
with a fatality/catastrophe during 2017

<b>Manufacturing (NAICS 31-33)</b>	
<b>3121</b>	<b>Beverage Manufacturing</b>
<b>Wholesale Trade (NAICS 42)</b>	
<b>4244</b>	<b>Grocery and Related Product Merchant Wholesalers</b>
<b>Retail Trade (NAICS 44-45)</b>	
<b>445</b>	<b>Food and Beverage Stores</b>
<b>Transportation &amp; Warehousing (NAICS 48-49)</b>	
<b>4841</b>	<b>General Freight Trucking</b>
<b>4931</b>	<b>Warehousing and Storage</b>
<b>Accommodation &amp; Food Services (NAICS 72)</b>	
<b>7211</b>	<b>Traveler Accommodation</b>
<b>722</b>	<b>Food Services &amp; Drinking Places</b>

# ***When HIOSH Comes To Your Door***

## ***The Inspection Process***

Site Entrance

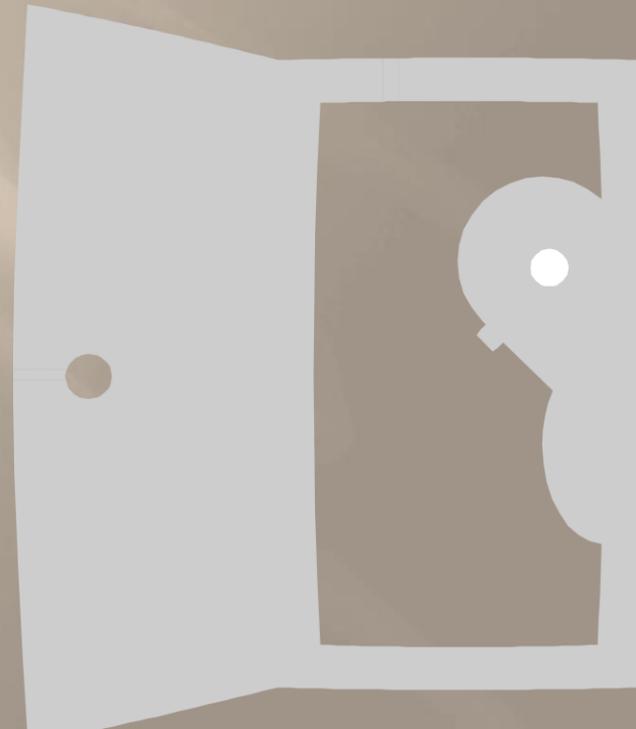
Opening Conference

Document Review

Walkaround

Employee Interviews

Closing Conference



# ***When HIOSH Comes To Your Door***

## ***The Inspection Process***

### ***Site Entrance***

The Inspector Will:

Verify he/she is at the right place

Identify himself/herself as a HIOSH Inspector &  
show his/her credentials

Request to speak with the top management  
official

***All Enforcement Inspections Are Unannounced***



# ***When HIOSH Comes To Your Door***

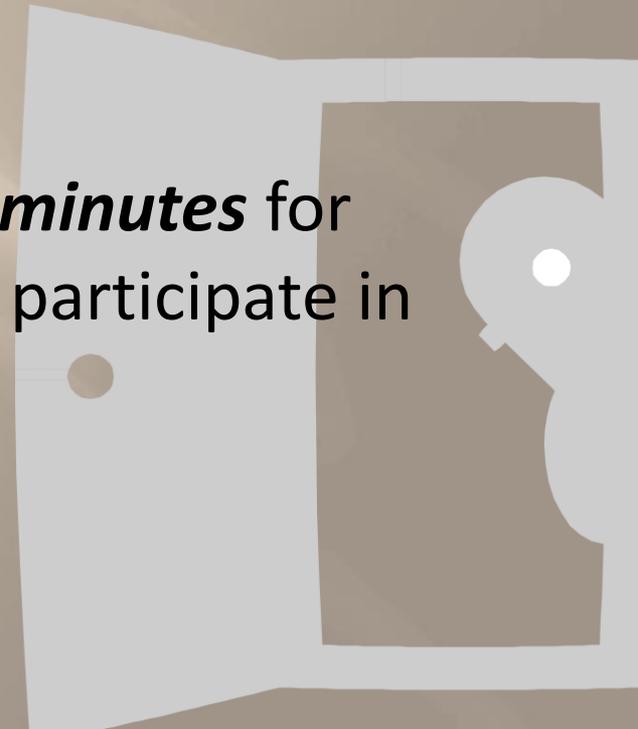
## ***The Inspection Process***

### ***Site Entrance***

You Have The Right To:

Deny Entry

Have the Inspector wait up to ***45 minutes*** for other company officials to arrive to participate in the inspection



# ***When HIOSH Comes To Your Door***

## ***The Inspection Process***

### ***Opening Conference***

The Inspector Will:

Provide the reason for inspection

State the scope of the inspection

Explain the inspection Process



# ***When HIOSH Comes To Your Door***

## ***The Inspection Process***

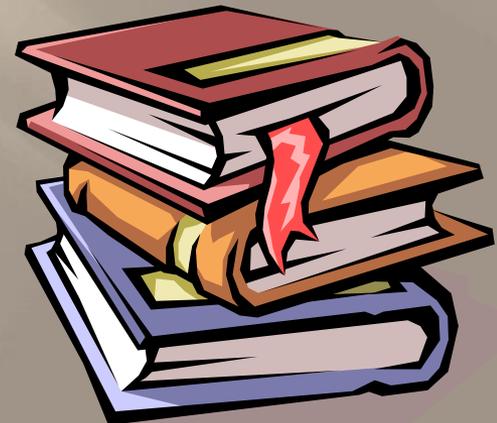
### ***Document Review***

The Inspector Will:

