

2007DIST - SP Accreditation On-Site Observation



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## 101. System and Team Leader Identification

A. Date or Scheduled Date(mm/dd/yyyy) of Inspection:

\_\_\_\_\_  
 N/A

B. Name of System General Manager/CEO:

\_\_\_\_\_  
 N/A

C. Team Leader Name:

\_\_\_\_\_  
 N/A

D. Team Leader Title:

\_\_\_\_\_  
 N/A

E. Team Leader's Organization:

\_\_\_\_\_  
 N/A

F. Date of Team Leaders Observation Training?

\_\_\_\_\_  
 N/A

G. Name of Observer # 2?

\_\_\_\_\_  
 N/A

H. Date of # 2 Observer's Training?

\_\_\_\_\_  
 N/A

I. Name of Observer # 3?

\_\_\_\_\_  
 N/A

J. Date of # 3 Observer's training?

\_\_\_\_\_  
 N/A

K. Name of Observer # 4?

\_\_\_\_\_  
 N/A

## 101. System and Team Leader Identification

L. Date of # 4 Observer's Training?

\_\_\_\_\_  N/A

M. Name of Observer # 5?

\_\_\_\_\_  N/A

N. Date of # 5 Observer's Training?

\_\_\_\_\_  N/A

## 102. Warehouse & Storage Facilities

### A. Warehouse and Storage

#### 1. Shelves, Bins and Racks Design and Integrity

- a) Shelves, bins, and racks are rated and visibly marked with the maximum capacity of material weight.  Yes  
 No  
 N/A
- b) Shelf corners, joints, and braces are in very good condition and capable of handling the rated capacity.  Yes  
 No  
 N/A
- c) Shelves, bins, and racks are designed to hold materials in place to lessen chances of falling.  Yes  
 No  
 N/A
- d) Shelves, bins, and racks are designed to avoid tipping.  Yes  
 No  
 N/A

#### 2. Materials Stored in an Orderly Manner

- a) Materials are stacked and stored according to type, size, color, length, and weight.  Yes  
 No  
 N/A
- b) Storage bins are labeled and easily identified.  Yes  
 No  
 N/A
- c) Similar type materials are stored in the same immediate area (i.e. all bolts, UG sleeves, UG elbows, are grouped together).  Yes  
 No  
 N/A
- d) No sharp ends or protruding objects are extending from storage positions to catch clothing or injure a person passing in aisles.  Yes  
 No  
 N/A

#### 3. Designated Warehouse Aisles and Walkways

- a) Where mechanical equipment is used, appropriate markings and guards are required and in place.  Yes  
 No  
 N/A

## 102. Warehouse & Storage Facilities

b) Aisles and walkways are designated safe passages with no obstructions and separated from work areas.  Yes  
 No  
 N/A

c) Surfaces are in very good condition.  Yes  
 No  
 N/A

d) Low clearances are marked with signs.  Yes  
 No  
 N/A

### 4. Warehouse/Storage Stairs/Docks Equipped With Handrails and Marked

a) All stairs have properly secured handrails.  Yes  
 No  
 N/A

b) Steps are marked clearly and well lit.  Yes  
 No  
 N/A

c) Safety rails at loading docks shall, at minimum, meet the requirements of current regulations.  Yes  
 No  
 N/A

d) Surfaces are in very good condition.  Yes  
 No  
 N/A

### 5. Warehouse Housekeeping

a) Appropriate containers are available for trash and evidence of correct use.  Yes  
 No  
 N/A

b) Materials storage areas are clean and uncluttered.  Yes  
 No  
 N/A

c) Outside areas are free of trash.  Yes  
 No  
 N/A

## 102. Warehouse & Storage Facilities

- d) All pallets and reels are properly stored.  Yes  
 No  
 N/A

### 6. Warehouse Has Approved Storage of Flammable Liquids and Hazardous Materials

- a) Designated cabinets, storage areas, and containers for flammable liquids and hazardous materials meet current regulations and are properly labeled.  Yes  
 No  
 N/A

- b) Appropriate warning signs posted to alert persons working in these areas. (i.e. Flammable and No Smoking)  Yes  
 No  
 N/A

- c) Flammable storage cabinets are clean and dry.  Yes  
 No  
 N/A

- d) All flammables and hazardous chemicals are contained without leaks or spills inside these storage cabinets/areas.  Yes  
 No  
 N/A

### 7. Warehouse Area Lifts and Hand Trucks

- a) Lifts and hand trucks are available in all storage areas to lift and transport materials.  Yes  
 No  
 N/A

- b) Lifts and hand trucks are in very good working condition and designed to handle the materials typically stored in this area.  Yes  
 No  
 N/A

### 8. Warehouse Has Adequate Fire Protection

- a) Fire extinguishers are of the correct type, proper size, inspected monthly, and marked with signs that can be seen from a distance.  Yes  
 No  
 N/A

- b) Fire extinguishers are located in accessible locations within 75 ft. of all general warehouse areas and within 50 ft. of any areas with flammable materials.  Yes  
 No  
 N/A

## 102. Warehouse & Storage Facilities

- c) If sprinklers are installed, systems must be in working condition and meet current regulations.  Yes  
 No  
 N/A

### 9. Warehouse Has Adequate Lighting

- a) All areas are illuminated with sufficient lighting to work.  Yes  
 No  
 N/A
- b) Emergency/security lighting is available from backup generators, batteries, etc.  Yes  
 No  
 N/A

### 10. Warehouse Exits Marked and Accessible

- a) All doors leading to the outside are properly marked, ie. "EXIT," "To Exit," "Not An Exit?"  Yes  
 No  
 N/A
- b) Exit signs are illuminated (internally or externally).  Yes  
 No  
 N/A
- c) Exit doors are accessible and capable of being opened from the inside?  Yes  
 No  
 N/A

### 11. Explosives Properly Stored

- a) Facility is approved and licensed.  Yes  
 No  
 N/A
- b) Containers are approved for the class of explosive and detonators used.  Yes  
 No  
 N/A
- c) All personnel authorized to handle or use explosives are adequately trained and licensed.  Yes  
 No  
 N/A
- d) Unused explosives and detonators are returned to the magazine at the end of the day as required.  Yes  
 No  
 N/A

## 102. Warehouse & Storage Facilities

- e) Documentation of the amount of explosives and the number of detonators received, used, and on hand must be accurate and up to date.  Yes  
 No  
 N/A

### 12. First-Aid, CPR, and Bloodborne Pathogen Supplies Available in Warehouse Area Kits or Stations

- a) Kit(s) or station(s) are readily available, meet applicable OSHA/ANSI standards, and the locations are well identified.  Yes  
 No  
 N/A

- b) Kit(s) or station(s) are well stocked and adequate to serve the number of people at that facility.  Yes  
 No  
 N/A

- c) Kit(s) or station(s) are clean, well organized, and inspected monthly.  Yes  
 No  
 N/A

### 13. Warehouse eyewash and/or body drenching equipment

- a) Eye wash and/or body drenching facilities are located in the immediate work area for emergency use.  Yes  
 No  
 N/A

- b) Access routes to these units are unobstructed.  Yes  
 No  
 N/A

- c) Eye wash and/or body drenching facilities are in very good condition with evidence of weekly inspection, periodic flushing or solution changing as required.  Yes  
 No  
 N/A

