

[Nevada Safety and Health Program Training Materials:](#)

[Written Safety Program](#)

Find it! If you are a new Safety Coordinator, communicate with the previous Safety Coordinator, if possible, learning what safety program elements are already in place at your agency. Your priority should be to assess the current status of your agency's existing written safety program and safety committee. If you cannot contact the previous safety coordinator, consider reaching out to your Department Safety Coordinator to determine if there is a copy on file. If not, reach out to Risk Management to obtain a copy of your agency's most recent Year End Safety Report.

Contact other Safety Coordinators within your Department to obtain a copy of their written safety program as a guide. If the written Safety Program has been lost you will need to recreate it and start from scratch. You will need to take the training provided by Risk Management or SCATS in regard to Written Safety Programs and work with your Department and Risk Management for samples and guidance.

Written Safety Plans The following is an excerpt from the Nevada Administrative Code, which establishes the minimum requirements for a Written Safety Plan.

NAC 618.538 Establishment of written safety program (NRS 618.295, 618.383) An employer who enters into business in this State after May 18, 1994, shall, within 60 days after the date on which his or her eleventh employee is hired in this State, establish a written safety program in accordance with [NRS 618.383](#) and [NAC 618.538 to 618.544](#), inclusive.

NAC 618.540 Requirements of written safety program (NRS 618.295, 618.383)

1. Except as otherwise provided in this section, in addition to the requirements set forth in subsection 2 of [NRS 618.383](#), a written safety program must include:

(a) A statement explaining that the managers, supervisors and employees are responsible for carrying out the program;

(b) An explanation of the methods used to identify, analyze and control new and existing hazardous conditions;

(c) An explanation of the methods used to ensure that employees receive the appropriate safety and health training before performing their work duties;

(d) The procedures that must be followed to investigate an accident which has occurred and the corrective actions that are to be initiated; and

(e) A method for ensuring that employees comply with the safety rules and work practices.

2. Except as otherwise provided in this section, an employer with more than 25 employees who is required to establish a safety committee pursuant to [NRS 618.383](#) shall include in the written safety program:

(a) The manner in which members of the committee are selected;

(b) The purpose and duties of the committee; and

(c) The frequency of the meetings of the committee.

3. In lieu of establishing a written safety program in accordance with subsections 1 and 2, an employer may establish an equivalent written safety program if the employer obtains the approval of the Administrator.

NAC 618.542 Records of written safety program ([NRS 618.295](#), [618.383](#))

1. An employer who establishes a written safety program shall keep written records of:

(a) The safety and health issues which are discussed at the meetings of the safety committee, if the employer is required to establish such a committee;

(b) The attendance of those people who participate in the meetings of the safety committee; and

(c) The attendance of employees participating in the training programs.

2. The records must be:

(a) Maintained for 3 years; and

(b) Available for review by the Division upon request.

Personal Protective Equipment (PPE) Industry consensus standards, OSHA standards, evidence based best practices, agency specific training and common sense will all contribute to the provision of Personal Protective Equipment as mandated by 29 CFRs 1910.132 through 1910.138, 1910.1030 and 1910.146. Your WSP should describe in detail what PPE you require for employees, mitigating various hazard exposures. A good WSP will also set forth specific training requirements for PPE and documentation of that training, required under 29 CFR 1904. You should learn what PPE employees are required to use and

conduct a tour of your workplace, determining that your organization is in compliance by *day 2*.

General Industry OSHA requirements There are some occupational activities and/or exposures that require a Written Program, included in your WSP. Some of these include:

- Bloodborne Pathogen Exposure
- Confined Space Entry
- Crane/Hoisting
- Electrical Lock-out/Tag-out
- Fall Protection
- Hearing Conservation
- Hot Work
- Laboratory Chemical Handling
- Respiratory Protection
- Heat Stress

This is a partial list. If any of these activities or exposures occur at your agency, a Written Safety Program component is mandatory per 29 CFR 1910, 1904 and 1926. Written documentation of employee safety training, pertaining to these hazard exposures, is required. Nevada Safety Consultation and Training Sector (SCATS) provides on-site consultation, OSHA 10 and OSHA 30 training that covers these topics in detail.

