

# June Continuity Council Meeting Notes

## Risk Management, Insurance and Continuity

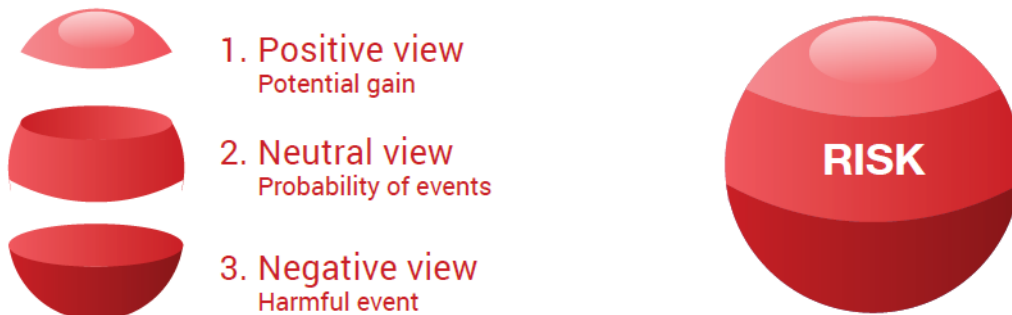
### Looking at the Basics

#### **I. First, some basic terminology.**

**ISO 31000** - ISO (International Organization for Standardization) is an independent, non-governmental international organization with a membership of 168 national standards bodies. SORM is a voting member of the US Technical Committee (TC262) with ISO 31000. ISO 31000 provides principles and generic guidelines to assist organizations in establishing, implementing, operating, maintaining, and continually improving their risk management framework. SORM Texas Enterprise Risk Management (TERM) Guidelines are based on the ISO 31000 framework.

**Risk** is defined (ISO 31000) as the “effect of uncertainty on objectives”, which focuses on the effect of incomplete knowledge of events or circumstances on an organization’s decision-making.

**RISK – Effect of uncertainty on objectives**



**Risk assessment** is the identification of hazards that could negatively impact an organization’s ability to conduct business. These assessments help identify these inherent business risks and provide measures, processes, and controls to reduce the impact of these risks to business operations.

The risk assessment, as defined by ISO 31000, is “multi-step and iterative; designed to identify and analyze risks in the organizational context.”

**Context**–This is, essentially, the boundaries of the risk assessment. The actual process of assessing risks first requires a definition of what ISO 31000 calls the “context”. The context is a combination of the external and internal environments, both viewed in relation to organizational objectives and strategies.

#### **Resources**

<https://www.theirm.org/media/4514/irm-getting-started-v20-flyer.pdf>

## **II. The Relationship between Enterprise Risk Management (ERM) and Continuity of Operations (CONTINUITY)**

ERM and CONTINUITY share the common goals of identifying, assessing, and managing interruption risks that could serve to prevent the achievement of their strategic objectives. While there are some similarities between them, there are some unique distinctions that separate the two.

Both CONTINUITY and ERM focus on risk. However, it is important to understand the functions of each for operational resilience. CONTINUITY helps you manage and mitigate the effects of a risk event, which includes planning for ways to mitigate risks across your enterprise.

You can use your ERM processes to identify your risks and understand them. However, if your organization experiences a disruption based on those risks, then it's the role of CONTINUITY to address and respond to those risk-related incidents.

Organizational needs for CONTINUITY plans and tools are increasing, as they help organizations to prevent risks, and to recover, replace, or rebuild critical business processes in the wake of disruptions. ERM and CONTINUITY are capabilities and disciplines that contribute to resiliency. While ERM and CONTINUITY share the common goals of risk management, the two are often viewed as distinct activities and managed in silos. Integration between ERM and CONTINUITY can improve strategic alignment and better coordination, within an entity. (See more at <https://www2.deloitte.com/content/dam/Deloitte/id/Documents/risk/id-risk-integrating-erm-and-bcm-to-improve-resiliency.pdf>)

CONTINUITY professionals should understand the principles found in the enterprise risk analysis process to deliver higher levels of value to manage risk likelihood and impact. Additionally, CONTINUITY professionals should recognize that they are key team members focused on managing risks that may impact the entity's mission essential duties.

**Risk assessment:** Risk assessment is the overall process of risk identification, analysis, and evaluation.

**Risk identification:** By applying risk identification tools and techniques, the organization should identify risk sources, areas of impact, events, causes, and potential consequences.

**Risk analysis:** Risk analysis involves the development of an understanding of the risk, consideration of the causes and risk sources, their positive and negative consequences, the likelihood that those consequences can occur, provides input to risk evaluation, and the decision whether risks need to be treated, and on the most appropriate risk treatment strategies and methods.

**Risk evaluation:** The purpose of this step is to assist in decision-making about which risks need treatment and priority for treatment implementation.

**Risk treatment:** Risk treatment options should be selected based on the outcome of the risk assessment, and the expected cost for implementing and benefiting from these options.

### **III. Should agencies be viewing **enterprise** risk management as the umbrella over (1) workplace safety, (2) emergency management, (3) disaster recovery, and (4) continuity?**

The simple answer is yes. Could they be managed under the same area? Of course. However, one size does not fit all. How is your organization structured? Who does each of these departments report to? Are there similarities? Absolutely.

