

The factors that contribute to safe lifting are...

HOW TO LIFT SAFELY

The following safe practices should be observed in order to avoid injury.

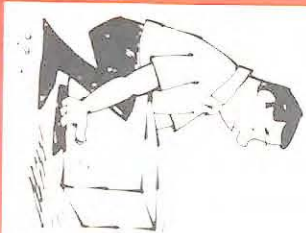
1. Approach the load and size it up (weight, size and shape.) Consider your physical ability to handle the load.



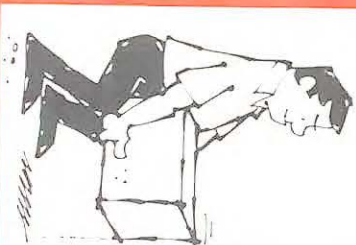
2. Place the feet to the object to, foot 8 to 12 inches, at for good balance.



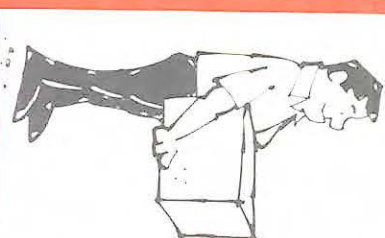
3. Bend the knees to the degree that is comfortable and get a good handhold. Then using both leg and back muscles.



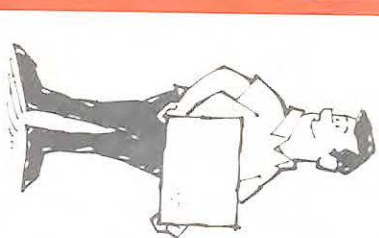
4. Lift the load straight up—smoothly and evenly. Pushing with your legs, keep load close to your body.



5. Lift the object into carrying position, making no turning or twisting movements until the lift is completed.



6. Turn your body with changes of foot position after looking over your path of travel making sure it is clear.



7. Setting the load down, is just as important as picking it up. Using leg and back muscles, comfortably lower load by bending your knees. When load is securely positioned, release your grip.



DETERMINE IF OBJECTS CAN BE LIFTED AND CARRIED SAFELY.



Stack material in such a manner as to permit full view while carrying.

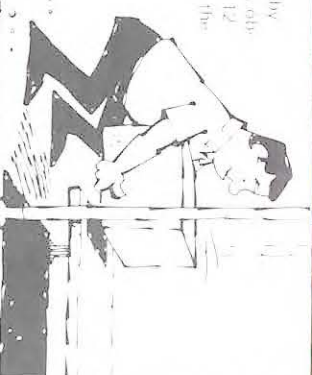
When you and carrying with another person teamwork is important. The load should be equally distributed. Movements must be coordinated so you both lift and push the lift action at the same time and perform turning movements together.

When two persons carry a long object, it should be held at the same level by both and on the same side of the body.

TEAMWORK



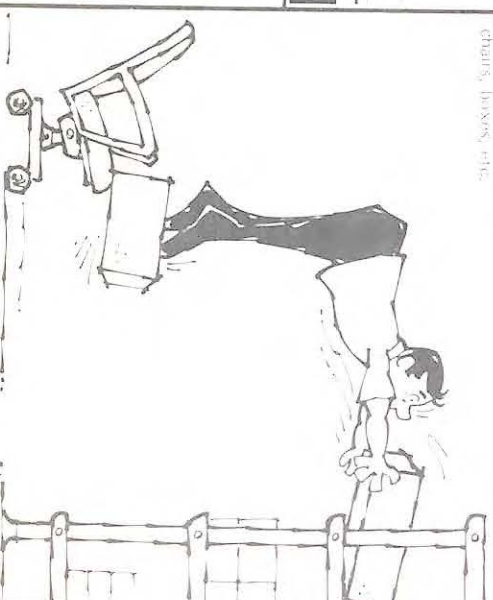
Avoid start by stooping heavy objects at least 12 inches above the floor.



Avoid awkward positions or twisting movements while lifting.

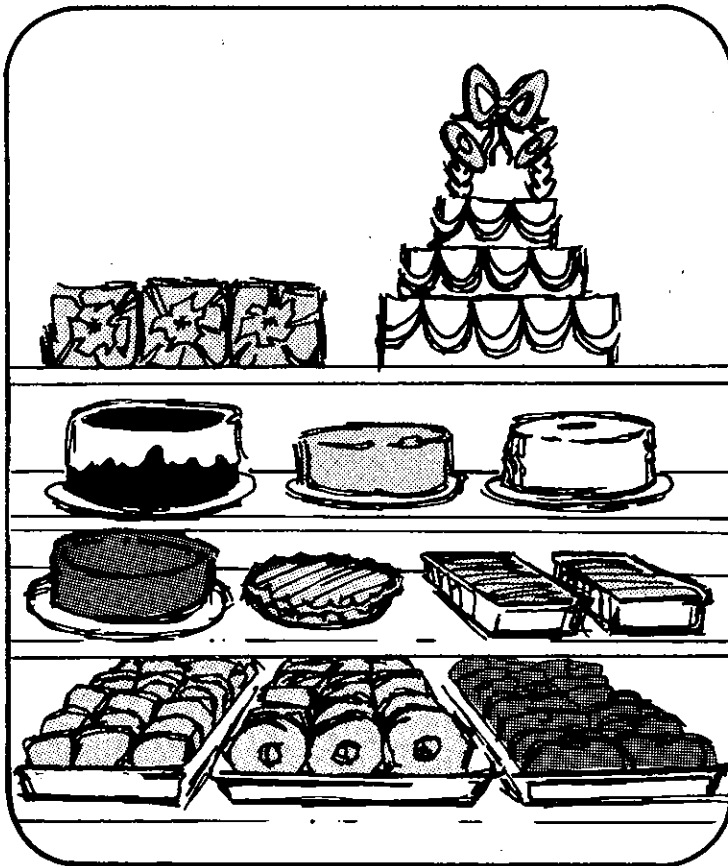


Over-reaching and stretching to reach overhead objects may result in strains or falls. Use a ladder instead of chairs, boxes, etc.



NIOSH

HEALTH AND SAFETY GUIDE FOR RETAIL BAKERIES



U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Public Health Service

Center for Disease Control

National Institute for Occupational Safety and Health

REPRODUCED BY

U.S. DEPARTMENT OF COMMERCE

NATIONAL TECHNICAL
INFORMATION SERVICE
SPRINGFIELD, VA 22161

CHECKLISTS (Cont.)**RECORDKEEPING (29CFR 1904.2-.8)**

	Yes	No
Is employee poster (OSHA or equivalent state poster) prominently displayed? _____	<input type="checkbox"/>	<input type="checkbox"/>
Have occupational injuries or illnesses, except minor injuries requiring only first aid, been recorded on OSHA Form No. 100 and 101, or equivalent? _____	<input type="checkbox"/>	<input type="checkbox"/>
Have you compiled a summary of all occupational injuries and illnesses at the conclusion of each calendar year and recorded on OSHA Form No. 102, or equivalent and posted by February 1 for a period of 30 calendar days? _____	<input type="checkbox"/>	<input type="checkbox"/>
Have all OSHA records been retained for a period of five years, excluding the year to which they relate? _____	<input type="checkbox"/>	<input type="checkbox"/>

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INFORMATION SOURCES

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)
1430 Broadway, New York, N.Y. 10018

- ☐ A12.1 Floor and Wall Openings
- ☐ A14.1 Portable Wood Ladders
- ☐ A58.1 Minimum Design Load
- ☐ A64.1 Fixed Stairs
- ☐ C1 National Electric Code
- ☐ Z4.1 Sanitation in Places of Employment
- ☐ Z87.1 Eye and Face Protection

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
60 Batterymarch Street
Boston, Mass. 02110

- ☐ NFPA-10-1970
- ☐ NFPA-101-1970

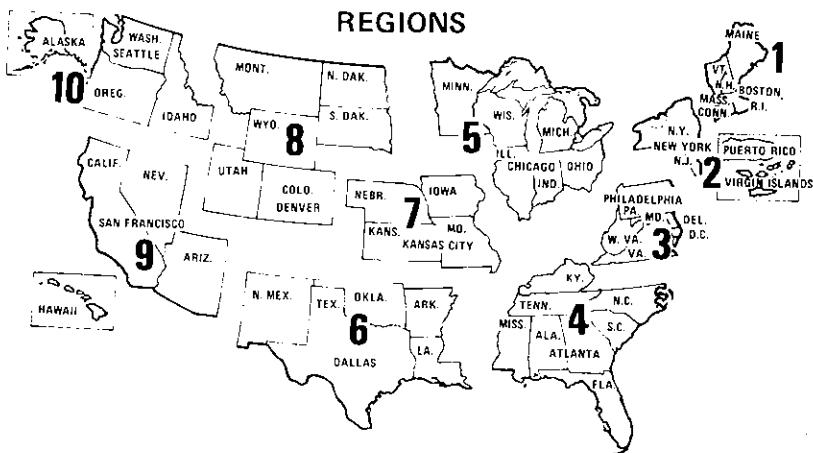
NATIONAL SAFETY COUNCIL
425 North Michigan Avenue
Chicago, Illinois 60611

NIOSH AND OSHA REGIONAL OFFICES
(See List)

Your trade associations and your insurance carrier can also provide you with useful information. The Small Business Administration will provide information concerning procedures for securing economic assistance in compliance with the OSHA Standards (if needed).

NIOSH AND OSHA REGIONAL OFFICES

The following pages list NIOSH and OSHA regional offices which can provide information on the OCCUPATIONAL SAFETY AND HEALTH ACT including questions on standards interpretations, voluntary compliance information, copies of the OSHA Standards, OSHA Act, Employee Rights Posting Notice, and publications.



