

## **State Office of Risk Management's Previous Findings & Recommendations**

### Top 20 General SORM Findings:

1. All departments should have a Business Continuity Plan for post emergency operations.
2. All mezzanines or overhead storage areas should have a weight bearing load sign indicating the floor loading capacity. These areas should also have a toe board to prevent items from falling off of the elevated area.
3. Permanent equipment (Drill Press, Wood Press) should be bolted to the floor to prevent tipping over.
4. Electrical circuit breaker panels need to be labeled.
5. General housekeeping was poor. Keep the shops and work areas clean.
6. Ramps, elevated walking areas with no handrails (ex: loading dock), and other areas that could pose a falling issue to employees should be marked with crosshatched lines of yellow and black paint to indicate caution.
7. Oxygen-acetylene units need to have backflow preventers installed to protect against backflow of oxygen.
8. Compressed air hoses used for cleaning need to be reduced/restricted to 30 p.s.i.
9. Equipment (table saws, drill press, compound miter saw, etc.) need to have manufacturer's safe guards in place at all times.
10. Light switches, electrical outlets, junction boxes (J-box) need a cover on them.
11. Extension cords cannot be used for permanent power, only temporary. They cannot be used to run appliances or other permanently fixed electrical equipment.
12. Do not block exit doors.
13. Emergency and exit lighting should be functioning properly.
14. Propane tanks must be stored outside and away from the building exits.
15. All electrical wires must be terminated properly and within conduit or Junction Box.
16. Rags containing oil, paint, solvent, etc. should be stored in a red flammable storage container.
17. Respirator training, medical exam, and fit test must be conducted annually for all employees using a respirator. Respirators must be maintained properly to ensure good working conditions.
18. Handrails should be on all stairways.
19. A surge protector cannot be plugged into another surge protector. They must be plugged directly into the electrical outlet.
20. The proper personal protective (PPE) equipment should be supplied and worn. (Ex: safety glasses, goggles, hearing protection, respirators, etc.)

### Top 10 SORM Laboratories/Chemical Findings:

1. All laboratories should have a Chemical Hygiene Plan (AKA: Lab Safety Manual). See the SFA Safety Department's webpage [www.sfasu.edu/safety/](http://www.sfasu.edu/safety/)
2. Compressed gas cylinders should be secured to prevent falling to the floor.
3. Universal as well as hazardous waste containers must be labeled as such and be closed (capped) when not in use. Ex: paint cans, used oil, laboratory waste containers.
4. Employees should be familiar with the SFA Hazard Communication Program and know the location of safety data sheets (SDS) (AKA: Material Safety Data Sheets).
5. All chemical containers must be properly labeled and closed when not in use.
6. Chemicals should not be stored in the fume hoods.
7. Laboratories and other areas with chemicals need to have eyewash and safety showers available. These will also need to be tested on a regular basis to ensure they are functioning properly.
8. Do not overfill refrigerators. Do not store food and chemicals in the same refrigerators. Do not eat in Laboratories.
9. Hazardous waste containers should be reported the Safety Department for disposal.
10. The proper personal protective (PPE) equipment should be supplied and worn. (Ex: safety glasses, goggles, respirators, gloves, etc.)

### Top 10 Areas Typically Inspected:

1. Miller Science Building
2. Chemistry
3. Agriculture/Mechanical Shop
4. Physical Plan Shops
5. Housing Operations Shop
6. Purchasing/Central Stores
7. Art Buildings
8. Theatre Scene Shop
9. Fine Arts Building
10. Safety Department