“The disciplines of Safety Management and Risk Management are often thought to be independent. It is the goal of this article to not only dispel that notion but to further the idea that **they are essentially the same discipline with comparable goals**. By better understanding both disciplines, an integration of the two can, and should, occur which will allow for overall better management of risk and a reduction in workplace losses.” <https://aeasseincludes.assp.org/proceedings/2007/docs/660.pdf>

Depending on your specific organization, each of the departments listed (above) may have a very specific focus. This is demonstrated by the following article, “[Learn the Difference Between Safety & Risk Management in Five Minutes or Less](https://smartcompliance.co/blog/safety-vs-risk-management)”, <https://smartcompliance.co/blog/safety-vs-risk-management>

*“The terms hazard and risk are sometimes used in place of one another; however, they do not have the same meaning and pertain to different job functions when it comes to safety and risk management.*

*Let’s start by defining what hazards and risks are and then get into explaining the difference between safety and risk management.*

#### *A Simple Definition of Hazard & Risk*

**Hazard:** *Something that causes harm to humans, property, or the environment. For example, this can include chemicals, exposed wires, mold, etc.*

**Risk:** *The chance that exposure to a hazard will cause harm or damage. For example, are the chemicals you are exposed to dangerous? Are the exposed wires covered by a protective covering, or are they exposed? Is there mold, or is there a chance of mold?*

**To differentiate between the two, remember a hazard is something present in the workplace, and risk is the chance that the hazard will cause harm.**

*Now that you understand the difference between a hazard and a risk let’s investigate what safety and risk management are and the difference between the two.*

#### *Defining Safety & Risk Management*

**Safety Management:** *A management system tasked with developing ways to make sure hazards are not present in the workplace, and if they are, how to remove them.*

**Risk Management:** *A management system in which the likeliness of hazards causing harm is assessed, and plans are put in place to prevent the hazard from happening. This includes making sure there’s coverage in place to cover the costs of these events in case they occur.”*

#### IV. What risks can be mitigated by insurance?

**First insurance should be considered the last step in the risk assessment process.**

There are five basic techniques of risk management:

- Avoidance
- Retention
- Spreading
- Loss Prevention and Reduction
- Transfer (through Insurance and Contracts)

**Avoidance:** Many times it is not possible to completely avoid risk but the possibility should not be overlooked. For example, at the height of a thunderstorm, travel should be kept to a minimum until the weather begins to clear, thus avoiding the risk of auto accidents during severe weather. Some buildings may have had repeated water problems in some areas. By not allowing the storage of records or supplies in those areas, some water damage claims may be avoided.

**Retention:** At times, based on the likely frequency and severity of the risks presented, retaining the risk or a portion of the risk may be cost-effective even though other methods of handling the risk are available. For example, an entity retains the risk of loss to fences, signs, gates, and light poles because of the difficulty of enumerating and evaluating all of these types of structures. When losses occur, the cost of repairs is absorbed by the entity maintenance budget (do you plan for regular wear and tear or the insurance policy deductible?), except for those situations involving the negligence of a third party.

**Spreading:** It is possible to spread the risk of loss to property and persons. Duplication of records and documents and then storing the duplicate copies in a different location is an example of spreading the risk. A small fire in a single room can destroy the entire records of a department's operations. Placing people in a large number of buildings instead of a single facility will help spread the risk of potential loss of life or injury.

**Loss Prevention and Reduction:** When risk cannot be avoided, the effect of loss can often be minimized in terms of frequency and severity. For example, the use of security devices on certain "high-value" equipment reduces the risk of theft.

**Transfer:** In some cases, risk can be transferred to others, usually by contract. When outside organizations use other organizations' facilities for public events, they are usually asked to provide evidence of insurance and name the other organization as an additional insured under their policy, thereby transferring the risk of the event from the owner of the facility to the user. The purchase of insurance is also referred to as a risk transfer since the policy shifts the financial risk of loss, contractually, from the insured entity to the insurance company. **Insurance should be the last option and used only after all other techniques have been evaluated.**

**Contracts:** Often vendors and service providers will attempt through a contract to release themselves from all liability for their actions relating to the contract. These are often referred to as "hold harmless or indemnification" clauses. Due to the complexity of interpreting these provisions, it is recommended you enlist the assistance of your General Counsel when considering language within any contract or agreement.

A. In addition to contents (insurance), what other insurance should an entity consider?

Going back to answer #3. Insurance should only be considered after all other techniques of risk management have been evaluated. If at the end of your risk assessment, you have been unable to adequately address the risk, then consider an insurance product to fill this gap.

Additionally, you should participate in (or at least observe) the insurance program(s) that your organization currently secures. I have found it beneficial to understand why the insurance company asks certain questions about your organization (underwriter and application) and more importantly how you answer these questions.

