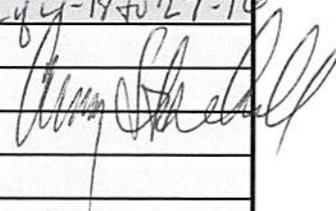
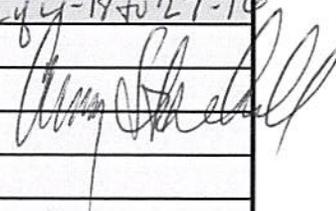
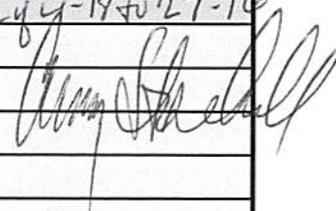
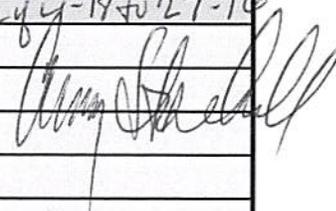


CITY OF MEDFORD SAFE INSPECTION CHECKLIST

This checklist is intended only as a reminder and may not cover all unsafe acts or conditions. Inspectors should look for other unsafe acts or conditions and note them in the space provided. In accordance with Oregon Administrative Rules, Chapter 437, and City of Medford Administrative Regulation 86-2, the safety inspection team shall document the location and identity of the hazards noted and make recommendations as to how and when the hazards will be corrected. The completed form is to be turned in to the Risk Manager.
 Unsafe Conditions - score 1 point for other than serious, 2 points for serious, and 3 points for imminent danger. Repeat conditions receive a double point score.

Location: Annex Basement **Date of Inspection:** March 31, 2016

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
I HOUSEKEEPING						
1	Aisles/stairs/floor in good repair/clean/dry		X	X	2	#16-015, 16-017 / issues were to be addressed @ auction, however, will be addressed another way. Per Danny F on 4-5-16, file cabinets to go to Carheper on 4-8-16. Balance will be dismantled & recycled @ SVI CTR weekly 4-19 to 27-16 
2	Storage/piling of materials		X	X	8	
3	Wash/locker rooms	X				
4	Adequate light/ventilation	X				
5	Disposal of waste	X				
					10	
II FIRE PROTECTION						
1	Fire extinguishers accessible/locations marked	X			0	Per Danny F on 4-5-16, file cabinets to go to Carheper on 4-8-16. Balance will be dismantled & recycled @ SVI CTR weekly 4-19 to 27-16 
2	Fire extinguishers inspected/date tested	X			0	
3	Exits/exit routes unobstructed/clearly marked	X			0	
4	Storage of flammable material standard	X			0	
5	Electrical wiring/circuits not overloaded	X			0	
					0	
III EMERGENCY MEDICAL PLAN/FIRST AID						
1	Emergency Medical Plan Posted	X			0	Per Danny F on 4-5-16, file cabinets to go to Carheper on 4-8-16. Balance will be dismantled & recycled @ SVI CTR weekly 4-19 to 27-16 
2	First aid trained personnel posted	X			0	
3	First Aid Kit available/stocked	X			0	
4	First Aid Kit location clearly marked	X			0	
5	Emergency shower/eye wash station operational	X			0	
					0	
IV PERSONAL PROTECTIVE EQUIPMENT						
1	Proper use of safety glasses/goggles/shields	X			0	Per Danny F on 4-5-16, file cabinets to go to Carheper on 4-8-16. Balance will be dismantled & recycled @ SVI CTR weekly 4-19 to 27-16 
2	Proper use of gloves/shoes/boots	X			0	
3	Protective clothing/hard hats/hearing protection	X			0	
4	Respirators/dust masks available and maintained	X			0	
5	Written Programs current	X			0	
					0	

Annex
3rd floor

	Description	Safe	Unsafe	Repeat	Sc	Comment/Recommendation
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning	X			0	
2	Rotating equipment protected (shafts/belts/etc.)	X			0	
3	Electrical equipment proper/protected	X			0	
4	Lockout/Tagout Program in place/used	X			0	
5	Winches/cranes/hoists in good condition	X			0	
6	Ladders/scaffolding properly used/secured	X			0	
7	Welding equipment secure/uncharged hoses	X			0	
8	Air hose nozzles pressure limited	X			0	
					0	
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate	X			0	
2	Tools used properly	X			0	
3	Tools/materials stored properly	X			0	
4	Electrical cords in good condition	X			0	
5	GFCI protection provided where required	X			0	
					0	
VII HAZARDOUS CHEMICALS/SIGNING						
1	Chemicals properly stored/labeled	X			0	
2	Secondary containers properly labeled	X			0	
3	MSDS sheets readily available	X			0	
4	Danger/Caution/No Smoking signs posted	X			0	
5	Training records up to date	X			0	
					0	
VIII OTHER - List any other conditions or programs that deserve attention						
1						
2						
3						
GRAND TOTAL					10	
Previous Total					7	

Safety Committee Member: Tamara Camp

ite: 03/31/16

Safety Committee Member:

Date:

CITY OF MEDFORD SAFE INSPECTION CHECKLIST

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 Unsafe Conditions - score 1 point for other than serious, 2 points for serious, and 3 points for imminent danger. Repeat conditions receive a double point score.

Location: _____ **Property Control:** _____ **Date of Inspection:** **March 31, 2016**

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
I HOUSEKEEPING						
1	Aisles/stairs/floor in good repair/clean/dry	X			0	
2	Storage/piling of materials	X			0	
3	Wash/locker rooms	X			0	
4	Adequate light/ventilation	X			0	
5	Disposal of waste	X			0	
					0	
II FIRE PROTECTION						
1	Fire extinguishers accessible/locations marked	X			0	
2	Fire extinguishers inspected/date tested	X			0	
3	Exits/exit routes unobstructed/clearly marked	X			0	
4	Storage of flammable material standard	X			0	
5	Electrical wiring/circuits not overloaded	X			0	
					0	
III EMERGENCY MEDICAL PLAN/FIRST AID						
1	Emergency Medical Plan Posted	X			0	
2	First aid trained personnel posted	X			0	
3	First Aid Kit available/stocked	X			0	
4	First Aid Kit location clearly marked	X			0	
5	Emergency shower/eye wash station operational	X			0	
					0	
IV PERSONAL PROTECTIVE EQUIPMENT						
1	Proper use of safety glasses/goggles/shields	X			0	
2	Proper use of gloves/shoes/boots	X			0	
3	Protective clothing/hard hats/hearing protection	X			0	
4	Respirators/dust masks available and maintained	X			0	
5	Written Programs current	X			0	
					0	

	Description	Safe	Unsafe	Repeat	Sc.	Comment/Recommendation
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning	X			0	
2	Rotating equipment protected (shafts/belts/etc.)	X			0	
3	Electrical equipment proper/protected	X			0	
4	Lockout/Tagout Program in place/utilized	X			0	
5	Winches/cranes/hoists in good condition	X			0	
6	Ladders/scaffolding properly used/secured	X			0	
7	Welding equipment secure/uncharged hoses	X			0	
8	Air hose nozzles pressure limited	X			0	
					0	
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate	X			0	
2	Tools used properly	X			0	
3	Tools/materials stored properly	X			0	
4	Electrical cords in good condition	X			0	
5	GFCI protection provided where required	X			0	
					0	
VII HAZARDOUS CHEMICALS/SIGNING						
1	Chemicals properly stored/labeled	X			0	
2	Secondary containers properly labeled	X			0	
3	MSDS sheets readily available	X			0	
4	Danger/Caution/No Smoking signs posted	X			0	
5	Training records up to date	X			0	
					0	
VIII OTHER - List any other conditions or programs that deserve attention						
1					0	
2					0	
3					0	
					0	
GRAND TOTAL					0	
Previous Total					0	

Safety Committee Member:

Date: 3/31/2016

Tamara Camp

Date:

City Hall
3rd floor

CITY OF MEDFORD SAFETY INSPECTION CHECKLIST

This checklist is intended only as a reminder and may not cover all unsafe acts or conditions. Inspectors should look for other unsafe acts or conditions and note them in the space provided. In accordance with Oregon Administrative Rules, Chapter 437, and City of Medford Administrative Regulation 85-2, the safety inspection team shall document the location and identify of the hazards noted and make recommendations as to how and when the hazards will be corrected. The completed form is to be turned in to the Risk Manager.

