

IN THE UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF ARKANSAS

GENERAL ORDER NO. 33

Now on this 30 day of December, 1999, the Court hereby adopts the Health & Safety Plan for the Western District of Arkansas, a copy of said plan being made a part of this order.

IT IS SO ORDERED.



JIMM LARRY HENDREN  
CHIEF JUDGE

U. S. DISTRICT COURT  
WESTERN DIST. ARKANSAS  
FILED

JAN 10 2000

CHRIS R. JOHNSON, Clerk  
By  
Deputy C

**HEALTH & SAFETY PLAN  
FOR THE WESTERN DISTRICT OF ARKANSAS**

1. This Plan is established pursuant to Chapter VII of the Equal Employment Opportunity and Employee Dispute Resolution Plan for the Western District of Arkansas, adopted by the Court on March 8, 1999.
2. Although GSA or the United States Postal Service has primary responsibility for the building operations, maintenance, protection and alterations, tenant agencies are required to maintain a neat and orderly office space to minimize the risk of accidental injuries and fires due to the tenant activities. Tenant agencies are responsible for correcting unsafe conditions associated with their use of assigned space, including those related to the operation of their program equipment ("tenant activities").
3. It is the responsibility of all employees to work in as safe and healthy a manner as is possible. It is also the responsibility of all employees to report any unsafe or unhealthy working conditions. The responsible official (or designated representative) for each tenant unit under the Occupant Emergency Program for the Western District of Arkansas will conduct health and safety inspections of all work sites in their unit periodically, but not less than once per year. Whenever employees are scheduled to occupy space that has not previously been occupied by employees of the court, a health and safety inspection will be conducted after occupancy.
4. Any unsafe conditions relating to tenant activities should be resolved on the spot, if possible. Any other unsafe conditions should be reported to GSA or the United States Postal Service. A record should be made of the date of inspections and any findings of unsafe conditions during the inspection. A record should also be made of any reported unsafe conditions, including dates and documentation of the action taken. These records should be maintained by the responsible official for a period of five years. A sample form is attached. An inspection will be undertaken by the responsible official (or designated representative) whenever a report of an unsafe condition is received.
5. A copy of reports of unsafe conditions, which have not been resolved at the end of each calendar year, should be provided to the EDR Coordinator for the tenant unit where the unsafe condition is located. The responsible official may report unsafe conditions to the EDR Coordinator at other times, if necessary, to ensure action is taken to correct the unsafe condition.

Record of Report of Unsafe Conditions

1. Date of Inspection/Date Reported: \_\_\_\_\_
2. Person/Section Reporting \_\_\_\_\_  
Name Telephone No.
3. Location: \_\_\_\_\_
4. Name of Person(s)/Section Occupying Area: \_\_\_\_\_  
\_\_\_\_\_
5. Description of Condition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Date Reported to GSA and by whom (if applicable): \_\_\_\_\_  
\_\_\_\_\_
7. Person Contacted at GSA: \_\_\_\_\_  
Name Telephone No.
8. Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Notes/Contacts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

OCCUPATIONAL HEALTH AND SAFETY CHECKLIST

Location: \_\_\_\_\_

Audited by: \_\_\_\_\_ Date: \_\_\_\_\_

Audit Item/Practice (✓) if Item/Practice not in compliance and mark (n/a) if not applicable

STAIRS AND STAIRWAYS

GENERAL WORK ENVIRONMENT

- Are all work areas clean, sanitary, orderly and adequately illuminated?
Is combustible scrap, debris and waste stored safely and removed from the work site promptly?
Are all toilets and washing facilities clean and sanitary?
Is the work area's ventilation system appropriate for the work being performed?
Is critical equipment operated in conditioned space where overheating will not occur?
Are MSD's available for office area chemicals?

- Are standard stair rails or handrails on all stairways having four or more risers?
Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
Where stairs or stairways are present, in any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?
Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?

EMERGENCY PRECAUTIONS AND FIRST AID

- Are emergency phone numbers posted where they can be readily found in case of an emergency?
Are fire evacuation procedures posted?
Are tornado shelter and fire evacuation locations posted?
Are first aid kits readily accessible to each work area with necessary supplies available, periodically inspected and replenished as needed?
Are signs concerning exiting from buildings, room capacities, biohazards, microwave, or other harmful radiation or substances posted where appropriate?

EXITS

- Are exits kept free of obstructions?
Are exits marked by an exit sign and illuminated by a reliable light source?
Are the directions to exits, when not immediately apparent, marked with visible signs?
Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.?
Are there sufficient exits to permit prompt escape in case of an emergency?
Are special precautions taken to protect employees during construction and repair operations?
Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?

FIRE PROTECTION

- Is the fire alarm system certified as required?
Is the fire alarm system tested annually?
Are fire doors in good operating condition?
Are fire doors unobstructed and protected against obstructions?
Are sprinkler heads protected against obstructions?
Is proper clearance maintained below sprinkler heads?
Are portable fire extinguishers provided in adequate number and type?
Are fire extinguishers mounted in readily accessible locations?
Is fire extinguisher inspection tag current?

ELECTRICAL

- Are all electrical outlets grounded?
Are multiple plug or three prong adaptors prohibited?
Are flexible cords and cables free of splices or taps?
Is sufficient access working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
Are switches, receptacles, etc., provided with tight-fitting covers or plates?
Are UL power strips used in lieu of extension cords?

WALKWAYS

- Are aisles and passageways kept clear?
Are aisles and passageways properly illuminated?
Are aisles and walkways marked as appropriate?
Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway?

Repairs/corrections must be completed by (date) \_\_\_\_\_

Routed to \_\_\_\_\_ Date \_\_\_\_\_

Repairs/corrections from above have been done.

Supervisor \_\_\_\_\_ Date \_\_\_\_\_