



## AGENDA

### CITY OF MOLALLA SAFETY COMMITTEE

January 17, 2023

9:00am

Molalla City Hall – Conference Room

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1. **SIGN IN AND CALL TO ORDER**
2. **CONSENT AGENDA**
  - A. Meeting Minutes – November 15, 2022
3. **OLD BUSINESS**
  - A. Safety Committee Self Assessment
4. **NEW BUSINESS**
  - A. December Facility Inspections
  - B. 2023 CIS Training Calendar
5. **ACCIDENT INVESTIGATION**
6. **ADJOURN**



## MEETING MINUTES

CITY OF MOLALLA  
SAFETY COMMITTEE  
November 15, 2022

9:00AM

LOCATION

Avenue, Molalla, OR 97038

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### 1. CALL TO ORDER AND ROLL CALL

Staff Present: Michelle Satyna, Asst. Director - Library; Christie Teets, City Recorder – City Hall; Ronda Lee, Planning Specialist – Civic Center; Suzanne Baughman, Executive Admin Asst. – City Hall  
Absent: Devin Oei, Utility Worker II – PW Shops

Christie called the meeting to order at 9:00am.

### 2. CONSENT AGENDA

- A. Meeting Minutes – October 18, 2022

*A motion was made by Ronda to approve the Meeting Minutes from October, seconded by Michelle. Vote passed 4-0, with all members voting Aye.*

### 3. OLD BUSINESS

- A. AED/Fire Extinguisher – ADA Requirements

The group reviewed the email from Tim Gustafson of Gustafson Insurance regarding the requirements.

- B. CIS Witness Form

Ronda Lee volunteered to create/update a Witness Form for when accidents occur.

### 4. NEW BUSINESS

- A. Safety Committee Self Assessment

The group conducted a Self Assessment that will be reviewed at the January 2023 meeting. Each department will conduct Facility Inspections in December, that will be reviewed at the January meeting.

The next meeting is scheduled for January 17, 2023 at 9:00am at City Hall.

### 5. ADJOURN

Christie adjourned the meeting at 10:07am.

ATTEST: Christie Teets, Safety Committee Chair  
City Recorder

*\*KEY\**  
*Four participants*

No.	Safety committee self-assessment	Yes	No	?
1.	Does the safety committee have an equal number of employer and employee representatives?		4	
2.	Are the employee representatives either volunteers, or elected by their peers?	3	1	
3.	If the company has more than 20 employees, are there at least four safety committee members?	4		
4.	Is the safety committee chairperson elected by the committee?		4	
5.	Are safety committee members paid at their normal hourly wage during safety committee trainings and meetings?	4		
6.	Do employee representatives serve a continuous length of term that is at least one year?	2	1	1
7.	Is length of membership alternated or staggered so that at least one experienced member is serving on the committee?	2	1	1
8.	Are reasonable efforts made to ensure that the committee members represent the major work activities of the company?	3		1
9.	Does the safety committee hold regular meetings at least once per month except for months when workplace inspections are performed?	4		
10.	Does the safety committee work from a written agenda?	4		
11.	Are minutes recorded for each meeting?	4		
12.	Are the minutes available to all employees?	2	1	1
13.	Are the minutes kept for at least three years?	3		1
14.	Are all reports, evaluations, and recommendations made by the safety committee incorporated into the safety committee minutes?	4		
15.	Has a reasonable time limit been established for the employer to respond in writing to safety committee suggestions?	1	2	3
16.	Is there a system for safety committee members to get safety-related suggestions, reports of hazards, or other information directly from people involved in the operations of the workplace?	2	1	1
17.	Are all suggestions, hazard reports, or other information reviewed during the following safety committee meeting and recorded in the minutes?	4		
18.	Does the safety committee help the employer evaluate the employer's accident and illness prevention program?	2	1	1
19.	Does the safety committee make written recommendations to improve the safety and health program as necessary?	4		

		Y	N	?
20.	Has the safety committee established procedures for workplace inspections by the safety committee inspection team to identify safety and health hazards?	4		
21.	Does the safety committee conduct workplace inspections at least quarterly?	3		1
22.	Does the safety committee make recommendations on how to eliminate hazards and unsafe work practices in the workplace?	3		1
23.	Does the safety committee inspection team include both employer and employee representatives?	2	2	
24.	Does the safety committee inspection team provide a written report on the location and type of hazards?	2		3
25.	Does the safety committee inspection team's written report make recommendations to the employer about correcting hazards?	2		2
26.	Are quarterly inspections of satellite locations done by the safety committee inspection team or by a person designated at the location?	2		2
27.	Has the safety committee established procedures to review all safety and health inspection reports made by the committee?	3		1
28.	Based on the results of the above review, does the safety committee make recommendations to improve the safety and health program?	3		1
29.	Has the safety committee evaluated the employer's accountability system?			4
30.	Has the safety committee made recommendations to implement supervisor and employee accountability for safety and health?	3		1
31.	Has the safety committee established procedures for investigating all safety-related incidents, including injury accidents, illnesses, and deaths?	3		1
32.	Has safety committee purpose and operation been discussed with all safety committee members?	4		
33.	Do all safety committee members know the safety committee rules?	4		
34.	Do safety committee members have ready access to all Oregon Occupational Safety and Health Administration (OSHA) Rules that relate to the establishment?	2		2
35.	Have safety committee members received training based on the type of business activity and principles regarding hazard identification and effective accident investigation?	4		



