



YOUTH@WORK WORKSITE CHECK LIST

**department
of economic
opportunity**
COUNTY OF LOS ANGELES

Section I. What Type of Work Experience Will This Worksite Provide?			
In Person WEX	Complete Sections I - VII		
Remote WEX	Complete Sections II & VII		
Section II. Worksite Information			
Agency Name:	Agency Representative:		
Worksite Name:	Worksite Address:		
Worksite Supervisor:	Review Date:		
Worksite Supervisor Orientation Provided on:			
Section III. Worksite Orientation Requirements			
ADA checklist provided on:	Emergency Plan Requirement met on:		
Section IV. Americans With Disabilities Act			
ADA Checklist for Existing Facilities The worksite must be in compliance with the four priorities below. <i>Use the current ADA Checklist (2010) as a guide to determine if the following criteria is met:</i>	Yes	No	N/A
Priority 1: Accessible approach and entrance			
Priority 2: Access to goods and services			
Priority 3: Access to rest rooms			
Priority 4: Any other measures necessary			
For Technical Assistance on how to use the ADA Checklist you may call 1-800-949-4ADA			
Section V. Health & Safety			
General	Yes	No	N/A
1. Workplace is clean and orderly?			
2. Are floors clean? Are aisles, hallways and exits unobstructed?			
3. Are floor surfaces dry and free of slip hazards?			
4. Are stairways, sidewalks and ramps in need of repair?			
5. Is lighting adequate in all common areas and workstations?			
6. Are emergency evacuation plans clearly posted at every stairway and elevator landing, and inside all public entrances to the building?			
7. Are all containers, including non-hazardous chemicals and wastes, labeled with the full chemical or trade name?			
8. Are stored materials secure and limited in height to prevent collapse?			
9. Is there a 36" clearance maintained for electrical panels?			
10. Are electrical cords and plugs in good condition with proper grounding?			
11. Are extension cords and power strips used appropriately? (e.g. Not daisy chained and No permanent extension cords in use.)			

12. Do portable electric heaters have at least 3 feet of clearance from combustible materials (e.g. paper)?			
13. Does equipment and machines work properly?			
14. Are machines and other equipment in a clean condition?			
15. Is adequate ventilation provided to machines to preventing buildup of heat or gas emissions?			
16. Are emergency stop switches on machines identified and in proper working order?			
17. Are mechanical safeguards in place and in proper working order (e.g. paper cutter guards)?			
Fire	Yes	No	N/A
1. Are emergency exit signs lit properly?			
2. Are fire alarms and fire extinguishers visible and accessible?			
3. Are fire doors (e.g. in stairways) kept closed unless equipped with automatic closing device? Yes			
4. 18" vertical clearance is maintained below all sprinkler heads.			
5. Fire extinguishers are serviced annually.			
6. Corridors and stairways are kept free of obstruction and not used for storage.			
7. Fire safety plan and procedures			
Earthquake	Yes	No	N/A
1. Are bookcases, filing cabinets, shelves, racks, cages, storage cabinets and similar items over 4 feet tall anchored to the wall?			
2. Do shelves have lips or other seismic restraints?			
3. Are portable machines or equipment secured against movement using chains, lockable casters, or other appropriate means?			
4. Is top-heavy equipment bolted down or secured to wall studs? Yes			
5. Are large and heavy objects stored on lower shelves or storage areas? Yes			
6. Is valuable equipment sensitive to shock damage, such as instruments, computer disks and glassware stored in latched cabinets or otherwise secured to prevent falling?			
7. Are storage areas uncluttered providing clear passages in the event of an emergency? Yes			
8. Are cabinets and lockers containing hazardous materials equipped with positive latching or sliding doors? Yes			
Section VI. Required Workplace Postings			
The following signs are required to be posted in clear view. (Child Labor Laws 2000)	Yes	No	N/A
1. A Minimum Wage poster available from any Division office or the Industrial Welfare Commission.			
2. A Pay Day Notice specifying the regular pay days and the time and place of payment for employees [LC 207]. (Employers may make their own notice. A sample notice can be obtained from any Division of Labor Standards Enforcement office.)			
3. A Cal/OSHA Safety Rules and Regulations notice available from the Division of Occupational Safety and Health [LC 6328].			
4. A Workers' Compensation Insurance Coverage notice available from the employer's workers' compensation insurance carrier [LC 3550].			
5. Equal Opportunity Is the Law Posting			
Section VII. Certification of Review			
I confirm that I have reviewed and discussed all applicable worksite requirements as contained in this checklist with the identified worksite supervisor or authorized representative.			
AGENCY REPRESENTATIVE SIGNATURE		Date	
AGENCY REPRESENTATIVE PRINT NAME			