

B. FACILITY SAFETY AND OPERATIONS

Organization name

Evaluation period

Completed by (name and title)

Date completed

Evaluate your operations against best practices by asking the questions below. A response of “No” to any question indicates an area that may require further evaluation and a plan for improvement or correction.

The entire set of RMGM Self-Assessments is available online here: <https://mml.org/programs-services/risk-management/risk-management-resources/risk-management-is-good-management-program/>

| Yes | No | n/a | |
|-----|----|-----|--|
| | | | A. Municipal Management |
| | | | Have you completed the <i>Municipal Management Self-Assessment</i> ? |
| | | | C. Human Resources / Employment Practices |
| | | | Have you completed the <i>Human Resources / Employment Practices Self-Assessment</i> ? |
| | | | D. Fraud Prevention |
| | | | Have you completed the <i>Fraud Prevention Self-Assessment</i> ? |
| | | | E. Motor Vehicle Operations |
| | | | Have you completed the <i>Motor Vehicle Operations Self-Assessment</i> ? |
| | | | F. Public Infrastructure |
| | | | Have you completed the <i>Public Infrastructure Self-Assessment</i> ? |
| | | | 1. Routine Facilities Inspections |
| | | | Do designated employees conduct monthly inspections of each facility/building in which your organization operates? |
| | | | Do your monthly inspectors complete written reports documenting their inspections? |
| | | | Are action plans developed and implemented to address areas found needing improvement? |
| | | | Is there a follow-up procedure to positively confirm that all issues found have been resolved? |
| | | | 2. Lighting |
| | | | Do parking lots, entryways and lobbies have lighting that is sufficient to make hazards clearly visible? |
| | | | Is adequate and sufficient lighting provided in all working areas? |
| | | | Do all stairways have proper lighting? |
| | | | Does emergency lighting operate when tested? |
| | | | 3. Snow and Ice Removal |
| | | | Are parking lots, sidewalks and building entry/exit ways kept clear of snow and ice? |
| | | | Are emergency exits always kept clear of snow and ice? |

| Yes | No | n/a | |
|-----|----|-----|--|
| | | | 4. Building Entries and Exits |
| | | | Does each building have a sufficient number of exits (not less than two for each fire area)? |
| | | | Are all exterior doors non-locking or have panic hardware? |
| | | | Do all exterior doors swing outward to safe discharge areas? |
| | | | Are all exterior doors equipped with alarms to prevent unauthorized use or theft? |
| | | | Are exit doors clearly visible or does clearly visible signage indicate the route to exit doors? |
| | | | Do you post exit signs (6" letters)? |
| | | | Are exit signs illuminated? |
| | | | Are entry/exit ways kept free of impediments and slip/trip hazards? |
| | | | Are weather mats used during inclement weather? |
| | | | Are mats or carpeting in lobby areas inspected regularly for slip and trip hazards? |
| | | | 5. Interior Aisleways, Stairways, and Doors |
| | | | Are interior aisles, stairwells and doorways kept clear at all times? |
| | | | Do office layouts, cubicle, and furniture arrangements allow for easy egress under emergency conditions? |
| | | | Are all aisle and corridor clearances adequate for two-way traffic and for unobstructed access to all parts of each building? |
| | | | Are aisleways, stairways, and doorways kept clear of trip hazards created by furniture projection, loose or worn carpeting, floor tile or stair treads, or placement of loose objects? |
| | | | Are floors kept clear of purses, briefcases, backpacks, water bottles, pencils or other loose objects that may create a tripping hazard? |
| | | | Are warning placards used when floors are wet? |
| | | | Do stairways have handrails? |
| | | | Are stairways free at all times of stored materials and supplies? |
| | | | Do mezzanine/storage lofts have standard guardrails (42" top rail, mid rail and 4" toe board)? |
| | | | Are mezzanine/storage loft hoist areas equipped with fall protection when loading or offloading items? |
| | | | 6. Furniture and Fixtures |
| | | | Do you perform inspections of furniture in public or lobby areas for wear and damage in need of repair? |
| | | | Is all furniture free from sharp edges, points or splinters? |
| | | | Are chairs inspected regularly for worn or broken parts? |
| | | | Are faulty desks, chairs, or other office equipment either repaired or taken out of service when identified? |
| | | | Are desks, file cabinets, etc., arranged so that drawers do not open into aisles or walkways? |
| | | | Are bookshelves and cabinets that are potentially unstable (e.g., over 5 feet in height and/or top-heavy) secured so they will not fall over? |
| | | | Is weight distributed in file cabinets such that upper drawer contents do not create a top-heavy condition? |