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## Administrative Facility Inspection Checklist

### Molalla Civic Center

Location:

Inspection Completed By: R. Lee

Date: 11.28.22

Building Exterior	YES	NO	N/A
Building address clearly marked	X		
Fire hydrants accessible	X		
Building appears to be in good repair	X		
Building free of vandalism, trash, debris	X		
Exterior walls in good condition		X	
Exterior windows in good condition	X		
Water pipes properly insulated for cold	X		
Chimneys/stacks in good condition			X
Walkways maintained	X		
Parking lots maintained and clearly marked	X		
Combustibles stored away from bldg.	X		
Vegetation cut back from the bldg.	X		
Trash stored away from building, lids are closed, and area is clean	X		
Exterior lights operating properly	X		
Fencing and gates in good condition. ADA access points are accessible.	X		

Fire Doors	YES	NO	N/A
Fire doors are in good working condition			X

General Housekeeping	YES	NO	N/A
Building clean and well maintained	X		
Storage areas neatly arranged	X		
Interior lighting in good working order	X		
Trash emptied daily		X	
Stairs/halls clean & free of obstructions. Handrails secure. (Must meet minimum 200 lb. pressure/force test in any direction)	X		
SDS Sheets for all chemicals used and training provided, including GHS (Globally Harmonized Systems)	X		
File cabinets and shelving secured (bolted to wall studs or other means) for earthquakes		X	

Heating & Air Conditioning - Authorized Personnel	YES	NO	N/A
Heat and A/C operating properly	X		
Mechanical rooms kept locked		X	
Mechanical rooms free of storage	X		
All vents clear of combustibles	X		
Space heaters have tip-over shutoff protection	X		

Fire and Life Safety	YES	NO	N/A
Proper type extinguishers provided, ABC recommended	X		
Extinguishers are readily accessible and provided every 75'		X	
Extinguishers service and inspected monthly by staff and by contract annually. Keep all extinguisher tags on file for three (3) years for recordkeeping purposes.	X		

Electrical	YES	NO	N/A
No electrical or shock hazards present	X		
Electrical panels free of obstructions/locked		X	
Wall receptacles and switches have plates	X		
Boxes and panels free of combustibles	X		
Electrical hoses and panels covered	X		
All circuit breakers/fuses marked in panel		X	
Extension cords properly used, no more than one power strip per outlet	X		
GFCI's on receptacles within 6' of water			X

Fire Alarm/Detection Systems	YES	NO	N/A
Tested annually			X
Last test date was:			X
System free of trouble/alarm signals			X
Last test date was:			X

Automatic Sprinkler Systems	YES	NO	N/A
System tested annually and inspected and certified bi-annually.			X
Last test date was:			X
Sprinkler controls free of obstructions			X
18" clearance below sprinkler heads			X

Building Evacuation Features	YES	NO	N/A
Exit doors clearly marked		X	
Travel routes clearly marked		X	
Exit doors in working condition	X		
Exit door accessible & unlocked	X		
Emergency lights are working			X

Smoking	YES	NO	N/A
No Smoking Labels posted on all entranceways	X		
Ash receptacles located 10' away from doorways			X

Roof Conditions – Authorized Personnel Only	YES	NO	N/A
Antennas, etc. are secure			X
Gutters are clean and downspouts operate	X		
No evidence of pooling water	X		
Clear of debris and vegetation	X		
No evidence of reduced snow load capacity			X

Special Hazards – Building is free from:	YES	NO	N/A
Flammable liquids storage			X
Metal containers for oil/solvent soaked rags			X
Compressed gas storage			X
Commercial type cooking			X
Large computer facility			X
Other hazardous chemicals/operations			X
Power strips by water fountains			X

Any "NO" answer that cannot be corrected immediately should be forwarded to a supervisor. *emailed 11/28/22 + discussed @ mtg 5*

Please comment on any "SPECIAL HAZARDS" noted during the inspection.