Take a look at a cyber liability application from Beazley, available here;  
[https://www.beazley.com/sites/default/files/2023-05/beazley\\_cyber\\_insurance\\_application\\_below\\_250m.pdf](https://www.beazley.com/sites/default/files/2023-05/beazley_cyber_insurance_application_below_250m.pdf)

Some of the questions, from this insurance application, are as follows;

10. What security controls do you have in place for incoming emails? Choose all that apply.  
Screening for malicious attachments Screening for malicious links Tagging external emails

11. How often do you conduct interactive social engineering (i.e., phishing) training?  
Never/not regularly Annually  $\geq 2x$  per year

12. Do you regularly back up your business-critical data?  
No At least monthly At least weekly or daily

13. Where do you back up your business-critical data? Choose all that apply.  
Corporate network Cloud service Offline

14. If you rely on a cloud-based backup service, is it a “syncing service”? (E.g., DropBox, OneDrive, Google Drive)  
No Yes No cloud backups

How these questions are answered is an indication of your entity's risk profile and will potentially impact your rate. You should visit with your IT department to determine which of these answers represent the least risk – and your broker “What would the premium be if we did x.y. or z (assuming you could select an answer with less risk)?

## Commonly Asked Questions:

### 1. What risks are they (SORM) addressing during agency visits?

The risk(s) to be addressed may be dictated by the Entity Risk Manager, observed during the visit, or have occurred at another entity. *For Texas State Agencies, it is important that you communicate with your assigned risk manager from SORM to outline the goals of meetings. It is recommended that other organizations would do the same with their Risk Managers or other oversight bodies.*

### 2. Are they (SORM) looking through a lens? (i.e., workplace safety, emergency management, disaster recovery, continuity, and others)

Yes. Depending on the issue, topic, or area, all lenses should be considered. This is a good place to talk about risk assessment steps in more detail.

### 3. Do they (SORM) have any tips to get groups out of silos and working together?

Learn each other's vocabulary

Attend a basic course that explains the other departments' function (ask them for the course, offer the same to them on yours)

Introduce yourself – do you know who leads these areas within your organization?

Set up and attend information or collaborative meetings

Invite them to visit your area

Communicate

Ask SORM or another group (in common to your entity) to facilitate

### 4. What information should be included in our essential records to ensure that we can tap into the insurance quickly?

At a minimum a current copy of each insurance policy you purchase with a tab on the section that tells you how and where to submit a claim. (Policies differ on waiting periods for various coverages). Consider utilizing the broker or carrier loss control services, if offered, for each policy. Also, some insurance carriers have pre-approved vendors that will assist your entity when losses occur. (I.e., board-up, dewater, cyber forensics, legal representation, negotiation liaisons, etc.)

A. How quickly can we access funding to replace insured items? This depends on the policy, coverage options, and carrier. However, most insurance carriers will issue an advance to cover anticipated losses. The important point is to know what you have, and who can replace it or provide this service when everyone else is in the market, post-loss. (Think of a hurricane, the power is out and everyone runs to Home Depot for a generator – this is not good risk management).

**Risk Management Links to resources:**

1) TERM Guidelines: put out by SORM in 2022

<https://www.sorm.state.tx.us/texas-enterprise-risk-management-guidelines/>

2) Florida Tech Workplace Inspection Program: has multiple checklists including a risk assessment form (under Forms and Documents)

<https://www.fit.edu/office-of-environmental-health-and-safety/workplace-inspection-program/>

3) Wyong Shire Council Enterprise Risk Management Framework: similar to the TERM Guidelines, and based on the ISO 31000

<https://cdn.centralcoast.nsw.gov.au/sites/default/files/documents/policies-register/council-buildings-risk-management/enterprise-risk-management/erm-framework.pdf>

4) Minnesota DOT Risk Register Spreadsheet: different format for how to address risk, motor vehicle risk register

<https://www.dot.state.mn.us/pm/documents/guidance/riskregister.xlsx>

5) USDA Risk Management Checklist: federal government version of a checklist

[https://www.rma.usda.gov/-/media/RMA/Publications/Risk-Management-Publications/risk\\_management\\_checklist.ashx?la=en](https://www.rma.usda.gov/-/media/RMA/Publications/Risk-Management-Publications/risk_management_checklist.ashx?la=en)

**For industry specific requests and checklists, please reach out to a the SORM Director of Risk Management, Chris Martin, at [chris.martin@sorm.texas.gov](mailto:chris.martin@sorm.texas.gov)**

