



FACILITY:	PWB - 3rd Floor	DATE:	11/21/23	TIME:	
CONDUCTED BY:	Randall Macfarlane		Date: Dec /		
FAC REP: [print]	<i>Angela Martinez</i>		Date: Dec /		
Criteria				Yes	No
DOCUMENTATION / GENERAL SAFETY					
OSHA required posters prominently displayed on bulletin board.				✓	
OSHA Log maintained, Summary Posted Feb.-Apr., Filed for five years.				✓	
Housekeeping and sanitation is adequate.				✓	
All areas are provided with adequate lighting and ventilation				✓	
Outside areas and parking lots are properly maintained.				✓	
Are the restrooms appropriate for the number of employees; are regularly serviced				✓	
FIRST AID / MSDS / HAZARDOUS WASTE					
Adequate number of first aid kits available for the number of employees in the area				✓	
First Aid supplies inventoried and replenished as needed.				✓	
Separate and appropriate storage facilities for hazardous materials/items				✓	
Current Material Safety Data Sheets are available for hazardous materials.				✓	
FIRE PROTECTION / ELECTRICAL EQUIPMENT					
Properly serviced fire extinguishers are readily available.				✓	
Does the building have floor wardens, emergency maps and annual fire drills?				✓	
Electrical equipment is maintained in good working condition.				✓	
No electrical cords are running over/under walls or through doorways, etc.				✓	
WORK & STORAGE AREAS					
Floors, corridors, walkways & aisles are relatively smooth and free of tripping				✓	
Are stairways designed with slip-resistant surfaces and are adequately illuminated?				✓	
Exits are unobstructed and properly marked with illuminated exit signs & lights				✓	
Exit door hardware operates properly				✓	
Do stairs have at least a 6-½ foot overhead clearance?				✓	
Office furniture, chairs, desks, and tables are in safe usable condition				✓	
Are signs posted showing the elevated surface load capacity, access and egress?				✓	
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?				✓	
All cabinets are securely attached for earthquake loads				✓	
Cabinets and shelves are properly loaded, heaviest items on bottom.				✓	
SAFETY HAZARDS - DESCRIPTION - CAUSES - RECOMMENDATIONS - SCHEDULE FOR CORRECTION					
AED is located in hallway / BSS but do not check for date of service					

1. For all Hazards/Unsafe Work practices include photographs
2. Submit the report to the BCA Safety Committee



FACILITY:	San Pedro Office	DATE:	11/30/23	TIME:	
CONDUCTED BY:	Randall Macfarlane		Date: Dec / ____		
FAC REP: [print]	Yolanda Rock		Date: Dec / ____		
Criteria			Yes	N	
DOCUMENTATION / GENERAL SAFETY					
OSHA required posters prominently displayed on bulletin board.			✓		
OSHA Log maintained, Summary Posted Feb.-Apr., Filed for five years.			✓		
Housekeeping and sanitation is adequate.			✓		
All areas are provided with adequate lighting and ventilation			✓		
Outside areas and parking lots are properly maintained.			✓		
Are the restrooms appropriate for the number of employees; are regularly serviced			✓		
FIRST AID / MSDS / HAZARDOUS WASTE					
Adequate number of first aid kits available for the number of employees in the area				✓	
First Aid supplies inventoried and replenished as needed.				✓	
Separate and appropriate storage facilities for hazardous materials/items					
Current Material Safety Data Sheets are available for hazardous materials.					
FIRE PROTECTION / ELECTRICAL EQUIPMENT					
Properly serviced fire extinguishers are readily available.			✓		
Does the building have floor wardens, emergency maps and annual fire drills?			✓		
Electrical equipment is maintained in good working condition.			✓		
No electrical cords are running over/under walls or through doorways, etc.			✓		
WORK & STORAGE AREAS					
Floors, corridors, walkways & aisles are relatively smooth and free of tripping			✓		
Are stairways designed with slip-resistant surfaces and are adequately illuminated?			✓		
Exits are unobstructed and properly marked with illuminated exit signs & lights			✓		
Exit door hardware operates properly			✓		
Do stairs have at least a 6-½ foot overhead clearance?			✓		
Office furniture, chairs, desks, and tables are in safe usable condition			✓		
Are signs posted showing the elevated surface load capacity, access and egress?			✓		
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?			✓		
All cabinets are securely attached for earthquake loads			✓		
Cabinets and shelves are properly loaded, heaviest items on bottom.			✓		
SAFETY HAZARDS – DESCRIPTION – CAUSES – RECOMMENDATIONS – SCHEDULE FOR CORR					
First Aid materials were out of date and were missing a lot of required supplies					

