

## **Part 540 – Operation and Management**

### **Subpart D – Exhibits**

#### **540.56 Outline for Safety Inspections at PMCs**

The following list represents items which may be included in a safety inspection of a PMC. Guidelines found in General Manual Title 360, Part 420 should be followed as well. This list may not be inclusive nor pertain to all PMCs.

- (1) General Safety Coordination
  - (i) Safety coordinator(s) should be appointed for the PMC and included on all contact sheets for emergency response.
  - (ii) Safety updates should be provided in staff meetings and in writing if needed.
  - (iii) Safety training should be provided to all employees at a level necessary for performance of the employee's job.
  - (iv) State NRCS safety coordinators should be identified.
- (2) General Health Items
  - (i) Limit the amount of time employees work in confined spaces.
  - (ii) Appropriate clothing should be worn by employees, i.e., work boots for field work, hats for sun protection.
  - (iii) Conduct a job hazard analysis as needed.
  - (iv) Instruction on defensive driving and winter driving techniques may be provided through the State office.
  - (v) HIV/AIDS information.
  - (vi) Workplace violence information.
  - (vii) Lyme disease information.
  - (viii) Information on exercise or fitness programs, cancer awareness, and proper nutrition should be provided as available.
  - (ix) Travel safety information provided as available.
  - (x) A minimum of one PMC staff member should be trained in CPR and First Aid techniques, if possible, due to the many potential hazards which exist at a PMC.
  - (xi) Handicap access provided to PMC buildings as needed or appropriate so that facilities do not become a safety hazard to handicapped individuals.
  - (xii) Hantavirus pulmonary syndrome information.
- (3) PMC Facility
  - (i) Structures and equipment used on a daily basis are in good working order.
  - (ii) Adequate lighting is available for tasks.
  - (iii) Building and facility security is adequate to protect staff members, i.e., adequate lighting around buildings and parking lots at night, security systems installed and functional, terrorist training, and sign in sheets for people visiting the Center.
  - (iv) Asbestos:
    - Survey and analysis of suspected materials completed;
    - Abatement has been done; and
    - If abated asbestos present, contractors doing remodeling work should be notified of possible asbestos content.
  - (v) Radon surveys as needed.
  - (vii) Office safety given same attention as field safety.
  - (viii) Fire safety inspection completed on a regular basis:
    - Combustibles not located near electrical panels, boilers, and heating units;

- Adequate space around electrical panels, boilers, and heating units;
  - Signs posted on doors, which must be left open during business hours;
  - Boxes and materials not blocking hallways and exit paths;
  - Fire lanes marked for “no parking;”
  - Oily rags stored in metal container with self-closing lid;
  - Fire extinguishers properly positioned, mounted, and checked annually;
  - Smoke detectors and carbon monoxide detectors in place and inspected or serviced regularly; and
  - Regularly used extension cords should be replaced with permanent outlets.
- (ix) First aid and emergency response:
- Supplies adequate and clearly identified; and
  - Contact numbers available.
- (x) Hazardous materials spills:
- Spill kits adequately stocked and accessible;
  - Cleanup instructions identified;
  - Emergency numbers clearly identified in appropriate locations; and
  - Emergency response sheets for pesticides, chemicals, and petroleum should be posted and kept current.
- (xi) Lock-out/tag-out procedures in place and followed.
- (4) Equipment and Field Operations
- (i) Agricultural equipment:
- Basic equipment safety instructions and protocols established;
  - Heavy equipment safety covered; and
  - Specialized equipment, i.e., combines, safety has been covered.
- (ii) Operation of tools and equipment:
- Instruction on basic hand tool use and care;
  - Machine operation and safety instructions conveyed;
  - Proper training consistent with guidance found in 29 CFR 1910.178 has been received when powered industrial trucks (forklifts) are used; and
  - Proper jacks, supports, and blocking used when servicing equipment.
- (iii) Seed cleaning:
- Dust - provide air filtering and/or dust masks
  - Noise - provide ear protection
  - Moving parts - guards installed and warning markings as needed.
- (5) Pesticides and Chemicals
- (i) Pesticide/chemical handling:
- Respirators proper size and fit-tested by industrial hygienist;
  - Adequate protective clothing provided for each individual;
  - Worker Protection Standards followed for handling and use of pesticides;
  - Chemical hygiene (lab) instructions and protocols in place; and
  - Pesticide applicator’s license displayed or carried with applicator according to State regulations.
- (ii) Pesticide/chemical use and application:
- Proper application logs maintained;
  - Signs used to mark treated areas and re-entry time; and
  - Mixing area clearly identified and protected from running off the site.
- (iii) Pesticide/chemical storage:
- Pesticides stored under approved storage conditions;
  - Adequate ventilation in storage area;

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- Pesticides and industrial chemicals (i.e., lubricants, cans of petroleum products, etc.) inventoried and safely stored in approved cabinets or storage areas; and
  - MSDS sheets for each chemical used or stored are kept on-site and available for review.
- (iv) Hazardous waste disposal protocols established and followed.
  - (v) Fertilizers stored and handled as appropriate.
- (6) Miscellaneous
- (i) Ergonomics of work stations, hand tools, etc., given consideration.
  - (ii) Fire and burning safety considered (field and trash pile burning).
  - (iii) Animal hazards (i.e., poisonous spiders, snakes, cattle) considered on the job site.