

THE ESCO GROUP'S  
LIST OF SAFETY CHECKS FOR JOBS

1. Standard First Aid Kit
  - a. Does it have a contents list and doctor's letter?
  - b. Does it have a contents checklist?
  - c. Have you checked the contents, checked the expiration dates on eyewash, eye and skin flushing solution, and burn gel/first aid cream?
  - d. Contents must be checked once a week and sign the checklist.
  - e. During winter months, remove the eyewash and eye/skin-flushing solutions from all 1<sup>st</sup> Aid Kits exposed to freezing temperatures and replace after the winter months.
2. ESCO's SDS Manual
  - a. Do our employees know where it is?
  - b. It must have our right-to-know policy, chemical inventory sheets, written training and employee signed training sheets in the book.
  - c. Inventory must be taken once a month – signed and dated on our inventory sheets.
  - d. Notify other contractors of the location of our written Hazard Communication program and SDS sheets and have them sign our acknowledgement sheet.
3. Poster
  - a. Do you have employee's rights posters posted?
  - b. Is it posted in break areas or where employees meet?
4. Emergency Numbers
  - a. Post in break room or where employees meet.
5. OSHA 300 Form (explanation – 1904B)
  - a. If we have been on the job for over a year, an OSHA 300 must be posted for the previous year. This must be posted no later than February 1<sup>st</sup> and must remain in place until April 30<sup>th</sup>.
  - b. It must be posted in a place where notices to employees are usually posted.
6. Fire Extinguisher
  - a. Each month we must check our fire extinguishers to see if they are still full and have been checked this year by our supplier.
  - b. Sign and date the tag after checking each month/on punch metal tag for month checked.
  - c. Secured to structure or vehicle.
7. Designate a job site safety coordinator and have them sign our safety acknowledgement sheet. Review his assigned duties and review job site safety log.
8. Weekly Safety Meetings
  - a. Are safety meetings completed and forms filled out?
  - b. Safety meetings held weekly.
  - c. Hold safety meeting early in the week, prefer Monday/Tuesday.
9. Crane signals must be posted if we are using a crane.
10. DANGER UNSAFE DO NOT USE tags must be available for tagging unsafe equipment.

11. Sanitation

- a. An adequate supply of potable water shall be provided in all places of employment. Portable containers shall be capable of being tightly closed and equipped with a tap. The container must be clearly marked as to its contents. Single service cups shall be supplied and a sanitary container for cups and a receptacle for disposing of the used cups shall be provided.
- b. Toilets shall be provided for employees at each job site. This does not apply to mobile crews having transportation readily available to nearby toilet facilities.
- c. Washing facilities must be provided at each job site or waterless cleaner and paper towels to enable employees to remove contaminants before eating/breaking.

12. If you have a microwave on the job, you must have a sign posted where appropriate.

13. The ESCO Group Safety Manual

- a. Review with employees how to use appendix for copying check sheets, injury reports, etc.
- b. Book should be onsite for employee reference.

14. Personal Protective Equipment

- a. Make sure there is a proper quantity on site.
- b. Hard Hats
- c. Safety Glasses/Face Shields
- d. Lens Cleaning stations/wipes
- e. Gloves
- f. Hearing Protection
- g. Safety Footwear
- h. AR Clothing

15. Housekeeping

- a. Designated employees
- b. Proper disposal per customer requirement
- c. Cords installed properly

16. Do our employees know what to do in case of an emergency?

- a. Fire, storm, chemical spill/release.
- b. Employees need to know how to exit the area.
- c. A central meeting place to account for all employees.

17. Are all ladders maintained in good condition?

- a. Joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play.

18. Are all tools and equipment (both company and employee-owned) used by employees at their workplace in good condition?

- a. Confirm appropriate safety coordinator has been assigned by supervision.
- b. Confirm assured grounding and equipment inspections have been completed according to the ESCO Group assured grounding and equipment inspection program.
- c. Provide designated site safety coordinator with appropriate equipment and knowledge to perform inspections.

19. Are grinders, band saws, and similar equipment provided with appropriate guards?
20. Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?
21. Forklifts, Scissor, and Aerial Lifts
  - a. Are employees trained in their use and carry a valid operator's card?
  - b. Are pre-shift inspections complete?
22. Hot Work
  - a. Maintain fire watch (with a minimum 5# fire extinguisher) for at least 30 minutes after work is complete.
  - b. Appropriate permits in place and signed by appropriate personnel.
  - c. Area barricaded and combustibles relocated or covered up.
23. Voltage Rated Equipment
  - a. Gloves, Grounds, Hot Sticks, Blankets, and Sleeves
  - b. Stored Properly
  - c. Tested at appropriate intervals
  - d. Clean
24. Job Briefing/PJHA complete.
  - a. Completely filled out for task taking place.
25. Assure all proper permits, forms and tags are in place and used properly:
  - a. Confined space permit
  - b. Hot work permit
  - c. Excavation permit
  - d. Verified de-energized tag in place (cables left open/out in the field)
  - e. Ground tags with locks for ground set
  - f. Transformer grounding checklist
  - g. Existing conduit/cable removal permit
  - h. Energized work permit
  - i. First report of injury report
  - j. Non-injury report (near miss, property damage, system downtime)
  - k. Employee written warning report