1. For all Hazards/Unsafe Work practices include photographs
2. Submit the report to the BCA Safety Committee

FACILITY:	Tillman TP	DATE:		TIME:		
CONDUCTED BY:	Randall Macfarlane	Date: Dec 11/27				
FAC REP: [print]	Randall Macfarlane	Date: Dec 11/27				
Criteria					Yes	No
DOCUMENTATION / GENERAL SAFETY						
OSHA required posters prominently displayed on bulletin board.					✓	
OSHA Log maintained, Summary Posted Feb.-Apr., Filed for five years.						
Housekeeping and sanitation is adequate.					✓	
All areas are provided with adequate lighting and ventilation					✓	
Outside areas and parking lots are properly maintained.					✓	
Are the restrooms appropriate for the number of employees; are regularly serviced					✓	
FIRST AID / MSDS / HAZARDOUS WASTE						
Adequate number of first aid kits available for the number of employees in the area					✓	
First Aid supplies inventoried and replenished as needed.					✓	
Separate and appropriate storage facilities for hazardous materials/items					✓	
Current Material Safety Data Sheets are available for hazardous materials.					✓	
FIRE PROTECTION / ELECTRICAL EQUIPMENT						
Properly serviced fire extinguishers are readily available.					✓	
Does the building have floor wardens, emergency maps and annual fire drills?						
Electrical equipment is maintained in good working condition.					✓	
No electrical cords are running over/under walls or through doorways, etc.					✓	
WORK & STORAGE AREAS						
Floors, corridors, walkways & aisles are relatively smooth and free of tripping					✓	
Are stairways designed with slip-resistant surfaces and are adequately illuminated?					✓	
Exits are unobstructed and properly marked with illuminated exit signs & lights					✓	
Exit door hardware operates properly					✓	
Do stairs have at least a 6-½ foot overhead clearance?					✓	
Office furniture, chairs, desks, and tables are in safe usable condition					✓	
Are signs posted showing the elevated surface load capacity, access and egress?					✓	
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?					✓	
All cabinets are securely attached for earthquake loads						
Cabinets and shelves are properly loaded, heaviest items on bottom.					✓	
SAFETY HAZARDS – DESCRIPTION – CAUSES – RECOMMENDATIONS – SCHEDULE FOR CORRE						
<p style="font-size: 1.2em;">First Aid Kits materials are all out dated Need to replace</p>						

1. For all Hazards/Unsafe Work practices include photographs
2. Submit the report to the BCA Safety Committee



FACILITY:	Terminal Island TP	DATE:	11/30/23	TIME:	
CONDUCTED BY:	Randall Macfarlane	Date: Dec / ____			
FAC REP: [print]	<i>Randall Macfarlane</i>	Date: Dec / ____			
Criteria				Yes	No
DOCUMENTATION / GENERAL SAFETY					
OSHA required posters prominently displayed on bulletin board.				✓	
OSHA Log maintained, Summary Posted Feb.-Apr., Filed for five years.				✓	
Housekeeping and sanitation is adequate.				✓	
All areas are provided with adequate lighting and ventilation				✓	
Outside areas and parking lots are properly maintained.				✓	
Are the restrooms appropriate for the number of employees; are regularly serviced				✓	
FIRST AID / MSDS / HAZARDOUS WASTE					
Adequate number of first aid kits available for the number of employees in the area				✓	
First Aid supplies inventoried and replenished as needed.					✓
Separate and appropriate storage facilities for hazardous materials/items				✓	
Current Material Safety Data Sheets are available for hazardous materials.					
FIRE PROTECTION / ELECTRICAL EQUIPMENT					
Properly serviced fire extinguishers are readily available.				✓	
Does the building have floor wardens, emergency maps and annual fire drills?				✓	
Electrical equipment is maintained in good working condition.				✓	
No electrical cords are running over/under walls or through doorways, etc.				✓	
WORK & STORAGE AREAS					
Floors, corridors, walkways & aisles are relatively smooth and free of tripping				✓	
Are stairways designed with slip-resistant surfaces and are adequately illuminated?				✓	
Exits are unobstructed and properly marked with illuminated exit signs & lights				✓	
Exit door hardware operates properly				✓	
Do stairs have at least a 6-½ foot overhead clearance?				✓	
Office furniture, chairs, desks, and tables are in safe usable condition				✓	
Are signs posted showing the elevated surface load capacity, access and egress?				✓	
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?				✓	
All cabinets are securely attached for earthquake loads				✓	
Cabinets and shelves are properly loaded, heaviest items on bottom.				✓	
SAFETY HAZARDS - DESCRIPTION - CAUSES - RECOMMENDATIONS - SCHEDULE FOR CORRECTION					
<i>HAZ MATL QUESTION TO MIKE HOWARD</i>					
<i>Regarding staff having SDS and</i>					
<i>training for adjacent HAZ CHEM S</i>					