NIOSH REGIONAL OFFICES

DHEW, Region I
Government Center (JFK Fed. Bldg.)
Boston, Massachusetts 02203

Tel.: 617/223-6668/9

DHEW, Region II — Federal Building
26 Federal Plaza
New York, New York 10007

Tel.: 212/264-2485/8

DHEW, Region III
3525 Market Street, P.O. Box 13716
Philadelphia, Pennsylvania 19101

Tel.: 215/596-6716

DHEW, Region IV
50 Seventh Street, N.E.
Atlanta, Georgia 30323

Tel.: 404/526-5474

DHEW, Region V
300 South Wacker Drive
Chicago, Illinois 60607

Tel.: 312/886-3651

DHEW, Region VI
1200 Main Tower Building, Room 1700-A
Dallas, Texas 75245

Tel.: 214/655-3081

DHEW, Region VII
601 East 12th Street
Kansas City, Missouri 64106

Tel.: 816-374-5332

DHEW, Region VIII
19th & Stout Streets
9017 Federal Building
Denver, Colorado 80202

Tel.: 303/837-3979

DHEW, Region IX
50 Fulton Street (223 FOB)
San Francisco, California 94102

Tel.: 415/556-3781

DHEW, Region X
1321 Second Avenue (Arcade Bldg.)
Seattle, Washington 98101

Tel.: 206/442-0530

OSHA REGIONAL OFFICES

Region I

U.S. Department of Labor
Occupational Safety and Health Administration
JFK Building, Room 1804
Boston, Massachusetts 02203Telephone: 617/223-6712/3

Region II

U.S. Department of Labor
Occupational Safety and Health Administration
1515 Broadway (1 Astor Plaza), Room 3445
New York, New York 10036Telephone: 212/971-5941/2

Region III

U.S. Department of Labor
Occupational Safety and Health Administration
15220 Gateway Center, 3535 Market Street
Philadelphia, Pennsylvania 19104Telephone: 215/596-1201

Region IV

U.S. Department of Labor
Occupational Safety and Health Administration
1375 Peachtree Street, N.E., Suite 587
Atlanta, Georgia 30309Telephone: 404/526-3573/4 or 2281/2

Region V

U.S. Department of Labor
Occupational Safety and Health Administration
230 S. Dearborn, 32nd Floor
Chicago, Illinois 60604Telephone: 312/353-4716/7

Region VI

U.S. Department of Labor
Occupational Safety and Health Administration
555 Griffin Square Building, Room 602
Dallas, Texas 75202Telephone: 214/749-2477/8/9 or 2567

Region VII

U.S. Department of Labor
Occupational Safety and Health Administration
Federal Building, Room 3000, 911 Walnut Street
Kansas City, Missouri 64106Telephone: 816/374-5861

Region VIII

U.S. Department of Labor
Occupational Safety and Health Administration
Federal Building, Room 15010, 1961 Stout Street
Denver, Colorado 80202Telephone: 303/837-3883

Region IX

U.S. Department of Labor
Occupational Safety and Health Administration
9470 Federal Building, 450 Golden Gate Avenue
Post Office Box 36017
San Francisco, California 94102Telephone: 415/556-0584

Region X

U.S. Department of Labor
Occupational Safety and Health Administration
6048 Federal Office Building, 909 First Avenue
Seattle, Washington 98174Telephone: 206/442-5930

NIOSH *FACT SHEET*

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INTRODUCTION

INTRODUCTION

The Williams-Steiger "Occupational Safety and Health Act of 1970" was passed into law "to assure safe and healthful working conditions for working men and women. . ." This Act established the National Institute for Occupational Safety and Health (NIOSH) under the Department of Health, Education and Welfare (DHEW) and the Occupational Safety and Health Administration (OSHA) under the Department of Labor (DOL). The Act provides for research, information, education and training in the field of occupational safety and health and authorizes enforcement of the standards. As part of these activities, surveys have been made by NIOSH to determine the most common health and safety problems. Guidelines and regulations pertaining to these problems are included in this Health and Safety Guide, which is being distributed throughout the industry.

While the aim of this Guide is to assist in providing a safe and healthful workplace by describing safe practices and helping to correct some of the more frequently encountered violations of the safety and health standards, it is not intended to provide total information in all areas of noncompliance. Additional information can be found in **general industry standards Title 29 Code of Federal Regulations Part 1910.**

Words such as "must", "required", "necessary", appearing in the text, denote direct applications from the Act. Procedures denoted by "should", "ought to", etc., constitute more indirect applications as well as generally-accepted, safe practices.

In some states, the federal government has delegated enforcement authority for occupational safety and health to the state government. Although, state standards sometimes differ from the federal standards, they must be at least as effective as federal regulations.

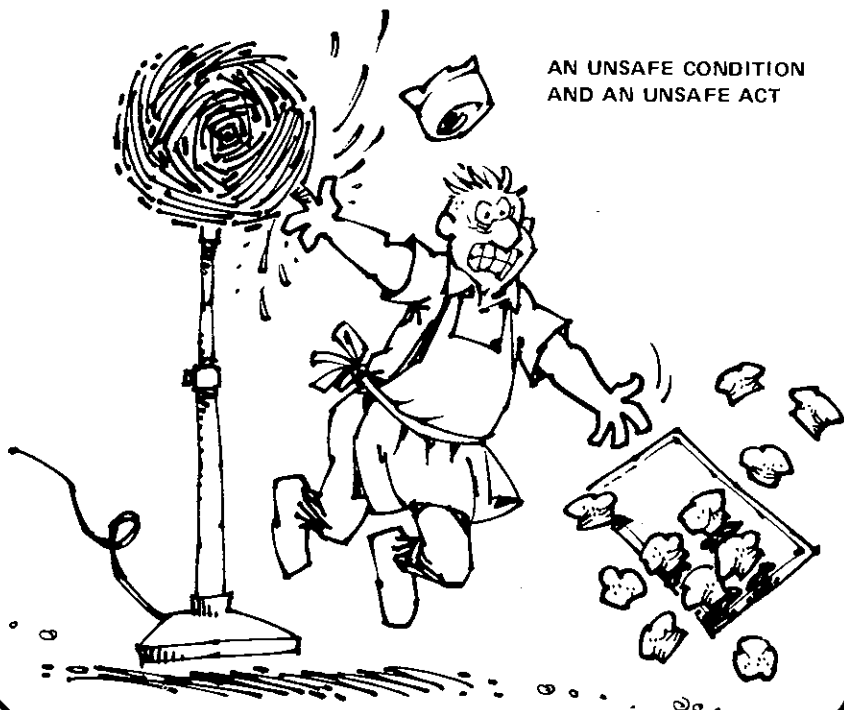
A listing of NIOSH and OSHA Regional Offices throughout the United States where additional information and materials can be obtained, is presented on the last few pages of the Guide. Consultation resulting from requests for assistance will not precipitate a compliance visit by OSHA.

JOB HEALTH AND SAFETY GUIDELINES

GENERAL DUTY CLAUSE

Hazardous conditions or practices not covered in the OSHA standards are covered under the general duty clause of the Act which states: "Each employer shall furnish to each of his employees, employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees". The purpose of a job safety and health program is to protect the employee by the prevention and control of injuries and health hazards which are involved in the elements of production and the operation of any establishment. The elements are manpower, machinery, tools, material, equipment and time.

Unsafe and unhealthful working conditions can be discovered and corrected by examining the elements of production and implementing a safety and health program.



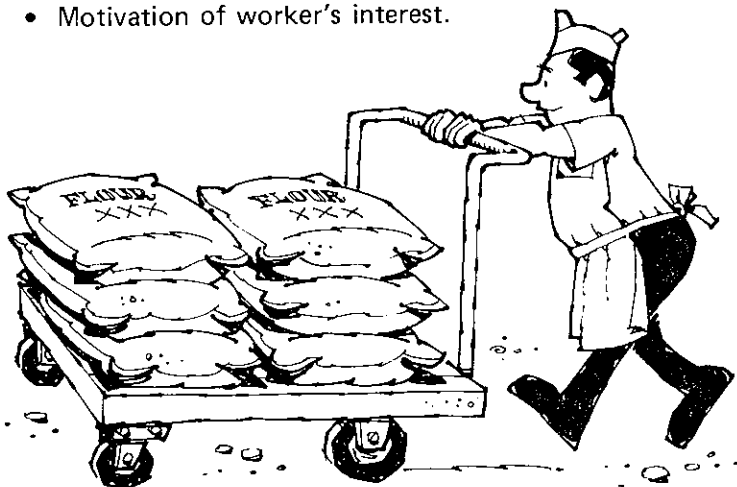
JOB HEALTH AND SAFETY GUIDELINES (Cont.)

Management leadership is necessary for the complete acceptance of the safety program.

The department head, foreman or supervisor who deals most directly with the employees, must bear the responsibility for implementing the safety and health program. With this responsibility, he must have appropriate authority, assistance, and support. A safety organization should be set up to carry out the firm's commitment to a safety and health program.

The safety and health program should include talking with the employees about preventive measures, hazards, injury and illness records or occurrences, safety promotion and motivation, followed by:

- Inspections for hazards.
- Encouragement of suggestions.
- Provision of the latest information on safe working methods, protective equipment and clothing.
- Promotion of safety and first aid training.
- Investigation of accidents, injuries and illnesses.
- Motivation of worker's interest.



Occasionally a baker or a baker's helper will develop a skin rash as the result of contacting certain ingredients or substances used in washing or cleansing. Skin allergy may result from contact with spices, flavorings, or fruit fillings

JOB HEALTH AND SAFETY GUIDELINES (Cont.)

such as cinnamon, vanilla, nutmeg, lemon, etc. This type of problem is best prevented by having another employee who is not allergic to the substance perform duties involving contact with the offending material. Primary skin irritation or hand eczema is often caused by repeated contact with soaps, detergents, and cleansing solutions. Prevention is achieved by utilizing impervious gloves and other protective clothing while using these substances. More rarely, contact with mites, which may infest flour or grain, can cause generalized itching and dermatitis.

Exposure to large amounts of flour dust may occasionally result in asthma and should be prevented. Such exposure can be reduced by having the employee wear a disposable dust mask during exposures. The problem is not common in smaller retail bakeries.

Safety in a bakery depends on:

1. Recognizing the hazards and potential hazards that are present.

2. Eliminating or controlling the hazards.

3. Training the employees to work safely (see next page).

The major sources of injury in a modern bakery are:

1. Exposure to moving parts such as mechanical transmission shafting, gears and sprocket drives.

2. Point of operation hazards.

3. Tripping and falling.

4. Burns.

5. Electrical hazards.

All these hazards and others are covered specifically in the following fact sheet pages, with references to the Code of Federal Regulations in the checklist.

Failure to recognize hazardous conditions or neglecting to eliminate them can result in serious injuries to plant personnel and costly damage to facilities.

This booklet is designed to point out hazards that are common to the baking industry and to suggest means to eliminate them.

The Checklist in the back of this booklet should be helpful when making a hazard review of your plant.

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JOB HEALTH AND SAFETY GUIDELINES (Cont.)

REDUCING UNSAFE ACTS AND PRACTICES

Employee Training

The safe operation of a bakery largely depends upon good management and employees who are properly informed and aware of potential hazards.

Training needs will vary according to the complexity of the operation. At the very least, all personnel should be thoroughly indoctrinated in possible hazards.

A good start would be to:

1. Impress upon the worker the need for constant awareness—even during automatically controlled operations.
2. Be sure all employees (both old and new) know how to use personal protective equipment such as shoes, hats or finger guards, etc. if needed.
3. Develop and maintain check points to be observed (as part of the routine) during each shift.
4. Be sure all employees have available a printed list of standard procedures and emergency procedures.
5. Post appropriate warning signs.
6. Instruct employees in the use of portable fire extinguishers. (Refer to fold-out chart in this booklet and post in a conspicuous place.)
7. Have at least one person trained in first aid on each shift.
8. Be sure that employees who are authorized to use motorized equipment are thoroughly instructed in its operation and potential hazards.
9. Develop a "good housekeeping" awareness and assign someone responsibility for removing clutter from the work area on a regular basis.

JOB HEALTH AND SAFETY GUIDELINES (Cont.)

