# SAFETY AUDIT CHECKLIST

# Employee Alarm Systems

### Location:

## Audited by:

Date:

Item # Repair Date

Check the box under Y for "yes" or N for "no" to determine if each item is within compliance.

## <u>Y</u> <u>N</u>

- □ □ 1. Does the employee alarm system provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the workplace or the immediate work area, or both? 1910.165(b)(1)
- □ □ 2. Is the employee alarm capable of being perceived above ambient noise or light levels by all employees in the affected portions of the workplace? 1910.165(b)(2)
- □ □ 3. Are tactile devices used to alert those employees who would not otherwise be able to recognize the audible or visual alarm? 1910.165(b)(2)
- □ □ 4. Is the employee alarm distinctive and recognizable as a signal to evacuate the work area or to perform actions designated under the emergency action plan? 1910.165(b)(3)
- 5. Does the employer explain to each employee the preferred means of reporting emergencies, such as manual pull box alarms, public address systems, radio or telephones? 1910.165(b)(4)
- □ □ 6. Does the employer post emergency telephone numbers near telephones, or employee notice boards, and other conspicuous locations when telephones serve as a means of reporting emergencies? 1910.165(b)(4)
- □ □ 7. Where a communication system also serves as the employee alarm system, do all emergency messages have priority over all nonemergency messages? 1910.165(b)(4)
- 8. Does the employer establish procedures for sounding emergency alarms in the workplace? 1910.165(b)(5)
- 9. For those employers with 10 or fewer employees in a particular workplace, is direct voice communication an acceptable procedure for sounding the alarm provided all employees can hear the alarm? 1910.165(b)(5)

## <u>Y</u> <u>N</u>

 $\Box$   $\Box$  10. Does the employer assure that all devices, components, combinations of devices or systems constructed and installed to comply with this standard are approved? 1910.165(c)(2) □ □ 11. Does the employer assure that all employee alarm systems are restored to normal operating condition as promptly as possible after each test or alarm? (Note: Spare alarm devices and components subject to wear or destruction shall be available in sufficient quantities and locations for prompt restoration of the system.) 1910.165(c)(2)□ □ 12. Does the employer assure that all employee alarm systems are maintained in operating condition except when undergoing repairs or maintenance? 1910.165(d)(1)  $\Box$   $\Box$  13. Does the employer assure that a test of the reliability and adequacy of non-supervised employee alarm systems is made every 2 months? 1910.165(d)(2) □ □ 14. Is a different actuation device used in each test of a multi-actuation device system so that no individual device is used for 2 consecutive tests? 1910.165(d)(2) □ □ 15. Does the employer maintain or replace power supplies as often as is necessary to assure a fully operational condition? 1910.165(d)(3)  $\Box$   $\Box$  16. Are back-up means of alarm, such as employee runners or telephones, provided when systems are out of service? 1910.165(d)(3)  $\Box$   $\Box$  17. Does the employer assure that employee alarm circuitry installed after January 1, 1981, which is capable of being supervised is supervised and provides positive notification to assigned personnel whenever a deficiency exists in the system? 1910.165(d)(4)  $\Box$   $\Box$  18. Does the employer assure that all supervised employee alarm systems are tested at least annually for reliability and adequacy?

#### Notes:

1910.165(d)(4)

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- □ □ 19. Does the employer assure that the servicing, maintenance and testing of employee alarms are done by persons trained in the designed operation and functions necessary for reliable and safe operation of the system? 1910.165(d)(5)
- 20. Does the employer assure that manually operated actuation devices for use in conjunction with employee alarms are unobstructed, conspicuous and readily accessible? 1910.165(e)

Comments:	
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### Notes: