

# Safety, Security, and Sanitation Audit Guidelines

North Carolina Department of Transportation  
Transportation Mobility and Safety Division  
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<b>I. Facility Audits</b> .....	<b>2</b>
1. Health and First Aid	
2. Fire Protection	
3. Extreme Weather Protection	
4. Security	
5. Equipment	
6. Lighting and Illumination	
7. Systems and Electrical	
8. General Area	
9. Sanitation and Housekeeping	
10. Bathrooms	
11. Other/Miscellaneous	
<b>II. Vehicle Audits</b> .....	<b>20</b>
1. General Condition	
2. Equipment	
3. Personal Protective Equipment (PPE)	
4. Other/Miscellaneous	
<b>III. Field/Worksite Audits</b> .....	<b>24</b>
1. Work Activity	
2. Personal Protective Equipment (PPE)	
3. General Equipment	
4. Other/Miscellaneous	
5. Health and First Aid	

## Note

Specific criteria and items listed in these guidelines are taken from [North Carolina General Statutes Chapter 95 Article 16](#), [North Carolina General Statutes Chapter 95 Article 22](#), the [NCDOT Safety Policy and Procedure Manual](#), the [NCDOT Workplace Safety Manual](#), [NCAC Title 13 Chapter 7](#), [29 CFR 1904 \(Recording and Reporting Occupational Injuries and Illnesses\)](#), [29 CFR 1910 \(General Industry Regulations\)](#), [29 CFR 1926 \(Construction Industry Regulations\)](#), [NFPA 101: Life Safety Code](#), and instruction and experiences from NCDOT's Safety and Risk Management Unit.

## **I. Facility Audits**

### ***Header***

**Scheduled** – check this box if this audit was scheduled and/or announced ahead of time

**Unscheduled** – check this box if this audit was not scheduled or announced ahead of time

**Location** – indicate where the audit is taking place (i.e. Traffic Systems Operations at Greenfield, Triad Regional Office, etc.)

**Date** – indicate the date of the audit

**Time** – indicate the time of the audit

**Number of persons** – indicate the number of persons present during the audit

### ***1. Health and First Aid***

#### **a. Certified CPR and first aid assistance available**

- Certified CPR and first aid assistance should be readily available (on site or within five minutes from the site)
- Locations housing at least 150 employees should have a stocked first aid room
- Reference: NCDOT SPP# 1910.151
- Reference: [29 CFR 1910.151](#)

#### **b. First aid kit – conspicuous and accessible**

- First aid kits should not be blocked by furniture, etc.
- First aid kits should be marked with a wall sign (green cross on a white background)
- At least one first aid kit should be available for every 50 people
- At least one first aid kit should be available on every floor
- Reference: NCDOT SPP# 1910.151
- Reference: [29 CFR 1910.151](#)

c. First aid kit – fully stocked

- 24 unit kit generally includes a first aid manual and the following supplies:
  - a. 4x4 bandage compress (two boxes)
  - b. 3x3 gauze pads
  - c. 44” triangular bandages (two boxes)
  - d. 4”x5 yard gauze bandage
  - e. ½”x2.5 yard adhesive tape
  - f. Sting kill swabs
  - g. 1” adhesive bandages (two boxes)
  - h. Eye dressing kit
  - i. Instant cold pack
  - j. Triple antibiotic ointment
  - k. Rescue breather and gloves
  - l. Disposable gloves
  - m. Rescue blanket
  - n. Burn spray
  - o. Alcohol wipes
  - p. Ammonia inhalants
  - q. Scissors
- Reference: NCDOT SPP# 1910.151
- Reference: [29 CFR 1910.151](#)
- Reference: [29 CFR 1910.151 Appendix A](#)
- Reference: ANSI Z308.1-2009

d. First aid kit – expiration dates not reached

- Items that have expiration dates must be replaced on or before they expire
- Instant cold packs do not have an expiration date, but the liquid can leak into the granule compartment over time making the pack unusable (if you hear both granules and liquid while shaking the pack it is still good)
- Exam gloves do not have an expiration date, but the latex can get dry and brittle over time making them unusable (if you squeeze the box and hear cracking or crunching sound then they are bad and should be replaced)
- Reference: [29 CFR 1910.151](#)

e. First aid kit – number

- NO LONGER USED

f. Hazardous materials – properly identified and stored

- Hazardous materials should be properly identified with warning labels or placards
- Hazardous materials should be stored in their original containers or in containers specifically designed and manufactured for the material
- All storage containers should be clearly marked as containing hazardous materials and have warning labels or placards
- Reference: NCDOT SPP# 1910.1000
- Reference: NCDOT SPP# 1910.1200

g. Potable water

- Potable water is available for drinking, washing, and cleaning
- Reference: NCDOT SPP# 1910.141

