



## **BEST SAFETY PRACTICES FOR MEMBERS**

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The 10 Best Safety Practices for Members listed here are reflective of NIRMA's continued emphasis on risk management and loss prevention. They are intended as recommendations to our Members and, if followed, can help to significantly reduce if not eliminate a Member's chance of incurring costly preventable losses and injuries.

- 1. Adopt and abide by an effective safety manual.**
- 2. Establish a safety committee and conduct (no less frequent than) quarterly meetings.**
- 3. Investigate and document all incidents and events that may lead to a loss or injury.**
- 4. Provide regular, relevant loss prevention and safety training to all employees.**
- 5. Develop job descriptions for all positions that accurately reflect essential job duties.**
- 6. Provide pre-employment and post-employment physical exams for appropriate job classifications.**
- 7. Conduct regular motor vehicle record checks on all employees that operate a county vehicle or a personal vehicle on county business.**
- 8. Perform regular documented inspections of all workplace sites.**
- 9. Use appropriate safety equipment when hazards are present.**
- 10. Follow nationally recognized Safety Standards as a guide.**



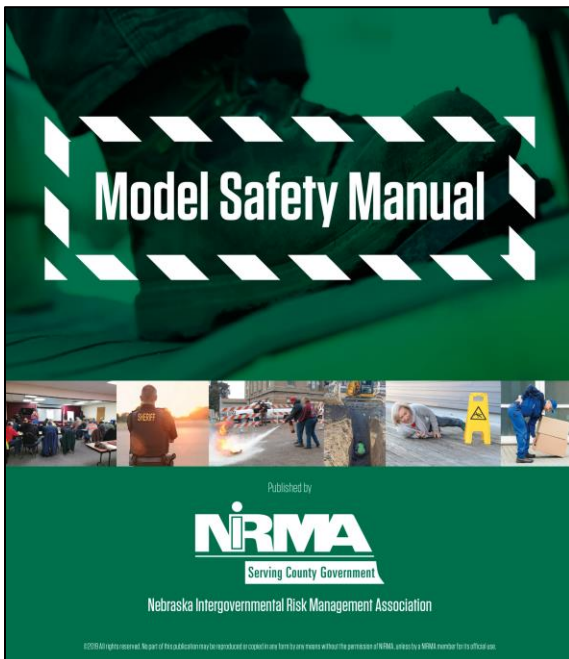
## BEST SAFETY PRACTICES FOR MEMBERS

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### 1. Adopt and abide by an effective safety manual.

Nebraska Revised Statute 48-443 states (1)(a) Not later than January 1, 1994, every public and private employer subject to the Nebraska Workers' Compensation Act shall establish a safety committee. Such committee **shall adopt and maintain an effective written injury prevention program.**

To assist our members in complying with NRS 48-443 NIRMA provides a **Model Safety Manual** and a **Model Road Department Safety Manual**. These are available for download via the **Interact Portal** under **Manuals/Policies**. Simply click on the image to download a copy of the model manual.





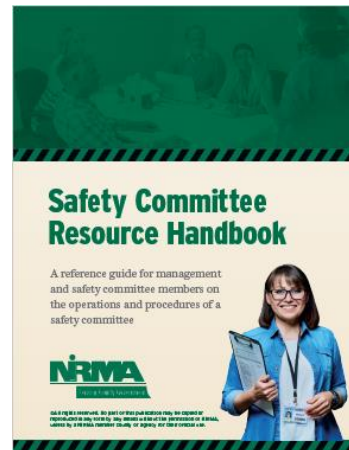
## BEST SAFETY PRACTICES FOR MEMBERS

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### **2. Establish a safety committee and conduct (no less frequent than) quarterly meetings.**

Nebraska Revised Statute 48-443 states (1)(a) Not later than January 1, 1994, every public and private employer subject to the Nebraska Workers' Compensation Act **shall establish a safety committee.**

To assist our members in complying with NRS 48-443 NIRMA provides a **Safety Committee Resource Handbook**. The handbook is available for download via the **Interact Portal** under **Manuals/Policies**. Simply click on the image to download a copy of the model manual.



**Money for Minutes** is a program developed by NIRMA to incentivize members to hold safety committee meetings and reward those that do. Each calendar year NIRMA provides nine (9) member committees with a \$500 award and one member committee with an award of \$2,500. The \$2,500 award winner will be the committee that met the program requirements and demonstrated the highest level of commitment to combating claims through their safety and loss prevention activities to include, but not limited to, their use of NIRMA's Best Safety Practices for Members. The funds are intended to be used for safety-related items and projects. The nine award winners are randomly selected from the group of safety committees that met the following requirements:

- 1) Conduct at least one safety committee meeting per quarter during the calendar year.***
- 2) Investigate and discuss all incidents, events, injuries, and accidents and make recommendations about how to prevent reoccurrence of similar incidents.***
- 3) Submit minutes from each meeting, containing recommendations, to NIRMA for review.***

If members have multiple safety committees, each committee that qualifies is eligible for the drawing



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### **3. Investigate and document all incidents and events that may lead to a loss or injury.**

Any incident involving member personnel, equipment or property that could or has led to a claim must be investigated, documented and reported to NIRMA. To assist in the investigation of these types of incidents NIRMA has developed the following forms and checklists that can be found in **Inspection Forms and Checklists** under the **Resources** tab.

#### **Incident Investigation Checklist**

This checklist is intended to be used by a member employee investigating an incident involving a non-employee related accident. A common example would be a courthouse visitor falling on the stairs. Once an employee is aware of the incident, they should attempt to gather all the information outlined on the checklist.

#### **Non-employee Incident Report**

This form may be used when a member of the public would like to report that an incident has occurred. Provide them with the form and advise them that you will submit it to NIRMA once it is complete.

#### **Employee Incident Investigation Report**

To help safety committees and supervisors investigate incidents involving employees NIRMA provides the Incident/Accident/Injury Investigation Report. Part 1 of the form is to be completed by the involved employee; their immediate supervisor then completes Part 2 and then forwards the partially completed form to the safety committee. The safety committee completes Part 3 and the recommendations to prevent reoccurrence are shared with all affected employees.

#### **Near Miss Incident Report**

This form is used when something bad “almost” happened and we recognize that we need to mitigate the hazard. The event should be investigated just like an event that did cause injury or damage and recommendations to prevent reoccurrence should be developed just as we did for incidents that did result in injury or damage.