Review Injury/Illness Logs (OSHA 300 & 300A)

Review HIOSH Mandated Programs

Review Training Records



# ***When HIOSH Comes To Your Door***

## ***The Inspection Process***

### ***Walkaround***

The Inspector Will:

Walkthrough the premises

Identify & document potential violations

This may include:

Taking pictures

Monitoring the environment for health hazards

Speak with employees



# ***When HIOSH Comes To Your Door***

## ***The Inspection Process***

### ***Employee Interviews***

The Inspector Will Interview Employees To:

Determine what hazards the employee is exposed to

Assess the training that has been provided

Ensure proper policies and procedures are in effect

Ensure proper PPE is being provided and used

Address employee questions and concerns



# ***When HIOSH Comes To Your Door***

## ***The Inspection Process***

### ***Closing Conference***

The Inspector Will:

Explain the alleged violations

Establish abatement dates for uncorrected  
alleged violations

Explain your rights and responsibilities

Informal Conference/Contest



# ***When HIOSH Comes To Your Door After The Inspection***

Citations May Be Issued For Any Willful, Serious,  
Other-Than-Serious, Repeat, or Failure-To-Abate Violations of HIOSH  
Standards

Penalties May Be Assessed For Each Violation

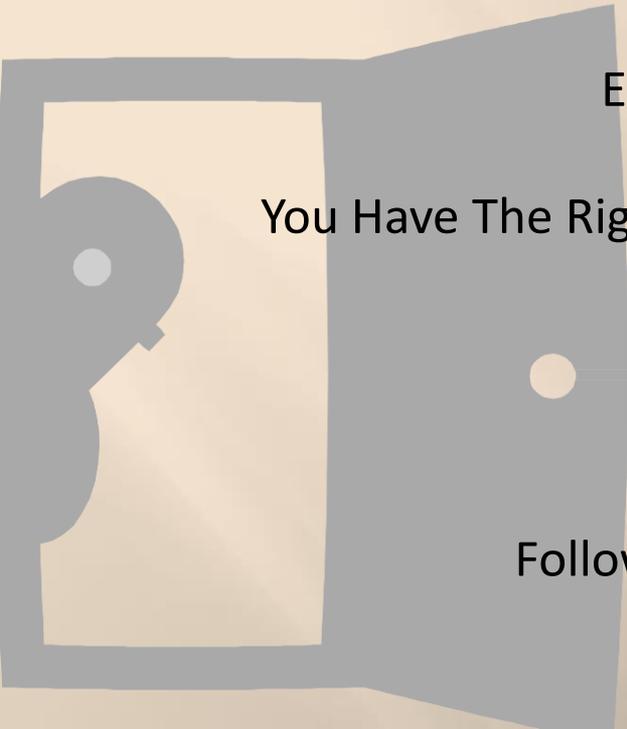
Each Violation Must Be Corrected

You Have The Right To Disagree With Any Citation and/or Penalty

Informal Conference

Contest

Follow Up Inspections May Be Conducted



# ***When HIOSH Comes To Your Door***

## ***Helpful Tips From A Former Inspector***

Be Courteous

It's Okay To Disagree...But Have A Discussion,  
Not An Argument



“Arguing With An Inspector Is Like  
Wrestling With A Pig In The Mud;  
After A While, You Realize That The Pig Enjoys It.”

It's Nothing Personal...

# ***When HIOSH Comes To Your Door***

## ***Discrimination Investigations***

### Chapter 396, HRS Section 8(e)

Discharge or discrimination against employees for exercising any right under this chapter is prohibited. In consideration of this prohibition:

(1) No person shall discharge, suspend or otherwise discriminate in terms and conditions of employment against any employee by reason of:

(A) The employee's failure or refusal to operate or handle any machine, device, apparatus, or equipment which is in any unsafe condition; or

(B) The employee's failure or refusal to engage in unsafe practices in violation of this chapter or of any standard, rule, regulation, citation or order issued under the authority of this chapter;

(3) No person shall discharge or in any manner discriminate against any employee because the employee has filed any complaint or instituted or caused to be instituted any proceeding under or related to this chapter, or has testified or intends to testify in any such proceeding, or acting to exercise or exercised on behalf of the employee or others any right afforded by this chapter;

# ***When HIOSH Comes To Your Door***

## ***Discrimination Investigation Process***

***Complaint Intake/Screening***

***Letter To Employer/Position Statement Request***

***Meet With Employer***

***Meet With Complainant***

***Interviews/Document Collection***

***Weighing of Evidence/Preponderance of Evidence***

***Recommendation for Decision***

***Recommendation is Approved/Rejected***

***Closing Conferences***



# ***When HIOSH Comes To Your Door***

## ***Proving Discrimination***

### ***Complainant's Burden of Proof***

***Prima Facie Case***

Protected Activity

Employer Knowledge of The Protected Activity

Adverse Action

Nexus

### ***Employer's Burden of Proof***

The adverse action was motivated by a legitimate non-discriminatory reason

### ***Dual Motive/Disparate Treatment***

The adverse action was motivated by illegal and legitimate reasons.

Would the employer have reached the same decision  
despite the protected activity?