In addition to these OSHA requirements, Written Safety Plans must include policies and action plans for Workplace Violence, Workplace Inspections and Hazard Communications (29 CFR 1910.1200). Furthermore, if a Job Hazard Analysis (JHA) reveals that a potential Heat Illness hazard exists, your WSP must include a program for detection, prevention, mitigation and response to Heat Related Illness (NRS 618.383(5)). If your agency does not have documentation that a Heat Related Illness JHA has been conducted in the last year, you may be required to take the *Nevada SCATS (Safety Consultation and Training Section) class, called Heat Related Illness, Awareness and Prevention*. There you will learn how to conduct the necessary JHA; and how to build a Heat Related Illness component into your agency's Written Safety Plan.

Safety Committees: There may already be one or more safety committees that meet in your organization. Determine who is involved, learning what roles and responsibilities are already assigned to particular members and review recent minutes. If there is no current safety committee, you will be required to establish one. **Contact Risk Management to obtain a copy of your division's most recent Year-End Safety Report as safety committee minutes should be available. Take the Safety Committee Basics class.** As Safety Coordinator, you will be the chairperson of the Safety Committee. Safety

Committees are required to meet quarterly; however, monthly meetings are desirable. You are required to have a written agenda, minutes and a roll call of attendees. These documents shall be included in your Year End Safety Report. Safety committees should have representatives from all levels of your organization. If your employees are represented by a labor organization, the representatives of employees must be selected by the employees and not appointed by the employer.

Safety Committees are the engines of professional safety culture, drafting and/or reviewing and revising Written Safety Plans (WSP) and Emergency Action Plans (EAP). Safety Committees review Accident Investigation Reports, making recommendations for long term corrective actions and subsequent revisions of the WSP.

Individual committee members can be delegated to various tasks such as maintenance of records, keeping of minutes, drafting of notifications, dissemination of information, compilation of documents for Year End Safety Reports, creation of checklists, performance of workplace inspections, safety training of employees and subsequent documentation. Cooperatively, your safety committee represents the combined experience, diversity and breadth of employee outreach of all its members, creating a robust, evolving and dynamic safety culture for your organization.

Many divisions oversee smaller agencies that employ small workforces at remote locations and business units, which may not require a Safety Committee in *that* workplace. However, at the division level, Safety Committee operations are an ongoing, continuous process.

Regardless of size, all agencies and business units should have a representative who participates in the activities of their parent division's Safety Committee. The "food chain" of safety communication must reach all state employees; and all employees must have the ability to communicate safety concerns to their Safety Committee and management. Microsoft Teams is a very good resource that facilitates participation in Safety Committee activities among geographically isolated business units.

Multiple agencies or divisions who are co-housed in a common location, shall include a representative from *every agency in the Safety Committee meetings*.

If your agency already has a well-organized Safety Committee and communications structure in place, you should identify and contact all the key personnel within your *first week of appointment as Safety Coordinator*. If your agency does not have a Safety Committee structure in place, it may take your first *100 days* to create, organize and populate a Safety Committee structure, sufficient to meet the needs of a whole division.

Workplace Violence Recognition and Prevention According to the Bureau of Labor Statistics, acts of violence are the third, leading cause of fatal occupational injuries in the United States. *Risk Management* teaches a class called *Workplace Violence: Recognition and Prevention*. Depending on your agency's exposure to the public, this may be a requirement for you. It is a requirement for all managers and supervisors. The State of Nevada has a Written Workplace Violence (WPV) Policy that defines WPV, outlining procedures for documentation and response. Furthermore, state policies regarding harassment and disorderly conduct are addressed. This policy can be found at www.risk.nv.gov. There is a flow chart that will help guide decision making in cases of an "Immediate Intervention," or an "Imminent Threat." For additional information, see SAM 0521 or the State of Nevada Employee Handbook page 35. SCATS also provides useful information, and training. You should either adopt the State of Nevada policy on WPV or create one that best suits the needs presented by your agency's exposure within the first 90 days of your assignment as Safety Coordinator.