### 14. Appropriate Hazard Identification Markings Used in Warehouse Areas

- a) Appropriate signs are in place and legible.  Yes  
 No  
 N/A

- b) Proper color is used for the hazards identified.  Yes  
 No  
 N/A

## 102. Warehouse & Storage Facilities

- c) Proper classification and signage for danger, caution, warning, and instructional situations is evident.  Yes  
 No  
 N/A
- d) Appropriate markings are in place and legible for flammable liquid storage, walkways, aisles, docks, stairs, and low clearance zones.  Yes  
 No  
 N/A
15. Are containment facilities and spill cleanup kits provided for leaking/damaged oil filled equipment/containers?  Yes  
 No  
 N/A
16. Do regulated waste storage areas meet current EPA regulations?  Yes  
 No  
 N/A
17. Are elevators inspected and maintained?  Yes  
 No  
 N/A
18. Ladders in warehouse and storage areas are structurally sound and well maintained?  Yes  
 No  
 N/A

## 103. Maintenance and Repair Facilities

### A. Adequate Fire Protection (Fire Extinguishers) Provided in Maintenance/Repair Facilities

1. Each extinguishing unit in the maintenance and repair facility has a minimum 60 B:C. capacity rating with an extinguishing agent suitable for class ABC fires.  Yes  
 No  
 N/A
2. Fire extinguishers are inspected monthly and serviced annually for unit maintenance.  Yes  
 No  
 N/A
3. Fire extinguisher location is visibly marked and readily accessible.  Yes  
 No  
 N/A

### B. Housekeeping in the Maintenance/Repair Facility

1. Trash containers are emptied before they overflow.  Yes  
 No  
 N/A
2. Proper kind and type of container for trash is available.  Yes  
 No  
 N/A
3. Sufficient number of trash containers.  Yes  
 No  
 N/A
4. Floors swept, work benches neat and orderly.  Yes  
 No  
 N/A
5. Tools are stored properly, clean, and well maintained.  Yes  
 No  
 N/A
6. Lighting is ample for the work to be performed.  Yes  
 No  
 N/A

## 103. Maintenance and Repair Facilities

7. Aisles, passageways, and steps are clean to provide for free and safe movement.  Yes  
 No  
 N/A

### C. All Flammable Products Properly Stored in Maintenance/Repair Facilities

1. Flammable storage cabinets are constructed to meet requirements of OSHA and NFPA.  Yes  
 No  
 N/A
2. Flammable storage cabinet doors are closed, latched, and labeled with "Flammable" and "No Smoking" signs.  Yes  
 No  
 N/A
3. Flammable storage cabinets house approved containers of not more than 5 gallon capacity each (state requirements apply if less than 5 gallons).  Yes  
 No  
 N/A
4. Flammable storage cabinets maximum capacity is 60 gallons of class I or II liquid; 120 gallons of class III liquid.  Yes  
 No  
 N/A
5. Fire extinguishers are within 50 ft. of flammable storage cabinets with a minimum 60 B:C capacity rating and contain an extinguishing agent suitable for class ABC fires.  Yes  
 No  
 N/A
6. Flammable storage cabinets show orderly storage of contents.  Yes  
 No  
 N/A
7. Inside flammable storage rooms are constructed to meet the requirements of OSHA and NFPA.  Yes  
 No  
 N/A
8. Inside flammable storage rooms are secured and labeled with "Flammable - Keep fire Away," and "No Smoking" signs.  Yes  
 No  
 N/A
9. Fire extinguishers are within 50 ft. of flammable storage rooms with a minimum 120 B:C capacity rating and contain an extinguishing agent suitable for class ABC fires.  Yes  
 No  
 N/A

## 103. Maintenance and Repair Facilities

10. Flammable storage rooms have adequate ventilation.  Yes  
 No  
 N/A
11. Flammable storage rooms have metal trash receptacles with self-closing lids.  Yes  
 No  
 N/A
12. Contents of flammable storage rooms are very orderly.  Yes  
 No  
 N/A

### D. Solvents (Flammable or Biodegradable) Used Properly in Maintenance/Repair Facilities

1. Approved containers for dispensing solvents are available.  Yes  
 No  
 N/A
2. Parts washer is well maintained and UL listed.  Yes  
 No  
 N/A
3. Parts washer has "Flammable" and "No Smoking" signs posted.  Yes  
 No  
 N/A
4. Fire extinguisher is within 50 ft. of the parts washer.  Yes  
 No  
 N/A
5. Proper ventilation is available for solvent use and proper solvent disposal practices are in place.  Yes  
 No  
 N/A

### E. Battery Charging Areas/Rooms Properly Equipped and Maintained in Maintenance Repair Areas

1. Battery charging areas/rooms have "No Smoking" and "Eye Protection Required" signage.  Yes  
 No  
 N/A

## 103. Maintenance and Repair Facilities

2. Battery charging areas/rooms have proper ventilation and racks or trays resistant to electrolyte.  Yes  
 No  
 N/A
3. Eye and face protection, chemical gloves, and chemical aprons are provided in battery charging areas/rooms.  Yes  
 No  
 N/A
4. Eye washing stations are located within the immediate area of battery charging rooms.  Yes  
 No  
 N/A
5. A fire extinguisher is located within 50 ft. of battery charging areas/rooms.  Yes  
 No  
 N/A
6. Battery charging areas/rooms show very good housekeeping.  Yes  
 No  
 N/A
7. "No Smoking" and "Eye Protection Required" signs are on portable battery chargers.  Yes  
 No  
 N/A
8. Portable battery chargers are in very good condition.  Yes  
 No  
 N/A

### F. Maintenance/Repair Welding Areas/Rooms Properly Equipped and Maintained

1. Welding Area and/or exits are clearly marked.  Yes  
 No  
 N/A
2. Welding area is designed with protective shield or curtain to protect workers and other people in the vicinity of this welding activity.  Yes  
 No  
 N/A
3. Signs are posted indicating "Eye Protection Required".  Yes  
 No  
 N/A

## 103. Maintenance and Repair Facilities

4. Proper ventilation is provided in welding areas/rooms.  Yes  
 No  
 N/A
5. Fire extinguisher provided is within 25 feet.  Yes  
 No  
 N/A
6. Welding helmets, face shields and goggles are in very good condition and meet the applicable OSHA/ANSI standards.  Yes  
 No  
 N/A
7. Protective clothing (gloves, sleeves, aprons, etc.) is available.  Yes  
 No  
 N/A
8. Electrical arc welding machines, cables, connections, clamps and electrode holders are in very good condition.  Yes  
 No  
 N/A
9. Gas welders (regulators, hoses, torch bodies) are in very good condition.  Yes  
 No  
 N/A
10. Valve protective caps are in place on cylinders when not in use.  Yes  
 No  
 N/A
11. All cylinders are secured while in use and when cylinder is in storage.  Yes  
 No  
 N/A
12. All oxygen and gas cylinders are stored in separate locations except those cylinders being used and/or those mounted on a welding cart.  Yes  
 No  
 N/A
13. Housekeeping is very good.  Yes  
 No  
 N/A

### G. Tire Cages Available and Used As Required

## 103. Maintenance and Repair Facilities

1. Chart (NHTSA) displayed, "Safety Precautions for Mounting and Dismounting Tube-type Truck/Bus Tires and Multi-Piece Rim Wheel Matching Chart?"  Yes  
 No  
 N/A
2. Restraining devices are available for inflating tires on multi-piece wheels?  Yes  
 No  
 N/A
3. Clip-on chucks, in-line valves, and pressure gauges are part of these air line assemblies?  Yes  
 No  
 N/A
4. Length of hose between the clip-on chuck and the in-line valve is sufficient to keep maintenance workers clear of hazards?  Yes  
 No  
 N/A
5. Tire tools and equipment are in very good condition?  Yes  
 No  
 N/A

### H. Overhead Cranes in Maintenance/Repair Facilities

1. Overhead cranes are found to be in very good condition.  Yes  
 No  
 N/A
2. Chains and cables are clean and stored out of harm's way.  Yes  
 No  
 N/A
3. Maintenance facility employees have a working knowledge of crane equipment.  Yes  
 No  
 N/A
4. Operators inspect cranes daily before equipment is used.  Yes  
 No  
 N/A