1. For all Hazards/Unsafe Work practices include photographs
2. Submit the report to the BCA Safety Committee

FACILITY:	West Valley Office	DATE:	11/30/23	TIME:	
CONDUCTED BY:	Randall Macfarlane		Date: Dec 11/30		
FAC REP: [print]	Robert Costello		Date: Dec 11/30		

Criteria	Yes	No
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DOCUMENTATION / GENERAL SAFETY

OSHA required posters prominently displayed on bulletin board.	✓	
OSHA Log maintained, Summary Posted Feb.-Apr., Filed for five years.		
Housekeeping and sanitation is adequate.	✓	
All areas are provided with adequate lighting and ventilation	✓	
Outside areas and parking lots are properly maintained.	✓	
Are the restrooms appropriate for the number of employees; are regularly serviced	✓	

FIRST AID / MSDS / HAZARDOUS WASTE

Adequate number of first aid kits available for the number of employees in the area		✓
First Aid supplies inventoried and replenished as needed.		✓
Separate and appropriate storage facilities for hazardous materials/items	✓	
Current Material Safety Data Sheets are available for hazardous materials.	✓	

FIRE PROTECTION / ELECTRICAL EQUIPMENT

Properly serviced fire extinguishers are readily available.	✓	
Does the building have floor wardens, emergency maps and annual fire drills?	✓	
Electrical equipment is maintained in good working condition.	✓	
No electrical cords are running over/under walls or through doorways, etc.	✓	

WORK & STORAGE AREAS

Floors, corridors, walkways & aisles are relatively smooth and free of tripping	✓	
Are stairways designed with slip-resistant surfaces and are adequately illuminated?	✓	
Exits are unobstructed and properly marked with illuminated exit signs & lights	✓	
Exit door hardware operates properly	✓	
Do stairs have at least a 6-½ foot overhead clearance?	✓	
Office furniture, chairs, desks, and tables are in safe usable condition	✓	
Are signs posted showing the elevated surface load capacity, access and egress?	✓	
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?	✓	
All cabinets are securely attached for earthquake loads		
Cabinets and shelves are properly loaded, heaviest items on bottom.	✓	

SAFETY HAZARDS – DESCRIPTION – CAUSES – RECOMMENDATIONS – SCHEDULE FOR CORRECTION

First Aid Kits were poorly stocked
~~Personal~~ Kits had a lot of personal use medi
 available