## Sample Preliminary Risk Identification Questionnaire

<b>Preliminary Risk Identification Questionnaire</b>		<b>(Check any box where the answer is Yes)</b>		
<b>Entity Name:</b>		<b>Entity Code:</b>		
<b>Entity Risk Manager:</b>			<b>Date:</b>	
<b>Prepared by: (if different from Entity Risk Manger)</b>			<b>Entity Risk Manager Email:</b>	
<b>SORM Risk Manager:</b>			<b>Entity Risk Manager Phone:</b>	
<b>1. GENERAL</b>				
<input type="checkbox"/>	Does the Entity have any significant or unusual circumstances involving risk, insurance, or losses?			
<input type="checkbox"/>	Is there a documented risk management policy or program currently in place?			
<input type="checkbox"/>	Is there a risk management committee or Entity risk manager?			
<input type="checkbox"/>	Does the Entity produce periodic loss reports or itemized statements of losses?			
<input type="checkbox"/>	Is there a documented "Disaster/Emergency Plan" for the Entity?			
<input type="checkbox"/>	Are there written "Administrative Procedures/Directives" for the Entity (standard operating procedures)?			
<b>2. HUMAN RESOURCES</b>				
<input type="checkbox"/>	Do any Entity employees work outside of Texas?			
<input type="checkbox"/>	Is temporary/seasonal help or volunteers ever utilized?			
<input type="checkbox"/>	Are specific employees' recreational facilities or activities sponsored?			
<input type="checkbox"/>	Does the Entity have a personnel policies manual or handbook?			
<input type="checkbox"/>	Do any Entity employees regularly work from their homes or on other employers' premises?			
<b>3. SAFETY</b>				
<input type="checkbox"/>	Are pre-employment physical examinations/screens given or required for any job classification?			
<input type="checkbox"/>	Are programs established to detect/correct occupational illness hazards?			
<input type="checkbox"/>	Is there a full-time Entity safety manager/officer?			
<input type="checkbox"/>	Are there any named additional duty safety managers/officers?			
<input type="checkbox"/>	Is there an Entity-wide safety committee?			
<input type="checkbox"/>	Are safety committee meetings held regularly and documented minutes kept?			
<input type="checkbox"/>	Are there regularly scheduled divisional/section/unit safety meetings?			
<input type="checkbox"/>	Is the subject recorded and attendance maintained?			
<input type="checkbox"/>	Does the Entity have an existing safety manual or written rules?			
<b>4. AUTOMOBILE/HEAVY EQUIPMENT</b>				
<input type="checkbox"/>	Does the Entity conduct an annual fleet/vehicle management inventory?			
<input type="checkbox"/>	Are any hired/leased vehicles used regularly by the Entity?			
<input type="checkbox"/>	Are any vehicles hired or leased outside of the state contracts?			
<input type="checkbox"/>	Are certificates of insurance obtained from owners of hired/leased vehicles?			
<input type="checkbox"/>	Are non-owned trailers hauled by Entity-owned trucks?			



<input type="checkbox"/>	Do non-owned tractors haul Entity-owned trailers?	
<input type="checkbox"/>	Do employees drive personal cars on Entity business?	
<input type="checkbox"/>	Does the Entity have a policy for the personal use of Entity vehicles?	
<input type="checkbox"/>	Does the Entity operate any parking or garage facilities?	
<input type="checkbox"/>	Does the Entity operate any repair/maintenance facilities?	
<input type="checkbox"/>	Are employees transported by Entity-owned trucks or vans?	
<input type="checkbox"/>	Are Entity employees transported by non-owned trucks or vans?	
<b>5. BUILDING/CONTENTS</b>		
<input type="checkbox"/>	Does the Entity conduct an annual inventory (schedule) of Entity-owned buildings and property, including purchase date, cost, new or used, location, current/replacement value, etc.?	
<input type="checkbox"/>	Does the Entity produce an annual inventory (schedule) of building contents?	
<input type="checkbox"/>	Does the Entity contract for significant rental content?	
<b>6. LIABILITY</b>		
<input type="checkbox"/>	Does the Entity conduct any operations involving the following: operation of industrial operations, industrial railroad, ponds, dams, parks, recreational facilities, swimming pools, bathing beaches, grandstands, gymnasiums, bowling alleys, sale or co-generation of electricity, steam, or water?	
<input type="checkbox"/>	Does the Entity assume any contractual liability for the following: lease or rental agreements for real estate, signs, EDP equipment, machinery, telephone equipment, exhibit space, permit for wires, overpass, pipeline/right of way across private or public property, electricity, stream water, purchase orders, or advertising?	
<input type="checkbox"/>	Does the Entity own or operate any locations with exposure to liquor liability: ownership of premises or sponsored events?	
<input type="checkbox"/>	Does the Entity have any water damage, sprinkler leakage, or fire legal liability exposure?	
<input type="checkbox"/>	Does the Entity own or operate any locations with above-ground or underground storage tanks?	
<input type="checkbox"/>	Does the Entity own or operate any hospital or infirmary?	
<input type="checkbox"/>	Does the Entity have medical doctors on the payroll?	
<input type="checkbox"/>	Does the Entity have medical doctors under contract?	
<input type="checkbox"/>	Does the Entity have nurses on the payroll?	
<input type="checkbox"/>	Does the Entity have nurses under contract?	
<input type="checkbox"/>	Does the Entity own any boats/watercraft?	
<input type="checkbox"/>	Does the Entity have any boats/watercraft leased or chartered?	
<input type="checkbox"/>	Does the Entity provide any services regularly performed in foreign countries?	
<input type="checkbox"/>	Does the Entity have any professional liability or errors and omissions exposures for the following activities: accounting services, actuaries/pension consultants, adjusting services, advertising Entity, ambulance service, appraisal of real estate, architects/engineers/testing laboratories, beauty parlors/barber shops, blood banks, collection agents, custom house brokers, data processing services, equipment Entity, equipment leasing, escrow agents, hospital/clinic/nursery, insurance agents/brokers, insurance consultants, land surveyors, lawyers, mortgage lending, real	