# ***When HIOSH Comes To Your Door***

## ***Discrimination Findings***

### ***For The Complainant***

Complainant Will Be “Made Whole “

Reinstatement, Back Pay, Reimbursement, Expunging of Records, Etc.  
May Carry An Additional Penalty

### ***For The Employer***

Case Dismissed

### ***Settlement Agreements***

May occur at any time prior to the rendering of the Investigator’s decision  
Settlement must be fair to both parties  
The Employer does not admit to any wrong doing

### ***Appeals***

Must be filed in writing within 20 days of decision



# ***When HIOSH Comes To Your Door***

## ***Helpful Tips From A Former Discrimination Investigator***

Be Courteous

Let The Process Take Its Course

But If The Employee Was Discriminated Against,  
Consider Settling As Soon As Possible

***Documentation Is Key***

It's All Based On The Evidence,  
The Investigator Does Not Take Sides



***Questions***



# Common Hazards & Violations

## State of Hawaii

Department of Labor and Industrial Relations  
HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION  
830 PUNCHBOWL STREET, ROOM 423  
HONOLULU, HI 96813  
Phone: (808) 586-9090 Fax: (808) 586-9104



Certified Mail Number:

### Citation and Notification of Penalty

To:  
and its successors

Inspection Number:  
Inspection Date(s):  
Issuance Date:

Inspection Site:

*The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.*

This Citation and Notification of Penalty describes violations of the Hawaii Occupational Safety and Health (HIOSH) Law. The penalty listed herein is based on these violations. You must abate the violations referred to in this Citation by the dates listed and pay the penalties, unless within 20 calendar days from your receipt of this Citation and Notification of Penalty, you file a contest in the manner described in the section "Employer's Right to Contest" on page 2 of this Citation and Notification of Penalty. Please refer to the enclosed booklet (Employer Rights and Responsibilities Following a HIOSH Inspection) which outlines your rights and responsibilities and which should be read in conjunction with this Citation. Issuance of this Citation does not constitute a finding that a violation of the Law has occurred unless there is a failure to contest as allowed by Law or, if contested, the Citation is affirmed by the Hawaii Labor Relations Board (HLRB) or a court.

**Posting** - The law requires that a copy of this Citation and Notification of Penalty be posted immediately in a prominent place at or near the location of the violation(s) cited herein, or, if it is not practicable because of the nature of the employer's operations, where it will be readily observable by all affected employees. This Citation must remain posted until the violation(s) cited herein has (have) been abated, or for 3 working days (excluding weekends and State holidays), whichever is longer.

**Informal Conference** - An informal conference is not required. However, if you wish to have such a conference you may request one with the HIOSH Administrator during the 20 calendar day contest period. During such an informal conference, you may present any evidence or views which you believe would support an adjustment to the citation(s) and/or penalty. If you are considering a request for an informal conference to discuss any issues related to this Citation and Notification of Penalty, you must schedule it early enough to allow time to contest after the informal conference, should you decide to do so. Please keep in mind that a

# Hazards

## Falls - Mezzanines

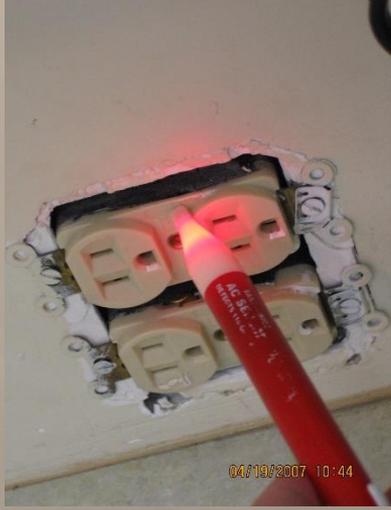
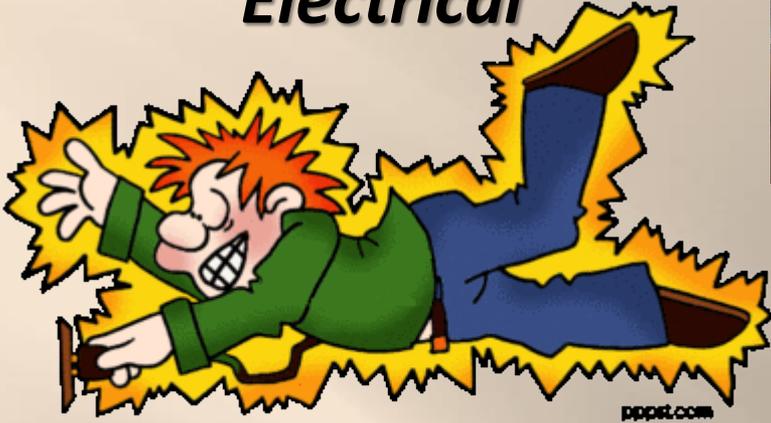


# Hazards

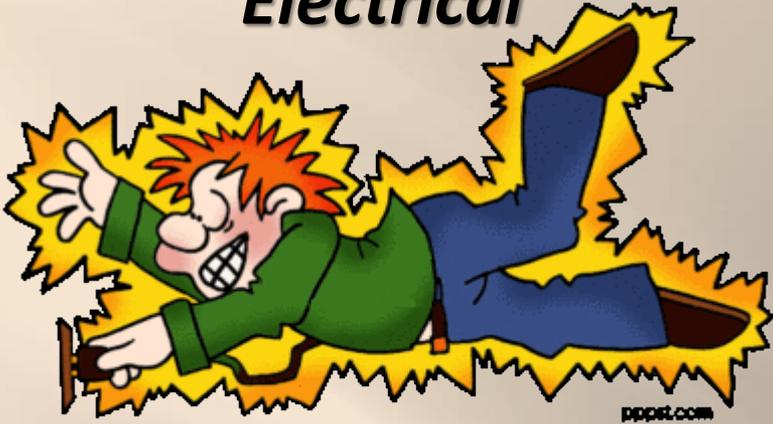
## Falls – Trap Doors



# Hazards Electrical



# Hazards Electrical





# ***Hazards***

## ***Powered Industrial Trucks***



A powered industrial truck is defined as:

“A mobile, power propelled truck used to carry, push, pull, lift, stack, or tier material.”