MATERIAL HANDLING HAZARDS

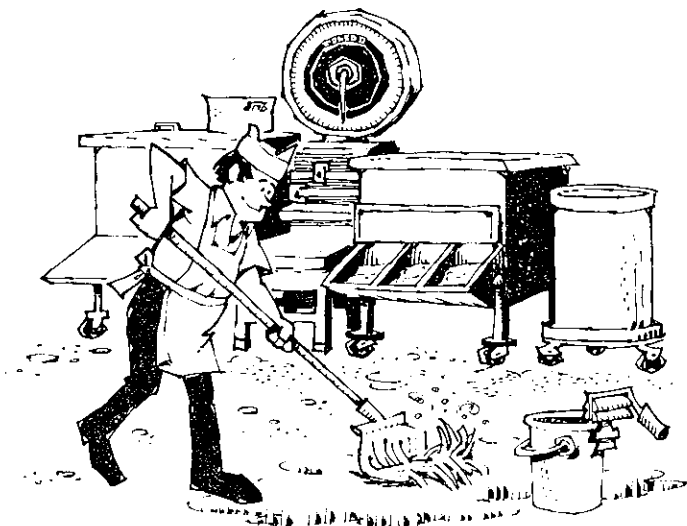
Your employees should be made aware of some basic safety precautions when using materials handling equipment. Operators of hand trucks should wear gloves and safety shoes. The most frequent injuries of hands and feet may then be easily avoided. Also hand trucks should be fitted with knuckle guards to prevent jamming the hands into obstructions.

1. Never speed.
2. Avoid quick starts and stops.
3. Be sure there is plenty of clearance for the load.
4. Get help with heavy loads. Starting movements with heavy loads can cause back strain, especially if the floors are slippery.



5. Avoid holes and depressions in the floor.
6. Never move an unstable load.
7. Keep feet clear of wheels.
8. Remove all protruding nails from boxes before unpacking or carrying.

FREQUENTLY VIOLATED REGULATIONS WALKING AND WORKING SURFACES



GENERAL REQUIREMENTS

1. All passageways, storerooms and maintenance shops must be maintained clean, dry and orderly and in a sanitary condition. Spills must be promptly cleaned up.

2. Areas which are constantly wet, should have non-slip surfaces where personnel normally walk or work.

3. Every floor, working place and passageway must be maintained free from protruding nails, splinters, holes, loose boards, and so far as possible, in a dry condition.

4. Where mechanical handling equipment such as lift trucks are used, sufficient safe clearances must be provided for aisles at loading docks, through doorways, and wherever turns or passage must be made. No obstructions that could create a hazard are permitted in the aisles.

5. All permanent aisles must be easily recognizable. Usually aisles are identified by painting or taping lines on the floor.

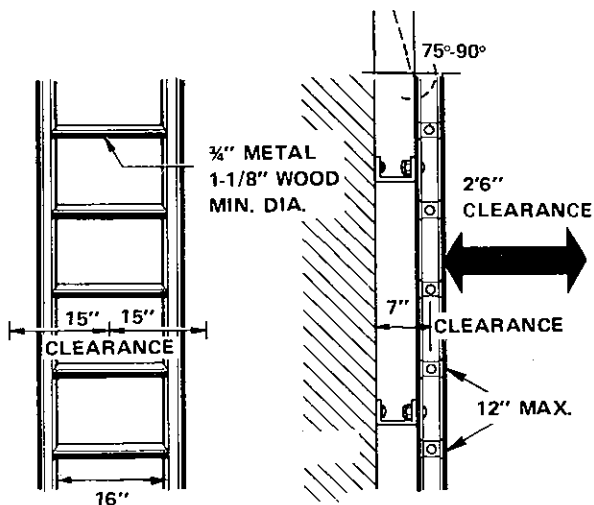
6. The floor-load capacity is the maximum weight which can be safely supported by the floor, expressed in pounds per square foot. When this information is not available and when floor-load capacity is in doubt, it is suggested that a competent engineer be consulted. These floor-load capacities must be posted in a readily visible location.

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FREQUENTLY VIOLATED REGULATIONS WALKING AND WORKING SURFACES (Cont.)

Fixed Ladders Must:

1. Be designed to withstand a single concentrated load of at least 200 pounds.
2. Have rungs with a minimum diameter of $\frac{3}{4}$ " for metal ladders, or $1\frac{1}{8}$ " for wood ladders.



3. Not have rungs spaced more than 12 inches apart and must be at least 16 inches wide.
4. Be painted (if metal) or otherwise treated to resist corrosion when location demands.
5. Have 2'6" clearance on the climbing side of the ladder (except caged ladders).
6. Have at least 7 inches clearance in back of the ladder to provide for adequate toe space.
7. Be equipped with cages if they are longer than twenty feet.
8. Have landing platforms if they are more than 30 feet long. A platform every 30 feet for caged ladders and every 20 feet for unprotected ladders is required.
9. Have a preferred angle of 75°-90° for safe descent.
10. Have side rails extend $3\frac{1}{2}$ ' above landings.

NIOSH

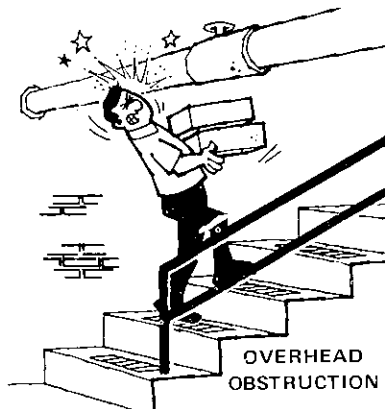
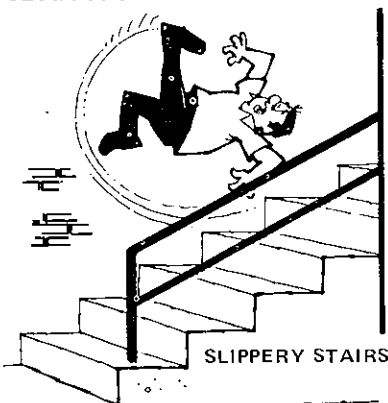
FREQUENTLY VIOLATED REGULATIONS WALKING AND WORKING SURFACES (Cont.)

Portable Ladders:

1. Must be maintained in good condition at all times.
2. Should be kept coated with a suitable protective material. Wood ladders can be painted if carefully inspected prior to painting, providing the ladder is not for resale.
3. Must be inspected frequently; those which have developed defects must be tagged, "DANGEROUS—DO NOT USE" and removed from service for repair or destruction.
4. If wooden, should be stored where they will not be exposed to the elements, and where there is good ventilation.
5. Metal ladders should not be used near energizer electrical equipment.
6. Must be so placed that the side rails have a secure footing. They may not be placed on boxes, barrels, or other unstable bases to obtain additional height.

Fixed Industrial Stairs:

1. Rise height and tread width must be uniform throughout any flight of stairs.
2. All treads must be reasonably slip resistant.
3. Vertical clearance above any stair tread to an overhead obstruction must be at least seven feet.



4. The minimum permissible width is 22 inches.
5. The angle to the horizontal made by the stairs must be between 30° and 50°.
6. All stairs should be adequately lighted.

WALKING AND WORKING SURFACES (Cont.)

8. If the flight of stairs has four or more risers, railings or handrails must be provided:

b. if the stairway is less than 44 inches wide and open on one side, a stair railing on the open side is required.

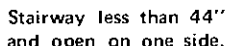
c. if both sides are enclosed on a stairway less than 44 inches wide, at least one handrail is required, preferably on the right side descending.

d. if the stairway is more than 44 inches wide but less than 88 inches wide, a stair railing on each open side and a handrail on each enclosed side are required.

e. if the stairway is 88 or more inches wide, a handrail on each enclosed side, a stair railing on each open side, and an intermediate stair railing located midway are required.

9. The vertical height of the railing must be between 30 to 34 inches.

10. The railing must be smooth surfaced and of construction similar to the standard railing described later in this section.



NIOSH

FREQUENTLY VIOLATED REGULATIONS WALKING AND WORKING SURFACES (Cont.)

The Standard Railing and Toeboard:

A standard railing consists of a top rail, intermediate rail, and posts. The distance from the upper surface of the top rail to the floor, platform runway or ramp must be 42 inches. The intermediate rail must be approximately halfway between the top rail and the floor.

For wood railings, the rails and posts must be of at least 2" x 4" stock with posts spaced not more than six feet.

For pipe railing, rails and posts must be at least 1½" outside diameter pipe with posts spaced not more than eight feet.

For structural steel railings, posts and rails must be of 2" x 2" x 3/8" angles or other metal shapes of equivalent strength with posts spaced not more than 8 feet apart.

A standard railing must be anchored and framed so that the completed structure is capable of withstanding a load of at least 200 pounds applied in any direction at any point on the top rail.

A standard railing can be of any configuration and construction that meets the above basic requirements.

The standard toeboard must be approximately four inches in height from the floor to its top edge, with no more than a quarter inch gap between the toeboard and the floor. It may be constructed of any substantial material either solid or perforated, as long as the openings are smaller than one inch.

Where a Standard Railing is Required:

1. Every **open-sided floor or platform** four feet or more above adjacent floor or ground level, must be railed on all open sides except where there is entrance to a ramp, stairway, or fixed ladder.

2. Every **stairway floor opening** must be guarded on all exposed sides except the entrance to the stairway.

3. Every **ladderway floor opening** must be guarded by a standard railing and toeboard on all sides, with passage through the railing so constructed as to prevent a person from walking directly into the opening.

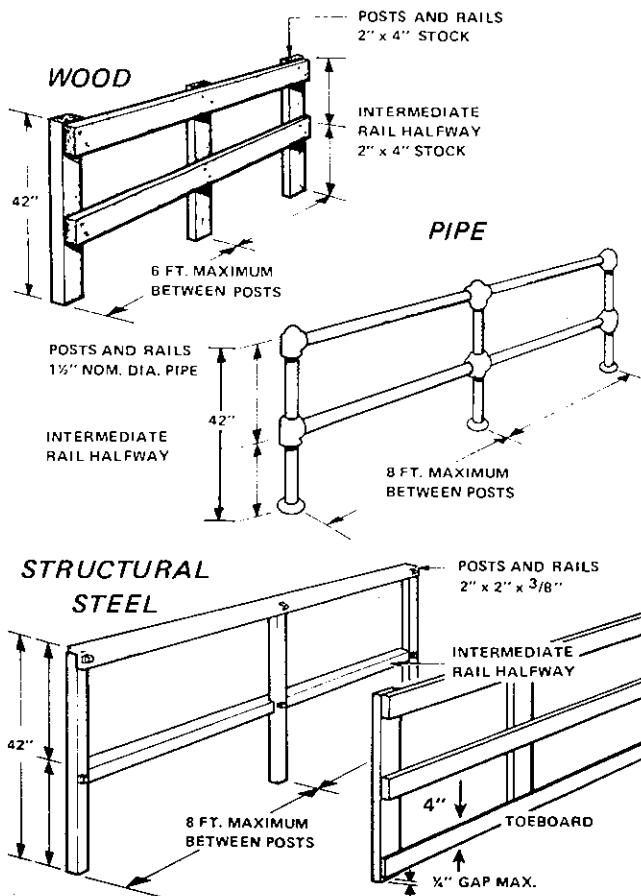
4. Every **runway or catwalk** must have railings on all open sides 4 feet or more above ground or floor level.

