Safety Program Requirements

Sunshine in Home Care and Assistance Ltd Sunshine

Title	Program Requirements	Training Requirements
Access to Employee Exposure and Medical Records	• Identify what records must be maintained • Maintain employee's records confidentially • Ensure access to records by employees, as required • Inform employees of their rights, complete **Access to Employee Exposure and Medical Records FORM**, employees need access	**REQUIRED TRAINING:** • Access to Employee Exposure and Medical Records Employees must be informed of what records are kept, their location, and how to access them. Frequency: initial, annual
Accident Investigation and Reporting	• Determine who will investigate accidents, this may include supervisors, management, and employees • Determine accident and near miss reporting procedures • Inform employees of the work-related injuries and illness procedures and their rights to report • Complete accident report as needed, **Accident, Incident, Near Miss Investigation Report FORM** • Note additional state requirements for: AK, HI, WA	Available but not required training: • Accident investigation (Supervisor) • Accident Reporting
Bio-Medical Waste Management	• Ensure sharps and other bio-waste containers are labeled with the biohazard symbol and are puncture resistant, and leak proof • Ensure full bio-waste containers are removed from the work area, once they are full, at least every 30 days • Note additional state requirements for: FL	• No OSHA trainings apply
Blood and Body Fluids (Incidental) Exposure	• Identify Risk Situations	Available but not required training: • Blood and Body Fluids Safety Awareness

Safety Program Requirements

Sunshine in Home Care and Assistance Ltd Sunshine

Title	Program Requirements	Training Requirements
Crisis and Disaster Planning	• Evaluate the need for a crisis and disaster plan, taking into consideration any hazardous chemicals or processes that may be impacted by a disaster • Write plans, where required, **Disaster Program Template FORM** • Ensure procedures and processes are in place to protect employees, systems, and processes • Communicate disaster response information to employees and emergency response team members, as needed	Available but not required training: • Crisis and Disaster Planning (Supervisor)

Emergency Action, Evacuation and Fire Prevention	• Identify and evaluate fire hazards
	• Identify and evaluate exit routes
	• Provide emergency equipment as needed
	• Write and communicate policies and procedures including Emergency Action and Fire Prevention Programs, **Emergency Action Plan FORM**, employees need access
	• Review program at least annually
	• Annual and monthly fire extinguisher inspections
	• Note additional state requirements for: MI, OR
		REQUIRED TRAINING:
		    • Emergency Action
		    • Fire Extinguisher
		
		Emergency Action training required for all employees in exiting areas, relocation safe-spot, and (as appropriate) fire hazards.
		
		Fire Extinguisher training required if an employee is required to use fire extinguishers, training required annually. (Paychex can provide only voluntary use fire extinguisher training)
		
		Frequency: initial, update as required, annual for some businesses

Ergonomics and MSD	• Evaluate the need for an ergonomics program
	• Implement controls to minimize or eliminate repetitive or force trauma tasks
	• Note additional state requirements for: CA, ME
		Available but not required training:
		    • Office Ergonomics
		    • General Industry Ergonomics

Safety Program Requirements

Sunshine in Home Care and Assistance Ltd Sunshine

Title	Program Requirements	Training Requirements
First Aid and Emergency Response	• Determine if on-site first aid or emergency response teams or designated and trained personnel are required (if ambulance or EMT/fire department is more than 3-4 minutes away) • Establish agreements with local ambulance or fire/EMT services to provide emergency medical response, if appropriate • Write and communicate policies and procedures • Note additional state requirements for: CA,KY,OR	**Available but not required training:** • **First Aid (Basic)** **Only required for:** Response Teams certified 1st aid/CPR and Bloodborne Pathogens. Other training as required by responsibilities. (Paychex can provide general awareness and BBP, but not certified 1st Aid or CPR) Frequency: initial, CPR every two years.
General Safety Awareness	• Document any site specific General Safety Rules not covered by any other section of the safety manual, **General Safety Rules FORM**, employees need access • Ensure New Employee are given safety training prior to starting work • Note additional state requirements for: HI, OR	Available but not required training: • General Safety Orientation
Hand and Portable Power Tools	• Inspect tools before use to ensure they are in good operating condition • Note additional state requirements for: MI, MN	Available but not required training: • Hand and Portable Power Tools

Safety Program Requirements

Sunshine in Home Care and Assistance Ltd Sunshine

Title	Program Requirements	Training Requirements
Hazard Communication	• Determine if hazardous chemicals are present in the workplace • Ensure a Hazardous Chemical Inventory List is maintained, **Chemical Inventory List FORM** • Ensure the availability of a Safety Data Sheet (SDS) for each hazardous chemical or mixture in the workplace, employees need access • Ensure proper labeling of chemical containers • Complete a written hazard communication program, **Hazard Communication Written Program FORM**, employees need access • Develop a process to evaluate and document any new hazards or changes • Ensure proper Personal protective equipment is identified • Note additional state requirements for: AK, HI, MD, MI, MN, NC, NM, RI, TN, VT, WA, *OR for Pesticide Worker Protection	**REQUIRED TRAINING:** • Hazard Communication SDS content, Labeling requirements, Right to Know Frequency: initial, update as required
Personal Protective Equipment	• Conduct an annual documented personal protective equipment assessment to Identify risk factors for employee exposures, **Certificate of Hazard Assessment FORM**, employees need access • Provide protective equipment, as required • Note additional state requirements for: MI, MN, OR	**REQUIRED TRAINING:** • Personal Protective Equipment (Equipment dependent) Users of equipment in use, storage and protection limits.) Frequency: initial, update as required
Safe Driving	• Inspect vehicles prior to operation	Available but not required training: • Safe Driving
Safety Checklist	• Routine safety inspections and audit of workplace	No OSHA trainings apply

Safety Program Requirements

Sunshine in Home Care and Assistance Ltd Sunshine

Title	Program Requirements	Training Requirements
Walking and Working Surfaces	• Ensure aisles and passageways are of the proper width and appropriately maintained • Ensure all wall, floor, stairways are adequately protected • Ensure floors are not overloaded, and that load limits are indicated • Enforce housekeeping rules • Ensure materials are properly stored and not obstructing aisles, passageways, stairways or other areas where they could cause a hazard • Note additional state requirements for: MI, MN, OR	Available but not required training: • Slips Trips and Falls • Walking and Working Surfaces

Disclaimer

Sunshine in Home Care and Assistance Ltd Sunshine

Safety Manual

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Sunshine in Home Care and Assistance Ltd Sunshine

SAFETY AND HEALTH POLICY STATEMENT

Safety and health in our company must be a part of every operation, and is every employee's responsibility.

We maintain a safety and health program conforming to the best practices of businesses in our industry. To be successful, such a program must embody the proper attitudes toward injury and illness prevention and requires cooperation in all safety and health matters between employees at all levels. Only through a cooperative effort can an effective safety and health program be established and preserved.

The safety and health of every employee is a high priority. Management accepts responsibility for providing a safe working environment and employees are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health is only achieved through teamwork. Everyone must join together in promoting safety and health and taking every reasonable measure to assure safe working conditions in the company.

ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

REGULATORY STANDARD: *OSHA 29 CFR 1910.1020*
OSHA 29 CFR 1926.33

INTRODUCTION
Records that pertain in any way to exposures or to employee specific health information must be maintained confidentially by the company. Employees must understand what records are kept, why, and how to access these records. This would include medical exams, facility surveys for air contaminants, noise surveys, hearing exams, etc.

TRAINING
Employees informed on the types of records, location, and access procedures.

ACTIVITIES
- Identify what records must be maintained
- Maintain employee records confidentially
- Ensure access to records by employees, as required

FORMS
- Recordkeeping Requirements for Exposure Records (reference)
- Access to Employee Exposure and Medical Records
- Release of Medical or Exposure Records Consent Form
- Training Attendance Roster

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ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS PROGRAM

1. **Purpose.** This document provides written guidance for specific exposure monitoring, testing results, medical surveillance, and similar documents required by OSHA regulations with regard to employee-specific information. Records that contain health related information specific to an employee or employee exposure must be maintained for specific timeframes.

2. **Scope.** Applies to any medical or exposure monitoring records, and medical surveillance monitoring records maintained by the company.

3. **Responsibilities**

    3.1 Area Management:

        3.1.1 Determines what records must be maintained. (Reference Recordkeeping Requirements for Medical and Exposure Records form)

        3.1.2 Ensures medical and exposure records are maintained confidentially.

        3.1.3 Ensures employees have access to medical and exposure records.

    3.2 Employees:

        3.2.1 Understand where records are kept, why they are required, and how to access them.

    3.3 Safety Representative must (as needed):

        3.3.1 Assist in the implementation of this program.

4. **Procedure**

    4.1 Access Rules.

        4.1.1 Employee access to records must be provided within 15 working days from the date of request.

            4.1.1.1 Except for trade secrets, employers are to disclose the specific chemical identity [chemical name and Chemical Abstract Service (CAS) number] of materials for which exposure records are requested

            4.1.1.2 Requests need not be in writing, unless trade secret information is involved in the request.

            4.1.1.3 Delays of more than 15 days must be documented in writing and the employee informed (also in writing) of the reason for the delay and include the date of release of the record.

4.1.1.4   Access may be to employees to whom the records pertain or to that employee's legal representative. The records of other employees are not to be considered part of this information, unless the information is part of objective data evaluations.

4.1.2   OSHA may access these records at any time without written consent of the employee.

4.1.3   Health professionals (physicians, occupational health nurses, industrial hygienists, toxicologists, and epidemiologists) who require information for non-emergency medical treatment may request access to medical records with the written consent of the patient or their legal representative.

4.1.4   Health professionals (physicians, occupational health nurses, industrial hygienists, toxicologists, and epidemiologists) who require information for emergency or medical treatment of an exposed employee will be granted immediate access to pertinent information about the exposure without delay.

4.1.4.1   If trade secret information is part of this record, confidentiality agreements may be obtained at a future point, however, immediate information will be transmitted as it pertains to the emergency medical treatment.

4.1.5   Employers must inform their workers initially and at least annually of their rights to access to medical and exposure records.

5. Safety Information

5.1   Records Retention:

5.1.1   Exposure records are generally required to be maintained for 30 years.

5.1.2   Medical records are generally required to be maintained for the duration of employment plus 30 years.

5.1.3   Biological and Chemical monitoring results are generally maintained for the duration of employment plus 30 years.

5.1.4   First aid records and experimental toxicological research records are excluded from the 30-year retention requirements.

5.1.5   Safety Data Sheets and Chemical Inventory Information is generally not required to be maintained, provided the specific information on chemical name, manufacturer and date is maintained in the exposure record.

5.1.6   Personal medical records for short-term employees (less than one year) do not have to be retained if they are provided to the employee on termination

5.1.7   X-rays (except chest x-rays) may be microfilmed for easier storage. Chest x-rays must be maintained in their original condition.

5.2   Copies of Records

5.2.1   Employees are entitled to view their records at any time.

5.2.2   One copy of the record will be provided within 15 days of a written request at no charge to the employee.

5.2.2.1   X-rays may be viewed at the site or at a convenient off-site location.

5.3   Transfer of Records

5.3.1   Should the company cease to do business during the record retention time frame, the company will transfer all records to the successor employer.

5.3.2   Whenever an employer is ceasing to do business and there is no successor employer to receive and maintain the records subject to this standard, the employer shall notify affected current employees of their rights of access to records at least three (3) months prior to the cessation of the employer's business.

6.   Training and Information

Employees must be informed of the types of records maintained by the company, who maintains these records, and the process for accessing their personal records.

7.   Definitions.

➢   *Access* – The right to read, examine, and copy.

➢   *Exposure Record* - Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained; or Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs;

➢   *Medical Record* – Documentation concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including: Questionnaires or histories, medical examination results or laboratory test results (including x-rays), medical opinions, descriptions of treatments and prescriptions, detailed first aid descriptions, and employee medical complaints. Health insurance claims and voluntary employee assistance program information (drug or alcohol counseling, and/or personal counseling programs) are not considered part of the medical record if they are maintained in a separate system, nor are voluntary employee assistance program information.

➢ *Objective Data Evaluations* - a type of exposure evaluation using area or personnel sampling where the data is representative of employee exposures in the work environment.

➢ *Trade Secret* – Confidential information that pertains to the chemical make up of a substance or mixture that, when disclosed, will have a negative impact on the company's business activities with regard to trademarked or similarly protected products.

Recordkeeping Requirements For Exposure and Medical Records

This listing outlines the requirements for recordkeeping for employee exposure and medical records for the regulations listed in the General Industry Standards			
Topic or Record Type	OSHA Standards	Frequency of Monitoring or Records	Duration of Recordkeeping
Incident Reports	1904	As Incident Occurs	5 years
Training Records	General	As deemed by specific regulation	Until superseded unless otherwise noted
Injury and Illness Logs (300/300A)	1904	Annual	5 years
Noise Monitoring Results	1910.95	Annual	2 years
Noise and Hearing Audiograms	1910.95	Annual	Duration of employment
Process Safety for Highly Hazardous Chemicals	1910.119	As Incident Occurs	5 years
Hazardous Waste Operations and Emergency Response for exposures above PEL	1910.120	Annual or as deemed by physician	Duration of employment plus 30 years
Respirator Use Medical Evaluations	1910.134	Annual	Duration of employment plus 30 years
Respirator Use Fit Test	1910.134	Annual	Until superseded
Commercial Diving Incident and Injury Reports	1910.401-441	As Incident Occurs	Duration of employment plus 30 years
Commercial Diving Medical Records	1910.440	Annual	5 years then to OSHA
Commercial Diving Dive Records	1910.440	Per Dive	1 year
Commercial Diving Decompression Evaluation	1910.440	Per Dive	5 years then to OSHA
Commercial Diving Equipment Evaluations and Inspections	1910.440	Per Use	Until superseded
Air Contaminants Exposures above PEL	1910.1000	Annual or as deemed by physician	Duration of employment plus 30 years
Asbestos Exposure Monitoring	1910.1001	Per Job	30 years
Asbestos Employee Exposures	1910.1001	Per Employee	Duration of employment plus 30 years
Asbestos Training Records	1910.1001	Annual	Duration of employment plus 1 year

13 Carcinogens
  4-nitrobiphenyl;
  alpha-Naphthylamine;
  Methyl chloromethyl ether;
  3,3'-Dichlorobenzidine (& salts);
  bis-Chloromethyl ether;
  beta-Naphthylamine;
  Benzidine;
  4-Aminodiphenyl;
  Ethyleneimine;
  beta-Propiolactone;
  2-Acetylaminofluorene;
  4-Dimethylaminoazobenzene;
  N-Nitrosodimethylamine
	1910.1003-1006	Annual	Duration of employment

Vinyl Chloride Monitoring and Medical Surveillance Reports	1910.1007	Annual	Duration of employment plus 20 years (not less than 30 years)
Inorganic Arsenic Monitoring and Medical Surveillance Reports	1910.1008	Annual	Duration of employment plus 20 years (not less than 40 years)
Lead Monitoring and Medical Surveillance Reports	1910.1025	Annual	Duration of employment plus 20 years (not less than 40 years)
Lead Exposure Medical Removal	1910.1025	As occurs	Duration of employment
Cadmium Exposure Monitoring	1910.1027	Annual	30 years
Cadmium Exposure Medical Surveillance	1910.1027	Annual	Duration of employment plus 30 years

Recordkeeping Requirements For Exposure and Medical Records

Cadmium Exposure Training	1910.1027	Annual	1 year
Benzene Exposure Monitoring	1910.1028	Annual	30 years
Benzene Exposure Medical Surveillance	1910.1028	Annual	Duration of employment plus 30 years
Coke Oven Emission Monitoring and Medical Surveillance	1910.1029	Annual	Duration of employment plus 20 years (not less than 40 years)
Bloodborne Pathogens Training	1910.1030	Annual	3 years
Bloodborne Pathogens Exposure Incident Reports which include Hepatitis B Vaccine Status	1910.1030	As occurs	5 years (if no reported health effect) Duration of employment plus 30 years (if reported health effect)
Bloodborne Pathogens Sharps Injury Log	1910.1030	Annual	5 years
Cotton Dust Exposure Monitoring and Medical Surveillance	1910.1043	Annual	20 years
1,2-dibromo-3-chloropropane Exposure Monitoring and Medical Surveillance	1910.1044	Annual	Duration of employment plus 20 years (not less than 40 years)
Acrylonitrile Exposure Monitoring and Medical Surveillance	1910.1045	Annual	Duration of employment plus 20 years (not less than 40 years)
Ethylene Oxide (EtO) Exposure Monitoring	1910.1047	Annual	30 years
Ethylene Oxide (EtO) Medical Surveillance	1910.1047	Annual	Duration of employment plus 30 years
Formaldehyde Exposure Monitoring	1910.1048	Annual	30 years
Formaldehyde Medical Surveillance Records	1910.1048	Annual	Duration of employment plus 30 years
Methylenedianaline Exposure Monitoring	1910.1050	Annual	30 years
Methylenedianaline Medical Surveillance Records and Medical Removal Records	1910.1050	Annual	Duration of employment plus 30 years
1,3-Butadiene Exposure Monitoring Records	1910.1051	Annual	30 years
1,3-Butadiene Medical Surveillance Records	1910.1051	Annual	Duration of employment plus 30 years
Methylene Chloride Exposure Monitoring Records	1910.1052	Annual	30 years
Methylene Chloride Medical Surveillance Records	1910.1052	Annual	Duration of employment plus 30 years
Ionizing Radiation (X-ray) Programs	1910.1096	Per program	3 years after superseded date
Ionizing Radiation (X-ray) Surveys	1910.1096	Annual or as needed	3 years
Ionizing Radiation (X-ray) License Agreements; Planned Special Exposures; Individual Monitoring Results; and Waste Disposal Records	1910.1096	Per company	3 years after termination of license agreement
Ionizing Radiation (X-ray) Individual Monitoring Results and Public Individual Monitoring Results	1910.1096	Annual or as needed	3 years after termination of license agreement
Laboratory Safety Chemical Exposure Monitoring	1910.1450	As deemed by specific chemical or regulation	Duration of employment plus 30 years

ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS (OSHA 1910.1020)

Employees and their designated representative have a right of access to relevant exposure and medical records; and to provide representatives of OSHA a right of access to these records to fulfill responsibilities under the Occupational Safety and Health Act.

Employee medical records include: medical exams, facility surveys for air contaminants, noise surveys, hearing examinations, etc.

Location of records and availability

All exposure and medical records are on file in the _____. A copy of the records is available to the employee and an employee representative. All requests must be in writing, including the employee's signature.

Person responsible for maintaining records

The _____ is responsible for maintaining and providing access to records and to provide information on employee's rights of access of their records.

Location and availability of Section 1910.1020

A copy of section 1910.1020 and its appendices are located on the OSHA website (http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10027) or are printed and posted, and available to employees in the workplace at the following location:

_____ ____ _____ _____.

RELEASE OF MEDICAL OR EXPOSURE RECORDS CONSENT FORM

I, _____, hereby authorize
(full name of worker/patient)

_____ to release to
(organization holding the medical records)

_____ the following records:
(organization authorized to receive information)

_____
_____
(Describe the specific information desired to be released).

I give my permission for this medical information to be used for the following purpose:
_____
_____

but I do not give permission for any other use or re-disclosure of this information.

This release consent expires on: _____
(date)

ONLY the above listed information is authorized to be released. No other information pertaining to my records is authorized for release.

_____
Full name (printed) of Employee or Legal Representative

_____
Signature of Employee or Legal Representative

Date of Signature: _____

TRAINING ATTENDANCE ROSTER
ACCESS TO EXPOSURE AND MEDICAL RECORDS

Access to Employee Exposure and Medical Records Training Includes:
- Purpose of Regulation
- What is access
- What records are kept and for how long
- How to access records
- Company and employee rights
- Trade secret protections
- Transfer and disposal of records
- Release consent for records

INSTRUCTOR:	*DATE:*	*LOCATION:*

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed.	

Name of Interpreter, if utilized: _____

**Accident Investigation
and Reporting**

ACCIDENT INVESTIGATION AND REPORTING
SAFETY PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR 1903. (General Duty Clause)*

INTRODUCTION

The accident investigation and reporting program is a tool used to ensure notification of accidents and assist in the correction action process. Accident investigation is primarily a fact-finding procedure - the facts revealed are used to prevent recurrences of similar accidents in the future.

TRAINING

- Supervisors should be trained in accident investigation
- Employees should be trained on when and how to report accidents and incidents

ACTIVITIES

- Determine who is a part of the Accident Investigation Team, which may include supervisors, management, and employees
- Determine accident and near miss reporting procedures
- Inform employees of the work-related injuries and illness procedures and their rights to report
- OSHA Recordkeeping, forms 300 and 301 or equivalent
- Injury trending

FORMS

- Accident, Incident, or Near Miss Investigation Report
- Training Attendance Roster - Accident Investigation
- Training Attendance Roster – Accident Reporting

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ACCIDENT INVESTIGATION AND REPORTING SAFETY PROGRAM

1. **Purpose.** Accidents and Incidents result from a failure of people, equipment, supplies, or surroundings. A successful accident investigation determines not only what happened, but also attempts to find out how and why the accident occurred. Investigations are an effort to prevent a similar or perhaps more disastrous sequence of events. The company will review and evaluate this safety program:

   1.1 When changes occur that prompt revision of this document (within the company or to regulatory documents)

   1.2 When facility operational changes occur that require a revision of this document

2. **Scope.** This program applies to the total workplace regardless of the number of workers employed or the number of work shifts.

3. **Responsibilities**

   3.1 Management:

      3.1.1 Ensure supervisors are trained in accident investigation, as needed or required.

      3.1.2 Inform employees of the company's work-related injury or illness procedures and the employees' rights to report work-related injuries and illnesses.

      3.1.3 Provide resources, as needed or required, to implement corrective actions based on results of incident investigations.

      3.1.4 Review incident reports and any incident trends to establish corrective and preventive actions.

      3.1.5 Communicate incident information to other areas of the company where similar incidents may occur, and implement preventive actions to eliminate the potential for future incidents.

      3.1.6 Maintain required documentation.

      3.1.7 Train appropriate personnel to review and implement Job Hazard Analysis and Trend Analysis as needed.

   3.2 Supervisor

      3.2.1 Provide or arrange for adequate medical treatment for any injured employee.

      3.2.2 Promptly investigate any incidents or near miss incidents that occur.

      3.2.3 Provide recommendations to management on corrective actions to prevent recurrence of similar incidents.

3.3 Employees

    3.3.1   Promptly report incidents or near misses that occur.

    3.3.2   Report hazardous conditions to your supervisor.

    3.3.3   Participate in incident investigations, as needed or required.

4. Procedure

4.1   Inform employees of the company's work-related injury or illness procedures and the employees' rights to report work-related injuries and illnesses without fear of being discriminated against in any manner or fear of being discharged. Post the OSHA "It's The Law" worker rights poster.

4.2   Accident Investigation Team Composition. Supervisors, in conjunction with the safety officer as needed or required, are primarily responsible for the investigation of accidents and incidents. In addition, members of the safety committee or a separate Accident Investigation Team may serve as incident investigators.

4.3   Hazard Reporting:

    4.3.1   Hazards or potential hazards identified by employees will immediately be reported to management or supervision.

        4.3.1.1   Person reporting hazard

- Notify department Supervisor of the hazard.

- Initiate lock-out/tag-out, if required, on the machine.

        4.3.1.2   Supervisor

- Notify all affected workers of hazard.