### I. Vehicle Lifting Devices and Hoists In Maintenance/Repair Areas

1. Hoists and jacks have a rated capacity sufficient to lift and sustain the expected loads.  Yes  
 No  
 N/A

## 103. Maintenance and Repair Facilities

2. Capacity ratings are marked on hoists and jack lifting devices.  Yes  
 No  
 N/A
3. Jack stand capacities are sufficient to support the suspended loads.  Yes  
 No  
 N/A
4. Capacity ratings are clearly marked on jack stands.  Yes  
 No  
 N/A
5. Lifting devices, hoists, and jack stands are in very good condition and inspected before each use.  Yes  
 No  
 N/A

### J. Maintenance/Repair Area Hazard Identification Signs

1. Signs are in place and legible where needed (i.e. Flammable Liquid Containers, Walkways, Aisles, Docks, Stairs, Low Clearance, Floor openings and Grease Pits).  Yes  
 No  
 N/A
2. The appropriate hazard identification signs are used to identify the area hazards; and colors, symbols, wording, layout etc. meet current standards.  Yes  
 No  
 N/A

### K. First Aid, CPR, and Bloodborne Pathogen Supplies Available in the Maintenance/Repair Facility Kits or Stations

1. Kit(s) or station(s) are readily available, meet applicable OSHA/ANSI standards and the locations are well identified.  Yes  
 No  
 N/A
2. Kit(s) or station(s) are well stocked, organized, and adequate to serve the emergency needs of the employees in this work area.  Yes  
 No  
 N/A
3. Kit(s) or station(s) are clean and inspected monthly.  Yes  
 No  
 N/A

## 103. Maintenance and Repair Facilities

### L. Maintenance/Repair Area Has Appropriate Eye Wash and/or Body Drenching Equipment

1. Eye wash and/or body drenching facilities are located in the immediate work area for emergency use.  Yes  
 No  
 N/A
2. Access routes to these facilities are unobstructed.  Yes  
 No  
 N/A
3. Facilities are in very good condition with evidence of weekly inspection, periodic flushing, and solution changing as required.  Yes  
 No  
 N/A

### M. Power Tools and Equipment Electrically Grounded

1. All equipment has 3-wire grounding or is double insulated.  Yes  
 No  
 N/A

### N. Tools and Equipment Clean and Well Maintained

1. All tools and equipment are in very good condition.  Yes  
 No  
 N/A
2. Broken tools and equipment are tagged "out of service" and repaired or replaced in a timely manner.  Yes  
 No  
 N/A

### O. Power Tools Properly Stored

1. Power tools are stored in special containers or designated locations.  Yes  
 No  
 N/A

### P. Protective Safeguards For Power Tools and Equipment In Place

## 103. Maintenance and Repair Facilities

1. Shields/guards are in place and well maintained for power tools.  Yes  
 No  
 N/A
2. Clean goggles and face shields are provided and available at each location.  Yes  
 No  
 N/A
3. Signs requiring use of goggles and face shields are posted accordingly at each power tool location.  Yes  
 No  
 N/A
4. Electrical apparatus repair/test area has walls, fence, or safety tape, PPE available, and wiring with ground connections, test status signal, disconnect switch, and separated power cables?  Yes  
 No  
 N/A
- Q. Maintenance/repair facility elevators are inspected and maintained.  Yes  
 No  
 N/A
- R. Maintenance/repair facility ladders are structurally sound and well maintained.  Yes  
 No  
 N/A

## 104. Pole Yards and Outside Storage

### A. Pole Yard and Outside Storage

1. Poles are organized on separate bunks by length/class for safety in selection and loading these materials.  Yes  
 No  
 N/A
2. Bunks are in very good condition.  Yes  
 No  
 N/A
3. Poles are safely stacked and stored off the ground.  Yes  
 No  
 N/A
4. Poles are secured by pole stops or by bunk design.  Yes  
 No  
 N/A

### B. Pole Yards and Outside Storage Areas Materials Access

1. Pole yards and outside storage have wide driving lanes with adequate room to maneuver equipment.  Yes  
 No  
 N/A
2. Pole yards and outside storage areas have surfaces (ie. black top, solid gravel base, and good drainage) that allow access in all types of weather conditions to the materials.  Yes  
 No  
 N/A
3. Entrances to pole yards and outside storage have adequate, operating gates.  Yes  
 No  
 N/A
4. Caution signs, if warranted and approved, are located along public roads in each direction from the entrance to warn of "Turning Vehicles."  Yes  
 No  
 N/A

### C. Pole Yard/Outside Storage Materials Properly and Neatly Stored

1. All materials are stored off the ground with related materials stored together.  Yes  
 No  
 N/A

## 104. Pole Yards and Outside Storage

2. All materials are well identified by permanent markings.  Yes  
 No  
 N/A
3. All material is stacked or arranged in an orderly manner.  Yes  
 No  
 N/A
4. Are pole yard/outside storage areas well lit?  Yes  
 No  
 N/A
5. Lights automatically come on during hours of darkness for better security and ease of working.  Yes  
 No  
 N/A

### D. Pole Yard/Outside Storage Overhead Lifting Devices Maintained

1. Overhead cranes/hoists are found to be in very good condition.  Yes  
 No  
 N/A
2. Chains and cables are clean and stored out of harm's way.  Yes  
 No  
 N/A
3. Employees have a working knowledge of equipment.  Yes  
 No  
 N/A
4. Overhead cranes/hoists are given an annual inspection.  Yes  
 No  
 N/A
5. Operators inspect equipment daily before use.  Yes  
 No  
 N/A

### E. Outside Areas Fenced and Locked/Secured

1. Pole yards and outside areas are totally enclosed with a security fence that is minimum of 6 feet high.  Yes  
 No  
 N/A

## 104. Pole Yards and Outside Storage

2. Walk through gates and large equipment gates are in place and secured at all times.  Yes  
 No  
 N/A
3. "No Trespassing" and/or "Authorized Persons Only" signs are posted on all sides of pole yards and outside storage areas.  Yes  
 No  
 N/A

### F. Pole Yards and Outside Storage Areas Show Good Housekeeping

1. Traffic areas are maintained on a regular basis.  Yes  
 No  
 N/A
2. The outside areas, structures, and pole yard are totally free of weeds and debris.  Yes  
 No  
 N/A
3. Proper containers are available for trash and excess materials and these containers are emptied regularly.  Yes  
 No  
 N/A

### G. Adequate Fire Protection Provided Near Fueling Area

1. Each service or fueling area has at least one fire extinguisher with a minimum 120 B:C capacity rating and is located within 75 feet of the pump dispensers.  Yes  
 No  
 N/A
2. Conspicuous and legible signs, "No Smoking", "No Open Flames", and "Shut Off (gasoline) Motors During Fueling" are posted.  Yes  
 No  
 N/A
3. Are fuel storage facilities and tanks properly maintained, monitored, and in compliance with current regulations?  Yes  
 No  
 N/A

### H. Protective Safeguards For Fueling Areas

1. The dispensing nozzles are equipped with approved automatic closing devices and hoses are equipped with break-away connectors.  Yes  
 No  
 N/A

## 104. Pole Yards and Outside Storage

2. Clearly identified and easily accessible emergency shut-offs are provided within 75 feet of the dispensing devices.  Yes  
 No  
 N/A
3. Islands and barriers are provided to protect the fuel pumps.  Yes  
 No  
 N/A
4. Hoses are stored out of traffic areas.  Yes  
 No  
 N/A
- I. Are previously used capacitors properly shunted?  Yes  
 No  
 N/A

