

I. DEPARTMENT OF PUBLIC WORKS, WATER, WASTEWATER TREATMENT, PARKS & RECREATION

Organization name

Department 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> ?
			B. Facility Safety and Operations
			Have you completed the <i>Facility Safety and Operations 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. Lockout/Tagout Program
			Do you have a written Lockout/Tagout policy for Authorized and Affected Employees?
			Do you conduct a hazardous energy survey?
			Are locks available (one lock for each employee)?
			Are lockout devices available?
			Are authorized employees aware of lockout status?
			Has training been provided for authorized employees?
			Is each machine and equipment provided with its own means of energy isolation?
			Has all training been documented?
			Do you conduct a Lockout/Tagout periodic evaluation to ensure your written policy is adequate?

Yes	No	n/a	
			2. Excavating and Trenching
			Is there a competent person(s) at each job to perform ongoing inspections of the trench?
			Do ladders extend not less than 3 feet above the top of the trench/excavation?
			Are there ladders every 25' of travel in trench/excavation?
			Are spoils and other excavation materials placed at least 2 feet away from the excavation?
			Are excavations that are more than 5 feet in depth shored, sloped, or otherwise protected?
			Are slopes at least 1-1/2:1 in previously disturbed soil?
			Is there a minimum of 10 feet of clearance maintained from energized overhead lines?
			Do you contact miss dig prior to excavation?
			Do you inspect the job site at least daily?
			Are open trenches protected or barricaded?
			Do you utilize a trench box when sloping and benching is not possible?
			Are employees trained on the dangers of trench collapse
			Are trench/excavation heavy equipment operators trained? Is this training documented?
			Do you have a written excavation and trenching policy?
			3. Confined Space Entry & Permit-Required Confined Space (PRCS)
			Do you have a confined space and PRCS written policy in compliance with MIOSHA Part 90?
			Are all confined spaces identified and clearly labeled with a proper warning sign?
			Do you conduct air monitoring for employees who are trained to enter confined spaces?
			Do you calibrate air monitoring equipment?
			Do you have a rescue plan documented and in place?
			Is a rescue team and/or rescue equipment readily available?
			Are entry permits completed?
			Is ventilation equipment readily available?
			Are all employees trained on ventilation equipment?
			4. Cranes and Hoists
			Do you ensure that all crane operators are trained, authorized, and licensed every 3 years?
			Are operating parts inspected daily before use?
			Are all controls marked clearly?
			Are cranes, jacks, and hoist rated loads legibly marked on equipment and tested annually?
			Is head protection provided to crane operators as required?
			Are synthetic web slings clearly marked to show rated capacities?
			5. Vehicle Mounted Elevated Working Platforms
			Do you train employees in the operations, hazards and safeguards concerning an aerial device?
			Do you maintain aerial devices in a condition free of known defects & hazards that could cause an injury?
			Do articulating, extensible boom platforms, or both, primarily designed as personnel carriers, have both upper and lower controls?

Yes	No	n/a	
			Can lower controls override the upper controls?
			Are aerial devices inspected and load tested at least annually for permanent deformation and cracks?
			Is a fall protection system attached to the boom or basket when employees work from an aerial lift?
			Are Operators of the aerial device required to maintain safe distances from energized distribution and transmission power lines and equipment?
			6. Work Zone Traffic Controls
			Do all employees, including supervisors, wear highly visible clothing at each job?
			Do crews follow Part VI of the manual of uniform traffic control for sign and cone placement?
			Do traffic regulators receive training according to MIOSHA part 22?
			7. Environmental Hazards
			Do you provide training on environmental hazards? (i.e. pesticides, lead paint, arsenic, poison ivy, etc.)
			8. Welding and Cutting
			Do you have a hot-work permit program?
			Are regulators equipped with backflow check valves?
			Are compressed gas cylinders visually inspected for safety upon receipt?
			Are compressed gas cylinders secured with a safety chain and properly capped?
			Are compressed gas cylinders properly labeled with the correct DOT placards?
			Are compressed gas cylinder valves kept closed except when in active use?
			Are compressed gas cylinders firmly secured before transporting or moving?
			Cylinder storage area properly identifies where compressed gas cylinders belong?
			Cylinders are not stored near highly flammable substances (oil, gasoline)?
			Are employees trained to properly connect and disconnect compressed gas cylinders?
			Are oxygen cylinders stored at a minimum of 20 feet from fuel gas cylinders?
			9. Power Transmission
			Is there guarding on moving parts, points of operation, and nip points?
			Have you fully enclosed power drive belts, chains, pulleys and fans to a height of 7' from the floor?
			Are counter weights enclosed or safety cables attached?
			10. Bench Grinders
			Are side guards in place to cover the spindle, nut, flange, and abrasive wheels?
			Are work rests maintained at 1/8" clearance maximum?
			Are tongue guards adjusted to ¼ of the abrasive wheel?
			Are they securely mounted to the floor or work surface?
			Is eye protection provided and required for all operators?