Unsafe Conditions - score 1 point for other than serious, 2 points for serious, and 3 points for imminent danger. Repeat conditions receive a double point score.

Location: City Hall		Date of Inspection: March 29, 2016			Comment/Recommendation	
Item	Description	Safe	Unsafe	Repeat	Score	
I HOUSEKEEPING						
1	Aisles/stairs/floor in good repair/clean/dry				0	
2	Storage/piling of materials				0	repeat 16-063
3	Washlocker rooms				0	Shelves not bolted to wall - Police Admin by Room # 132 (Photo #5) & Municipal Court (Photo #9) Item 16-020
4	Adequate light/ventilation				0	
5	Disposal of waste				0	
II FIRE PROTECTION						
1	Fire extinguishers accessible/locations marked				0	repeat 16-021
2	Fire extinguishers inspected/date tested				0	Fire extinguisher doors not labeled / Police Admin (Photo #6) & Muni. Court Hallway (Photo #8) Item 16-021
3	Exits/exit routes unobstructed/clearly marked				0	
4	Storage of flammable material standard				0	
5	Electrical wiring/circuits not overloaded				0	
III EMERGENCY MEDICAL PLAN/FIRST AID						
1	Emergency Medical Plan Posted				0	
2	First aid trained personnel posted				0	
3	First Aid Kit available/stocked				0	
4	First Aid Kit location clearly marked				0	
5	Emergency shower/eye wash station operational				0	
IV PERSONAL PROTECTIVE EQUIPMENT						
1	Proper use of safety glasses/goggles/shields				0	
2	Proper use of gloves/shoes/boots				0	
3	Protective clothing/hard hats/hearing protection				0	
4	Respirators/dust masks available and maintained				0	
5	Written Programs current				0	

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning				0	
2	Rotating equipment protected (shafts/belts/etc.)				0	
3	Electrical equipment proper/protected				0	Electrical cords not fully covered - trip hazard - Code Enforcement back desk (Photo #7) 16-064
4	Lockout/Tagout Program in place/utilized				0	
5	Winches/cranes/hoists in good condition				0	
6	Ladders/scaffolding properly used/secured				0	
7	Welding equipment secure/uncharged hoses				0	
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate				0	
2	Tools used properly				0	
3	Tools/materials stored properly				0	
4	Electrical cords in good condition				0	
5	GFCI protection provided where required				0	
VII HAZARDOUS CHEMICALS/SIGNING						
1	Chemicals properly stored/labeled				0	
2	Secondary containers properly labeled				0	
3	Danger/Caution/No Smoking signs posted				0	
VIII OTHER - List any other conditions or programs that deserve attention						
1	Maintenance				0	Door leading into the basement does not close unless pushed (Photo #1) 16-065
2	Maintenance				0	Decorative metal plate elevated - base of tree at the corner of 8th & Oakdale (Photo #3) 16-066
3	Maintenance				0	Concrete at base of handrail crumbling - South entrance (Photo #2) 16-020
4	Maintenance				0	Water vault lid elevated - sidewalk on Oakdale side (Photo #4) 16-067
3	Maintenance				0	
GRAND TOTAL					0	
Previous Total						