## 105. Administration Buildings

### A. Public Safety Education Materials At Distribution Systems

1. Public safety education materials are conspicuously displayed throughout public access areas.  Yes  
 No  
 N/A
2. Multiple types of materials are available for all ages.  Yes  
 No  
 N/A
3. Public use of materials is encouraged.  Yes  
 No  
 N/A

### B. Good Housekeeping Evident in all Administrative Buildings

1. Closets and storage areas are well organized.  Yes  
 No  
 N/A
2. Aisles, corridors, and outside areas are uncluttered, free of trash, and in very good condition.  Yes  
 No  
 N/A
3. Areas with stored materials are clean and uncluttered.  Yes  
 No  
 N/A
4. Appropriate containers are available for trash and correct use is evident.  Yes  
 No  
 N/A
5. All cables and cords are bundled and kept out of traveled areas.  Yes  
 No  
 N/A

### C. Stairs/Docks in All Administration Buildings

1. All stairs have handrails properly secured.  Yes  
 No  
 N/A

## 105. Administration Buildings

2. Steps are marked clearly and well lit.  Yes  
 No  
 N/A
3. Safety rails at loading docks shall, at minimum, be in compliance with current regulations.  Yes  
 No  
 N/A
4. Surfaces are in very good condition.  Yes  
 No  
 N/A

### D. Fire Protection in All Administration Buildings

1. Fire extinguishers are of the correct type, proper size, inspected monthly, and can be seen from a distance or the location is marked with a sign.  Yes  
 No  
 N/A
2. Fire extinguishers are placed in easily accessible locations, and comply with current regulations.  Yes  
 No  
 N/A
3. Sprinkler systems, if installed, must be in working condition and meet applicable regulations.  Yes  
 No  
 N/A

### E. Administration Building Lighting

1. Administrative areas are illuminated with sufficient lighting to work.  Yes  
 No  
 N/A
2. Emergency security lighting (ie. backup generator or battery lighting) is available in all areas.  Yes  
 No  
 N/A

### F. Administration Building Exits Marked and Accessible

1. All doors leading to the outside are properly marked, ie. "Exit", "To Exit", "Not An Exit".  Yes  
 No  
 N/A

## 105. Administration Buildings

2. "EXIT" signs are illuminated (internally or externally).  Yes  
 No  
 N/A

3. "Exit" doors are accessible and capable of being opened from the inside.  Yes  
 No  
 N/A

G. Material safety data sheets are readily accessible?  Yes  
 No  
 N/A

H. An emergency action plan is available.  Yes  
 No  
 N/A

1. Employees are familiar with the emergency action plan, nearest exits, the location and use of fire extinguishers, material safety data sheets, first-aid equipment, security plans, etc.?  Yes  
 No  
 N/A

### I. First Aid, CPR and Bloodborne Pathogen Kits, Stations, and Supplies in Administration Building

1. Kit(s) or station(s) are readily available, meet applicable OSHA/ANSI standards, and the locations are well identified.  Yes  
 No  
 N/A

2. Kit(s) or station(s) are well stocked and adequate to serve the number of people at the facility.  Yes  
 No  
 N/A

3. Kit(s) or station(s) are clean, well organized and inspected monthly.  Yes  
 No  
 N/A

J. Administration building elevators are inspected and maintained?  Yes  
 No  
 N/A

### K. Security Measures Are Evident

## 105. Administration Buildings

1. Access to non-public areas is limited.  Yes  
 No  
 N/A
2. Security measures are in place, ie. cameras, guards, panic buttons, etc.  Yes  
 No  
 N/A
3. Cash levels for transaction activities are controlled for security considerations.  Yes  
 No  
 N/A
4. Public collection areas are designed for security.  Yes  
 No  
 N/A
5. Adequate lighting is designed with security precautions.  Yes  
 No  
 N/A

### L. Equipment For Accessing and Handling Materials and Supplies in Administration Buildings

1. Hand trucks or carts are available for handling materials/supplies in administration buildings.  Yes  
 No  
 N/A
2. Carts and hand trucks are in very good working condition with capability to handle any material/supplies stored in administration areas.  Yes  
 No  
 N/A
3. Portable step devices are available as needed and adequate for accessing the materials stored in administration buildings.  Yes  
 No  
 N/A

### M. An assessment regarding the need for Automatic External Defibrillator(s), AEDs, has been completed?

- Yes  
 No  
 N/A

1. AEDs are available at the facilities?  Yes  
 No  
 N/A

## 105. Administration Buildings

2. AEDs are available on some vehicles?

- Yes
- No
- N/A

N. Ladders found in the Administration buildings are structurally sound and well maintained?

- Yes
- No
- N/A

## 106. General Vehicles <10,000 GVWR (Cars, etc.)

### A. Documentation for vehicles under 10,000 pounds Gross Vehicle Weight Rating (GVWR)

1. Is appropriate documentation (insurance card, registration, operator's manual, accident reporting guidelines) found in the cars, pickups, vans and SUVs?  Yes  
 No  
 N/A

### B. Cars, Pickups, Vans and SUVs Well Maintained

1. Visual inspection of vehicle indicates very good maintenance.  Yes  
 No  
 N/A
2. Vehicles are washed regularly.  Yes  
 No  
 N/A
3. Windows, mirrors, dash and cab are clean and uncluttered.  Yes  
 No  
 N/A
4. Vehicle storage areas clean and free of trash.  Yes  
 No  
 N/A

### C. Utility Cars, Pickups, Vans and SUVs - Applicable Safety Equipment

1. Strobes or utility vehicle warning lights are part of the vehicle equipment when applicable?  Yes  
 No  
 N/A
2. Traffic cones are available on these general vehicles when applicable?  Yes  
 No  
 N/A
3. Reflectorized traffic control vests are available?  Yes  
 No  
 N/A
4. Flashlights are available?  Yes  
 No  
 N/A

## 106. General Vehicles <10,000 GVWR (Cars, etc.)

5. Safety Equipment is in very good condition?  Yes  
 No  
 N/A

### D. Cars, Pickups, Vans and SUVs Equipped With Proper Fire Extinguishers

1. Vehicles are equipped with fire extinguishers.  Yes  
 No  
 N/A
2. Location is clearly identified, accessible, and consistent throughout the utility's fleet.  Yes  
 No  
 N/A
3. These light vehicles have one fire extinguisher with a minimum 10 B:C capacity rating and suitable for class ABC fires.  Yes  
 No  
 N/A
4. Extinguishers are inspected monthly.  Yes  
 No  
 N/A

### E. Cars, Pickups, Vans and SUVs Equipped With Kits That Contain First-Aid, CPR, and Bloodborne Pathogen Supplies

1. First-aid kit(s) are readily available, meet applicable OSHA/ANSI standards, and locations are well identified.  Yes  
 No  
 N/A
2. Kits are fully stocked with supplies according to a list of contents.  Yes  
 No  
 N/A
3. Kit(s) are clean, well organized, and inspected weekly.  Yes  
 No  
 N/A

- F. General Vehicle ladders are structurally sound, well maintained, and non-conductive for use in electrical work activity.  Yes  
 No  
 N/A

## 106. General Vehicles <10,000 GVWR (Cars, etc.)

### G. Tools and Materials in Cars, Pickups, Vans and SUVs

1. Tools and materials are stored in designated locations and in such a manner that they will not cause damage or be damaged.  Yes  
 No  
 N/A
  
2. Sharp edges and points of various tools have protective guards, covers, or sheaths, which are in place?  Yes  
 No  
 N/A

## 107. Diggers, Aerial Devices, etc. >10,000 GVWR

### A. Digger Derricks, Aerial Devices, and Other Commercial Vehicles Over 10,000 Pounds Gross Vehicle Weight Rating (GVWR)