- Notify Maintenance Department of hazard, if required.

- Ensure hazard is properly marked and controlled until corrected.

4.4   Accident Investigation, Analysis and Reporting. Accident investigation is primarily a fact-finding procedure; the facts revealed are used to prevent recurrences of similar accidents. The focus of accident investigation will be to prevent future accidents and injuries to increase the safety and health of all our employees.

    4.4.1   Immediate concerns:

        4.4.1.1   Ensure any injured person receives proper care.

4.4.1.2   Ensure co-workers and personnel working with similar equipment or in similar jobs are aware of the situation. This is to ensure that procedural problems or defects in certain models of equipment do not exist.

4.4.1.3   Start the investigation promptly.

4.4.2   Accident Investigation and Reporting Form.   OSHA Form 301 (or a standardized investigation report form which details specific company requirements for investigation) will be used to gather data to determine causes and corrective actions. As a minimum the form will contain the following areas of concern.

4.4.2.1   Injured employee's name and any other identifier

4.4.2.2   Employee's address

4.4.2.3   Date and time of injury

4.4.2.4   Shift and department

4.4.2.5   Sex/DOB

4.4.2.6   Length of service (hire date) and length of time at specific job

4.4.2.7   Time shift started

4.4.2.8   Physician's and hospital name (if transported)

4.4.2.9   Indication if employee was hospitalized as an in-patient (i.e. overnight)

4.4.2.10   Type of injury

4.4.2.11   Body part or body system injured

4.4.2.12   Resulting fatalities (date of death)

4.4.2.13   Occupation or task being performed just prior to being injured

4.4.2.14   Description and analysis of accident

4.4.2.15   Indication of the object or substance that directly harmed the employee

4.4.2.16   Name of person completing form, their title, phone number and the date

4.4.3   Additional information that is recommended on the form is:

    4.4.3.1   Time shift started

    4.4.3.2   Overtime length when injury occurred

    4.4.3.3   Action taken to prevent recurrence

    4.4.3.4   Employee's statement

    4.4.3.5   Witnesses' statement

    4.4.3.6   Employer's statement

    4.4.3.7   Name of person(s) reviewing form and date of review

4.5   Accident Investigation Review Team.   A member of management responsible will review all Incident Reports for the department/section involved ensuring pertinent information is transmitted to all concerned and remedial action(s) taken.

4.6   Accident Investigation Final Report.   The report will include but is not limited to the following:

4.6.1   Investigation report form and pertinent data

4.6.2   Photographs/drawings/exhibits of scene

4.6.3   Narrative of accident

4.6.4   Sequence of events

4.6.5   Contributing information

4.6.6   Findings and recommendations of review team

4.6.7   Action items and completion dates

4.6.8   Responsible persons

4.6.9   Follow-up procedures to ensure completion

4.6.10   Distribution list

4.7   Safety and Job Hazard Analysis.   The company will identify through the use of information sources, screening and job surveys any activities that place employees at risk.   After any accident or near miss, the task or job in question will have a job hazard analyses routinely performed by a qualified person(s).   This analysis will help to verify that all required actions are being taken to determine if risk factors for a work position have been reduced or eliminated to the maximum extent feasible.

4.7.1   Workstation Analysis. Workstation analysis will be conducted to identify risk factors present in each job or workstation.

5.   Safety Information:

5.1   Administrative Controls. Once data has been gathered from the Incident Report, administrative controls will be used where needed to eliminate or reduce the frequency and severity of accidents and near misses. Examples of administrative controls include the following:

   5.1.1   Reducing the production rates and or line speeds where possible.

   5.1.2   Providing rest pauses to relieve fatigued muscle-tendon groups.

   5.1.3   Increasing the number of employees assigned to a task to alleviate severe conditions, especially in lifting heavy objects.

   5.1.4   Using job rotation and as a preventive measure, not as a response to physical symptoms. The principle of job rotation is to alleviate physical fatigue and stress of a particular set of muscles and tendons by rotating employees among other jobs that use different muscle-tendon groups. If rotation is utilized, the job analyses must be reviewed to ensure that the same muscle-tendon groups are not used when they are rotated.

   5.1.5   Providing sufficient numbers of standby/relief personnel to compensate for foreseeable upset conditions on the line (e.g., loss of workers).

   5.1.6   Job enlargement. Having employees perform broader functions which reduce the stress on specific muscle groups while performing individual tasks.

   5.1.7   Machine maintenance/guarding. Ensure regular maintenance is performed on machines and/or tools used by employees are properly guarded and that maintenance is routinely performed.

   5.1.8   Employee training. Ensure all employees are properly trained in the hazards associated with the job before work is performed unsupervised.

5.2   Medical Management. The Safety Officer or other designated person will manage the safety program. Employees of each work shift should have access to health care providers or designated alternates in order to facilitate treatment, surveillance activities, and recording of information. During an accident investigation the medical management safety program will, as a minimum, address the following issues:

   5.2.1   Injury and illness recordkeeping

   5.2.2   Early recognition of problems such as strains and muscle fatigue that could lead to accidents

   5.2.3   Systematic evaluation and referral

5.2.4   Conservative treatment after an accident

5.2.5   Conservative return to work after an accident

5.2.6   Systematic monitoring

5.2.7   Recordability criteria. The accident must be work related. Simply stated, unless the illness was caused solely by a non-work-related event or exposure off-premises, the case is presumed to be work related.

5.2.8   Occupational injuries. Injuries are caused by instantaneous events in the work environment. To keep recordkeeping determinations as simple and equitable as possible, back cases are classified as injuries even though some back conditions may be triggered by an instantaneous event and others develop as a result of repeated trauma. Any occupational injury involving any of the following circumstances is to be recorded on the OSHA-Form 300:

5.2.8.1   Medical treatment resulting from significant injury/illness as diagnosed by a physician or other licensed health care professional

5.2.8.2   Loss of consciousness

5.2.8.3   Restriction of work or motion

5.2.8.4   Contaminated needle stick or sharp exposure

5.2.8.5   Work related tuberculosis infection

5.2.8.6   Cases of medical removal as required under specific OSHA Regulatory Standard

5.2.8.7   Transfer to another job

5.2.9   When an incident is recorded on the OSHA Form 300, that same incident must also be recorded on OSHA Form 301.

5.2.10   Periodic Workplace Walk-throughs. Supervisors, in conjunction with the Safety Officer or Health Care provider as needed or required, will conduct periodic, systematic workplace walk-throughs on a monthly basis (OSHA recommended) to remain knowledgeable about operations and work practices, to identify potential light duty jobs, and to maintain close contact with employees. Safety Officers and Health care providers also should be involved in identifying accident risk factors in the workplace as part of the Accident Investigation Team. A record will be kept documenting the date of the walk-through, area(s) visited, accident risk factors recognized, and action initiated to correct identified problems. Follow-up will be initiated and documented to ensure corrective action is taken when indicated.

5.3 Accident Trend Analysis

    5.3.1 The information gathered from incident investigations, OSHA logs and hazard reports will help to identify areas or jobs where potential accident or injury conditions could or do exist. This information may be shared with anyone in the company since employees' personal identifiers are not solicited. The analysis of medical records (e.g., sign-in logs and individual employee medical records) may reveal areas or jobs of concern, but it may also identify individual workers who require further follow-up. The information gathered while analyzing medical records will be of a confidential nature, therefore care must be exercised to protect the individual employee's privacy.

    5.3.2 The information gained from the trend analysis may help determine the effectiveness of the various safety programs initiated to decrease accidents in our facility.

    5.3.3 Employee survey or Job Hazard Analysis. A survey may be used to provide a standardized measure of the extent of progress in reducing work-related accidents for each area of the plant or facility. This will determine which jobs are exhibiting problems and measure progress of the overall safety program.

        5.3.3.1 Design of the survey. A survey of employees will be conducted to measure employee awareness of work-related accident and to report the location, frequency, and type of accidents likely to occur.

        5.3.3.2 Surveys normally will not include an employee's personal identifiers. This is to encourage employee participation in the survey.

        5.3.3.3 Frequency. Surveys will be conducted anytime deemed necessary by the Accident Investigation Team. Conducting the survey should help detect any major change in the prevalence, incidence, and/or location of reported and unreported accidents.

    5.3.4 List of Jobs. The company will compile a list of jobs, tasks and activities. This listing should be prioritized, based on the risk factors for type of injury (s) sustained. Jobs will be analyzed to determine the physical procedures used in the performance of each job including lifting requirements, postures, handgrips, frequency of repetitive motion, and general safety requirements of the job. This information will assist health care providers in recommending assignments to light or restricted duty jobs. Supervisors should periodically review and update the lists.

6. Training and Information

6.1 The purpose of accident investigation training and education is to ensure those members of the Accident Investigation Team and all of our employees are sufficiently informed about the Accident Investigation Safety Program.

6.1.1　Employees should be adequately trained about the company's Accident Investigation Safety Program.　Proper training will allow managers, supervisors, and employees to understand the procedures to follow to report an accident, hazards associated with a job or production process, their prevention and control, and their medical consequences.

6.1.2　Training program design.　The program will be designed and implemented by the Safety Officer, Senior Manager or other designated person.　Appropriate special training will be provided for personnel responsible for administering the program.

6.1.3　Learning level.　The safety program will be presented in language and at a level of understanding appropriate for the individuals being trained.　It will provide an overview of the potential risk of illnesses and injuries, their causes and early symptoms, the means of prevention, and treatment.

6.1.4　Training for affected employees will consist of both general and specific job training:

6.1.4.1　General Training.　Employees will be given formal instruction on the hazards associated with their jobs and with their equipment.　This will include information on the varieties of hazards associated with the job, what risk factors cause or contribute to them, how to recognize and report hazardous conditions, and how to prevent accident with their respective jobs.　This instruction will be repeated for each employee as necessary.

6.1.4.2　Job-Specific Training.　New employees and reassigned workers will receive an initial orientation and hands-on training before being placed in a full-production job.　Each new hire will receive a demonstration of the proper use of and procedures for all tools and equipment before assignment.

6.1.5　Training for Supervisors.　Supervisors are responsible for ensuring that employees follow safe work practices and receive appropriate training to enable them to do this.　Supervisors therefore will undergo training comparable to that of the employees.　Such additional training as will enable them to recognize and correct hazardous work practices, proper accident reporting/investigation requirements, and to reinforce the company safety program.

6.1.6　Training for Managers.　Managers will be made aware of their safety and health responsibilities and will receive sufficient training pertaining to issues at each workstation and in the production process as a whole so that they can effectively carry out their responsibilities.

6.1.7　Training for Engineers and Maintenance Personnel.　Plant engineers and maintenance personnel will be trained in the prevention and correction of job hazards through job and workstation design and proper maintenance, both in general and as applied to the specific conditions of the facility.

6.2 Employee Training and Education. Health care providers will participate in the training and education of all employees, as needed or required. This training will be reinforced during workplace walk-throughs and the individual health surveillance appointments. All new employees will be given such education during orientation. This demonstration of concern along with the distribution of information should facilitate early recognition of accident conditions before their development, an elimination or reduction in accidents, and increased likelihood of compliance with recognition, prevention, and control.

7. Definitions.

➢ *Accident* - An injury or substance exposure that results in a detrimental health effect to an individual.

➢ *Incident* – An event that results in an accident, near miss or property damage.

➢ *Near Miss* – An avoided accident. An incident that could have occurred, but due to mitigating circumstances (or luck) did not occur.

ACCIDENT, INCIDENT OR NEAR MISS INVESTIGATION REPORT

PART 1   IDENTIFICATION INFORMATION

Employee Name	
Date of Accident	Time: AM PM
Occupation	Shift
Department	SS#:
Employee Home Address:	Date of Birth:
	Date of Hire
	Gender: Male ___ Female ___

PART 2   SUPPLEMENTARY INFORMATION

Company		
Mailing Address		
City	State	Zip
Telephone ( )		

Accident Location	○ Same as establishment?	○ On premises?	(Check if applies)

Location Where Accident Occurred (if different from above):

Remarks:

Was injured person performing regular job at time of accident?   ○   Yes   ○   No

Describe activity the person was doing just before they were injured:

Length of Service: With Employer	On this job
Time shift started AM PM	Overtime? ○ Yes ○ No

Name and address of physician:

City	State	Zip

Employee treated in an emergency room? __ Yes __ No.   Employee hospitalized overnight? __ Yes __ No

If hospitalized, name and address of hospital:

City	State	Zip

Fatality? ○ Yes ○ No	If Yes, date of death

PART 3   ACCIDENT TREE

NATURE OF INJURY OR ILLNESS:		PART OF BODY AFFECTED:			
Operation Location:	Operation Task:	Employee Task:	Employee Body Position/Activity	Preceding Situation or Event	Type of Accident

PART 4   DESCRIPTION AND ANALYSIS

Fully describe accident:

What factors led to the accident (from Part 3/Tree)?

MACHINERY/EQUIPMENT INVOLVED

Manufacturer	Equip. age
Serial No.	Model
Function	
Location	

Has machine/equipment been modified?   ○ Yes   ○ No   If so, when?

Was it guarded?   ○ Yes   ○ No

If Yes, describe guarding and how it functions to provide element of safety desired:

Was guarding properly:	Constructed?	○ Yes	○ No	
	Installed?	○ Yes	○ No	
	Adjusted?	○ Yes	○ No	

If No to any of above, explain:

Was there any mechanical failure?   ○ Yes   ○ No   If yes, explain:

If construction related, date of contract:

Is firm   ○   General Contractor   ○   Subcontractor

Name of other contractors

List any weather conditions that contributed to the incident:

TRAINING

Did employee receive specific training or instructions relating to safety and health on the job being performed?
○ Yes   ○ No

Type:

Instructed by:

| When instructed: | Length of training: |

PERSONAL PROTECTIVE EQUIPMENT

Did employee use any protective equipment for the job or task performed?　　○　Yes　　○　No

　　　Type:

　　　Did equipment fail?　　　○　Yes　　○　No

If so, describe:

CORRECTIVE ACTIONS:

Were any corrective or preventive actions put into place due to the incident?　　　○　Yes　　　○　No

If so, list them:

Action Taken	Expected Result	Expected Completion Date

Were corrective actions followed through to completion?　○　Yes　　　○　No

If so, list results and dates:

Action Taken	Expected Result	Expected Completion Date

STATEMENTS CONCERNING ACCIDENT

EMPLOYEE STATEMENT CONCERNING ACCIDENT

Name	Title	Date

SUPERVISOR/EMPLOYER'S STATEMENT

Name	Title	Date

WITNESS STATEMENT

Name	Title	Date

SAFETY COMMITTEE COMMENTS

Name	Title	Date

ATTACH ADDITIONAL COMMENTS, REPORTS AND PHOTOS ON NEXT PAGE

TRAINING ATTENDANCE ROSTER
ACCIDENT INVESTIGATION

Accident Investigation Training for Supervisors Includes:

- Getting the facts

- Investigation procedures

- Interviews and statements

- Photography and Diagrams

- Corrective Actions

INSTRUCTOR:	***DATE:***	***LOCATION:***

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed.	

Name of Interpreter, if utilized: _____

TRAINING ATTENDANCE ROSTER
ACCIDENT REPORTING

Accident Reporting Training for Employees Includes:

- Why do accidents happen

- What to report and when

- When to call for help

- Emergency Contact information

INSTRUCTOR:	DATE:	LOCATION:

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed.	

Name of Interpreter, if utilized: _____

Bio-Medical Waste Management

BIO-MEDICAL WASTE MANAGEMENT SAFETY PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR 1910.1030*
Environmental Protection Agency
Department of Health

INTRODUCTION

Sharps and other bio-waste containers must meet specific regulatory requirements for strength, durability and labeling. Most states required that containers, once full, must be removed from the workplace within 30 days

TRAINING

Recommended that all staff members involved with any aspect of blood or bodily fluid exposure be trained in biomedical waste requirements.

ACTIVITIES

- Ensure sharps and other bio-waste containers are labeled with the biohazard symbol and are puncture resistant, and leak proof
- Ensure full bio-waste containers are removed from the work area, once they are full, at least every 30 days

FORMS

- Training Attendance Roster, as required

Table of Contents

BIO-MEDICAL WASTE MANAGEMENT SAFETY PROGRAM

1. **Purpose.** This program provides guidance for the effective implementation of biomedical waste management. Effective implementation for job safety and health requires a written safety program fully endorsed and advocated by the highest level of management within the company. This safety program is designed to establish clear company goals and objectives and will be communicated to all required personnel. The company will review and evaluate this safety program:

   1.1 When changes occur to 29 CFR that prompt a revision

   1.2 When changes occur to any related regulatory document that prompts a revision of this document

   1.3 When facility operational changes occur that require a revision of this document

2. **Scope.** This program applies to the total workplace regardless of the number of workers employed or the number of work shifts.

3. **Responsibilities.** Management will assure that the company complies with all the applicable parts state and local ordinances, and all applicable EPA or (equivalent state agency) rules, regardless of their presence or absence in this Bio-Medical Waste Management Safety Program.

4. **Procedure**

   4.1 Identification, and Handling and Definitions:

   4.1.1 Bio-medical Waste – Any solid waste or liquid which may present a threat of infection to humans. This includes, but is not limited to, non-liquid human tissue and body parts, laboratory, and veterinary waste which may contain human disease-causing agents, discarded sharps, human blood, human blood products, and body fluids.

   4.1.2 Point of Origin – The room or area where the bio-medical waste is generated. Biomedical waste will be identified, segregated from other solid waste, and placed in the proper disposal container(s) at the point of origin.

   4.1.3 "Sharps" – Any device that can puncture, lacerate or otherwise penetrate the skin. These devices include, but are not limited to, needles, intact or broken glass, broken hard plastic, and intact or broken glass containing blood, blood products or body fluids.

      4.1.3.1 The following specific items generated in the treatment, examination, procedure, and lab areas will <u>also</u> be considered **"sharps":**

         4.1.3.1.1 Needles

         4.1.3.1.2 Lancets

4.1.3.1.3   Surgical blades

4.1.3.1.4   Pap smear equipment

4.1.3.2   Sharps to be discarded must be placed directly into the sharps container at the point of origin.

4.1.3.3   Sharps containers will be located in the room or area where the sharp is generated. They will be leak and puncture resistant, rigid, labeled containers and designed primarily for sharps. The sharps container will be treated with care to ensure its integrity, leakage will not occur, and sharps will not be removed from it. Sharps containers will be disposed of when full.

4.1.3.3.1   ***There will be no overfilling of sharps containers***.

4.1.4   "Non-sharps" Biomedical Waste **–** This includes, but is not limited to:

4.1.4.1   Used, absorbent materials such as bandages, gauze, or sponges which are saturated (having the potential to drip or splash) with blood or body fluid.

4.1.4.2   Devices which retain visible blood or body fluids adhering to inner surfaces after use and rinsing such as intravenous tubing, hemodialsis filters, blood bags and catheters.

4.1.4.3   Non – liquid human tissue, human blood, human blood products and body fluids.

4.1.4.4   Non – sharps biomedical waste will be placed directly into red bags meeting the regulatory specifications and requirements, in the room or area where it is generated. Non-sharps Biomedical waste will not be placed into any type of bag (e.g. A black bag, white, clear etc.) other than that meeting all regulatory requirements, including color, even if the bag will be placed directly into a larger red bag. Filled bags will be sealed. Bagged biomedical waste being prepared for offsite transport will be labeled and enclosed in a rigid type container meeting the specifications.

4.1.4.5   Biomedical waste will not be removed from red bags. Red Bags will be handled with care to ensure their integrity, and leakage or discharge will not be allowed. Red bags will not be reused.

4.1.4.6.1   ***Improperly containerized sharps will not be placed in red bags***.

4.1.4.7   The following specific objects generated in the treatment, examination, procedure and lab areas will be considered **"non-sharps"** and may be discarded in the regular waste containers, provided they are not saturated:

4.1.4.7.2   Bandages

4.1.4.7.3   Gauze

4.1.4.7.4   Sponges

4.1.4.7.5   Urine cups

4.1.4.7.6   Microscope slides (unused)

4.1.4.7.6.1   Most states consider *used* microscope slides to be bio-medical sharps waste.

4.2   Labeling

4.2.1   Sharps containers and red bags will have the international biomedical waste symbol, and the words "Biomedical Waste" (or other words allowed per rule) will be clearly legible. All bags containing biomedical waste, sharps containers and outer containers will be labeled, if the treatment and disposal process is other than on-site incineration. Bags of Bio-medical waste will be labeled at the generating facility prior to off site transport to a disposal site permitted by the Department of Health (DOH) or to an off-site storage facility permitted by DOH. The label will be securely attached or permanently printed on the container. Indelible ink will be used to print the label and the label will contain the following: Office Name and address, the date the waste was generated or packaged, and the Bio-medical waste symbol.

4.2.2   The Safety Officer or other specifically designated person is responsible for the proper handling of the containers when they are removed from the point of origin and transported to the designated storage area.

4.3   On-Site Transfer

4.3.1   Packages of biomedical waste will remain intact until treatment or disposal. There will be neither recycling efforts nor intentional removal of waste from its packaging prior to the waste being treated or disposed. Packages of biomedical waste will be handled and transferred in a manner that does not impair the integrity of the packaging. Packages of biomedical waste will not be compacted or subject to mechanical stress which will compromise the integrity of the package during transfer. Persons transferring biomedical waste will wear impermeable gloves and protective clothing. This protective clothing will consist of:

4.3.1.1   Gloves

4.3.1.2   Lab Coat

4.3.1.3   Goggles

4.4   Storage and Containment

    4.4.1   Biomedical waste will be identified, segregated from other solid waste, and placed in the proper disposal container(s) at the point of origin.

    4.4.2   Full red bags and sharps containers will be stored away from general traffic areas, in areas accessible only to authorized persons and so designated. Most states require that storage of Bio-Medical Waste will not be for a period greater than 30 days. The 30 day time period will commence when the first item of biomedical waste is placed into a red bag or when the sharps container is full. <u>If the sharps container contains non-sharps biomedical waste, then the 30 day storage time period begins when the first non-sharp item is disposed</u>. Areas used primarily for biomedical waste storage will be constructed of smooth, easily cleanable materials, impervious to liquids and regularly maintained in a sanitary condition. The storage area will also be vermin/insect free. If outside, the storage area will be conspicuously marked with the international biological hazard symbol of appropriate size and made secure from vandalism. All other storage and containment requirements per state and local codes will be followed. Bagged Biomedical waste being prepared for offsite transport will be enclosed in a rigid type container. Disposal waste containers will be destroyed during the disposal process and will not be re-used. Reusable containers will be disinfected after each use as outlined below and will be made of smooth, easily cleanable, impermeable material that resists corrosion by disinfectant chemicals.

4.5   Contingency Program, Disinfection, Spill Clean-up

    4.5.1   Any surface which has come in contact with spilled or leaked biomedical waste will be cleaned with a solution of industrial strength detergent to remove visible soil before being disinfected with one of the following agents:

        4.5.1.1   Hot water at a temperature of at least 164 degrees F or 73 degrees C for a minimum of 30 seconds.

        4.5.1.2   Rinsing for at least 3 minutes with one of the following chemical disinfectants at the minimum concentration listed:

            4.5.1.2.1   Hypochlorite (bleach) solution containing 100 parts per million, also referred to as 100ppm, available free chlorine, (fresh solution of 1:10, as in 10% bleach), OR

            4.5.1.2.2   Iodine solution containing 25ppm available iodine.

    4.5.2   Chemical solutions that are registered by the Environmental Protection Agency as hospital disinfectants and are tuberculocidal when used at recommended dilutions. Follow the label for proper contact time for disinfection.