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FREQUENTLY VIOLATED REGULATIONS WALKING AND WORKING SURFACES (Cont.)

As a general condition: A standard toeboard and railing are required wherever people walk beneath the open sides of a platform (or under structures similar to the aforementioned ones), or things could fall from such a structure (for example, into machinery below).

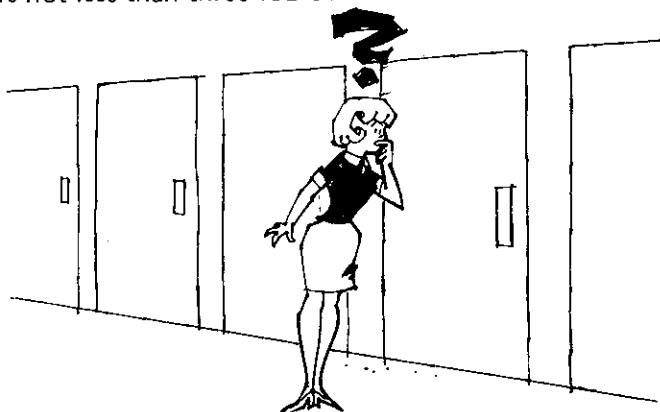
STANDARD RAILINGS AND TOEBOARDS



FREQUENTLY VIOLATED REGULATIONS

EXITS AND EXIT MARKING

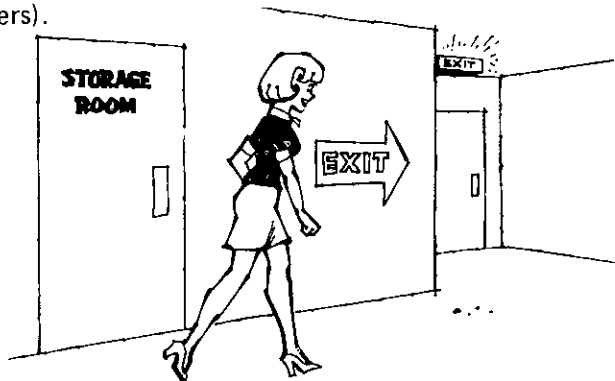
1. Every exit must have the word "EXIT" in plainly legible letters not less than 6 inches high with the strokes of the letters not less than three-fourths of an inch wide.



2. Doors, passageways, or stairways which are neither an exit nor a way to an exit, should be clearly marked NOT AN EXIT or should be marked by a sign indicating its actual use e.g., "storage room", "to basement", etc.

3. When the direction to the nearest exit may not be apparent to an occupant, an EXIT sign with an arrow indicating direction should be used.

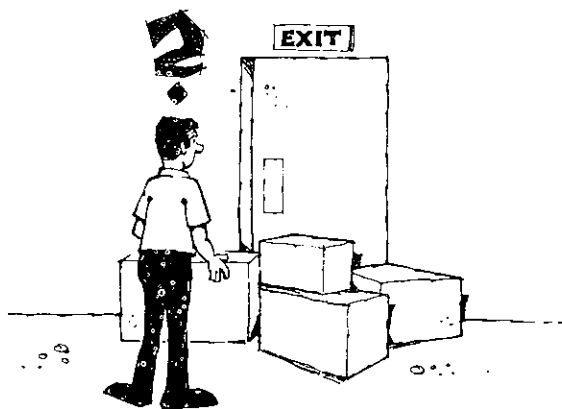
4. Exit access should be arranged so that it is unnecessary to travel toward any area of high hazard potential in order to reach the nearest exit (unless the path of travel is effectively shielded by suitable partitions or other physical barriers).



**FREQUENTLY VIOLATED REGULATIONS
EXITS AND EXIT MARKING (Cont.)**

5. Nothing should impair the visibility of the exit sign, such as decorations, furnishings, or other signs.

6. All exit doors must be of the side hinged swing type. The exit doors must swing out in the direction of travel if the exit is for an area of high hazard potential.



7. Areas around exit doors and passageways leading to the exit must be free of obstructions at all times.

8. If occupancy is permitted at night, or if normal lighting levels are reduced at times during working hours, exit signs should be suitably illuminated by a reliable light source.

9. Exits and ways to exits may not be thru rooms or doors that can be locked from the other side.

10. Where occupants may be endangered by the blocking of any single exit due to fire or smoke, there must be at least two means of exit remote from each other.

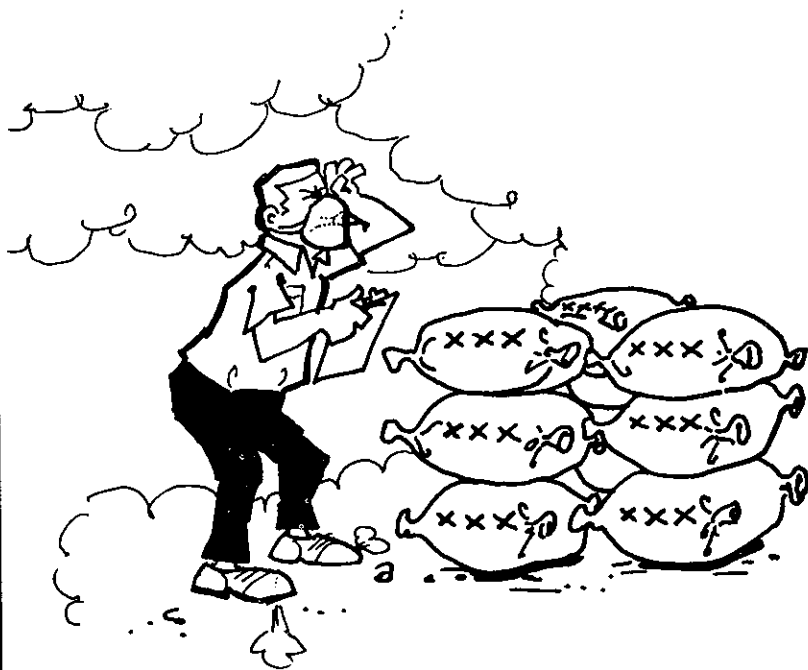
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FREQUENTLY VIOLATED REGULATIONS PERSONAL PROTECTIVE EQUIPMENT

1. Protective eye and face equipment is required where there is a reasonable chance of injury that can be prevented by such equipment.

2. Where there is a reasonable probability of foot or toe injury from impact and compression forces, safety footwear must be provided.

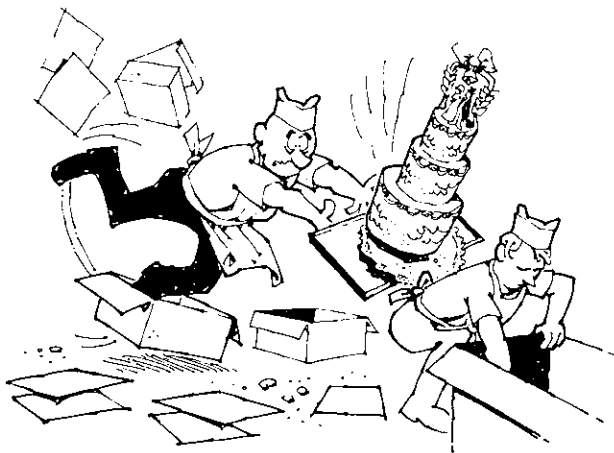
3. Disposable dust masks should be used during exposure to large amounts of flour dust or for those employees who have respiratory problems.



SANITATION**General Requirements**

In any establishment where food is handled, processed or sold, sanitation of the highest order should be maintained.

1. All places of employment shall be kept orderly and in a sanitary condition.



2. The floor of every workroom shall be kept in a clean, and if possible, dry condition. Where wet processes are used, drainage shall be provided. Platforms, mats or other dry standing spaces should be provided if practical.

3. Waste disposal. Any container used for solid or liquid waste that may spoil shall be made leak proof, easy to clean and be kept clean. The container shall have a tight fitting cover, unless it can be maintained in a sanitary condition without a cover.

Rodent, Insect and Vermin Control

Every enclosed work place and personal service room shall be constructed, equipped and maintained, so far as reasonably practicable, in such a manner as to prevent the entrance or harborage of rodents, insects, and vermin of any kind.

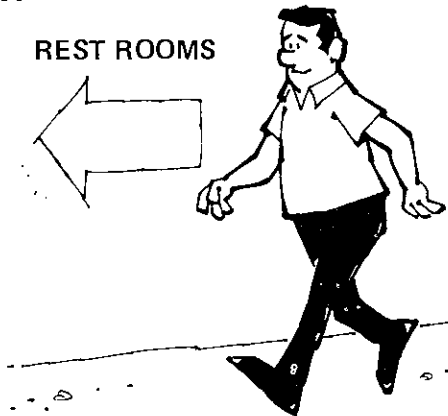
FREQUENTLY VIOLATED REGULATIONS SANITATION (Cont.)

Federal Standards for Occupational Safety and Health which apply to your place of business require that:



1. Safe drinking water is provided in all places of employment. A common drinking cup is forbidden.
2. Receptacles for waste food are to be covered and kept in a clean and sanitary condition.
3. Restrooms are kept in a clean and sanitary condition, including covered containers for sanitary napkins.

REST ROOMS

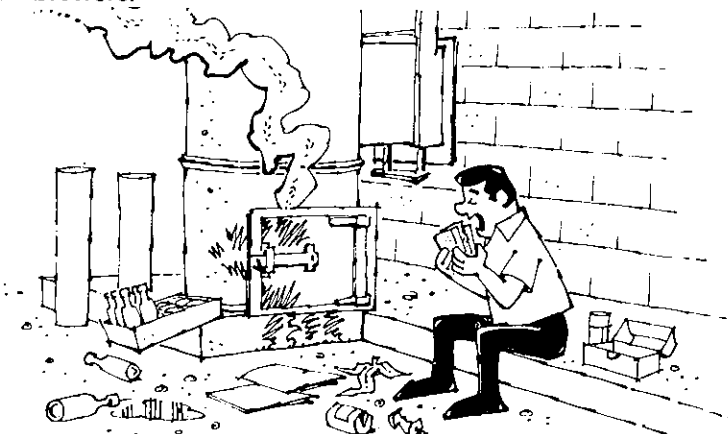


4. Toilet facilities are provided for each sex, except where the toilet room will be occupied by only one person at a time. It is necessary that the toilet can be locked from the inside, and that it contain at least one water basin.