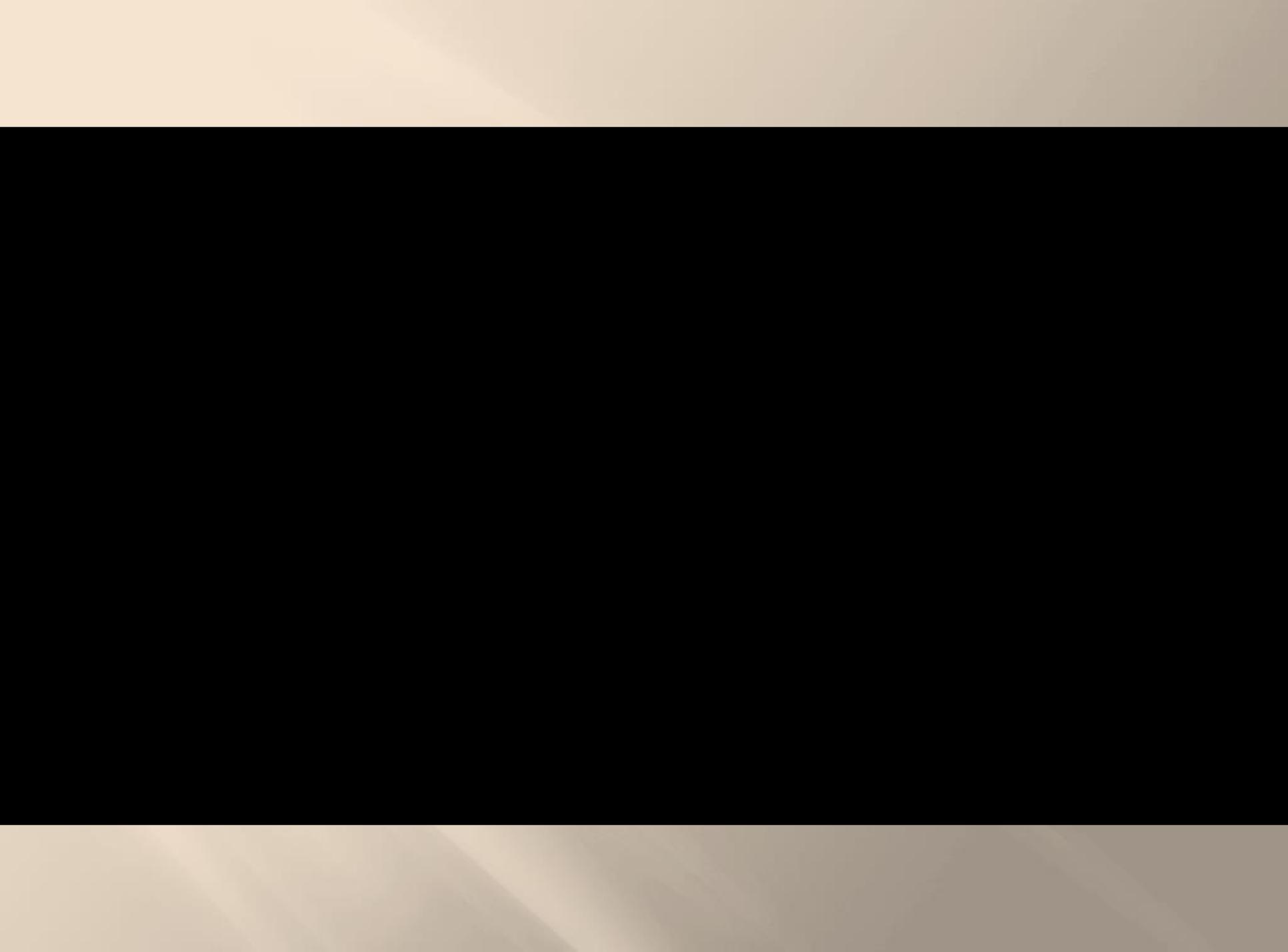
This includes forklifts, order pickers, and electric pallet jacks

Training, Evaluation, & Certification

Pre-Trip Inspections

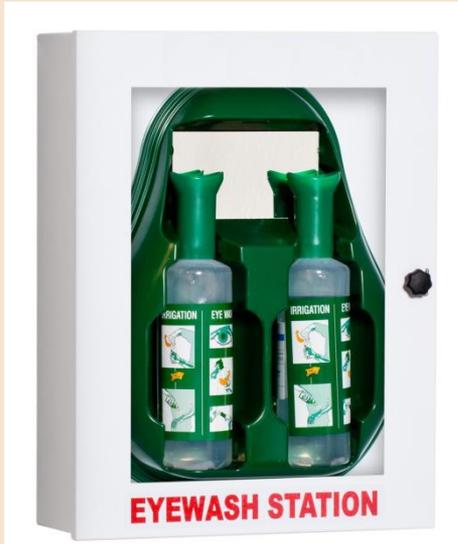
Fall Hazards

Seat Belts



# Hazards

## Emergency Eye Washes





# Hazards

## Other Common Violations



11-20-2003



OSHA's Form 300 (Rev. 01/2004)  
**Log of Work-Related Injuries and Illnesses**

Year 2016  
 U.S. Department of Labor  
 Occupational Safety and Health Administration