Member: \_\_\_\_\_

Location: \_\_\_\_\_

Investigation Completed By: \_\_\_\_\_

Date Completed: \_\_\_\_\_

- 1. If necessary, provide whatever first aid you are trained to give.**
- 2. Call 911 if needed.**
- 3. If the person is not an employee provide them with a nonemployee incident form to complete or take their statement.**
- 4. If the person is an employee have them complete an incident/accident/injury investigation report.**
- 5. Determine if there were witnesses or anyone with knowledge of the incident, obtain their contact information.**
- 6. Conduct a preliminary witness interview or have them complete an incident form.**
- 7. Take multiple photographs, preserve and document critical evidence.**
- 8. Take measurements, make diagrams, determine exactly where the incident occurred.**
- 9. Have maintenance inspect to identify and remove possible hazards.**
- 10. Download and preserve video evidence if available.**
- 11. Make no comments regarding fault.**
- 13. Provide all information to your NIRMA contact person as soon as possible, report to NIRMA as soon as possible.**
- 14. If you have questions, please call 1.800.642.6671 and ask for assistance from the claims or loss prevention department.**





# Employee Incident Investigation Report

## Instructions

1. Report to be completed by employee immediately for any on-the-job incident/accident/injury without regard to severity.
2. Employee must complete Part I, and Supervisor must complete Part II. (Supervisor: make 2 copies: 1 copy for employee and keep copy for your file.)
3. Forward original to the Safety Chairperson. (Safety Chairperson: review with safety committee at quarterly meeting and develop recommendations to prevent reoccurrence.)

**If medical attention or lost time occurs after submission of this report, Notify Your Supervisor Immediately.**

Part I – To Be Completed By the Injured Employee (Or Supervisor if employee is not available)	Incident <input type="checkbox"/> Accident <input type="checkbox"/> Injury <input type="checkbox"/>
Name: _____	Department: _____
Job Title: _____	Date of Injury: ____/____/____ Time of Injury: _____ a.m. or p.m.
Place of Injury: Employer's Premises <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Address if other: _____
Name(s) of all witness(es) to your injury: _____	
Were you on duty at the time of injury: <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did the injury occur (describe what happened): _____ _____ _____	
What body part affected (head, arm, leg, back, etc.) _____	Extent of Injury: _____
Was first aid administered: <input type="checkbox"/> Yes <input type="checkbox"/> No Did you require professional medical care: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, Hospital/Doctor: _____	Date of Visit: _____
Were you off work because of this accident: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, 1 <sup>st</sup> workday off _____	
Released back to work date: _____	Object or activity that directly caused the Injury: _____ _____
Was injury caused by a failure of machine or product: <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____ _____	
If applicable: Was safety equipment provided: <input type="checkbox"/> Yes <input type="checkbox"/> No Was safety equipment used: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who did you report incident/accident to: _____	
How could this incident/accident have been avoided: _____ _____	
Employee Signature: _____	Date: _____

Part II – To Be Completed By the Supervisor

Employee's physical condition prior to incident/accident: \_\_\_\_ Apparently normal \_\_\_\_ Other

If other, explain: \_\_\_\_\_

Did you witness the incident/accident: \_\_\_\_ Yes \_\_\_\_ No

Describe accident, include the machine, object or substance involved: \_\_\_\_\_

What caused the incident/accident: \_\_\_\_\_

What could be done to prevent injuries of this type: \_\_\_\_\_

Corrective action taken: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Part III – To Be Completed By Safety Chairperson & Safety Committee Members

Summary of investigation: \_\_\_\_\_

Additional Corrective action proposed: \_\_\_\_\_

Further recommendations: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Safety Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Near Miss Incident Report

Member: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Physical Location: \_\_\_\_\_

Personnel Involved: \_\_\_\_\_

Witnesses: \_\_\_\_\_

A near-miss is a potential hazard or incident that has not resulted in any personal injury or property damage, but where, given a slight shift in time or position, damage and/or injury easily could have occurred. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries and property damage. Unsafe working environments can be improved by those who have experienced near misses in their respective departments and reporting those situations. Please complete this form to assist in bringing awareness of potentially dangerous conditions or hazards in the workplace.

Check all appropriate conditions:

Near-miss     Safety Concern     Safety suggestion     Other (describe)

Type of Concern:

Unsafe Act     Unsafe condition of area     Unsafe condition of equipment

Unsafe Use of equipment     Not following directives     Other (describe)

Describe the potential incident/hazard/concern and possible outcome (in as much detail as possible):

Safety/Corrective Action Suggestions (Remove the hazard, replace, repair, or retrain in the proper procedures for the task):

Name: \_\_\_\_\_

Date Reported: \_\_\_\_\_

Corrective actions should be taken as early as possible after incident to avoid future near-misses or accidents. Near-miss incidents should be discussed at the next quarterly safety meeting with full description of what happened, what was done to correct deficiencies, infractions, etc. so future near-misses or accidents are eliminated or at least reduced.



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### **4. Provide regular, relevant loss prevention and safety training to all employees.**

Training is one of the cornerstones of an effective loss prevention program. Regular, relevant training keeps loss prevention front of mind and provides employees with the knowledge and skills they need to identify and protect themselves from the hazards they face each day. NIRMA provides numerous training opportunities for our members that can be found in **Training** under the **Resource** tab.

#### **In-Person Training**

**The Loss Prevention Training Catalog** outlines all the courses offered in-person and via online webinars. Certification courses are generally taught in person. For more information contact the Loss Prevention team at 800.642.6671. This training is generally provided at no cost to members.

#### **NIRMA Online University**

24/7/365 online continuing education through our web-based learning center. Access is granted via setting up an account and an administrator for a department or entity. The administrator for the entity will then add users and assign training modules. This resource is provided at no cost to members.

#### **Streaming Videos on Demand**

Over 800 video topics are available 24/7/365 to our members through this on-demand streaming service. This training resource also requires a separate account to access the videos. With this service the user can also download a multiple-choice quiz to test the viewers mastery of the subject. This resource is provided at no cost to members.

#### **On Q Safety Driver's Training**

These drivers' training courses are provided to our members, at no cost, via NIRMA's relationship with Safety National through our reinsurance carrier County Reinsurance Limited (CRL). The three modules are EVOC Intersection Analysis: Police (2.5 hours), Attention and Distraction (.5 hours) and Defensive Driving Course (3.5 hours).

### **Spring Regional Spotlight Seminar Series**

Every year in early April NIRMA presents a regional training seminar. Historically they have been held in Gering, Arthur, Kearney, Norfolk and Lincoln to reach the maximum number of participants. Odd numbered years the topic is human resource related, even years the topics can be anything from road department safety to premises liability, and anything in between.

### **Annual Self Defense for County Officials Conference**

This two-day event scheduled each October in central Nebraska brings together a wealth of expertise to share with member officials the latest in proven risk management, loss control and claims management activities that will help members avoid liability risks and ultimately save taxpayer dollars that might have been spent to pay claims.

# *PARTNERS IN* Safety & Well-Being

## The Benefits of Membership with the National Safety Council - Nebraska Chapter: A Strategic Investment in Safety

As companies increasingly prioritize the well-being of their employees, safety in the workplace has never been more critical. The National Safety Council - Nebraska Chapter (NSCN) stands at the forefront of this movement, providing businesses of all sizes with the resources, training, and support needed to foster a safe and productive work environment.

Recently, NSCN's acquisition of the Nebraska Safety Council's members, programs, and staff has expanded its commitment, further amplifying the value that comes with being part of this renowned safety organization. NIRMA's longstanding Partners in Safety relationship will now continue instead with NSCN, with all NIRMA members automatically becoming members of NSCN.