Safety Committee Member: Michael Lundberg / 032916 Date: 16-065

Safety Committee Member: Julie Hopkins / 032916 Date: 16-066

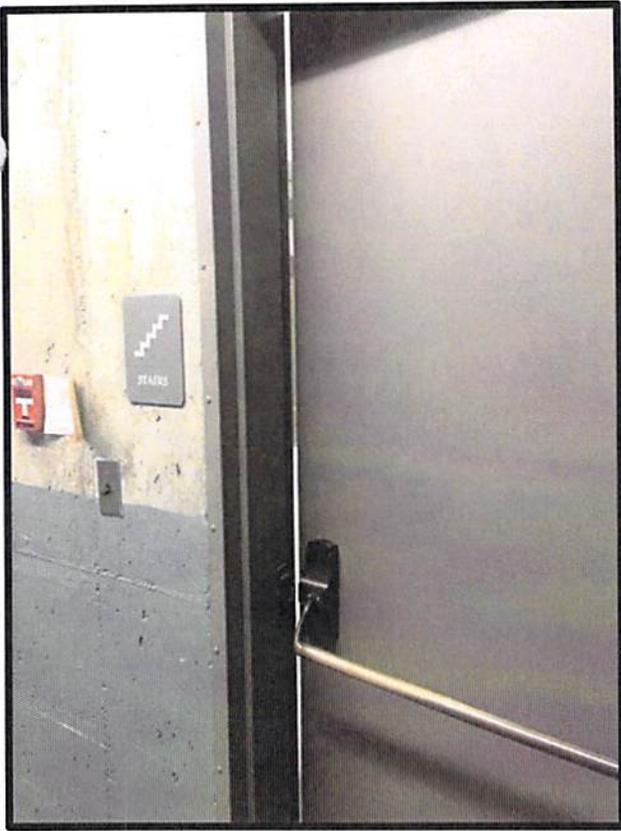


PHOTO 1

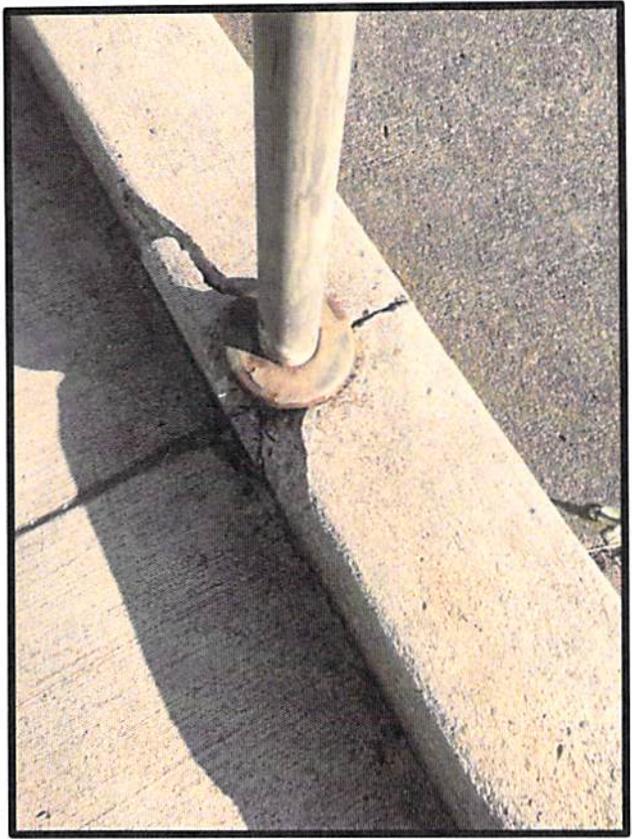


PHOTO 2



PHOTO 3



PHOTO 4

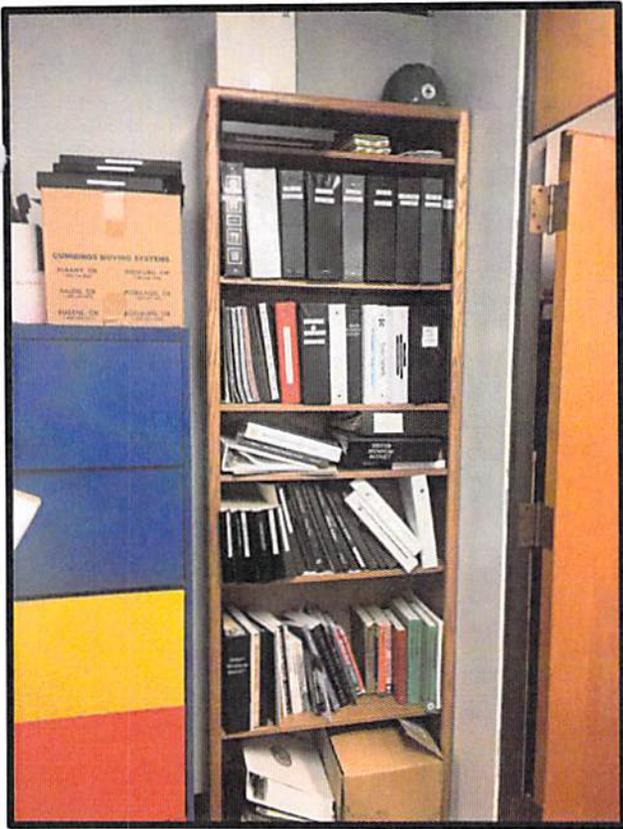


PHOTO 5

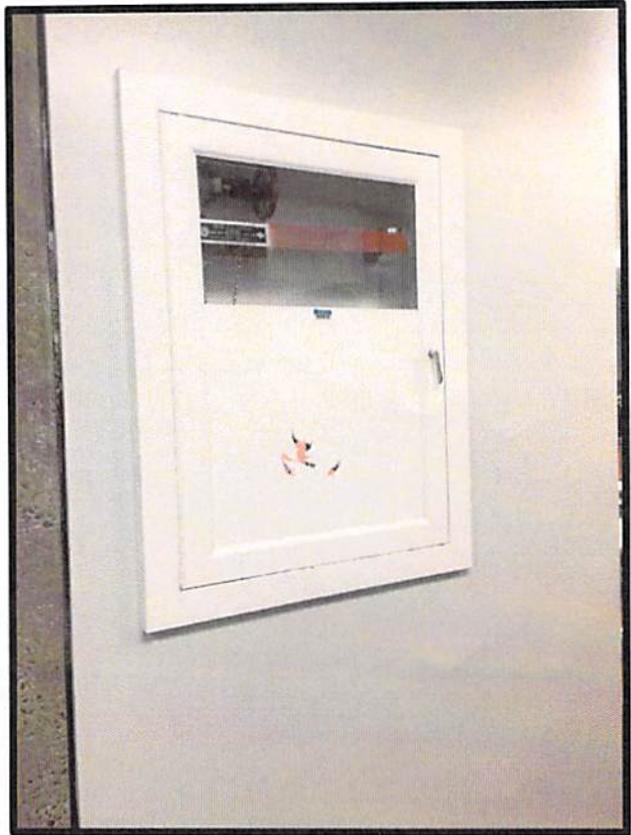


PHOTO 6

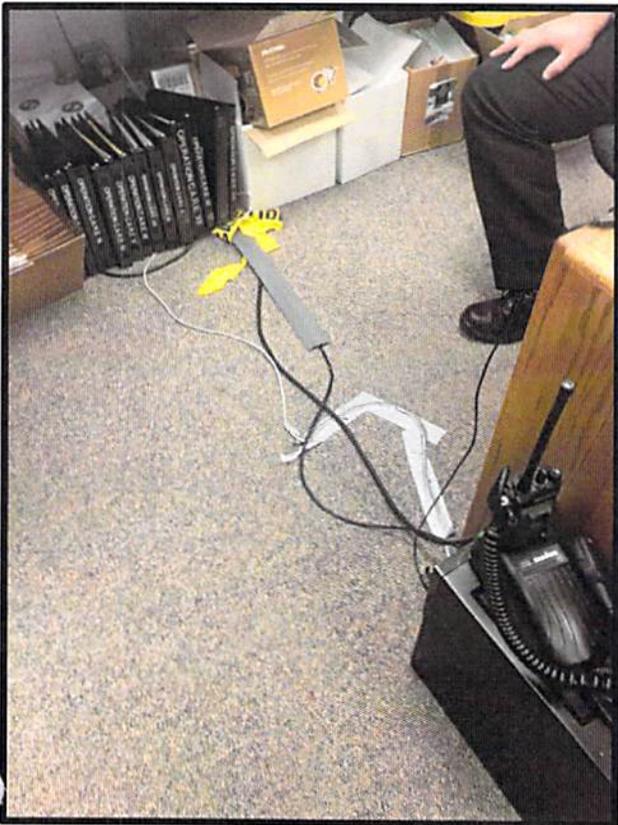


PHOTO 7



PHOTO 8

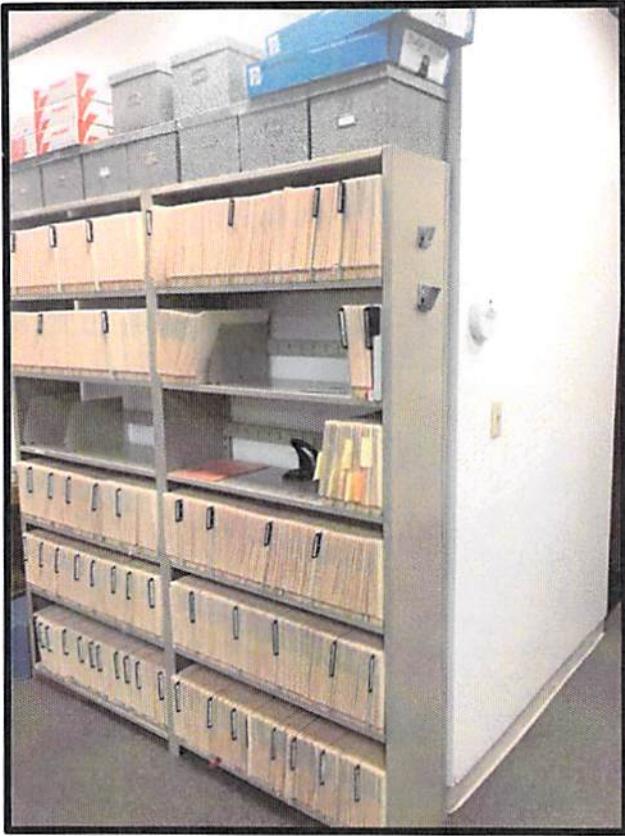


PHOTO 9

Amy E. Stonehill

From: Julie F. Hopkins
Sent: Wednesday, March 30, 2016 11:16 AM
To: Amy E. Stonehill; Bonnie C. Huard
Cc: Michael R. Lundberg
Subject: City Hall Safety Inspection - March 2016
Attachments: Inspection March 2016.xls; Inspection (March 2016) Photos.docx

Here it is, with one day to spare!

Thanks,

Julie Hopkins

CID Support Specialist

Medford Police Department

(541) 774-2285 – Tuesday through Friday

(541) 774-2230 – Main CID Line

(541) 618-1733 – Fax

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Unsafe Conditions - score 1 point for other than serious, 2 points for serious, and 3 points for imminent danger. Repeat conditions receive a double point score.

Location: Service Center - building (F) Date of Inspection: 5-1-13-16

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
I HOUSEKEEPING						
1	Aisles/stairs/floor in good repair/clean/dry	✓			0	
2	Storage/piling of materials	✓			0	
3	Wash/locker rooms	✓			0	
4	Adequate light/ventilation	✓			0	
5	Disposal of waste	✓			0	
II FIRE PROTECTION						
1	Fire extinguishers accessible/locations marked	✓			0	
2	Fire extinguishers inspected/date tested	✓			0	
3	Exits/exit routes unobstructed/clearly marked	✓			0	
4	Storage of flammable material standard	✓			0	
5	Electrical wiring/circuits not overloaded	✓			0	
III EMERGENCY MEDICAL PLAN/FIRST AID						
1	Emergency Medical Plan Posted	✓			0	
2	First aid trained personnel posted	✓			0	Need to get trained, first aid class etc. 10-880
3	First Aid Kit available/stocked	✓			0	
4	First Aid Kit location clearly marked	✓			0	
5	Emergency shower/eye wash station operational	✓			0	
IV PERSONAL PROTECTIVE EQUIPMENT						
1	Proper use of safety glasses/goggles/shields	✓			0	
2	Proper use of gloves/shoes/boots	✓			0	
3	Protective clothing/hard hats/hearing protection	✓			0	
4	Respirators/dust masks available and maintained	✓			0	
5	Written Programs current	✓			0	For Hydration 4-68

