



OCTOBER- SAFETY TOOLBOX Workplace Safety & Compliance

Training Topic- TOSHA Bi-Annual Inspection

Introductory Comments

Instructions:

Use this Safety Toolbox Talk to spark discussion within the employee group. Test knowledge retention with the associated quiz.

TOSHA Required Inspection

OSHA is committed to strong, fair, and effective enforcement of safety and health requirements in the workplace. OSHA inspectors, called compliance safety and health officers, are experienced, well-trained industrial hygienists and safety professionals whose goal is to assure compliance with OSHA requirements and help employers and workers reduce on-the-job hazards and prevent injuries, illnesses, and deaths in the workplace. (www.osha.gov)

Meeting Starter Questions

- What are the first documents OSHA will ask for?
- Who will OSHA want to speak with?
- What are common hazards that can be addressed before the inspection?

Critical Safety Points

The TOSHA inspector will arrive on site along with Safety Manager, and any appointed personnel.

Note:

1. Upon arrival, have a conference room or a designated office to accommodate the inspector, Sr. Manager and 1 additional person. Please ensure the space or conference room free of broken fixtures, furniture, extension cords, and hazards.
2. The TOSHA inspector will request several documents, these may include, but are not limited to, all safety programs for the site /location, SDS books, and Emergency Action Plans.

After reviewing documentation, the TOSHA inspection will perform a walk-through inspection. The TOSHA inspector, Sr. Manager and COM representatives will walk-through the facility and its grounds. In this process, the TOSHA inspector will be assessing for potential hazards that could cause injury or illness to employees, pointing out hazards that need correction immediately.

What documentation should you have available?

TOSHA requires that the COM provide relevant programs and annual training on job related tasks and hazards. These programs include, but are not limited to: **Emergency Action Plan, Bloodborne Pathogens, Personal Protective Equipment, Hazardous Communications, Fire Safety, Confined Space, Lock-Out Tag-Out, Fall Protection, Electrical Safety, Respiratory and Heat/Cold Stress.**

- Training on these programs must be held annually with a signed and dated roster. These programs should be housed in a location that is accessible and made aware to all employees on-site.
- The Emergency Action Plan should consist of important site-specific phones, what actions take when there is an on-site emergency or natural disasters, what locations to rally at in the event of catastrophe and copies of the site evacuation plan.
- Safety Data Sheets (SDS) include information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. The information contained in the SDS must be in English (although it may be in other languages as well) (www.osha.gov). **No SDS book should have any MSDS verbiage; this includes on the cover and within the pages of the book. If two or more SDS books are on-site, they must be identical.**

Who will OSHA want to speak with?

If your site is chosen for the OSHA inspection, the inspector can speak to **any employee**, please ensure you have:

- A designated COM employee articulate and is knowledgeable of the site operations and informed on where safety programs & trainings are located and accessed.
- We only answer the questions asked, no additional information is required. The COM Sr. Safety Manager will entertain additional questions outside of what is requested.

TOSHA = Tennessee Occupational Safety & Health Administration

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What are common hazards that can be addressed before the inspection?

Some hazards are an “easy fix” and should not be a concern for the OSHA inspection. However, below are a list of these “fixes” that often go overlooked.

1. **Evacuation Plans** are posted throughout the facility. Do not overlook basements, bathrooms, locker rooms, and stairwells.
2. **Up-to-date regulatory training and inspections.** This includes certifications and refreshers on motorized equipment, powered industrial trucks, and fall protection inspections.
3. **Monthly documented inspections** must be conducted on first-aid kits, AEDs, fire extinguishers, and eye-wash stations. These inspections should be documented as “(mm/yy), initials”. These pieces of equipment must also be free of obstruction.
4. **Proper signage** for, but not limited to, uneven walking surfaces, fall hazards, chemicals, gas pumps, and areas that are authorized personnel only are mandatory. If any permanent signage is on order, temporary signs must be placed in their absence.
5. **NO EXTENSION CORDS ARE ALLOWED IN ANY CITY OF MEMPHIS OPERATIONS.** Please remove all extension cords. Power-strips are allowed; however, they must be plugged directly into the outlet, not another power-strip.
6. **TN Right to Know Posters:** Please contact your division safety coordinator to obtain the new poster for 2023. Upon receipt, completely fill-in the requested information.
7. **Ensure EXIT signage** is present and illuminated at all emergency exits. EXITS cannot be obstructed or locked during operational hours.
8. **Proper Ladder Safety** - Ladders must be secured to the wall.
9. **Panel boxes** must be labelled with voltages and clear of obstructions.

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Employee Name:	
Signature: Division:	
Date: Instructor:	

Score:

Toolbox Tips

Question 1: Fire extinguishers must be inspected by the vendor yearly and monthly?

TRUE FALSE

Question 2: Ladders can be stored lying flat or propped against the wall.

TRUE FALSE

Question 3: Emergency Action Plans are the same for every location.

TRUE FALSE

Question 4: Extension cords can be used when plugged into a wall.

TRUE FALSE

Question 5: Where are my site's safety programs located?

Key: _____

1. False
2. False
3. False
4. False

Remember, Safety is not an option, Safety Is The Way We LIVE!

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