Let's take a closer look at the core benefits of NSCN membership and how the addition of the Lincoln office strengthens NSCN's ability to serve its members and NIRMA partners.

Being part of NSCN through NIRMA demonstrates a strong commitment to not only the safety of county employees but also to your broader communities. NSCN's mission to eliminate preventable deaths means your membership contributes to a safer world—whether it's reducing road traffic injuries, promoting workplace safety, or improving public health.

**Watch for an announcement of an upcoming webinar that will aid NIRMA members in accessing their newly available NSCN benefits. Meanwhile, you can begin to explore by visiting the NSCN website at <https://safenebraska.org>.**

### ACCESS TO COMPREHENSIVE SAFETY RESOURCES

NSCN members enjoy exclusive access to a vast library of safety resources and training, including:

- **Safety Training Programs:** Online and in-person options for a range of topics such as workplace safety, first aid, defensive driving, and OSHA compliance. Members receive a discount on training provided at the Lincoln office, the Omaha office or at your facility.
- **Best Practices and Research:** Stay ahead with the latest research, industry trends, and best practices in safety management, reducing incidents and protecting your workforce.
- **Customizable Safety Tools:** From safety toolkits to job hazard analysis templates, NSCN offers practical, hands-on tools that can be tailored to fit your organization's specific needs.
- **FREE Streaming Safety Videos:** Your membership provides access to more than 1,000 streaming safety videos in English and Spanish.
- **Networking Events:** Join conferences, webinars, and monthly networking events where you can exchange ideas, challenges, and solutions with other safety professionals across Nebraska.
- **Exclusive Discounts and Perks:** As a member, you can take advantage of significant discounts on NSCN products and services, including:
  - › Safety Training Courses and Certifications
  - › Publications, Manuals, and Safety Materials
- **Defensive Driving Programs:** These savings help make world-class safety solutions more accessible to organizations of all sizes.





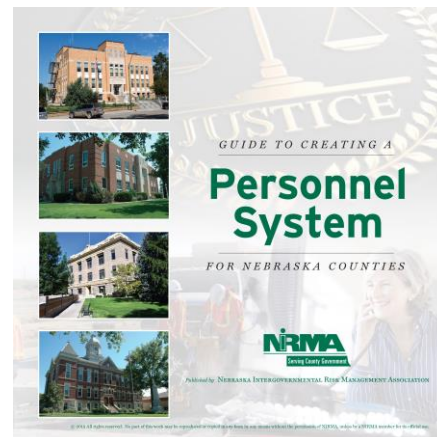
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### 5. Develop job descriptions for all positions that accurately reflect essential job duties.

Job descriptions are beneficial to employers when advertising positions and interviewing applicants. While helpful in the hiring process job descriptions are crucial when defending an employer from a discrimination claim filed by an employee or applicant. Job descriptions must be created for a position before it is advertised or interviewed for, and it must accurately reflect the essential job functions.

To assist our members in complying with these legal requirements NIRMA has developed a **Guide to Creating a Personnel System for Nebraska Counties**. This document is available for download via the **Interact Portal** under **Manuals/Policies**. Click on the image to download the document.



The **Guide to Creating a Personnel System for Nebraska Counties** contains a Job Analysis Questionnaire to aid in the creation of a job description, a job description format is provided as well. While sample job descriptions are provided, they will need to be customized to fit a member's actual job duties for the job in question.

## Finding the right answers to your human resource & employment-related questions is as easy as picking up your phone.

NIRMA is pleased to partner with Woods Aitken LLP, a well-known and highly respected Nebraska law firm, to offer at no cost to all NIRMA member officials, management and authorized supervisory staff unlimited access to our toll-free help line for advice and counsel on any human resource or employment-related question. It's an additional tool that complements the opinions and guidance of your county attorney.

866.896.6423 TOLL FREE | 402.898.7423



# Two NIRMA Value-Added Services for Your Burning Legal Questions

When legal questions arise outside of HR, consider connecting with **Legal Link**.

For NIRMA Member Officials, Supervisors, and Managers

Available for confidential consultations on non-employment matters with civil legal implications. The answering attorneys will collaborate with your County Attorney, when appropriate, to provide sound, proactive legal assistance related to county government and related agency operations.

- › Public Records Requests
- › Law Enforcement & Corrections
- › First Amendment Audits
- › Contracts & Agreements
- › County Roads
- › Planning and Zoning
- › Open Meetings
- › Tort Claim Handling
- › Premises Liability
- › Cyber Security

☎ 402.742.9240

✉ [legallink@nirma.info](mailto:legallink@nirma.info)

**Legal Link**

Another  
**NIRMA**  
Serving County Government

value-added service  
for members.



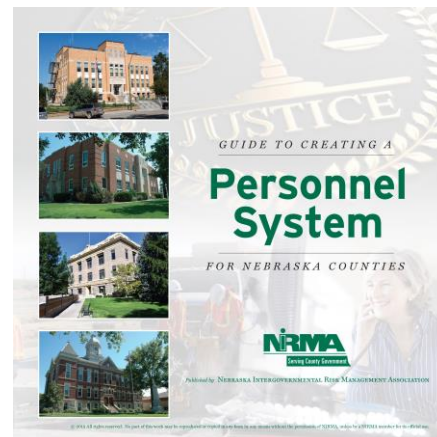
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### 6. Provide pre-employment and post-employment physical exams for appropriate job classifications.

Pre-employment and post-employment physical exams and testing are tools employers can use to ensure a candidate, or an existing employee are capable of meeting the physical requirements outlined in the essential duties of the job description. These tests are intended to protect the employer, the employee as well as the potential candidates.

To assist our members in complying with this best practice NIRMA has developed a **Guide to Creating a Personnel System for Nebraska Counties**. This document is available for download via the **Interact Portal** under **Manuals/Policies**. Click on the image to download the document.



The Guide to Creating a Personnel System for Nebraska Counties provides guidance on both pre-employment and post-employment exams and testing. It is important to ensure that your county or agency's policies comply with the Americans with Disabilities Act (ADA) and all other legal requirements. It is also recommended that the testing criteria for each position are verified by a third party for validity. For legal questions regarding personnel issues NIRMA provides its members with the Human Resources Help Line, 866.896.6423. This help line provides member officials with confidential free advice and counsel for any human resources or employment law questions and is intended to supplement the counsel of member county attorneys or other retained counsel.



## BEST SAFETY PRACTICES FOR MEMBERS

### 7. Conduct regular motor vehicle record checks on all employees that operate a county vehicle or personal vehicle on county business.

Motor vehicle record (MVR) checks reduce risk by alerting employers when employees are ticketed for moving violations. Newly hired employees should have their MVRs checked prior to operation of a county or agency vehicle. All employees that operate non-commercial vehicles should have their MVRs checked regularly, this includes volunteers and/or seasonal employees. Employers of Commercial Motor Vehicle (CMV) operators are required by the Department of Transportation to check CMV operator's MVRs each year. MVR checks can be completed using the Nebraska Department of Motor Vehicles website at <https://dmv.nebraska.gov/dvr/obtaining-driver-record>.