Form approved OMB no. 1218-0178

Establishment name Honolulu For Example Only  
 City Honolulu State Hawaii

Identify the person Describe the case Classify the case

A) Case No.	B) Employee's Name	C) Job Title (e.g. Worker)	D) Date of injury or onset of illness (the day)	E) Where the event occurred (e.g. Loading dock north end)	F) Describe injury or illness, parts of body affected, and circumstances that directly caused or made possible (e.g. Slipped, tripped, burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case														
						Death	Days away from work	Job transfer or restriction	Other recordable cases	Days away from work	Job transfer or restriction	Other recordable cases	Days away from work	Job transfer or restriction	Other recordable cases					
1	Death	Roofer	11/18	Building F	Fell from roof of BLDG F	X														
2	Days away from work	Chemist	11/16	Laboratory	Contact with hazardous chemicals - Rash on hands		X													
3	Job restriction/transfer	Laborer	11/16	Warehouse	Back strain			X												
4	Days away from work & job restriction/transfer	Laborer	11/16	Warehouse	Back strain		X													
5	Medical treatment (except first aid)	Carpenter	11/15	Machine Shop	Laceration to left forearm				X											
6	Loss of consciousness	Laborer	11/16	Warehouse	Inhaled toxic fumes				X											
7	Significant injury/illness	Laborer	11/16	Maintenance Shop	Adolescence				X											
8	Other recording criteria	Machinist	11/16	Machine Shop	Hearing loss - STS in left ear															X
Page totals						1	2	1	4	10	28	4	1	2	0	1	0			

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing the instruction, searching existing data sources, gathering the data needed, and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these burdens or any aspects of this data collection, contact: US Department of Labor, OSHA-DC or Statistics, Paperwork Reduction Project (1418-0042), Washington, DC 20315. Do not send the completed forms to this office.

Page 1 of 1

# Frequently Cited Standards

The screenshot shows the OSHA website's 'Frequently Cited OSHA Standards' page. At the top, there is a red header with the United States Department of Labor logo and navigation links. Below the header, the page title is 'Frequently Cited OSHA Standards'. A paragraph explains that the page allows users to list frequently cited standards for a specific NAICS code. A form is provided to filter results by the number of employees in the establishment (with radio buttons for All, 1-9, 1-19, 1-99, 20-49, 20-99, 50-99, 100-249, 1-249, and 250+), Federal or State Jurisdiction (a dropdown menu currently set to Hawaii), and NAICS code (a text input field). A 'Submit' button is located below the form. At the bottom of the page, there is another red footer with the Department of Labor logo and additional navigation links.

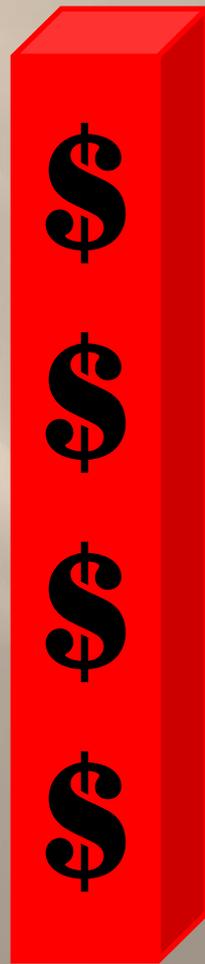
The screenshot shows the OSHA 'Establishment Search' page. The title is 'Establishment Search' with a sub-header 'Reflects inspection data through 07/22/2016'. A paragraph explains that the page enables users to search for OSHA enforcement inspections by establishment name. A blue note box contains the text: 'Note: Please read important information below regarding interpreting search results before using.' Below the note, there is a 'Search By:' section with several filters: 'Establishment' (text input), 'State' (dropdowns for 'All States' and 'Fed & State'), 'OSHA Office' (dropdown for 'All Offices'), 'Case Status' (radio buttons for 'All', 'Closed', and 'Open'), and 'Violation Status' (radio buttons for 'All', 'With Violations', and 'Without Violations'). There is also an 'Inspection Date' section with 'Start Date' and 'End Date' filters, each consisting of a month dropdown, a day dropdown, and a year dropdown. 'Submit' and 'Reset' buttons are at the bottom.

# Inspection History

***Questions***



**INCREASED  
PENALTIES!**



# ***2017 Legislative Session***

## ***House Bill 1114 (HB1114), CD1***

### ***Act 126 – Signed July 10, 2017***

OTS, S, Reg. – Up to **\$12,675** Per Violation

FTA – Up to **\$12,675** Per Day

W, R – Up to **\$126,749** Per Violation,  
but not less than **\$9,054**

Penalties also increase for discrimination violations, giving advance notice, making false statements/representations or certifications in records/documents, and criminal offenses

Penalties will increase each year for inflation based on Consumer Price Index by December 15<sup>th</sup> of each year

***Effective Date – January 1, 2018***

***2019 (Effective Date TBD) +2.522\*%***

# ***HIOSH's Updated Penalties***

<b><i>Type of Violation</i></b>	<b><i>Maximum Penalty Per Violation</i></b>		
	<b>Previous</b>	<b>As of January 1, 2018</b>	<b>As of January 1, 2019</b>
<b>Willful or Repeated</b>	\$77,700	\$126,749 <i>but not less than \$9,054</i>	<b>\$132,598*</b> <i>but not less than \$9,472*</i>
<b>Serious</b>	\$7,700	\$12,675	<b>\$13,260*</b>
<b>Other-Than-Serious</b>	\$7,700	\$12,675	<b>\$13,260*</b>
<b>Posting Requirements</b>	\$7,700	\$12,675	<b>\$13,260*</b>
<b>Failure to Abate</b>	\$7,700 <i>per day unabated beyond the abatement date (generally limited to a maximum of 30 days)</i>	\$12,675 <i>per day unabated beyond the abatement date (generally limited to a maximum of 30 days)</i>	<b>\$13,260*</b> <i>per day unabated beyond the abatement date (generally limited to a maximum of 30 days)</i>
<b>Discrimination</b>	\$1,100	\$9,054	<b>\$9,472*</b>