Please explain all "NO" answers:

- Exterior walls – siding is rotting – P.W. aware
- Our trash is emptied 1x a week. (if cans get full will be emptied)
- No file cabinets or shelves secured to floor/walls
- Our mechanical room door is left open for venting reasons.
- We only have 2 extinguishers. *\* Having F.E. company come walk-through and make suggestions*
- Electrical panels not locked.
- Exit doors not marked. *\* Purchasing + installing w/ lobby upgrades 2023/24*
- Exit routes not displayed. *\* Will make + display*
- Circuit breakers marked – but old "locations".

*\* Fixes decided @ 11.28.22 meeting*

SB



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## Administrative Facility Inspection Checklist

Location: 1777 Madala Ave. CH  
Inspection Completed By: Suzanne

Date: 12/16/2022

Building Exterior	YES	NO	N/A
Building address clearly marked	X		
Fire hydrants accessible	X		
Building appears to be in good repair	X		
Building free of vandalism, trash, debris	X		
Exterior walls in good condition	X		
Exterior windows in good condition	X		
Water pipes properly insulated for cold			
Chimneys/stacks in good condition			unknown
Walkways maintained	X		
Parking lots maintained and clearly marked	X		
Combustibles stored away from bldg.	X		
Vegetation cut back from the bldg.	X		
Trash stored away from building, lids are closed, and area is clean	X		
Exterior lights operating properly			unk
Fencing and gates in good condition. ADA access points are accessible.	X		

Fire Doors	YES	NO	N/A
Fire doors are in good working condition	X		

General Housekeeping	YES	NO	N/A
Building clean and well maintained	X		
Storage areas neatly arranged	X		
Interior lighting in good working order	X		
Trash emptied daily		X	
Stairs/halls clean & free of obstructions. Handrails secure. (Must meet minimum 200 lb. pressure/force test in any direction)	X		
SDS Sheets for all chemicals used and training provided, including GHS (Globally Harmonized Systems)	X		
File cabinets and shelving secured (bolted to wall studs or other means) for earthquakes		X	

Heating & Air Conditioning – Authorized Personnel	YES	NO	N/A
Heat and A/C operating properly	X		
Mechanical rooms kept locked	X		
Mechanical rooms free of storage	X		
All vents clear of combustibles	X		
Space heaters have tip-over shutoff protection	X		

Fire and Life Safety	YES	NO	N/A
Proper type extinguishers provided, ABC recommended	X		
Extinguishers are readily accessible and provided every 75'	X		
Extinguishers service and inspected monthly by staff and by contract annually. Keep all extinguisher tags on file for three (3) years for recordkeeping purposes.	X		

Electrical	YES	NO	N/A
No electrical or shock hazards present		X	
Electrical panels free of obstructions/locked	X		
Wall receptacles and switches have plates	X		
Boxes and panels free of combustibles	X		
Electrical hoses and panels covered	X		
All circuit breakers/fuses marked in panel	X		
Extension cords properly used, no more than one power strip per outlet	X		
GFCI's on receptacles within 6' of water	X		

Fire Alarm/Detection Systems	YES	NO	N/A
Tested annually			
Last test date was: unk			
System free of trouble/alarm signals			
Last test date was: unk			

Automatic Sprinkler Systems	YES	NO	N/A
System tested annually and inspected and certified bi-annually.			
Last test date was:			
Sprinkler controls free of obstructions			
18" clearance below sprinkler heads			

Building Evacuation Features	YES	NO	N/A
Exit doors clearly marked	X		
Travel routes clearly marked		X	
Exit doors in working condition	X		
Exit door accessible & unlocked	X		
Emergency lights are working			unk

Smoking	YES	NO	N/A
No Smoking Labels posted on all entranceways			
Ash receptacles located 10' away from doorways	X		

Roof Conditions – Authorized Personnel Only	YES	NO	N/A
Antennas, etc. are secure			
Gutters are clean and downspouts operate			
No evidence of pooling water			
Clear of debris and vegetation			
No evidence of reduced snow load capacity			

Special Hazards – Building is free from:	YES	NO	N/A
Flammable liquids storage			
Metal containers for oil/solvent soaked rags			X
Compressed gas storage			
Commercial type cooking	X		<del>X</del>
Large computer facility			
Other hazardous chemicals/operations			
Power strips by water fountains	X	<del>X</del>	
Any "NO" answer that cannot be corrected immediately should be forwarded to a supervisor.			

Please comment on any "SPECIAL HAZARDS" noted during the inspection.