| Yes | No | n/a | |
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| | | | 7. Ergonomics |
| | | | Do all work surfaces adjust to fit the task to be performed? |
| | | | Are work surfaces generally adjusted to elbow height-allowing employees to keep their arms low and close to the body in relation to the task? |
| | | | When employees are working on computers, are display screens positioned directly in front of them? |
| | | | Are the tops of computer display screens at, or just slightly below, eye level when in use? |
| | | | Are screen glare control techniques or glare filters provided? |
| | | | Are adjustable chairs provided at all employee computer stations? |
| | | | Are mechanical lifting devices, dollies or carts available to move heavy materials? |
| | | | 8. Housekeeping |
| | | | Are individuals responsible for maintaining good housekeeping in their work areas? |
| | | | Do you provide appropriate amount of time in daily schedule for housekeeping? |
| | | | Has management developed a cleaning schedule? |
| | | | Do you post the cleaning schedule? |
| | | | Do you monitor the cleaning schedule? |
| | | | Are procedures in place for the cleaning up of spills and leaks? |
| | | | Is proper waste disposal readily available? |
| | | | Are special equipment and cleaning materials available? |
| | | | Are cleaning fluids used only in small quantities? |
| | | | Do cleaning supplies have labels that identify their contents? |
| | | | Are flammable cleaning fluids prohibited? |
| | | | 9. Storage |
| | | | Are cleaning fluids stored in closed containers that are kept in well-ventilated areas? |
| | | | Do you prohibit the permanent storage of combustible liquids in offices? |
| | | | Are combustibles prohibited from being stored under desks, tables, or shelves where they would be shielded from automatic sprinkler protection? |
| | | | Are all materials stored properly (i.e., leaning materials, stock piles, ladders, etc.)? |
| | | | Are heavy supplies or other heavy items stored on the lower shelves or near the floor? |
| | | | 9. Hazard Communication (Employee Right-to-Know) |
| | | | Are all required hazard communication posters on display in each building? |
| | | | Is there a complete and current inventory of chemicals in each facility/building in which your organization operates (copy machine/printer products, more than household quantities of cleaning supplies)? |
| | | | Do you maintain a file of Safety Data Sheets to which employees in each facility/building have access? |
| | | | When new chemicals are introduced to a facility/building, do you post new Safety Data Sheets and train employees on the new chemicals? |
| | | | 10. Personal Protective Equipment |
| | | | Are the appropriate PPEs available to employees? |

| Yes | No | n/a | |
|-----|----|-----|---|
| | | | 11. First Aid / AED |
| | | | Are first aid supplies readily available? |
| | | | Is an Automated External Defibrillator available? |
| | | | 12. Fire Protection |
| | | | Does each building have a central station fire alarm designed to detect and send an alarm for a fire in its incipient stage? |
| | | | Are the central station fire alarms maintained and tested according to NFPA 72? |
| | | | Do you inspect all fire detection and protection systems at least annually and document the inspection results? |
| | | | Does each building have the proper fire extinguisher types, sizes and number? |
| | | | Does each building have Class C extinguishers where appropriate for electrical equipment fires? |
| | | | Are the locations of fire extinguishers easily accessible and clearly marked? |
| | | | Do extinguishers receive monthly inspections? |
| | | | Do extinguishers receive annual servicing? |
| | | | Have sprinkler valves been checked to ensure that they are not sealed or locked in the open position? |
| | | | Does the sprinkler system undergo quarterly testing as weather permits, and are alarms operative? |
| | | | Is there adequate clearance from sprinkler heads to stored materials (18 inches)? |
| | | | Are there adequate clear paths in front of all fire equipment, extinguishers, and exit doors (36 inches)? |
| | | | Do employees remove combustibles, scrap, or debris from work areas at regular intervals? |
| | | | Are stairwell and hallway fire doors kept closed? |
| | | | Is just one facility used to garage the majority of major tools and equipment? |
| | | | For libraries: are interior book-return drops fire protected? |
| | | | 13. Electrical Safety |
| | | | Are major electrical equipment, computer equipment, and telecommunications lines at each facility grounded against electrical surge and lightning strike? |
| | | | Has an electrician verified that all major infrastructure equipment such as pump stations, radio towers and major facilities are protected against lightning strikes? |
| | | | Do you check your electrical grounding equipment annually? |
| | | | Are all electrical outlets near sinks, faucets, or damp environments protected by ground fault circuit interrupters (GFCI)? |
| | | | Is there special equipment for hazardous locations available (explosion proof fixtures etc.)? |
| | | | Is high voltage signage displayed where necessary? |
| | | | Do you keep all electric panel doors closed? |
| | | | Are all electric panels properly labeled to identify what each breaker controls? |
| | | | Do you maintain a clear walkway of at least 36 inches in front of all electrical panels? |
| | | | Are electrical and extension cords and plugs in good condition (undamaged, free from cuts or frays)? |