	property/chattels, premium financing, publishers/graphic arts, real estate, telephone answering services, title abstractors, travel Entity, or trust department?	
<input type="checkbox"/>	Does the Entity conduct any publishing activities?	
<input type="checkbox"/>	Does the Entity conduct operations which might adversely impact the environment: air, water, or land?	
<input type="checkbox"/>	Does the Entity have any explosion, collapse, or underground exposure?	
<input type="checkbox"/>	Does the Entity have any hazardous waste exposures?	
<input type="checkbox"/>	Does the Entity have any chemical waste exposures?	
<input type="checkbox"/>	Does the Entity have any asbestos exposures?	
<input type="checkbox"/>	Does the Entity have any nuclear exposures?	
<b>7. AIRCRAFT</b>		
<input type="checkbox"/>	Does the Entity own or lease any aircraft?	
<input type="checkbox"/>	Are any aircraft chartered for special purposes?	
<input type="checkbox"/>	Does the Entity have any known non-ownership exposures: directors, officers, or employees who fly their aircraft on Entity/department business?	
<input type="checkbox"/>	Has the Entity any known past aircraft losses?	
<b>8. FIDUCIARY LIABILITY/CRIME EXPOSURES</b>		
<input type="checkbox"/>	Are any amounts of cash, securities, or checks on Entity premises at regular intervals (other than petty cash)?	
<input type="checkbox"/>	Are any unusual cash amounts on hand seasonally or occasionally?	
<input type="checkbox"/>	Does the Entity own/lease any safes or vaults?	
<input type="checkbox"/>	Does the Entity utilize any messengers to banks?	
<input type="checkbox"/>	Are there any authorized night deposits?	
<input type="checkbox"/>	Does the Entity use any safe deposit boxes?	
<input type="checkbox"/>	Is an annual physical inventory made of stock and supplies?	
<input type="checkbox"/>	Have there been any known past exposures to extortion, threats, or attempts to kidnap?	
<input type="checkbox"/>	Are there any temporary help, employees of others, or contracted services that might present a dishonesty exposure directly, or in collusion, with others: custodians, agents, collectors, EDP service, etc.?	
<input type="checkbox"/>	Are Entity credit cards issued to directors, officers, or employees?	
<input type="checkbox"/>	Have there been any crime losses during the past five years?	
<input type="checkbox"/>	Are petty cash funds audited regularly?	
<input type="checkbox"/>	Does the Entity do any wire transfers?	
<input type="checkbox"/>	Are there any other checking accounts besides those through the Texas Comptroller of Public Accounts?	
<b>9. BOILER AND MACHINERY: ENTITY-OWNED</b>		

<input type="checkbox"/>	Are there any heating or power boilers located on Entity premises?	
<input type="checkbox"/>	Are any other boiler and machinery objects used: refrigeration, pressure vessels, or large motors?	
<input type="checkbox"/>	Would a loss to any boiler/machinery cause substantial business interruption if damaged?	
<input type="checkbox"/>	Are any alternate sources of power (or electricity) utilized?	
<input type="checkbox"/>	Does the physical plant include the generation of energy?	
<input type="checkbox"/>	Is there any cold storage or controlled temperature rooms?	
<input type="checkbox"/>	Has there been a recent study on excess capacity or replacement for critical objects, emergency generators, or substitute equipment?	
<b>10. BUSINESS INTERRUPTION</b>		
<input type="checkbox"/>	If an Entity or major facility shut down by fire or other catastrophes, is it essential that operations be resumed immediately, regardless of expenses?	
<input type="checkbox"/>	If so, have plans been made for the use of substitute facilities or equipment?	
<input type="checkbox"/>	Are major materials, machines, or equipment difficult or impossible to replace "in-kind"?	
<input type="checkbox"/>	Are Entity operations seasonal or otherwise subject to fluctuation?	
<input type="checkbox"/>	Are there identified potential EDP replacement sources for equipment leasing or employee leasing, etc.?	
<input type="checkbox"/>	Are duplicate EDP tapes, discs, cars, etc., maintained?	
<input type="checkbox"/>	Are duplicates kept at different physical locations and updated regularly?	
<b>11. TRANSPORTATION</b>		
<input type="checkbox"/>	Do any major exposures exist where goods are regularly shipped to the Entity, and possible delays or accumulation may occur?	
<input type="checkbox"/>	Is there any potential need for major transit business interruption protection?	
<input type="checkbox"/>	Are there any Entity-controlled bridges, tunnels, roads, docks, ferries, warehouse facilities, etc., essential to the continuation of operation?	

# Sample Building Safety Checklist

## Building Safety Inspection Checklist

Building/Department(s): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Risk Manager/ADSO(s): \_\_\_\_\_ Building Representative: \_\_\_\_\_

Checklist Items	Yes	No	NA
<b>A. General – All Areas</b>			
1. Are all ceiling tiles in place and good condition?			
2. Is all furniture in good/stable condition and properly adjusted?			
3. Are wall-mounted bookcases free of excessive materials on top and not overloaded?			
4. Are all walking or working surfaces free of tripping/slipping hazards?			
5. Are emergency phone numbers and procedures posted at or near telephones?			
6. Are all fans equipped with a blade guard with openings no greater than ½ inch?			
7. Is consumption of food, beverage, etc., prohibited where required?			
<b>B. General – Shops</b>			
1. Are machine and belt guards in place and good condition?			
2. Is pedestal machinery securely anchored to the floor?			
3. Is equipment properly maintained and adjusted to prevent personal injury and equipment			
4. Is all piping appropriately identified as to contents/direction of flow?			
5. Are hot pipes and surfaces guarded against contact and marked “HOT”?			
6. Are areas requiring the use of protective equipment (e.g., Eye Protection Required)			
7. Is damaged/malfunctioning equipment tagged “Out of Service”?			
<b>C. General – Labs/Studios</b>			
1. Are working surfaces clear and organized?			
2. Are working surfaces made from non-porous and chemical resistant materials?			
3. Are phones accessible and emergency numbers posted?			
4. Are hazards signs and contact names for the lab/studio posted outside the lab?			
5. Are areas requiring the use of personal protective equipment adequately posted with			
6. Is safety instruction part of each lab or class?			
7. Are ventilation hoods NOT used to store chemicals?			
<b>D. Exits/Corridors</b>			
1. Are all corridors unobstructed?			
2. Are all exit doors unobstructed?			
3. Are exit signs posted and properly illuminated to indicate exits?			
4. Are all exit doors able to be opened from the inside without special knowledge/keys?			
5. Are exit doors free of slide bolts or locks?			
<b>E. Electrical</b>			
1. Is there at least three (3) feet of clearance in front of electrical panels?			
2. Are electric hand tools properly grounded/double insulated?			