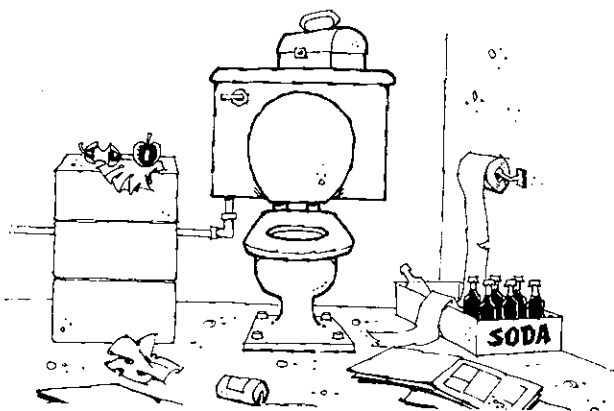
FREQUENTLY VIOLATED REGULATIONS SANITATION (Cont.)

5. Approximately one toilet and one lavatory should be provided for every fifteen employees.

6. Each lavatory has hot and cold or tepid running water, hand soap, hand towels, cloth or paper, or warm air blowers.



7. No employee is allowed to eat or drink in a toilet room or in any area exposed to toxic materials.

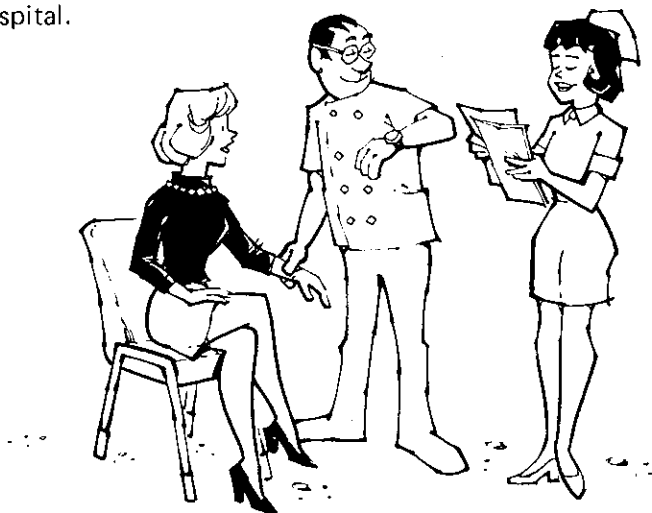


8. No food or beverages are stored in a toilet room or in an area exposed to toxic materials.

MEDICAL AND FIRST AID

The employer interested in maintaining production, preventing loss of work time, receiving efficient employee performance, and achieving good morale, should adopt ways of preserving his employees' health. A good practice is to require pre-placement medical examinations to insure that prospective employees are physically able to do the specific work. Periodic health evaluations for hazardous jobs and early treatment of any illness or injury should also be encouraged. On matters of health, medical personnel must be readily available by phone or on-site for advice and consultation.

Emergency phone numbers should be posted near telephones. Stretchers and warm blankets should be available for prompt transportation of injured or ill employees to a hospital.



In the absence of an infirmary, clinic, or hospital in near proximity to the workplace (usually interpreted to be within 10 minutes under worst conditions) which is used for treatment of all injured employees the following are required:

1. At least one and preferably two employees on each shift should be adequately trained to render first aid. The American Red Cross, the U.S. Bureau of Mines, insurance carrier, local safety councils and others provide acceptable training.

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FREQUENTLY VIOLATED REGULATIONS

MEDICAL AND FIRST AID (Cont.)

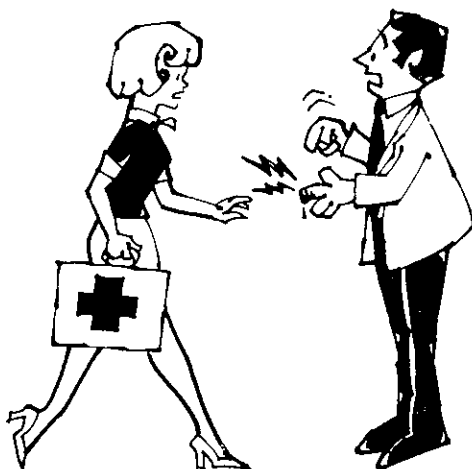
2. First aid kits must be readily available and approved by a consulting physician. The kits should be in sanitary containers with individually sealed packages for material such as gauze, bandages, and dressings that must be sterile. Other items often needed are adhesive tape, triangular bandages (to be used as slings), inflatable plastic splints, scissors and mild soap for cleansing of wounds or cuts.

Note:

First aid is immediate, temporary treatment given in the event of accident or illness—before the doctor arrives.

Most states have laws concerning medical practice which establish limits on first aid given by the lay person. Trained employees should understand where first aid ends and treatment by a physician begins.

Refer to RECORDKEEPING REQUIREMENTS toward the back of this Guide for records which must be maintained for occupational injuries and illnesses. The Emergency Information Chart (printed inside the back cover of this booklet) may also be helpful.



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FREQUENTLY VIOLATED REGULATIONS FIRE PROTECTION

Good Housekeeping Helps Prevent Fires

Maintaining a clean and orderly environment reduces the danger of fires. However the "sweep it under the rug" type of cleaning creates new built-in fire hazards. An example of such a hazard is the temporary hiding of combustible waste in unsafe areas such as closets or basements. Combustible material of any type should be kept only in spaces which are isolated by fire-resistive construction.

Rubbish should not be allowed to accumulate. A routine of safe disposal of rubbish should be followed. If it is necessary to store rubbish or combustible packing materials, a metal receptacle with a tight-fitting cover must be used.

The materials used for cleanup operations can create hazards. Combustible sweeping compounds such as oil treated sawdust can be a fire hazard. Floor waxes containing low-flash-point solvents can be dangerous, especially when using electric polishers. A water-emulsion wax is preferred. All oily mops and rags must be stored in metal containers to reduce fire hazards.

Some common causes of fires in all businesses are:

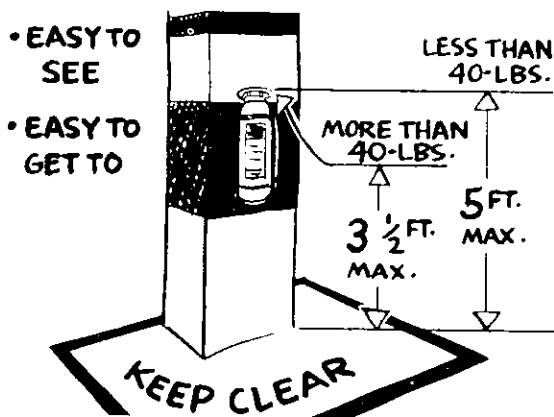
1. Electrical malfunctions
2. Friction
3. Open flames
4. Sparks
5. Hot surfaces and
6. Smoking

Proper maintenance and awareness of these conditions through a safety program can reduce these hazards.



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FREQUENTLY VIOLATED REGULATIONS FIRE PROTECTION (Cont.)



PORTABLE FIRE EXTINGUISHERS MUST:

1. Be kept fully charged and in their designated places.
2. Be located along normal paths of travel.
3. Not be obstructed or obscured from view.
4. Not be mounted higher than 5 feet (to the top of the extinguisher) if lighter than 40 pounds or 3½ feet if heavier than 40 pounds.
5. Be inspected by management or a designated employee at least monthly to insure:
 - a. They are in their designated places.
 - b. They have not been tampered with or actuated.
 - c. They do not have corrosion or other impairment.
6. Be inspected at least yearly and/or recharged or repaired to insure operability and safety; a tag must be attached to show the maintenance or recharge date and signature or initials of the person performing the service.
7. Be hydrostatically tested. The local fire department or extinguisher manufacturer will usually perform this service at appropriate intervals.
8. Be selected on the basis of type of hazard, degree of hazard, and area to be protected.
9. Maximum travel distance to an extinguisher: Class A, 75 feet; Class B, 50 feet.

A chart showing fire extinguishers by class and how to use them, is located in the back of this book.

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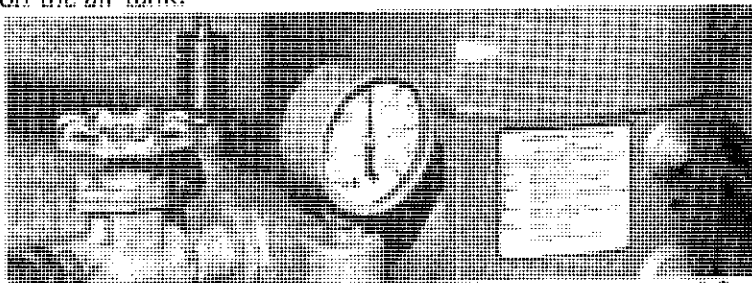
FREQUENTLY VIOLATED REGULATIONS COMPRESSED AIR EQUIPMENT

Employees should be familiar with the air compressor operating and maintenance instructions.

1. Rotating pulleys and belts on compressor and electric motors must be completely guarded.

2. Any deteriorated flexible cords or plugs on electric motor driven compressors must be periodically checked or replaced.

3. New air tanks, installed after February 15, 1972, must be constructed in accordance with the A.S.M.E. Boiler and Pressure Vessel Code, Section VIII, Division 1. The A.S.M.E. Code requires this information to be permanently stamped on the air tank.



4. The drain valve on the air tank should be opened frequently to prevent excessive accumulation of liquid.

5. Air tanks must be protected by adequate safety-relief valve(s). These valves must be tested at regular intervals to be sure they are in good operating condition.

6. Beware of compressed air—it can be dangerous. Management must prohibit the use of compressed air to blow dirt from clothing or body because it can enter the body through cuts or openings and cause serious harm.

7. The pressure controller and gauge must be maintained in good operating condition.

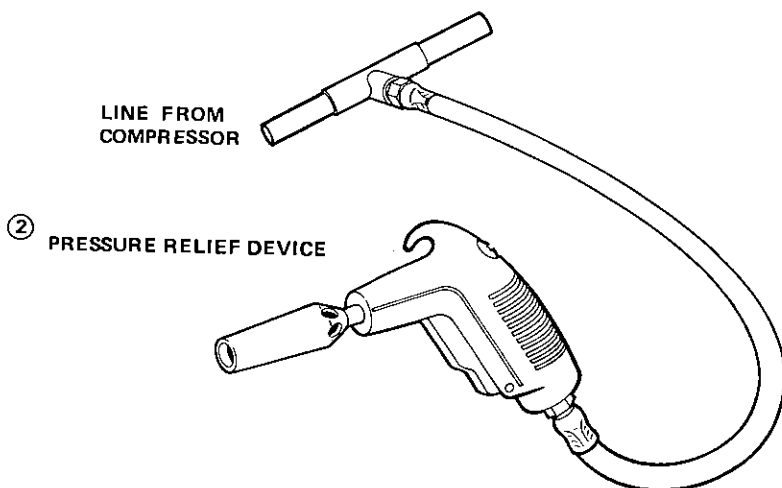
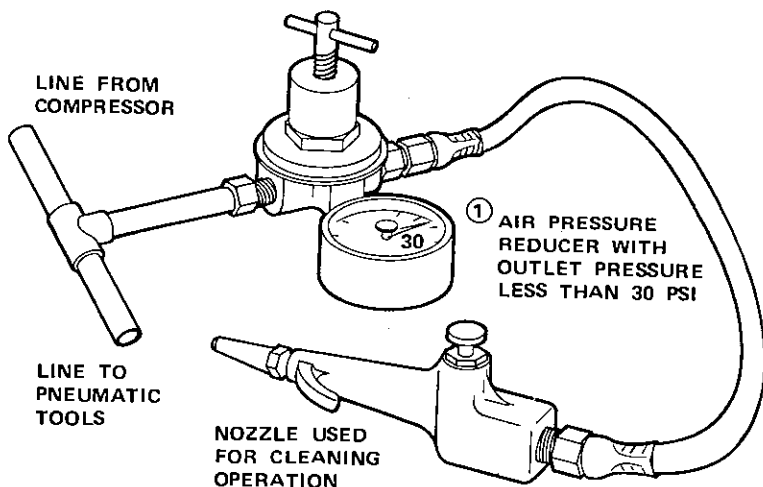
8. There must be no valves between the air tank and safety valve.