The screenshot shows the Nebraska Department of Motor Vehicles website. The header includes the logo and navigation links: About, Individuals, Businesses, Online Services, Locations, Forms, a search icon, and a Help button. The main content area is titled 'Obtaining a Driver Record' with a car icon. Below the title is a breadcrumb trail: Home > Driver and Vehicle Records > Obtaining a Driver Record. The main text explains that driver records can be obtained online and viewed immediately upon purchase for a fee of \$7.50. It also provides instructions for obtaining records by mail or in person. A call to action button says 'Search for a Nebraska Driver Record Online'. A yellow box at the bottom notes that businesses with frequent requests may want to use the Nebraska.gov Subscriber Portal.

You may request multiple MVRs at a time or individually, they can be obtained online, by mail or in person. The fee per record request is \$7.50.

Your county or agency should have an MVR review policy in place prior to enacting the procedure which outlines the actions that will be taken if the MVR review reveals unacceptable driving habits.





## **BEST SAFETY PRACTICES FOR MEMBERS**

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### **8. Perform regular documented inspections of all workplace sites.**

Regular documented inspections allow us to identify and mitigate hazards to protect our employees and visitors. Inspections also allow us to identify small maintenance problems before they become large maintenance problems that result in costly claims. By documenting these inspections, we demonstrate that we are taking reasonable care to ensure our property is safe, putting the member in a much more defensible position in the event a claim is filed.

NIRMA has developed multiple inspection checklists to assist members in performing property inspections and maintaining documentation. Quarterly inspections provide the most effective results. Once hazards have been identified they must be mitigated or repaired in a timely manner. The inspection checklists can be found in **Inspection Forms and Checklists** under the **Resources** tab.

NIRMA provides the following inspection checklists:

**Ag Society Inspection Checklist**

**Property – Building Inspection Checklist**

**Road Department Shop Inspection Checklist**

Member: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Location: \_\_\_\_\_ Completed By: \_\_\_\_\_

Building Exterior	Yes	No
1. Adequate lighting provided		
2. Walking surfaces/curbs in good condition, ground level flush with walking surfaces		
3. Snow/ice removal adequately maintained		
4. Snow removal is documented in detail		
5. Parking lot in good condition		
6. Tree branches trimmed and maintained, not overhanging roof		
7. Lawn area free of hazardous conditions (holes, trip hazards, etc.)		
8. No visual damage to building exterior		
9. No combustibles stored alongside building walls		
10. No vegetation growing up exterior walls		
11. Exterior inspections are conducted regularly and documented		
12. Fire lanes identified, maintained as required		
13. Hail guards installed over ground equipment		
14. Entrance, stairs, landings, handrails in good condition, ADA automatic doors functioning properly		
15. No Smoking within 25 feet of building		
16. Designated smoking area with a non-combustible receptacle		

Comments:

Electrical Hazards	Yes	No
1. Extension cords in good condition (1910.334)		
2. Equipment power cords in good condition (1910.334)		
3. Light switch/electrical outlet covers in place (1910.303)		
4. GFCI outlets within 6 ft. of sinks/water sources (1910.334)		
5. Breaker switches marked/labeled (1910.303)		
6. 3 feet clearance in all directions from electrical panels (1910.303)		
7. No cords under carpet, rugs or through doorways (1910.305)		
8. Electrical outlets not overloaded		
9. Electrical panel signed to identify location		
10. Electrical panel secured		
11. Electrical rooms are kept clear of any combustible materials		
12. Vents and fan grills cleaned regularly		
13. Space heaters equipped with tip-over switches, unplugged when not in use and not located beneath desks.		
<b>Comments:</b>		

<b>Emergency Exits</b>	<b>Yes</b>	<b>No</b>
<b>1. Exits unobstructed/unlocked during business hours (1910.37)</b>		
<b>2. Exits are identified with signage (1910.37)</b>		
<b>3. Exit signs are illuminated (1910.37)</b>		
<b>4. Emergency lights functional when tested, monthly (1910.37)</b>		
<b>5. Emergency evacuation maps posted (Best practices)</b>		
<b>6. Signage on non-exit doors that can be confused as an exit (1910.37)</b>		
<b>7. Emergency Operation Plans (EOPs) in place and staff trained</b>		
<b>8. Emergency telephone numbers posted</b>		
<b>9. Hazard warning signs in place</b>		
<b>Comments:</b>		

<b>Fire Prevention</b>	<b>Yes</b>	<b>No</b>
<b>1. Fire extinguishers accessible/unobstructed, mounted between 3.5 and 5 feet above floor (1910.157)</b>		
<b>2. Signs identify location of fire extinguishers (1910.157)</b>		
<b>3. Fire extinguishers serviced annually, tag is current (1910.157)</b>		
<b>4. Fire extinguishers inspected monthly, arrow in green, gauge not cracked, hose not damaged, safety pin in place with seal. Documented on back of tag (1910.157)</b>		
<b>5. No storage within 18 inches of sprinkler heads (1910.159)</b>		
<b>6. Annual fire drill conducted and documented</b>		

<b>Sprinkler System</b>		
7. Sprinkler riser annual inspection documented.		
8. Sprinkler riser valves accessible, not damaged or leaking and open and locked.		
9. Sprinkler gauges not damaged and replace every 5 years		
10. 3 feet clearance in all directions from sprinkler riser		
11. Nothing hanging from exposed sprinkler pipes or heads		
<b>Fire Pump</b>		
12. Fire pump not leaking or damaged		
13. Fire pump inspected annually		
14. Electrical fire pump tested WEEKLY – 10 minutes		
15. Diesel fire pump tested MONTHLY – 30 minutes		
16. Diesel fire pump fuel tank at least ¾ full		
<b>Fire Detectors</b>		
17. Check main panel to verify system functioning properly – no faults indicated		
18. Monthly tests completed and documented. Control panels and equipment (power supply, fuses, LEDs, trouble signals), batteries (corrosion)		
19. Annual testing by vendor completed and documented.		
20. Detection units – operational (smoke and heat), no detectors covered with tape/paint and properly secured		
21. Manual fire alarm box, free of damage and unobstructed		
<b>Comments:</b>		

<b>General Office</b>	<b>Yes</b>	<b>No</b>
1. Office furniture in good condition, no obvious defects		
2. File drawers closed when not in use		
3. Adequate lighting provided in work area		
4. Good housekeeping maintained throughout (1910.141)		
5. Required postings prominently displayed (1903.2)		
6. No missing/damaged ceiling tiles (NFPA 101)		
7. Ceiling tiles are dry/no sign of water damage (Best Practices)		
8. Surge protection devices used at all electrical outlets		
<b>Comments:</b>		

<b>Stairways, Corridors</b>	<b>Yes</b>	<b>No</b>
1. Stair treads in good condition (1910.24)		
2. Handrails in good condition (1910.23)		
3. Stairways clear, not used for storage (Best Practices)		
4. Stairways adequately lighted		
5. Corridors kept clear of equipment and supplies		
<b>Comments:</b>		