4.5.3   Liquid waste created by these chemical disinfectant operations will be disposed of into a sewage system. If existing on-site treatment or off-site transfer procedures are interrupted, the following alternate procedure will be executed:

    4.5.3.1   The Safety Officer or other specifically designated person will arrange to properly dispose of this waste. Outside vendors are frequently used for this purpose.

    4.5.3.2   **IF AN ACCIDENTAL SPILL OCCURS, IT WILL BE CLEANED IMMEDIATELY AND THE AREA WILL BE DISINFECTED FOLLOWING THE PROCEDURES GIVEN IN THIS SECTION.**

4.6   Mixing

Any biomedical waste which is mixed with hazardous waste will be managed as hazardous waste in accordance with the applicable requirements of the EPA (or state equivalent agency) regulatory standard. Any biomedical waste which is mixed with radioactive waste will be managed as radioactive waste in accordance with the applicable requirements for radioactive waste materials. Any other solid waste, which is neither hazardous nor radioactive in character, mixed with Bio-Medical waste, will be managed as Bio-Medical waste in accordance with applicable requirements of this chapter.

4.7   On-Site Treatment and Disposal

Biomedical waste may be treated and disposed on-site by use of a sanitary sewer system if the waste is in liquid or semi-liquid form, aerosol formation from the waste is minimal, and protective equipment and apparel are used or worn by the person discharging materials into the sewer.

    4.7.1   Optional on-site disposal:

        4.7.1.1   On-site treatment of biomedical waste will be by system sterilization, incineration in a Environmental Protection Agency (EPA) or it's equivalent state agency approved incinerator, or other method approved by the Department of Health (DOH) and EPA (or state equivalent agency). If steam sterilization, incineration, or any other method of on-site treatment and disposal is utilized, all requirements and operating procedures and all other applicable rules and interpretations by DOH and EPA (or state equivalent agency) will be followed.

        4.7.1.2   All other methods of on-site disposal must receive prior approval from the State Health Office.

        4.7.1.3   Treated biomedical waste will be managed and transported by appropriate personnel in accordance with all applicable regulatory requirements for bio-medical waste.

5. Safety Information

5.1   A biomedical waste generator will not contract for the off-site transport of biomedical waste to an off-site treatment facility or storage area that is not permitted to accept such waste materials.

5.2   This safety program indicates proof that all red bags used meet DOH requirements.

5.3   Current records proving off-site disposal or on-site treatment with proper disposal, and all other waste management records as required, will be maintained for three years and made available to DOH upon request.

6. Training and Information

6.1   Training components within the Bloodborne pathogen standard cover the training or information on Bio-Medical waste and its containment. Each person responsible for bio-medical waste must understand and fulfill their responsibilities to ensure appropriate containment and disposal.

6.2   Each new employee should be provided with information on the location of and how to identify bio-medical waste containers. Some states require formal training on the location and handling of cylinders.

7. Definitions

None at this time

TRAINING ATTENDANCE ROSTER – BIO-MEDICAL WASTE

Training Content: • Location of Containers • Handling of Containers • Container Disposal	Instructor Name:	Date of Training:
NAME (Please Print) **FIRST - MI - LAST**	**SIGNATURE**	**JOB TITLE**
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed.		

Name of Interpreter, if utilized: _____

Blood and Bodily Fluids

BLOOD AND BODILY FLUID INCIDENTAL EXPOSURE PROGRAM
REGULATORY STANDARD: *OSHA 29 CFR 1910.1030 (LIMITED REFERENCES)*

INTRODUCTION
Exposure to another person's blood or bodily fluids can potentially place your health at risk. Contracting diseases such as the Human Immunodeficiency (HIV) and Hepatitis B (HBV) viruses is unlikely, but possible, in the performance of emergency first-aid, housekeeping and janitorial staff duties, and similar tasks. This program outlines the protective measures that can be taken during potential exposure situations and training that can be provided to reduce or eliminate these types of exposures.

TRAINING
Recommended for employees who may encounter human blood or body fluids but such exposure is not a part of their normal job duties.

ACTIVITIES
- Identify risk situations
- Train employees, as appropriate

FORMS
- Training Attendance Roster, as needed

Table of Contents
1. **Purpose**
2. **Scope**
3. **Responsibilities**
4. **Procedure**
5. **Safety Information**
6. **Training and Information**
7. **Definitions**

Incidental Blood and Bodily Fluid Exposure Program

1. **Purpose.** Where employees can be exposed (through injury or illness in the workplace) to the blood and/or bodily fluid of another person, information and training in the potential health effects of such exposures may be provided. This procedure assists in compliance with implementing this type of "incidental" Bloodborne Pathogen Exposure program and references Federal Regulation 29CFR1910.1030.

2. **Scope.** Applies to all locations within company buildings or facilities where incidents involving exposures to a person's blood or bodily fluids may occur.

3. **Responsibilities**

   3.1   Management and Supervisor:

       3.1.1   Determine where exposures are present

       3.1.2   Ensure employees are trained, based on their level of exposure to blood or Bloodborne pathogens

       3.1.3   Implement bio-safety controls, where required

       3.1.4   Maintain appropriate documentation (including exposure incident reports and post-exposure follow up records)

   3.2   Employees:

       3.2.1   Follow established written procedures

       3.2.2   Attend training, as needed or required

4. **Procedure**

   4.1   Determine where exposures or potential exposures exist

   4.2   Provide controls to eliminate or reduce exposures

   4.3   Document exposures through accident/incident reports or exposure incident reports and maintain records for 5 years.

5. **Safety Information**

   5.1   Document and maintain written processes and procedures in work areas where exposure could potentially occur. This includes:

       5.1.1   Any first aid procedures or supplies maintained at the company

       5.1.2   PPE (Personal Protective Equipment) that may be used or required

       5.1.3   Training provided, as needed.

5.2 Assure a system is in place for a medical evaluation for any exposed employee who has had contact with the blood or bodily fluids of another person.

5.3 Assure incident and/or exposure records are maintained for 5 years for each employee who has an exposure event. Record all exposure incident cases on the OSHA 300 log, if your company is required to maintain such records

5.4 These records or reports should include:

5.4.1 Name of the exposed employee

5.4.2 Information (if known) on if the exposed employee has had a Hepatitis B Vaccination previous to the exposure.

5.4.3 Circumstances of the exposure and any PPE used

5.4.3.1 Written opinion of the healthcare provider (PLHCP Statement) and copies of any other documentation provided to the healthcare professional responsible for post-exposure follow up.

6. Training and Information

6.1 Training for employees is voluntary and not required.

6.2 Training includes:

6.2.1 Information on how bloodborne pathogens and diseases can be contracted by employees during their work.

6.2.2 How exposures are prevented (controls used, PPE, etc.)

6.2.3 Whom to contact at the company and what to do (and what to expect) if an employee has an exposure.

6.2.4 Training records should be maintained for at least 3 years.

7. Definitions

➢ *Biohazards/Bloodborne Pathogens* - Infectious agents (human pathogens), materials from human sources or primates that may contain pathogens, and organism-produced toxins, venom, allergens, etc. that causes disease in humans.

➢ *Contact or Exposure* – Blood or body fluids must have the potential to be absorbed into the blood stream (such as through a break in the skin (cut or other skin opening) or through the eyes, nose, mouth to be considered contact. Exposure is considered to be any contact with another person's blood or bodily fluids (saliva, vomit, urine, feces, etc).

➢ *Exposure Control Program* - A written program that outlines the exposures that are present (or potentially present) in the workplace and the steps taken to eliminate or control those exposures.

➢ *OPIM* - Other Potentially Infectious Materials, such as contaminated waste, tissue samples, Human body fluids, including: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

➢ *Potentially Exposed* - An exposure that can reasonably occur at some time.

➢ *Sharps* - a non-needle sharp or needle device used for withdrawing blood or body fluids, accessing a vein or artery or administrating medication or other fluids.

➢ *Universal Precautions* - An approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

BLOOD AND BODILY FLUIDS (INCIDENTAL) EXPOSURE TRAINING ATTENDANCE ROSTER

Training Content:	Instructor Name:	Date of Training:
• What is a BBP • Types of diseases • Precautions and PPE • Spill Cleanup • Waste Disposal • Exposure Incident Process		

NAME (Please Print) FIRST - MI - LAST	SIGNATURE	JOB TITLE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed.		

Name of Interpreter, if utilized: _____

CRISIS AND DISASTER PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR 1910.36, 1910.38, 1910.157, 1910.165*
Best Practice Guidance: OSHA, EPA, DOH, Homeland Security

INTRODUCTION: This program provides guidance for the contingency planning of unplanned, detrimental events interrupting company operations and activities for a long period of time (several days or more). Examples of such disasters include: natural disasters, fires, explosions, acts of terrorism, or serious environmental, health or safety events affecting the company's ability to operate. The program includes guidelines for contingency planning, procedures to follow during a crisis or disaster and post-crisis and disaster activities. It also defines training requirements and delineates management and employee responsibilities.

TRAINING:
- Any person with duties or responsibilities under the plan must be trained or informed.

ACTIVITIES:
- Evaluate the need for a crisis and disaster plan, taking into consideration any hazardous chemicals or processes that may be impacted by a disaster
- Write plans, where required
- Ensure procedures and processes are in place to protect employees, systems, and processes
- Communicate disaster response information to employees and emergency response team members, as needed

FORMS:
- Bomb Threat Checklist
- Disaster program (template)
- Earthquake Preparedness
- Evacuation and Relocation Procedure
- Training Attendance Roster

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Crisis and Disaster Program

1. **Purpose.** This program will assist in planning for and mitigating the effects of a workplace crisis or disaster.

2. **Scope.** This program applies to all facilities and sites within the company.

3. **Responsibilities.**

   3.1 Management:

       3.1.1 Write disaster/crisis programs which outline the types of situations and contingency programs for action should a crisis or disaster occur. These include evacuation programs, and activities that must occur before during and after the occurrence of a crisis or disaster.

       3.1.2 Assure all personnel are aware of their responsibilities and actions to take during a crisis or disaster.

       3.1.3 Arrange with community resources, neighboring businesses or others to provide shelter and/or medical treatment for employees who require it.

       3.1.4 Establish and communicate a chain of command for incidents and events.

       3.1.5 Ensure the resources are available to mitigate or remediate a situation where employee (or community) health and safety may be at risk due to company activities, processes or activities.

   3.2 Management and Supervisors:

       3.2.1 Assure all employees are accounted for and safe during a crisis or disaster.

       3.2.2 Train employees and staff in their responsibilities and actions to take during a crisis or disaster.

       3.2.3 Follow established procedures during a crisis or disaster.

       3.2.4 Perform evacuation drills as needed or required to assure that employees and staff understand and can follow their established procedures.

   3.3 Employees:

       3.3.1 Attend training.

       3.3.2 Follow established procedures during a crisis or disaster.

   3.4 Safety Officer (as needed or required):

       3.4.1 Assist in the development and implementation of this program.

4. Procedure.

4.1 Pre-programming:

4.1.1 Notification: The following groups, agencies or persons should be notified of the content and activities the company will take in the event of a disaster.

4.1.1.1 Local fire/police departments should be notified of evacuation relocation points, location of utility service shutdown valves and any hazardous materials processes or storage locations at the facility. Additionally, they should be made aware of the availability of emergency response equipment that is stored on-site (fire protection equipment, respiratory equipment, hazardous spill response kits, etc.) Agreements may also be made for trained employees or company equipment to be utilized in the event of a community crisis.

4.1.1.2 State emergency response agencies (if in a zone or area likely for crisis or disaster) should be notified of on-site shelter locations, the availability of emergency response equipment and large amounts of hazardous materials used or stored on site that may impact the community during a crisis or disaster.

4.1.1.3 Management and Supervisors – to inform them of their responsibilities and actions during and after a crisis occurs. Actions should be specific and detailed in the company's written crisis/disaster or emergency program(s).

4.1.1.4 Employees to inform them of their actions to be taken during a crisis. Actions should be detailed in the company's written crisis/disaster or emergency program(s).

4.1.2 Evacuation to the Outside: Evacuation points outside the building should be established for all employees. Employees should evacuate the area using the nearest exit and then make their way to their relocation point to assure they are accounted for.

4.1.3 Shelter in Place: Community crisis may call for employees to remain at the workplace past their required shift, and may prevent other shift employees from reporting to work. Only those operations critical to the company and that have significant environmental, safety or business justification to continue operation should be continued. All other operations of a non-critical nature should be discontinued. Arrangement should be made for food, sanitation, housekeeping and (depending on the potential duration of the crisis), for sleeping and comfort of the employees being sheltered.

4.1.4   Shelter at Other Locations: Events (fires, explosions, etc.) may necessitate the need for employee evacuations for either temporary or extended periods of time. In such cases, employees may be sent home for the day or may be evacuated temporarily from the facility. In cases of inclement weather, arrangements may be made with neighboring companies, churches or other establishments to temporarily relocate these employees, so the employees are not required to be exposed to the cold, wind, rain or snow for the duration of the evacuation. Methods of communication should be maintained between a responsible employee at the relocation site(s) and company management to update one-another on the status of their respective situations.

4.2   Contingency Programming:

4.2.1   Primary contingency programs should be made for specific actions to take during a crisis or disaster. For example, should the computer network be damaged, are corporate files backed up on a daily or weekly basis so that customer lists, invoices and other important data are retrievable?

4.2.2   Alternative or back-up programs may also need to be arranged or programmed for, should the resources for the primary contingency fail. For example, if a power-outage were to occur, and an on-site back-up generator were to fail, what arrangements and contingencies would need to occur to assure that all employees were properly evacuated, or that the chemical process tank ventilation systems were kept operating to prevent the build up of explosive levels of gas or hazardous fumes?

4.3   Crisis/Disaster Process:

4.3.1   Chain of Command – Determinations must be made and designated in the written program for who is in charge of the situation and when they cede responsibility over to someone with greater authority. For minor incidents and major incidents that affect only the facility and employees, normally the most senior manager present would be designated to be in charge. For incidents that involve community resources and response agencies, their incident commander will take charge upon arrival. State or federal response agencies will have jurisdiction over all other community or company personnel.

4.3.2   Evacuation/Relocation – Determinations must be made, and arrangements for the evacuation and relocation of employees during a crisis or disaster. These spaces must be kept clear, and in relatively good condition, so they are able to accommodate the evacuees. Methods of communications may need to be established and maintained so employees and incident command can be provided with updates and resource needs.

4.3.3   Notification and Contacts – Employees may need to contact their families or other persons to assure them of their safety during the crisis (especially if the crisis is publicized by the media or if it affects the community at large). Arrangements should be programmed for and implemented to provide these lines of communication.

4.3.4   Medical Management – Injured or overwhelmed employees may require basic medical attention. A specific location should be programmed for and set up for employees who may require first aid. Employees should be informed of the location of this station during training. If no trained employees or staff is available to monitor the station, communication methods should be in place to contact community resources to provide medical treatment, first aid, or transportation to a hospital or clinic.

   4.3.4.1   Notify OSHA within 8 hours of fatalities or within 24 hours of work related inpatient hospitalization, amputation, or loss of an eye.

4.3.5   Weathering the Crisis – If the evacuation is going to be of a long duration, employees may need to be provided with activities or entertainment to keep them occupied. Books, magazines, videos, games or other sources of entertainment may be provided in such cases. In all cases (short or long duration evacuations), employees should be regularly updated on the situation, the activities taking place, and the estimated time until they will be allowed to return to work.

4.4   Post-Crisis/Disaster Activities:

4.4.1   Medical Treatment - Injured or overwhelmed employees may require further medical attention. Depending upon the type of injury or illness documentation and reports may need to be made to regulatory authorities. Additional counseling or follow-up medical services may be required for some employees.   Arrangements should be made to facilitate these types of situations.

4.4.2   Restoring Services and Utilities – Public utility services may be overwhelmed in cases of community disasters. Unless there is a process that is critical to the health and safety of the community, patience is required to wait for restoration of utility services. Where trained persons can restore on-site utilities that have been purposely shut down during the crisis, utilities can be restored as appropriate. In such cases, written procedures or step-by-step checklists should be in place to assure the restoration is performed properly and safely.

4.4.3   Property Damage – Clean up, rebuilding and disposal of structural waste may be regulated by municipal, state or federal agencies. In cases where the crisis or disaster is the root cause, the permit process (and associated time delays) may be able to be waved, provided the activities comply with all applicable environmental, health and safety regulations. Arrangements should be made with the municipal (city or town) officials.

   4.4.3.1   In cases where the property damage is minimal and can be cleaned, repaired or replaced without the need for regulatory interaction, such activities can proceed without notification to authoritative agencies.

4.4.4   Leaves of Absence/Time Off – Employees may require some time off to attend to personal business in times of community crisis. The company human resources representative should be able to advise management on the appropriate policies for vacation, leave without pay, family or medical leave act absences or other alternatives that can be used to facilitate this.

4.4.5   Restoring Routine – It is important to employee morale and the functioning of the business to return to normal operations as soon as possible after a crisis or disaster. Even a partial return to operations is preferable to full-scale shut down, as employees can then see that the company is functioning and that things will get back to regular operations in time.

4.4.6   Updating Procedures and Programs – Once the crisis or disaster is over, assure that the written emergency and crisis/disaster programs functioned appropriately. (Did the employees follow the program, and/or did the program provide appropriate guidance?) Update documentation accordingly.

5. Safety Information.

5.1   Types of Crises:

5.1.1   Power outages – Stoppage or shut down of electrical services due to an incident or fire, or direct outages from the utility service provider.

5.1.2   Utility shut downs – Gas or other utility service interruptions, either in the plant delivery system or direct outages from the utility service provider.

5.1.3   Hazardous material spills – Releases of hazardous materials to the ground, air or water inside the facility or in the community that may impact the facility operations.

5.1.4   Chemical leaks – seepage or spillage of chemicals from company process lines or tanks that may endanger the health and safety of employees.

5.1.5   Terror threats – bomb threats or threats of violence against the company or its employees.

5.1.6   Minor fire – In-plant (or in the community) fires which may impact all or part of the company's ability to operate for a short duration.

5.1.7   Minor Explosions – Small, contained explosions that cause injury to a few employees or property damage to a contained area of the building.

5.1.8   Environmental, health or safety events that may impact the company's ability to operate – such as an imminently dangerous to life and health violation that causes a regulatory agency to shut down or lock-out operations until the situation is appropriately addressed. Air quality, hazardous chemical exposures or serious safety regulatory violations that could jeopardize the life of employees are the most common reasons for this type of regulatory agency action.

5.1.9   Weather storms and phenomenon – Ice storms, tornado or hurricane warnings, blizzards or torrential rains that impact the public safety and prevent employees from reporting to work in a safe manner.

5.2   Types of Disasters:

5.2.1   Tornados – Common in the mid-west, these are weather phenomenon which appear as funnel-shaped cloud of violently whirling air. Tornadoes that touch down on the ground can travel distances of several miles and "jump" or reappear along the storm-front path in several places, usually destroying everything in their paths while on the ground.

5.2.2   Hurricanes – Common in coastal areas, these are weather phenomenon that have winds greater than 72 mph. They are often accompanied by torrential rains and can cause significant property damage or loss of life.

5.2.3   Earthquakes – More common in the west coast areas or where the shifting of tectonic plates or volcanic activity can occur. The ground will tremble and shake, sometimes violently, and can disrupt utilities, power systems, or cause structural damage.

5.2.4   Floods – Common in areas where water systems (lakes, rivers, etc) are close to occupied areas, or where significant tidal shifts can occur, or where torrential rains can cause water retention systems to loose their cohesiveness. Water overflows or is directed to a normally drier area where the area would be inundated and overwhelmed by the deluge.

5.2.5   Major Fire – A fire that affects a large portion of the facility structure or the company's ability to operate normally.

5.2.6   Major Explosion – An explosion that affects a large portion of the facility structure or the company's ability to operate normally.

5.2.7   Acts of Terrorism – Bombs, explosions, fires, disease outbreaks, shootings or other acts imposed on the company or its employees, that affect the facility structure, the company's ability to operate normally, or a large portion of the employee population health and safety (both physically or emotionally).

5.2.8   Serious environmental, health or safety events that may impact the company's ability to operate for a long period of time. Examples include chemical spills or leaks from external sources (or by the company) that will take long periods of time to remediate and where it would be unsafe for employees to work, disease outbreaks that affect a large portion of the populace, or public safety issues that prevent employees from reporting to work or the company from operating normally.

5.3 Emergency Drills:

    5.3.1   Emergency drills. Emergency drills are recommended at least annually. Types of emergency drills may include: fire/evacuation drills, tornado/hurricane sheltering, bomb threats, chemical spills, or other types of disaster drilling.

    5.3.2   Table Top vs. Physical. Although it is more useful to physically hold emergency drills, a "table top" session to review the programs with management, supervisors and selected employees may replace an actual simulated evacuation. Where tabletop sessions are held, it is highly recommended that physical evacuation drills take place at least every three years.

    5.3.3   Partial evacuation drills. Depending upon the size of the facility and the type of activities performed, a partial evacuation drill may be utilized. Evacuation of a specific area (or group of people in a building section) may be a more useful training tool than requiring all employees to evacuate the workplace. In this way, the entire workforce is not interrupted, and only those people who work in a specific area are affected.

6. Training and Information.

6.1   Employees and Supervisors will be trained in their responsibilities regarding emergencies, crises, and disasters. Training includes: emergency notification, emergency response, the chain of command during an emergency, location and re-location procedures, and activities that may take place after the crisis is over.

6.2   Training records include the topics covered in the training, the date of training and the signature of both the employee and the trainer. Training is provided at least upon initial employment and whenever this program information changes. Where a crisis or disaster is more likely to occur (tornadoes, hurricanes, etc.) this information will be provided to employees and Supervisors at least once per year. Training records are maintained in the main office or where similar employee training information and records are kept.

6.3   Emergency drills are recommended at least annually. Physical evacuation drills are highly recommended at least once every three years.

7. Definitions.

➢ *Crisis* – An unprogramned, detrimental event that interrupts the effectiveness of company operations and activities for a specified period of time (usually two days or less). Examples include: power outages; utility shut downs; hazardous material spills; chemical leaks; terror threats; or environmental, health or safety events that may impact the company's ability to operate.

➢ *Disaster* – An unprogramned, detrimental event that interrupts the effectiveness of company operations and activities for a long period of time (usually several days or more). Examples include: natural disasters (floods, hurricanes, tornadoes, earthquakes); fire; explosion; acts of terrorism; or serious environmental, health or safety events that may impact the company's ability to operate until the effects are mitigated or remediated.

➢ *CDC* – Center for Disease Control

➢ *DOH* – Department of Health

➢ *EPA* – Environmental Protection Agency

➢ *FEMA* – Federal Emergency Management Agency

➢ *OSHA* – Occupational Safety and Health Administration

BOMB THREAT CHECKLIST

KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE!