3rd
STR
Facilities
Svc Ctr

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning	✓			0	
2	Rotating equipment protected (shafts/belts/etc.)	✓			0	
3	Electrical equipment proper/protected	✓			0	
4	Lockout/Tagout Program in place/utilized	✓			0	
5	Winches/cranes/hoists in good condition	✓			0	
6	Ladders/scaffolding properly used/secured	✓			0	
7	Welding equipment secure/uncharged hoses	✓			0	
8	Air hose nozzles pressure limited	✓			0	
					0	
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate	✓			0	
2	Tools used properly	✓			0	
3	Tools/materials stored properly	✓			0	
4	Electrical cords in good condition	✓			0	
5	GFCI protection provided where required	✓			0	
					0	
VII HAZARDOUS CHEMICALS/SIGNING						
1	Chemicals properly stored/labeled	✓			0	
2	Secondary containers properly labeled	✓			0	
3	MSDS sheets readily available	✓			0	
4	Danger/Caution/No Smoking signs posted		✓		0	NOT All signs are posted 16-082
5	Training records up to date		✓		0	NOT sure about this, since crews split. ? 16-083
					0	
VIII OTHER - List any other conditions or programs that deserve attention						
1					0	
2					0	
3					0	
					0	
GRAND TOTAL					0	
Previous Total						

Safety Committee Member:

Date:

Safety Committee Member:

Date:

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning	X			0	
2	Rotating equipment protected (shafts/belts/etc.)	X			0	
3	Electrical equipment proper/protected	X			0	
4	Lockout/Tagout Program in place/utilized	X			0	
5	Winches/cranes/hoists in good condition	X			0	
6	Ladders/scaffolding properly used/secured	X			0	
7	Welding equipment secure/uncharged hoses	X			0	
8	Air hose nozzles pressure limited	X			0	
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate	X			0	
2	Tools used properly	X			0	
3	Tools/materials stored properly	X			0	
4	Electrical cords in good condition	X			0	
5	GFCI protection provided where required	X			0	
VII HAZARDOUS CHEMICALS/SIGNING						
1	Chemicals properly stored/labeled	X			0	
2	Secondary containers properly labeled	X			0	
3	MSDS sheets readily available	X			2	Cabinet Containing MSDS Sheets should be labeled- Updated MSDS - <i>Addressed or New station build</i>
4	Danger/Caution/No Smoking signs posted	X			0	
5	Training records up to date	X			0	
VIII OTHER - List any other conditions or programs that deserve attention						
1					0	
2					0	
3					0	
GRAND TOTAL					2	
Previous Total					2	

Safety Committee Member: *Eric Zwart* Date: 2/12/2016

Safety Committee Member: _____ Date: _____

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 Unsafe Conditions - score 1 point for other than serious, 2 points for serious, and 3 points for imminent danger. Repeat conditions receive a double point score.

Location: **FS 3** **Date of Inspection:** **February 12, 2016**

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
I HOUSEKEEPING						
1	Aisles/stairs/floor in good repair/clean/dry	X			0	
2	Storage/piling of materials	X			0	
3	Wash/locker rooms	X			0	
4	Adequate light/ventilation	X			0	
5	Disposal of waste	X			0	
					0	
II FIRE PROTECTION						
1	Fire extinguishers accessible/locations marked	X			0	
2	Fire extinguishers inspected/date tested	X			0	
3	Exits/exit routes unobstructed/clearly marked	X			0	
4	Storage of flammable material standard	X			0	
5	Electrical wiring/circuits not overloaded	X			0	
					0	
III EMERGENCY MEDICAL PLAN/FIRST AID						
1	Emergency Medical Plan Posted	X			0	
2	First aid trained personnel posted	X			0	
3	First Aid Kit available/stocked	X			0	
4	First Aid Kit location clearly marked	X			0	
5	Emergency shower/eye wash station operational	X			0	
					0	
IV PERSONAL PROTECTIVE EQUIPMENT						
1	Proper use of safety glasses/goggles/shields	X			0	
2	Proper use of gloves/shoes/boots	X			0	
3	Protective clothing/hard hats/hearing protection	X			0	
4	Respirators/dust masks available and maintained	X			0	
5	Written Programs current	X			0	
					0	

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning	X			0	
2	Rotating equipment protected (shafts/belts/etc.)	X			0	
3	Electrical equipment proper/protected	X			0	
4	Lockout/Tagout Program in place/utilized	X			0	
5	Winches/cranes/holists in good condition	X			0	
6	Ladders/scaffolding properly used/secured	X			0	
7	Welding equipment secure/uncharged hoses	X			0	
8	Air hose nozzles pressure limited	X			0	
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate	X			0	
2	Tools used properly	X			0	
3	Tools/materials stored properly	X			0	
4	Electrical cords in good condition	X			0	
5	GFCI protection provided where required	X			0	
VII HAZARDOUS CHEMICALS/SIGNING						
1	Chemicals properly stored/labeled	X			0	
2	Secondary containers properly labeled	X			0	
3	MSDS sheets readily available	X			2	Cabinet Containing MSDS Sheets should be labeled- Updated MSDS - In process
4	Danger/Caution/No Smoking signs posted	X			0	
5	Training records up to date	X			0	
VIII OTHER - List any other conditions or programs that deserve attention						
1					0	
2					0	
3					0	
GRAND TOTAL					2	
Previous Total					2	

Safety Committee Member: *Eric Zivita* Date: 2/12/2016

Safety Committee Member: _____ Date: _____

CITY OF MEDFORD SAFETY INSPECTION CHECKLIST

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 Unsafe Conditions - score 1 point for other than serious, 2 points for serious, and 3 points for imminent danger. Repeat conditions receive a double point score.

Location: FS 4 **Date of Inspection:** February 12, 2016

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
I HOUSEKEEPING						
1	Aisles/stairs/floor in good repair/clean/dry	X			0	
2	Storage/piling of materials	X			0	
3	Wash/locker rooms	X			0	
4	Adequate light/ventilation	X			0	
5	Disposal of waste	X			0	
					0	
II FIRE PROTECTION						
1	Fire extinguishers accessible/locations marked	X			0	
2	Fire extinguishers inspected/date tested	X			0	
3	Exits/exit routes unobstructed/clearly marked	X			0	
4	Storage of flammable material standard	X			0	
5	Electrical wiring/circuits not overloaded	X			0	
					0	
III EMERGENCY MEDICAL PLAN/FIRST AID						
1	Emergency Medical Plan Posted	X			0	
2	First aid trained personnel posted	X			0	
3	First Aid Kit available/stocked	X			0	
4	First Aid Kit location clearly marked	X			0	
5	Emergency shower/eye wash station operational	X			0	
					0	
IV PERSONAL PROTECTIVE EQUIPMENT						
1	Proper use of safety glasses/goggles/shields	X			0	
2	Proper use of gloves/shoes/boots	X			0	
3	Protective clothing/hard hats/hearing protection	X			0	
4	Respirators/dust masks available and maintained	X			0	
5	Written Programs current	X			0	
					0	

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning	X			0	
2	Rotating equipment protected (shafts/belts/etc.)	X			0	
3	Electrical equipment proper/protected	X			0	
4	Lockout/Tagout Program in place/utilized	X			0	
5	Winches/cranes/hoists in good condition	X			0	
6	Ladders/scaffolding properly used/secured	X			0	
7	Welding equipment secure/uncharged hoses	X			0	
8	Air hose nozzles pressure limited	X			0	
					0	
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate	X			0	
2	Tools used properly	X			0	
3	Tools/materials stored properly	X			0	
4	Electrical cords in good condition	X			0	
5	GFCI protection provided where required	X			0	
					0	
VII HAZARDOUS CHEMICALS/SIGNING						
1	Chemicals properly stored/labeled	X			0	
2	Secondary containers properly labeled	X			0	
3	MSDS sheets readily available	X			2	Cabinet Containing MSDS Sheets should be labeled- Updated MSDS - addressed w/ new station build.
4	Danger/Caution/No Smoking signs posted	X			0	
5	Training records up to date	X			0	
					2	
VIII OTHER - List any other conditions or programs that deserve attention						
1					0	
2					0	
3					0	
					0	
GRAND TOTAL					2	
Previous Total					2	

Safety Committee Member: *Enz Zurita*

Date: 2/12/2016

Safety Committee Member:

Date:

CITY OF MEDFORD SAFETY INSPECTION CHECKLIST

This checklist is intended only as a reminder and may not cover all unsafe acts or conditions. Inspectors should look for other unsafe acts or conditions and note them in the space provided. In accordance with Oregon Administrative Rules, Chapter 437, and City of Medford Administrative Regulation 86-2, the safety inspection team shall document the location and identity of the hazards noted and make recommendations as to how and when the hazards will be corrected. The completed form is to be turned in to the Risk Manager.
 Unsafe Conditions - score 1 point for other than serious, 2 points for serious, and 3 points for imminent danger. Repeat conditions receive a double point score.