1. For all Hazards/Unsafe Work practices include photographs
2. Submit the report to the BCA Safety Committee



FACILITY:	Marvin Braude 1st Floor	DATE:	12/13/23	TIME:		
CONDUCTED BY:	Randall Macfarlane	Date: Dec / 13				
FAC REP: [print]	Randall Macfarlane	Date: Dec /				
Criteria					Yes	No
DOCUMENTATION / GENERAL SAFETY						
OSHA required posters prominently displayed on bulletin board.					✓	
OSHA Log maintained, Summary Posted Feb.-Apr., Filed for five years.					✓	
Housekeeping and sanitation is adequate.					✓	
All areas are provided with adequate lighting and ventilation					✓	
Outside areas and parking lots are properly maintained.					✓	
Are the restrooms appropriate for the number of employees; are regularly serviced					✓	
FIRST AID / MSDS / HAZARDOUS WASTE						
Adequate number of first aid kits available for the number of employees in the area					✓	
First Aid supplies inventoried and replenished as needed.					✓	
Separate and appropriate storage facilities for hazardous materials/items					✓	
Current Material Safety Data Sheets are available for hazardous materials.					✓	
FIRE PROTECTION / ELECTRICAL EQUIPMENT						
Properly serviced fire extinguishers are readily available.					✓	
Does the building have floor wardens, emergency maps and annual fire drills?					✓	
Electrical equipment is maintained in good working condition.					✓	
No electrical cords are running over/under walls or through doorways, etc.					✓	
WORK & STORAGE AREAS						
Floors, corridors, walkways & aisles are relatively smooth and free of tripping					✓	
Are stairways designed with slip-resistant surfaces and are adequately illuminated?					✓	
Exits are unobstructed and properly marked with illuminated exit signs & lights					✓	
Exit door hardware operates properly					✓	
Do stairs have at least a 6-½ foot overhead clearance?					✓	
Office furniture, chairs, desks, and tables are in safe usable condition					✓	
Are signs posted showing the elevated surface load capacity, access and egress?					✓	
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?					✓	
All cabinets are securely attached for earthquake loads					✓	
Cabinets and shelves are properly loaded, heaviest items on bottom.					✓	
SAFETY HAZARDS - DESCRIPTION - CAUSES - RECOMMENDATIONS - SCHEDULE FOR CORRECTION						

1. For all Hazards/Unsafe Work practices include photographs
2. Submit the report to the BCA Safety Committee



FACILITY:	Hyperion TP	DATE:	11/30/2023	TIME:		
CONDUCTED BY:	Randall Macfarlane	Date: Dec / ____				
FAC REP: [print]	<i>Randall Macfarlane</i>	Date: Dec / ____				
Criteria					Yes	No
DOCUMENTATION / GENERAL SAFETY						
OSHA required posters prominently displayed on bulletin board.					✓	
OSHA Log maintained, Summary Posted Feb.-Apr., Filed for five years.					✓	
Housekeeping and sanitation is adequate.					✓	
All areas are provided with adequate lighting and ventilation					✓	
Outside areas and parking lots are properly maintained.					✓	
Are the restrooms appropriate for the number of employees; are regularly serviced					✓	
FIRST AID / MSDS / HAZARDOUS WASTE						
Adequate number of first aid kits available for the number of employees in the area					✓	
First Aid supplies inventoried and replenished as needed.					✓	
Separate and appropriate storage facilities for hazardous materials/items						
Current Material Safety Data Sheets are available for hazardous materials.						
FIRE PROTECTION / ELECTRICAL EQUIPMENT						
Properly serviced fire extinguishers are readily available.					✓	
Does the building have floor wardens, emergency maps and annual fire drills?					✓	
Electrical equipment is maintained in good working condition.					✓	
No electrical cords are running over/under walls or through doorways, etc.					✓	
WORK & STORAGE AREAS						
Floors, corridors, walkways & aisles are relatively smooth and free of tripping					✓	
Are stairways designed with slip-resistant surfaces and are adequately illuminated?					✓	
Exits are unobstructed and properly marked with illuminated exit signs & lights					✓	
Exit door hardware operates properly					✓	
Do stairs have at least a 6-½ foot overhead clearance?					✓	
Office furniture, chairs, desks, and tables are in safe usable condition					✓	
Are signs posted showing the elevated surface load capacity, access and egress?					✓	
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?					✓	
All cabinets are securely attached for earthquake loads					✓	
Cabinets and shelves are properly loaded, heaviest items on bottom.					✓	
SAFETY HAZARDS – DESCRIPTION – CAUSES – RECOMMENDATIONS – SCHEDULE FOR CORRECTION						

