

## OSHA Consultation

The OSHA Consultation Section offers the private sector consultative surveys **at no cost to the employer**. These surveys not only serve to help maintain compliance with Federal OSHA standards, but also address potential problems that may lead to work-related illness or injury and provide suggestions and instruction on the correction of any hazards found.

The goal of the consultation program is to help small employers in high hazard industries recognize and correct safety and health hazards in their facilities.

### Services we offer include:

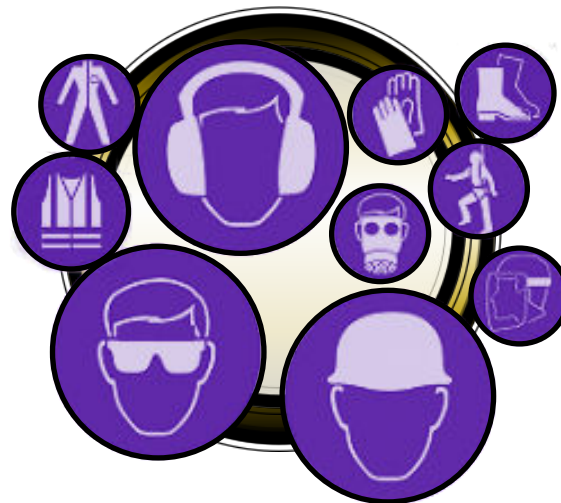
- On - Site Inspections
- Noise and Air Monitoring
- Media Library Center
- Sample Written Programs
- Safety Award Program
- State-Wide Safety Conferences

For more information on our services, questions, or assistance, you may contact us at:

Phone: 501-682-4523 | Fax: 501-682-4532  
Email: [clark.thomas@arkansas.gov](mailto:clark.thomas@arkansas.gov).

An OSHA consultant in your area will be glad to help you get on the road to a safer & healthier workplace!

**Arkansas Department of Labor and Licensing**  
Clark Thomas - OSHA Consultation Manager  
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Little Rock, Arkansas 72201



## Arkansas Department of Labor and Licensing

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Ralph T. Hudson, Director, Division of Labor

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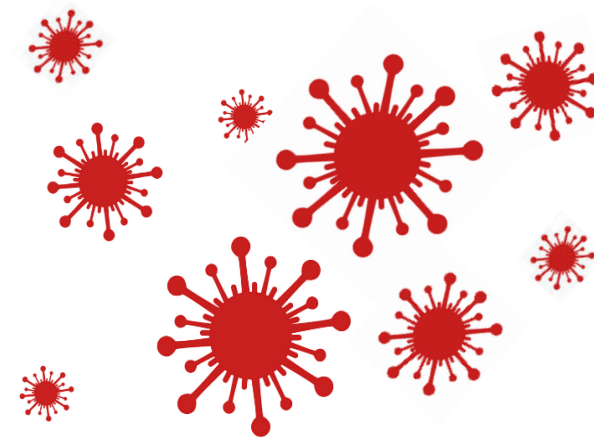
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### Safety Team Self-Inspections and Training Checklist

# COVID-19

edition

The Arkansas Department of Labor and Licensing OSHA Consultation Section's recommendation of best practice list to follow for conducting self inspections and training during the pandemic.



**KEEP**



**COVID-19**



**OUT!**

This brochure is designed to give employers direction on implementing self inspections and training throughout the epidemic.

## CONDUCTING SAFETY TEAM SELF-INSPECTIONS

### Perform Inspections During the Following:

- During Pre-Shifts
- Lunch Breaks
- Breaktimes
- When the attendance is the lowest (early or late). Only have people available who are necessary to the inspection.
- Do routine shift inspections when the other practices above are not practical.
- Train individual to inspect their own machine and work area.

Limit the Number of Safety Team Members to Perform Inspections. (Recommend 1-3 personnel during the inspection of an area. Maintain distance

### Practice Social Distancing to Prevent Close Contact

- Use the 6-foot Rule
- Utilize personal protective equipment barriers to prevent exposure
- Mark areas to control how many people can be in an area and to control the direction of traffic

Utilize Appropriate Personal Protective Equipment. (Explain how to put on, wear, and take off PPE.)

- Mask
- Face Shields
- Gloves
- Aprons/body suits
- Hand sanitizer (If items are available)
- Lysol wipes (If items are available)

### Implement Job Safety Analyses (JSA) /Job Hazard Analyses (JHA) Handouts Electronically, if possible

- Develop JSA/JHA for operators to help employees retain awareness of potential hazards in their area or with the potential equipment
- Develop JSA/JHA to implement best practices for COVID-19

### Develop a "Concern Box" for Identified or Potential Hazards to be Submitted in by the Employees. Supervisors Should Check Box Daily.

- Monitor submitted concerns
- Address identified issues
- Share and document actions taken

### Keep Bathrooms, Lunchrooms, and High Contact Areas Clean and Sanitized.

- Develop a routine schedule
- Disinfect with Lysol or a disinfect agent

### Implement an Emergency Plan and Give Guidance on Approaching a COVID-19 or Injured Victim.

- Implement CPR/first responder best practices (Compressions ONLY)
- Limit employees in the area(s) to essentials only
- Provide cloth coverings
- Use body suits/apron
- Educate and train emergency team on dealing with an injured person
- If personal protective equipment does not exist or if a person has not been properly trained, instruct the employee not to assist the potential COVID-19 victim.

## CONDUCTING SAFETY TEAM TRAINING

### Practice Social Distancing to Prevent Close Contact.

- Use a space that allows social distancing
- Use the 6-foot rule
- Mark areas to control how many people can be in an area and to control the direction of traffic
- Assigned seating that allows for the 6-foot rule both vertically and horizontally
- All attendees facing one direction in the training with no one face-to-face
- No talking within proximity of less than 6-feet
- Everyone maintains their assigned seat

### The Instructor or Host Should Use Appropriate Personal Protective Equipment and Other Engineering Sources.

- Mask
- Face Shields
- Gloves
- Hand sanitizer
- Lysol wipes
- Properly dispose of wipes/hand towels

### The Instructor or Host Should Disperse Handout with Clean Gloves and Dispose Afterwards.

(Recommend distributing electronically ahead of time **OR** have the information at the assigned seats before the attendees arrive. Advise the attendees to bring their own supplies.)

### Participants Should Use Appropriate Personal Protective Equipment at All Times.

- Mask
- Face Shields

### Hold the Training Session for 20-30 Minutes and Provide 2 Sessions if Not Enough Space.

**\*NOTE: The longer you are in close contact with an individual, the greater the probability of being exposed.\***

### Keep Room, Equipment, and High Contact Areas (Doorknobs/Light Switches) Clean and Sanitized.

- Clean and sanitize using disinfectant cleaners and sprays

### Pre-Record the Training Session and Provide a Copy to the Training Participants.

**\*NOTE: This is the BEST OPTION! You can do this live with video software, "Zoom Meetings," etc.\***