Location: FS 5 **Date of Inspection:** February 12, 2016

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
I HOUSEKEEPING						
1	Aisles/stairs/floor in good repair/clean/dry	X			0	
2	Storage/piling of materials	X			0	
3	Wash/locker rooms	X			0	
4	Adequate light/ventilation	X			0	
5	Disposal of waste	X			0	
					0	
II FIRE PROTECTION						
1	Fire extinguishers accessible/locations marked	X			0	
2	Fire extinguishers inspected/date tested	X			0	
3	Exits/exit routes unobstructed/clearly marked	X			0	
4	Storage of flammable material standard	X			0	
5	Electrical wiring/circuits not overloaded	X			0	
					0	
III EMERGENCY MEDICAL PLAN/FIRST AID						
1	Emergency Medical Plan Posted	X			0	
2	First aid trained personnel posted	X			0	
3	First Aid Kit available/stocked	X			0	
4	First Aid Kit location clearly marked	X			0	
5	Emergency shower/eye wash station operational	X			0	
					0	
IV PERSONAL PROTECTIVE EQUIPMENT						
1	Proper use of safety glasses/goggles/shields	X			0	
2	Proper use of gloves/shoes/boots	X			0	
3	Protective clothing/hard hats/hearing protection	X			0	
4	Respirators/dust masks available and maintained	X			0	
5	Written Programs current	X			0	
					0	

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning	X			0	
2	Rotating equipment protected (shafts/belts/etc.)	X			0	
3	Electrical equipment proper/protected	X			0	
4	Lockout/Tagout Program in place/utilized	X			0	
5	Winches/cranes/hoists in good condition	X			0	
6	Ladders/scaffolding properly used/secured	X			0	
7	Welding equipment secure/uncharged hoses	X			0	
8	Air hose nozzles pressure limited	X			0	
					0	
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate	X			0	
2	Tools used properly	X			0	
3	Tools/materials stored properly	X			0	
4	Electrical cords in good condition	X			0	
5	GFCI protection provided where required	X			0	
					0	
VII HAZARDOUS CHEMICALS/SIGNING						
1	Chemicals properly stored/labeled	X			0	
2	Secondary containers properly labeled	X			0	
3	MSDS sheets readily available	X			2	Cabinet Containing MSDS Sheets should be labeled- Updated MSDS <i>In process</i>
4	Danger/Caution/No Smoking signs posted	X			0	
5	Training records up to date	X			0	
					2	
VIII OTHER - List any other conditions or programs that deserve attention						
1					0	
2					0	
3					0	
					0	
GRAND TOTAL					2	
Previous Total					2	

Safety Committee Member: *Eric Furuta*

Date: 2/12/2016

Safety Committee Member:

Date:

CITY OF MEDFORD SAFETY INSPECTION CHECKLIST

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Location: FS 6 **Date of Inspection:** February 12, 2016

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
I HOUSEKEEPING						
1	Aisles/stairs/floor in good repair/clean/dry	X			0	
2	Storage/piling of materials	X			0	
3	Wash/locker rooms	X			0	
4	Adequate light/ventilation	X			0	
5	Disposal of waste	X			0	
II FIRE PROTECTION						
1	Fire extinguishers accessible/locations marked	X			0	
2	Fire extinguishers inspected/date tested	X			0	
3	Exits/exit routes unobstructed/clearly marked	X			0	
4	Storage of flammable material standard	X			0	
5	Electrical wiring/circuits not overloaded	X			0	
III EMERGENCY MEDICAL PLAN/FIRST AID						
1	Emergency Medical Plan Posted	X			0	
2	First aid trained personnel posted	X			0	
3	First Aid Kit available/stocked	X			0	
4	First Aid Kit location clearly marked	X			0	
5	Emergency shower/eye wash station operational	X			0	
IV PERSONAL PROTECTIVE EQUIPMENT						
1	Proper use of safety glasses/goggles/shields	X			0	
2	Proper use of gloves/shoes/boots	X			0	
3	Protective clothing/hard hats/hearing protection	X			0	
4	Respirators/dust masks available and maintained	X			0	
5	Written Programs current	X			0	

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning	X			0	
2	Rotating equipment protected (shafts/belts/etc.)	X			0	
3	Electrical equipment proper/protected	X			0	
4	Lockout/Tagout Program in place/utilized	X			0	
5	Winches/cranes/hoists in good condition	X			0	
6	Ladders/scaffolding properly used/secured	X			0	
7	Welding equipment secure/uncharged hoses	X			0	
8	Air hose nozzles pressure limited	X			0	
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate	X			0	
2	Tools used properly	X			0	
3	Tools/materials stored properly	X			0	
4	Electrical cords in good condition	X			0	
5	GFCI protection provided where required	X			0	
VII HAZARDOUS CHEMICALS/SIGNING						
1	Chemicals properly stored/labeled	X			0	
2	Secondary containers properly labeled	X			0	
3	MSDS sheets readily available	X			0	Cabinet Containing MSDS Sheets should be labeled- Updated MSDS
4	Danger/Caution/No Smoking signs posted	X			0	MSDS sheets are in process of being updated
5	Training records up to date	X			0	
VIII OTHER - List any other conditions or programs that deserve attention						
1					0	
2					0	
3					0	
GRAND TOTAL					2	
Previous Total					2	

DMU - 2/12/16

Safety Committee Member: *Earl Fawcett* Date: 2/12/2016
 Safety Committee Member: _____ Date: _____

3rd QTR
pw-ops

**CITY OF MEDFORD
DEPARTMENT OF PUBLIC WORKS
SAFETY COMMITTEE**

To Brice Perkins
From Safety Committee
Subject First Quarter (Jan-Mar) Walk-Around Inspections
Date March 25, 2016

(Performed on or before March 24, 2015)

Most items listed were corrected at the time of the walk-around, or soon after; this list reflects what was observed at the time of the actual walk-around.

Building A: Inspected by Charles Longmire

Area 1: All OK.

Recommendations - -0-

Area 2: All OK.

Recommendations - -0-

Area 3: All OK.

Recommendations - -0-

Building B (Fleet Services Building): Inspected by Jason Easley

Area 1: Issue –
Other:

1. Flammable stored in locker room. (Corrected at time of inspection.)

Recommendations - -0-

Area 2: Issue –
First Aid Kits:

1. Out dated items need replacing. (Corrected at time of inspection.)

Recommendations - -0-

Area 3: Issue –
Other:

1. Electric panel blocked. (Corrected at time of inspection.)

Recommendations - -0-

3rd
GTR
PLU-ops

Building D: Inspected by Dustin Stidham/Ben Pryor

Area 1: Issue –

Extinguishers:

1. Needs new inspection ticket. Can't read date of In Service.

Recommendations - -0-

Building G: Inspected by Eric Comfort

Area 1: All OK

16-084

Recommendations - Although overall housekeeping is ok, a little time could be well spent in tidying up a bit; cleaning off tables and putting some tools away to avoid a mess that piles up and could eventually become a safety issue.