***“If you have a violation  
and get cited, you’re going  
to have fix the violation  
anyway...why get penalized  
on top of that?”***

# CONSULTATION & TRAINING



- HIOSH Consultation and Training Branch
  - Answer Questions Over The Phone/Via Email
  - Provide On-Site Assistance Upon Request

• ***FREE & CONFIDENTIAL***

• ***Inspection***

• ***NO Citations or Penalties***

***Deferral***

• ***Call (808) 586-9100***

# ***Free & Confidential, No Citations or Penalties...***

***“So What’s The Catch?”***

Management Commitment

All Serious Hazards Identified  
Must Be Corrected

Mutual Correction Plan

Keep Us “In The Loop”

Subsequent Enforcement Inspections



# ***Scope of On-Site Services***

## ***Full Service – Comprehensive, Wall-to-Wall***

Safety

Health

Safety & Health

## ***Limited Service – Focused***

Safety

Health

Safety & Health



***“We will look at everything you want us to look at,  
and nothing you don’t”***



***We're Here To Help You***

**Request/Schedule A Visit**

**Visit**

*Opening Conference*

*Walkaround*

*Document Review*

*Employee Interviews*

*Closing Conference*

**Written Report**

**Hazard Correction Notification**

**Additional Visits**



## **What Is SHARP? What Are Its Benefits?**

SHARP is a program that recognizes employers who operate an exemplary safety and health management system. Benefits include recognition as a SHARP site and an exemption from HIOSH Programmed Inspections for one year (renewals for two-year periods may be granted).

## **Do I Qualify for SHARP?**

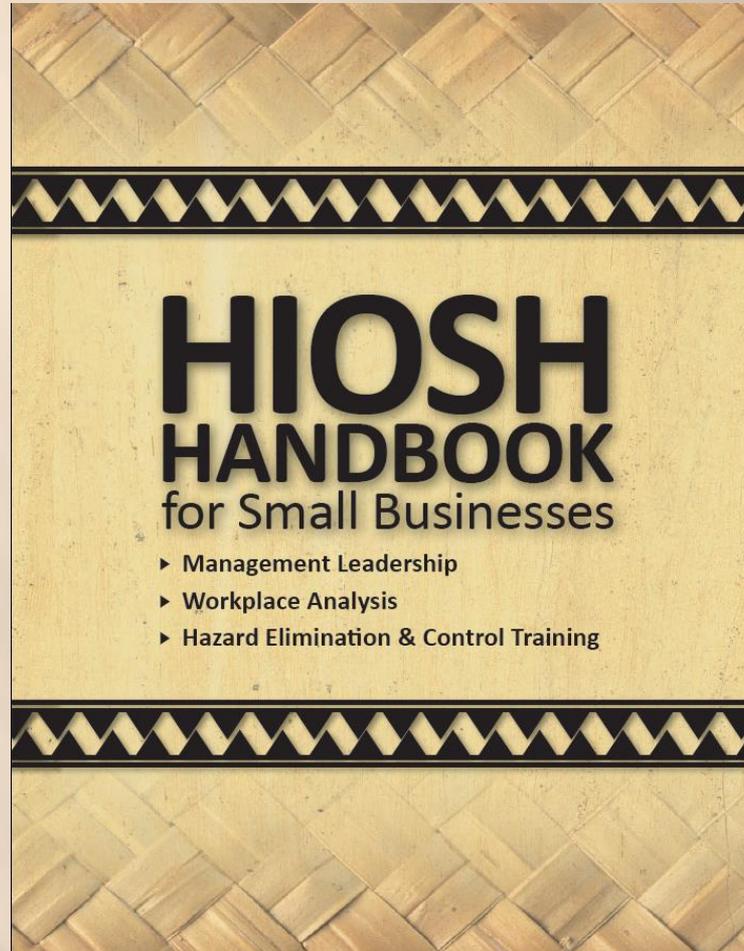
In order to qualify for SHARP, you must be a small employer, be in operation for at least one year, have a TRC/DART rate lower than the State & National average, and implement and maintain an effective Safety & Health Management System (SHMS).

## **How Do I Become a SHARP Site?**

An employer must receive a Full Service Safety & Health consultation visit, correct all hazards identified, score at least a “2” on all 50 basic attributes of the Form 33, and not have a rate-based incentive program that discourages employee reporting of injuries or hazards.

For more information about SHARP, visit <http://labor.hawaii.gov/hiosh/safety-and-health-achievement-recognition-program-sharp/> and <https://www.osha.gov/dcsp/smallbusiness/sharp.html>.

# ***HIOSH Handbook For Small Businesses***



Available For Download At:  
<http://labor.hawaii.gov/hiosh>

# HIOSH Handbook For Small Businesses

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## IV. Self-Inspection

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.

### *Make a Self-Inspection of Your Business*

Begin a program of self-inspection in your workplace. Self-inspection is a must in identifying where hazards exist and whether they are under control. Later in this section, you will find checklists designed to give you an indication of where you should begin to make your business safer and more healthful for all of your employees. These checklists are by no means all-inclusive. You may wish to add to them or delete portions that do not apply to your business. Consider carefully each item as you come to it and then make your decision.

**Do not inspect for items that obviously have no application to your business.** Make sure you or your designee see each item. Leave nothing to memory or chance. Write down what you see or don't see. Ask yourself what you should do about it. When you have completed the checklist, add this material to your injury information, your employee information and your process and equipment information. You will now possess more information that will help you determine what problems exist. Then, using the HIOSH standards in your problem solving process, it will be much easier for you to determine the action needed to solve these problems.