h. SDS complete, current, and accessible

- SDS = “Safety Data Sheet”
- SDS should be current in the [Verisk \(3E online\) database](#)
- SDS should be available (hard copy or [Verisk \(3E online\) database](#)) to all employees
- Reference: NCDOT SPP# 1910.1000
- Reference: NCDOT SPP# 1910.1200
- Reference: [29 CFR 1910.1200\(g\)\(8\)](#)

i. Ergonomic issues addressed

- Common ergonomic stressors are uninterrupted tasks (sitting or standing for long periods of time), lighting/glare, posture, repetitive motion, vibration, etc.
- Chairs should have the following four (4) items: height adjustment, waterfall or contour shaped seat pan, five legs, and height adjustable arm rests
- Back braces are not personal protective equipment (PPE) and are not proven to prevent back injuries – they should only be used on a voluntary basis and not required by the employer
- New or unresolved ergonomic issues should be forwarded to the appropriate Unit Safety Coordinator
- Reference: [OSHA Letter of Interpretation \(April 6, 1998\)](#)
- Reference: [NCDOT “Office Ergo Workstation Audit Form Q&A Guide”](#)

j. Designated smoking area

- If present, it should be located outside at least twenty-five feet from any building entrances
- If present, it should be located away from hazardous and flammable materials, or storage areas for these materials

k. General noise levels

- Maximum exposure level for an 8-hour work cycle is an 85 decibels Time Weighted Average (TWA)
- Reference: NCDOT SPP# 1910.95

l. CO detectors

- If present, they should be in working order
- If present and battery operated, they should have their battery replaced every six months

m. Automated External Defibrillators (AEDs)

- If present, they should be in working order
- Battery life is approximately four (4) years – a green blinking light will indicate that the battery is still charged
- Pad life is approximately three (3) years – make sure pads are not expired
- If the AED is making any sounds (such as a “chirp” or series of “chirps”) then it will need to be taken out of service and replaced as soon as possible

n. Eyewash Station

- Eye wash stations (required where the eyes or body of any person may be exposed to injurious corrosive materials) are accessible and in good working order and have not exceeded their expiration date (if applicable)
- Signs indicating the location of the eyewash station should be present and visible
- Reference: [29 CFR 1910.151\(c\)](#)

o. Lead Container

- Should be marked as containing lead
- Should be closed
- Should be weighed monthly with the weight recorded
- Reference: [Very Small Quantity Generators \(VSOGs\)](#)

p. Personal Protective Equipment (PPE)

- See subsection 3 in Part II (“Vehicle Audits”).

## 2. ***Fire Protection***

- a. Evacuation plan – posted and understood
  - Evacuation plans are to be posted in a conspicuous location
  - Evacuation routes and emergency contact information should be clearly listed
  - Evacuation notebooks (Greenfield Facility) should have current information on Safety Coordinators and Zone Coordinators
  - Reference: NCDOT SPP# 1910.38
  - Reference: [29 CFR 1910.38](#)
- b. Evacuation plan – primary and alternate meeting places
  - Evacuation plans should have primary and alternate meeting places listed
  - Reference: NCDOT SPP# 1910.38
  - Reference: [29 CFR 1910.38](#)
- c. Extinguishers – charged and inspected
  - Hose is in good condition (if cracked or split, replace extinguisher)
  - Charge is good (replace if overcharged or undercharged)
  - Serviced or replaced annually
  - [Inspected monthly](#)
  - Tags are present (monthly inspection, annual service)
  - Brackets are in good condition
  - Reference: NCDOT SPP# 1910.157
  - Reference: [29 CFR 1910.157](#)
- d. Extinguishers – conspicuous and accessible
  - Extinguishers can not be on floors
  - Extinguishers are present at marked locations
  - Extinguisher locations are marked
  - Reference: NCDOT SPP# 1910.157
  - Reference: [29 CFR 1910.157](#)
- e. Extinguishers – visible from at least 3 feet
  - Extinguishers should be visible from a distance of at least 3 feet
  - Reference: NCDOT SPP# 1910.157
- f. Extinguishers – wall markings visible from at least 25 feet
  - Wall markings should be visible from a distance of at least 25 feet
  - Reference: NCDOT SPP# 1910.157

g. Sprinkler System

- Sprinklers shall be in working order
- Sprinkler heads and locations should not be blocked
- Escutcheon plates should be present
- System should be inspected annually
- Reference: NCDOT SPP# 1910.157
- Reference: [29 CFR 1910.37](#)