Yes	No	n/a	
			11. Hand and Power Tools
			Do hand-held power tools have constant pressure switches?
			Are guards for table saws in place?
			Do you offer special training and guards for power tools?
			Do you prohibit employees from cleaning clothing with compressed air?
			Are compressed air nozzles for cleaning work areas limited to 30 PSI?
			Are electrical power tools double insulated or grounded?
			Are ground fault circuit interrupters (GFCI) used in a damp environment?
			Are Lithium-Ion rechargeable batteries inspected for signs of corrosion or damage?
			Are Lithium-Ion rechargeable tools stored in a fire-rated cabinet when not in use?
			Is a properly rated portable fire extinguisher accessible near rechargeable battery equipment?
			Do all tools undergo a safety inspection prior to use?
			Do all employees receive training on safe operation of power tools and power equipment? Is this training documented?
			12. Electrical Safety
			Do you have grounded circuits and systems?
			Is all electrical equipment grounded?
			Do you properly identify all controls and switches?
			Do you prohibit the use of extension cords as a permanent power supply?
			Is there special equipment for hazardous & wet locations available (i.e., GFCI, explosion proof fixtures, etc.)?
			Do you display high voltage signage where necessary?
			Are electrical panels and/or switches covered and/or enclosed?
			13. Ladders
			Are employees trained on how to safely climb and dismount from ladders?
			Are rungs spaced at a uniform 12"?
			Do you inspect your ladders prior to use?
			Do you destroy and replace damaged ladders?
			Are job-made or improvised ladders prohibited?
			Are all fixed ladders at 20' or higher equipped with cage or fall protection?
			14. Hearing Protection Program
			Do you have a written hearing conservation plan that is compliant with MIOSHA Part 380?
			Are employees exposed to noise levels that are equal to or exceed the action level of 85 dBA or equivalently a noise dose of 50%. An average of 85 dBA for an 8- hour work period is equal to a noise dose of 50%.
			Is noise monitoring performed at annual intervals?
			Do you provide hearing protection?
			Do you offer audiometric testing to employees regularly exposed to excessive noise levels?
			Are employees trained on your hearing protection program?

Yes	No	n/a	
			15. Personal Protective Equipment (PPE)
			Do you conduct a routine PPE inspection and replace worn or expired items?
			Which of the following are required and issued?
			respirators? (If yes, see Respiratory Protection section below)
			safety glasses with side shields?
			safety glasses meet ANSI standards?
			face shields?
			job specific goggles?
			foot protection?
			head protection?
			gloves?
			aprons?
			16. Respiratory Protection
			Do you have a written respiratory protection program for employees who wear respirators?
			Does the program include procedures for selection, use, and maintenance of respirators?
			Is your respiratory protection program compliant with MIOSHA Part 451?
			Are all respirators (N95 masks included) NIOSH certified?
			Are medical evaluations provided to employees required to wear respirators?
			Do you perform annual fit testing for employees who wear respirators?
			Do employees receive training on your respiratory protection program?
			Do you have procedures for cleaning, disinfecting, storing, and inspecting respirators?
			Do you follow Appendix D of MIOSHA Part 451 for employees who voluntarily wear respirators?
			Do you regularly review your respiratory protection program for effectiveness?
			17. Flammable / Combustible Liquids
			Do you ensure that containers are closed/sealed when not in use?
			Do you supply safety cans for storing and dispensing?
			Do you provide bonding and grounding cables when necessary?
			Are flammable liquids stored in an approved storage cabinet?
			Do you prohibit open flames and smoking?
			Do you label storage areas "flammable"?
			18. Hazardous Materials / Safety Data Sheets (SDS)
			Do you identify and label all toxic, flammable/combustible & corrosive chemicals?
			Do you display all the proper precautionary signs?
			Do you have secondary containment for spill control?
			Do you maintain SDS for every hazardous chemical used and stored in the workplace?
			Are SDS kept in a central location or electronically accessible to employees?
			Is the Michigan Right to Know SDS Location Poster displayed in a conspicuous area?

Yes	No	n/a	
			Do you maintain a current chemical inventory list?
			Do all employees receive regular training on the policy at the time of hire and regularly thereafter?
			Are all secondary containers properly labeled?
			Do any SDS require specialized First Aid?
			Do any SDS require specialized emergency procedures?
			19. First Aid / CPR Training
			Is there an employee on each shift that is trained in first aid?
			Are first aid supplies available?
			Do you post emergency phone numbers and procedures?
			Are eyewash/emergency showers installed where required?
			Do you perform function tests of eyewash/emergency showers on monthly basis?
			20. Emergency Plans
			Is your emergency evacuation plan in place and posted?
			Does your emergency plan allow for mutual aid communications?
			21. Boiler Inspection
			Is your boiler registered and inspected per Michigan Boiler Rules?
			Is your boiler tested and inspected by a licensed mechanical contractor?
			Do you maintain all boiler inspection records?
			Do you inspect the boiler room for cleanliness, ventilation, and lighting?
			Are emergency contacts readily available in the event of a boiler malfunction?
			22. Herbicides and Pesticides
			Are all applicators properly licensed and trained?
			23. Groundskeeping Equipment
			Is there guarding on moving parts, points of operation, and nip points?
			Have you ensured that the following equipment is fully enclosed to a height of 7' from the floor: power drive belts, chains, pulleys and fans?
			Are operators of powered grounds keeping and related equipment trained on operating procedures, hazards and safeguards of the assigned job?
			Is all equipment turned off or disconnected during lubrication and maintenance, except when necessary to make adjustments with the power on?
			Are all positions of an operating control legibly identified by durable labels?
			Do you warn all employees to keep hands out of discharge chutes/guards while engine is running?
			Do you instruct employees that they should never discharge material at another person?
			Do you have a work rule in place stating that a riding vehicle should not carry a passenger other than the operator?
			Do you ensure that employees do not operate riding vehicles down a slope of more than 26 degrees or move across the face of a slope of more than 17 degrees?
			Do you ensure that the in-feed hopper or table of a chipper is designed to prevent an employee reaching the rotor blades or knives during normal operation?

CONCLUSIONS




If you can honestly answer “yes” to all applicable questions, your Department of Public Works, Water, Wastewater, and/or Parks & Recreation risk management program 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.***