Technical assistance in self-inspection may be available to you through your insurance carrier, safety organizations and many local, State, and federal agencies, including HIOSH. Additional checklists are available from the Internet, trade associations, insurance companies, and other similar service organizations (refer to Section V under "Multiple Sources of Help").

### *Self-Inspection Scope*

The scope of your self-inspection 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 Grounds 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, junction boxes, special fixtures, circuits, insulation, extension cords, 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.

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**Machinery** - points of operations, flywheels, gears, shafts, pulleys, keyways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, lockout, grounding, work space, location, purchasing standards.

**Personnel** - training, experience, methods of checking machines before use, type clothing, PPE, use of guards, tool storage, work practices, methods of cleaning, servicing, or adjusting machinery.

**Hand and Power Tools** - purchasing standards, inspection, storage, repair, types, maintenance, grounding use and handling.

**Chemicals** - storage, handling, transportation, spills, disposal, 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, explosion-proof fixtures in hazardous locations, waste disposal, training.

**Maintenance** - regularity, effectiveness, training of personnel, materials and equipment used, records maintained, specific methods 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 of use, methods of assignment, medical evaluation.

### *Self-Inspection Checklists*

These checklists are by no means all inclusive. You should add to them or delete portions of items that do not apply to your operations; however, carefully consider each item as you come to it and then make your decision. You should refer to the HIOSH standards for complete and specific standards that may apply to your work situation.

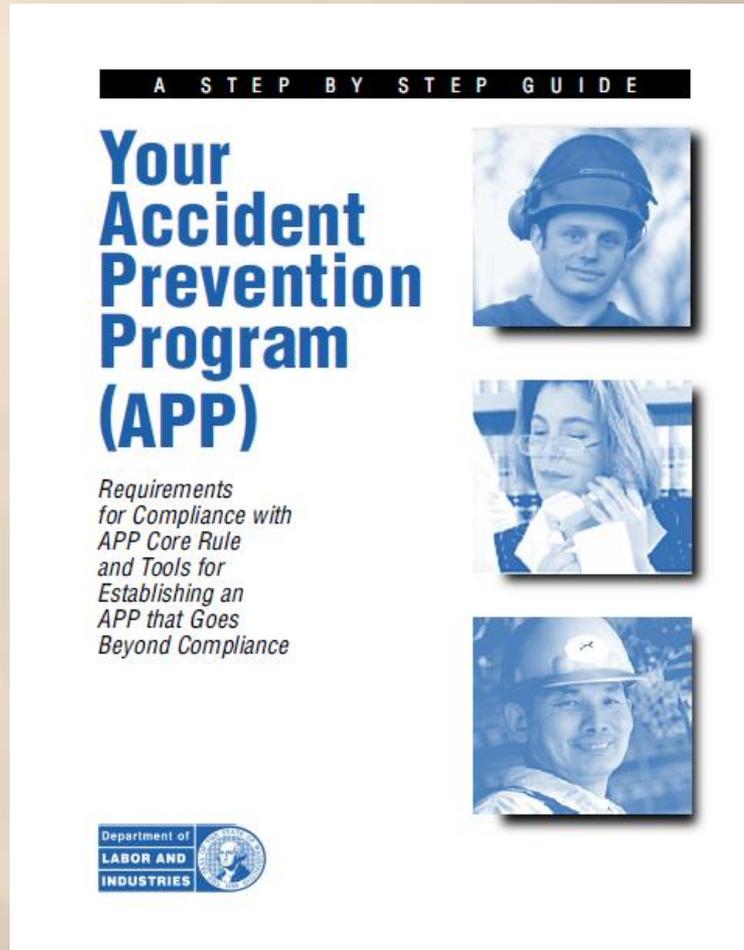
### **EMPLOYER POSTING**

- Is the required HIOSH workplace poster displayed in a prominent location where all employees are likely to see it?
- Are emergency telephone numbers posted where they can be readily found in case of an emergency?
- Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and "Safety Data Sheets" been posted or otherwise made readily available to affected employees?
- Are signs concerning exiting from buildings, room capacities, floor loading, biohazards, and exposures to x-ray, microwave, or other harmful radiation or other substances posted where appropriate?
- Is the OSHA Form 300A (Summary of Occupational Illnesses and Injuries), posted from February 1 to April 30?

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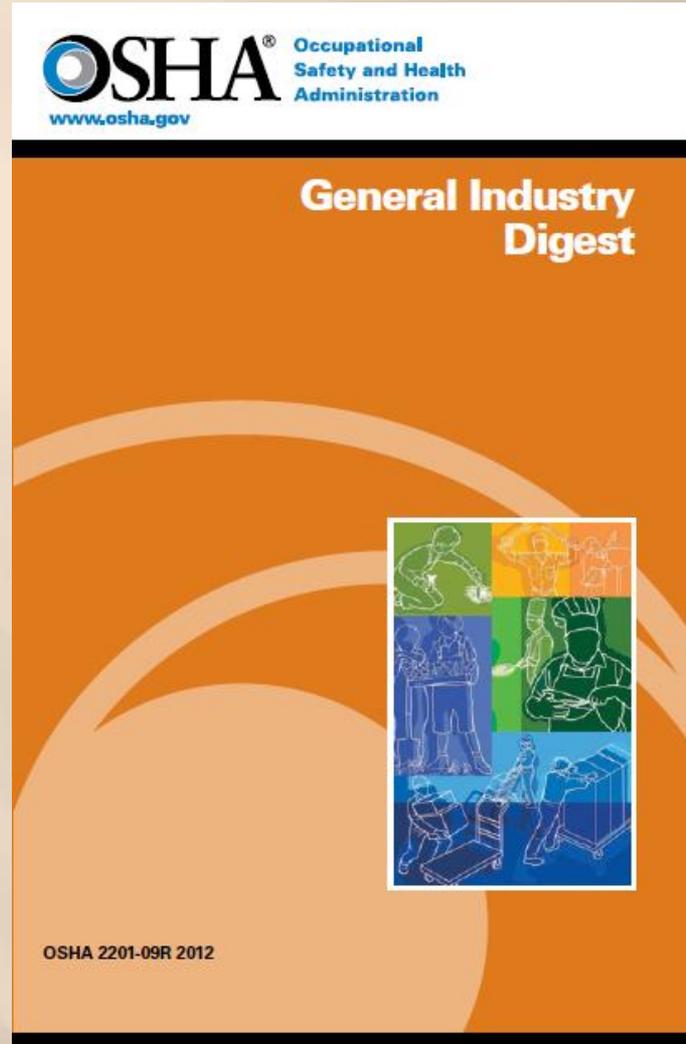
Available For Download At:  
<http://labor.hawaii.gov/hiosh>