Please explain all "NO" answers:

GENERAL Housekeeping - Janitorial Services scheduled EVERY other day  
 Electrical - Bad outlet in main reception area -  
 one Burned / Shocked  
 - outlet outside Christie office BURNED -  
 2 outlets Flagged w/ 'DO NOT USE'  
 1 out Doesn't work at all Flagged  
 - outlets Repaired &  
 HAZARDS mitigated 12/4/2022





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4th  
Quarter  
2022

### Administrative Facility Inspection Checklist

Location: Library  
Inspection Completed By: Michelle Satyna Date: 12-13-22

Building Exterior	YES	NO	N/A
Building address clearly marked	✓		
Fire hydrants accessible	✓		
Building appears to be in good repair	✓		
Building free of vandalism, trash, debris	✓		
Exterior walls in good condition	✓		
Exterior windows in good condition	✓		
Water pipes properly insulated for cold	✓		
Chimneys/stacks in good condition			✓
Walkways maintained	✓		
Parking lots maintained and clearly marked	✓		
Combustibles stored away from bldg.	✓		
Vegetation cut back from the bldg.	✓		
Trash stored away from building, lids are closed, and area is clean	✓		
Exterior lights operating properly	✓		
Fencing and gates in good condition. ADA access points are accessible.			✓

Fire Doors	YES	NO	N/A
Fire doors are in good working condition	✓		

General Housekeeping	YES	NO	N/A
Building clean and well maintained	✓		
Storage areas neatly arranged	✓		
Interior lighting in good working order	✓		
Trash emptied daily	✓		
Stairs/halls clean & free of obstructions. Handrails secure. (Must meet minimum 200 lb. pressure/force test in any direction)	✓		
SDS Sheets for all chemicals used and training provided, including GHS (Globally Harmonized Systems)	✓		
File cabinets and shelving secured (bolted to wall studs or other means) for earthquakes	✓		

Heating & Air Conditioning – Authorized Personnel	YES	NO	N/A
Heat and A/C operating properly	✓		
Mechanical rooms kept locked	✓		
Mechanical rooms free of storage	✓		
All vents clear of combustibles	✓		
Space heaters have tip-over shutoff protection			✓

Fire and Life Safety	YES	NO	N/A
Proper type extinguishers provided, ABC recommended	✓		
Extinguishers are readily accessible and provided every 75'	✓		
Extinguishers service and inspected monthly by staff and by contract annually. Keep all extinguisher tags on file for three (3) years for recordkeeping purposes.	✓		

Electrical	YES	NO	N/A
No electrical or shock hazards present	✓		
Electrical panels free of obstructions/locked	✓		
Wall receptacles and switches have plates	✓		
Boxes and panels free of combustibles	✓		
Electrical hoses and panels covered	✓		
All circuit breakers/fuses marked in panel	✓		
Extension cords properly used, no more than one power strip per outlet	✓		
GFCI's on receptacles within 6' of water	✓		

Fire Alarm/Detection Systems	YES	NO	N/A
Tested annually	✓		
Last test date was: <u>7/15/22</u>	✓		
System free of trouble/alarm signals	✓		
Last test date was: <u>7/15/22</u>	✓		

Automatic Sprinkler Systems	YES	NO	N/A
System tested annually and inspected and certified bi-annually.			✓
Last test date was:			✓
Sprinkler controls free of obstructions			✓
18" clearance below sprinkler heads			✓

Building Evacuation Features	YES	NO	N/A
Exit doors clearly marked	✓		
Travel routes clearly marked	✓		
Exit doors in working condition	✓		
Exit door accessible & unlocked	✓		
Emergency lights are working	✓		

Smoking	YES	NO	N/A
No Smoking Labels posted on all entranceways	✓		
Ash receptacles located 10' away from doorways			✓

Roof Conditions – Authorized Personnel Only	YES	NO	N/A
Antennas, etc. are secure	✓		
Gutters are clean and downspouts operate	✓		
No evidence of pooling water <i>unknown</i>	✓		
Clear of debris and vegetation	✓		
No evidence of reduced snow load capacity	✓		

Special Hazards – Building is free from:	YES	NO	N/A
Flammable liquids storage	✓		
Metal containers for oil/solvent soaked rags			✓
Compressed gas storage			✓
Commercial type cooking			✓
Large computer facility	✓		
Other hazardous chemicals/operations			✓
Power strips by water fountains			✓
<b>Any "NO" answer that cannot be corrected immediately should be forwarded to a supervisor.</b>			

Please comment on any "SPECIAL HAZARDS" noted during the inspection.

Please explain all "NO" answers:



## Administrative Facility Inspection Checklist

Location:

Inspection Completed By:

Date:

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Exterior windows in good condition	X		
Water pipes properly insulated for cold	X		
Chimneys/stacks in good condition	X		
Walkways maintained	X		
Parking lots maintained and clearly marked	X		
Combustibles stored away from bldg.	X		
Vegetation cut back from the bldg.	X		
Trash stored away from building, lids are closed, and area is clean	X		
Exterior lights operating properly	X		
Fencing and gates in good condition. ADA access points are accessible.	X		