<b>Storage</b>	<b>Yes</b>	<b>No</b>
<b>1. Shelves designed for intended load</b>		
<b>2. Storage cabinets/shelves secured to prevent tipping</b>		
<b>3. Heavy items stored on lower shelves</b>		
<b>4. Storage rooms neat and orderly, good housekeeping (1910.176)</b>		
<b>Comments:</b>		

<b>Walking Surfaces</b>	<b>Yes</b>	<b>No</b>
<b>1. Aisles established and free of trip hazards (1910.141)</b>		
<b>2. Floors/carpeting maintained in good condition</b>		
<b>3. Floors kept dry; water/spills cleaned up immediately</b>		
<b>4. Wet floor signs used as needed</b>		
<b>5. Entrance mats provided, lay flat to ground</b>		
<b>6. Ladders maintained in good condition (1910.26)</b>		
<b>7. Step stools available for use where needed.</b>		
<b>Comments:</b>		

<b>Boiler/Mechanical Rooms</b>	<b>Yes</b>	<b>No</b>
<b>1. Empty, not to be used for storage</b>		
<b>2. Boiler inspection tags are visible and annual inspections current</b>		
<b>3. Daily and monthly log sheets completed by maintenance staff</b>		
<b>4. Visual inspection of entire system for leaks or damage</b>		
<b>Comments:</b>		

<b>Water Damage</b>	<b>Yes</b>	<b>No</b>
<b>1. Doors and windows should be properly sealed and have no cracks or holes</b>		
<b>2. Cracks in walls and floors should be sealed</b>		
<b>3. Exterior drains free and clear of debris</b>		
<b>4. Sump pumps have backup power supply</b>		
<b>5. Pipes should be insulated if needed</b>		
<b>6. Buildings should be kept at a minimum of 40° during winter months</b>		
<b>7. During very cold spells, all faucets should be kept at a slow drip to prevent freezing</b>		
<b>8. Water heater inspected and flushed by plumber every 2 years</b>		
<b>9. Pipes inspected for signs of leaks and corrosion</b>		
<b>10. Check ceilings and walls for signs of water damage</b>		
<b>Comments:</b>		



<b>Generators – Standby Emergency</b>	<b>Yes</b>	<b>No</b>
1. Run weekly or monthly for 30 minutes		
2. Maintain log on run time and maintenance		
3. Annual inspection by vendor documented		
4. Generator protected from the elements		
<b>Comments:</b>		

<b>Hot Work Permit</b>	<b>Yes</b>	<b>No</b>
1. Is there a current hot work permit at the building		
2. Copies of completed permits kept with all details completed		
3. Fire watch on the permit longer than 60 minutes		
4. Hot work permit complies with NFPA 51B 2019		
<b>Comments:</b>		

***Due to varying degrees of roof pitches, conducting inspections on roofs can be dangerous. NIRMA recommends being trained on and using fall prevention and protection, contracting for preventative maintenance inspections of roofs with an experienced professional, or the use of a drone to photograph/document roof condition. \*SEE ROOF INSPECTION ILLUSTRATION***

<b>Roof Inspection</b>	<b>Yes</b>	<b>No</b>
1. Roof is inspected monthly		
2. Access to rooftop is safe and secure		
3. Rooftop equipment is securely fastened		
4. No missing screws or connectors on equipment housing or strapping		
5. Satellite dishes secured by concrete blocks		
6. All flashing, shingles and gutter system is secure		
7. Gutter system is clear of all obstructions		

8. All debris and clutter are removed from roof, nothing stored on roof		
9. No sign of hail damage		
10. Hail guards installed to protect roof-mounted HVAC equipment		
11. Skylights are rated for hail impact		
12. No standing water on roof (should be gone within 48 hours of water event)		
13. Snow not permitted to accumulate		
14. No discoloration of roof surface		
15. No sign of cracks or punctures in roof or caulking		
16. Photos of roof taken for documentation		
17. Document year and type of roof		
18. No loose roof panels		
19. No daylight seen from below		
<b>Comments:</b>		

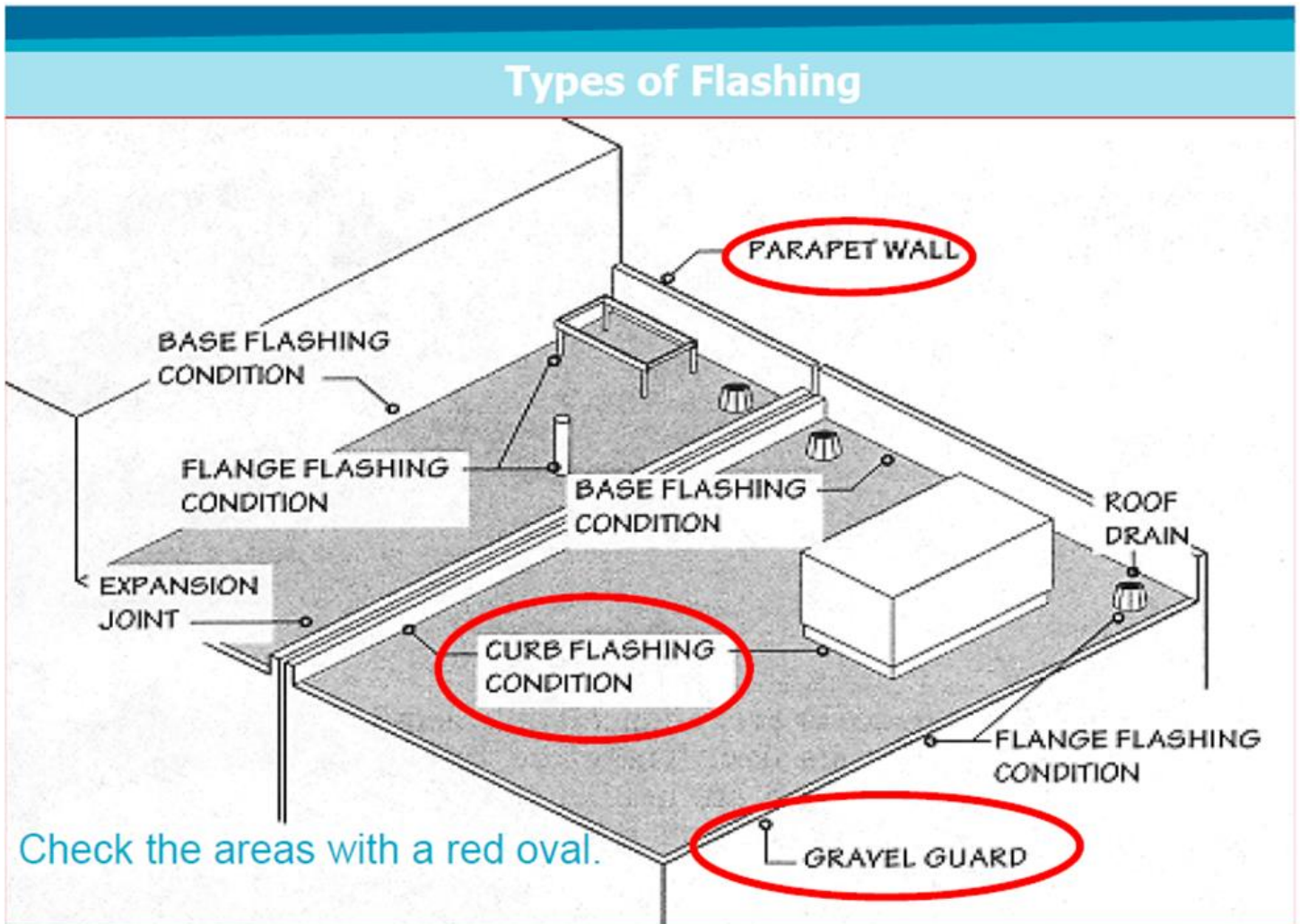
<b>Lightning Protection</b>	<b>Yes</b>	<b>No</b>
1. Is the building equipped with lightning protection		
2. Lightning protection visually inspected annually		
3. All down conductors and grounding electrodes are intact		
4. All conductors and components are fastened securely to their mounting surfaces and are protected against accidental mechanical displacement		
<b>Comments:</b>		