1. Documentation found in all commercial motor vehicles includes insurance cards, registrations, operator manuals, accident reporting guidelines, and required DOT records?  Yes  
 No  
 N/A
  
2. Vehicles Well Maintained
  - a) Visual inspection of vehicle indicates very good maintenance.  Yes  
 No  
 N/A
  
  - b) Vehicles are washed regularly.  Yes  
 No  
 N/A
  
  - c) Windows, mirrors, dash and cab are clean and uncluttered.  Yes  
 No  
 N/A
  
  - d) Storage areas clean and free of trash.  Yes  
 No  
 N/A
  
3. Commercial Vehicle Safety Equipment
  - a) Rotating beacons are well positioned and in working condition  Yes  
 No  
 N/A
  
  - b) Work zone safety equipment (signs, cones, stop/slow paddles, etc.) is available.  Yes  
 No  
 N/A
  
  - c) Flashlights and work lighting equipment is available.  Yes  
 No  
 N/A
  
  - d) Emergency roadside markers or flares are stocked on these vehicles.  Yes  
 No  
 N/A

## 107. Diggers, Aerial Devices, etc. >10,000 GVWR

- e) Reflectorized traffic control vests are available for employees working on these vehicles.  Yes  
 No  
 N/A

### 4. Commercial Vehicle Fire Extinguishers

- a) Vehicles are equipped with two fire extinguishers in separated locations.  Yes  
 No  
 N/A
- b) Location is clearly identified, accessible, and consistent throughout the utility's fleet.  Yes  
 No  
 N/A
- c) Both fire extinguishers have a minimum 60 B:C capacity rating and contain an extinguishing agent suitable for class ABC fires.  Yes  
 No  
 N/A
- d) Extinguishers are inspected monthly.  Yes  
 No  
 N/A

### 5. Commercial Vehicle First-Aid, CPR and Bloodborne Pathogen Emergency Supplies

- a) First Aid, CPR, and Bloodborne Pathogen supplies are readily available in combined or separate kits, meet applicable OSHA/ANSI standards, and positioned in well identified locations.  Yes  
 No  
 N/A
- b) Kits are fully stocked with supplies according to a list of contents.  Yes  
 No  
 N/A
- c) Kits are clean, well organized, and inspected weekly.  Yes  
 No  
 N/A

### 6. Tools and Materials Properly Stored in These Utility Vehicles

- a) Tools and materials are stored in designated locations and in such a manner that they will not cause damage or be damaged.  Yes  
 No  
 N/A

## 107. Diggers, Aerial Devices, etc. >10,000 GVWR

- b) Protective guards, covers, and sheaths are in place.  Yes  
 No  
 N/A

7. Ladders carried on these utility vehicles are structurally sound, well maintained, and non-conductive for use in electrical work activity?  Yes  
 No  
 N/A

### 8. Winches Properly Maintained

- a) Winch cables and ropes are free of flat spots, kinks, broken strands, or frayed areas.  Yes  
 No  
 N/A

- b) Winch cables and ropes are equipped with proper hooks, eyes and attachments.  Yes  
 No  
 N/A

- c) Winch mechanism, mounting, and controls are in very good condition.  Yes  
 No  
 N/A

- d) Winches are properly rated and designed.  Yes  
 No  
 N/A

### 9. Grounding and/or Barricading For Vehicles in Energized Work Zones

- a) Size of ground exceeds system's maximum available fault current.  Yes  
 No  
 N/A

- b) One end of grounding cable is securely connected to frame of equipment with proper attachment or attachment point is easily accessible on the vehicle for use with detachable ground.  Yes  
 No  
 N/A

- c) When barricading and isolating vehicles and equipment for work in energized work zones, personnel understand to work and protect themselves as if the units are energized?  Yes  
 No  
 N/A

- d) Grounding and/or barricading equipment is in very good condition and properly stored on the vehicle.  Yes  
 No  
 N/A

### 10. Vehicle Grounding Cables

## 107. Diggers, Aerial Devices, etc. >10,000 GVWR

a) Vehicle grounds are individually marked with a method of unique identification and date of most recent electrical test.  Yes  
 No  
 N/A

b) Vehicle ground clamps and cables are tested for continuity to frame.  Yes  
 No  
 N/A

### 11. Wheel Chocks On Large Utility Vehicles

a) At least two effective chocks are provided per large truck, are properly used, and are properly stowed on each truck when not in use.  Yes  
 No  
 N/A

### 12. Outrigger Pads for Utility Vehicles Equipped With Outriggers

a) Substantial outrigger pads are provided for all equipment outrigger legs, are properly used, and are properly stored on the vehicle when not in use.  Yes  
 No  
 N/A

### 13. Capacity Ratings, Warning Signs, and Equipment Control Placards for Digger Derrick and Aerial Basket Devices

a) Manufacturer's identification, capacity rating, operation, instruction placards and decals/plates are in place.  Yes  
 No  
 N/A

b) Signs, placards, and decals on these devices are readily visible, permanent, legible, and in very good condition.  Yes  
 No  
 N/A

c) Electrocution hazard warning signs for the public and employees are posted on devices that will be used in energized work zones,  Yes  
 No  
 N/A

d) Equipment controls are clearly identified as to function and operation.  Yes  
 No  
 N/A

14. Daily operational inspections are conducted.  Yes  
 No  
 N/A

### 15. Dielectric Tests On Insulating Booms Of The Utility Vehicles

## 107. Diggers, Aerial Devices, etc. >10,000 GVWR

- a) Dielectric tests on insulated sections of devices are conducted semi-annually.  Yes  
 No  
 N/A
- b) Dielectric test results and date of test are available on or in vehicle.  Yes  
 No  
 N/A

### 16. Vehicles Designed For Lifting Personnel Are Properly Equipped With Harnesses and Lanyards That Meet The Applicable OSHA/ANSI Standards

- a) Approved harnesses and lanyards are available for each person working in an elevated position.  Yes  
 No  
 N/A
- b) Proper attachments for lanyard to boom or basket are provided.  Yes  
 No  
 N/A
- c) Evidence shows that equipment is used.  Yes  
 No  
 N/A
- d) Equipment is in very good condition.  Yes  
 No  
 N/A

## 108. Misc. Equipment/Vehicles (Trailers, etc.)

### A. Miscellaneous Vehicles (Trailers, Trenchers, Backhoes, Forklifts, and other Special Equipment)

1. Documentation including registration, operators manual, and any required DOT records are found on trailers, trenchers, backhoes, forklifts, etc.  Yes  
 No  
 N/A

### B. Trailers, Trenchers, Backhoes, Forklifts, Etc. Well Maintained

1. Visual inspection of these miscellaneous vehicles indicates very good maintenance.  Yes  
 No  
 N/A
2. Miscellaneous vehicles are cleaned regularly.  Yes  
 No  
 N/A
3. Miscellaneous vehicle windows, mirrors, and cabs are clean and uncluttered.  Yes  
 No  
 N/A
4. Miscellaneous vehicle storage areas are clean and free of trash.  Yes  
 No  
 N/A

### C. Trailers and Other Miscellaneous Vehicles Equipped With Appropriate Necessary Safety Equipment

1. Miscellaneous vehicles have the appropriate safety decals, seatbelts, guards, and shields in place and in very good condition.  Yes  
 No  
 N/A
2. If equipped with a cab, all cab windows are unbroken and in very good condition for visibility.  Yes  
 No  
 N/A
3. Roll over protection is in place and in very good condition.  Yes  
 No  
 N/A