Fire Doors	YES	NO	N/A
Fire doors are in good working condition	X		

General Housekeeping	YES	NO	N/A
Building clean and well maintained	X		
Storage areas neatly arranged	X		
Interior lighting in good working order	X		
Trash emptied daily		X	
Stairs/halls clean & free of obstructions. Handrails secure. (Must meet minimum 200 lb. pressure/force test in any direction)	X		
SDS Sheets for all chemicals used and training provided, including GHS (Globally Harmonized Systems)	X		
File cabinets and shelving secured (bolted to wall studs or other means) for earthquakes	X		

Heating & Air Conditioning – Authorized Personnel	YES	NO	N/A
Heat and A/C operating properly	X		
Mechanical rooms kept locked			X
Mechanical rooms free of storage			X
All vents clear of combustibles	X		
Space heaters have tip-over shutoff protection	X		

Fire and Life Safety	YES	NO	N/A
Proper type extinguishers provided, ABC recommended	X		
Extinguishers are readily accessible and provided every 75'	X		
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18" clearance below sprinkler heads			X

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Roof Conditions – Authorized Personnel Only	YES	NO	N/A
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Commercial type cooking	X		
Large computer facility	X		
Other hazardous chemicals/operations	X		
Power strips by water fountains	X		
<b>Any "NO" answer that cannot be corrected immediately should be forwarded to a supervisor.</b>			

Please comment on any "SPECIAL HAZARDS" noted during the inspection.

Please explain all "NO" answers:



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## CHECKLIST FOR PUBLIC WORKS FACILITY INSPECTIONS

Are your safety committee inspection teams struggling with performing inspections at your shops, vehicle maintenance garages, storage warehouses and plants? Here's a checklist designed to assist their efforts and maximize results in conducting the required quarterly inspections at these types of facilities. The checklist guide is NOT all inclusive, however, it should provide clearer direction on conditions to look for, processes to observe, and areas to note for repair, replace or removal of unsafe conditions.

- Overall housekeeping. Is facility neat, clean and orderly? **No**
- Has PPE assessment been performed? Are employees wearing the equipment required?
- How are materials stacked and placed? Are they straight and secure? **Some are/some are not**
- Are shelves and racks straight? Are vertical posts bent/damaged? Are horizontal supports bent/damaged?
- Do ends of open racks, shelves have guards or toe-boards to prevent small items from falling? **No**
- Observe aisle/walkway traffic. Are they clear, wide enough?
- Are eyewash stations available? Is the pathway clear and free? Are they flushed weekly? **Not flushed weekly**
- Are all propane, gas or oxygen cylinders chained or secured?
- Are guardrails, intermediate rails, and toe boards on all ramps or elevated surfaces above 4 feet?
- Are loud music or other disruptive factors present? **Tools are loud when in use**
- What is the condition of the floors, walking surfaces? **Dust/Dirt**
- Evaluate lighting. Are burnt-out lights causing lighting problems?
- Are guards in place on fans, belts, air compressors, table saws?
- How do employees handle items? Notice twisting, stretching, incorrect lifting and bending occurring?
- What is the weight of items they are lifting? **5-60lb**
- Are there appropriate caution, warning and danger signs? **Some**
- Are fire extinguishers tagged, and pins and seals in place?
- Are sprinkler systems tested and inspected annually? **N/A do not have any**
- Are exits clear and accessible?
- Is there an emergency evacuation plan? Maps posted at key locations? **No**
- Note any extension cords. Are they used as permanent, fixed wiring?
- Look at heights of tables, working surfaces with ergonomics in mind.

- ❑ Ask about flammables and their location. Check storage areas.
- ❑ Are there unusual odors or loud noise?
- ❑ Is there a lockout/tagout program? Check location of devices. No checkout for tools/equipment (free for all)
- ❑ Is there a Safety Data Sheets (old MSDS Program) in place? located at new shop
- ❑ Are electrical panels free and clear? Minimum 30" X 36" from floor to ceiling? 24" from floor
- ❑ Are load limits properly posted? No
- ❑ Are pipes carrying hazardous, flammable liquids properly labeled?



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- Has PPE assessment been performed? Are employees wearing the equipment required?
- How are materials stacked and placed? Are they straight and secure?
- Are shelves and racks straight? Are vertical posts bent/damaged? Are horizontal supports bent/damaged?
- Do ends of open racks, shelves have guards or toe-boards to prevent small items from falling?
- Observe aisle/walkway traffic. Are they clear, wide enough?
- Are eyewash stations available? Is the pathway clear and free? Are they flushed weekly?
- Are all propane, gas or oxygen cylinders chained or secured?
- Are guardrails, intermediate rails, and toe boards on all ramps or elevated surfaces above 4 feet?
- Are loud music or other disruptive factors present?
- What is the condition of the floors, walking surfaces?
- Evaluate lighting. Are burnt-out lights causing lighting problems?
- Are guards in place on fans, belts, air compressors, table saws?
- How do employees handle items? Notice twisting, stretching, incorrect lifting and bending occurring?
- What is the weight of items they are lifting?
- Are there appropriate caution, warning and danger signs?
- Are fire extinguishers tagged, and pins and seals in place?
- Are sprinkler systems tested and inspected annually?
- Are exits clear and accessible?
- Is there an emergency evacuation plan? Maps posted at key locations?
- Note any extension cords. Are they used as permanent, fixed wiring?
- Look at heights of tables, working surfaces with ergonomics in mind.