<b>Vermin and Pest Control</b>	<b>Yes</b>	<b>No</b>
<b>1. Bait stations and traps installed</b>		
<b>2. Bait stations and traps monitored at least bi-weekly</b>		
<b>3. Good sanitation procedures in place</b>		
<b>4. Food storage measures in place</b>		
<b>5. Visual inspection of interior/exterior for evidence of rodent damage and debris</b>		
<b>6. Cracks/holes in building/foundation sealed</b>		
<b>Comments:</b>		

<b>Vacant Buildings</b>	<b>Yes</b>	<b>No</b>
<b>1. Building locked, window/door locks in working order</b>		
<b>2. "No Trespassing" posted and visible</b>		
<b>3. Visually inspected regularly for damage/vandalism</b>		
<b>4. Roof hatches secured</b>		
<b>5. Burglar/Fire alarm system functional</b>		
<b>6. Fire sprinkler system functional and inspected (see fire prevention)</b>		
<b>7. Exterior lights in working order, on timer or photocell</b>		
<b>8. Roof inspected regularly</b>		
<b>9. Plumbing inspected regularly</b>		
<b>10. Inspected regularly for signs of vermin/pest damage</b>		
<b>Comments:</b>		

# CAUTION!

Due to varying degrees of roof pitches, conducting inspections on roofs can be dangerous. NIRMA recommends being trained on and using fall prevention and protection, contracting for preventative maintenance inspections of roofs with an experienced professional, or the use of a drone to photograph/document roof condition.



# Shop Inspection Checklist

Member: \_\_\_\_\_

Inspection: \_\_\_\_\_

Location: \_\_\_\_\_

Site Contact: \_\_\_\_\_

Position: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

## Observations

Above Ground Storage Tanks	Safe	Unsafe
1. ASTs marked on at least two sides to identify contents? Includes air tanks, propane tanks, used oil tanks, chemical tanks, etc.		
Comments:		

Air Tools, Air Hoses and Permanent Air Lines	Safe	Unsafe
1. Too retainer installed on equipment that may eject the tool?		
2. Compressed air hoses/connections meet manufacturer specs?		
3. Permanent compressed airlines meet standards?		
Comments:		

Trash Removal	Safe	Unsafe
1. Trash collected/hailed off site?		
2. Trash is burned in accordance with Nebraska Revised Statute 81-520.01.		
Comments:		

<b>Cables, Chains, Boomers/Binders and Tow Ropes</b>	<b>Safe</b>	<b>Unsafe</b>
<b>1. Is an inventory and inspection of cables, chains, boomers and tow ropes conducted and documented?</b>		
<b>2. Are the proper strength cables, chains, boomers/binders and tow ropes being used?</b>		
<b>Comments:</b>		

<b>Compressed Gas Cylinder Storage</b>	<b>Safe</b>	<b>Unsafe</b>
<b>1. Cylinder valve protection caps in place when in storage?</b>		
<b>2. Cylinder storage areas posted with hazard class/name of gasses?</b>		
<b>3. Oxygen and Acetylene cylinders separated by 25 ft. or 2-hr. fire wall?</b>		
<b>4. Cylinders identified EMPTY or FULL?</b>		
<b>5. Cylinders stored in upright position and secured to prevent falling over?</b>		
<b>Comments:</b>		

<b>Electrical Panels</b>	<b>Safe</b>	<b>Unsafe</b>
<b>1. Electrical panels identified with signage identifying its location?</b>		
<b>2. Clear space of 36 inches maintained in each direction around panels?</b>		
<b>Comments:</b>		

<b>Electrical/Power Cords</b>	<b>Safe</b>	<b>Unsafe</b>
1. Electrical cords inspected for bad connectors, both male and female?		
2. Cords discarded if insulation is cracked/rotten/aging?		
3. Extension cords not used as substitute for fixed wiring?		
4. Electrical cords not run through holes in walls, ceilings or floors?		
5. Permanent wiring meets NEC and/or NSFM code.		
<b>Comments:</b>		

<b>Emergency Action Plan (EAP)</b>	<b>Safe</b>	<b>Unsafe</b>
1. Emergency Action Plan in writing and training completed?		
2. EAP addresses weather, fire and medical emergencies?		
3. Emergency numbers posted near telephones/conspicuous location?		
<b>Comments:</b>		

<b>Exits/Exit Routes</b>	<b>Safe</b>	<b>Unsafe</b>
1. Exits and Exit Routes free from clutter and Unobstructed?		
2. Exits clearly visible and marked by a sign reading EXIT?		
3. Doors mistaken for exit marked NOT AN EXIT or similar designation?		
<b>Comments:</b>		

Eyewash, Shower/Drench Station	Safe	Unsafe
1. Eyewash station/shower accessible within 10 seconds as required?		
3. Eyewash station/shower provides constant flushing for 15 minutes at 20 gallons per minute? Normal showers do not qualify.		
3. Eyewash station/shower activated weekly and tested annually?		
4. Eyewash station/shower conspicuously marked by signage?		
Comments:		

Fire Extinguishers	Safe	Unsafe
1. Portable fire suppression equipment inspected monthly/documented?		
2. Portable fire suppression equipment maintained annually?		
3. Extinguishers unobstructed and identified with signage?		
4. Extinguishers mounted no higher than 5 ft. above floor?		
5. Extinguishers located near an exit or walkway for easy accessibility?		
6. Employees trained in use of fire extinguishers?		
7. Class A extinguishers distributed to limit travel distance to 75 feet?		
8. Class B extinguishers distributed to limit travel distance to 50 feet?		
Comments:		



<b>First Aid Kits</b>	<b>Safe</b>	<b>Unsafe</b>
1. First aid kits readily available?		
2. First aid kits properly stocked?		
3. First aid kits mounted/signed and easily identifiable?		
<b>Comments:</b>		

