**Q. PROTOCOL ASSESSMENT CHECKLIST**

Workplaces are assessed for potential hazardous exposures to the protocols. If applicable, programs to address the protocols are developed. The extent of the required programs is based on the type and degree of identified hazards.

The Safety Coordinator may need assistance to make these determinations; therefore, a *Protocol Assessment Checklist* containing questions and examples is provided for Bureau Directors and Division Chiefs to complete. The list of examples on the *Protocol Assessment Checklist* is NOT all inclusive. The *Protocol Assessment Checklist* assists in determining whether there is a need for specific policies and programs. Safety Coordinators may meet with Bureau Directors and Division Chiefs to compile the information or it may be distributed to them for completion. Consultants assist in the information gathering and assessment process, when necessary, and also are used to inspect the workplace to determine the extent of the program required to address the identified hazards and develop the needed policies, procedures, and training.

**Protocol Assessment Checklist**

In accordance with Management Directive 530.31, the following protocols are required if the hazards or potential for the hazards exist within the workplace. Because Bureau Directors and Division Chiefs should be aware of the hazards for which employees may come in contact with, these individuals are accountable for ensuring that assessments are conducted.

**Assessment Instructions:** This is not an inspection, but only an assessment. To assist your understanding of the protocol, a definition and examples are provided. (Please note the example lists are not all inclusive, but they are provided for clarification of the definition.) Please review the below protocols to determine if each hazard or potential for the hazard exists in any workplace for which subordinate employees work. You may consult supervisors to ensure answers are accurate. After reviewing the hazard definition and questions, check the appropriate response. If assistance is needed to complete the assessment, please contact the Safety Coordinator identified below.

**Contact Information:** Upon completion, please return the assessment to the Safety Coordinator listed below. The information will be used to review the workplace safety and health measures in place that address these hazards.

Safety Coordinator:

Mailing Address:

E-Mail Address:

Telephone Number:

**1. Electrical and Machine Safeguarding:** A procedure for the installation and systems, hardware and equipment installed upon, around, over, or near any machine or electrical installations to eliminate accidental contact by any person with the hazardous mechanical or electrical components for the purpose of preventing injuries.

Machine Safeguarding: In general, any equipment, machine part, function, or process that may cause injury must be safeguarded. Where the operation/maintenance of equipment or a machine or accidental contact with them can injure the operator or others, the hazard must be controlled or eliminated. Electrical Safeguards: The most common types of positions that expose employees to electrical hazards or require electrical safeguards are electricians, maintenance staff, and machine technicians. The hazards commonly associated with electricity include shock, igniting combustible materials, and damage to equipment thus causing other hazards.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| a. Do employees operate or perform maintenance on mechanical equipment? |  |  |  |
| b. Do any hazards exist which would require machine safeguarding? |  |  |  |
| * Points of Operation |  |  |  |
| * Ingoing Nip Points |  |  |  |
| * Pinch Points |  |  |  |
| * Rotating Parts |  |  |  |
| * Flying Chips and Sparks |  |  |  |
| * Other, explain |  |  |  |
| c. Are machine guards in place (examples of guards: barrier guards, two-hand tripping devices, electronic safety devices, etc.)? |  |  |  |
| d. Are employees performing electrical work or maintenance and servicing of electrical equipment? |  |  |  |
| e. Do any of these hazards require electrical safeguarding? |  |  |  |
| * Equipment or machinery in need of de-energizing and lockout/tagout procedures prior to maintenance, repair, or inspection. |  |  |  |
| * + Installation of equipment or machinery. |  |  |  |
| * + Electrical wiring, installation, or connections. |  |  |  |
| * + Voltage specific work, including high voltage. |  |  |  |
| * + Working in proximity to exposed electrical hazards. |  |  |  |
| * + Use of tools or equipment too close to energized or arcing parts. |  |  |  |
| * + Working in an elevated position near overhead lines. |  |  |  |
| * + Usage of equipment in hazardous or wet/damp locations. |  |  |  |
| * Other, explain |  |  |  |
| f. Have applicable personnel been made aware of and trained in Electrical and Machine Safeguarding hazards and procedures? |  |  |  |
| g. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol? |  |  |  |
| Comments | | | |
|  | | | |

**2. Personal Protective Equipment (PPE):** A program that addresses the selection, purchase, training of employees, and enforcement of the use of devices and apparel determined necessary for employees to protect against hazards in the work environment.