h. Fire alarms, emergency lights, evacuation signs

- All items shall be in working order
- Fire alarms should be checked annually (drills, etc.)
- Emergency lights should be tested to make sure their battery back-up is working
- Evacuation signs should be tested to make sure their battery back-up is working
- Reference: NCDOT SPP# 1910.38
- Reference: [29 CFR 1910.37](#)

i. Exits – clearly marked, open outward, and accessible

- Exits are unobstructed, unlocked, and clearly marked
- Exits open outward
- “Exit” signs are provided and conspicuous
- Exit pathways are unobstructed
- Exit doors are side-hinged
- Ceilings must be at least seven (7) feet high
- Exit route widths must be at least twenty-eight (28) inches wide at all points
- Exit routes must be maintained during construction, repairs, or alterations
- Reference: NCDOT SPP# 1910.38
- Reference: NCDOT SPP# 1910.176
- Reference: [29 CFR 1910.36](#)
- Reference: [29 CFR 1910.37](#)

j. Flammable materials – properly identified and stored

- Flammable materials should be conspicuously marked and identified
- Flammable materials should be stored in a fire-resistant cabinet
- Reference: NCDOT SPP# 1910.106

k. Flammable materials – “no smoking” signs

- “No Smoking” signs must be conspicuously posted in buildings and areas where smoking is prohibited, especially near flammable materials
- Reference: NCDOT SPP# 1910.106

1. Smoke detectors (replace batteries)

- If present, they should be in working order (use test button to check)
- If present and battery operated, they should have their battery replaced every six months

**3. *Extreme Weather Protection***

a. Emergency plan – posted and understood

- Should cover tornadoes, thunderstorms, straight line winds, etc.
- Plans are to be posted in a conspicuous location
- Plan should include safety coordinator contact information
- Reference: NCDOT SPP# 1910.38

b. Emergency plan – primary and alternate meeting places

- Plan should include primary and alternate meeting sites
- Reference: NCDOT SPP# 1910.38

c. Alternate alarm system (whistles, etc.)

- Alternate alarm systems are desired, but not mandatory, to alert employees to adverse weather conditions that require implementation of the emergency plan
- Alternate alarm systems may consist of whistles, compressed air horns, or any other items that will get the attention of multiple employees at the same time
- Use of a fire alarm is not desired for these purposes as employees may exit the facility and be exposed to adverse weather conditions

**4. *Security***

a. Keycard system and/or manual locks

- All entrances, except for continuously monitored public entrances, should be locked at all times and only accessible with keys or keycards/badges

b. Doors and windows

- Doors should be secured at all times except during normal business hours (see item “a” above)
- Doors should have manual locks regardless of any keycard system
- Windows should have manual locks or other locking mechanisms



c. Security guards

- If present, a security guard station should be continuously monitored
- If present, security guards should patrol both inside and outside the facility

d. Equipment secured (where applicable)

- All unused expensive equipment (digital cameras, laptops, projectors, etc.) should be stored and locked when unattended

e. Exterior lighting (doors, stairs, parking areas, etc.)

- Area lighting or other external lighting should be sufficient to illuminate external doors, stairs, sidewalks, gates, and parking areas to eliminate shadows and dark spots that could conceal tripping or other hazards and/or unauthorized individuals

f. Visibility

- Doors, stairs, sidewalks, gates, and parking areas should be clearly visible during both daylight and nighttime hours
- Vegetation and landscaping should be trimmed to eliminate shadows, dark spots, and blind spots that could conceal tripping or other hazards and/or unauthorized individuals

g. Wayfinding (address, buildings clearly marked)

- Street addresses, door numbers, etc. should be conspicuous during both daylight and nighttime hours so that emergency personnel can locate the facility

h. Emergency numbers posted (fire, police, NCDOT, TSU, etc.)

- Emergency numbers are posted on or near each telephone and are conspicuous
- Posted numbers should include the outside line digit (such as 9-911 or 8-911)
- Posted numbers should include numbers for the local police and fire departments as well as Division and Department Safety Coordinators
- Reference: NCDOT SPP# 1910.151

i. Fences and gates

- If provided, fences should be of sufficient height to deter most individuals from climbing them
- If provided, gates should be closeable and lockable

- j. Security badges – worn and visible (waist or higher)
  - Employee security badges, or an equivalent, must be worn and visible at all times
  - Employees without badges should have their names listed on the audit form
  - Employees meeting visitors without badges should have their names listed on the audit form
  - Reference: [NCDOT Card Access - ID Badge Policies and Procedures](#)
  
- k. Computer back-ups
  - NO LONGER USED
  
- l. Computer Terminals
  - Shall be locked when unattended
  - Reference: [Acceptable Use Policy \(AUP\)](#)
  
- m. Computer Attachments
  - Must be approved by IT before being connected to the computer
  - Includes exterior hard drives, thumb drives, cell phones, etc.
  - Skimmers, keyloggers, etc., are prohibited
  - Reference: [Acceptable Use Policy \(AUP\)](#)
  