- ❑ Ask about flammables and their location. Check storage areas.
- ❑ Are there unusual odors or loud noise?
- ❑ Is there a lockout/tagout program? Check location of devices.
- ❑ Is there a Safety Data Sheets (old MSDS Program) in place?
- ❑ Are electrical panels free and clear? Minimum 30" X 36" from floor to ceiling?
- ❑ Are load limits properly posted?
- ❑ Are pipes carrying hazardous, flammable liquids properly labeled?





# Administrative Facility Inspection Checklist

Location:

Inspection Completed By:

Date:

Building Exterior	YES	NO	N/A
Building address clearly marked	X		
Fire hydrants accessible			X
Building appears to be in good repair	X		
Building free of vandalism, trash, debris	X		
Exterior walls in good condition	X		
Exterior windows in good condition	X		
Water pipes properly insulated for cold	X		
Chimneys/stacks in good condition			X
Walkways maintained	X		
Parking lots maintained and clearly marked			X
Combustibles stored away from bldg.		X	
Vegetation cut back from the bldg.	X		
Trash stored away from building, lids are closed, and area is clean	X		
Exterior lights operating properly	X		
Fencing and gates in good condition. ADA access points are accessible.	X		

Fire Doors	YES	NO	N/A
Fire doors are in good working condition			X

General Housekeeping	YES	NO	N/A
Building clean and well maintained	X		
Storage areas neatly arranged	X		
Interior lighting in good working order	X		
Trash emptied daily	X		
Stairs/halls clean & free of obstructions. Handrails secure. (Must meet minimum 200 lb. pressure/force test in any direction)	X		
SDS Sheets for all chemicals used and training provided, including GHS (Globally Harmonized Systems)	X		
File cabinets and shelving secured (bolted to wall studs or other means) for earthquakes		X	

Heating & Air Conditioning – Authorized Personnel	YES	NO	N/A
Heat and A/C operating properly	X		
Mechanical rooms kept locked	X		
Mechanical rooms free of storage	X		
All vents clear of combustibles	X		
Space heaters have tip-over shutoff protection	X		

Fire and Life Safety	YES	NO	N/A
Proper type extinguishers provided, ABC recommended	X		
Extinguishers are readily accessible and provided every 75'	X		
Extinguishers service and inspected monthly by staff and by contract annually. Keep all extinguisher tags on file for three (3) years for recordkeeping purposes.	X		

Electrical	YES	NO	N/A
No electrical or shock hazards present		X	
Electrical panels free of obstructions/locked	X		
Wall receptacles and switches have plates	X		
Boxes and panels free of combustibles	X		
Electrical hoses and panels covered	X		
All circuit breakers/fuses marked in panel	X		
Extension cords properly used, no more than one power strip per outlet	X		
GFCI's on receptacles within 6' of water		X	

Fire Alarm/Detection Systems	YES	NO	N/A
Tested annually		X	
Last test date was:			
System free of trouble/alarm signals	X		
Last test date was:			

Automatic Sprinkler Systems	YES	NO	N/A
System tested annually and inspected and certified bi-annually.			X
Last test date was:			
Sprinkler controls free of obstructions			X
18" clearance below sprinkler heads			X

Building Evacuation Features	YES	NO	N/A
Exit doors clearly marked	X		
Travel routes clearly marked	X		
Exit doors in working condition	X		
Exit door accessible & unlocked	X		
Emergency lights are working			X

Smoking	YES	NO	N/A
No Smoking Labels posted on all entranceways		X	
Ash receptacles located 10' away from doorways			X

Roof Conditions – Authorized Personnel Only	YES	NO	N/A
Antennas, etc. are secure			X
Gutters are clean and downspouts operate	X		
No evidence of pooling water		X	
Clear of debris and vegetation		X	
No evidence of reduced snow load capacity	X		

Special Hazards – Building is free from:	YES	NO	N/A
Flammable liquids storage		X	
Metal containers for oil/solvent soaked rags		X	
Compressed gas storage			X
Commercial type cooking			X
Large computer facility			X
Other hazardous chemicals/operations		X	
Power strips by water fountains	X		
<b>Any "NO" answer that cannot be corrected immediately should be forwarded to a supervisor.</b>			

Please comment on any "SPECIAL HAZARDS" noted during the inspection.

