

## HOST AGENCY SAFETY MONITORING GUIDE

Each year, many workers are injured on the job. AARP SCSEP enrollees are injured on training assignments most frequently from slip, trip, and fall accidents than any other workplace hazard. We believe that many of these injuries result from hazards in the workplace that are easy to overlook, but also easy to fix. By spotting these hazards and taking some simple steps to correct them, many injuries can be prevented.

Tour the areas where AARP's enrollee will be primarily working as well as other areas that they may occasionally visit in the course of the work day (e.g. breakroom, storage areas, supply closets, parking areas, etc.). Discuss each item listed below and consider what can be done to reduce the risk as much as possible. View the Host Agency Safety Video and complete all 3 pages. Return the original to the AARP SCSEP office and make a copy for the Host Agency supervisor to keep.

Rate each of the survey items depending on the potential risk of injury to AARP's enrollee. * <b>Low Risk</b> - no safety problems identified * <b>Moderate Risk</b> - some hazards identified that can be corrected * <b>High Risk</b> - many hazards present and/or conditions that are not easily fixed		<b>SAFETY VIDEOS:</b> To view Host Agency Safety Videos: <a href="https://www.brainshark.com/aarp/HASafetyEnglish">https://www.brainshark.com/aarp/HASafetyEnglish</a> Host Agency Safety Video (Spanish): <a href="https://www.brainshark.com/aarp/HASafetySpanish1">https://www.brainshark.com/aarp/HASafetySpanish1</a>		
Host Agency:	Host Agency Supervisor:	Safety Specialist:	Date of Review:	
ITEMS TO SURVEY	SAFE CONDITIONS TO MINIMIZE POSSIBLE HAZARDS	RISK L, M, H	COMMENTS	FOLLOW-UP DATE
<b>1. Exterior Parking Area, Sidewalks, Entrance Way</b>	Parking lot without pot holes, cracks, debris, etc			
	Sidewalks without uneven surfaces, cracks, etc.			
	Stairs provided with sturdy handrail; stairtreads not damaged			
	Exterior lighting illuminates walking surfaces			
	Snow / ice removal is adequate; Walk off mat inside entrance are non-slip			
<b>2. Interior Stairways, Hallways, Common Areas</b>	Stairways free of storage with sturdy handrail, non-slip stair treads			
	Hallways without broken tiles, loose or torn carpet and free of improperly stored materials			
	Lighting is sufficient to eliminate shadows or dark areas			
	Proper footwear by enrollee; No high heels or open-toed shoes			
<b>3. Emergency Exits, Fire Alarm</b>	Exits are easily recognized by signs and not blocked by storage or locked			
	Emergency Evacuation Plan is in place with diagram posted			
	Emergency lighting is provided in workplace and exit passage ways			
	Fire Alarm and detection systems provided. Automatic sprinklers in building			
	Emergency procedures are discussed with new workers and drills conducted			

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Use this form to identify possible hazardous conditions that may be present in the workplace. Rate each of the survey items depending on the potential risk of injury to AARP's enrollee.

- \* **Low Risk** - no safety problems identified
- \* **Moderate Risk** - some hazards identified that can be corrected
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ITEMS TO SUEVEY	SAFE CONDITIONS TO MINIMIZE POSSIBLE HAZARDS	RISK L, M, H	COMMENTS	FOLLOW-UP DATE
<b>4. Security Doors, Windows, Cameras, Guards, Alarms</b>	Security precautions are adeguate for location			
	Exits are not locked unless "panic hardware" is provided to allow doors to open in an emergency from inside			
	No armed guards on site			
	Safety escort is available, if requested, to parking area			
<b>5. Housekeeping Sanitation</b>	Good housekeeping is practiced daily			
	Trash removed from workplace regularly			
	Working surfaces, floors kept in clean and dry condition throughout workday with spills cleaned up immediately			
	Grease not allowed to build up on floors to create slippery condition			
<b>6. Office Work Area</b>	Office areas provided with adjustable furniture and fixtures to accommodate worker			
	Chairs are five-star base for stability with proper casters (hard casters on rug and soft casters on hard floor surfaces)			
	Workers trained in adjusting computers, keyboards and mouse pads to allow a "neutral" work posture			
	Electrical cords, telephone cords, etc. are kept out of walkways			
<b>7. Environmental Conditions: Noise,</b>	Noise levels allow normal conversation between co-workers			
	No loud equipment or machinery requiring hearing protection			
<b>8 Power . , Tools Equipment</b>	No powered tools or equipment used without AARP SCSEP authorization			
	No mobile equipment (forklifts, riding mowers, etc. operated without authorization by AARP SCSEP)			
	All tools, equipment, etc. in good condition with proper guards in place, good electrical cords/plugs, etc.			

## Host Agency Safety Monitoring Guide

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ITEMS TO SUEVEY	SAFE CONDITIONS TO MINIMIZE POSSIBLE HAZARDS	RISK L, M, H	COMMENTS	FOLLOW-UP DATE
<b>9. Training Assignment Tools &amp; Equipment</b>	Tools & Equipment are provided to easily and safely perform the training assignment, e.g. Extension wands for dusting hard to reach			
	<b>Note:</b> All AARP SCSEP enrollees are to be provided with appropriate gloves and eye protection when working with material handling procedures or hazardous chemicals in the work place.			
	Workers trained in proper use of tools & equipment by Host Agency supervisor			
<b>10. Hazardous Chemicals</b>	No ladders or step stools used by AARP SCSEP enrollees			
	Daily household cleaning supplies and chemicals are used by enrollee			
	Hazardous materials such as flammable liquids, corrosives, caustics, and other harsh chemicals are properly stored out of the enrollee's work area			
	Enrollee is provided training on any hazardous materials in the work area they may come in contact with			
<b>11. Manual Material Handling</b>	No lifting of items weighing more than 20 lbs.			
	No repetitive lifting, twisting, reaching, pulling, pushing			
	Neutral positive is maintained as much as possible without bent back, stooping, etc. for long periods.			

Mandatory - New Host Agencies before any enrollees begin training and annually for active HA's

File: Host Agency File

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HA Signature \_\_\_\_\_ Date: \_\_\_\_\_ PD/Safety Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_