Basic Office Inspections When you first begin work as a Safety Coordinator or member of a Safety Committee, you will immediately see your workplace in a different light. Every day is a workplace inspection. Every incident is an opportunity for a "good catch," avoiding an accident; and converting what could have been an injury into a "near miss." Every hazard is an opportunity for elimination, engineering, or corrective action. Employees should perform a scene size-up *every time* we come into the workplace or office. When hazards are encountered, we report and correct them immediately. As a State of Nevada employee, you became a Safety Champion on *Day One*.

More formal inspections require training and documentation. You are required to perform a Basic Office Inspection or Workplace Inspection that is documented every quarter. Your agency may require written inspections more frequently, based on elements in your WSP. To conduct Basic Office Inspections, you must take the *Risk Management Class, Basic Office Inspections*. We provide a convenient form for documentation of your inspections; however, you are at liberty to create your own form in the manner that best fits your location and operations. Workplace and Office Inspection documents are to be copied and sent to Risk Management as part of your Year End Safety Report. You should conduct your first Basic Office Inspection within your *first three days*. Your first official inspection with documentation should be conducted as soon as you have taken the class and *quarterly or more frequently thereafter*.

Hazard Communication refers to 29 CFR 1910.1200, which outlines OSHA standards, pertaining to hazardous chemicals, specifically communications standards. Safety Data Sheets (SDS) must be maintained and accessible to employees who work with hazardous

chemicals. These employees must be trained in the proper use, storage, identification, mitigation (PPE), hazard identification and disposal of all hazardous materials that are stored, used or transported or disposed of in their workplace.

Written Ergonomics Policy *The Bureau of Labor Statistics has determined that about 33% of all occupational injuries and illnesses are a result of Ergonomic Issues and Repetition Injury, which cause Musculo-skeletal Disorders (MSDs). This category of hazard is a significant concern for office workers.* There is a Nevada Written Ergonomics Policy that can be found on Risk Management's Website. Agencies must provide an ergonomically healthy and safe workplace, through training, observation and provision of ergonomically appropriate workstations and equipment.

If they require additional assistance, agencies may obtain an Ergonomics Self-Checklist form from Risk Management. Supervisors may request a subsequent Ergonomic Evaluation for their employee(s) from one of our independent consultants, by sending the completed Ergonomics Self-Checklist to the Safety Specialist/Consultant at Risk Management. Upon receipt of the Ergonomic Evaluation Report, it is up to your agency to determine what measures may be necessary; and how those accommodations will be financed. If your agency has a Written Ergonomics Policy, submit that with your Year End Safety Report.

Your Written Safety Plan *Risk Management teaches a class, called Written Safety Plan, which will instruct you how to draft, review, update, train from and document your Written Safety Plan and training. Your written safety plan should be regularly reviewed and updated to reflect the current operations and exposures of your agency and current, applicable OSHA standards. If your agency has a current WSP, you will be able to review and implement it in the *first thirty days* of your program development. However, if your agency does not have a WSP, you will probably have to devote much of your first *100 days* in collaboration with your Safety Committee to the development of a dynamic and robust WSP.*

Anytime that an occupational injury or illness occurs, corrective actions must be conducted and your WSP should be updated immediately, reflecting changes to your Standard Operating Procedures (SOPs) and Safety Program Elements. Current, updated Written Safety Plans shall be submitted with your Year End Safety Report to Risk Management.

[Emergency Action Plans](#)

Critical Risk refers to a probable hazard/incident that has occurred before, which could result in catastrophic losses of life, property or the environment. Some Critical Risks, such

as working at heights or bulk chemical handling may be addressed in Written Safety Plans. Written Safety Plans focus on hazard elimination, substitution, engineering, administration and mitigation. Conversely, some critical risks are inherently unmanageable. These must be addressed by Emergency Action Plans. Examples of these include fires, natural disasters, active shooters, terrorism, public health epidemics, cardiac and diabetic emergencies and systemwide infrastructure failures.