Please explain all "NO" answers:



## Administrative Facility Inspection Checklist

Location:

Inspection Completed By:

Date:

Building Exterior	YES	NO	N/A
Building address clearly marked	X		
Fire hydrants accessible			X
Building appears to be in good repair	X		
Building free of vandalism, trash, debris	X		
Exterior walls in good condition	X		
Exterior windows in good condition	X		
Water pipes properly insulated for cold	X		
Chimneys/stacks in good condition			X
Walkways maintained	X		
Parking lots maintained and clearly marked	X		
Combustibles stored away from bldg.	X		
Vegetation cut back from the bldg.	X		
Trash stored away from building, lids are closed, and area is clean	X		
Exterior lights operating properly	X		
Fencing and gates in good condition. ADA access points are accessible.	X		

Fire Doors	YES	NO	N/A
Fire doors are in good working condition			X

General Housekeeping	YES	NO	N/A
Building clean and well maintained	X		
Storage areas neatly arranged	X		
Interior lighting in good working order	X		
Trash emptied daily	X		
Stairs/halls clean & free of obstructions. Handrails secure. (Must meet minimum 200 lb. pressure/force test in any direction)	X		
SDS Sheets for all chemicals used and training provided, including GHS (Globally Harmonized Systems)	X		
File cabinets and shelving secured (bolted to wall studs or other means) for earthquakes	X		

Heating & Air Conditioning – Authorized Personnel	YES	NO	N/A
Heat and A/C operating properly	X		
Mechanical rooms kept locked	X		
Mechanical rooms free of storage	X		
All vents clear of combustibles	X		
Space heaters have tip-over shutoff protection			X

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GFCI's on receptacles within 6' of water	X		

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Tested annually			X
Last test date was:			X
System free of trouble/alarm signals			X
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Last test date was:			X
Sprinkler controls free of obstructions			X
18" clearance below sprinkler heads			X

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Please comment on any "SPECIAL HAZARDS" noted during the inspection.

Please explain all "NO" answers:



citycounty insurance services  
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## CHECKLIST FOR PUBLIC WORKS FACILITY INSPECTIONS

Are your safety committee inspection teams struggling with performing inspections at your shops, vehicle maintenance garages, storage warehouses and plants? Here's a checklist designed to assist their efforts and maximize results in conducting the required quarterly inspections at these types of facilities. The checklist guide is NOT all inclusive, however, it should provide clearer direction on conditions to look for, processes to observe, and areas to note for repair, replace or removal of unsafe conditions.

- Overall housekeeping. Is facility neat, clean and orderly? **Some debris from vehicles.**
- Has PPE assessment been performed? Are employees wearing the equipment required?
- How are materials stacked and placed? Are they straight and secure?
- No.  Are shelves and racks straight? Are vertical posts bent/damaged? Are horizontal supports bent/damaged?
- No.  Do ends of open racks, shelves have guards or toe-boards to prevent small items from falling? **Open shelving.**
- Observe aisle/walkway traffic. Are they clear, wide enough?
- Are eyewash stations available? Is the pathway clear and free? Are they flushed weekly? **Not flushed.**
- Are all propane, gas or oxygen cylinders chained or secured? **N/A.**
- Are guardrails, intermediate rails, and toe boards on all ramps or elevated surfaces above 4 feet?
- No.  Are loud music or other disruptive factors present?
- What is the condition of the floors, walking surfaces?
- Evaluate lighting. Are burnt-out lights causing lighting problems?
- Are guards in place on fans, belts, air compressors, table saws?
- How do employees handle items? Notice twisting, stretching, incorrect lifting and bending occurring?
- What is the weight of items they are lifting? **5 to 60 pounds.**
- Are there appropriate caution, warning and danger signs?
- Are fire extinguishers tagged, and pins and seals in place?
- Are sprinkler systems tested and inspected annually? **N/A**
- Are exits clear and accessible?
- Is there an emergency evacuation plan? Maps posted at key locations? **No maps.**
- Note any extension cords. Are they used as permanent, fixed wiring?
- Look at heights of tables, working surfaces with ergonomics in mind.

- Ask about flammables and their location. Check storage areas.
- Are there unusual odors or loud noise?
- Is there a lockout/tagout program? Check location of devices. **Keys for vehicles (Keyper system).**
- Is there a Safety Data Sheets (old MSDS Program) in place?
- Are electrical panels free and clear? Minimum 30" X 36" from floor to ceiling?
- Are load limits properly posted? **No.**
- Are pipes carrying hazardous, flammable liquids properly labeled?