1. For all Hazards/Unsafe Work practices include photographs
2. Submit the report to the BCA Safety Committee



FACILITY:	West Los Angeles Office	DATE:	12/13/2013	TIME:	
CONDUCTED BY:	Randall Macfarlane	Date:	Dec 13		
FAC REP: [print]	Peter Rhyu	Date:	Dec 13		
Criteria				Yes	No
DOCUMENTATION / GENERAL SAFETY					
OSHA required posters prominently displayed on bulletin board.				✓	
OSHA Log maintained, Summary Posted Feb.-Apr., Filed for five years.				✓	
Housekeeping and sanitation is adequate.				✓	
All areas are provided with adequate lighting and ventilation				✓	
Outside areas and parking lots are properly maintained.				✓	
Are the restrooms appropriate for the number of employees; are regularly serviced					
FIRST AID / MSDS / HAZARDOUS WASTE					
Adequate number of first aid kits available for the number of employees in the area				✓	
First Aid supplies inventoried and replenished as needed.				✓	
Separate and appropriate storage facilities for hazardous materials/items				✓	
Current Material Safety Data Sheets are available for hazardous materials.					
FIRE PROTECTION / ELECTRICAL EQUIPMENT					
Properly serviced fire extinguishers are readily available.				✓	
Does the building have floor wardens, emergency maps and annual fire drills?				✓	
Electrical equipment is maintained in good working condition.				✓	
No electrical cords are running over/under walls or through doorways, etc.				✓	
WORK & STORAGE AREAS					
Floors, corridors, walkways & aisles are relatively smooth and free of tripping				✓	
Are stairways designed with slip-resistant surfaces and are adequately illuminated?				✓	
Exits are unobstructed and properly marked with illuminated exit signs & lights				✓	
Exit door hardware operates properly				✓	
Do stairs have at least a 6-½ foot overhead clearance?				✓	
Office furniture, chairs, desks, and tables are in safe usable condition				✓	
Are signs posted showing the elevated surface load capacity, access and egress?				✓	
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?				✓	
All cabinets are securely attached for earthquake loads					
Cabinets and shelves are properly loaded, heaviest items on bottom.					
SAFETY HAZARDS – DESCRIPTION – CAUSES – RECOMMENDATIONS – SCHEDULE FOR CORRECTION					

1. For all Hazards/Unsafe Work practices include photographs
2. Submit the report to the BCA Safety Committee

[illegible]

1. For all Hazards/Unsafe Work practices include photographs
2. Submit the report to the BCA Safety Committee

FACILITY:	Los Angeles-Glendale TP	DATE:		TIME:	
CONDUCTED BY:	Randall Macfarlane		Date: Dec / 11 / 21		
FAC REP: [print]	John Batley		Date: Dec / 11 / 21		
Criteria				Yes	No
DOCUMENTATION / GENERAL SAFETY					
OSHA required posters prominently displayed on bulletin board.					✓
OSHA Log maintained, Summary Posted Feb.-Apr., Filed for five years.					
Housekeeping and sanitation is adequate.				✓	
All areas are provided with adequate lighting and ventilation				✓	
Outside areas and parking lots are properly maintained.				✓	
Are the restrooms appropriate for the number of employees; are regularly serviced				✓	
FIRST AID / MSDS / HAZARDOUS WASTE					
Adequate number of first aid kits available for the number of employees in the area				✓	✓
First Aid supplies inventoried and replenished as needed.					✓
Separate and appropriate storage facilities for hazardous materials/items				✓	
Current Material Safety Data Sheets are available for hazardous materials.					
FIRE PROTECTION / ELECTRICAL EQUIPMENT					
Properly serviced fire extinguishers are readily available.				✓	
Does the building have floor wardens, emergency maps and annual fire drills?					
Electrical equipment is maintained in good working condition.				✓	
No electrical cords are running over/under walls or through doorways, etc.				✓	
WORK & STORAGE AREAS					
Floors, corridors, walkways & aisles are relatively smooth and free of tripping				✓	
Are stairways designed with slip-resistant surfaces and are adequately illuminated?				✓	
Exits are unobstructed and properly marked with illuminated exit signs & lights				✓	
Exit door hardware operates properly				✓	
Do stairs have at least a 6-½ foot overhead clearance?				✓	
Office furniture, chairs, desks, and tables are in safe usable condition				✓	
Are signs posted showing the elevated surface load capacity, access and egress?				✓	
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?				✓	
All cabinets are securely attached for earthquake loads					✓
Cabinets and shelves are properly loaded, heaviest items on bottom.				✓	
SAFETY HAZARDS – DESCRIPTION – CAUSES – RECOMMENDATIONS – SCHEDULE FOR CORRECTION					
First Aid materials need to be updated					

1. For all Hazards/Unsafe Work practices include photographs
2. Submit the report to the BCA Safety Committee