# Washington State “Your Accident Prevention Program”



Available For Download At:  
<http://www.ini.wa.gov/safety>

# *General Industry Digest*



Available For Download At:  
<http://www.osha.gov>

# ***Written Program Templates***

General Safety & Health Program

Emergency Action Plan

Hazard Communication Program

Bloodborne Pathogens Exposure Control Plan

Respiratory Protection Program

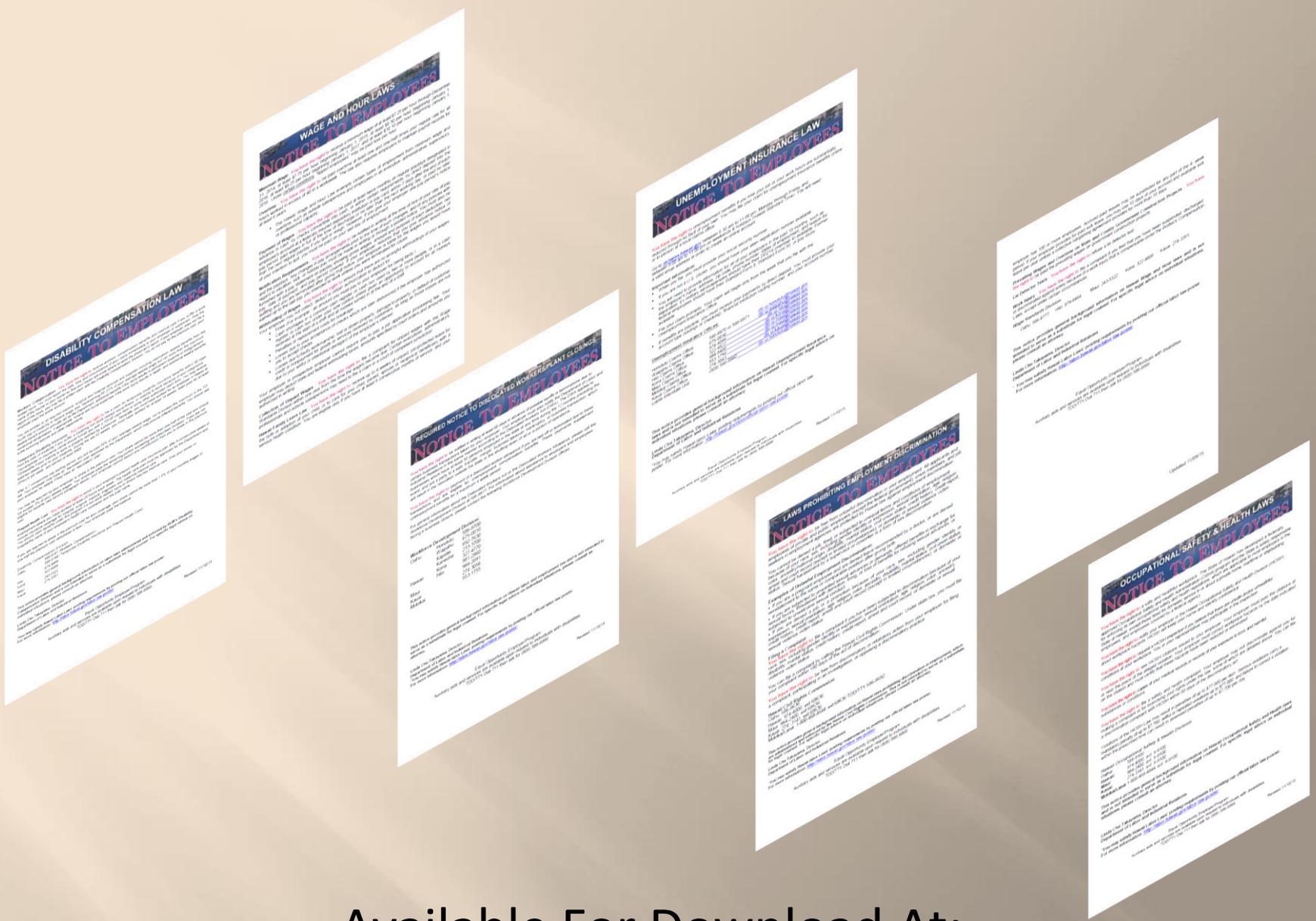
Lock Out / Tag Out (LOTO) Procedures

Powered Industrial Trucks (Forklifts) Policy

Job Hazard Analysis Worksheet

Checklists





Available For Download At:  
<http://labor.hawaii.gov/labor-law-poster/>

*Mahala!*