During your *first week* as a safety coordinator or member of a safety committee, you must determine whether your agency has an Emergency Action Plan (EAP). Review it and confirm that all employees have been trained to properly act in an emergency. If your agency does not have an EAP, you must create one. *Risk Management teaches a class called Emergency Action Plan*. EAPs should be reviewed and updated *annually* or anytime there are substantial changes to your organization that require changes in how you respond to emergencies. You are required to submit a copy of your EAP in your Year End Safety Report.

Emergency Action Plans vary, depending on your agency's exposure. Agencies that are open to public access or involved in legal matters must prepare for civil disobedience, terrorism and Workplace Violence. Agencies housed in buildings with elevators have evacuation concerns. Those that work with potentially hazardous, especially flammable materials may be most concerned about fire. Your agency's Emergency Action Plan will reflect your Critical Risks. Capital Police and the State Fire Marshal provide helpful consultation in the development of EAPs.

While some elements of your EAP may be common to most agencies, some will by nature be very specific to your workplace, such as emergency evacuation maps, showing the locations of fire exits, shelter in place areas and designated meeting places. You should determine if any specific employees require assistance evacuating your building in an emergency. In some cases, disabled employees may be safest, sheltering in a stairwell, rather than trying to evacuate without assistance from first responders. If you have disabled persons who require assistance, your EAP should instruct whoever calls emergency services to notify dispatchers and or responders of exactly who is sheltering in place, where they are and what particular assistance they require. There should be evacuation managers, selected from your employees, who will meet first responders outside your building at the designated meeting place, conducting roll calls and providing information to first responders about anyone who remains in the building. Specific tasks should be assigned to specific employees.

CPR/AED If your agency has an Automated External Defibrillator (AED), you must inspect it daily and monthly. Your daily inspection should confirm that the green light is on, indicating that the batteries are charged and the unit is ready. During your *first week*, you should

perform a monthly inspection. Conducting a monthly inspection, you will determine if the pads and battery are expired. You will also run the AED through its test cycle, determining that the battery is sufficient to provide service and that the audible prompts are working. There is a form that you shall use, documenting these monthly inspections. Pads and Batteries for AEDs are an expense that your agency should anticipate, based on their expiration dates. Plan ahead for these items in your budget. "AED Everywhere" provides parts and service or replacements for your AED.

NRS 618.384 "Establishment of safety program: Employers encouraged to employ persons who have completed certain training in basic emergency care of persons in cardiac arrest. The Administrator shall encourage all employers who are required to establish a written safety program pursuant to NRS 618.383 to include as a part of that program the employment of a person who has successfully completed the training requirements of a course in basic emergency care of a person in cardiac arrest that included training in the operation and use of an automated external defibrillator; and was conducted in accordance with the standards of the American Heart Association or the American National Red Cross." *Risk Management teaches a class called Adult CPR/AED.* It is our policy that any agency which possesses an AED shall assign a reasonable number of employees to receive CPR/AED training within the *first 100 days*.

First Aid Kits Every workplace shall have a first aid kit (29 CFR 1910.266(A)). First Aid equipment for your agency could range from a simple first aid kit in your office to a quick response vehicle outfitted with advanced lifesaving equipment. Because of the diversity of occupational exposures that are present in workplaces throughout the state, determining what equipment is necessary and conforming to industry consensus standards is the responsibility of your agency. Within your *first week* of safety practice, you should inspect the equipment that your agency provides. Check the contents against your agency's inventory, which should be an item in your EAP and/or WSP. Expired or missing items must be replaced. In occupations where exposure to Bloodborne Pathogens (BBP) is a prevalent hazard, your agency is required to have a written component of your WSP that outlines your agency's procedures. Training of employees to protect themselves from BBP exposure must be documented (29 CFR 1910.1030).