The purpose of personal protective clothing and equipment (PPE) is to shield or isolate individuals from the chemical, physical, and biologic hazards that may be encountered. PPE is used to protect the respiratory system, skin, eyes, face, hands, feet, head, body, and hearing. Some examples of work and workplaces that require PPE are welding, painting, spray booths, construction, elevated work, healthcare workers, labs, exposure to chemicals, etc.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| a. Do any employees currently use Personal Protective Equipment? |  |  |  |
| * Safety glasses |  |  |  |
| * Safety boots |  |  |  |
| * Work gloves |  |  |  |
| * Face shields |  |  |  |
| * Respirators |  |  |  |
| * Hard hats |  |  |  |
| * Other, explain |  |  |  |
| b. Has environmental sampling been conducted to identify and determine if a Personal Protective Equipment (PPE) program is needed? |  |  |  |
| c. Is training on the use of specific types of PPE conducted? |  |  |  |
| d. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol? |  |  |  |
| Comments | | | |
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**3. Hearing Conservation Program:** Programs established to reduce or eliminate, if possible, the level of noise in the work environment to safe levels through engineering controls, administrative control, and/or personal protective equipment. Methods may include personal protective equipment (mandatory hearing protection), point of operation equipment guards, non-hazardous tools, proper illumination and other similar engineering controls.

Noise can be broken down into three general classifications: Continuous: wide-band noise of about the same constant level of amplitude, frequency content, and duration. Sounds repeated more than once each second are considered constant or steady such as noise from engines, fans, printing presses, boiler rooms, woodworking equipment. Intermittent: exposure to wide-band noise several times during the work shift (such as power tools, discharges from steam or air-pressure relief valves, air compressor machine noise). Impact: temporary pulsing or a sharp burst of sound, usually less than 1/2 second in duration, which is not repeated more than once each second (such as power punch presses, jack hammers, and firing ranges).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| a. Do “high noise” areas exist near where employees work? |  |  |  |
| If yes, is the noise Continuous |  |  |  |
| Intermittent |  |  |  |
| Impact |  |  |  |
| b. Have noise surveys been conducted in “high noise” areas? |  |  |  |
| c. As applicable, is baseline and annual audiometric testing conducted based on exposure? |  |  |  |
| d. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol? |  |  |  |
| Comments | | | |
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**4. Sight Conservation:** Programs established to reduce or eliminate, if possible, hazard in the work environment to protect and conserve employee eyesight from equipment and any physical or environmental hazards to employees’ eyes, through engineering controls, administrative control and/or personal protective equipment. Methods may include personal protective equipment (mandatory safety glasses, goggles, and face shields), point of operation equipment guards, non-hazardous tools, proper illumination and other similar engineering controls.

Some jobs and work tasks that may require sight conservation programs include construction, manufacturing, maintenance, welding, cutting, grinding, landscaping, chemical exposure or mixing, laboratories, etc.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| a. Are employees working in areas or performing tasks that puts their sight at risk? |  |  |  |
| b. Do employees have a need for a sight conservation plan? |  |  |  |
| c. Are emergency eyewash bottles, stations, or showers provided or available to employees? |  |  |  |
| d. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol? |  |  |  |
| Comments | | | |
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**5. Lockout/Tag-Out Procedures:** A procedure consisting of controls and employee training to ensure that machines, equipment, or piping are isolated, de-energized, and completely inoperative (locked out) before servicing or maintenance is performed. This procedure shall also protect employees from the unexpected machine startup, release of unsafe liquid or gas, or contact with electrical sources.