- n. PCI and PII Items
  - PCI (“payment card industry”) items include credit card numbers, card security codes (CSCs), personal identification numbers (PINs), etc.
  - PII (“personally identifiable information”) includes social security numbers, driver license numbers, personal email addresses, etc.
  - All items containing or displaying PCI and/or PII shall be secured when not in use
  - Reference: [PCI Compliance Policy](#)
  - Reference: [§14-113.20](#)
  - Reference: [§20-43.1](#)
  - Reference: [§132-1.10](#)
  - Reference: [§132-1.14](#)
  - Reference: [§143-254.5](#)

## 5. *Equipment*

### a. Equipment and hand tool condition

- Tools or handles are not cracked, deformed, or broken
- Tools manufactured with guards have their guards in place
- Impact tools (wedges, pins, chisels, etc.) do not have mushroomed heads
- Power tools (including drill presses, hand drills, soldering irons, etc.) do not have broken or missing guards, nicked or frayed electrical cords, broken plugs, broken switches, or damaged housings
- Machines designed for a fixed location (i.e. drill press) are securely anchored to prevent walking or moving [[29 CFR 1910.212\(b\)](#)]
- Measuring wheels, ball bank indicators, etc., are in good condition
- Hand carts, push carts, hand trucks, and other material moving equipment is in good condition
- Personal protective equipment is provided and in good condition, where appropriate
- Radar guns are maintained at 100% performance of operation
- Handheld radios or telephones do not have damaged cases, antennae, or loose or missing components
- Portable ladders should be maintained in good condition and should not have missing rungs, sharp edges, pinch points, or other obvious problems
- Portable ladders used for electrical work shall be non-conductive, fiberglass, or wood
- Reference: NCDOT SPP# 1910.212, 1910.241, 1910.97, 1910.25
- Reference: [29 CFR 1910.25](#)
- Reference: [29 CFR 1910.26](#)
- Reference: [29 CFR 1910.212](#)

### b. Equipment and hand tool storage

- Tools (including drills, screwdrivers, soldering irons, etc.) are stored on racks, tool cribs, or in bins
- While in storage, sharp edges do not protrude out of storage locations or damage other tools
- Specialty tools are stored according to the manufacturer's instructions
- Hand carts, push carts, motorized hand trucks, and other material moving equipment are stored properly and out of the way when not in use
- Stacked materials shall be stable and secure against sliding or collapse
- Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage
- Clearance limits shall be signed where needed
- Reference: NCDOT SPP# 1910.212, 1910.241
- Reference: [29 CFR 1910.176](#)

**6. *Lighting and Illumination***

a. Offices, stairs, hallways, bathrooms

- Offices, stairs, hallways, and bathrooms should have sufficient lighting to illuminate all areas
- Enclosed areas (bathrooms, stairs, etc.) should be illuminated during power outages
- Reference: NCDOT SPP# 1926.56

b. Glare or eye strain

- Too much light is present if reflections are visible on computer screens/monitors
- Headaches can be an indication of glare or eye strain
- Reference: NCDOT SPP# 1926.56

c. All bulbs are working

- All fixtures and bulbs are working (bulbs may be removed to correct glare issues)
- Reference: NCDOT SPP# 1926.56

## 7. *Systems and Electrical*

### a. Wall outlets (receptacles), surge protectors, GFCIs

- Amperes (amps) = Watts ÷ Volts
- Surge protectors only have low consumption equipment plugged into them (computers, monitors, telephones, radios, etc.) and are plugged directly into wall receptacles (no “daisy chain”, etc.)
- Check all cords, wiring, and surge protectors (including behind furniture, file cabinets, etc.)
- Flexible cables/cords are not pinched
- Cover plates should be present and not be cracked or broken
- Cords, wiring, and insulation should not be cut, frayed, taped, cracked, or have loose connections or be exposed to sharp edges
- Ground fault circuit interrupters (GFCIs) are used where appropriate
- Electrical breakers are not being affected by plugged in items
- If present, space heaters, microwaves, refrigerators, and some larger production printers are in good condition and plugged directly into wall outlets
- Equipment does not exceed the load rating of circuits (generally 15 or 20 amps)
- Receptacles should have a maximum load of no more than 80% of the receptacle rating (i.e. a 15 amp receptacle shall not be loaded with more than 12 amps)
- Reference: NCDOT SPP# 1910.137
- Reference: NCDOT SPP# 1910.301
- Reference: [29 CFR 1910.303](#)
- Reference: [29 CFR 1910.304](#)
- Reference: [OSHA Letter of Interpretation \(November 18, 2002\)](#)
- Reference: Underwriter’s Laboratories Standard UL 1363