DIAL *911* IMMEDIATELY AND REPORT THREAT

EXACT TIME AND DATE OF CALL: ☐ **am** ☐ **pm**

EXACT WORDS OF CALLER

VOICE		ACCENT		MANNER		BACKGROUND NOISE		LANGUAGE		SPEECH		THREATENED FACILITY FAMILIARITY	
☐	Loud	☐	Local	☐	Calm	☐	Factory Machines	☐	Excellent	☐	Fast	☐	Much
☐	High Pitched	☐	Foreign	☐	Rational	☐	Bedlam	☐	Fair	☐	Distinct	☐	Some
☐	Raspy	☐	Race	☐	Coherent	☐	Music	☐	Foul	☐	Stutter	☐	None
☐	Intoxicated	☐	Not Local	☐	Deliberate	☐	Office Machines	☐	Good	☐	Slurred		
☐	Soft	☐	Region	☐	Righteous	☐	Mixed	☐	Poor	☐	Slow		
☐	Deep			☐	Angry	☐	Street Traffic	☐	Other	☐	Distorted		
☐	Pleasant			☐	Irrational	☐	Trains			☐	Nasal		
☐	Other			☐	Incoherent	☐	Animals			☐	Lisp		
				☐	Emotional	☐	Quiet			☐	Other		
				☐	Laughing	☐	Voices						
						☐	Airplanes						
						☐	Party Atmosphere						

QUESTIONS TO ASK CALLER:

1. **When is the bomb going to explode**
2. **Where is the bomb**
3. **What kind of bomb is it**
4. **What does it look like**
5. **Why did you place the bomb**
6. **What is your address**

Completed by: _____   Date: _____

DISASTER PROGRAM TEMPLATE

INTRODUCTION

The purpose of this program is to assist The company and its employees in the programming for the actions to be taken in the event of a company crisis or disaster (natural or man-made). Not all disasters and crises can be programmed for, however this written program takes into account the most likely types of disasters or crises that could occur at our facility and provides information on programming and activities that may be required based on the type of event.

GENERAL INFORMATION

Company Name: _____

Street Address: _____

City, State   Zip: _____

Additional Facilities. List any additional facilities or other addresses/phone numbers that are covered by this program:

_____

Program Location. This written program will be located at: _____.
Copies of this program should be distributed to the following people (by job title) or city/town organizations:

_____
Fire Department: _____
Police: _____
Town or City Emergency Response Team: ____ _____

Review/Updates. This program is reviewed by company management at least once per year, and if updated, a copy of the changed program is provided to the above named persons or organizations.

Training. Employees and Supervisors will be trained in their responsibilities regarding emergencies, crises, and disasters. Training includes: emergency notification, emergency response, chain of command during an emergency, location and re-location procedures, and activities that may take place after the crisis is over. Training records are kept _____

Emergency drills (physical or "table top") are conducted at least annually in accordance with the written Crisis and Disaster Programming program.

Facility description:
_____ number of buildings on site. (Attach a plot map if available).

Describe type of company _____

We provide the following level of care to residents:

_____

We are located at _____. (Attach a map if available).

Visitors: To maintain accountability by company management for employees and visitors to our company facilities, all employees who have non-company personnel on company premises will be held responsible for assuring that these visitors are properly informed of what to do in the event of an emergency.

CHAIN OF COMMAND AND RESPONSIBILITIES

Incident Command: Is normally established at the front of the main entrance to the building, at a distance that does not endanger the safety of personnel. However, a different designated location may be used. The location for the company's command center is _____. The incident commander is responsible for: accounting for all employees, assuring local, state or federal agencies are called upon as needed or required: and for the orderly evacuation or relocation of employees to the safe areas or shelters. They may also be responsible to direct emergency response, medical or fire services, and damage mitigation during an incident. Post-incident clean up or remediation efforts may also fall under this person's scope of responsibility.

Federal or State Agencies (FEMA - Federal Emergency Management Agency, DOH – Department of Health, EPA – Environmental Protection Agency): The presence of an established federal or state emergency response agency will take command responsibilities over any other agency or company official. Such agencies and company management will take direction and implement activities under the responsibility and direction of these federal agency personnel.

Local Agencies (Government, Health Care Providers) will provide assistance and resources at the direction of federal or state agency personnel. If no federal or state agencies are involved in the emergency situation, these agencies will take direction from the local authorities. If the emergency is related only to a specific company or site, emergency assistance may be offered and provided at the discretion of the agency, based on their public responsibility and jurisdiction.

Local Authorities (Fire/Police): Will be in command at any facility or site where called upon to respond, unless federal or state officials have assumed command. Company management will take direction and implement activities under the responsibility and direction of these local agencies.

Management: Will be considered commanders at incidents unless state or federal agencies or local emergency response agencies have assumed control and command over the activities and responsibilities for the emergency. Company executive management has ultimate responsibility, and facility or site operations management has responsibility if executive management is not present. The highest-ranking on-site manager will assume command and control, unless executive management has otherwise designated a specific person for these duties. Duties may include the cessation of process or chemical lines, and utilities, based on the type of incident. Examples include the shut down of process tanks, ammonia lines, gas lines, heat generating equipment, ovens, kilns, and electrical mains or circuits.

Supervisors: Will be responsible for accounting for their employees, shutting down critical processes, and assuring the safety and well-being of persons under their direct control. An accounting of all personnel will be made and reported to the incident commander to assure that all employees and visitors are accounted for and appropriately situated, based on the type of incident. Duties may include assuring that specific areas are checked to assure that evacuation or relocation has occurred. Employees who have visitors or guests in the facility are responsible for assuring they are told what to do or escorted to the evacuation location.

Employees: Are responsible for carrying out their specific responsibilities as designated in the emergency response program, or in this program. Duties may include assuring that specific areas are checked to assure that evacuation or relocation has occurred. Employees who have visitors or guests in the facility are responsible for assuring they are told what to do or escorted to the evacuation location.

Company Medical Response Personnel: Are responsible for providing needed medical assistance to employees and visitors, as needed or required.

INTERNAL DISASTER PROGRAM

This section of the program addresses the overall facility concerns and procedures to ensure the safety and well-being of company employees, visitors, guests, etc. An internal facility disaster is an unprogramned event or episode in a facility, which may adversely affect the routine operation or delivery of services.

∅ Procedures for the loss of utilities, information on the loss of alarm systems and back-up programs to ensure safety are

∅   Procedures in the event of a threat of structural damage to the facility including references to other sections of the program are

_____

∅   Procedures for managing and reporting food-borne outbreaks or other infectious disease outbreaks are

_____

∅   Procedures for supplementing staff in the event that scheduled staff do not report either as a result of a community disaster or strike are

_____

∅   Procedures for relocation of personnel due to violations or structure damage are

_____

EVACUATION ASSISTANTS OR RESPONSE TEAMS

OSHA recommends (or requires in some states) that evacuation assistance be assigned at a ratio of approximately one warden per 20 people. If facility is a high rise, floor wardens should be utilized to alert residents on their designated floor on hazards or emergencies inside or outside of the building. Teams should be trained in how to alert the building or area occupants on hazards and what steps should be taken, should be knowledgeable in evacuation routes and responsible for accountability of sections or areas of facility, know who to call, what to do and where to go during all hazards. (Training can be provided by the Red Cross or local emergency services.)

∅   The listing of current wardens and their areas of responsibility are maintained by company management, the company safety officer, or other designated person. At the company, this person is
_____

∅   Records are maintained to verify that evacuation wardens have been trained in their activities and responsibilities. These records are maintained _____ by _____.

MISSING PERSONS

A procedure statement should be implemented concerning the handling of a missing person and the process to report this situation. At a minimum, supervisors (and if used, evacuation wardens) should be informed of this process.

The methods used to communicate that a missing person exists is/are

_____

The following persons should be informed of a missing person (check all that apply):
     Incident commander   Evacuation Warden
     Company management   Relocation designated person
     Supervisor   Other _____

A search of the building and grounds will take place. The process for performing this search will be directed by the incident commander or their specific designee. The steps for this process are

_____

When initial search does not locate the missing person, the following officials or agencies will be notified (check all that apply):
     Incident commander   Company Manager
     911   Supervisor
     Medical Response Personnel   Other _____

If available, pictures or descriptions of the individual will be provided to response agencies to assist in a broader search for the person. As needed for missing persons, the family or next of kin will be notified by ___(state job title such as company manager, or agency such as local police department)___.

FIRE SAFETY AND EVACUATION ROUTE PROGRAMS

Detailed fire safety directives and procedures for the facility are outlined in this section. For more information on any of the information in this section, contact your local fire department for assistance.

∅   Evacuation routes for the building are

_____
Fire evacuation floor programs need to highlight the location of fire extinguishers, alarm pull boxes, fire escapes and exits. Suggestions should be made out before hand with primary and secondary routes. Floor programs should be located on every floor and room.

∅   Procedures for detection of fire, notifications, fire containments, reporting requirements are

_____

∅   A listing of locations of fire extinguishers and type at each location is

_____

∅   Procedures for safe re-entry into building, including approval from fire official to do so when required are

_____

∅   Name of insurance company, and methods to provided notification for claims activities are

_____

∅   Evacuation drills occur _____.

EVACUATION PROCEDURES AND RESPONSIBILITIES

∅   Priorities should be set up before hand for any person with special needs evacuations.

_____

∅   The process for assuring that all employees are appropriately evacuated and accounted for is

_____

∅   Records, materials and other important activities that must be left and locked in place, or removed from the premises, and the persons responsible for these activities are

_____

∅   Procedures for notification of families or responsible parties of relocated individuals, injured individuals, etc. are

_____

∅   The outside designated areas for evacuations are

_____

∅   A list of outside facilities which there are transfer agreements, including telephone numbers, address, location and directions from facility and transportation agreements are

_____

∅   The list of community facilities (i.e. shelters, etc.), and telephone numbers of contacts are

∅   Procedures for personnel who are sent home or who leave with family during or before a disaster are

BOMB THREAT

The written policy should indicate to contact 911 immediately upon notification of a bomb threat. The process to search the building for any suspicious objects or packages is undertaken by local, state or federal authorities, NOT employees.

∅   A bomb threat checklist to be used during call in threats (a checklist is included with this program or is available from state and local police stations and local emergency management agencies) is

∅   Any additional safety instructions (including recommendations from the local police department) for bomb threats are

∅   For high-risk areas, it is highly recommended that evacuation relocation points be changed on a frequent basis. In this case, employees must be re-trained and be informed of the new relocation point.

EMERGENCY GENERATOR POLICY

If a generator is located at the facility, labels marking or information on the generator should include: the percentage of normal power available by generator, type of fuel used, length of time it will operate without re-fueling, and the time delay for generator power after normal power is interrupted.

∅   The manufacturer and/or supplier of our generator is

∅   Documentation on the maintenance and service for the emergency generator is

∅   The areas and services connected to the emergency generator are _____.

∅   Any receptacles that are powered by the emergency generator are painted _____. This paint color is maintained by the maintenance staff for the company.

∅   Flashlights and batteries are provided to areas or some personnel in the event of a failure of the emergency generator system. The policy or contingency program in the event of emergency generator failure is

EMERGENCY MEALS AND WATER

If your facility serves meals that are prepared on-site, the program for storage of emergency food supplies is

_____
It is recommended that emergency stores be maintained that are sufficient to provide the workforce with meals and water for three days. Employees will be designated or volunteer to participate in the preparation, service or clean-up during emergency situations. Additional water supplies may be utilized or stored in areas where emergency situations are likely to involve heat waves, extreme heat or cold, or other contributing environmental factors.

EMERGENCY PHARMACY PROGRAM

Medical and first aid supplies are located _____. A list of the supplies and the maintenance of them is the responsibility of _____. Employees who utilize the supply during non-emergency situations must inform this person of such use. Employees who regularly take medications should be encouraged to maintain a three-day supply of such medications at their workplace. (Regulated drugs and medications may need to be locked or placed into areas with restricted access.) In the event of a facility evacuation, the following person(s) will be responsible for assuring the first aid kit and other medical supplies are removed from the facility _____

EXTERNAL DISASTER PROGRAM

An external disaster program is an unprogramned event or episode outside of the immediate control of the facility, located in close proximity or in the neighboring community, which may affect routine operations. An external emergency may provide both the opportunity to offer assistance to the community or receive assistance.

∅   The following agencies or resources may provide telephone, fax, e-mail or in-person notification of localized emergency situations

∅   The equipment and services that may be offered to the community, circumstances permitting, are _____. This equipment or service will be provided with the approval of the senior manager that is on-site *and* the incident commander for the incident.

∅   The local media stations (TV and radio stations) that provide alerts, warnings, and other emergency information are _____. The equipment at the facility used to listen to this information is _____

UTILITY EMERGENCY PROGRAM

Procedures should be in place and followed in the event of long-term loss of utilities (telephone, water, gas, electric, etc.).

∅   Telecommunications (telephone, faxes and computer networks) loss may be circumvented by another media method such as cellular phones, satellite networks or other media). Provisions for back up communications are

∅   Mutual aid or alternative sites to be utilized in the event of a focused power outage (i.e. just our company or our neighborhood sector) are

∅   The listing of utility providers to our company, and their contact information is

∅   Shut off valves and switches for the company building(s) for each utility are located:
      Gas Utility   _____
      Electric Utility   _____
      Telephone   _____
      Water   _____
      Other   _____

∅   The safety procedures to take during specific outages or utility emergencies and other reference materials (can be provided by the local utility organizations) are

WINTER STORM EMERGENCY

A policy for monitoring and preparedness prior to severe winter storms is recommended. The policy includes a review of the emergency staffing policy (critical operations only) to assure the safety of employees, and the responsibilities of employees and other persons who may be affected by severe cold, ice, or significant snow. The employees (by job title) that must report to work to manage critical operations are:

It is management's responsibility to monitor winter storm warnings, and make the appropriate decision (frequently in conjunction with local authorities) whether or not employees should report to work in severe weather. Management will monitor winter storm warnings and notify employees when they should not report by the following method _____

The safety and security of the grounds is also considered. Vendors to be contacted to assist in snow and ice removal are _____.
Snow emergency routes are designated, as applicable, to our company grounds and roadways. Employees will not park along these routes during winter or at other times of snow and weather emergencies.

Additional information and assistance is available through the local Emergency Management agency and the local chapter of the American Red Cross.

    Emergency Management: _____
    American Red Cross: _____

FLOOD/HURRICANE/TORNADO

In flood plains and where hurricanes are likely, monitoring and preparedness are very important to the functioning of the company. The policy includes a review of the emergency staffing policy to assure the safety of employees, and the responsibilities of employees and other persons who may be affected by severe cold, ice, or significant snow. The employees (by job title) that must report to work to manage critical operations are:

Prior to storms, it is the responsibility of _____ to assure that electrical systems and equipment are shut down or disconnected where possible.

Employees who are at work and who cannot be safely released during sudden storms (tornados, etc.) will be relocated to the basement or other shelter.
The location of this shelter is _____

It is management's responsibility to monitor severe weather warnings, and make the appropriate decision (frequently in conjunction with local authorities) whether or not employees should report to work in severe weather. Management will monitor winter storm warnings and notify employees when they should not report by the following method _____

The safety and security of the grounds is also considered. The following additional preventative actions will be taken to reduce the potential for damage to the company.

Action To Be Taken	Person Responsible	Supply or Equipment Location

The insurance carrier for the company who handles flood/hurricane and other severe weather insurance is _____. This carrier is responsible for damage assessment. In cases of structural damage to the facility, where it may be unsafe for employees to return to work, a civil/structural engineer will be contacted and will assess the safety of the building(s) prior to the employees returning to work. This engineer (or firm) is _____

Vendors to be contacted to assist in damage repair are

Additional information and assistance is available through the local Emergency Management agency and the local chapter of the American Red Cross.
    Emergency Management: _____
    American Red Cross: _____

CHEMICAL OR BIOLOGICAL EMERGENCY PROGRAM

The chemicals or biological agents used or stored at the company may pose a health or safety threat to employees or the community if they are not safely handled and stored. The local Emergency Management and/or Fire Department has been notified of any *highly hazardous* substances that we have on-site, and the amounts of these materials. They are:

Chemical Name	Chemical Identifier (CAS #)	TLV/PEL or regulatory limit values	Amount on-site and location of use or storage

The following persons (by name or job title) are responsible for securing these materials during a emergency situations to reduce the potential for exposure and release of these materials into the ground, air, water or other environment.

Chemical Name	Responsible Person

In the event of a spill or release the following agencies must be contacted:
    Local Fire Department: _____
    Local Emergency Management: _____
    Local Water Authority: _____
    Other Local Agency or Assistance: _____

As needed, these agencies may call in county, state or federal agencies to assist in the emergency response efforts. Additionally notifications may be required to the following agencies:
    OSHA (federal or state agency)   _____
    EPA (or state equivalent agency)   _____
    DOH (or county/state health agency)   _____
    CDC (for biological agent releases only)   _____

MEDICAL EMERGENCIES

The telephone numbers for emergency medical assistance are:
    Ambulance: _____
    Police: _____
    Fire: _____
    Poison Control: _____
    Local hospital: _____

An Automatic External Defibrillator (AED) is located)_____
The following individuals are trained in its use:

Of the three listed categories below, all activities are (check which one applies):

☐ strictly voluntary response ("Good Samaritan") activities

☐ designated **as part of their job duties** to respond to a medical emergency. Training for these
individuals is paid for by the company, and certifications are maintained and up-to-date.

The following individuals are CPR trained at the company:

2) The following individuals are basic first aid trained at the company:

3) The following individuals are EMT qualified:

The Senior on-site manager, Human Resources, or Supervisor are responsible for notifying an injured employee's family member(s).

For all employers regardless of exemptions, notify OSHA within 8 hours of fatalities and within 24 hours of work related inpatient hospitalization, amputation, or loss of an eye. The contact information for the nearest OSHA office is: _____

COOPERATIVE AGREEMENTS

The following agencies, businesses and resources have cooperative agreements with the company. Mutual aid or reciprocal agreements are also listed here (local agencies or businesses that will assist us, or we will assist them in an emergency situation). Copies of these agreements (if documented) are attached to this program. The master copies are _____

Agency Type	Agency Name	Agency Contact (name)	Agency Contact (telephone)	*Type
Fire				C
Ambulance				C
Emergency Management				C
Emergency Sheltering				

C=Cooperative (they provide services to us with no reciprocation)
M=Mutual Aid (we assist each other)
S=Service Provider (we provide services/resources to them with no reciprocation)

It is the responsibility of _____ to review and verify these agreements (including any associated documentation) at least every two years to assure they are suitable and adequate to meet the needs of the company.

Completed by: _____ Date: _____

EARTHQUAKE PREPAREDNESS

WHAT TO DO DURING AN EARTHQUAKE:

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

IF *INDOORS*:

þ **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

þ Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

þ Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.

þ Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.

þ Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.

þ Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

þ DO NOT use the elevators.

IF *OUTDOORS*:

þ Stay there.

þ Move away from buildings, streetlights, and utility wires.

þ Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

IF *IN A MOVING VEHICLE*:

þ Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

þ Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

IF *TRAPPED UNDER DEBRIS*:

þ Do not light a match.

þ Do not move about or kick up dust.

þ Cover your mouth with a handkerchief or clothing.

þ Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

EARTHQUAKE PREPAREDNESS

WHAT TO DO **AFTER** AN EARTHQUAKE:

þ **Expect aftershocks.** These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.

þ **Listen to a battery-operated radio or television.** Listen for the latest emergency information.

þ **Use the telephone only for emergency calls.**

þ **Open cabinets cautiously.** Beware of objects that can fall off shelves.

þ **Stay away from damaged areas.** Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.

þ **Be aware of possible tsunamis if you live in coastal areas.** These are also known as seismic sea waves (mistakenly called "tidal waves"). When local authorities issue a tsunami warning, assume that a series of dangerous waves is on the way. Stay away from the beach.

þ **Help injured or trapped persons.** Remember to help your neighbors who may require special assistance such as infants, the elderly, and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.

þ **Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately.** Leave the area if you smell gas or fumes from other chemicals.

þ **Inspect the entire length of chimneys for damage.** Unnoticed damage could lead to a fire.

þ **Inspect utilities.**
  ü **Check for gas leaks.** If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.
  ü **Look for electrical system damage.** If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
  ü **Check for sewage and water lines damage.** If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes.

EVACUATION/RELOCATION PROCEDURE

NOTE: This form is to be completed and posted in all primary work areas.

EMERGENCY NOTIFICATION INFORMATION:

FIRE/EMERGENCY NOTIFICATION:	Phone:	Alternate:

Name of Facility:

Address/Location:	

Facility Phone:

EVACUATION RELOCATION POINT:

THE *RELOCATION POINT* TO BE USED DURING EMERGENCY EVACUATION IS:

FULLY DESCRIBE LOCATION:

EVACUATION RELOCATION PROCEDURES:

In the event the warning system is activated or if you are advised to evacuate the facility or department, follow the instructions listed below. Above all use your common sense.

1. **PANIC KILLS, IF YOU'RE CALM, IT WILL HELP OTHERS.**

2. **MOVE QUICKLY IN THE OPPOSITE DIRECTION OF KNOWN HAZARDS TOWARDS THE NEAREST UNOBSTRUCTED EXIT.**

3. **DON'T FORGET HANDICAPPED EMPLOYEES, AND FACILITY VISITORS.**

4. **NOTIFY CO-WORKERS ALONG THE WAY, TALK LATER.**

5. **ONCE OUTSIDE PROCEED TO THE EVACUATION RELOCATION POINT.**

6. **REPORT TO THE SENIOR EMPLOYEE PRESENT.**

7. **SENIOR EMPLOYEES WILL BEGIN ROLL CALL IMMEDIATELY.**

8. **NOTIFY SENIOR MANAGEMENT OF MISSING, INJURED, DECEASED PERSONS.**

9. **REFER MEDIA REPRESENTATIVES TO THE SENIOR EMPLOYEE PRESENT.**

NOTE:
The designation of emergency relocation points for evacuation of this facility has been pre-determined and identified. Relocation points may include parking lots, open fields, or streets which are located away from the site of the emergency and which provide sufficient space to accommodate the employees. Employees are instructed to move away from the exit discharge doors of the building, and to avoid congregating close to the building where emergency operations may be hampered.

Completed by: _____   Date: _____

TRAINING ATTENDANCE ROSTER
CRISIS AND DISASTER PLANNING

Crisis and Disaster Planning Training Includes:

- Definitions
- What You Can Do
- Planning Process (4 phases)
- Types of Events
- Recovery priorities
- Resources and Insurance

INSTRUCTOR:	DATE:	LOCATION:

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed.	

Name of Interpreter, if utilized: _____

EMERGENCY ACTION, EVACUATION AND FIRE PREVENTION SAFETY PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR 1910.36, 1910.38, 1910.157, 1910.165*
OSHA 29 CFR 1926.34, 1926.35, 1926 Subpart F,
1926.150, 1926.151
NFPA-10

INTRODUCTION
This program is intended to assist in establishing requirements to ensure that fire and other potential emergency situations are evaluated, and safety procedures implemented.

TRAINING
- All employees and supervisors will be trained in emergency actions and their responsibilities including how emergencies are communicated. Training is required initially, and as changes to the workplace, program or employee responsibilities occur
- Conduct drills, if required
- Emergency Response Team members must be trained based on the types of emergencies they will be expected to encounter. Fire fighting techniques, first aid treatment or both may be required, depending upon the duties and responsibilities of the team
- Employees designated to use fire extinguisher users must be trained annually in the general principles of fire extinguisher use and the hazards involved in incipient (beginning) stage fire fighting

ACTIVITIES
- Identify and evaluate fire hazards
- Identify and evaluate exit routes
- Identify fire wardens and response teams and define responsibilities, if applicable
- Provide emergency equipment as needed
- Write and communicate policies and procedures including Emergency Action and Fire Prevention Programs

FORMS
- Emergency Action Plan
- Fire Drill or Evacuation Assessment
- Training Attendance Roster – Emergency Action
- Training Attendance Roster – Fire Extinguisher

Table of Contents

EMERGENCY ACTION, EVACUATION AND FIRE PREVENTION SAFETY PROGRAM

1. **Purpose.** This program outlines the requirements for the Emergency Action and Evacuation Program in the workplace. It is a federal requirement that all companies have Emergency Action Plans (plans must be in writing for companies with more than 10 employees).