Evacuation Maps Your agency must have evacuation maps that reflect the current architecture of your buildings. These maps should be located in conspicuous areas that are unobstructed in plain view. Employees should be trained to know where these maps are located. Furthermore, NFPA 101 (National Fire Protection Association) standards require that exit routes are clear, well lit, unobstructed, not locked to egress; and that emergency

lighting and exit signs are in working order. You should determine that these conditions are met on *day one*. Every quarterly inspection of your workplace should document that these evacuation standards are met. If any condition exists that prevents the safe evacuation of your building, it must be corrected without delay.

Fire Extinguishers 29 CFR 1910.157 is the standard for fire extinguishers. Depending on your agency's EAP and procedures you may be required to provide training to any employee who is expected to operate a fire extinguisher in the event of a fire emergency. Fire extinguishers should be secured properly with appropriate signage and labelling. Annual testing of fire extinguishers is required. Check that the date of last inspection is indicated on the label; and that it is within the last year. Fire extinguishers that are out of date must be removed from service and replaced. Also check that the pressure is within the green and that the pin and actuator are intact. Do not attempt to "test" them. While quarterly workplace inspections include fire extinguishers, you should check that they are ready for service during your *first week and monthly thereafter*.

Emergency Evacuation Drills You are required to conduct one fire drill and one additional evacuation of your workplace every year. The Nevada "Great Shakeout" counts as an evacuation. You must have a roll call sheet that lists the names of all employees who shall be evacuated and any employees who may shelter in place. The roll call should specify any specific Emergency Action Plans for the evacuation or shelter in place of disabled people who require assistance. The location of your designated meeting place (where evacuees go in emergencies) shall be indicated on all evacuation route maps; and it should be known to all employees. A designated evacuation manager shall conduct a roll call at the designated meeting place, determining that all employees and visitors or guests are out of the building. It is the responsibility of the evacuation manager to communicate with first responders in the event that anyone is unaccounted for or remains sheltered in place inside the building. Your roll call sheet should be updated by *day seven*. Conduct your next evacuation drill within the first *60 days*. If your agency does not already have a fire drill checklist, you may use Risk Management's form.

[Year End Safety Report](#)

All State Agencies are required to provide Risk Management with a Year End Safety Report (SAM 0521, NRS 618.) Some or all of the responsibilities involved may be assigned to the Safety Coordinator. Because of the diverse operational, administrative and geographical organization of the State of Nevada's various departments, divisions, agencies, commissions and business units, there are many possible ways to organize a year end safety report. If you are a new Safety Coordinator you should learn how your organization has structured their report in the past.

Some departments produce aggregate reports that are composed of individual chapters for each division under their control, compiled into one large, comprehensive binder. Other departments require individual divisions to produce their own single reports. In some cases, multiple state agencies that are co-housed in a single geographic location combine forces to produce a single report that has common elements such as Written Safety Plans and building wide Emergency Action Plans and individualized elements such as OSHA 300 Logs, Emergency Evacuation Maps, plans for evacuating employees with special needs, Safety Inspections, and Employee Ergonomic Evaluations. Your agency is at liberty to structure your Year End Safety Report in the manner that best suits your administrative, operational and geographical organization.

The following is a list of items that you must include in your report:

- ✓ 2024 Health and Safety Survey with supervisor's signature page.
- ✓ Quarterly Safety Meeting Agendas with Rosters.
- ✓ Quarterly Site Inspections.
- ✓ Two Evacuation/Fire Drill Checklists with Rosters.
- ✓ Written Safety Program.
- ✓ Emergency Action Plan.
- ✓ OSHA 300 Log.
- ✓ Indoor Air Quality Reports (if any were conducted.)
- ✓ Current Ergonomics Policy (if you have one.)
- ✓ AED Monthly Inspections checklist that can be found on the Risk Management website.

Reports shall be submitted at the beginning of the calendar year, following the year that is being reported. *All submissions must be presented in hard copy to Risk Management, including the survey, which is on a "survey monkey."* Ensuring that the survey can be printed, save it as a PDF for later printing or use control "P," *Before you submit it.* If you submit the survey before printing, the document will "de-populate," and you will be unable to print a hard copy. Signature pages must be signed by Division and Department Heads, indicating that they have reviewed your report.