b. Equipment

- Ground prongs are present (where applicable)
- Ground fault circuit interrupters (GFCI) should be used on signal cabinets or in wet locations
- Employees use nonconductive hardhats, gloves, boots, and insulated equipment where needed
- Markings are present with the manufacturer's name, trademark, or other descriptive marking by which the organization responsible for the product may be identified
- Markings are present giving voltage, current, wattage, or other ratings as necessary
- Where circuit breakers or fuses are applied in compliance with the series combination ratings marked on the equipment by the manufacturer, markings shall be readily visible and shall state "Caution - Series Combination System Rated \_\_\_\_\_ Amperes. Identified Replacement Component Required."
- Sufficient access and working space shall be provided and maintained about all electric equipment to permit ready and safe operation and maintenance of such equipment
- Materials are not stored within three feet of electrical equipment
- Working space in front of electric equipment shall be the width of the equipment or thirty (30) inches, whichever is greater
- Working space shall permit at least a 90-degree opening of equipment doors or hinged panels
- Minimum headroom shall be 6.25 feet (6'3") or, if the height of the electrical equipment exceeds 6.25 feet, the minimum headroom may not be less than the height of the equipment
- Entrances to locations containing exposed live parts shall be marked with conspicuous warning signs forbidding unqualified persons to enter
- Guards, insulation, and "High Voltage" signs are provided where needed
- Live parts of electrical equipment operating at 50 volts or more shall be guarded
- Outdoor equipment such as current transformer (CT) cabinets, potential transformer (PT) cabinets, meter enclosures, and other exterior electrical service equipment is tagged or locked/padlocked
- Reference: NCDOT SPP# 1910.137
- Reference: NCDOT SPP# 1910.147
- Reference: NCDOT SPP# 1910.301
- Reference: [29 CFR 1910.303](#)

c. HVAC

- Provide adequate fresh air flow in work area. (10-12)
- Piping for steam/air should be in good condition (and insulated if outside, or inside near exterior walls)
- Filters, intakes, and conduits should be clean and unblocked

d. Panel boxes have covers and doors

- Materials are not stored within three feet of electrical panels
- Reference: NCDOT SPP# 1910.301
- Reference: [29 CFR 1910.303](#)

e. Circuit breakers clearly marked

- Breakers are marked so they may be used to test emergency lighting
- Breakers are marked so they may be tripped in case of an electrical fire
- Reference: [29 CFR 1910.303](#)

f. Extension Cords

- Temporary use only
- Shall be plugged directly into a wall receptacle
- Shall not have a surge protector connected to them
- Reference: [29 CFR 1910.303](#)
- Reference: [29 CFR 1910.304](#)

**8. *General Area***

a. Floors, walls, and ceilings

- Should be kept clean, orderly, and sanitary
- All floor openings measuring at least 12 inches in its smallest dimension shall be guarded
- All wall openings at least 30 inches wide and 18 inches high shall be guarded
- Look for carpet pulling up or fraying, tile pulling way, etc. (cut frayed pieces off and tape down tripping hazards)
- Special purpose flooring- Check non-skid floor
- Check for water damage
- Floors are kept dry
- Wet floor signs are used where needed
- Chair mats should be in good condition (no cracks, etc.)
- Reference: NCDOT SPP# 1910.141
- Reference: [29 CFR 1910.22](#)
- Reference: [29 CFR 1910.23](#)

b. Aisles and passageways

- Should be kept clean, orderly, and sanitary
- Hallways, aisles, and passageways should be clear from debris or obstructions and in good repair
- Reference: [29 CFR 1910.22](#)
- Reference: [29 CFR 1910.176](#)

c. Stairs, railings, and landings

- Are in good condition
- Are clear of debris or obstructions
- Surfaces shall be reasonably slip resistant
- The vertical clearance above any stair tread shall be at least seven (7) feet
- Every flight of stairs with four (4) or more risers shall have standard stair railings or handrails
- Fixed stairs shall be at least 22 inches wide
- Stairways < 44 inches wide that are enclosed on both sides shall have at least one handrail, preferably on the right side (descending)
- Stairways < 44 inches wide that are open on one side shall have at least one railing on the open side
- Stairways < 44 inches wide that are open on both sides shall have a railing on each open side
- Stairways  $\geq$  44 inches but < 88 inches shall have one handrail on each enclosed side and one railing on each open side
- Stairways  $\geq$  88 inches wide shall have one handrail on each enclosed side, one railing on each open side, and one intermediate railing located approximately mid-way of the width
- Reference [29 CFR 1910.23](#)
- Reference [29 CFR 1910.24](#)

