

## WASTE WATER SYSTEMS SAFETY AUDIT/SURVEY TOOL

### Prevention of workplace injuries and illness in waste water plants

**Instructions:** This is a scored pro-active safety auditing tool designed for periodic use to reduce high risk behaviors and increase safe behaviors. “Yes” answers should be scored at (1) and “No” answers should be scored at (0). In the corrective action column, either a time frame for completing the correction or the actual date corrective action was completed should be noted. Check the “NA” column if this item is not applicable. Total and track audit scores over time to track up or down trends along with tracking the number of incidents, accidents and injuries sustained.

Waste water plant operations involve extensive monitoring of both interior and exterior facilities, use of potentially hazardous chemicals, and mechanical repairs which can involve heavy and out of position lifting. Outside winter-time monitoring operations present significant slip/fall hazards. Key activities include proper use of hand and power tools, proper lifting techniques and practices, proper use of personal protective equipment and slip/fall protection, and proper training and operation systems use for chemical operations. Waste water operations should have constant methane gas, and discharge water quality monitoring (avoid pollution issues with DEQ/EPA) and take measures to mitigate plant odor and possible liability.

Task/Job Part – Proper Training	Yes	No	Corrective action date	NA
All training completed with passing scores in a timely manner				
All training properly recorded				
All training and new employee safety orientation completed				
All training and new employee safety orientation completed for seasonal workers				

Task/Job Part – Human Resources	Yes	No	Corrective action date	NA
Personnel policies applied in a consistent manner				
Fairness – all employees treated the same				
Progressive discipline in place with emphasis on worker integrity and accountability				
Sexual harassment prevention training completed				

Task/Job Part – Completion of All Certifications	Yes	No	Corrective action date	NA
All certifications, such as Waste Water Plant Operator completed and CEUs current				

Task/Job Part – Checklists, Monitoring & Communication	Yes	No	Corrective action date	NA
Completed all weekly risk management checklists				
Completed any communication, notification or corrective action needed				
All methane monitoring devices and alarms in working order				
All other gas and or chemical monitoring devices and alarms in working order				
Repairs completed in a timely manner with proper use of PPE and safe lifting practices				
Slip/fall protection used as needed (outside, winter-time conditions)				

Task/Job Part – Waste Water Plant Operations - Proper Work Practices and Lifting Technique	Yes	No	Corrective action date	NA
Proper position				
2 or more workers if load is more than 50#				
No lift above waist level				
Use of effective assistive lifting device such as overhead hoists if applicable				
Supplies stored at waist high or lower levels in 50# or less sacks and containers				
Proper use of hand and power tools during maintenance operations <ul style="list-style-type: none"> <li>✓ All equipment used for job duties provided by municipality</li> <li>✓ Employees not allowed to use personal boats, equipment or tools on job</li> </ul>				
Proper use of heavy boots, gloves and eye protection during maintenance and repair operations				
Proper communication, safety equipment and back up personnel during hazardous chemical and other higher risk operations				

Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
Use of 8” high heavy work boot with a hard toe				
Use of heavy work gloves or heavy rubber gloves and nitrile under-glove if needed				
Use of face shields, eye protection for splash hazards				
Use of level “D” protection, coveralls or pants, long-sleeve shirt				
Use of fall/slip protection such as “Get a Grip Advanced” slip on cleats or other non-slip device				
Use of hard hats and safety vests around heavy equipment				
Use of back belts on heavy equipment and semi-trucks if on rough roads and during manual lifting operations				
Use of hearing protection as needed (>85 decibels)				
Use of hoods and supplied air during hazardous chemical operations				

Task/Job Part – Safety Meetings and Records	Yes	No	Corrective action date	NA
Periodic safety meetings attended with training and or incident investigations and corrective action taken				
All records associated with safety meetings properly maintained				

Task/Job Part – Proper use of incident reporting forms & logs with proper recording	Yes	No	Corrective action date	NA
All worker injuries reported to supervisor and recorded				
All worker accidents involving property, chemicals reported and recorded				
All “near misses” reported to supervisors and recorded				
If a reporting program was in place, all hazards and potential hazards reported and recorded				
A workers compensation claim was filed if a) an injury involved lost time, b) medical care with costs, or c) the worker requested a claim be filed				

Task/Job Part – Illness Prevention and Environmental Safety	Yes	No	Corrective action date	NA
Proper Vaccinations for Hepatitis A and Hepatitis B and Tetanus				
Proper work practices around waste water processing tanks to prevent drowning				
Use of respiratory protection, sun block and insect repellent if needed				

Task/Job Part – Confined Space Entry & Lockout Tag out	Yes	No	Corrective action date	NA
Proper air quality and gas monitoring before entry				
Proper fall protection and rescue staff and equipment used				
Proper Lockout/Tag out procedures and communications used				

**TOTAL SCORE**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_