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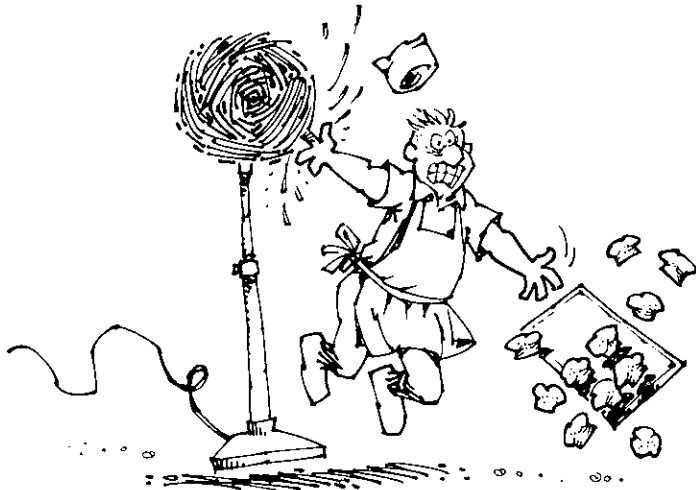
FREQUENTLY VIOLATED REGULATIONS COMPRESSED AIR EQUIPMENT (Cont.)

The downstream pressure of compressed air used for cleaning purposes must remain at a pressure level below 30 psi whenever the nozzle is dead ended. Two acceptable methods of meeting this requirement are:



MACHINE GUARDING

People react differently to the same environment because of physical, mental, and emotional differences. Some act safely, others unsafely. The behavior of the same person will vary from time to time. Because of this, even the well-coordinated and highly trained individual may at times perform unsafe acts leading to injury or death unless machinery in motion is properly guarded to protect him.

**General Requirements for Machine Guarding**

1. One or more methods of machine guarding must be provided to protect the operator and other employees in the machine area from hazards.

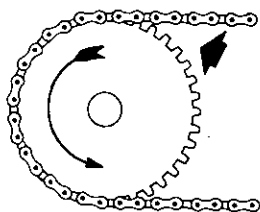
2. Guards must be attached to the machine if possible. The guard should be such that it does not constitute a hazard.

3. All fixed machines must be secured to prevent movement.

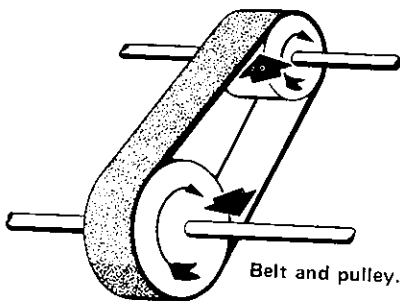
4. The guarding device must conform to appropriate standards, or if no standards exist, be designed and made to prevent the operator from having any part of his body in the danger zone during the operating cycle. Many equipment representatives can assist in obtaining the necessary protective devices. Also a booklet entitled "The Principles and Tech-

FREQUENTLY VIOLATED REGULATIONS MACHINE GUARDING (Cont.)

niques of Mechanical Guarding" OSHA 2057 may be obtained by writing to the OSHA office in your region (listed in the back of this book).

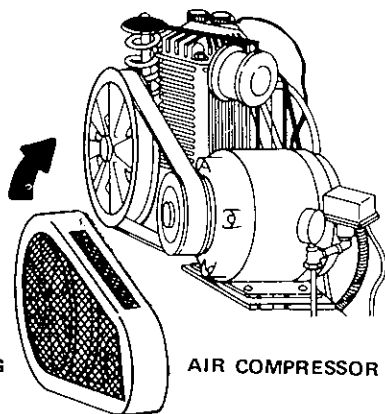
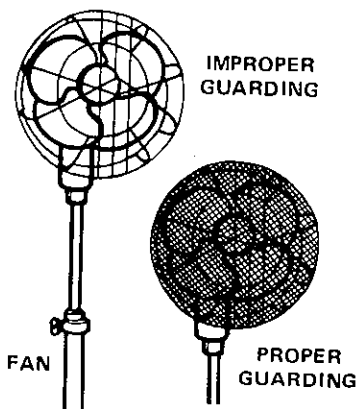


Chain and sprocket.



Belt and pulley.

5. All belts, pulleys, gears, sprockets, and chain drives within reach must be effectively guarded.



AIR COMPRESSOR

6. Fans: If located within seven feet of the floor, shall be guarded with grille or mesh limiting openings to not more than $\frac{1}{2}$ inch.

7. Air compressors: Must have flywheel and drive pulley enclosed.

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FREQUENTLY VIOLATED REGULATIONS

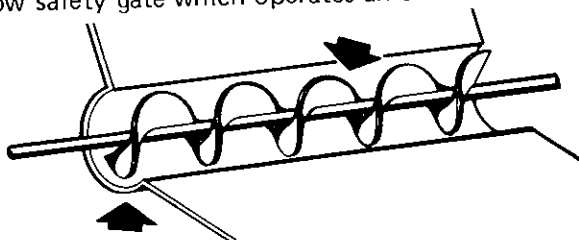
BAKERY EQUIPMENT

Regulations directly applicable to the equipment used in bakeries are:

1. Electric grounding—Any machine using electric current must have its frame and electrical components grounded.
2. All gears must be enclosed.
3. Sprockets and V-belt drives within reach from passageways and platforms, or less than 8 feet 6 inches from the floor, must also be enclosed.
4. All rotating parts must be smooth. For example, lubrication fittings or any other member which is not flush with the rotating part, must be recessed.

Screw Conveyors

1. Must be covered.
2. Dead end screw conveyors must be provided with an overflow safety gate which operates an electrical limit switch.



MANUALLY FED DOUGH BREAKS

1. Top roll protection must be provided.
2. An emergency stop bar must be provided and so located so that the body will press against it if the operator slips and falls toward the rolls, or if the operator gets his hand caught in the rolls.
3. The emergency stop bar must be checked every 30 days.

PROOF BOXES

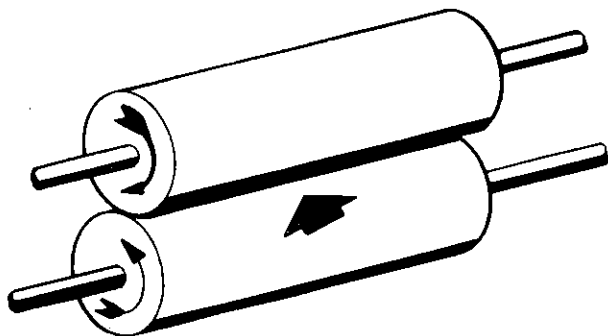
1. All door locks must be operable from within and outside the box.

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FREQUENTLY VIOLATED REGULATIONS BAKERY EQUIPMENT (Cont.)

MOULDERS

1. The feeding devices must be so designed, so that the operator cannot get his hands in the in-running rollers.



2. The moulders must be equipped with stopping devices within reach of the feeder, and another one by the employee taking the dough away.

SLICERS

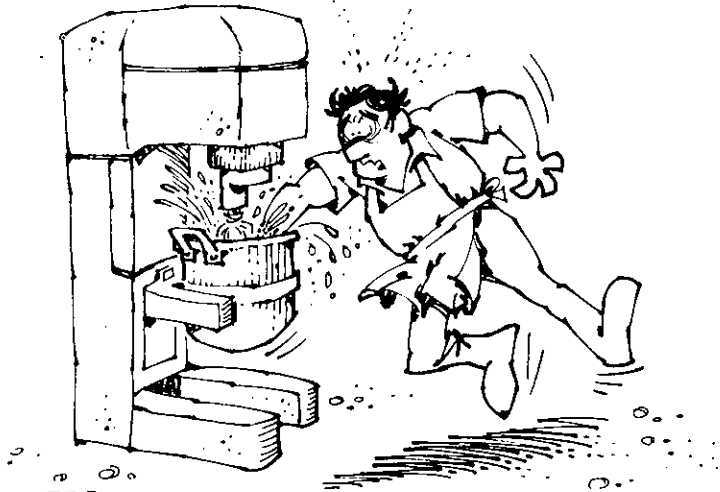
1. All slicers must be provided with a mechanical device to push the last loaf through the slicer knives.

OVENS

1. There are many requirements relating to the proper installation and maintenance of ovens. A competent serviceman should be consulted.
2. Emergency stop buttons must be provided on mechanical ovens near the point where the operator stands.
3. All safety devices on ovens such as automatic fuel shut off valves, etc. shall be inspected twice a month by a properly instructed bakery employee.

DOUGHNUT MACHINES

1. Separate flues must be provided:
 - a. For venting vapors from the frying section.
 - b. For venting products of combustion from the heating chamber used to heat the fat.
2. Type "B" fire extinguisher must be readily available in area of doughnut fryer.

**FREQUENTLY VIOLATED REGULATIONS
BAKERY EQUIPMENT (Cont.)****MIXERS**

1. Horizontal mixers with either power or manual dumping arrangements must be equipped with safety devices which:

a. Engage both hands of the operator while the agitator is in motion under power and when the bowl is open more than $1/5$ of its total opening.

b. Engage both hands of the operator to start the agitator when the bowl is more than $1/5$ open.

2. Vertical mixers—devices must be available for moving bowls weighing 80 lbs. or more with contents, into and out of the mixing position of the machine.

DUMPBINS

1. All dumpbins must be of a suitable height from floor to enable the operator to dump flour from bags without undue strain or fatigue. Where the edge of any bin is more than 24 inches above the floor, a bag rest step must be provided.

2. Openings shall be protected by means of bars or grids. If grids are made of mesh, the openings must not be larger than 3 inches in length or width.

3. A control device for stopping the dumpbin and blender must be close to the normal location of the operator.

FREQUENTLY VIOLATED REGULATIONS ELECTRICAL REQUIREMENTS

THE NATIONAL ELECTRICAL CODE

The National Electrical Code NFPA 70-1971; ANSI C1-1971 (Rev. of 1968), has been adopted as a national consensus standard and has been incorporated by reference in Subpart S—Electrical, of the Federal Register, 29 CFR 1910.