d. Neatness and organization

- Should be kept clean, orderly, and sanitary
- The general area should be neat and organized
- Reference: [29 CFR 1910.22](#)

e. Overhead clearances

- There are no items hanging from, or attached to, the ceiling that could strike someone's head
- Employees do not have to stoop to move around
- There are no items hanging from, or attached to, the ceiling that could interfere with sprinkler heads
- There should not be anything stored within eighteen (18) inches of the ceiling



f. Furniture

- Desks, tables, and other furniture are in good condition (no broken legs, drawers, etc.)
- If chairs have wheels and/or arms, they are in good condition and working order (not cracked or broken)

g. Large or tall furniture or equipment secured

- Furniture, equipment, storage cabinets/containers, or other items taller than five feet are secured so they cannot fall over

h. File Cabinets

- Drawers should be closed when not in use
- Cabinets should not be top heavy (heavier items should be in bottom drawers)
- Heavy materials should not be on top of cabinets
- Should not open into walkways (aisles, doorways, etc.)
- Should not be placed next to doors

**9. *Sanitation and Housekeeping***

a. Floors

- Areas should not be cluttered
- Door mats and wet floor signs are available for slippery areas
- Floors should be clean and dry
- Reference: NCDOT SPP# 1910.141

b. Waste Disposal

- Areas should be neat and clean and have no excess waste
- Waste receptacles don't leak, are clean and sanitary, and are not overfilled
- Trash can liners removed daily or covered
- Contaminated materials are in sealed containers
- Reference: NCDOT SPP# 1910.141, 1910.1030

c. Recycling – containers and frequency

- Recycling containers don't leak, are clean and sanitary, are emptied on a regular basis, and are not overfilled

d. Vending Machines

- If present, vending machines are clean and maintained in working order
- If present, vending machines are posted with a contact number for the vendor

e. Cafeteria or break room area

- Refrigerators, microwaves, ovens/stoves, ice machines should be kept in a sanitary condition
- Floors, counters, and tables should be clean and dry
- Reference: NCDOT SPP# 1910.141

f. Rodent, insect, vermin control (inside and outside)

- Areas should be free of rodents, insects and vermin
- If rodents, etc., are present, is there an extermination program?
- Reference: NCDOT SPP# 1910.141

g. Cleanliness (inside and outside)

- The area is generally clean

h. Vegetation

- Vegetation and landscaping is maintained so it does not impede movement or interfere with visibility (day or at night)

**10. Bathrooms**

a. Stalls

- Provided where multiple users are allowed in the same facility
- Urinals may be provided if women will not use the facility
- Separate facilities for each gender need not be provided if the facility can only be occupied by one individual and can be locked from inside
- Reference: NCDOT SPP# 1910.141

b. Supplies – adequate and accessible

- Hand soap, hand towels, and toilet paper are stocked, available, and accessible

c. Sinks, toilets, and urinals

- Sinks, toilets, and urinals are clean and in working condition
- Drains and toilet/urinal discharge pipes are not clogged
- Reference: NCDOT SPP# 1910.141

d. Hot water, soap, and towels

- Hot and cold water running water should be available
- Hand towels (cloth or paper), warm air blowers, or clean sections of continuous cloth are provided
- Hand soap or similar cleansing agent is available
- Reference: NCDOT SPP# 1910.141

e. Privacy

- Doors and walls/partitions of sufficient height are provided
- Reference: NCDOT SPP# 1910.141

f. Cleanliness

- Floors are clean and dry
- Waste containers are maintained in a sanitary condition, not overfilled, and emptied on a regular basis
- Waste containers (trash cans or bins) are decontaminated on a regular basis
- Reference: NCDOT SPP# 1910.141, 1910.1030

**11. Other/Miscellaneous**

- a. Mandatory labor laws and NCDOT policies posted
- Employee Assistance Program (program/pamphlet)
  - Certificate of Coverage for and Notice to Workers as to Benefit Rights (Form NCESC 524)
  - North Carolina Workplace Laws – Safety and Health on the Job (NCDOL)
  - OSH Notice to Employees (NCDOL)
  - Wage and Hour Notice to Employees (NCDOL)
  - Employee Grievance Policy and Procedures (NCDOT)
  - Employee Relations Section/Employee Relations Representative (NCDOT)
  - Equal Employment Opportunity Policy Statement (NCDOT)
  - Equal Employment Opportunity Rights (NCDOT)
  - Mediation Policy (NCDOT)
  - Mediation Program pamphlet (NCDOT)
  - Sexual Harassment is Prohibited (NCDOT)
  - Title VI Policy Statement (NCDOT, Civil Rights and Business Development)
  - Workers Compensation Notice (NCIC Form No. 17)
  - The Uniformed Services Employment and Reemployment Rights Act (USERRA)
  - Employee Polygraph Protection Act (USDOL WH Publication 1462)
  - Employee Rights Under the Fair Labor Standards Act (USDOL WHD Publication 1088)
  - Equal Employment Opportunity is The Law (USDOL OFCCP Publication 1420)
  - Family Medical Leave Act of 1993 (USDOL WH Publication 1420)
  - OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) for previous year (if between February 1 and April 30 of each year)
- b. Other 1
- Miscellaneous – write in issue not covered elsewhere
- c. Other 2
- Miscellaneous – write in issue not covered elsewhere
- d. Other 3
- Miscellaneous – write in issue not covered elsewhere