Area 2: All OK

Recommendations - -0-

Area 3: All OK

Recommendations - -0-

Area 4: All OK

Recommendations - -0-

Building H: Inspected by Tad Blanton

Area 1: Issue –

Housekeeping:

1. Cardboard should be placed into recycle.
2. Styrofoam peanuts cleaned up.

Other:

1. Street light poles are placed transverse to use of main bay. Should be relocated to allow better access to behind them.

Recommendations - -0-

16-085

16-086

Building J: Inspected by Dustin Stidham/Ben Pryor

Area 1: Issue –

Extinguishers:

1. #48 is expired but still in green.
2. #47 is expired but still in green.

16-087
16-088

CITY OF MEDFORD SAFETY INSPECTION CHECKLIST

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Location: Santo Community Center Date of Inspection: 3-30-16

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
I HOUSEKEEPING						
1	Aisles/stairs/floor in good repair/clean/dry		<input checked="" type="checkbox"/>		0	Items on stairs well in preschool - corrected
2	Storage/piling of materials		<input checked="" type="checkbox"/>		0	Kitchen storage has items blocking electrical panel ↑ corrected
3	Wash/locker rooms	<input checked="" type="checkbox"/>			0	
4	Adequate light/ventilation	<input checked="" type="checkbox"/>			0	
5	Disposal of waste	<input checked="" type="checkbox"/>			0	
II FIRE PROTECTION						
1	Fire extinguishers accessible/locations marked	<input checked="" type="checkbox"/>			0	
2	Fire extinguishers inspected/date tested	<input checked="" type="checkbox"/>			0	
3	Exits/exit routes unobstructed/clearly marked	<input checked="" type="checkbox"/>			0	
4	Storage of flammable material standard	<input checked="" type="checkbox"/>			0	
5	Electrical wiring/circuits not overloaded	<input checked="" type="checkbox"/>			0	
III EMERGENCY MEDICAL PLAN/FIRST AID						
1	Emergency Medical Plan Posted	<input checked="" type="checkbox"/>			0	
2	First aid trained personnel posted	<input checked="" type="checkbox"/>			0	
3	First Aid Kit available/stocked	<input checked="" type="checkbox"/>			0	
4	First Aid Kit location clearly marked	<input checked="" type="checkbox"/>			0	
5	Emergency shower/eye wash station operational		<input checked="" type="checkbox"/>		0	16-071
IV PERSONAL PROTECTIVE EQUIPMENT						
1	Proper use of safety glasses/goggles/shields	N/A			0	
2	Proper use of gloves/shoes/boots	N/A			0	
3	Protective clothing/hard hats/hearing protection	N/A			0	
4	Respirators/dust masks available and maintained	N/A			0	
5	Written Programs current	<input checked="" type="checkbox"/>			0	

3rd & TR
SANTO

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning	N/A			0	
2	Rotating equipment protected (shafts/belts/etc.)	N/A			0	
3	Electrical equipment proper/protected	N/A			0	
4	Lockout/Tagout Program in place/utilized	X			0	
5	Winches/cranes/hoists in good condition	N/A			0	
6	Ladders/scaffolding properly used/secured	X			0	
7	Welding equipment secure/uncharged hoses	N/A			0	
8	Air hose nozzles pressure limited	X			0	
					0	
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate	N/A	X		0	strap holding soccer goals in gym broken 16-072
2	Tools used properly	N/A			0	
3	Tools/materials stored properly	N/A			0	
4	Electrical cords in good condition	X			0	
5	GFCI protection provided where required	X			0	
					0	
VII HAZARDOUS CHEMICALS/SIGNING						
1	Chemicals properly stored/labeled	X			0	
2	Secondary containers properly labeled	X			0	
3	MSDS sheets readily available	X			0	
4	Danger/Caution/No Smoking signs posted	X			0	
5	Training records up to date	X			0	
					0	
VIII OTHER - List any other conditions or programs that deserve attention						
1					0	
2					0	
3					0	
					0	
GRAND TOTAL					0	
Previous Total						

Safety Committee Member: *Matt Carvalho*

Date: *3-30-16*

Safety Committee Member: *Dwayne Stoltz*

Date: *3-30-16*



Santo kitchen storage area, item in from of electrical panel.



Strap not fastened on soccer goal in Santo gym, strap may need replacement

Service Center
Descriptions

3rd
STR

Picture #

- 16-078 1 Outside entrance, does it need to be labeled as to what it is since it has a shut off?
- 16-073 2 Box stacked on top of a spool, unstable storage in a place that is well above the workers heads. Caged area in Parks/Facilities Building.
- 16-074 3 Computer equipment being stored on top of kitchen cabinets in Parks breakroom, unsecured storage in a place that is well above the workers heads.
- 16-075 4 What's behind the locked door? Should it be blocked? Parks breakroom.
- 16-074 5 Computer equipment being stored on top of file cabinet in Parks workarea. Insecurely stored in a work area. Parks area.
- 16-089 6 Tank not properly stored, sitting on top of things lying on workbench. Parks area near storage cage.
- 16-090 7 Battery if used, not properly disposed of, if new needs to be stored in a place that is marked as new. If used this is a DEQ violation, if new it may be a violation. DEQ does recommend that all new batteries be kept in one area marked as new.
- 16-091 8 Old light not properly disposed of. Work bench near the storage cage.
- 16-076 9 Fire extinguisher not signed, next to the Parks outside caged storage area.
- 16-077 10 Paint buckets not properly labeled next to the Police trailer out back of the Parks building. This is a DEQ violation.
- 16-079 11 Metal straps sticking out, in front of Parks/Facilities modular.
- 16-079 12 Metal straps sticking out, in front of Parks/Facilities modular.
- 16-090 13 Batteries if used not properly disposed of, if new need to be stored in a place that is marked as new. If used this is a DEQ violation, if new it might be a violation. DEQ does recommend that all new batteries be kept in one area marked as new.

CITY OF MEDFORD SAFETY INSPECTION CHECKLIST

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Unsafe Conditions - score 1 point for other than serious, 2 points for serious, and 3 points for imminent danger. Repeat conditions receive a double point score.

Location: *Service Center Parky / Facilities* Date of inspection: *3-17-16*

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
I HOUSEKEEPING						
1	Aisles/stairs/floor in good repair/clean/dry	X			0	
2	Storage/piling of materials		X		0	<i>See pictures 16-073</i>
3	Wash/locker rooms		X		0	<i>See pictures 16-074</i>
4	Adequate light/ventilation		X		0	<i>See pictures 16-075</i>
5	Disposal of waste	X			0	
II FIRE PROTECTION						
1	Fire extinguishers accessible/locations marked		X		0	<i>See pictures 16-076</i>
2	Fire extinguishers inspected/date tested	X			0	
3	Exits/exit routes unobstructed/clearly marked	X			0	
4	Storage of flammable material standard	X			0	
5	Electrical wiring/circuits not overloaded	X			0	
III EMERGENCY MEDICAL PLAN/FIRST AID						
1	Emergency Medical Plan Posted	X			0	
2	First aid trained personnel posted				0	
3	First Aid Kit available/stocked	X			0	
4	First Aid Kit location clearly marked	X			0	
5	Emergency shower/eye wash station operational	X			0	
IV PERSONAL PROTECTIVE EQUIPMENT						
1	Proper use of safety glasses/goggles/shields	X			0	
2	Proper use of gloves/shoes/boots				0	
3	Protective clothing/hard hats/hearing protection				0	
4	Respirators/dust masks available and maintained				0	
5	Written Programs current	X			0	

16-078 photos #1
16-079 photos #11 & 12

3rd STR P&R Suz Ctr

RECEIVED
 MAR 18 2016
 HUMAN RESOURCES

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning	X			0	
2	Rotating equipment protected (shafts/belts/etc.)	X			0	
3	Electrical equipment proper/protected	X			0	
4	Lockout/Tagout Program in place/utilized	X			0	
5	Winches/cranes/hoists in good condition	X			0	
6	Ladders/scaffolding properly used/secured	X			0	
7	Welding equipment secure/uncharged hoses	X			0	
8	Air hose nozzles pressure limited	X			0	
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate	X			0	
2	Tools used properly	X			0	
3	Tools/materials stored properly	X			0	
4	Electrical cords in good condition	X			0	
5	GFCI protection provided where required	X			0	
VII HAZARDOUS CHEMICALS/SIGNING						
1	Chemicals properly stored/labeled	X			0	
2	Secondary containers properly labeled	X			0	
3	MSDS sheets readily available	X			0	See picture 16-077
4	Danger/Caution/No Smoking signs posted	X			0	
5	Training records up to date	X			0	
VIII OTHER - List any other conditions or programs that deserve attention						
1					0	
2					0	
3					0	
GRAND TOTAL					0	
Previous Total						