## 108. Misc. Equipment/Vehicles (Trailers, etc.)

4. Rotating beacons are operational if applicable.  Yes  
 No  
 N/A
5. Motorized miscellaneous units are equipped with appropriate fire extinguishers?  Yes  
 No  
 N/A

### D. Grounding/Barricading of Devices For Fault Locating, Wire Tensioning Equipment, etc.

1. Capacity rating of grounding cables exceed system's maximum available fault current with a minimum size of 4 stranded copper.  Yes  
 No  
 N/A
2. Grounding cables are connected to frames of equipment with proper attachments.  Yes  
 No  
 N/A
3. When barricading and isolating miscellaneous equipment for work in energized work zones, personnel perform work and protect themselves as if the units are energized?  Yes  
 No  
 N/A
4. Grounding and/or barricading equipment is in very good condition and properly stored.  Yes  
 No  
 N/A

### E. Testing of Grounding Cables on Miscellaneous Equipment

1. Grounding clamps and cables are tested for continuity to the frame for miscellaneous equipment that will be used in energized work zones.  Yes  
 No  
 N/A
2. Miscellaneous equipment grounds are individually marked with a method of unique identification and date of most recent electrical test.  Yes  
 No  
 N/A

### F. Fire Extinguishers on Miscellaneous Vehicles

1. Vehicles should have a minimum of one extinguisher with a 10 B:C capacity rating and contain an extinguishing agent for class ABC fires.  Yes  
 No  
 N/A

## 108. Misc. Equipment/Vehicles (Trailers, etc.)

2. Fire extinguishers are accessible and there are signs on bins or cabs indicating the locations if not obvious or clearly visible.

- Yes  
 No  
 N/A

3. Extinguishers are inspected monthly.

- Yes  
 No  
 N/A

### G. Tool Storage on Miscellaneous Vehicles

1. Tools and materials are stored in designated locations and in such a manner that they will not cause damage or be damaged.

- Yes  
 No  
 N/A

2. Miscellaneous equipment tools have in place all protective guards, covers and sheaths.

- Yes  
 No  
 N/A

### H. Chocks on Miscellaneous Vehicles

1. At least two chocks in very good condition are provided per vehicle?

- Yes  
 No  
 N/A

2. Miscellaneous equipment chocks are properly stored when not in use?

- Yes  
 No  
 N/A

## 109. Truck Tools and Equipment

### A. Slings, Hoists, Ropes, Blocks, Live Line Tools, Etc. Well Maintained, Clean, and Properly Stored

1. Slings, hoists, ropes, blocks, live line tools, and other truck tools and equipment are in very good condition, properly adjusted and maintained.  Yes  
 No  
 N/A
2. Bins, compartments, or containers are available for orderly storage of slings, hoists, ropes, blocks, live line tools, and other special line equipment.  Yes  
 No  
 N/A
3. Bins, compartments, and containers have tight doors and covers for secure, clean, and dry storage of these truck tools and equipment.  Yes  
 No  
 N/A

### B. Sharp Edges of Tools and Equipment Guarded

1. All sharp edges, including wood drill bits, chain saws and pruners, have guards, sheaths or cases.  Yes  
 No  
 N/A

### C. Blocks, Hardware, Ropes, and Handlines Well Maintained

1. All blocks, hardware and ropes are in very good condition and properly rated for use.  Yes  
 No  
 N/A
2. No frayed ropes, knots or improper splices.  Yes  
 No  
 N/A
3. Hardware for these hoists are manufacturer designed, tested and free of user modifications?  Yes  
 No  
 N/A
4. Are liveline tools tested in accordance with current OSHA/ANSI standards and identified with these test dates?  Yes  
 No  
 N/A

### D. Insulated/Live Line Tools Well Maintained

## 109. Truck Tools and Equipment

1. Insulated/live line tools are in very good condition, clean, and waxed?  Yes  
 No  
 N/A
2. Defective tools are replaced or repaired immediately?  Yes  
 No  
 N/A
3. Tools are properly stored in separate compartments or containers?  Yes  
 No  
 N/A
4. Live line tools are tested in accordance with the current OSHA/ANSI standards and identified with these test dates?  Yes  
 No  
 N/A

### E. Slings and Lifting Hardware Well Maintained

1. Slings are in very good condition, properly rated and tagged as required?  Yes  
 No  
 N/A
2. Slings are inspected prior to each use?  Yes  
 No  
 N/A
3. Defective slings are removed from service immediately?  Yes  
 No  
 N/A
4. Interviewed employees are knowledgeable regarding lifting procedures and practices?  Yes  
 No  
 N/A

### F. Hoists Load Rated and Well Maintained

1. All hoists are in very good condition and properly rated for use?  Yes  
 No  
 N/A
2. Straps, cables, and chains are in good condition?  Yes  
 No  
 N/A

## 109. Truck Tools and Equipment

3. Hardware is free of modifications?

- Yes
- No
- N/A

# 110. Head, Eye, Face, Hearing, Foot, + Hand PPE

## A. Head Protection

### 1. Head Protection Meets Specifications For Job Being Performed

- a) Head protection meets applicable OSHA/ANSI standards in accordance with hazard assessment for the job being performed.  Yes  
 No  
 N/A
- b) Hard hats have suspension systems that are in very good condition.  Yes  
 No  
 N/A
- c) Shells are in very good condition inside and out.  Yes  
 No  
 N/A
- d) Electric utility worker head protection is free of decals or decorations which may affect the dielectric protection.  Yes  
 No  
 N/A

## B. Eye and Face Protection

### 1. Eye and Face Protection Meets Specifications For Job Being Performed

- a) Eye and face protection meets applicable OSHA/ANSI standards in accordance with a hazard assessment for the job being performed.  Yes  
 No  
 N/A
- b) Eye and face protection being used is in very good condition and if not in use, is properly stored.  Yes  
 No  
 N/A
- c) Clear and tinted safety glasses are available.  Yes  
 No  
 N/A

## C. Hearing Protection

### 1. Hearing Protection Meets Specifications For Job Being Performed

## 110. Head, Eye, Face, Hearing, Foot, + Hand PPE

- a) Hearing protection meets applicable OSHA/ANSI standards in accordance with hazard assessment for the jobs being performed.  Yes  
 No  
 N/A
- b) Choice of hearing protection is available.  Yes  
 No  
 N/A
- c) Hearing protection in use is in very good condition and when not in use, is properly stored.  Yes  
 No  
 N/A

### 2. Noise Hazard Assessments Determined

- a) Noise hazard assessments for equipment and areas are completed.  Yes  
 No  
 N/A
- b) Employees are trained for use of hearing protection where required.  Yes  
 No  
 N/A
- c) Equipment that creates noise hazards are tagged indicating "Hearing Protection Required."  Yes  
 No  
 N/A
- d) Noise hazard signs are posted where needed.  Yes  
 No  
 N/A

### D. Foot Protection

1. Protective Footwear Meet Specifications For Job Being Performed  Yes  
 No  
 N/A
2. Protective footwear meets applicable OSHA/ANSI standards in accordance with the hazard assessment for the jobs being performed.  Yes  
 No  
 N/A
3. Protective footwear is in very good condition.  Yes  
 No  
 N/A

## 110. Head, Eye, Face, Hearing, Foot, + Hand PPE

### E. Hand Protection

1. Hand Protection Meets Specifications For Job Being Performed  Yes  
 No  
 N/A
  
2. Hand protection meets applicable OSHA standards in accordance with hazard assessment for the jobs being performed.  Yes  
 No  
 N/A
  