e. OSHA 300A Posted

- OSHA 300A form is a summary of the previous year's injuries recorded on the OSHA 300 Log
- It shall be posted between February 1 and April 30 of each year
- It may, but is not required to, remain posted until February 1 of the following year
- Reference [29 CFR 1904.32](#)

f. Compressed Gas Cylinders

- Compressed gas cylinders are secured in an upright position in a safe, dry, well-ventilated place away from electrical outlets; cylinders are stored on a level fireproof floor and protected from weather extremes; empty cylinders are marked and stored separately from full cylinders; cylinder cap, valves, collars, and other moveable parts are visually in good condition; cylinder body is free from cuts and dents
- Reference: NCDOT SPP# 1910.101

## **II. Vehicle Audits**

### ***Header***

**Scheduled** – check this box if this audit was scheduled and/or announced ahead of time

**Unscheduled** – check this box if this audit was not scheduled or announced ahead of time

**Name and Location** – indicate who is the primary operator of the vehicle and where the audit is taking place (i.e. John Doe at Traffic Systems Operations at Greenfield, Jane Doe at Triad Regional Office in Winston-Salem, etc.)

**Date** – indicate the date of the audit

**Time** – indicate the time of the audit

**Mileage** – the mileage of the vehicle

**Make** – the make of the vehicle (Honda, Toyota, Ford, etc.)

**Model** – the model of the vehicle (Civic, Camry, Escape, etc.)

**Year** – the year of the vehicle

**Last Service** – date of the most recent vehicle service

**License Tag** – the license tag (plate) of the vehicle

**Fleet #** – the fleet number of the vehicle (if a state vehicle)

### ***1. General Condition***

#### **a. Inspection and registration**

- Inspection should be current
- Registration should be current
- Driver should be licensed

#### **b. Accident reporting kit**

- An “accident reporting kit” should be available in every state vehicle, and every personal vehicle approved for state use
- Reference: [In Case of a Motor Vehicle Accident](#)

c. Visible condition

- Windshield wipers should be in good condition
- Side view mirrors should be in good condition
- Seat belts should be in working order
- Tires are in good condition

d. Performance (driver complaints – state vehicles only)

- Report any performance issues relayed by the various users of the vehicle.
- Maintenance issues are addressed

e. Cleanliness

- Interior should be clean (switches, dials, gauges, equipment should be accessible)
- Exterior should be clean (except in draught condition), including windows, headlights, and taillights
- Objects should be secured to prevent them from falling on the floorboard

f. Doors and windows

- Doors should lock and unlock
- Windows should go up and down

**2. *Equipment***

a. Measuring wheel

- If present, equipment should be in good working order.

b. Strobe lights

- If present, equipment should be in good working order.

c. Distance meter

- If present, equipment should be in good working order.

d. First aid kit

- See subsections 1b, 1c, and 1d in Part I (“Facility Audits”).

e. Ball bank

- If present, equipment should be in good working order.

f. Slope meter

- If present, equipment should be in good working order.

g. Camera

- If present, equipment should be in good working order.
- If present, equipment should have a fixed asset number (record on form).

**3. *Personal Protective Equipment (PPE)***

a. Safety vests

- Each person and/or vehicle should have a minimum of two (2) vests.
- Vests should be acceptable by NCDOT standards (type II or type III).
- Surveyor vests and zippered vests are allowed except Velcro vests shall be used in construction zones

b. Head protection

- If present and required equipment should be in good condition (no cracks, dents, etc.).
- If present and required equipment should be ANSI Z89.1 rated.
- Hard hats should be removed from service and discarded if they have ever suffered an impact.
- Hard hats that are five (5) or more years old should be scheduled for replacement as soon as practicable.
- Reference [29 CFR 1910.135](#)

c. Hand protection

- If present and required equipment should be in good condition.
- If present and required equipment should be appropriate for the task(s) to be performed.
- Reference: [29 CFR 1910.138](#)

d. Foot protection

- If present and required equipment should be in good condition.
- If present and required equipment should be ANSI Z41.1 rated.
- Reference: [29 CFR 1910.136](#)



e. Hearing protection

- If present and required equipment should be in good condition and properly fitted
- Reference: [29 CFR 1910.95](#)

f. Eye protection

- If present and required equipment should be in good condition.
- If present and required equipment should be ANSI Z87.1 rated.
- Reference: [29 CFR 1910.133](#)

g. Insect and tick protection

- If present, should not be expired.

h. Poisonous plant protection

- If present, should not be expired.

i. Sun protection

- Hats or other equipment should be in good condition.
- If present, sunscreen should not be expired.

