

WATER PLANT SYSTEMS SAFETY AUDIT/SURVEY TOOL

Prevention of workplace injuries and illness in water collection and purification 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.

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.

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				
Other				

Task/Job Part – Customer Relations and Service	Yes	No	Corrective action date	NA
All incidents or accidents involving customers reported and recorded <ul style="list-style-type: none"> ✓ At the time of an accident or incident, there is no admission of liability on the part of the municipality ✓ All appropriate public safety and EMS agencies were notified 				
Customers are treated in a polite manner and customer requests and needs were promptly addressed				
Any customer complaints were responded to in a timely manner and corrective action taken				
Other				

Task/Job Part – Completion Of All Certifications	Yes	No	Corrective action date	NA
All certifications, such as 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 – Water Plant Operations - Proper Work Practices & Lifting Technique	Yes	No	Corrective action date	NA
Proper position and technique				
2 or more workers if load is more than 50#				
No lift above waist level				
Use of effective assistive lifting device 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"> ✓ Employees provided all tools and equipment needed ✓ Employees are not allowed to use personal tools and equipment on the job 				
Task/Job Part – Water Plant Operations - Proper Work Practices & Lifting Technique	Yes	No	Corrective action date	NA
Proper use of heavy boots, gloves and eye protection during maintenance 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 if needed				
Use of safety glasses or face shields for splash protection				
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 if on rough roads and during manual lifting operations				
Use of hearing protection as needed (>80 decibels)				
Use of hoods and supplied air during hazardous chemical operations				

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 – 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 – Illness Prevention and Environmental Safety	Yes	No	Corrective action date	NA
Proper Vaccinations for Hepatitis A and Tetanus				
Proper work practices around water inlets, reservoirs to prevent drowning				
Use of 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 _____