There are a wide variety of energy sources on which lockout/tagout must be used to protect workers from the release of hazardous energy. Some of these energy sources include: electrical, mechanical, pneumatic, chemical, fluid and gases, hydraulic, thermal, water under pressure, and gravity. A lockout/tagout policy/procedure is **not** indicated for work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energizing or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing and maintenance (example: photocopier or document shredder).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| a. Do employees work on any of the following energy sources? |  |  |  |
| * Electrical |  |  |  |
| * Mechanical |  |  |  |
| * Pneumatic |  |  |  |
| * Chemical |  |  |  |
| * Fluid and Gases |  |  |  |
| * Hydraulic |  |  |  |
| * Thermal |  |  |  |
| * Water under pressure |  |  |  |
| * Gravity |  |  |  |
| b. Are energy-isolating devices, such as locks, tags, chains, wedges, key blocks, or other hardware used by or provided to employees? |  |  |  |
| c. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol? |  |  |  |
| Comments | | | |
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**6. Hazardous Material Handling, Storage, and Disposal Procedure:** A procedure used that identifies and controls the receipt, handling, storage and disposal of hazardous chemicals and products containing hazardous chemicals. Included is the development of a chemical inventory, procurement of material safety data sheets (MSDS), training for employees in identifying hazardous materials, understanding possible exposures and routes of entry of the chemical into the body, knowledge of the signs and symptoms of overexposure and recommended first-aid procedures.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| a. Is the Employee Workplace Notice posted at prominent work locations? |  |  |  |
| b. Are hazardous substances and/or materials used or stored within the work environment? |  |  |  |
| If yes, has a list of those substances been compiled? |  |  |  |
| c. Do employees receive initial and/or annual PA Worker & Community Right-To-Know training? |  |  |  |
| d. Are material safety data sheets (MSDS) maintained and made available to employees? |  |  |  |
| e. Are all containers or pipelines containing and hazardous materials properly labeled? |  |  |  |
| f. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol? |  |  |  |
| Comments | | | |
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**7. Confined Space Entry Procedure**

A required procedure for entering into an area where the space has limited or restricted means of entry or exit, is not designed for continuous employee occupancy or has the potential for a hazardous atmosphere *(an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, injury, or acute illness)*.

"Confined space" means a space that: (1) Has adequate size and configuration for employee entry. (2) Has limited or restricted means for entry or exit. (3) Is not designed for continuous employee occupancy. Examples of confined spaces include: tanks, vessels, boilers, silos, storage bins, hoppers, vaults, pits, sewer, cold Storage (ex. walk in freezer), manholes, etc.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| a. Do confined spaces exist in any workplace? If yes, what kind? |  |  |  |
| b. Do employees work near any confined spaces? |  |  |  |
| c. Do employees ever enter confined spaces for any reason? |  |  |  |
| d. Have surveys been conducted to identify the potential hazards with confined spaces? |  |  |  |
| e. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol? |  |  |  |
| Comments | | | |
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**8. Fire Prevention & Control Practices:** Documented practices for the prevention and control of fires and their related cause factors. These practices also include methods for responding to fires should they occur, employee evacuation procedures and other applicable techniques for protecting life.

Workplaces, operations or conditions that may require specific fire prevention/control procedures may include: smoking areas; heating, ventilating, and air conditioning systems, including their pipes, switches, wiring, and boiler controls; electrical equipment, including wiring and controls and extension cords; static electricity; forklift fueling and servicing; hot work; flammable and combustible liquids and gases; storage areas; packaging, including cardboard, excelsior, foam compositions, and paper; and waste removal.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| a. Do operations or hazards exist that create a need for fire prevention or control procedures beyond the emergency evacuation plan or general safety inspections? |  |  |  |
| b. Do employees work with flammable/combustible substances or are they stored in the work area? |  |  |  |
| c. Have potential ignition sources and fire hazards been identified? |  |  |  |
| If yes, do work areas contain fire protection (detection, alarm and suppression) equipment or systems? |  |  |  |
| d. Are periodic fire prevention inspections conducted? |  |  |  |
| e. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol? |  |  |  |
| Comments | | | |
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**9. Substance Abuse Awareness & Prevention Policies and Programs:** These policies and programs must include the employer’s methods that are implemented to inform employees of the hazards associated with the use of, or being under the influence of alcohol or other controlled substances in the workplace.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| a. This protocol applies to all agencies. | X |  |  |
| b. Are employees made aware of the policy regarding substance abuse? |  |  |  |
| c. Is information regarding the policy periodically provided to employees? |  |  |  |
| d. Do employees receive initial and ongoing substance abuse awareness and prevention training? |  |  |  |
| e. Have supervisors and managers received training on how to recognize and respond to impaired behaviors? |  |  |  |
| f. Are employee assistance programs or services available to employees? |  |  |  |
| g. Are employees subject to drug testing? |  |  |  |
| h. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol? Note: For all agencies under the Governor’s jurisdiction, please answer yes (the SEAP program); all other agencies must answer this question. |  |  |  |
| Comments | | | |
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**10. Control of Exposure to Bloodborne Pathogens:** A program providing for protecting employees against the hazards related to exposure to blood or other potentially infectious body fluids. This also includes employee training and a procedure for implementing an immediate response should an exposure incident occur.