Safety Coordinators and/or their committee delegates keep records of Safety Committee meetings, Written Safety Plans and Emergency Action Plan updates. When inspections occur, they keep copies of the reports and checklists. This principal applies to all

documentation, including Indoor Air Quality Reports, Accident Investigations, Written Ergonomics Policies, Fire Drills, AED Checklists, OSHA 300 logs (usually kept by your agency Human Resources) and records of any Risk Management Classes attended by your employees. At the end of the year, if you have documented these activities which you oversee, as they occur, your Year End Safety Report will already be complete.

Please include a cover sheet(s) that includes:

- The name of your Department, Division, Agency, District and/or Business unit as applicable.
- The Name and Contact Information of your Safety Coordinator.
- The Names of your Division and Department Heads.
- Ideally, a brief summary of safety activities which were conducted throughout the year.

AED Monthly Inspection Log

Year: 20__

Building:

AED Location:

AED Serial No.:

ED Battery Date: (expires 5 years from date)

Defib Pad's expiration Date

| Month/Year | AED secure in case (initial) | AED Operation Verified *(see below for list) (initial) | PPE/Ready Kit stocked and in place **(see below for list) (initial) | Electrodes in place in case (initial) | Extra sets of electrodes are sealed in their package (initial) | Test cabinet tamper alarm (initial) |
|------------|------------------------------|--|---|---------------------------------------|--|--|
| January | | | | | | |
| February | | | | | | |
| March | | | | | | |
| April | | | | | | |
| May | | | | | | |
| June | | | | | | Change 9v battery – cabinet tamper alarm |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | Change 9v battery – cabinet tamper alarm |

***Operation Checklist:**

1. Open the AED lid.
2. Wait for the AED to indicate status. Observe the change of the STATUS INDICATOR to RED. After approximately five seconds, verify that the STATUS INDICATOR returns to GREEN.
3. Check the expiration date on the electrodes.
4. Listen for the voice prompts.
5. Close the lid and observe the change of the STATUS INDICATOR to RED. After approximately five seconds, verify that the STATUS INDICATOR returns to GREEN.

****PPE/Ready Kit includes:** 1 pocket mask; 1 trauma scissor; 2 pair of gloves; 2 - 4"x4" gauze pad; 1 razor; 1 antiseptic towelette

Office Safety Inspection Checklist

Instructions: This checklist addresses responsibilities and possible safety hazards which may be present in an administrative work location. This form is to be completed by employees who have been trained to perform safety inspections. To complete the checklist, employee interviews and some records review will occur. Upon completion, the form is provided to all managers and supervisors at the work location and one copy is provided to the safety coordinator. For any items checked "Unsatisfactory", an explanation must be provided on an attached sheet. Feel free to edit this form to suit your workplace.

| Inspection Location | | | |
|--|--------------------------|--------------------------|--------------------------|
| Agency | Organization | | |
| Address | | | |
| Housekeeping | | Unsatisfactory | N/A |
| 1. Floor and aisles are free of litter and spilled liquids (water, pens, paper, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Aisles are free of cords, boxes, chairs and other tripping hazards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Desks or file drawers are closed when not in use and only one drawer is used at a time | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ergonomics | Satisfactory | Unsatisfactory | N/A |
| 1. All office equipment is being used correctly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Employees are properly positioned at their desk and maintain good neutral posture | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Employees are using their workstation efficiently and avoiding stretching or reaching for objects placed far away | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Electrical | Satisfactory | Unsatisfactory | N/A |
| 1. Electrical devices have manager approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. All extension cords are in good condition and are not frayed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Extension cords are not being used as permanent wiring | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Evacuation/Fire | Satisfactory | Unsatisfactory | N/A |
| 1. All aisles are at least 36 inches wide | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Doors are labeled as exits | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Exit signs are installed and lit from an internal or external source | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Doors are not locked to prevent exit from the building | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Fire doors are not propped open | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. An evacuation plan is posted | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Fire extinguishers and pull stations are in the locations noted on the evacuation plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Fire extinguishers are identified with signs and not blocked | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Fire extinguishers appear to be in good condition and have been inspected | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