3. Hand protection is in very good condition.  Yes  
 No  
 N/A

# 111. Insulating Gloves, Sleeves, + Coverup

## A. Gloves and Protectors Meet Specifications For Job Being Performed

1. Rubber gloves meet the applicable OSHA/ASTM standards for the system's phase to phase distribution voltage(s).  Yes  
 No  
 N/A
2. Explicit control for class of gloves exists in multiple voltage systems.  Yes  
 No  
 N/A
3. All gloves are marked as being tested in accordance with system's policy (maximum 60 days field use between tests) and applicable standards.  Yes  
 No  
 N/A
4. All protectors meet proper length requirements and very good condition.  Yes  
 No  
 N/A

## B. Sleeves Meet Specifications For Job Being Performed

1. Sleeves meet the applicable OSHA/ASTM standards for the system's phase to phase distribution voltage(s).  Yes  
 No  
 N/A
2. Explicit control for class of sleeves exists in multiple voltage systems.  Yes  
 No  
 N/A
3. All sleeves are marked as being tested in accordance with system's policy (maximum of 120 days field use between tests) and applicable standards.  Yes  
 No  
 N/A

## C. Gloves and Sleeves Properly Stored

1. Rubber gloves and sleeves in service are stored properly in bags or containers and are maintained in an environment protected from excessive light, heat, dirt, mechanical damage, etc.  Yes  
 No  
 N/A
2. Rubber gloves and sleeves not in service are stored in a designated protected environment area.  Yes  
 No  
 N/A

## 111. Insulating Gloves, Sleeves, + Coverup

3. A rotation program is followed in dispersing rubber gloves and sleeves.  Yes  
 No  
 N/A
4. Personnel understand proper care and storage of rubber gloves and sleeves.  Yes  
 No  
 N/A

### D. Insulating Cover-up Materials

1. Blankets Meet Specifications For Job Being Performed  Yes  
 No  
 N/A
2. Blankets meet the applicable OSHA/ASTM standards for the system's phase to phase distribution voltage(s).  Yes  
 No  
 N/A
3. Explicit control for class of blankets exists in multiple voltage systems.  Yes  
 No  
 N/A
4. All blankets are tested on a 6 months maximum rotation and marked with the test date in accordance with system's policy and applicable standards.  Yes  
 No  
 N/A

### E. Line Guards/Hoses, Hoods, Etc. Meet Specifications For Job Being Performed

1. Line guards/hoses, hoods, etc. meet the applicable OSHA/ASTM standards for the system's phase to phase distribution voltage(s).  Yes  
 No  
 N/A
2. Explicit control for class of line guards/hoses hoods, etc. exists in multiple voltage systems.  Yes  
 No  
 N/A
3. Line hoses, guards, hoods, and related coverup are tested on a 6 months maximum rotation and marked with the test date in accordance with system's policy and applicable standards.  Yes  
 No  
 N/A

### F. Cover-up Materials Properly Stored and Cleaned

## 111. Insulating Gloves, Sleeves, + Coverup

1. Cover-up materials are stored properly on trucks.  Yes  
 No  
 N/A
2. Cover-up materials in warehouse are stored in a designated area.  Yes  
 No  
 N/A
3. A rotation program is followed in dispersing cover-up materials.  Yes  
 No  
 N/A
4. Personnel understand proper care and storage of cover-up materials.  Yes  
 No  
 N/A
5. Cover-up materials clean and in very good condition.  Yes  
 No  
 N/A

### G. Adequate Cover-up Materials Provided

1. System has more than adequate supply of cover-up materials to perform the type of job(s) being performed with the line designs that the crews would be exposed to.  Yes  
 No  
 N/A

## 112. Flame Resistant Clothing

- A. System has performed a hazard assessment for flame resistant clothing needs and supervisors can explain which positions are affected?  Yes  
 No  
 N/A
- B. Affected employees are wearing flame resistant shirts?  Yes  
 No  
 N/A
- C. Affected employees are wearing flame resistant pants?  Yes  
 No  
 N/A
- D. Affected employees have flame resistant rainwear available?  Yes  
 No  
 N/A
- E. Affected employees have flame resistant outerwear available?  Yes  
 No  
 N/A
- F. Affected employees have flame resistant and reflective traffic control vests available?  Yes  
 No  
 N/A

## 113. Fall Protection

### A. Fall Protection Equipment Meets Specifications For Job Being Performed

1. Equipment meets applicable OSHA/ANSI standards.  Yes  
 No  
 N/A
2. In very good condition.  Yes  
 No  
 N/A
3. Equipment is properly sized and fitted to the individual.  Yes  
 No  
 N/A
4. Attachment point on equipment or structure is designed for anchoring fall protection.  Yes  
 No  
 N/A

### B. Fall Protection Equipment Properly Stored

1. Storage area provided on each truck for fall protection equipment or properly stored in equipment bags.  Yes  
 No  
 N/A
2. Equipment is stored free from sharp objects.  Yes  
 No  
 N/A
3. Storage area and/or equipment bags are in very good condition.  Yes  
 No  
 N/A

## 114. Personal Tools and Personal Grounds

### A. Body Belts, Safety Straps, and Climbers

1. Body belts, straps, and climbers meet specifications for the jobs being performed and the applicable OSHA/ANSI standards.  Yes  
 No  
 N/A
2. Climbing equipment is in very good condition and properly fitted to the individual users.  Yes  
 No  
 N/A

### B. Climbing Tool Storage

1. Clean and uncluttered storage area is provided on each truck for hanging climbing tools or these tools are properly stored in individual tool bags.  Yes  
 No  
 N/A
2. Stowed climbers have gaff guards in place.  Yes  
 No  
 N/A
3. Climbing belts and safety straps are stored clear of objects that would damage this equipment.  Yes  
 No  
 N/A

### C. Personal hand tools are in very good condition

- Yes  
 No  
 N/A

### D. Overhead Personal Protective Grounds

1. Size of grounds exceeds cooperative's maximum available fault current.  Yes  
 No  
 N/A
2. Utility has more than adequate supply of grounds for the type of line designs on the system.  Yes  
 No  
 N/A
3. Personal Protective Grounds are in very good condition and properly stored.  Yes  
 No  
 N/A

## 114. Personal Tools and Personal Grounds

### E. Underground Personal Protective Grounds

1. Size of grounds exceeds systems's maximum available fault current.  Yes  
 No  
 N/A
  
2. Utility has more than adequate supply of grounds for the system.  Yes  
 No  
 N/A
  
3. Grounds in very good condition and properly stored.  Yes  
 No  
 N/A

- F. Mechanical Jumpers (macs) are in very good condition and clearly identified when insulation was dielectrically tested and conductor was checked for continuity.  Yes  
 No  
 N/A

## 115. Crew Visit

### A. Crew Visit (Personnel Working Overhead, Underground, Right of Way, Etc.)

1. Have communications been established with the dispatcher or an alternative means been discussed with the crew members in the event an emergency occurs at the job site?  
 Yes  
 No  
 N/A
2. Is a designated person in charge?  
 Yes  
 No  
 N/A
3. Was job briefing conducted?  
 Yes  
 No  
 N/A
4. Is required personal protective equipment (PPE) in use?  
 Yes  
 No  
 N/A
5. Are proper tools and equipment provided, as job requires?  
 Yes  
 No  
 N/A
6. Are proper tools and equipment in use, as job requires?  
 Yes  
 No  
 N/A
7. Working devices are available at the job site to determine the presence and level of system voltages.  
 Yes  
 No  
 N/A
8. Are necessary traffic control devices being used?  
 Yes  
 No  
 N/A
9. Employees Are Knowledgeable Regarding Safety Related Work Practices (The following questions should be addressed whether or not crews are at a job site):
  - a) Line personnel are knowledgeable, when questioned individually, about when rubber gloves shall be used?  
 Yes  
 No  
 N/A