**4. *Other/Miscellaneous***

a. First aid kit (number)

- NO LONGER USED.

b. Other

- List and explain as needed.

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### **III. Work Site Audits**

#### ***Header***

**Scheduled** – check this box if this audit was scheduled and/or announced ahead of time

**Unscheduled** – check this box if this audit was not scheduled or announced ahead of time

**County and Location** – indicate where the audit is taking place (i.e. Randolph County on the shoulder of I 73 near mile marker 22, etc.)

**Date** – indicate the date of the audit

**Time** – indicate the time of the audit

**Number of persons** – indicate the number of persons present during the audit

**Unit/Section** – the Unit and Section leading the worksite activity

**Persons Present (names)** – names of individuals present during the audit

#### ***1. Work Activity***

- Check all that apply.
- Codes correspond to [NCDOT Workplace Safety Manual](#) safe operating procedures (SOPs).
- Internal (TMSD) SOPs are located in [TEPPL W-32](#).

#### ***2. Personal Protective Equipment (PPE)***

##### ***a. Safety vests***

- See subsection 3a in Part II (“Vehicle Audits”).

##### ***b. Head protection***

- See subsection 3b in Part II (“Vehicle Audits”).

##### ***c. Hand Protection***

- See subsection 3c in Part II (“Vehicle Audits”).

##### ***d. Foot protection***

- See subsection 3d in Part II (“Vehicle Audits”).

e. Hearing protection

- See subsection 3e in Part II (“Vehicle Audits”).

f. Eye protection

- See subsection 3f in Part II (“Vehicle Audits”).

g. Insect and tick protection

- See subsection 3g in Part II (“Vehicle Audits”).

h. Poisonous plant protection

- See subsection 3h in Part II (“Vehicle Audits”).

i. Sun protection

- See subsection 3i in Part II (“Vehicle Audits”).

j. Elevated protection

- Includes harnesses and lanyards.
- If present, equipment should be in good condition.

k. Seat belts

- Should be lap and shoulder restraints.
- Should be in good condition.
- Should be worn at all times by the operator and all passengers when vehicle is in use.

**3. *General Equipment***

a. Back-up alarms

- If present, equipment should be in good condition.

b. Strobe lights, light bars, portable beacons

- If present, equipment should be in good condition.

- c. Equipment and hand tool condition
  - See subsection 5a in Part I (“Facility Audits”).
- d. Equipment and hand tool storage
  - See subsection 5b in Part I (“Facility Audits”).
- e. Warning signs
  - If present, equipment should be in good condition.
- f. Cones
  - If present, equipment should be in good condition.
- g. Extinguishers – charged and inspected
  - See subsection 2c in Part I (“Facility Audits”).
- h. Extinguishers – conspicuous and accessible
  - See subsection 2d in Part I (“Facility Audits”).
- i. Equipment
  - See subsection 7b in Part I (“Facility Audits”).

**4. *Other/Miscellaneous***

- a. Tailgate safety meeting
  - If more than one employee is present, was a tailgate safety meeting held to discuss safety issues, potential risks, and possible abatements?
- b. Spotters
  - If necessary, are spotters posted?
- c. Visibility
  - Is it sufficient for the required work?
- d. Lighting – ambient
  - Is it sufficient for the required work?

- e. Lighting – artificial
  - If present, is it sufficient for the required work?
- f. Other
  - List and explain as needed.

**5. *Health and First Aid***

- a. First aid kit – conspicuous and accessible
  - See subsection 1b in Part I (“Facility Audits”).
- b. First aid kit – fully stocked
  - See subsection 1c in Part I (“Facility Audits”).
- c. First aid kit – expiration dates not reached
  - See subsection 1d in Part I (“Facility Audits”).
- d. Hazardous materials – properly identified and stored
  - See subsection 1f in Part I (“Facility Audits”).
- e. Potable water
  - See subsection 1g in Part I (“Facility Audits”).
- f. Bathroom facilities
  - See Section 10 in Part I (“Facility Audits”) – portable water closets should at least adhere to subsections 10b, 10e, and 10f.
- g. Breaks
  - For work activities of a long duration, especially during hot and/or humid days, are frequent breaks provided and taken?
- h. Other
  - List and explain as needed.