Safety Committee Member: See Almeida Date: 3-17-16
Safety Committee Member: _____ Date: _____



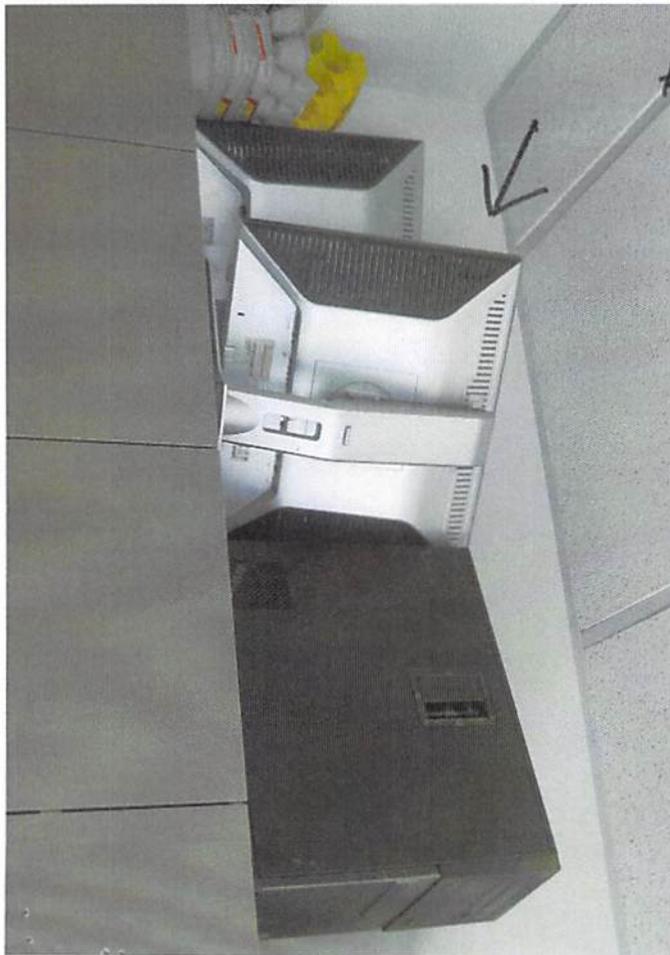
#1

Facilities



#2

Parks/Facilities



#3

Parks



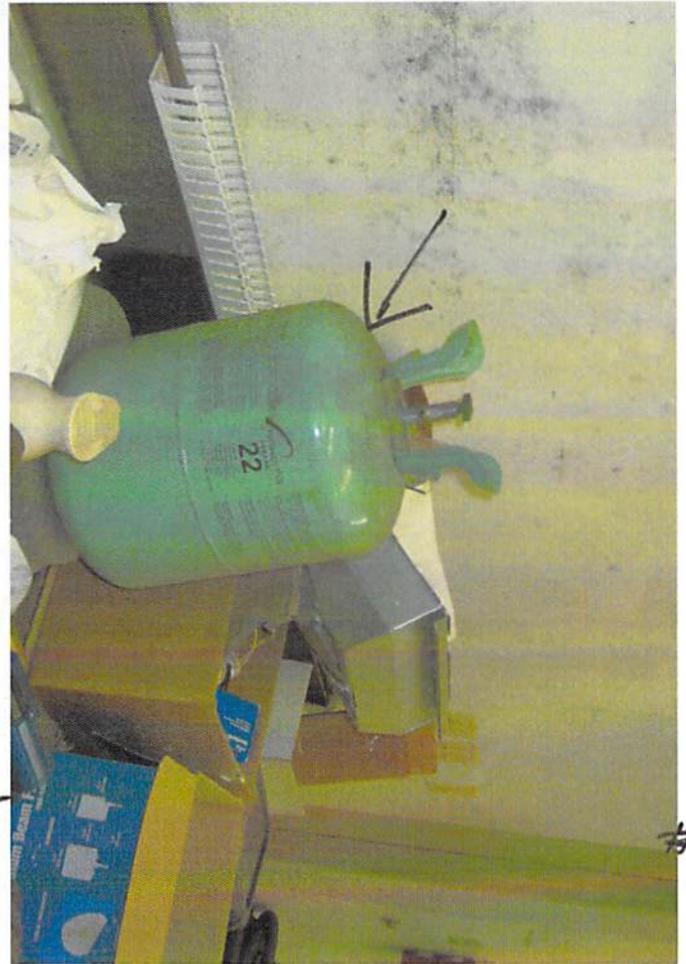
#4

Parks



#5

Park's



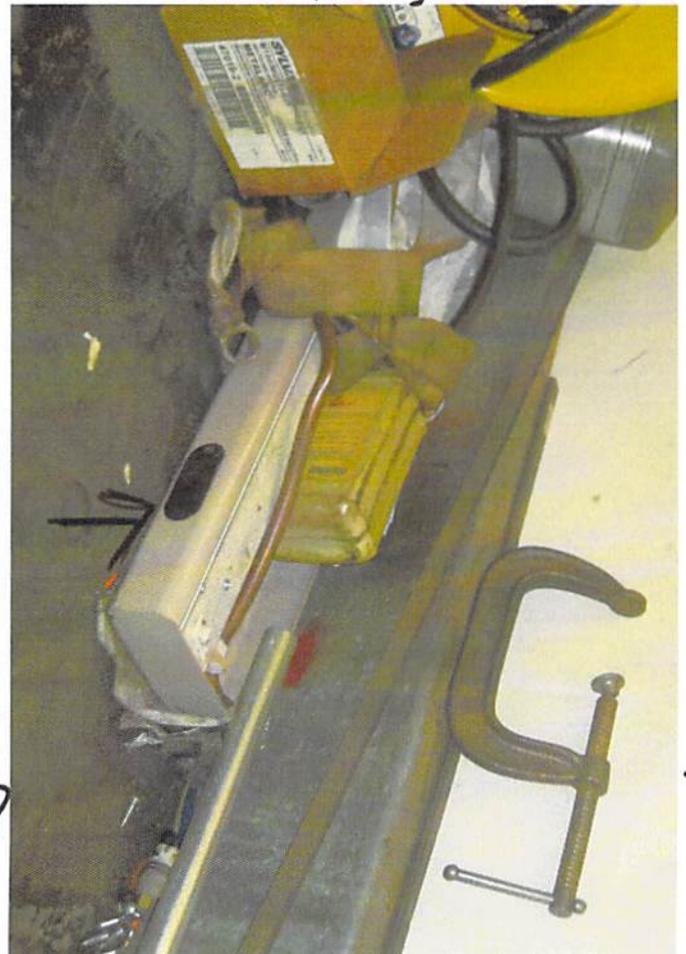
#6

Park's



#7

Facilities



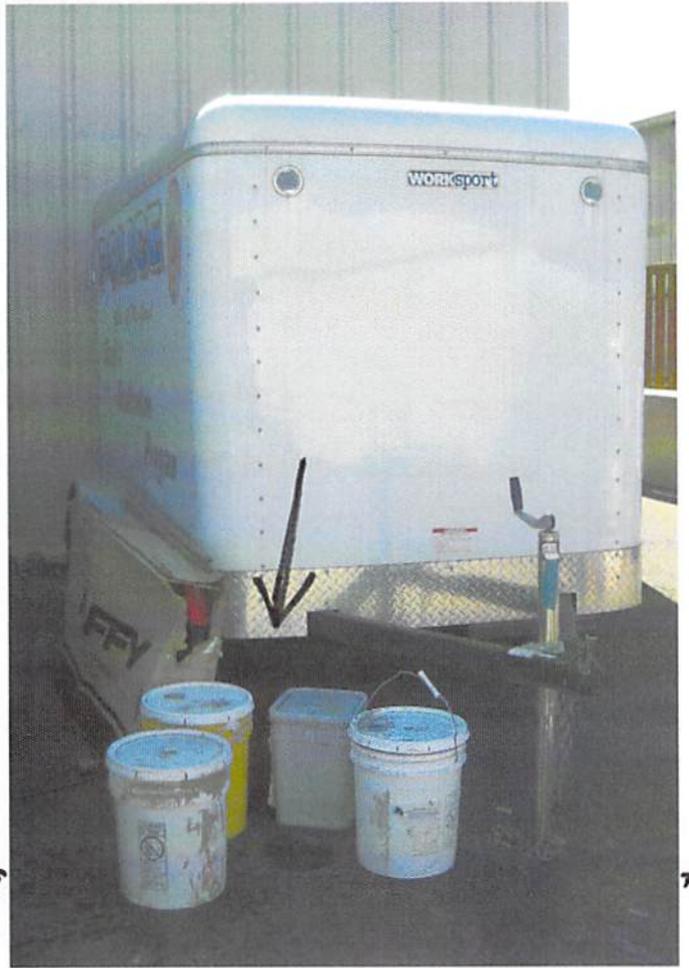
#8

Facilities



Park's

#9



Police

#10



Park's

#11



Park's

#12



Facilities

CITY OF MEDFORD SAFETY INSPECTION CHECKLIST

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Unsafe Conditions - score 1 point for other than serious, 2 points for serious, and 3 points for imminent danger. Repeat conditions receive a double point score.

Location: _____ **Date of Inspection:** _____

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
I HOUSEKEEPING						
1	Aisles/stairs/floor in good repair/clean/dry	X			0	
2	Storage/piling of materials	X			0	
3	Wash/locker rooms	X			0	
4	Adequate light/ventilation	X			0	
5	Disposal of waste	X			0	
					0	
II FIRE PROTECTION						
1	Fire extinguishers accessible/locations marked	X			0	
2	Fire extinguishers inspected/date tested	X			0	
3	Exits/exit routes unobstructed/clearly marked	X			0	
4	Storage of flammable material standard	X			0	
5	Electrical wiring/circuits not overloaded	X			0	
					0	
III EMERGENCY MEDICAL PLAN/FIRST AID						
1	Emergency Medical Plan Posted	X			0	
2	First aid trained personnel posted	X			0	Trained personnel in a file, but not posted. Recommending to post the list. 16-068
3	First Aid Kit available/stocked	X			0	
4	First Aid Kit location clearly marked	X			0	
5	Emergency shower/eye wash station operational	X			0	Outdated eyewash bottles were replaced with new bottles.
					0	
IV PERSONAL PROTECTIVE EQUIPMENT						
1	Proper use of safety glasses/goggles/shields	X			0	
2	Proper use of gloves/shoes/boots	X			0	
3	Protective clothing/hard hats/hearing protection	X			0	
4	Respirators/dust masks available and maintained	X			0	
5	Written Programs current	X			0	
					0	

WRD
3rd & 4th

WRD
3rd & 4th

Item	Description	Safe	Unsafe	Repeat	Score	Comment/Recommendation
V MACHINERY & EQUIPMENT						
1	Point-of-operation guards in place/functioning	X			0	
2	Rotating equipment protected (shafts/belts/etc.)		X		1	Guard on raw sludge pump has slight gap of a concern to OSHA standard. 16-069
3	Electrical equipment proper/protected	X			0	
4	Lockout/Tagout Program in place/utilized	X			0	
5	Winches/cranes/hoists in good condition	X			0	
6	Ladders/scaffolding properly used/secured	X			0	
7	Welding equipment secure/uncharged hoses	X			0	
8	Air hose nozzles pressure limited	X			0	
					1	
VI HANDTOOLS AND MATERIALS						
1	Safety devices in place/adequate	X			0	
2	Tools used properly	X			0	
3	Tools/materials stored properly	X			0	
4	Electrical cords in good condition	X			0	Disposed of an extension cord with no ground.
5	GFCI protection provided where required	X			0	
					0	
VII HAZARDOUS CHEMICALS/SIGNING						
1	Chemicals properly stored/labeled	X			0	
2	Secondary containers properly labeled	X			0	
3	MSDS sheets readily available	X			0	
4	Danger/Caution/No Smoking signs posted	X			0	
5	Training records up to date	X			0	
					0	
VIII OTHER - List any other conditions or programs that deserve attention						
1	worn valvebox lid on walkway of main bldg		X		1	Still a tripping hazard, but being looked at to possible abandon and fill with concrete. 16-070
2					0	
3					0	
					1	