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, the hepatitis B virus (HBV), the hepatitis C virus (HCV), and the human immunodeficiency virus (HIV). An occupational exposure is defined as employees with reasonably anticipated eye, mouth, other mucous membrane, non-intact skin, or potential contact with blood, bodily fluids, or other potentially infectious materials (OPIM) that result from the performance of their job duties. Some examples of jobs with the potential for occupational exposure may include laundry worker, plumber, janitor, housekeeper, nurse, dental assistant, park grounds-keeper, gardener, or first aid/CPR providers such as a lifeguard or first responder.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| a. Is there a risk for an occupational exposure to blood or other potential infectious material (OPIM) in any work location? |  |  |  |
| b. Have employees been trained in first aid, CPR, and AEDs? |  |  |  |
| c. Are there housekeeping staff or other employees assigned the responsibility for cleaning up blood or other potentially infectious materials? |  |  |  |
| d. Does a BBP policy and procedure exist? |  |  |  |
| e. Are employees informed on how to report an exposure? |  |  |  |
| f. Do employees receive orientation or other training regarding blood or OPIM? |  |  |  |
| g. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol? |  |  |  |
| Comments | | | |
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**11. Pre-Operational Process Review:** A procedure providing for the review of plans, drawings, diagrams, and specifications for the processes, equipment and machinery, prior to their use and introduction into the workplace. This review is for the purpose of identifying and correcting hazardous conditions.

When changes are being considered for a workplace because of new or modified facilities, operations, equipment, technology, or procedures, potential hazards must be identified and addressed prior to their introduction into the workplace. Typical areas include: facilities / physical plant; maintenance and construction; equipment and machinery; and manufacturing or production processes.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| a. Are there work areas or jobs that experience frequent process, procedural or physical plant changes? |  |  |  |
| b. When new equipment or machinery is purchased, is training provided? |  |  |  |
| c. When new equipment or machinery is purchased or employees change work locations, are safety issues or procedures considered and communicated with the Safety Coordinator or other staff? |  |  |  |
| d. Do responsibility, review, and approval procedures exist for proposed changes to the work environment? |  |  |  |
| e. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol? |  |  |  |
| Comments | | | |
|  | | | |

**12. Other hazards as they apply to a specific workplace or setting:** Identified safety hazards and programs areas not listed in section P must be addressed according to the needs of the agency. They include but are not limited to the following list.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Unsure |
| a. Fall Protection and elevated work or platforms. |  |  |  |
| b. Walking and working surfaces. |  |  |  |
| c. Scaffolding and ladder usage. |  |  |  |
| d. Powered Industrial Vehicles |  |  |  |
| e. Excavation and Trench Safety. |  |  |  |
| f. Asbestos |  |  |  |
| g. Lead |  |  |  |
| h. Ergonomics |  |  |  |
| i. Fleet and Driver Safety |  |  |  |
| j. Ionizing and Non-ionizing Radiation |  |  |  |
| k. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol? |  |  |  |
| Comments | | | |
|  | | | |