2. **Scope.** This program applies to all workplaces, facilities, and sites at the company.

3. **Responsibilities**

   3.1 Management

   3.1.1 Determine flight or fight response for the company (i.e. will all employees evacuate during fire or spill emergencies, or will some employees be required as part of their job duties to fight a fire, contain a spill or provide medical treatment).

   3.1.2 Write Emergency Action Plan (EAP), including specific procedures or responsibilities for employees and wardens.

   3.1.3 Communicate programs to employees and staff.

   3.1.4 Ensure evacuation alarm systems and notifications are in place and are distinctive and consistent throughout the site. It is recommended that evacuation programs be periodically tested through physical drills (partial evacuation drills and/or full evacuation drills) or via table-top drills or discussions.

   3.1.5 Ensure all employees are appropriately trained to the responsibilities they are expected to take during an emergency situation, including how to report a fire or other emergency and what to do during an evacuation.

   3.1.6 If evacuation wardens are designated and trained, it is recommended that there be a ratio of at least one warden for every 20 employees.

   3.1.7 Ensure that fire extinguishers (if located on-site) are inspected, maintained, tested and of the proper size and type for the area hazards. If employees are expected to use them, annual training is required.

   3.1.8 If utilized, provide on-site emergency response teams with appropriate equipment and training to perform their expected duties. Maintain training documentation for response team members, and documentation for equipment inspection and maintenance.

   3.1.9 Inspect Fire Doors annually and keep all fire doors closed. If they must be held open due to production or operation-specific requirements, they must be fitted with automated releases in accordance with state building codes. Maintain documentation for the life of the fire door.

3.2 Employees

    3.2.1   Attend initial training, and refresher training as required.

    3.2.2   Evacuate, or perform expected tasks prior to evacuation, during an emergency.

3.3 Wardens (evacuation assistance as appropriate or designated)

    3.3.1   Attend appropriate training.

    3.3.2   Follow established procedures to assist in the safe and orderly evacuation of employees.

    3.3.3   Report either the all-clear or problems to the incident commander or other designated person at the command post.

3.4 On-site Response Teams (as appropriate or designated)

    3.4.1   Provide emergency response to fires, spills or medical emergencies, as designated.

    3.4.2   Attend appropriate training to maintain appropriate certifications.

    3.4.3   Ensure emergency response equipment is functioning and adequate to the response(s) required.

4. Procedure.

4.1 Emergency Action Plan

    4.1.1   May be combined with Fire Prevention Plan, if required, into one document that serves both purposes.

    4.1.2   Must be in writing, kept at the workplace and available for employees to review. Companies with 10 or fewer employees may communicate the program orally, rather than in writing.

    4.1.3   Programs must include:

        4.1.3.1   Procedures for reporting a fire or other emergency.

        4.1.3.2   Procedures for emergency evacuation, including types of evacuations and assigned evacuation routes. (Posted, color coded evacuation route maps are highly recommended for each area of the building or structure.)

4.1.3.3   Procedures to be followed by employees who remain to operate or shut down critical operations before they evacuate (power systems, water supplies, ammonia tanks, chemical processes that must be shut down in sequence, etc.).

4.1.3.4   Procedures assigned areas and responsibilities of evacuation wardens, if utilized.

4.1.3.5   Procedures to account for all employees after evacuation.

4.1.3.6   Procedures to be followed by employees who perform rescue or medical duties (on-site response teams).

4.1.3.7   The name or job title of the person(s) who may be contacted by employees who need more information about the program, or an explanation of their duties and responsibilities under the program.

4.1.4   An alarm system must be maintained, if present. The system must have a distinctive signal for each type of alarm (i.e. evacuation alarms must sound the same throughout the site).

4.1.5   Wardens (or evacuation assistance) must be designated and properly trained to assist in a safe and orderly evacuation of other employees.

4.1.6   Programs should address the types of emergencies that are reasonably likely to occur (fire, chemical spills, severe weather, etc.).

4.2   Evacuation and Notification

4.2.1   Alarms and Signals to notify employees of an emergency evacuation are distinctive in sound and consistent throughout the site.

4.2.1.1   Alarms may be automatic or verbally provided in person or through a public address system, but they must be able to be understood by all employees.

4.2.1.2   The same sound or wording must be used throughout the site.

4.2.1.3   Employees must be trained or informed of the sounds or wording used.

4.2.2   Evacuation Routes will be established for each area of the building or site.

4.2.2.1   Employees will be trained and informed of their work-area route.

4.2.2.2   It is highly recommended that maps be posted at each area of the building to assist employees and others in determining their evacuation routes. Maps should be color coded, with the evacuation route in red.

4.2.2.3　Off-site job locations will have evacuation routes determined and communicated to employees who work at these off-site locations.

4.2.3　Relocation Points will be established for employees to congregate during an evacuation.　Designated relocation points assist in assuring that all employees are accounted for.

4.2.3.1　Employees will be trained in their respective relocation point during initial (or refresher) training.

4.2.3.2　Supervisors or other specifically designated people at each relocation point will be responsible for assuring that all employees have been accounted for.

- An accounting for the relocation point will be made to the incident commander or other designated person at the command post.

4.2.3.3　Off-site job locations will have relocation points determined and communicated to employees who work at these off-site locations before the job commences or the employee reports to the site.

4.2.3.4　Where appropriate, severe weather relocation points (shelters or arrangements with neighboring facilities) will be communicated to employees during the training.

4.2.4　Return to Work Signals will be provided once it is safe for employees to re-enter the workplace. Each supervisor or other designated person at each relocation point will be aware of the signal used and be watchful for it.

4.2.5　Evacuation Wardens

4.2.5.1　"Sweep" the assigned area to assure that all employees are appropriately evacuated.

4.2.5.2　Carry out any other assigned duties, prior to evacuating.

4.2.5.3　Report either "all clear" or any problems to the incident commander or other person designated under the company's Emergency Action and Fire Prevention Plans prior to reporting to their assigned relocation point.

4.3　Fire Prevention Plan is required if Ethylene Oxide, Methylenedianiline, or 1,3-Butadiene is being used or stored in the facility.

4.3.1　 A fire prevention plan must be in writing, be kept in the workplace, and be made available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees. At a minimum, your fire prevention plan must include:

4.3.1.1   A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard.

4.3.1.2   Procedures to control accumulations of flammable and combustible waste materials.

4.3.1.3   Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials.

4.3.1.4   The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.

4.3.1.5   The name or job title of employees responsible for the control of fuel source hazards.

4.3.2   An employer must inform employees upon initial assignment to a job of the fire hazards to which they are exposed. An employer must also review with each employee those parts of the fire prevention plan necessary for self-protection.

5.   Safety Information.

5.1   Means of Egress (exits and exit paths)

5.1.1   All employees must be able to safely exit the building in a direct path and within a reasonable time frame.

5.1.2   There are specific requirements for exits, paths to exits, exit signs, aisle widths and for stairways. These "life safety" codes must be considered during renovation, construction or when re-arranging a work area.

5.1.3   All exits, aisles and exit paths, and stairways must be kept clear and unobstructed. No storage is allowed that will restrict the access or use of the exit path below the required widths. No storage is allowed that will block or obstruct stairs or exit doors.

5.1.4   All exits and the paths to them must be clearly visible or have visible signs that indicate the location of the exit.

5.1.5   Locks or fastening devices to keep exit doors closed and locked from the inside (preventing the use of the door as an exit) are prohibited in almost every workplace structure (mental and correctional institutions are two exceptions). Doors that could be mistaken for an exit but are not exits must be marked "Not an Exit" or "Closet" or with similar markings so that they will not be mistaken for an exit in an emergency.

5.1.6   Emergency lighting, signs and exits must meet requirements for the number of exits, the location and size of signs and the amount of illumination required.

5.2 Fire Alarms and Detection

5.2.1 Fire alarms are required in buildings where the location of the fire will not provide adequate warning to employees and other occupants (i.e. multi-floor buildings or segregated work spaces).

5.2.2 Alarms must be loud enough to be heard above the ambient noise level of the work area and activate in time to provide adequate warning for the work area occupants to safely evacuate.

5.2.3 Alarms and signals must be tested or maintained to assure they remain in working order.

5.2.4 Buildings undergoing construction and renovation (where employees are still working and occupying the work areas) must have appropriate (or alternate) alarms and fire prevention systems that are at least equal to those required for the occupancy and type of hazards in the area. This includes hazards inherent to the work area and tasks performed, as well as any additional hazards caused by the construction or renovation.

5.3 Fixed Fire Suppression Equipment

5.3.1 All fixed suppression equipment must be maintained and tested by trained persons. The local fire department may provide or be able to be contracted to perform this maintenance and testing. Specific employees may be designated and trained for this service, depending upon the maintenance and testing requirements for the system.

5.3.2 There are various types of fixed suppression equipment. Each type must be specifically designed for the types of fires likely to be encountered. These types are:

5.3.2.1 Automatic sprinklers that discharge water into an area when heat or smoke causes the valve (sprinkler head) to open. Sprinkler heads must be kept free from any obstruction (at least 18" clearance vertically and horizontally).

5.3.2.2 Standpipe systems include fixed water supplies (risers) with a hose and nozzle. These systems are usually recessed in walls or found in stairwells. Standpipe systems are for use by trained fire-fighting personnel only.

5.3.2.3 Dry chemical systems are discharged in rooms or over a specific process (like an electrical system). Pre-discharge alarms are required where vision could be obscured that would affect employee evacuation.

5.3.2.4 Gaseous agents are normally used in enclosed rooms and spaces. Depending on the agent used to suppress the fire, pre-discharge alarms are required. Where employee evacuation cannot occur

within a specific time frame, specific agents are prohibited from being used as suppression agents.

      5.3.2.5   Water spray and foam systems are usually utilized for a specific process hazard (like a kitchen grease pit or solvent tank). They discharge a chemical-foam that will "blanket" the fire or area with foam to "smother" the fire.

5.4   Portable Fire Extinguishers

   5.4.1   The Two Extinguisher Rule: Fire extinguishers are for controlling small, incipient fires. NEVER should more than two (2) extinguishers be used to control a fire. If the fire is not controlled with two extinguishers, it is no longer considered an incipient fire and should ONLY be extinguished by trained Firefighters or by fixed fire suppression systems.

   5.4.2   Classes. There are five classes or types of Fire Extinguishers. Each class has distance requirements that are required for employees to access them. These types and distances are:

      5.4.2.1   Class A – used on ordinary combustibles (wood, paper, cloth, etc.). Extinguishers must be 75 ft. or less from the hazard.

      5.4.2.2   Class B – used for flammable or combustible liquids (gasoline, paint, solvents, propane). Distance must be 50 ft. or less from the hazard.

      5.4.2.3   Class C – used for electrical equipment and must be 50 ft. or less from the hazard.

      5.4.2.4   Class D – used for metals (magnesium, potassium and sodium). Extinguishers must be 75 ft. or less from the hazard.

      5.4.2.5   Class K – used for fires that involve cooking oils, trans-fats, or fats in cooking appliances and are typically found in restaurant and cafeteria kitchens.

   5.4.3   General. Extinguishers must be located so they are clearly visible, readily accessible to the employees or persons designated and trained to use them and located so they are protected from damage by moving equipment.

      5.4.3.1   Extinguishers must be maintained in a fully charged and operable condition and kept in their designated locations.

      5.4.3.2   Extinguishers must be appropriate to the type (or class) of fire hazard likely to be found in the work area.

      5.4.3.3   Standard signs and floor markings may be utilized to increase visibility.

5.4.3.4 Extinguishers should be located along normal paths of travel but protected from the direct line of traffic to avoid injury to personnel or mechanical damage.

5.4.3.5 Extinguishers are not required in workplaces where all employees will be required to evacuate the facility (total evacuation) upon the initial alarm sounding, unless extinguishers are required by a specific regulatory standard (i.e. welding, confined space, and some flammable liquid usages).

5.4.4 Inspection and Testing. Extinguishers must be visually inspected monthly. Extinguishers must be maintained annually. Extinguishers must be physically (hydrostatically) tested every 5 years or 12 years depending on the type of extinguisher. When removed from service for maintenance or testing, or due to corrosion or damage, they must be replaced with an equivalent protective system.

5.4.4.1 Fire extinguishers must be inspected internally at least monthly. The inspection will include the following:

- Ensure that units are accessible,

- Install units on wall 3-5 feet from floor from top of unit,

- Ensure that the gauge needle is in the green zone, showing the unit is fully charged,

- Ensure that the handle is secured by a pin to avoid accidental release,

- Ensure that the pin is secured with a plastic tie, and

- Ensure that the tag on the unit shows the date of each monthly inspection and the initials of the person doing the inspection.

5.4.4.2 Documentation of the inspection, maintenance and testing may be kept with the extinguisher or in a separate system, provided the records are accessible to employees or agencies that may be required to review these records. Documentation must be kept for the life of the extinguisher.

5.4.5 Employee Training

5.4.5.1 Where employees will not be required to use them, employees should be informed that they are for trained fire fighter use only.

5.4.5.2 Where employees will be required to use extinguishers, employees must be trained annually in the general principles of fire extinguisher use and the hazards involved in incipient (beginning) stage fire fighting.

5.5 Fire Brigades and On-Site Response Medical Teams (as appropriate)

5.5.1 Fire Brigades and Medical Response teams must be trained to the level or type of emergency they will likely encounter. In most cases, verified training is required, and documentation must be maintained with periodic or annual refresher training.

5.5.2 Team members must be physically capable of performing their duties (including the use of respiratory protection, where required). Employees with known physical conditions (heart disease, emphysema or epilepsy) or known mental or physical disabilities that would impair their ability to perform the expected duties may be required to be approved by a licensed physician prior to being allowed to participate on the team.

5.5.3 Teams must be provided with adequate equipment and protective clothing to perform their duties.

5.5.4 Equipment and clothing must be maintained in good working order. Equipment removed from service must be promptly repaired or replaced, or team members must be informed that the equipment is no longer available.

5.5.5 Teams must be organized, with either elected or appointed leaders, and have specific written procedures that outline their responsibilities (and limitations) about emergency response at the workplace.

5.6 Hot Work, Open Flame Work or Spark Producing Equipment

5.6.1 Permission and Permits. Any hot work or work with open flames should be performed only with the permission of company management. (Approvals may be required by the landlord or building owner, if different than company ownership.) Such work should be done only under specific restrictions and limitations to prevent fires or other hazards. This information and any restrictions or limitations should be documented. A signed permit system is recommended that outlines the details of the work and the restrictions or limitations.

5.6.1.1 Contractors - shall obtain Hot Work/Open Flame Permits through the manager or supervisor in charge of the job or process.

6. Training and Information.

6.1 Emergency Action Plans and Evacuation Programs must be reviewed with each employee:

6.1.1 When the program is developed or when it is changed

6.1.2 Upon initial assignment to a work area

6.1.3 When the workplace changes (construction or remodeling) that require a different evacuation route

6.1.4   When an employee's responsibilities under the program change.

6.2   Fixed Suppression Systems. Employees where fixed suppression equipment agents activate (non-water systems) must be specifically trained in the alarm signal, and any protective equipment and controls needed to ensure their safety. They must have (and be trained to) specific evacuation programs from the area of discharge.

6.3   Emergency Response Team members must be trained based on the types of emergencies they will be expected to encounter. Fire fighting techniques, first aid treatment or both may be required, depending upon the duties and responsibilities of the team.

6.4   Fire extinguisher users must be trained annually in the general principles of fire extinguisher use and the hazards involved in incipient (beginning) stage fire fighting.

7.   Definitions.

➢   *Brigades* – A workplace team of employees who are specifically designated to respond and fight incipient fires.

➢   *Fixed Suppression Equipment* – Fire extinguishing systems that are affixed in place. For example: sprinkler systems.

➢   *Command Post* – A designated location that is set up for communications and direction of emergency responders.

➢   *Incident Commander* – The person designated to direct the activities of an emergency response. This person normally remains at the command post.

EMERGENCY ACTION PLAN

COMPANY NAME:		DATE:	
SITE ADDRESS:			

Emergency Escape Procedures and Escape Route Assignments: (optional - attach evacuation route map)

Procedures to be followed by employees who remain to operate critical operations before they evacuate:

Procedures to account for employees after evacuation is complete (e.g. crew leader counts crew – reports status to emergency services):

Employee rescue or medical duties:

Methods to report fires and other emergencies:

Person(s) to contact for questions regarding site Emergency Action Plan or employee duties under Plan (name and phone number):

FIRE	Notification Method (Automatic, Pull Box, Phone)	Site Contact	Emergency Number (other than 911)

Fire Designated Meeting/Evacuation location(s):

TORNADO	Notification Method (Automatic, Pull Box, Phone)	Site Contact	Emergency Number (other than 911)

Tornado Designated Meeting/Evacuation location(s):

EARTHQUAKE	Notification Method (Automatic, Pull Box, Phone)	Site Contact	Emergency Number (other than 911)

Earthquake Designated Meeting/Evacuation location(s):

CHEMICAL SPILL/RELEASE	Notification Method (Automatic, Pull Box, Phone)	Site Contact	Emergency Number (other than 911)

Chemical Spill/Release Designated Meeting/Evacuation location(s):

MEDICAL EMERGENCY	Notification Method (Automatic, Pull Box, Phone)	Site Contact	Emergency Number (other than 911)

Active Shooter Procedures

RUN, HIDE, FIGHT

Additional Company Procedures:

Additional Emergency Procedures

FIRE DRILL OR EVACUATION ASSESSMENT

Evacuation Start time:		Evacuation End time:		Total time for evacuation process:	
Evacuation Routes Marked:		◻ **Yes** ◻ **No**		**Exit Signs Visible or Evacuation Routes Posted:**	◻ **Yes** ◻ **No**

Was the building completely evacuated?	◻ Yes	◻ No
Was the evacuation signal heard in every area of the building?	◻ Yes	◻ No
Did all employees meet at their designated relocation point?	◻ Yes	◻ No
Have procedures for the handicapped been addressed?	◻ Yes	◻ No
Did all equipment (stairwell doors, alarms, etc.) function properly?	◻ Yes	◻ No

Problem or Issue Noted And Corrective Action To Be Taken:

Name of Person Responsible for Corrective Action:	Completed Date:

Additional Comments/Requirements:

Evaluator's Name:	Signature:

TRAINING ATTENDANCE ROSTER
EMERGENCY ACTION

Emergency Action Training Includes:
- Escape Procedures
- Procedures to follow
- Account for employees
- Employee, rescue or medical duties
- Methods to report fires or other emergencies
- Contacts

INSTRUCTOR:	DATE:	LOCATION:

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed.	

Name of Interpreter, if utilized: _____

TRAINING ATTENDANCE ROSTER
FIRE EXTINGUISHER

Fire Extinguisher Training Includes:
- Types of extinguishers
- Inspection methods
- PASS system
- When you should not fight a fire

INSTRUCTOR:	DATE:	LOCATION:

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed.	

Name of Interpreter, if utilized: _____

ERGONOMICS AND MUSCULOSKELETAL DISORDER MANAGEMENT SAFETY PROGRAM
REGULATORY STANDARD: *OSHA 29 CFR 1903. (General Duty Clause)*

INTRODUCTION
Repetitive motions, use of force or pressure, or improper workstation set up are the primary causes of ergonomic disorders. This program allows for ergonomic evaluations for both office and manufacturing environments.

TRAINING
Recommended for workplaces with high ergonomic risk.

ACTIVITIES
- Evaluate the need for an ergonomics program
- Implement controls to minimize or eliminate repetitive or force trauma tasks.

FORMS
- Ergonomic Office/Computer Safety Checklist
- Ergonomic Work Area Screening and Analysis Tool
- Training Attendance Roster

Table of Contents

ERGONOMICS AND MUSCULOSKELETAL DISORDER MANAGEMENT SAFETY PROGRAM

1. **Purpose.** This document provides a program to enable an organization to effectively manage musculoskeletal disorders (MSDS) or repetitive strain injuries (RSI).

2. **Scope.** This program applies to all facilities and operations at the company. This program is limited to work-related musculoskeletal disorders.

3. **Responsibilities**

    3.1 Management. Management should review the following roles and responsibilities and assign them to appropriate existing or new positions as they deem appropriate. Additionally, they have the following responsibilities:

    3.1.1 Ultimate responsibility to ensure program requirements are met.

    3.1.2 Communicate the importance of the MSD management program.

    3.1.3 Develop and approve the goals and objectives of the company's ergonomics program and regularly review progress.

    3.1.4 Review organization procedures to ensure employee participation.

    3.1.5 Appoint one or more persons from within the company to function as a local ergonomics coordinator, as needed.

    3.1.6 Ensure adequate resources are available (i.e. personnel, time, equipment) to implement the program or any ergonomic initiatives undertaken.

    3.1.7 Ensure that personnel performing specific tasks relative to the ergonomics program or initiatives are competent based on their education, training and experience.

    3.1.8 Ensure, when feasible, controls to any identified ergonomic hazards are implemented.

    3.1.9 Ensure supervisors and employees are held accountable for reporting ergonomic incidents, as needed..

    3.2 Employees

    3.2.1 Participate in specific job and process hazard analysis and evaluations, as needed.

    3.2.2 Report MSDS, or MSD signs or symptoms, when recognized.

3.3 Ergonomics Coordinator (may also be Safety Officer or other designated person). A minimum of one coordinator is recommended per company. The total number of persons assigned to this role shall be appropriate for the goals and deliverables of the program. The responsibilities for this role should be to:

    3.3.1 Function as centralized local resource of ergonomic services.

    3.3.2 Complete any required training.

    3.3.3 Maintain any documentation/records associated with the program.

    3.3.4 Provide required training to employees, as needed or appropriate.

    3.3.5 Monitor regulations related to musculoskeletal disorders and provide advocacy for the employees to the company.

    3.3.6 Establish site wide goals and monitor performance related to continuous improvement. This may be accomplished by the following:

        3.3.6.1 Conducting a screening or prioritization of tasks, equipment, workplaces and processes.

        3.3.6.2 Participating in reviews of new designs and modifications to existing processes, equipment, or tasks, including recommendations for controlling risk factors.

        3.3.6.3 Consulting on issues of concern by conducting technical analysis, providing recommendations to improve identified problems, etc.