GRAND TOTAL					2	
Previous Total						

Safety Committee Member: Roy Gonzalez Date: 3/25/2016

Safety Committee Member: Date:

Amy E. Stonehill

From: Roy _ Gonzalez
Sent: Monday, March 28, 2016 4:31 PM
To: Amy E. Stonehill
Subject: RE: DUE MARCH 31, 2016: Safety Committee Inspection Assignments
Attachments: Safety Inspection March 28 2016.xls

We did the OSHA inspection his month that has a lot more specifics on issues that we will be addressing as we move towards being SHARPS certified. I did not include the list, but Bonnie should have a copy of the that report. Please let me know if Bonnie still needs a copy of the OSHA report. We are addressing several of the issues that can be corrected inhouse.

Thanks,
Roy Gonzalez

From: Amy E. Stonehill
Sent: Monday, March 14, 2016 8:48 AM
To: Tamara L. Camp; Jason L. Easley; Roy _ Gonzalez; Julie F. Hopkins; Michael R. Lundberg; Larry M. McClung; Sue A. McKenna; Dwayne L. Stoltz
Subject: FW: DUE MARCH 31, 2016: Safety Committee Inspection Assignments

Good morning!

Just a friendly reminder that the FY16 3rd Quarter inspections are due 3/31/16.

Thanks so much!

Amy

Amy Stonehill
Risk Management & ADA Coordinator's Office
City of Medford • 411 W. 8th Street • Medford, Oregon 97501
Desk 541.774.2086 | ADA 541.774.2074 | Fax 541.618.1703

"Life does not have to be perfect to be marvelous!" – Annette Funicello

From: Amy E. Stonehill
Sent: Wednesday, January 13, 2016 10:38 AM
To: Tamara L. Camp; Jason L. Easley; Roy _ Gonzalez; Julie F. Hopkins; Michael R. Lundberg; Thomas J. McGowan; Larry M. McClung; Sue A. McKenna; Dwayne L. Stoltz
Cc: Bonnie C. Huard
Subject: DUE MARCH 31, 2016: Safety Committee Inspection Assignments

Good Morning All,

It's a new year – Happy New Year! To celebrate the new year, Risk Management is starting a few new things. For example, the new incident form is in final review with Legal, and the new near miss / hazard observation short form is being launched (attached).

In the past it may have been frustrating to see the same issues inspection after inspection; we are making changes to address this issue. Mike Snyder would like Risk Management to begin to verify that the issues listed on the inspection reports are resolved. Risk Management has created a tracking spreadsheet and will send inquiries to the operational areas that have outstanding issues. If you have suggestions as to who in the operational areas would be the best person/people to contact for these issues, please let us know on your inspection report.

Third quarter (Jan–Mar/3rd qtr fiscal year/1st qtr calendar year) safety inspections are due by the end of March. The inspection form is attached for your convenience. **Please personally complete the inspection of these areas OR obtain the inspections from the departmental Safety Committee personnel for your respective areas if applicable:**

Sue/Dwayne – Parks Maintenance at Service Center and Santo Center

Tom – Fire Stations

Mike and Julie – City Hall

Larry – Facilities Management areas at Service Center (physical areas that used to be inspected by Parks before the divisions were realigned)

Tamara – Annex and Police Property at Service Center

Roy – WRD

Jason – Service Center Public Works

If you could please return your completed inspections to me no later than March 31st, that would be excellent. If you have questions, please let me know.

Thanks so much,

Amy

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