## 115. Crew Visit

- b) Line personnel are knowledgeable, when questioned individually, about when rubber sleeves shall be used?  Yes  
 No  
 N/A
- c) Supervisors and crew foremen are clear and consistent about when rubber gloves and sleeves shall be used?  Yes  
 No  
 N/A
- d) Line personnel are knowledgeable, when questioned individually, about when personal grounds shall be used?  Yes  
 No  
 N/A
- e) Line personnel are able to explain the rationale and the proper steps for installing personal grounds?  Yes  
 No  
 N/A
- f) Line personnel are knowledgeable, when questioned individually, about when vehicle/equipment grounds and/or barricading are required to be used?  Yes  
 No  
 N/A
- g) Line personnel are able to explain the preferred methods of vehicle/equipment grounding or methods used for barricading?  Yes  
 No  
 N/A
- h) Line personnel can explain why all vehicles in energized work zones are to be considered energized.  Yes  
 No  
 N/A
- i) Supervisors and crew foremen are clear and consistent about the procedures for installing personal and vehicle/equipment grounds and/or barricading?  Yes  
 No  
 N/A
- j) Line personnel are knowledgeable about line clearance procedures required at their system?  Yes  
 No  
 N/A
- k) Supervisors and crew foremen are clear and consistent in their explanation of line clearance procedures required at their system?  Yes  
 No  
 N/A

## 116. Substations

### A. Substation Fences, Locks, and Grounding

1. Fences and barbed wire strands are in very good condition?  
 Yes  
 No  
 N/A
2. Fence Gaps and/or washouts are four inches or less?  
 Yes  
 No  
 N/A
3. Fences and gates are properly grounded as required?  
 Yes  
 No  
 N/A
4. All fence gates are properly secured and locked?  
 Yes  
 No  
 N/A
5. Gate fastening mechanisms are in very good condition?  
 Yes  
 No  
 N/A

### B. Substation Hazard Identification Signs

1. "Warning" signs of the proper design, wording, and color are conspicuously displayed on all sides and entrances of the substations?  
 Yes  
 No  
 N/A
2. "Danger" signs of the proper design, wording, and color are displayed on the inside of substations?  
 Yes  
 No  
 N/A
3. Visibility and condition of the signs are very good?  
 Yes  
 No  
 N/A

### C. Substation Clearances

1. Clearances exceed the minimum requirements of the National Electrical Safety Code in all areas for the voltages involved?  
 Yes  
 No  
 N/A

## 116. Substations

### D. Materials, Equipment, and Vegetation in and around Substations

1. Materials and equipment, that must be stored in or around substations, are carefully located and organized to prevent contact with overhead lines and equipment?  Yes  No  N/A
2. Vegetation, nearby structures, stored materials and fixed equipment are clear of substation perimeters to prevent unauthorized access.  Yes  No  N/A

### E. Maintenance of Structures and Devices

1. Structures and devices are in very good condition (no evidence of oil leaks) and properly grounded?  Yes  No  N/A
2. Switching devices are properly secured?  Yes  No  N/A
3. Circuit and equipment identification is very good?  Yes  No  N/A
4. Gravel areas are level and free of weeds and debris?  Yes  No  N/A

### F. Battery Storage Area Equipment

1. Ample space is available for battery maintenance and replacement?  Yes  No  N/A
2. Battery storage areas include ventilation systems, proper hazard identification signs, proper electrical and light wiring, and safety equipment?  Yes  No  N/A

### G. Is adequate fire protection available?

- Yes  
 No  
 N/A

## 116. Substations

H. Are live line tools identified with a date, as being electrically tested, in accordance with OSHA/ASTM/ANSI standards?

- Yes  
 No  
 N/A

### I. Live Line Tool Maintenance

1. Insulated/live line tools are in very good condition, cleaned, and waxed?

- Yes  
 No  
 N/A

2. Defective tools are tagged and repaired or discarded and replaced as soon as possible?

- Yes  
 No  
 N/A

3. Tools are properly stored?

- Yes  
 No  
 N/A

4. Storage containers are in very good condition?

- Yes  
 No  
 N/A

## 117. Overhead Facilities

### A. Overhead and Underground System Circuit Maps or Files

1. Procedures are in place for conveying system circuit changes to crews.  Yes  
 No  
 N/A
2. System circuits maps or files are available in the maintenance and construction vehicles.  Yes  
 No  
 N/A
3. A sufficient supply of system circuit maps or pertinent sections are readily available for crews in case of emergency.  Yes  
 No  
 N/A
4. The master system circuit map or file is updated at minimum every three months.  Yes  
 No  
 N/A

### B. Guy Wire Tension and Marking

1. Guy wires observed are in tension.  Yes  
 No  
 N/A
2. Guy wires are marked for visibility.  Yes  
 No  
 N/A

### C. Maintenance of Lines and Structures

1. Construction and clearances observed meet the applicable NESC standards and RUS specifications.  Yes  
 No  
 N/A

### D. Right of Way Maintenance

1. Right of Way observed is in very good condition.  Yes  
 No  
 N/A

## 118. Underground Facilities

### A. Riser Installations Specifications

1. Riser installations observed meet applicable NESC and/or RUS specifications.  Yes  
 No  
 N/A
2. Cables are identified and tagged to correspond with the system's underground tagging and cable identification system.  Yes  
 No  
 N/A
3. Riser installations are numbered or identified and consistent with the total underground system.  Yes  
 No  
 N/A
4. Riser installations have proper clearances and proper climbing space.  Yes  
 No  
 N/A

- B. Are transformers and enclosures properly bolted and locked?  Yes  
 No  
 N/A

### C. Appropriate Hazard Identification Signs

1. Permanent WARNING signs displayed on outside of transformers and enclosures.  Yes  
 No  
 N/A
2. Permanent DANGER signs on the inside of transformers and enclosures.  Yes  
 No  
 N/A

### D. Enclosures and Cables Identification

1. Transformers, switches, enclosures and cables observed are identified by proper posting of permanent tags or marking to assure positive phase identification and routes of cables.  Yes  
 No  
 N/A

### E. Underground Facilities Maintenance

## 118. Underground Facilities

1. Construction and clearances observed meet applicable NESC and/or RUS specifications.  Yes  
 No  
 N/A
  
2. Enclosures are level and free of washouts, weeds, debris and wildlife?  Yes  
 No  
 N/A
  
3. Entrances to enclosures unobstructed?  Yes  
 No  
 N/A

## 119. Guidelines for Inspection Teams

A. Substations - Ownership determines whether or not these facilities should be included in this on-site inspection.

B. Warehouses - Ownership is a major criteria for determining whether or not these facilities are inspected.

C. Generating Facilities - Ownership is a major criteria for determining whether or not these facilities are inspected.

D. Grading - Team grading shall be based solely on the criteria recommended. Other regulation details or concerns may be noted and made known to the system at their closing conference.

E. Multiple Sites - The on-site inspection is intended to be a global observation. I.e. One bad site increases a system's liability and negatively affects a systems's RESAP score.

F. Vehicles - It is intended that all vehicles be inspected during RESAP observation. If not feasible because of the size of a fleet, a minimum of 25% shall be inspected.

G. Multiple Sites - It is recommended that the RESAP inspection cover all district facilities.

H. Substations - It is recommended that a random selection of substations shall be inspected with a minimum of one per district.

I. Underground - The team leader should randomly select U.G. units for inspection with a minimum of one per district.

J. Crew visits - The team leader should randomly select crews for inspection with a minimum of one per district and with varied crew types if available. I.e., ROW, O/H, U/G, etc.

## 119. Guidelines for Inspection Teams

K. Notification - The team leader is responsible for compiling RESAP inspection results before leaving a facility and briefing system representatives as soon as possible.

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B. Rural Electric Safety Accreditation Program Delegates at the time of this revision

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