# City of Molalla Training Calendar

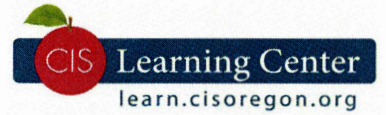
CDD/PW courses are not part of auto-assigned plan for city, listed for reference only



Month	2022	2023	2024	2025
<b>January - City of Molalla January Training</b>				
All Staff except: CDD/PW & Police		OSHA – Slips, Trips, and Falls	Slips, Trips, and Falls for Employees	
CDD/PW		OR-OSHA Fundamentals of Fall Protection	OSHA - Slips, Trips, and Falls	
Police		OSHA – Slips, Trips, and Falls	Slips, Trips, and Falls for Employees	
<b>February - City of Molalla February Training</b>				
All Staff except: CDD/PW & Police		Emergency and Fire Preparedness	Emergency Preparedness	
CDD/PW		Emergency and Fire Preparedness OSHA - Excavation, Trenching and Shoring	Emergency and Fire Preparedness OSHA - Excavation, Trenching and Shoring	
Police		Emergency and Fire Preparedness	Emergency Preparedness	
<b>March - City of Molalla March Training</b>				
All Staff except: CDD/PW & Police		Bloodborne Pathogens	Understanding Bloodborne Pathogens: 02. Bloodborne Pathogens for Employees	
CDD/PW		Bloodborne Pathogens	Understanding Bloodborne Pathogens: 02. Bloodborne Pathogens for Employees	
Police				
<b>April - City of Molalla April Training</b>				
All Staff except: CDD/PW & Police		Ethics for Everyone	Ethics and Code of Conduct	
CDD/PW		Ethics for Everyone	Ethics and Code of Conduct	
Police		Ethics for Everyone	Ethics and Code of Conduct	
<b>May - City of Molalla May Training</b>				
All Staff except: CDD/PW & Police		OR-OSHA Heat Illness Prevention	OR-OSHA Heat Illness Prevention	
CDD/PW		OR-OSHA Heat Illness Prevention	OR-OSHA Heat Illness Prevention	
Police		OR-OSHA Heat Illness Prevention	OR-OSHA Heat Illness Prevention	
<b>June - City of Molalla June Training</b>				
All Staff except: CDD/PW & Police		Identifying and Preventing Sexual Harassment	Preventing Discrimination and Harassment (US - Employee)	
CDD/PW		Identifying and Preventing Sexual Harassment	Preventing Discrimination and Harassment (US - Employee)	
Police		Identifying and Preventing Sexual Harassment	Preventing Discrimination and Harassment (US - Employee)	
<b>July - City of Molalla July Training</b>				
All Staff except: CDD/PW & Police		OR-OSHA Wildfire Smoke Training	OR-OSHA Wildfire Smoke Training	
CDD/PW		OR-OSHA Wildfire Smoke Training OSHA - Confined Spaces Entry - Permit Required	OR-OSHA Wildfire Smoke Training OSHA - Confined Spaces Entry - Permit Required	
Police		OR-OSHA Wildfire Smoke Training	OR-OSHA Wildfire Smoke Training	

# City of Molalla Training Calendar

CDD/PW courses are not part of auto-assigned plan for city, listed for reference only



Month	2022	2023	2024	2025
<b>August - City of Molalla August Training</b>				
All Staff except: CDD/PW & Police		Resilience and Stress Management	Positive Mental Health at Work (Employee) (US)	
CDD/PW		Resilience and Stress Management	Positive Mental Health at Work (Employee) (US)	
Police		Resilience and Stress Management	Positive Mental Health at Work (Employee) (US)	
<b>September - City of Molalla September Training</b>				
All Staff except: CDD/PW & Police		Equipment Safety Essentials: How to Use a Fire Extinguisher	Portable Fire Extinguishers for Employees	
CDD/PW		Equipment Safety Essentials: How to Use a Fire Extinguisher Sewer Risk Management - Emergency Response & Maintenance	Equipment Safety Essentials: How to Use a Fire Extinguisher Sewer Risk Management - Emergency Response & Maintenance	
Police		Equipment Safety Essentials: How to Use a Fire Extinguisher	Portable Fire Extinguishers for Employees	
<b>October</b>				
All Staff except: CDD/PW & Police				
CDD/PW		OR-OSHA Lockout/Tagout	OR-OSHA Lockout/Tagout	
Police				
<b>November</b>				
All Staff except: CDD/PW & Police				
CDD/PW		Effective Use of Personal Protective Equipment (PPE) <i>(contains hearing conservation and respiratory protection)</i>	Personal Protective Equipment (PPE) Overview (US) Safety: 06. Hearing Conservation for Employees Respiratory Protection	
Police				
<b>December - City of Molalla December Training</b>				
All Staff except: CDD/PW & Police	Maintaining a Drug-Free Workplace	Drugs & Alcohol in the Workplace		
CDD/PW	Maintaining a Drug-Free Workplace	Drugs & Alcohol in the Workplace		
Police	Maintaining a Drug-Free Workplace	Drugs & Alcohol in the Workplace		