Checklist Items	Yes	No	NA
3. Is the area free of extension cords? (Surge protectors - not power strips - are allowed)			
4. Is all electrical equipment plugged directly into the wall outlets?			
5. Are all cords/plugs free from damage or deterioration?			
6. Are switches and circuit breakers properly identified as to what they control?			
7. Are circuit breaker panels free of combustible materials?			
8. Are cover plates in place on junction boxes to eliminate exposed wiring?			
9. Are "Warning High Voltage" signs installed on high voltage enclosures for systems rated			
10. Is all electrical, including light fixtures, protected from physical damage by			
<b>F. Emergency Equipment</b>			
1. Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not			
2. Are emergency eyewashes/showers provided in the required chemical areas?			
3. Are eyewash/showers flushed weekly and inspected annually?			
4. Is all emergency equipment in good condition?			
5. Are spill kits accessible and fully stocked?			
<b>G. Storage - General</b>			
1. Is good housekeeping practiced in the work area?			
2. Is storage adequately supported/stable to avoid tipping/falling?			
3. Is there at least two (2) feet clearance between stacked materials and ceiling light?			
<b>H. Storage – Fire Protection</b>			
1. Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard?			
2. Is clearance of at least 18 inches maintained around fire sprinkler heads and 2 feet below			
3. Are flammable/combustible liquids in excess of one day's operational supply kept in			
4. Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)			
5. Are all flammable containers properly closed/covered to control vapors?			
6. Are combustible items at least 18 inches from the heat source?			
7. Are all refrigerators used to store flammable/combustible liquids/materials approved and			
8. Are flammable/combustible liquids returned to approved flammable liquid storage			
9. Are sprinkler valves unobstructed?			
<b>I. Storage – Compressed Gas Cylinders</b>			
1. Are all cylinders properly secured with straps or chains to prevent tipping/falling?			
2. Are protective valve caps in place when a cylinder is not in use?			
3. Are empty and full cylinders stored separately?			
4. Are only chemically compatible cylinders stored together?			
5. Are cylinder contents adequately labeled and easily seen?			
6. Is the correct regulator being used for the cylinder service?			
7. Are highly toxic gases stored in vented gas cabinets?			
<b>J. Personal Protective Equipment (PPE)</b>			
1. Has a job hazard assessment been completed and signed by EHS?			
2. Is the requirement to use protective equipment enforced?			
3. Is the proper PPE worn?			
4. When not in use, is PPE properly maintained/stored?			
5. Is PPE readily available for all personnel, including visitors to the area?			
6. Are all employees using respiratory protection properly trained and authorized by EHS?			

Checklist Items	Yes	No	NA
<b>K. Hazardous Materials</b>			
1. Are hazardous materials labeled with the name of the material and the primary hazard,			
2. Materials Safety Data Sheets are available for all hazardous materials present. MSDS are			
3. Are hazardous wastes labeled as such?			
4. Are hazardous materials stored properly, e.g., compatibles, flammable cabinets, toxics			
5. Do containers look undamaged?			
6. Are there spills or leaks?			
<b>L. Railing/Elevated Work Areas</b>			
1. Are drain openings, pits in the floor, or walking surfaces guarded to prevent			
2. Are toeboards in place on elevated platforms to prevent objects from falling off the			
3. Are standard guardrails provided on elevated platforms?			
4. Are handrails provided and in good condition on stairways?			
5. Are there provisions for safe access to elevated machinery/equipment?			
<b>M. Ladders</b>			
1. Are portable ladders in good repair and safe to use?			
2. Are mobile ladder stands in good condition?			
<b>N. Forklifts</b>			
1. Are defective forklifts taken out of service and tagged "Do Not Use"?			
2. Are forklift inspection forms current and maintained in a file?			
3. Are load limits posted in the area?			
4. Are forklift operating rules posted in the area?			
5. Are all operators trained and authorized?			
<b>O. Fire Protection</b>			
1. Are emergency evacuation plans posted?			
2. Are all self-closing doors operational (No doorstops)?			
3. Are walls and floors free of holes/penetrations?			
4. Are no smoking regulations posted and being followed in "No Smoking" areas?			
5. Are fire extinguishers and signs visible?			
6. Is access to fire extinguishers clear and unobstructed?			
7. Are all extinguishers in place and properly inspected (monthly) and maintained (annually)?			
8. Is the building number or address posted?			
<b>P. Training</b>			
1. Have the personnel been trained in the use of personal protective equipment?			
2. Are all employees trained in hazardous substances safety?			
3. Have personnel working in high noise areas been trained in hearing conservation?			
4. Have employees who use respirators been trained, fit-tested, and received the required			
5. Have employees been trained in emergency procedures?			
6. Other training:			
<b>Q. Ergonomics</b>			
1. Are desk chairs equipped with seat and back height and tilt adjustments?			
2. Do you see anyone working in an awkward position?			
3. Do employees have tools to assist in lifting and moving heavy or awkward materials?			
4. Are employees using proper lifting techniques?			