    3.3.7 Regularly report to management on the status of program.

    3.3.8 Coordinate internal audits of program against the corporate program.

3.4 Medical Service Provider (as needed):

    3.4.1 Coordinate case management process.

    3.4.2 Provide health-care consultations and services.

3.5 Engineering Professional (as needed):

    3.5.1 Provide technical engineering consultation for ergonomic issues.

    3.5.2 Assist in the development and implementation of ergonomic improvements.
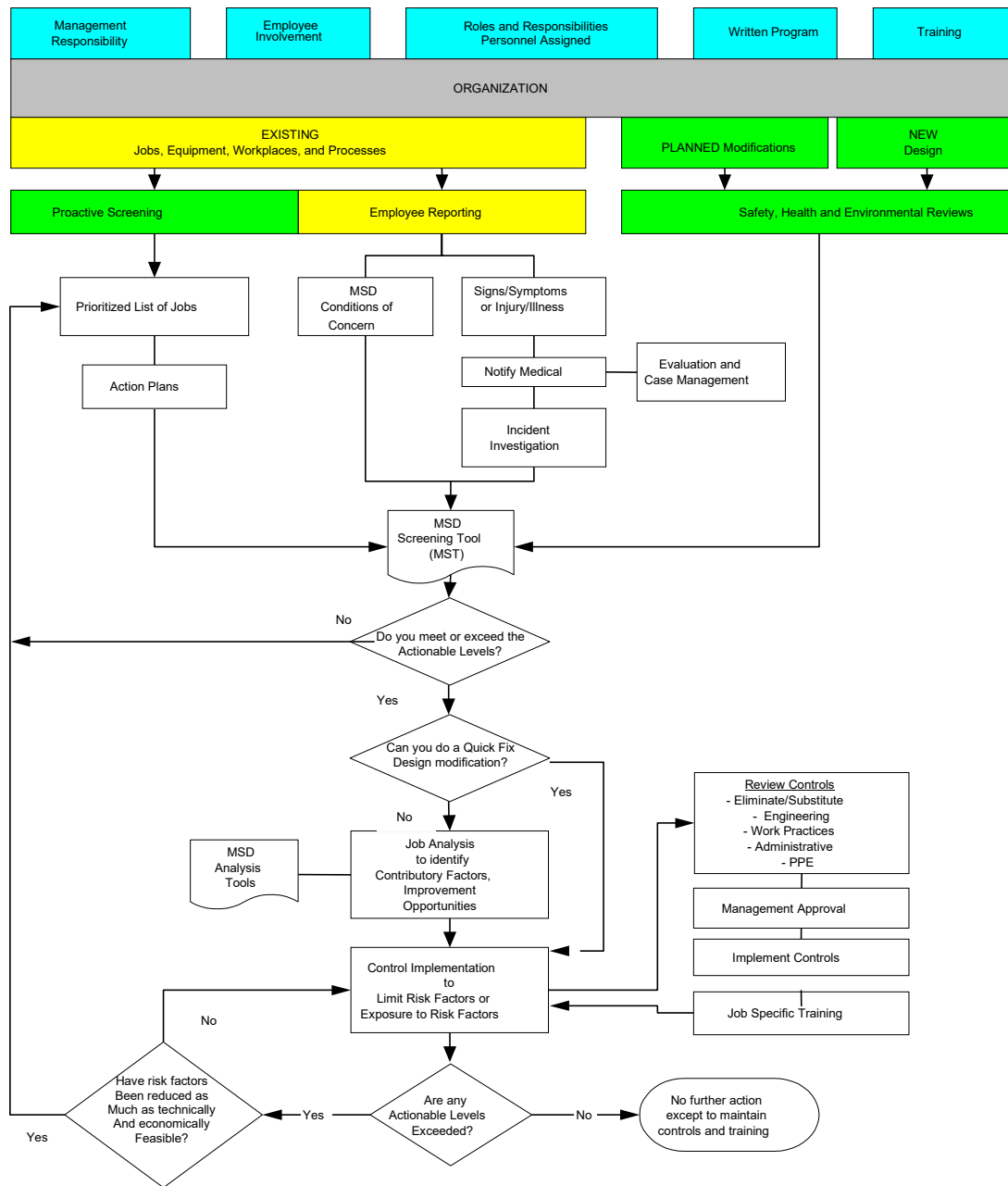
4. Procedure.

4.1 Elements of a Manufacturing-Based Program:

#	Program Element	Deliverable	Retention Period
1	Management Systems	Allocate Resources and Define Responsibilities	N/A
		Written Program Document	UOS. Update annually.
		MSD Program Implementation Checklist.	UOS. 3-year review; Annual review for targeted operations.
		Action Plan / Project Activity Log.	Regular update. 3-year retention.
		Performance metric charts.	UOS. Update annually.
2	Training	Training Records.	Regular update. 10-year retention.
3	Proactive Job Screening and Assessment	Prioritized List of Jobs.	Regular update. 3-year retention.
4	Proactive Review of New and Planned Modifications	MSD Job Screening and Analysis Records. Control Implementation Records.	UOS. 5-year retention.
5	Incident Investigation		
6	Investigation of Employee Reports		
7	Management of MSD Cases	Medical case management.	N/A

UOS - Until Obsolete or Superseded

4.2   Figure 1 below illustrates the essential components and functions of a manufacturing based MSD management program and how they work together.

Figure 1

Management Responsibility	Employee Involvement	Roles and Responsibilities Personnel Assigned	Written Program	Training

ORGANIZATION

EXISTING Jobs, Equipment, Workplaces, and Processes	PLANNED Modifications	NEW Design

Proactive Screening	Employee Reporting	Safety, Health and Environmental Reviews

Prioritized List of Jobs

MSD Conditions of Concern

Signs/Symptoms or Injury/Illness

Notify Medical → Evaluation and Case Management

Action Plans

Incident Investigation

MSD Screening Tool (MST)

Do you meet or exceed the Actionable Levels? — No / Yes

Can you do a Quick Fix Design modification? — No / Yes

MSD Analysis Tools → Job Analysis to identify Contributory Factors, Improvement Opportunities

Review Controls
- Eliminate/Substitute
- Engineering
- Work Practices
- Administrative
- PPE

Management Approval

Implement Controls

Job Specific Training

Control Implementation to Limit Risk Factors or Exposure to Risk Factors

Have risk factors Been reduced as Much as technically And economically Feasible? — No / Yes

Are any Actionable Levels Exceeded? — Yes / No

No further action except to maintain controls and training

4.3   Elements of an Office or Field-Service based Program

4.3.1   Where computer/office work or field service work is the majority (75%) of the work environment, the organization may incorporate a modified program as outlined below. Field service work does not imply manufacturing maintenance departments.

4.3.2   An office/field service based MSD management program should have the same components as shown in 4.1 with the following exceptions:

4.3.2.1 Proactive screening (see associated document - Ergonomics Screening and Analysis Tools) is not required in field service work.

4.3.2.2 Proactive review of new and planned modifications (see associated document - Ergonomics Screening and Analysis Tools) is not required in field service work.

4.3.3 Figure 2 below illustrates the essential components and functions of an office/field service based MSD management program and how they work together.

Figure 2
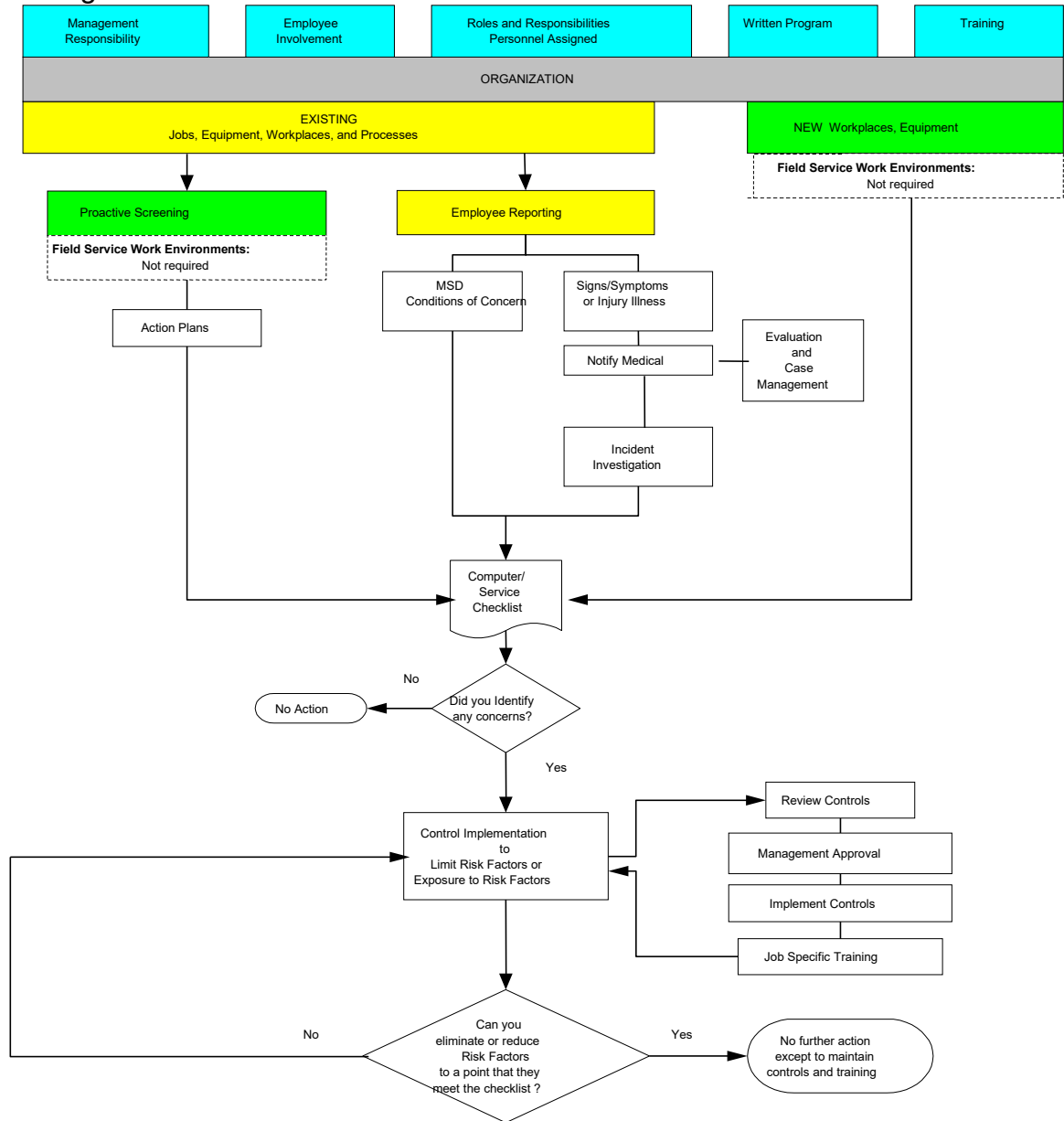
5. Safety Information

5.1 Recordkeeping

5.1.1   Completion of any ergonomics training course should be documented.

5.1.2   A record of evaluated jobs and implemented controls should be maintained to assist in the evaluations of similar types of tasks or activities at the company.

5.2 Health Surveillance

5.2.1   Prior to initial job assignment, or transfer of job responsibilities, employees who are to be assigned to positions involving known or suspected exposures to ergonomic hazards may receive a baseline health surveillance examination to establish where any changes in employee health status may occur. This surveillance is also designed to assist the company in determining where ergonomic controls may be required. Note: the use of medical screening tests or evaluations has not been validated as a predictive measure of risk for determining MSD related injuries and illnesses.

5.3 Ergonomic Screening and Surveys

5.3.1   Checklist. A survey checklist may be used to assist in determining ergonomic risk factors such as: posture, materials handling, and upper extremity factors. The checklist will be tailored to the specific needs and conditions of the workplace.

5.3.2   Ergonomic Risk Factors. Identification of ergonomic hazards is normally based on ergonomic risk factors such as, conditions of a job process, work station, or work methods that contribute to the risk of developing problems associated with ergonomic stressors. Not all of these risk factors will be present in every job containing ergonomic stressors, nor is the existence of one of these factors necessarily sufficient to cause a problem associated with CTD. Supervisors should ensure that known risk factors for specific employees, jobs or tasks are conveyed to the ergonomic assessment committee for improvement or correction.

5.3.2.1   Personal Risk Factors include: Gender, Age, Anthropometry, Work method, Attitude, Training, Sight, Hearing, Smell, Physical strength, and Weight.

5.3.2.2   Upper Extremities Risk Factors include: repetitive and/or prolonged activities, forceful exertions (usually with the hands), pinch grips, prolonged static postures, awkward postures (reaching and twisting), continued physical contact with work surfaces, excessive vibration from power tools and inappropriate or inadequate hand tools.

5.3.2.3   Back Disorder Risk Factors include: body mechanics (bending, lifting and twisting), prolonged sitting with poor posture, lack of adjustable equipment (chairs, footrests, etc.), poor grips on handles, slippery footing, frequency of movement, duration and pace, load stability, reach distances and work height.

5.3.2.4   Environmental Risk Factors include: floor surfaces and platforms, temperature extremes, lighting, noise and vibration.

5.3.2.5   Multiple Risk Factors. Jobs, operations, or work stations that have multiple risk factors have a higher probability of ergonomic risk. The combined effect of several risk factors is sometimes referred to as "multiple causation."

5.4   Work Station Analysis and Design

5.4.1   Engineering Solutions. Engineering solutions, where feasible, are the preferred method of control for ergonomic hazards. The focus of the company ergonomics safety program is to make the job fit the person, not to make the person fit the job. This is accomplished whenever possible by redesigning the work station, work methods, or tool(s) to reduce the demands of the job.

5.4.2   Work Station Design.   Work stations when initially constructed or when redesigned will be adjustable in order to accommodate the person who actually works at a given work station, it is not adequate to design for the "average" or typical worker. Work stations should be easily adjustable and either designed or selected to fit a specific task, so that they are comfortable for the workers using them. The work space should be large enough to allow for the full range of required movements, especially where hand-held tools are used.

5.4.3   Design of Work Methods. Traditional work method analysis considers static postures and repetition rates. This may be supplemented by addressing the force levels and the hand and arm postures involved. The tasks will be altered where possible to reduce these and the other stresses.

5.4.4   Repetitive motion. All efforts to reduce repetitive motion will be pursued. Examples of methods to reduce highly repetitive movements include:

5.4.4.1   Increasing the number of workers performing a task.

5.4.4.2   Lessening repetition by combining jobs with very short cycle times, thereby increasing cycle time. (Sometimes referred to as "job enlargement.").

5.4.4.3   Using automation where appropriate.

5.4.4.4   Designing or altering jobs to allow self-pacing or rest periods.

5.4.5   Force measurements. Force measurements, when taken, are noted as an estimated average effort, and a peak force. They are recorded as "light," "moderate," and "heavy." These measurements include the number of manipulations per cycle, per time frame and per work shift.

5.4.6   Vibration measurements. Tools can be checked for excessive vibration. (The NIOSH criteria document on vibration should be consulted).

5.4.7   Posture and lifting measurements. Hand, arm, and shoulder postures and movements can be assessed for levels of risk. Work stations having tasks requiring manual materials handling should have the maximum weight-lifting values calculated. (The NIOSH Work Practices Guide for Manual Lifting, 1981, should be used for basic calculations. Note that this guide does not address lifting that involves twisting or turning motions.)

6.   Training and Information

6.1   General Awareness Training

General awareness training for ergonomics is recommended for new employees on initial assignment, and as needed.

6.2   Job Specific Training

6.2.1   Job specific training may be provided on a case by case basis when work methods or engineering controls have been implemented.

6.2.2   Job Specific training is composed of the following topics:

6.2.2.1   Instruction on the safe methods of using equipment

6.2.2.2   Instruction of the identified work methods

6.2.2.3   The reasons for job specific controls

6.2.3   This training should take place in separate training sessions to the general awareness training.

7.   Definitions.

➢   *Ergonomics* - A multi-disciplinary science that studies human physical and psychological capabilities and limitations. This body of knowledge can be used to design or modify the workplace, equipment, and products to improve human performance and reduce the likelihood of injury and illness.

➢   *Ergonomics Coordinator* - A designated person who is responsible for identifying and correcting ergonomic hazards in the workplace, including ergonomic professionals or other trained and qualified persons (such as health care providers, engineers, safety personnel   or   others   who   have   received   ergonomics   training).

➢ *Ergonomic Hazards* - Workplace conditions that pose a biomechanical stress to the worker. Such hazardous workplace conditions include, but are not limited to, faulty work station layout, improper work methods, improper tools, excessive tool vibration, and job design problems that include aspects of work flow, line speed, posture and force required, work/rest regimens, and repetition rate. They are also referred to as "stressors."

➢ *Ergonomic risk factors* - Conditions of a job, process, or operation that contribute to the risk of developing CTDs, MSDS or RSIs.

➢ *Cumulative trauma disorders (CTDs* - The term used in these guidelines for health disorders arising from repeated biomechanical stress due to ergonomic hazards. Other terms that have been used for such disorders include "repetitive motion injury," "occupational overuse syndrome," and "repetitive strain injury." CTDs are a class of musculoskeletal disorders involving damage to the tendons, tendon sheaths, synovial lubrication of the tendon sheaths, and the related bones, muscles, and nerves of the hands, wrists, elbows, shoulders, neck and back. The more frequently occurring occupationally induced disorders in this class include carpal Tunnel syndrome, epicondylitis (tennis elbow), tendonitis, tenosynovitis, synovitis, stenosing tenosynovitis of the finger, DeQuervain Disease, and low back pain.

➢ *Musculoskeletal Disorder (MSD)* - A disorder of the muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels, or spinal discs.
   • MSDS may include muscle strains and tears, ligament sprains, joint and tendon inflammation, tendonitis, epicondylitis, carpal tunnel syndrome, rotator cuff syndrome, DeQuervain's syndrome, trigger finger, tarsal tunnel syndrome, hand-arm vibration syndrome (HAVS), and low back pain, pinched nerves, sciatica, spinal disc degeneration, and herniated spinal disc.
   • Injuries arising from slips, trips, falls, motor vehicle accidents, or similar accidents are not considered MSDS for the purposes of this program.

➢ *Repetitive Strain Injury (RSI)* - The terms MSD and RSI are analogous for the purposes of this program.

ERGONOMIC OFFICE/COMPUTER SAFETY CHECKLIST

Completed by: _____ Date: _____

PART I – OFFICE/COMPUTER OVERVIEW:

WORKING POSTURES–The workstation is designed or arranged for doing computer tasks so it allows your:

Head and **neck** to be upright or in-line with the torso (not bent down/back). If "no" refer to <u>Monitors</u>, <u>Chairs</u> and <u>Work Surfaces</u> in part 2.	☐ **YES**	☐ **NO**
Head, neck, and **trunk to** face forward (not twisted). If "no" refer to <u>Monitors</u> or <u>Chairs</u> in part 2.	☐ **YES**	☐ **NO**
Trunk to be perpendicular to floor (may lean back into backrest but not forward). If "no" refer to <u>Chairs</u> or <u>Monitors</u> in part 2.	☐ **YES**	☐ **NO**
Shoulders and **upper arms** to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward). If "no" refer to <u>Chairs</u> in part 2.	☐ **YES**	☐ **NO**
Upper arms and **elbows** to be close to the body (not extended outward). If "no" refer to <u>Chairs</u>, <u>Work Surfaces</u>, <u>Keyboards</u>, and <u>Pointers</u> in part 2.	☐ **YES**	☐ **NO**
Forearms, wrists, and **hands** to be straight and in-line (forearm at about 90 degrees to the upper arm). If "no" refer to <u>Chairs</u>, <u>Keyboards</u>, <u>Pointers</u> in part 2.	☐ **YES**	☐ **NO**
Wrists and **hands** to be straight (not bent up/down or sideways toward the little finger). If "no" refer to <u>Keyboards</u>, or <u>Pointers</u> in part 2.	☐ **YES**	☐ **NO**
Thighs to be parallel to the floor and the **lower legs** to be perpendicular to floor (thighs may be slightly elevated above knees). If "no" refer to <u>Chairs</u> or <u>Work Surfaces</u> in part 2.	☐ **YES**	☐ **NO**
Feet rest flat on the floor or are supported by a stable footrest. If "no" refer to **Chairs**, **Work Surfaces** in part 2.	☐ **YES**	☐ **NO**

SEATING–Consider these points when evaluating the chair:

Backrest provides support for your lower back (lumbar area).	☐ **YES**	☐ **NO**
Seat width and **depth** accommodate the specific user (seat pan not too big/small).	☐ **YES**	☐ **NO**
Seat front does not press against the back of your knees and lower legs (seat pan not too long).	☐ **YES**	☐ **NO**
Seat has cushioning and is rounded with a "waterfall" front (no sharp edge).	☐ **YES**	☐ **NO**
Armrests, if used, support both forearms while you perform computer tasks and they do not interfere with movement.	☐ **YES**	☐ **NO**

KEYBOARD/INPUT DEVICE–Consider these points when evaluating the keyboard or pointing device. The keyboard/input device is designed or arranged for doing computer tasks so the:

Keyboard/input device platform(s) is stable and large enough to hold a keyboard and an input device.	☐ **YES**	☐ **NO**
Input device (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.	☐ **YES**	☐ **NO**
Input device is easy to activate and the shape/size fits your hand (not too big/small).	☐ **YES**	☐ **NO**
Wrists and **hands** do not rest on sharp or hard edges.	☐ **YES**	☐ **NO**

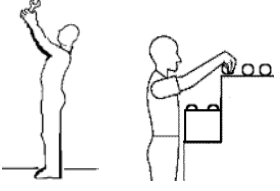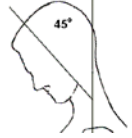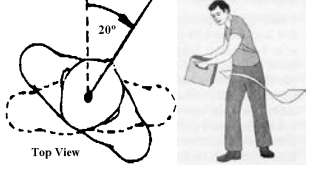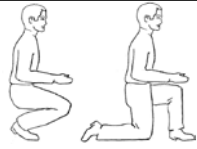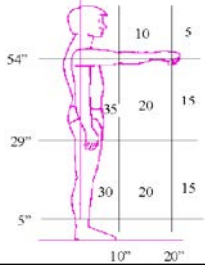| **WORK AREA–Consider these points when evaluating the desk and workstation. The work area is designed or arranged for doing computer tasks so the**		
Thighs have sufficient clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped).	☐ **YES**	☐ **NO**
Legs and **feet** have sufficient clearance space under the work surface so you are able to get close enough to the keyboard/input device.	☐ **YES**	☐ **NO**
ACCESSORIES–Check to see if the:		
Document holder, if provided, is stable and large enough to hold documents.	☐ **YES**	☐ **NO**
Document holder, if provided, is placed at about the same height and distance as the monitor screen so there is little head movement, or need to re-focus, when you look from the document to the screen.	☐ **YES**	☐ **NO**
Wrist/palm rest, if provided, is padded and free of sharp or square edges that push on your wrists.	☐ **YES**	☐ **NO**
Wrist/palm rest, if provided, allows you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device.	☐ **YES**	☐ **NO**
Telephone can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time.	☐ **YES**	☐ **NO**
GENERAL		
Workstation and equipment have sufficient adjustability so you are in a safe working posture and can make occasional changes in posture while performing computer tasks.	☐ **YES**	☐ **NO**
Computer workstation, components and accessories are maintained in serviceable condition and function properly.	☐ **YES**	☐ **NO**
Computer tasks are organized in a way that allows you to vary tasks with other work activities, or to take micro-breaks or recovery pauses while at the computer workstation.	☐ **YES**	☐ **NO**

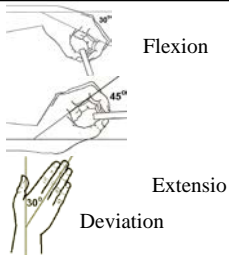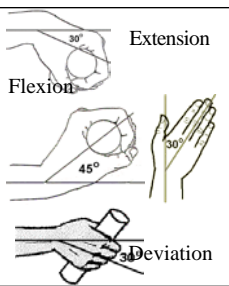## PART II – OFFICE/COMPUTER IN-DEPTH ASSESSMENT TIPS