<b>Fuel Depot</b>	<b>Safe</b>	<b>Unsafe</b>
1. Bulk fuel tanks are not located inside of buildings?		
2. Exterior fuel tanks are not piped into building to fuel vehicles and equipment inside?		
3. NO SMOKING safety signs conspicuously posted?		
4. SHUT OFF ENGINE WHEN REFUELING sign posted?		
5. DO NOT USE ELECTRONIC EQUIPMENT sign posted?		
6. IDENTIFICATION OF CONTENTS ON TWO SIDES sign posted?		
7. LOCATION OF EMERGENCY SHUT OFF SWITCH sign posted?		
8. LOCATION OF FIRE EXTINGUISHER (WITHIN 50 FEET) sign posted?		
9. Fueling platforms provided to limit climbing onto machine while fueling?		
10. Electrical work on pumps/equipment done by licensed electrician?		
11. Barriers/posts provided to protect tank and pump from errant vehicles?		
12. Spill protection readily available?		
13. Extinguisher located within 50 ft. of fueling depot?		
14. Permanent fuel tanks vented 12 ft. above ground level?		

15. Emergency instructions posted?		
Comments:		

<b>Grader Blades</b>	<b>Safe</b>	<b>Unsafe</b>
1. Surplus, new or used blades flat on ground or secured in rack to prevent tipping over?		
Comments:		

<b>Hand Tools</b>	<b>Safe</b>	<b>Unsafe</b>
1. Are Hand Tools in good condition? Are punches, chisels and bars inspected for mushroomed head and dressed appropriately? Tape not used on handles?		
Comments:		

<b>Housekeeping</b>	<b>Safe</b>	<b>Unsafe</b>
1. Work area kept clean and orderly and in sanitary condition?		
2. Containers for flammable debris have lids and emptied frequently?		
3. Containers for combustibles (oily rags, etc.) have self-closing lid?		
4. Windows in place, not broken?		
Comments:		

<b>Ladders</b>	<b>Safe</b>	<b>Unsafe</b>
<b>1. Damaged ladders discarded or tagged/marked DO NOT USE?</b>		
<b>2. Rungs kept free of grease, oil, dirt, mud?</b>		
<b>Ladders properly rated – Type I ladders required?</b>		
<b>Comments:</b>		

<b>Lockout/Tagout (LOTO)</b>	<b>Safe</b>	<b>Unsafe</b>
<b>1. A LOTO program in place and being used?</b>		
<b>2. There is a well-stocked LOTO station containing locks and tags?</b>		
<b>Comments:</b>		

<b>Machine Guarding</b>	<b>Safe</b>	<b>Unsafe</b>
<b>1. Machines for fixed location anchored to prevent walking/moving?</b>		
<b>2. Guard covers spindle end, nut, and flange projections on grinders?</b>		
<b>3. Work rest adjusted to within 1/8 inch of the wheel?</b>		
<b>4. Tongue guard adjusted to within ¼ inch of wheel?</b>		
<b>5. Abrasive wheels ring-tested before being installed?</b>		
<b>6. Belts/Pulleys within seven (7) feet of floor guarded?</b>		
<b>7. Guard/devices installed by manufacturer of machine in place?</b>		
<b>Comments:</b>		

<b>Motor Graders</b>	<b>Safe</b>	<b>Unsafe</b>
1. Orange flags installed on ends of mold boards and corners of drags?		
2. Graders/off road equipment have amber beacon and SMV triangle?		
3. DOT conspicuity tape added to rear of graders to increase visibility?		
<b>Comments:</b>		

<b>No Trespassing Signs</b>	<b>Safe</b>	<b>Unsafe</b>
1. NO TRESPASSING signs posted?		
<b>Comments:</b>		

<b>Overhead Hoists</b>	<b>Safe</b>	<b>Unsafe</b>
1. Load capacity marked on hoist or trolley unit and legible from floor?		
2. OH hoists/cranes inspected monthly by the operator?		
3. OH hoists/cranes inspected yearly and documented?		
<b>Comments:</b>		

<b>Overhead Storage</b>	<b>Safe</b>	<b>Unsafe</b>
1. Overhead storage load limit posted in a conspicuous place?		
2. Open-sided floor/platform above 4 ft. guarded by standard railing?		
3. Railing height 42 inches with mid-rail and toe board?		
4. Sign "Not For Storage" posted near upper level if no storage is allowed?		
<b>Comments:</b>		

<b>Oxy-Acetylene Torch</b>	<b>Safe</b>	<b>Unsafe</b>
1. Flash-back protection installed at regulator/tank?		
2. Cylinder valves closed when work is finished/cylinders empty?		
3. Welding equipment/apparatus kept free of oil/greasy substances?		
<b>Comments:</b>		

<b>Safety Data Sheets (SDS)</b>	<b>Safe</b>	<b>Unsafe</b>
1. SDSs for each chemical is maintained at each location?		
2. SDS book, provided with tabs for each chemical, stored in readily accessible location?		
3. Employees trained on how to read and use an SDS?		
<b>Comments:</b>		

<b>Safety Signing</b>	<b>Safe</b>	<b>Unsafe</b>
<b>1. Safety signs/instructions posted to warn employees/public of hazards?</b>		
<b>2. "Eye Protection Required" signs posted above grinder, drill press, battery charging station, tire repair station and other similar equipment?</b>		
<b>Comments:</b>		

<b>Slow Moving Vehicle (SMV'S) Signs</b>	<b>Safe</b>	<b>Unsafe</b>
<b>1. The SMV signs on vehicles that travel 25 mph or less on public roads?</b>		
<b>2. SMV signs inspected for fading or damage?</b>		
<b>3. SMV signs mounted on rear at height of 2-6 ft. above roadway?</b>		
<b>Comments:</b>		

<b>Trucks/Trailer</b>	<b>Safe</b>	<b>Unsafe</b>
<b>1. Pre-trip inspections of trucks and trailers completed?</b>		
<b>2. DOT conspicuity tape placed on all trucks and trailers?</b>		
<b>3. Load that can fall or blow out of vehicle or trailer are tarped?</b>		
<b>4. Properly rated safety chains and hooks available?</b>		
<b>5. Personnel trained on proper use of tire chains?</b>		
<b>6. Trailers have fenders for water spray suppression?</b>		
<b>Comments:</b>		

Training	Safe	Unsafe
1. Is quarterly safety training provided?		
Comments:		

Tire Safety	Safe	Unsafe
1. Is a tire cage available and being used?		
2. Have employees been trained on safe tire repair practices?		
3. Are split rim tires taken to tire repair shop for repairs?		
Comments:		



## BEST SAFETY PRACTICES FOR MEMBERS

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### **9. Use appropriate safety equipment when hazards are present.**

Safety equipment, also referred to as personal protective equipment (PPE), is worn to minimize exposure to hazards that cause serious injuries and illnesses. PPE is essential, but it is generally the last line of defense after engineering controls, work practices and administrative controls have failed to protect employees from workplace hazards.

