



PRODUCTION REDEFINED

Functional Risk Management Activities for Producers

- 1) Check the emergency exits to make sure they are not obstructed
- 2) Check the emergency exits to make sure they have signs above them
- 3) Check the emergency exits to make sure they have emergency lights providing enough light for people to see the path to the door
 - a. BONUS – Use your pen or pencil to depress the test button on the emergency lights to make sure they actually work.
- 4) Check the floor for trip hazards like cords and hoses
 - a. BONUS – Recommend that they have them attached to reels hanging from the ceiling so that they may retract when not in use.
- 5) Check the electrical panel to make sure it is closed and secure
 - a. BONUS – open the electrical panel to make sure there are no missing circuit breakers
- 6) Check the fire extinguishers to see when they were last inspected
- 7) Ask to review the Material Safety Data Sheets
- 8) Drive around the building to be sure there are no hazards on the outside
- 9) Check the dumpster and any exterior storage containers to be sure they are locked and secured and are not an attractive nuisance
- 10) Check the “electrical room” to be sure there isn’t product stored in there.
- 11) Check forklifts to be sure there are working seatbelts and there are no exposed wires
- 12) Check any ladders to be sure they are not bent or broken
 - a. BONUS – ask if they have a formal ladder inspection program
 - b. DOUBLE BONUS – offer to bring back a roll of ladder inspection stickers on your next visit as well as an OSHA approved ladder safety program to implement
- 13) Look to see if the employees are wearing PPE
- 14) Ask to see their PPE inventory and ask how they distribute it.
- 15) Ask to see an accident investigation report
- 16) Ask to see an incident investigation report
 - a. BONUS – explain that an accident results in bodily injury and property damage, an incident is a near miss.
- 17) Ask about driver selection criteria
- 18) Ask about progressive disciplinary policies in fleet safety
- 19) Ask how they monitor driver behavior
- 20) Ask to review a copy of the fleet safety manual and any subsequent policies they have added since publishing.