Monitors	☑
Make sure the screen is large enough for adequate visibility. Usually a 15 to 20-inch monitor is sufficient. Smaller units will make it difficult to read characters and larger units may require excessive space.	☐
The angle and tilt should be easily adjustable.	☐
Flat panel displays take less room on the desk and may be more suitable for locations with limited space.	☐

Keyboards	☑
Split keyboard designs will allow you to maintain neutral wrist postures.	☐
Keyboards with adjustable feet will accommodate a wider range of keyboard positions and angles. Adjustable feet on the front as well as the back will further aid adjustments. Increased adjustability will facilitate neutral wrist postures.	☐
The cord that plugs into the CPU should be long enough to allow the user to place the keyboard and the CPU in a variety of positions. At least six feet of cord length is desirable.	☐
Consider a keyboard without a 10-key keypad if the task does not require one. If the task does require one occasionally, a keyboard with a separate 10-key keypad may be appropriate. Keyboards without keypads allow the user to place the mouse closer to the keyboard.	☐
Consider the shape and size of the keyboard if a keyboard tray is used. The keyboard should fit comfortably on the tray.	☐
Consider keyboards without built-in wrist rest, because separate wrist rests are usually better.	☐
Keyboards should be detached from the display screen if they are used for a long duration keying task. Laptop keyboards are generally not suitable for prolonged typing tasks.	☐

Keyboard Trays	☑
Keyboard trays should be wide enough and deep enough to accommodate the keyboard and any peripheral devices, such as a mouse.	☐
If a keyboard tray is used, the minimum vertical adjustment range (for a sitting position) should be 22 inches to 28 inches from the floor.	☐
Keyboard trays should have adjustment mechanisms that lock into position without turning knobs. These are frequently over tightened, which can lead to stripped threads, or they may be difficult for some users to loosen.	☐

Desks and Work Surfaces	☑
The desk area should be deep enough to accommodate a monitor placed at least 20 inches away from your eyes.	☐
Ideally, your desk should have a work surface large enough to accommodate a monitor and a keyboard. Usually about 30 inches is deep enough to accommodate these items.	☐
Desk height should be adjustable between 20 inches and 28 inches for seated tasks. The desk surface should be at about elbow height when the user is seated with feet flat on the floor. Adjustability between seated and standing heights is desirable.	☐
You should have sufficient space to place the items you use most often, such as keyboard, mouse, and monitor directly in front of you.	☐
There should be sufficient space underneath for your legs while sitting in a variety of positions. The minimum under-desk clearance depth should be 15 inches for your knees and 24 inches for your feet. Clearance width should be at least 20 inches.	☐

Desks and Work Surfaces *[continued]*	☑
Purchasing a fixed-height desk may require the use of a keyboard tray to provide adequate height adjustment to fit a variety of users.	☐
Desktops should have a matte finish to minimize glare. Avoid glass tops.	☐
Avoid sharp leading edges where your arms come in contact with work surfaces. Rounded or sloping surfaces are preferable.	☐
The leading edge of work surface should be wide enough to accommodate the arms of your chair, usually about 24 to 27 inches. Spaces narrower than this will interfere with arm wrests and restrict your movement. This is especially important in four-corner work units.	☐

Chairs	☑
The chair should be easily adjustable.	☐
The chair should have a sturdy five-legged base with good chair casters that roll easily over the floor or carpet.	☐
The chair should swivel 360 degrees so it is easier to access items around your workstation without twisting.	☐
Minimum range for seat height should be about 16 inches.	☐
Seat pan length should be 15 inches to 17 inches.	☐
Seat pan width should be at least as wide as the user's thighs. A minimum width of about 18 inches is recommended.	☐
Chair edges should be padded and contoured for support.	☐
Seat pan tilt should have a minimum adjustable range of about 5 degrees forward and backward.	☐
Avoid severely contoured seats as these limit seated postures and are uncomfortable for many users.	☐
Front edge of the seat pan should be rounded in a waterfall fashion.	☐
Material for the seat pan and back should be firm, breathable, and resilient.	☐
The seat pan depth should be adjustable. Some chairs have seat pans that slide forward and backward and have a fixed back. On others the seat pan position is fixed and the backrest moves horizontally forward and backward so the effective depth of the seat pan can be adjusted. **Beware** of chairs where the back only tilts forward and backward. These do not provide adequate adjustment for a wide range of users.	☐
The backrest should be at least 15 inches high and 12 inches wide and should provide lumbar support that matches the curve of your lower back.	☐
The backrest should widen at its base and curve in from the sides to conform to your body and minimize interference with your arms.	☐
The backrest should allow you to recline at least 15 degrees and should lock into place for firm support.	☐
The backrest should extend high enough to support your upper trunk and neck/shoulder area. If the backrest reclines more than about 30 degrees from vertical, a headrest should be provided.	☐
Armrests should be removable and the distance between them should be adjustable. They should be at least 16 inches apart.	☐
Armrest height should be adjustable between 7 inches and 10.5 inches from the seat pan. Fixed height armrests are not desirable, especially for chairs that have more than one user.	☐
Armrests should be large enough (in length and width) to support your forearm without interfering with the work surface.	☐
Armrests should be padded and soft.	☐

Chairs *[continued]*	☑
Most chairs are designed for weights under 275 pounds. If the user weighs more than 275 pounds, the chair must be designed to support the extra weight.	☐

Document Holders	☑
The document holder needs to be stable but easy to adjust for height, position, distance, and viewing angle.	☐
If the monitor screen is your primary focus, purchase a document holder that will sit next to the monitor at the same height and distance.	☐
If the task requires frequent access to the document (such as writing on the document) a holder that sits between the keyboard and monitor may be more appropriate.	☐

Wrist Rests	☑
Wrist rest should match the front edge of the keyboard in width, height, slope, and contour.	☐
Pad should be soft but firm. Gel type materials are recommended.	☐
Wrist rest should be at least 1.5 inches deep (depth away from the keyboard) to minimize contact pressure on the wrists and forearm.	☐

Mouse/Pointing Devices	☑
Choose a mouse/pointer based on the requirements of your task and your physical limitations. There really is no difference, other than preference, among a mouse, trackball, or other device.	☐
A mouse should match the contour of your hand and have sufficient cord length to allow its placement next to the keyboard.	☐
If you choose a trackball, avoid ones that require the thumb to roll the ball--they may cause discomfort and possible injury to the area around your thumb.	☐
A smaller mouse may be more appropriate especially if you have small hands. Caution should be taken if a mouse is used by more than one person.	☐
A mouse that has sensitivity adjustments and can be used with either hand is desirable.	☐

Telephones	☑
If task requirements mandate extended periods of use or other manual tasks such as typing while using the phone, use a telephone with a "hands-free" headset.	☐
The telephone should have a speaker feature for "hands-free" usage.	☐
"Hands-free" headsets should have volume adjustments and volume limits.	☐

Desk Lighting	☑
Good desk lighting depends on the task you're performing. Use bright lights with a large lighted area when working with printed materials. Limit and focus light for computer tasks.	☐
The location and angle of the light sources, as well as their intensity levels, should be fully adjustable.	☐
The light should have a hood or filter to direct or diffuse the light.	☐
The base should be large enough to allow a range of positions or extensions.	☐

ERGONOMIC WORK AREA SCREENING AND ANALYSIS TOOL

Body Part	Action Code	Physical Risk Factor	Duration (cumulative)	Visual Aid
A – Awkward Posture				
Shoulders	A1	Working with the arms fully extended **or** Raising the hand(s) or the elbows above the shoulder(s) (48" for a 5th %ile population) *in either a long-duration static hold (i.e. 15 min.)* **or** *in a short-duration repetitive manner (more than once per minute).*	2 hrs or more per day	
Neck	A2	Working with the neck bent more than 45º *(without support or the ability to vary posture)*	2 hrs or more per day	
Back	A3	Working with the back bent forward more than 30º *(without support or the ability to vary posture)*	2 hrs or more per day	
Back	A4	Working with the back twisted more than 20º	2 hrs or more per day	
Back	A5	Repetitively *(more than 2 times/minute)* Working with the back twisted more than 20º	2 hours *continuously*	
Legs	A6	Squatting, crouching or kneeling	2 hrs or more per day	
B – Repeated Impact				
Hands, Knees	B1	Repetitively *(more than 1 per 5 minutes)* Using the hand (heel/base of palm) or knee as a hammer	2 hrs or more per day	
C – Force				
Back, shoulders	C1	Lifting more than 50 pounds **at any one time**;		No figure
Back, shoulders	C2	Repetitively *(more than once per minute)* Lifting weight *(in pounds)* greater than the limits in the visual aid (Based on NIOSH '91 for a 50%ile person heights, and 5%ile reach)	4 hrs or more per day	
Back, shoulders	C3	Pushing/pulling with more than 50 pounds of initial force *(e.g. truck with a total weight of 1000 pounds)*	2 hrs or more per day	No figure

Body Part	Action Code	Physical Risk Factor	Combined With	Duration (cumulative)	Visual Aid
C – Force *(continued)*					
Back	C4	**Carrying** 30 lbs or more at waist level	More than 25 feet or more than once every 5 minutes	2 hours or more per day	No figure
Arms, wrists, hands	C5	**Pinching** while exerting a force of 2 lbs or more per hand. (comparable to pinching half a ream of paper)	More than 3 times / minute	1.5 hrs or more per day	No figure
	C6		Wrists bent in: flexion 30º or more, or extension 45º or more, or deviation 30º or more.	1 hrs or more per day	Flexion / Extension / Deviation
	C7		No other risk factors	2 hrs or more per day	
	C8	**Gripping** an unsupported object(s) weighing 10 or more pounds per hand, or with a force of 10 pounds or more per hand (comparable to clamping light duty automotive jumper cables onto a battery)	More than 3 times / minute	1.5 hrs or more per day	No figure
	C9		Wrists bent in: flexion 30º or more, or extension 45º or more, or deviation 30º or more,	1 hrs or more per day	Extension / Flexion / Deviation
	C10		Wide grasp	1 hrs or more per day	No figure
	C11		No other risk factors	2 hrs or more per day	No figure
D – Repetition / Recovery					
Neck, shoulders, elbows, wrists, hands	D1	Using the same motion more than twice per minute *(excluding keying activities)*	No other risk factors	6 hrs or more per day	
	D2		Wrists bent in: flexion 30º or more, or extension 45º or more, or deviation 30º or more (see figures above). **AND** High force hand exertion(s)	2 hrs or more per day	
	D3	Intensive keying and mousing	Awkward posture: including bent wrists (as described above), extended arms, tilted neck, back leaned forward.	2 hrs or more per day	
	D4		No other risk factors	7 hrs or more per day	
E –Vibration / Contact Stress					
Hand, whole body	E1	Pressure against soft tissue (e.g. square edge / ridge)		30 min or more per day	
	E2	Using vibrating tools or equipment that typically have <u>high</u> vibration levels (*>10 m/s^2 chainsaws, jack hammers, percussive tools, riveting hammers*)		30 min. or more per day	
	E3	Using vibrating tools or equipment that typically have <u>moderate</u> vibration levels (*5 m/s^2 jig saws, grinders*)		2 hrs or more per day	

TRAINING ATTENDANCE ROSTER
ERGONOMICS

Office Ergo Training Includes:	Manufacturing Ergo Training Includes:	Kitchen/Restaurant Ergo Training Includes:
• Definitions • Stressors • Temperatur/Lighting • CTDs and Risk Factors • Workstation/Computer Set Up • Hazards and Controls	• Definitions and Benefits • Causes and Risks • Lifting and Work Postures • Force motions and Vibration • Workstation/Computer Set Up	• Temperature/Lighting • Work Hours • Lifting and Carrying • Postures (bending, reaching) • Housekeeping ands slips/trips

INSTRUCTOR:	*DATE:*	*LOCATION:*

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed.	

Name of Interpreter, if utilized: _____

First Aid and Emergency Medical Response

<u>PROGRAM OVERVIEW</u>

FIRST AID AND EMERGENCY MEDICAL RESPONSE
SAFETY PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR 1910.151, 1910.151 App A*
OSHA 29 CFR 1926.23, 1926.50, 1926.50 App A

INTRODUCTION

This program is designed to assist the company to insure medical personnel are readily available for emergency response and applies to all company facilities and employees, including any on-site emergency medical response personnel.

TRAINING

- All employees and supervisors trained on how to summon emergency assistance
- Any on-site emergency response teams trained appropriately in skills and bloodborne pathogens

ACTIVITIES

- Determine if on-site first aid or emergency response teams or designated and trained personnel are required.
- Designate, train and equip emergency response personnel, if appropriate
- Establish agreements with local ambulance or fire/EMT services to provide emergency medical response, if appropriate
- Determine what supplies are needed in first aid kit.
- Evaluate potential for injuries and implement hazard controls where possible
- Write and communicate policies and procedures

FORMS

- First Aid Kit Supply List
- First Aid Basics Training Roster

Table of Contents

FIRST AID AND EMERGENCY MEDICAL RESPONSE SAFETY PROGRAM

1. **Purpose.** This program is designed to provide guidance and information to companies with regard to first-aid and emergency medical response situations.

2. **Scope.** This program applies to all company facilities and employees, including any on-site emergency medical response personnel.

3. **Responsibilities**

   3.1. Management

      3.1.1. Determine if on-site first aid or emergency response teams or designated and trained personnel are required.

      3.1.2. Determine what supplies are needed in first aid kit.

      3.1.3. If trained emergency medical response (an ambulance or EMT/fire department) is more than 5 minutes from the facility or site, a certified and trained first aid response person is required to be present at the work site for each work shift.

      3.1.4. Construction sites are (generally) required to have an emergency responder where more than one contractor is working at the site. The main responsible construction company or project manager is responsible to ensure this requirement is met.

      3.1.5. Designate, train and equip emergency response personnel, if appropriate. Training is at no cost to the employee and is provided at a reasonable time and place whenever possible; OR

      3.1.6. Inform employees on how to summon emergency assistance.

      3.1.7. In conjunction with the Safety Officer and/or Human Resources, notify the injured/ill employee's family of the incident, as needed or required.

   3.2. Employees

      3.2.1. Summon emergency medical assistance, when required.

      3.2.2. Notify management, as soon as possible.

      3.2.3. Notify the Safety Officer or Human Resources as soon as possible after the emergency response personnel have taken charge of the situation.

   3.3. On-Site Medical Response Team/Person (as appropriate)

      3.3.1. Attend Basic First Aid or EMT training.

      3.3.2. Attend Bloodborne Pathogen training.

3.3.3. Maintain training.

3.3.4. Provide basic first aid for injured or ill employees who require assistance.

3.3.5. Maintain supplies and equipment, as needed, for emergency response.

4. Procedure

4.1. Summoning Emergency Response Personnel

4.1.1. Employees must be informed of the proper procedure to summon emergency medical assistance from their work area or job site (e.g. telephoning "911" or another number).

4.1.2. Information should be provided to the emergency service provider on:

4.1.2.1. The nature of the injury/illness, if known.

4.1.2.2. The specific location (company address or specific work area) of the injured employee.

4.1.2.3. Any other pertinent details of the incident.

4.1.2.4. Any procedures or escorts required to enter the facility.

4.1.3. If possible, remain with the injured or ill employee to provide comfort and support. Designate another employee to meet the emergency response personnel, if appropriate.

5. Safety Information

5.1. First Aid Kits or Supplies

5.1.1. Emergency responders must be provided with the first aid supplies they would need to perform their emergency response duties.

5.1.2. First aid kits, where otherwise required, will contain items appropriate to the number of employees, and for the types of likely injuries. First Aid Kit Supply List form lists items required in a class A and class B kit.

6. Training and Information

6.1. Employees will be trained in:

6.1.1. How to summon emergency medical assistance.

6.2. On-site emergency response personnel will be trained (and certified) in basic first aid or EMT level response, and annually in the requirements of the Bloodborne pathogens standard. Certifications must be maintained appropriately.

7. Definitions

➢ *EMT* – Emergency Medical Technician

FIRST AID KIT SUPPLY LIST

All first aid must meet these minimum supply requirements and must be labeled. All labeling should be legible and permanent and should be written with, at the least, a six-point font. Class A kits are designed to deal with the most common types of workplace injuries. Class B kits are designed with a broader range and quantity of supplies to deal with injuries in more complex or high-risk environments.

Below is a table listing the minimum required components for both Class A and Class B kits. The quantity and size specifications given are the minimum necessary to comply with the ANSI 2015 standard.

Minimum Supply Requirements	Minimum Quantity Class A Kits	Minimum Quantity Class B Kits
Adhesive Bandage 1 x 3 in.	16	50
Adhesive Tap 2.5 yd. (total)	1	2
Antibiotic Application 1/57 oz.	10	25
Breathing Barrier	1	1
Burn Dressing (Gel Soaked) 4 x 4 in.	1	2
Burn Treatment 1/32 oz.	10	25
Cold Pack 4 x 5 in.	1	2
Eye Covering (with Means of Attachment) 2.9 sq. in.	2	2
Eye/Skin Wash	1 fl. oz. total	4 fl. oz. total
First Aid Guide	1	1
Hand Sanitizer 1/32 oz.	6	10
Medical Exam Gloves	2 pair	4 pair
Roller Bandage (2 inch) 2 in. x 4 yd.	1	2
Roller Bandage (4 inch) 4 in. x 4 yd.	0	1
Scissors	1	1
Splint 4.0 x 24 in.	0	1
Sterile Pad 3 x 3 in.	2	4
Tourniquet 1 in. (width)	0	1
Trauma Pad 5 x 9 in.	2	4
Triangular Bandage 40 x 40 x 56 in.	1	2

TRAINING ATTENDANCE ROSTER
FIRST AID BASICS

First Aid (Basics) Training Includes:

- General Requirements
- First Aid Kit Content
- Access the Scene
- Symptoms and Procedures for:
    - o Shock (Anaphylactic and Electrical)
    - o Minor and Major Bleeding
    - o Heart Attack
    - o Choking
    - o Eye Injuries
    - o Burns
    - o Broken Bones
    - o Heat and Cold Stress Cold Stress or Frostbite

INSTRUCTOR:	*DATE:*	*LOCATION:*
NAME (Please Print) **FIRST - MI - LAST**	**SIGNATURE**	
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed.		

Name of Interpreter, if utilized: _____

GENERAL SAFETY AWARENESS PROGRAM
REGULATORY STANDARD: *OSHA 29 CFR 1903. (General Duty Clause)*

INTRODUCTION
This program assists in establishing general safety requirements for most workplaces.

TRAINING
Recommended training for an overview of workplace hazards.

ACTIVITIES
- Ensure the workplace is maintained free of any hazards to which employees could be exposed
- Inspect the workplace for hazards that are likely to cause death or serious physical harm
- Ensure employees understand the safety requirements that apply to their tasks/activities
- Ensure processes are in place to correct hazards

FORMS
- General Safety Rules
- New Employee Safety Orientation Training
- Training Attendance Roster

Table of Contents
1. **Purpose**
2. **Scope**
3. **Responsibilities**
4. **Procedure**
5. **Safety Information**
6. **Training and Information**
7. **Definitions**

GENERAL SAFETY AWARENESS PROGRAM

1. **Purpose.** This document provides a written general safety program for the company. This program is designed to establish clear company goals and objectives. This information should be communicated to all employees upon hire, and as needed thereafter.

2. **Scope.** Applies to all employees at company facilities and sites.

3. **Responsibilities**

   3.1 Management

      3.1.1 Identify and evaluate any safety hazards.

      3.1.2 Prioritize and address safety hazards based on risk level.

      3.1.3 Provide reasonable solutions to reduce or eliminate recognized safety hazards.

      3.1.4 Enforce federal, state and company safety rules and regulations in the workplace.

   3.2 Employees

      3.2.1 Report safety concerns and hazards to your Supervisor.

      3.2.2 Participate in the resolution of the recognized safety hazards, as needed or required.

      3.2.3 Conduct work activities in a safe manner.

      3.2.4 Abide by all the safety rules and regulation established by the company.

      3.2.5 Assist in maintaining the work area in a clean and neat condition.

4. **Procedure**

   4.1 General Work Rules

      4.1.1 General Duty Clause

         4.1.1.1 OSHA's general duty clause states that companies must provide a place of employment that is free from recognized hazards.

         4.1.1.2 Each employee is responsible to comply with the standards and regulations that are applicable to their work activities.

   4.2 Disciplinary Actions for Willful Unsafe Acts. Employees who willfully endanger themselves or the safety of their co-workers may be subject to the disciplinary action procedures stipulated by company policy or the Employee Handbook.

4.2.1 Housekeeping

4.2.1.1 Every safety management program includes standards for general housekeeping. Housekeeping ensures that materials and contaminants do not accumulate and cause hazards to employee safety and health.

4.2.1.2 Workplaces will be cleaned on a regular basis.

4.2.1.3 Restrooms will be kept in a sanitary condition.

4.2.1.4 Materials will be stored in designated areas and not allowed to accumulate in places where employee safety could be at risk (i.e. aisles, corridors, stairwells, near exits, around machinery or equipment where employees work, etc.).

4.2.1.5 Tools and equipment will be stored in their appropriate places.

4.2.1.6 Chemicals will be handled according to their instructions. Spills or leaks will be cleaned up immediately and prevented from reoccurring.

4.2.1.7 Protective equipment will be used, as needed or required.

4.3 Accident and Incident Investigation and Reporting, and Recordkeeping)

4.3.1 All accidents and injuries (and work-related illnesses) are required to be reported to your supervisor or manager.

4.3.2 Depending on the severity of the injury, an incident or injury report may be generated and documented. Additionally, if the company is required to report incidents to insurance or government agencies, then this information may be shared with these entities or organizations.

4.3.3 Also, depending on the severity of the injury, an investigation may be required to determine some information that is required to be reported.

4.4 Audits and Inspections

4.4.1 Safety *audits* are formal reviews of employee activities, workplace processes and systems, and documentation. Audits normally use pre-established or written protocols or inspection reports to assure that the written procedures and process flows indicate what the employees are supposed to do, and that employees are following the procedures as written. Audits will normally have a final written summary report of the non-conformances that is presented to management. Each finding or non-conformance will have corrective actions assigned by management to correct the deficiency in the system.

4.4.2   Safety *inspections* are informal reviews of employee activities, workplace processes, systems and documentation. Inspections may use pre-established written checklists or may be even less-formal. The checklists are normally in a yes/no format that indicates whether or not the activity or process is compliant with what is required. Inspection findings are generally discussed with area supervisors or management, and the retention of the checklist (to assure that the items have been corrected before the next inspection) is normally the only documentation maintained.

4.4.3   Some regulations require that procedures or activities be inspected, and that the inspection documentation be retained for a specified period of time. However, inspection reports are generally kept only until all action items are addressed or they are superseded by subsequent inspection reports.

4.5   Ventilation

4.5.1   General building ventilation systems are usually adequate to remove particulate matter and circulate fresh air throughout the building. Ventilation concerns are generally caused by:

4.5.1.1   Faulty filters in fresh air ducts

4.5.1.2   Corridors leading from outside areas (where dust and particulate matter can be drawn into the building)

4.5.1.3   Enclosed rooms where equipment is located in a small space (paper dust and/or toner dust or fumes being generated).

4.6   Lighting. The role of proper lighting is to provide a safe, comfortable and efficient visual environment. The following safe lighting criteria will be used to evaluate lighting conditions in office areas:

4.6.1   Bare light sources will not be placed in the visual working field of any employee. Light sources will be properly shielded in these instances.

4.6.2   The luminance and reflectance of surfaces of furnishings, shades, louvers, acoustic screens, and similar workplace fixtures will be considered to reduce their reflectance.