There are multiple ways to determine which PPE is required in your workplace. Job hazard assessments (JHA), reviewing workers' compensation claims, industry standards and manufacturer's recommendations will all assist you in determining what PPE you should be providing for your employees.

Common PPE utilized by NIRMA members:

- Hardhats
- Face shields
- Eye protection
- Hearing protection
- Chainsaw chaps
- Safety toe shoes/boots
- Welding safety equipment
- Work gloves
- High visibility clothing/vests
- Body armor
- Helmets
- Nitrile exam gloves

Employee PPE training must include the following:

- How to use the PPE properly
- When PPE is necessary
- What kind of PPE should be used
- Know the limitations of the PPE
- Put on, adjust, wear and remove PPE
- Maintain PPE properly



# OSHA<sup>®</sup> FactSheet

## Personal Protective Equipment

Personal protective equipment, or PPE, is designed to protect workers from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Besides face shields, safety glasses, hard hats, and safety shoes, protective equipment includes a variety of devices and garments such as goggles, coveralls, gloves, vests, earplugs, and respirators.

### Employer Responsibilities

OSHA's primary personal protective equipment standards are in Title 29 of the Code of Federal Regulations (CFR), Part 1910 Subpart I, and equivalent regulations in states with OSHA-approved state plans, but you can find protective equipment requirements elsewhere in the General Industry Standards. For example, 29 CFR 1910.156, OSHA's Fire Brigades Standard, has requirements for firefighting gear. In addition, 29 CFR 1926.95-106 covers the construction industry. OSHA's general personal protective equipment requirements mandate that employers conduct a hazard assessment of their workplaces to determine what hazards are present that require the use of protective equipment, provide workers with appropriate protective equipment, and require them to use and maintain it in sanitary and reliable condition.

Using personal protective equipment is often essential, but it is generally the last line of defense after engineering controls, work practices, and administrative controls. Engineering controls involve physically changing a machine or work environment. Administrative controls involve changing how or when workers do their jobs, such as scheduling work and rotating workers to reduce exposures. Work practices involve training workers how to perform tasks in ways that reduce their exposure to workplace hazards.

As an employer, you must assess your workplace to determine if hazards are present that require the use of personal protective equipment. If such hazards are present, you must select protective equipment and require workers to use it, communicate your protective equipment selection decisions to your workers, and select personal protective equipment that properly fits your workers.

You must also train workers who are required to wear personal protective equipment on how to do the following:

- Use protective equipment properly,
- Be aware of when personal protective equipment is necessary,
- Know what kind of protective equipment is necessary,
- Understand the limitations of personal protective equipment in protecting workers from injury,
- Put on, adjust, wear, and take off personal protective equipment, and
- Maintain protective equipment properly.

### Protection from Head Injuries

Hard hats can protect your workers from head impact, penetration injuries, and electrical injuries such as those caused by falling or flying objects, fixed objects, or contact with electrical conductors. Also, OSHA regulations require employers to ensure that workers cover and protect long hair to prevent it from getting caught in machine parts such as belts and chains.

### Protection from Foot and Leg Injuries

In addition to foot guards and safety shoes, leggings (e.g., leather, aluminized rayon, or other appropriate material) can help prevent injuries by protecting workers from hazards such as falling or rolling objects, sharp objects, wet and slippery surfaces, molten metals, hot surfaces, and electrical hazards.

### Protection from Eye and Face Injuries

Besides spectacles and goggles, personal protective equipment such as special helmets or shields, spectacles with side shields, and faceshields can protect workers from the hazards of flying fragments, large chips, hot sparks,

optical radiation, splashes from molten metals, as well as objects, particles, sand, dirt, mists, dusts, and glare.

### **Protection from Hearing Loss**

Wearing earplugs or earmuffs can help prevent damage to hearing. Exposure to high noise levels can cause irreversible hearing loss or impairment as well as physical and psychological stress. Earplugs made from foam, waxed cotton, or fiberglass wool are self-forming and usually fit well. A professional should fit your workers individually for molded or preformed earplugs. Clean earplugs regularly, and replace those you cannot clean.

### **Protection from Hand Injuries**

Workers exposed to harmful substances through skin absorption, severe cuts or lacerations, severe abrasions, chemical burns, thermal burns, and harmful temperature extremes will benefit from hand protection.

### **Protection from Body Injury**

In some cases workers must shield most or all of their bodies against hazards in the workplace, such as exposure to heat and radiation as well as hot metals, scalding liquids, body fluids, hazardous materials or waste, and other hazards. In addition to fire-retardant wool and fire-retardant cotton, materials used in whole-body personal protective equipment include rubber, leather, synthetics, and plastic.

### **When to Wear Respiratory Protection**

When engineering controls are not feasible, workers must use appropriate respirators to protect against adverse health effects caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. Respirators generally cover the nose and mouth or the entire face or head and help prevent illness and injury. A proper fit is essential, however, for respirators to be effective. Required respirators must be NIOSH-approved and medical evaluation and training must be provided before use.

### **Additional Information**

For additional information concerning protective equipment view the publication, *Assessing the Need for Personal Protective Equipment: A Guide for Small Business Employers* (OSHA 3151) available on OSHA's web site at [www.osha.gov](http://www.osha.gov). For more information about personal protective equipment in the construction industry, visit [www.osha-slc.gov/SLTC/constructionppe/index.html](http://www.osha-slc.gov/SLTC/constructionppe/index.html).

### **Contacting OSHA**

To report an emergency, file a complaint or seek OSHA advice, assistance or products, call (800) 321-OSHA or contact your nearest OSHA regional or area office.

**This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.**

For more complete information:



U.S. Department of Labor

[www.osha.gov](http://www.osha.gov)

(800) 321-OSHA

DOC 4/2006



## **BEST SAFETY PRACTICES FOR MEMBERS**

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### **10. Follow nationally recognized Safety Standards as a guide.**

OSHA is the gold standard when it comes to workplace safety. It is a common belief that OSHA does not apply to Political Subdivisions. While OSHA is not going to cite a NIRMA member for failure to comply with the code of federal regulations the Nebraska Department of Labor, while NOT an OSHA or MSHA enforcement authority, requires review, determination and enforcement of safety issues. For that reason, OSHA standards and MSHA standards shall be considered in determining minimum standards.

In addition to OSHA and MSHA there are other nationally recognized standards that should be followed by NIRMA members when applicable. Below is a list of nationally recognized standards that should be considered in relation to workplace safety.

**Occupational Safety and Health Administration** – [www.osha.gov](http://www.osha.gov)

**Mine Safety and Health Administration** – [www.msha.gov](http://www.msha.gov)

**Manual on Uniform Traffic Control Devices** – [www.mutcd.fhwa.dot.gov](http://www.mutcd.fhwa.dot.gov)

**National Fire Protection Association** – [www.nfpa.org](http://www.nfpa.org)

**American National Standards Institute** – [www.ansi.org](http://www.ansi.org)

**American Society of Safety Professional** – [www.assp.org](http://www.assp.org)

**Department of Transportation** – [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

**International Building Code** – [www.iccsafe.org](http://www.iccsafe.org)