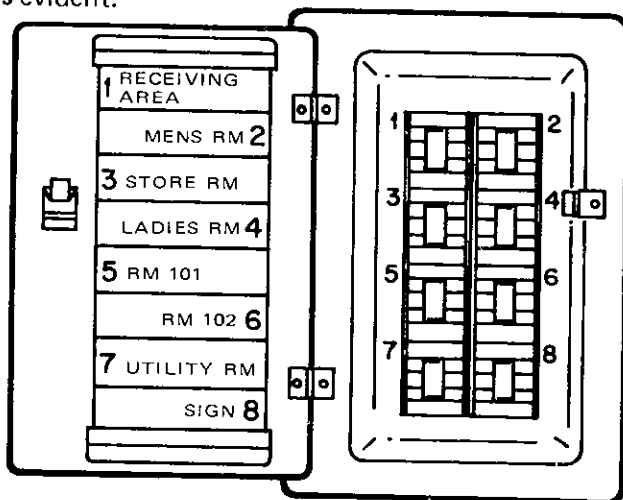
The purpose of the National Electrical Code is the practical safeguarding of any persons and of buildings and their contents from hazards arising from the use of electricity.

The National Electrical Code contains basic minimum provisions considered necessary for safety. **MORE FIRES ARE CAUSED BY ELECTRICAL MALFUNCTION THAN ANY OTHER CAUSE.**

All new electrical equipment and all replacement, repair or modification of existing electrical equipment must be in accordance with the revisions of the NEC, NFPA 70-1971. The electrician should be familiar with these requirements.

Standards pertaining to electrical requirements have been cited as violations more frequently than any other sub-part. It is required that:

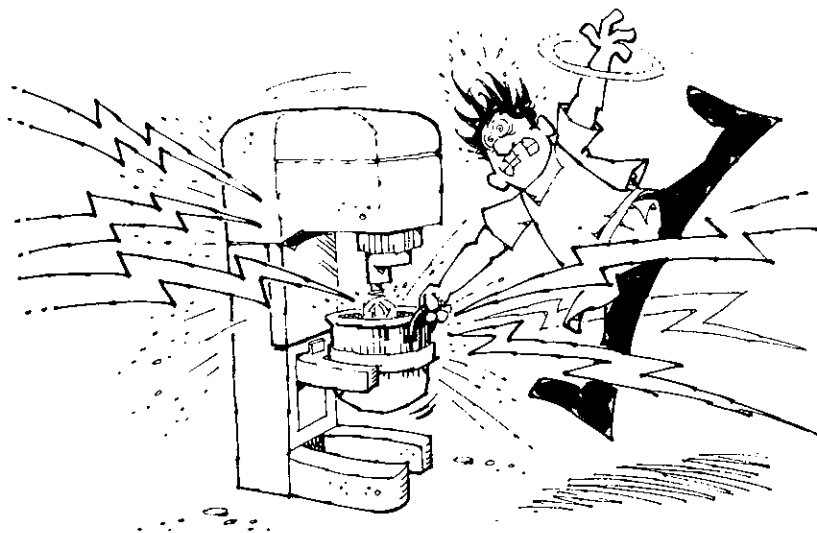
- Each disconnecting means (i.e., circuit breakers; fuse box) must be legibly marked to indicate its purpose unless its purpose is evident.



Proper labelling of circuit breakers.

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FREQUENTLY VIOLATED REGULATIONS ELECTRICAL (Cont.)



Grounding:

1. Equipment connected by a cord and plug.

Exposed non-current carrying metal parts of cord and plug connected equipment which may become energized must be grounded.

2. Appliances (refrigerators, vacuums, floor polishers, vending machines, hand tools, etc.) must be grounded or double insulated and distinctly marked.

3. Exposed non-current carrying metal parts or fixed equipment that is likely to become energized under abnormal conditions must be grounded.

Guarding Against Live Parts

1. Personnel must be protected from shock by contact with live parts carrying 50 volts or more.

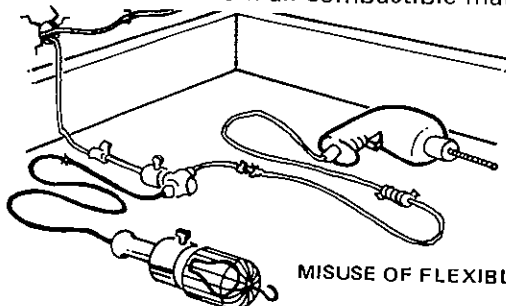
2. All outlets, switches, etc. must have covered plates.

Arcing Parts

Parts of electrical equipment which in ordinary operation produce arcs, sparks, etc. must be enclosed unless they are separated and isolated from all combustible materials.

FREQUENTLY VIOLATED REGULATIONS ELECTRICAL REQUIREMENTS (Cont.)

- Exposed noncurrent-carrying metal parts of fixed equipment that may become energized under abnormal conditions must be grounded:
 - a. In wet or damp locations.
 - b. When in electrical contact with metal.
 - c. When operated in excess of 150 volts to ground.
- Exposed noncurrent-carrying metal parts of cord and plug-connected equipment, which are liable to become energized, must be grounded.
- Wherever wires are joined, such as at outlets, switches, junction boxes, etc., they must be covered.
- Parts of electrical equipment which in ordinary operation produce arcs, sparks, etc. must be enclosed unless they are separated and isolated from all combustible material.



- Flexible cords may not be used:
 - a. As a substitute for fixed wiring.
 - b. Where run through holes in walls, ceilings, or floors.
 - c. Where attached to building surfaces.
- Flexible cords must be:
 - a. Continuous lengths without splices or taps.
 - b. Fastened so that there is no pull on joints or screws.
 - c. Replaced when frayed or insulation deteriorated.
 - d. Equipment connected by flexible cords must be grounded either by a 3 wire cord or by a separate groundwire.

RECORDKEEPING REQUIREMENTS

Recordkeeping requirements under the OSHA law have the purpose of storing factual information about accidents that have happened. These records provide the employer with a measure for evaluating the success of his safety and health activities, and of identifying those high risk areas of the business to which his attention should be directed. Federal regulations require that employers with eleven or more employees at any time during the calendar year are required to complete OSHA Forms 100, 101, and 102 (or their equivalent). These records must be maintained for five years (excluding the year to which they apply) and kept current to within six days.

Four important steps in the recordkeeping procedure are:

1. The employer obtains a report of every work-related injury or illness requiring medical treatment.

2. He records each injury on OSHA Form 100 (or its equivalent).

3. He prepares a supplementary record of occupational injuries and illnesses of recordable cases on OSHA Form 101 (or equivalent).

4. Finally, he prepares an annual Summary, OSHA Form 102 (or its equivalent) and posts it from February 1 to March 1 of each year.

The types of work-related injuries and illnesses which must be recorded are those involving fatalities, lost workdays, or those which are non-fatal and do not cause lost workdays for the employee, but do require medical treatment, job transfer or termination, or resulted in loss of consciousness or loss of motion. Employers are also required to report within 48 hours to OSHA any occurrence of a **work-related fatal accident, or an accident requiring the hospitalization of five or more employees.**

Employers may be required to maintain accurate records of potentially toxic or harmful physical agents which must be monitored or measured, and to promptly advise any employee of any excessive exposure and the corrective action undertaken.

For more detailed information the booklet **Recordkeeping Requirements Under the Williams-Steiger Occupational Safety and Health Act of 1970** is available from OSHA.

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RECORD KEEPING REQUIREMENTS (Cont.)

job safety and health protection

Citation:

If upon inspection OSHA believes an employer has violated the Act, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected.

The OSHA citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

Proposed Penalty:

The Act provides for mandatory penalties against employers of up to \$1,000 for each serious violation and for optional penalties of up to \$1,000 for each nonserious violation. Penalties of up to \$1,000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed penalties of up to \$10,000 for each such violation.

Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of not more than \$10,000 or by imprisonment for not more than six months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.

Voluntary Activity:

While providing penalties for violations, the Act also encourages efforts by labor and management, before an OSHA inspection, to reduce injuries and illnesses arising out of employment.

More

Information:

Additional information and copies of the Act, specific OSHA safety and health standards, and other applicable regulations may be obtained from the nearest OSHA Regional Office in the following locations:

Atlanta, Georgia
Boston, Massachusetts
Chicago, Illinois
Dallas, Texas
Denver, Colorado
Kansas City, Missouri
New York, New York
Philadelphia, Pennsylvania
San Francisco, California
Seattle, Washington

Telephone numbers for these offices, and additional Area Office locations, are listed in the telephone directory under the United States Department of Labor in the United States Government listing.



Washington, D.C.
1974
OSHA 2203

Peter J. Brennan
Secretary of Labor

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

OSHA 2203-10-100

The Occupational Safety and Health Act of 1970 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the Nation. Requirements of the Act include the following:

Employers:

Each employer shall furnish to each of his employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to his employees; and shall comply with occupational safety and health standards issued under the Act.

Employees:

Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his own actions and conduct on the job.

The Occupational Safety and Health Administration (OSHA) of the Department of Labor has the primary responsibility for administering the Act. OSHA issues occupational safety and health standards, and its Compliance Safety and Health Officers conduct job site inspections to ensure compliance with the Act.

Inspection:

The Act requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the OSHA inspector for the purpose of aiding the inspection.

Where there is no authorized employee representative, the OSHA Compliance Officer must consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Complaint:

Employees or their representatives have the right to file a complaint with the nearest OSHA office requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. OSHA will respond on request, names of employees complaining.

The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act.

An employee who believes he has been discriminated against may file a complaint with the nearest OSHA office within 30 days of the alleged discrimination.

Employers must post one of the full size versions (10x16) of this type of OSHA poster or a state-approved poster where required.

CHECKLISTS

Since safe conditions depend on vigilance for possible hazards and immediate remedial action, periodic inspections are one of the most important aspects of a successful safety and health program.

Management will find a checklist, such as the one presented on the following pages, of help in performing a self-inspection of its facility. Because businesses vary, it is best that each business develop its own tailor-made list from the information in this booklet and a walk-through inspection of the operation.

Then, using this checklist, the manager, supervisor, or employee representative makes periodic inspections (preferably at least once each month) to correct problem areas that have "NO" checked.

Reference made in the CHECKLIST subtitles refers to appropriate sections of Title 29 of the Code of Federal Regulations (CFR), commonly called the "1910 Occupational Health and Safety Standards".