Checklist Items	Yes	No	NA
<b>R. Grounds</b>			
1. Are walking or working surfaces free of tripping/slipping hazards?			
2. Is vegetation maintained to provide clear visibility, clearance around light fixtures, and safe			
<b>S. Computer Rooms</b>			
1. Are combustibles stored in approved, enclosed metal cabinets?			
2. Is combustible waste, e.g., trash containers, cardboard boxes, etc., removed from the room			
3. Is the computer room free of flammable/combustible liquids?			
4. Are computer tapes stored in approved, enclosed metal cabinets?			
5. Is the raised floor free of unsealed cable holes?			
6. Is the access to fire suppression and alarm systems unobstructed?			
7. Are floor tile pullers available and mounted?			
8. Are doors to the peripheral rooms closed?			
9. Is paper stored in the computer room limited to a one-day supply?			
10. Is the room free of repair shop operations?			
11. Is the room free of soldering irons?			
12. Is the room free of coffee makers, electric floor/space heaters, etc.?			
<b>T. Lockout / Tagout</b>			
1. Are LO/TO procedures followed?			
<b>U. Confined Spaces</b>			
1. Are Confined Spaces procedures followed?			

## Safety Inspection Checklist

**Building/Department(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Inspector(s):** \_\_\_\_\_ **Building Representative:** \_\_\_\_\_

Checklist Items	Yes	No	NA
<b>A. General – All Areas</b>			
1. Are all ceiling tiles in place and in good condition?			
2. Is all furniture in good/stable condition and properly adjusted?			
3. Are wall-mounted bookcases free of excessive materials on top and not overloaded? Chemicals & heavy items should not be stored above head height (6 ft).			
4. Are all walking or working surfaces free of tripping/slipping hazards?			
5. Are emergency phone numbers and procedures posted at or near telephones?			
6. Are all fans equipped with a blade guard with openings no greater than ½ inch?			
7. Is consumption of food, beverage, etc. prohibited where required?			
<b>B. General – Shops</b>			
1. Are machine and belt guards in place and in good condition?			
2. Is pedestal machinery securely anchored to the floor?			
3. Is equipment properly maintained and adjusted to prevent personal injury and equipment damage?			
4. Is all piping appropriately identified as to contents/direction of flow?			
5. Are hot pipes and surfaces guarded against contact and clearly marked "HOT"?			
6. Are areas requiring use of protective equipment (e.g. Eye Protection Required) adequately posted with warning signs and enforced?			
7. Is damaged/malfunctioning equipment tagged "Out of Service"?			
<b>C. General – Labs/Studios</b>			
1. Are working surfaces clear and organized?			
2. Are working surfaces made from non-porous & chemical resistant materials?			
3. Are phones accessible and emergency numbers posted?			
4. Are hazards signs and contact names for the lab/studio posted on the outside of the lab?			
5. Are areas requiring use of personal protective equipment adequately posted with warning signs and enforced?			
6. Is safety instruction part of each lab or class?			
7. Are ventilation hoods NOT used to store chemicals?			
<b>D. Exits/Corridors</b>			
1. Are all corridors unobstructed?			
2. Are all exit doors unobstructed?			
3. Are exit signs posted and properly illuminated to clearly indicate exits?			
4. Are all exit doors able to be opened from the inside without special knowledge/keys?			
5. Are exit doors free of slide bolts or locks?			
<b>E. Electrical</b>			
1. Is there at least three (3) feet of clearance in front of electrical panels?			
2. Are electric hand tools properly grounded/double insulated?			
3. Is the area free of extension cords? (Surge protectors - not power strips - are allowed)			
4. Is all electrical equipment plugged directly into the wall outlets?			
5. Are all cords/plugs free from damage or deterioration?			
6. Are switches and circuit breakers properly identified as to the service they are in and to what they control?			
7. Are circuit breaker panels free of combustible materials?			
8. Are cover plates in place on junction boxes to eliminate exposed wiring?			
9. Are "Warning High Voltage" signs installed on high voltage enclosures for systems rated 600V or over?			
10. Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?			
<b>F. Emergency Equipment</b>			
1. Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked by equipment?			
2. Are emergency eyewashes/showers provided in the required chemical areas?			