| Yes | No | n/a | |
|-----|----|-----|---|
| | | | Are electrical and extension cords placed and secured so that they will not become a slip or trip hazard? |
| | | | Are extension cords only in use where fixed wiring is not feasible? |
| | | | Are there any extension cords plugged into other extension cords, other than for temporary use? |
| | | | Are there any multi-outlet strips plugged into other multi-outlet strips? |
| | | | Do small appliances (e.g., fans, lights, refrigerators) with exposed metal have a 3-prong plug (grounded) unless the appliance has double insulation? |
| | | | Are space heaters, microwave ovens, and other high-current devices plugged directly into a wall receptacle and not into strips or extension cords? |
| | | | Are space heaters UL-listed? |
| | | | Do space heaters have automatic shut-offs that will actuate if the heater tips over? |
| | | | Are space heaters located at least three (3) feet from combustible material? |
| | | | Are unauthorized electrical appliances or equipment being used in the workplace? |
| | | | Do employees shut off all heating elements – coffee makers, cup warmers, electric kettles, space heaters – when not in use or at the end of the day? |
| | | | 14. Mechanical Safety |
| | | | Do all electric fans have guards of not over one-half inch mesh? |
| | | | Do all conveyors, electric hole-punches, paper shredders, compactors and other equipment with hazardous moving parts have guards so that employees cannot contact the moving parts? |
| | | | Are paper cutter blades in locked position when not in use? |
| | | | Do knife blades have guards when not in use? |
| | | | 15. Boiler Safety |
| | | | Do you have boiler controls and safety devices tested by a qualified mechanical contractor as required by the Michigan Department of Licensing and Regulatory Affairs (LARA)? |
| | | | 16. Ladder Safety |
| | | | Do you regularly inspect ladders/step stools provided for reaching materials on shelves to ensure they are in safe, serviceable condition? |
| | | | Are ladders restrained with a chain or other restraint when stored? |
| | | | Do your portable ladders/step stools meet ANSI requirements? |
| | | | Do ladders have a non-slip bases or safety feet? |
| | | | Are metal ladders stored away from electrical hazards and so marked? |
| | | | 17. Physical Security |
| | | | Does your organization limit and track issuance of keys for all buildings? |
| | | | Other than general public areas, do all facilities have appropriate security to prevent unauthorized entry? |
| | | | Do you lock doors leading from public-access areas of buildings to staff-only areas? |
| | | | Have you installed panic or robbery alarms or implemented other effective means for staff to notify law enforcement of threats? |
| | | | Are the publicly-accessible front counters and service areas free of items that might serve as weapons? |
| | | | Is there a procedure for handling suspicious packages or envelopes? |

| Yes | No | n/a | |
|-----|----|-----|---|
| | | | Do you ensure that all antenna towers, wellheads, water pump stations, water towers, and retention basins are secured from unauthorized entry? |
| | | | Do you protect all wellheads according to EPA guidelines for homeland security? |
| | | | Do you secure hazardous chemicals, fuel, and communications equipment from theft, tampering, and destruction? |
| | | | Have you established and do you enforce a strict “close of business” procedure that requires employees to secure valuable equipment as well as protected and sensitive information (including thumb drives, hard drives, printouts, etc.) properly? |
| | | | Do you inspect conference rooms or remote areas before closing to ensure no one is occupying them? |
| | | | Is the designated parking lot visible to employees from within each building? |
| | | | Do you maintain landscaping so that window and doors are clearly visible? |
| | | | Do you encourage employees to take safety precautions when arriving to or leaving work during hours of darkness or semi-darkness? |
| | | | Do you conduct an inventory annually and document all the assets that each facility/building contains? |
| | | | Do you secure the inventory record off site? |

CONCLUSIONS



If you can honestly answer “yes” to all applicable questions, your risk management program for Facility Safety and Operations is on solid footing – congratulations! Following the recommended practices reduces your organization’s exposure to future claims in this area. Remain vigilant for new or changing risks and address them promptly.



If you answered “no” to one or more questions, your organization faces increased exposure to disability discrimination claims and the associated direct and indirect costs. Each “no” response indicates a possible deficiency in your risk management program. You should consider these carefully and take one or more of the actions below:

- Correct any deficiency that may exist;
- Contact MML Risk Management Services at the number below;
- Contact MML Loss Control Services at the number below.

*Contact MML Risk Management Services Staff
or your Loss Control Consultant for more information.*

| | | |
|---|--------------------------------|--------------|
|  | Important Phone Numbers | |
| | MML Risk Management Services | 800.653.2483 |
| | Loss Control Services | 800.482.2726 |

Note:

*This document is not intended to be legal advice.
It only identifies some of the issues surrounding this topic.
Public agencies are encouraged to review their procedures with an expert
or a competent attorney who is knowledgeable about the subject.*