CHECKLISTS (Cont.)**WALKING AND WORKING SURFACES** **AISLES AND FLOORS (29CFR 1910.22)**

	Yes	No
Are all places of employment kept clean and orderly? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are floors, aisles and passageways kept clean and dry and all spills cleaned up immediately? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are floor holes, such as drains, covered? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are permanent aisles appropriately marked? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are wet surface areas covered with non-slip materials? _____	<input type="checkbox"/>	<input type="checkbox"/>

**STORAGE LOFTS, SECOND FLOORS, ETC.
(29CFR 1910.22, .23)**

Are signs showing floor-load capacity present? (except ground floors with no basements.) _____	<input type="checkbox"/>	<input type="checkbox"/>
Are storage lofts, balconies, etc. that are more than 4 feet above the floor protected with standard guardrails? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all lofts and balconies where people or machinery could be exposed to falling objects, guarded with standard 4-inch toeboards? _____	<input type="checkbox"/>	<input type="checkbox"/>

STAIRS (29CFR 1910.24)

Are there standard stair rails on all stairways of more than 4 stairs? _____	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------

CHECKLISTS (Cont.)**STAIRS (29CFR 1910.24)**

Are there standard stair rails (34") on all stairways of more than 4 stairs? Yes No

☐ ☐

Are there standard stair rails (34") on all stairways having open sides?

☐ ☐

Are all stairways at least 22 inches wide?

☐ ☐

Do stairs have at least a 7-foot overhead clearance?

☐ ☐

Do stairs angle no more than 50° and no less than 30° (preferred angle)?

☐ ☐

Are stairs and rack surfaces maintained free of tripping and slipping hazards?

☐ ☐

LADDERS (29CFR 1910.25., .26, .27)

Have defective ladders (e.g. broken rungs, side rails, etc.) been removed from service for repair or destruction and tagged as "Dangerous Do Not Use"?

☐ ☐

Is it prohibited to use the top of an ordinary step ladder as a step?

☐ ☐

Do fixed ladders have at least 3½ feet extensions at the top of the landing?

☐ ☐

Do portable rung ladders have non-slip bases?

☐ ☐

CHECKLISTS (Cont.)

Is the distance between the centerline of rungs on a fixed ladder and the nearest permanent object in back of the ladder at least 7"?

Yes No

☐ ☐

Do all fixed ladders have a preferred angle of 75°-90°?

☐ ☐

EGRESS (29CFR 1910.36-.38)

Are all exits marked with an exit sign and illuminated by a reliable light source?

☐ ☐

Is the lettering at least 6 inches high with the principal letter strokes at least 3/4-inch wide?

☐ ☐

Is the direction of exits, when not immediately apparent, marked with visible signs?

☐ ☐

Are doors or other passageways, that are neither exits nor access to an exit, and located where they may be mistaken for exits, appropriately marked "Not An Exit", "To Basement", "Storeroom", etc.?

☐ ☐

Are exit doors side-hinged?

☐ ☐

Are all doors that must be passed through to reach an exit or way to an exit, always free to access with no possibility of a person being locked inside?

☐ ☐

Are all exits always kept free of obstructions?

☐ ☐

CHECKLISTS (Cont.)**MEDICAL AND FIRST AID
(29CFR 1910.151)**

Yes No

In the absence of a nearby clinic or hospital, is at least one employee on each shift currently qualified to render first aid? (Some states require first aid trained persons regardless of nearby clinics or hospitals.)

☐ ☐

Are approved first aid supplies readily available, inspected and replenished?

☐ ☐

Are medical personnel readily available for advice and consultation on matters of plant health? _____

☐ ☐**PERSONAL PROTECTIVE EQUIPMENT
(29CFR 1910.132-137)**

Is personal protective equipment provided, used and maintained where ever it is necessary by reason of hazards?

☐ ☐

Do you have emergency phone numbers posted? _____

☐ ☐

Is employee owned personal protective equipment, such as gloves, protective shoes, etc., adequate, sanitary, and properly maintained?

☐ ☐

CHECKLISTS (Cont.)**SANITATION (29CFR 1910.141-149)**

	Yes	No
Are restrooms and wash rooms kept in clean and sanitary condition? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are covered receptacles for waste food kept in a clean and sanitary condition? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are covered receptacles provided in the women's rest room for sanitary napkins? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is all water that is provided for drinking, washing and cooking, suitable for drinking? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all outlets for water that is not suitable for drinking, clearly posted as unsafe for drinking, washing or cooking? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are employees prohibited from eating in areas where toxic materials are present? _____	<input type="checkbox"/>	<input type="checkbox"/>
Has pest control been exercised? _____	<input type="checkbox"/>	<input type="checkbox"/>
If employees are permitted to eat on the premises, are they provided with a suitable space for that purpose? _____	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLISTS (Cont.)**FIRE PROTECTION (29 CFR 1910.157, .159, .160)**

	Yes	No
Are extinguishers selected for type of materials in areas where they are to be used? Class A. Ordinary combustibile material fires Class B. Flammable liquid, gas or grease fires Class C. Energized electrical equipment fires	<input type="checkbox"/>	<input type="checkbox"/>
Are extinguishers fully charged and mounted in designated places?	<input type="checkbox"/>	<input type="checkbox"/>
Are extinguishers located along normal paths of travel?	<input type="checkbox"/>	<input type="checkbox"/>
Are extinguishers free from obstruction or blockage?	<input type="checkbox"/>	<input type="checkbox"/>
Are extinguishers not mounted too high? If less than 40 lbs., the top must be below 5 ft. above floor—greater than 40 lbs., the top must be below 3½ ft. above floor.	<input type="checkbox"/>	<input type="checkbox"/>
Have all extinguishers been serviced, maintained and tagged at intervals not to exceed 1 year?	<input type="checkbox"/>	<input type="checkbox"/>
Are all extinguishers checked (by management or designated employee) monthly to see if they are in place or if they have been activated, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Have all extinguishers been hydrostatically tested according to schedules set for the type of extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLISTS (Cont.)**COMPRESSED AIR EQUIPMENT
(29CFR 1910.169)**

	Yes	No
Is compressed air which is used for cleaning reduced to 30 psi when dead ended? (Can be accomplished by using special nozzles or air pressure reducing valves). _____	<input type="checkbox"/>	<input type="checkbox"/>
Are compressed air tanks drained regularly? _____	<input type="checkbox"/>	<input type="checkbox"/>
Do the relief valves operate properly? _____	<input type="checkbox"/>	<input type="checkbox"/>

**MACHINE AND MACHINE GUARDING
(29CFR 1910.212)**

Are all points of power transmission properly guarded? (e.g. belts and pulleys on motors, compressors, rotating shafts, sprockets and gears, etc.) _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all pieces of equipment with an electric motor or any electrical connection effectively grounded? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all fan blades seven feet or less from the floor guarded in such a manner that there exist no openings greater than ½ inch? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is all fixed machinery securely anchored to prevent movement? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are sprockets and V-belt drives within reach of platforms and passageways or less than 8½ feet from the floor completely enclosed? _____	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLISTS (Cont.)**BAKERY EQUIPMENT (29CFR 1910.263)**
SCREW CONVEYORS

	Yes	No
Are all screw conveyors covered?	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
Are dead end screw conveyors provided with an overflow safety gate which operates an electrical limit switch?	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		

MIXERS

Are horizontal mixers equipped with safety devices which engage both hands of the operator when bowl is more than one-fifth open when starting agitator or when the agitator is in motion?	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
Do vertical mixers have devices available for moving bowls weighing 80 lbs. or more with contents, into and out of the mixing position on the machine?	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		

MOULDERS

Are the feeding devices so designed, so that the operator cannot get his hands in the in-running rollers?	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		

CHECKLISTS (Cont.)

	Yes	No
Are the moulders equipped with stopping devices within reach of the feeder, and another one by the employee taking the dough away?	<input type="checkbox"/>	<input type="checkbox"/>

MANUALLY FED DOUGH BREAKS

Is top roll protection provided?	<input type="checkbox"/>	<input type="checkbox"/>
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Is an emergency stop bar provided and so located so that the body will press against it if the operator slips and falls toward the rolls, or if the operator gets his hands caught in the rolls?	<input type="checkbox"/>	<input type="checkbox"/>
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Is the emergency stop bar checked every 30 days?	<input type="checkbox"/>	<input type="checkbox"/>
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PROOF BOXES

Are all door locks operable from within and outside the box?	<input type="checkbox"/>	<input type="checkbox"/>
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DOUGHNUT MACHINES

Is a separate flue provided for venting vapors from the frying section?	<input type="checkbox"/>	<input type="checkbox"/>
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Is a separate flue provided for venting products of combustion from the heating chamber used to heat the fat?	<input type="checkbox"/>	<input type="checkbox"/>
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CHECKLISTS (Cont.)

Is a type "B" fire extinguisher readily available in the area of the doughnut fryer?

Yes

No

☐☐**SLICERS**

Are all slicers provided with a mechanical device to push the last loaf through the slicer knives? _____

☐☐**OVENS**

Are emergency stop buttons provided on mechanical ovens near the point where the operator stands?

☐☐

Are all safety devices on the ovens inspected twice a month by a properly instructed bakery employee?

☐☐

Have the ovens been inspected by a competent serviceman? _____

☐☐

CHECKLISTS (Cont.)**NATIONAL ELECTRICAL CODE****ELECTRICAL WIRING**

Yes No

Is electrical equipment accessible, in good repair and approved for the location?

☐ ☐

Have exposed wires, frayed cords, deteriorated insulation been repaired or replaced?

☐ ☐

Are junction boxes, outlets, switches, etc. covered?

☐ ☐

Are breaker switches identified as to their use?

☐ ☐**GROUNDING**

Is all metal, fixed equipment grounded?

☐ ☐

Does all equipment connected by cord and plug have grounded connections?

☐ ☐

Are appliances such as vacuums, polishers, vending machines, etc. grounded?

☐ ☐

Do all hand and power tools have double insulation or are they grounded?

☐ ☐

Do all extension cords being used have a ground wire?

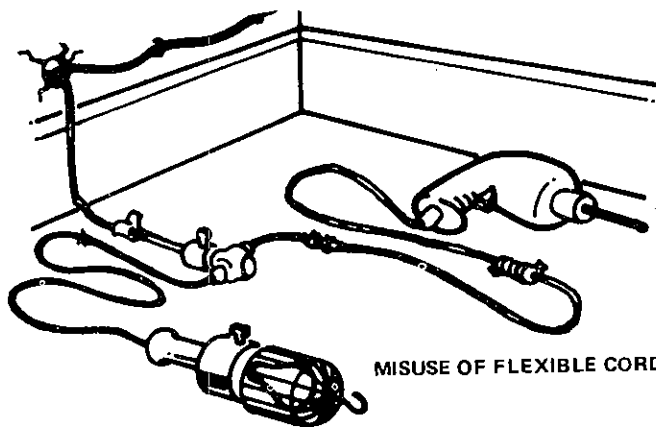
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Are all plugs equipped with ground pins?

☐ ☐

CHECKLISTS (Cont.)

FLEXIBLE CORDS AND CABLES	Yes	No
Do flexible cords and cables not run through holes in wall or ceiling? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are flexible cords and cables free from splices or tap? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are flexible cords and cables fastened so that there is no direct pull on joints or terminal screws? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are flexible cords and cables never substituted for fixed wiring? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are flexible cords and cables not attached to building surfaces? _____	<input type="checkbox"/>	<input type="checkbox"/>



MISUSE OF FLEXIBLE CORDS