Checklist Items	Yes	No	NA
3. Are eyewash/showers flushed weekly and inspected annually?			
4. Is all emergency equipment in good condition?			
5. Are spill kits accessible and fully stocked?			
<b>G. Storage - General</b>			
1. Is good housekeeping practiced in work area?			
2. Is storage adequately supported/stable to avoid tipping/falling?			
3. Is there at least two (2) feet clearance between stacked materials and ceiling light?			
<b>H. Storage – Fire Protection</b>			
1. Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard?			
2. Is clearance of at least 18 inches maintained around fire sprinkler heads and 2 feet below ceiling height?			
3. Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS)?			
4. Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)			
5. Are all flammable containers properly closed/covered to control vapors?			
6. Are combustible items at least 18 inches from heat source?			
7. Are all refrigerators used for storage of flammable/combustible liquids/materials approved and explosion proof?			
8. Are flammable/combustible liquids returned to approved flammable liquid storage cabinets at the end of the workday?			
9. Are sprinkler valves unobstructed?			
<b>I. Storage – Compressed Gas Cylinders</b>			
1. Are all cylinders properly secured with straps or chains to prevent tipping/falling?			
2. Are protective valve caps in place when cylinder is not in use?			
3. Are empty and full cylinders stored separately?			
4. Are only chemically compatible cylinders stored together?			
5. Are cylinder contents adequately labeled and easily seen?			
6. Is the correct regulator being used for the cylinder service?			
7. Are highly toxic gases stored in vented gas cabinets?			
<b>J. Personal Protective Equipment (PPE)</b>			
1. Has a job hazard assessment been completed and signed by EHS?			
2. Is the requirement to use protective equipment enforced?			
3. Is the proper PPE worn?			
4. When not in use, is PPE properly maintained/stored?			
5. Is PPE readily available for all personnel including visitors to the area?			
6. Are all employees using respiratory protection properly trained and authorized by EHS?			
<b>K. Hazardous Materials</b>			
1. Are hazardous materials labeled with the name of the material and the primary hazard, e.g. flammable, toxic			
2. Materials Safety Data Sheets are available for all hazardous materials present. MSDS are current.			
3. Are hazardous wastes labeled as such?			
4. Are hazardous materials stored properly, e.g. compatibles, flammable cabinets, toxics locked?			
5. Do containers look undamaged?			
6. Are there spills or leaks?			
<b>L. Railing/Elevated Work Areas</b>			
1. Are drain openings, pits in the floor, or walking surfaces guarded to prevent tripping/slipping?			
2. Are toeboards in place on elevated platforms to prevent objects from falling off the platform?			
3. Are standard guardrails provided on elevated platforms?			
4. Are handrails provided and in good condition on stairways?			
5. Are there provisions for safe access to elevated machinery/equipment?			
<b>M. Ladders</b>			
1. Are portable ladders in good repair and safe to use?			
2. Are mobile ladder stands in good condition?			
<b>N. Forklifts</b>			

Checklist Items	Yes	No	NA
1. Are defective forklifts taken out of service and tagged "Do Not Use"?			
2. Are forklift inspection forms current and maintained in a file?			
3. Are load limits clearly posted in the area?			
4. Are forklift operating rules clearly posted in the area?			
5. Are all operators trained and authorized?			
<b>O. Fire Protection</b>			
1. Are emergency evacuation plans posted?			
2. Are all self-closing doors operational (No doorstops)?			
3. Are walls and floors free of holes/penetrations?			
4. Are no smoking regulations clearly posted and being followed in "No Smoking" areas?			
5. Are fire extinguishers and signs clearly visible?			
6. Is access to fire extinguishers clear and unobstructed?			
7. Are all extinguishers in place and properly inspected (monthly) and maintained (annually)?			
8. Is the building number or address posted?			
<b>P. Training</b>			
1. Have personnel been trained in the use of personal protective equipment?			
2. Are all employees trained in hazardous substances safety?			
3. Have personnel working in high noise areas been trained in hearing conservation?			
4. Have employees who use respirators been trained, fit tested, and received the required health monitoring examination?			
5. Have employees been trained in emergency procedures?			
6. Other training:			
<b>Q. Ergonomics</b>			
1. Are desk chairs equipped with seat and back height and tilt adjustments?			
2. Do you see anyone working in an awkward position?			
3. Do employees have tools to assist in lifting and moving heavy or awkward materials?			
4. Are employees using proper lifting techniques?			
<b>R. Grounds</b>			
1. Are walking or working surfaces free of tripping/slipping hazards?			
2. Is vegetation maintained to provide clear visibility, clearance around light fixtures, and safe pathways?			
<b>S. Computer Rooms</b>			
1. Are combustibles stored in approved, enclosed metal cabinets?			
2. Is combustible waste, e.g. trash containers, cardboard boxes, etc., removed from the room daily or more often as needed?			
3. Is the computer room free of flammable/combustible liquids?			
4. Are computer tapes stored in approved, enclosed metal cabinets?			
5. Is the raised floor free of unsealed cable holes?			
6. Is the access to fire suppression and alarm systems unobstructed?			
7. Are floor tile pullers available and mounted?			
8. Are doors to the peripheral rooms closed?			
9. Is paper stored in computer room limited to a one-day supply?			
10. Is the room free of repair shop operations?			
11. Is the room free of soldering irons?			
12. Is the room free of coffee makers, electric floor/space heaters, etc.?			
<b>T. Lockout / Tagout</b>			
1. Are LO/TO procedures followed?			
<b>U. Confined Spaces</b>			
1. Are Confined Spaces procedures followed?			

Items left unmarked were not observed.

Explanation/Comments on all No Answers – Note Item identification from checklist, e.g. A.1, and Location