4.6.3   Windows will be covered where appropriate.

4.6.4   Wall surface colors and degree of reflectance will be appropriate to the work area.

4.6.5   Furniture should be arranged so that the light source is beside or behind rather than in front of the operator. Light will then be directed across the work surface rather than into the worker's eyes.

5. Safety Information

5.1 Records Retention

5.1.1 Training Records are maintained until they are superseded by new training, unless otherwise required by regulation.

5.1.2 Audit Reports are kept for 5 years or until all findings are corrected, whichever is longer.

5.1.3 Inspection Reports are kept until all findings are corrected, the reports are superceded by new reports, or for a duration specified by a specific regulation, whichever is longer.

5.1.4 OSHA 300 logs and associated Injury and Illness Records are kept for 5 years.

5.1.5 Certain hazardous chemical exposure records (e.g. cancer causing agents, benzene, asbestos, and mercury) and biological exposure records (e.g. needle stick injuries of contaminated blood or body fluids) are kept for the duration of employment plus 30 years.

5.1.6 Other safety records are generally kept only until the actions that are required to be taken are complete.

6. Training and Information

6.1 Employee Orientation and General Safety Training

6.1.1 All new employees should be provided with a general safety orientation upon initial assignment. This orientation will include:

6.1.1.1 A review of the company's emergency action and evacuation policy or procedures.

6.1.1.2 A review of the employee responsibilities with regard to workplace safety and an overview of the general safety workplace rules.

6.1.1.3 The hazards that may be encountered in the workplace.

6.1.1.4 The process for reporting hazards, accidents, injuries and near-misses.

6.1.1.5 It is additionally recommended that the orientation include information on office safety and ergonomics.

6.1.2 Employees who transfer or change jobs within the company will be provided with work area specific training in the hazards they may encounter.

6.1.3 All new hire training will take place within 10 days of hire or before being exposed to any specific hazard that requires training.

7. Definitions

7.1 *None required at this time*

GENERAL SAFETY RULES

The company establishes the following safety rules as General Safety Rules for all departments:

Never take chances. If you're unsure, you're unsafe!

Report all injuries to your supervisor

Understand the hazards of any tasks or activities or any chemicals used, and how to best protect yourself

Use Personal Protective Equipment when required

Pay attention to housekeeping, putting materials and stored equipment in their proper place.

Do not lift items that are too bulky or too heavy to be handled by one person. Ask for assistance.

Keep all aisles, stairways, and exits clear of materials, storage, equipment, and spillage.

Do not block emergency exit routes, sprinkler shutoffs, electrical control panels, or fire extinguishers.

Filing cabinets, desks, storage cabinets, and other storage devices should have drawers closed when not in use to prevent tripping hazards.

Extension cords are temporary measures only and should not replace permanent wiring. Cords should be placed so that they are flush to the ground and do not present a tripping hazard. Electrical outlets should be properly used and never overloaded.

Burned out light bulbs should be replaced immediately.

Additional general safety rules:

NEW EMPLOYEE SAFETY ORIENTATION TRAINING LIST

Employee's Name:	**Date Assigned:** **Department:**
Job Title:	
Supervisor's Name:	**Date of Review:** **Signature:**

Instructions to Supervisor: Check all boxes that apply. Review the duty requirements of the new employee and select the safety topics that the employee must be trained on.

	SAFETY TOPIC		SAFETY TOPIC
❑	Access to Employee Exposure and Medical Records	❑	Lead Exposure
❑	Accident Reporting	❑	Lockout / Tagout
❑	Aerial Lift - Personal Fall Arrest System	❑	Machine Guarding
❑	Back Safety ❑ General Lifting ❑ Medical/Personnel Lifting	❑	Mechanical Power Presses
❑	Bloodborne Pathogens Including PPE	❑	Overview - Construction
❑	Blood and Body Fluids Safety Awareness	❑	Pallet Jack - Electrical
❑	Compressed Gas	❑	Personal Protective Equipment
❑	Confined Space Entry	❑	Radiation Safety Awareness
❑	Construction Demolition	❑	Respirators ❑ Air Purifying ❑ Filtering Face Pieces ❑ Supplied Air
❑	Construction Excavation Trenching and Shoring	❑	Safe Driving
❑	Cranes, Hoists, and Slinging (Internal)	❑	Safety Committee Members
❑	Electrical Safety	❑	Scaffolds
❑	Emergency Action	❑	Scissors Lifts
❑	Ergonomics ❑ General Industry ❑ Office	❑	Silica Exposure
❑	Extreme Temperature ❑ Cold ❑ Heat	❑	Slips, Trips and Falls
❑	Eyewash and Safety Shower	❑	Walking & Working Surfaces
❑	Fall Protection Construction	❑	Welding
❑	Fall Protection General Industry		**Other Topics**
❑	Fire Extinguisher	❑	
❑	First Aid (Basic)	❑	
❑	Flammable Liquids for Container Storage	❑	
❑	Forklift		**Supervisor Topics**
❑	Forklift, Order Picker and PFAS	❑	Accident Investigation
❑	General Safety Orientation	❑	Crisis & Disaster Planning
❑	Hand and Portable Power Tools	❑	JHA Job Hazard Analysis
❑	Hazard Communication	❑	Marking Industrial Hazards
❑	Hazardous Chemicals in the Laboratory	❑	OSHA Recordkeeping
❑	Hearing Protection	❑	Return to Work
❑	Ladder Safety	❑	Rim Wheel Servicing
❑	Lasers	❑	Safety Program Overview

TRAINING ATTENDANCE ROSTER

Topic:

NAME (Please Print) FIRST - MI - LAST	SIGNATURE:	DATE:
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed		

Name of Interpreter, if utilized: _____

HAND AND PORTABLE POWER TOOLS SAFETY PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR 1910 Subpart P, 1910.241, 1910.242, 1910.243, 1910.244*
OSHA 29 CFR 1926 Subpart I, 1926.300, 1926.301, 1926.302, 1926.303, 1926.304, 1926.305

INTRODUCTION

Tools can present a variety of hazards including cuts, lacerations, blindness from flying particles, and serious contusions if caught in rotating parts or nip points. Tools must be inspected and, when required, employees trained in the proper use, inspection and maintenance of the tools and their guarding systems. Personal protective equipment (such as safety glasses or gloves) may frequently be required, even if guarding systems are in place.

TRAINING

- Training is recommended for power tool use
- Training and licensing is required for tools that use explosive charges (powder-actuated)

ACTIVITIES

- Inspect tools before use to ensure they are in good operating condition.
- Look for items such as housing integrity, complete insulation on cord systems, and that grounding pins have not been removed from plug-sets.

FORMS

- Hand and Portable Tool Guarding and Safety Requirements
- Training Attendance Roster

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HAND AND PORTABLE POWER TOOLS SAFETY PROGRAM

1. **Purpose.**   The company requires that hand and portable power tools be purchased, maintained, and used only by qualified personnel who understand the limitations and requirements for the safe use of such tools. This safety program will be reviewed and evaluated:

   1.1   On an annual basis or more frequently as needed.

   1.2   When changes occur that prompt revision of this document.

   1.3   When facility operational changes occur that require a revision of this document.

2. **Scope.**   Applies to all locations where portable hand and power tools are used or maintained.

3. **Responsibilities**

   3.1   Management/Supervisors

      3.1.1   Purchase only those electrical tools that have been listed by a Nationally Recognized Testing Laboratory (NRTL) such as Underwriter's Laboratory (UL).

      3.1.2   Ensure that procedures are in place to conduct visual inspections of tools prior to use.

      3.1.3   If testing is required (e.g., GFCI testing before each use) procedures will be in place to ensure compliance.

      3.1.4   Ensure that employees using tools understand and follow manufacturer's instructions, routinely inspect tools, and use them only for the purpose for which they were designed.

      3.1.5   Be aware of and make available, as appropriate, ergonomically designed tools for repetitive tasks and for those jobs for which a job hazard analysis or ergonomic assessment indicates a need for such tools.

      3.1.6   Ensure that a maintenance program is in place to identify and repair defective or unsafe tools. Repairs to portable electrical tools may only be made by an authorized manufacturer's tool service/repair group or by the approved company sources.

      3.1.7   Training may be conducted as part of an apprenticeship program or in other recognized training forums.

      3.1.8   Employees who indicate they have had prior training will be required to demonstrate understanding and capabilities prior to being assigned to work.

      3.1.9   Retain manufacturer's instructions for training/reference purposes.

3.1.10   Ensure that periodic assessments and inspections of tools and tool use are performed.

3.2   Employees

3.2.1   Use only company provided or approved tools. Tools brought from home must have prior permission from the company and may be subject to inspection.

3.2.2   Attend training, as needed or required, for tool use.

3.2.3   Report incidents, accidents or signs and symptoms of injury to your supervisor.

4.   Procedure

4.1   General Requirements

4.1.1   No one will use an unsafe/defective tool. Tools that are damaged or defective will be removed from service.

4.1.2   Hand and power tools that may generate sparks or high temperatures will not be used in areas that are hazardous due to the presence of flammable or combustible materials.

4.1.3   The company is responsible for supplying proper power and specialized application tools for employee use.

4.1.4   Only qualified/trained personnel will operate powder-actuated tools.

4.1.5   Before a job is started, the supervisor or designee will ensure that the employee is fully aware of the hazards associated with the particular tool to be used.

4.1.6   Either Ground Fault Circuit Interrupter (GFCI) Protection or an Assured Equipment Grounding Conductor Program will be provided for all 120V (or greater) powered tools.

4.1.7   Adapters that interrupt the continuity of the equipment grounding conductor will not be used (e.g., 3-wire to 2-wire adapter.)

4.1.8   Double-insulated tools do not require an equipment grounding conductor (3rd wire) in the cord, but they do require GFCI protection.

4.1.9   Modifications will not be made to any tool or related equipment. Follow site or business unit established procedures when repairs are necessary.

4.1.10   Do not abuse power cords or hoses. Never carry tools by the cord or hose or yank to disconnect. Protect cords and hoses from heat, oil, and sharp edges.

4.1.11   Cords and hoses will be routed in such a manner as to not create a tripping hazard.

4.2   Types of Tools Appropriate for Use

4.2.1   Ensuring the type of tool is appropriate for the job requires:

4.2.1.1   Recognition of applicable hazards associated with the work to be completed.

4.2.1.2   Tool determination and additional requirements.

4.2.1.3   Procedures for removal of a tool from service.

4.2.1.4   Where tools are used which could present a hazard to anyone other than the user, all other employees will be instructed concerning hazards.

4.2.2   Tool identification. Tools having identification numbers will be checked for legibility.

4.3   Pre-Use Safety

4.3.1   Use the correct tool for the job.

4.3.2   Remove adjusting keys and wrenches before connecting to the power supply.

4.4   Pre-Use Inspection

4.4.1   Prior to each use, visually inspect all portable electric tools and accessories for damages or defects, per the following:

4.4.1.1   Portable electric tools-check:

- Tool general condition.

- Cord for damage or deterioration.

- Cord grip tightness.

- Plug cap condition (grounding prong integrity).

- Inspect extension cords and equipment for loose parts and damaged cords.

- Portable GFCI's - Test per manufacturer's specifications.

4.4.1.2   Before using the tool, check workplace for nails, defects, or similar hazards/imperfections.

4.4.1.3   Attachment Plug/Connector Body/Cord; check for:

- General condition

- Cord grip tightness

- Grounding Prong integrity

- Polarization integrity

- Condition of outer cord jacket. Cord will not be spliced and must be replaced if outer jacket is damaged

- Boot and visible parts of body for damage, loose parts, or deterioration

- Portable lights-check

- Handle, guard and other visible parts for damage, loose parts or deterioration

- Lamp (should be rough-service type)

- Low voltage lights (12 volts) to ensure that transformer has not been by-passed. Check lamp voltage rating.

4.5 In-Use Safety

4.5.1   Dress appropriately for the job

4.5.1.1   Do not wear loose clothing or dangling jewelry.

4.5.1.2   Confine long hair in a hair-net, cap, or fasten securely to the back of the head.

4.5.1.3   Use extreme care when wearing gloves.

4.5.1.4   Safety glasses are the minimum requirement when using any tool; additional PPE requirements may be necessary depending upon tool being used and job application (e.g., face shield, side shields, goggles, etc.)

4.5.1.5   Use hearing protection if required.

4.5.2   Use all tools per manufacturer's recommendations.

4.5.3   Keep cutting tools in good condition. Sharpen/replace when necessary.

4.5.4   Never use fingers to pull or dislodge chips or turnings from tools or parts. Use pliers, rakes, or hooks.

4.5.5   In some areas, compressed gas lines have been installed for specific uses. Be sure that air powered tools are hooked up only to lines supplied for the purpose.

4.5.6   Do not set down or carry a portable power tool in any way so that the starting-trigger or button can be accidentally struck.

4.5.7   Appropriate precautions will be utilized when tools are used in a wet location (e.g., electrically insulated gloves).

4.6   Post-Use Safety

4.6.1   Disconnect tools when not in use.

4.6.2   Never lubricate, clean, repair, or adjust a tool while it is connected to a power source.

4.6.3   After a job is finished, clean all scrap and debris from the work table and surrounding area. Use proper receptacles.

4.6.4   Take care of all tools. Keep them sharp and clean. Follow manufacturer's instructions for lubricating, changing accessories, and inspection.

4.7   Repair

4.7.1   All electric tool repairs will be made by a factory authorized tool repair service or company designated portable power tool repair service.

4.7.2   The only exception is cord plugs and connector bodies that may be replaced by a qualified person with an electrical background. Upon completion of plug or body replacement, ground integrity will be tested.

4.7.3   No repairs will be made to portable GFCIs.

5. Safety Information

5.1   Specialized Applications

5.1.1   Hand and power tools that may generate sparks or high temperatures will not be used in areas that are hazardous due to the presence of flammable or combustible materials. Use of non-sparking tools will be required unless monitoring ensures levels below 25% of the lower explosive limit (LEL).

5.1.2   Training for use of a powder actuated tool is provided by the manufacturer (usually HILTI).

5.1.2.1   A license is issued after training; individuals using powder actuated tools must have the license on their person when using the tool.

5.1.2.2 A record of training will be kept in personnel training files or equivalent recordkeeping system.

5.2 Power Tool Precautions

5.2.1 Power tools can be hazardous when improperly used. The company uses several types based on the power source they use such as electric, liquid fuel, hydraulic, pneumatic, and powder-actuated. The following precautions will be taken by employees to prevent injury.

5.2.1.1 Power tools will always be operated within their design limitations.

5.2.1.2 Eye protection, gloves, and safety footwear are recommended during operation.

5.2.1.3 Store tools in an appropriate dry location when not in use.

5.2.1.4 Work only in well illuminated locations.

5.2.1.5 Tools will not be carried by the cord or hose.

5.2.1.6 Cords or hoses will not be yanked to disconnect it from the receptacle.

5.2.1.7 Cords and hoses will be kept away from heat, oils, and sharp edges or any other source that could result in damage.

5.2.1.8 Tools will be disconnected when not in use, before servicing, and when changing accessories such as blades, bits, and cutters.

5.2.1.9 Observers will be kept at a safe distance at all times from the work area.

5.2.1.10 Work will be secured with clamps or a vice where possible to free both hands to operate tools.

5.2.1.11 To prevent accidental starting, employees should be continually aware not to hold the start button while carrying a plugged in tool.

5.2.1.12 Tools will be maintained in a clean manner and properly maintained in accordance with the manufacturer's guidelines.

5.2.1.13 Ensure that proper shoes are worn and that the work area is kept clean to maintain proper footing and good balance.

5.2.1.14 Ensure that proper apparel is worn. Loose clothing, ties, or jewelry can become caught in moving parts.

5.2.1.15   Tools that are damaged will be removed from service immediately and tagged "Do Not Use". They will be reported and turned over to the job site supervisor or Safety Officer for repair or replacement.

5.2.1.16   Cracked saws. All cracked saws will be removed from service.

5.2.1.17   Grounding. Portable electric power tools must be properly grounded. Double-insulated tools are available that provide protection against electrical shock without third-wire grounding.

5.2.1.18   Compressed air used for cleaning. Compressed air will not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.

5.3   Methods of Guarding

5.3.1   One or more methods of guarding will be provided where required to protect the operator and other employees in the area from hazards such as those created by point of operation, in-running nip points, rotating parts, flying chips and sparks. Examples of guarding methods are barrier guards, two-hand tripping devices, electronic safety devices, etc. The guard will be such that it does not offer an accident hazard in itself. Employees will:

5.3.1.1   Inspect tools without guards for signs of guard removal. If it is evident that a guard is required, tag-out the tool and obtain a replacement. Tools will not be energized during inspection.

5.3.1.2   Inspect tools having guards for proper operation and maintenance prior to use. Tools will not be energized during inspection.

5.3.1.3   Never remove a guard during use.

5.4   Self Assessment:

Each division/work unit should conduct a self-assessment to assess compliance with this standard and develop action plans to correct deficiencies. See Section 6 for more information.

6.   Training and Information

6.1   Powder Actuated Tools

6.1.1   Users of powder-actuated tools must be licensed and trained.

6.1.2   Training may be conducted as part of an apprenticeship program or in other recognized training forums.

6.1.3   Employees who indicate they have had prior training will be required to demonstrate understanding and capabilities prior to being assigned to work.

6.1.4   Manufacturer's instructions will be retained for training/reference purposes.

6.2   Initial and Re-Training

6.2.1   This safety program will be provided to and read by all employees receiving training.   Training will be conducted on an as needed basis or when the following conditions are met:

6.2.1.1   Re-training will be provided for all authorized and affected employees whenever (and prior to) there being a change in their job assignments, a change in the type of tools used, or when a known hazard is added to the work environment.

6.2.1.2   Additional re-training will also be conducted whenever a periodic inspection reveals (or whenever there is sufficient reason to believe) there are deviations from or inadequacies in the employee's knowledge or use of tools.

6.2.1.3   The re-training will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

6.3   Verification

The company will verify that employee training has been accomplished and is being kept up to date.   The documentation will contain each employee's name and dates of training.

7.   Definitions

➢   *Powder Actuated Tools* – A tool that uses an explosive charge to drive a bolt or nail. Normally used in concrete construction or steel erection. Electrically powered nail guns are not considered a powder actuated tool.

HAND AND PORTABLE POWER TOOL GUARDING AND SAFETY REQUIREMENTS

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- **Portable Circular Saws**
  - All portable, power-driven circular saws having a blade diameter greater than 2 in. will be equipped with guards above and below the base plate or shoe.
  - The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts. (Does not apply to circular saws used in the meat industry for meat cutting purposes).
  - For authorized use the following conditions must be met.
    - An upper guard must cover the entire blade of the saw.
    - A retractable lower guard must cover the teeth of the saw.
    - Except when it makes contact with the work material, the lower guard must automatically return to the covering position when the tool is withdrawn from the work.
- **Power Abrasive Wheel Tools**
  - Abrasive wheels shall be used only on tools/equipment provided with safety guards. (A safety guard is an enclosure designed to restrain the pieces of the grinding wheel and furnish all possible protection in the event that the wheel is broken in operation.)
    - Exceptions. These requirements do not apply to the following classes of wheels and conditions:
      - Wheels used for internal work while within the work being ground.
      - Mounted wheels used in portable operations 2 inches and smaller in diameter. Mounted wheels, usually 2 inch diameter or smaller, and of various shapes, may be either organic or inorganic bonded abrasive wheels. They are secured to plain or threaded steel mandrels. (Organic wheels are wheels which are bonded by means of an organic material such as resin, rubber, shellac, or other similar bonding agent.)
      - Types 16, 17, 18, 18R, and 19 cones, and plugs, and threaded-hole pot balls where the work offers protection.
  - Guard covers. Employees will ensure that a safety guard covers the spindle end, nut, and flange projections. The safety guard shall be mounted so as to maintain proper alignment with the wheel and the strength of the fastenings shall exceed the strength of the guard.
    - Exception. Safety guards on all operations where the work provides a suitable measure of protection to the operator may be so constructed that the spindle end, nut, and outer flange are exposed. Where the nature of the work is such as to entirely cover the side of the wheel, the side covers of the guard may be omitted.
    - Exception. The spindle end, nut, and outer flange may be exposed on portable machines designed for and used with type 6, 11, 27, and 28 abrasive wheels, cutting off wheels, and tuck pointing wheels. (Tuck pointing wheels, usually Type 1, are reinforced organic bonded wheels which have diameter, thickness and hole size dimension. They are subject to the same limitations of use and mounting as Type 1 wheels. Limitation: Wheels used for tuck pointing should be reinforced, organic bonded. Tuck pointing is the removal, by grinding, of cement, mortar, or other nonmetallic jointing material. The term reinforced as applied to grinding wheels shall define a class of organic wheels which contain strengthening fabric or filament. The term reinforced does not cover wheels using such mechanical additions as steel rings, steel cup backs or wire or tape winding.)
    - Type 1 straight wheels have diameter, thickness, and hole size dimensions and should be used only on the periphery. Type 1 wheels shall be mounted between flanges. Limitation: Hole dimension (H) should not be greater than two-thirds of wheel diameter dimension (D) for precision, cylindrical, center-less, or surface grinding applications. Maximum hole size for all other applications should not exceed one-half wheel diameter.

- o Cup wheels. Cup wheels (Types 6 and 11) shall be protected by:
  - Safety guards as specified.
  - Special "revolving cup guards" which mount behind the wheel and turn with it. They shall be made of steel or other material with adequate strength and shall enclose the wheel sides upward from the back for one-third of the wheel thickness. The mounting features shall conform to all regulations. It is necessary to maintain clearance between the wheel side and the guard. The clearance shall not exceed one-sixteenth.
  - Type 6 cup wheels have specific diameter, thickness, hole-sizes, rim thickness, and back thickness dimensions. Grinding is always performed on rim face, W dimension. Limitation: Minimum back thickness, E dimension, should not be less than one-fourth T dimension. In addition, when unthreaded hole-wheels are specified, the inside flat, K dimension, must be large enough to accommodate a suitable flange.
  - Type 11 flaring cup wheels have double diameter dimensions D and J, and in addition have thickness, hole size, rim and back thickness dimensions. Grinding is always performed on rim face, W dimension. Type 11 wheels are subject to all limitations of use and mounting listed for Type 6 straight sided cup wheels definition
- o General safety precautions.
  - Before being mounted it should be inspected closely and sound- or ring- tested to be sure that it is free from cracks or defects. To test, wheels should be tapped gently with a light non-metallic instrument. If they sound cracked or dead they could fly apart in operation and so must not be used. A sound and undamaged wheel will give a clear metallic tone or ring.
  - Employees will not locate themselves directly in front of the wheel as it accelerates to full operating speed.
  - Employees will always use eye protection.
  - Power will be turned off when not in use.
  - Hand held grinders are never placed in vises.
  - Mounting and inspection of abrasive wheels.
    - Immediately before mounting, all wheels shall be closely inspected and sounded by the user using the ring test to make sure they have not been damaged in transit, storage, or otherwise. The spindle speed of the machine shall be checked before mounting of the wheel to be certain that it does not exceed the maximum operating speed marked on the wheel.
    - Grinding wheels shall fit freely on the spindle and remain free under all grinding conditions. A controlled clearance between the wheel hole and the machine spindle (or wheel sleeves or adaptors) is essential to avoid excessive pressure from mounting and spindle expansion. To accomplish this, the machine spindle shall be made to nominal (standard) size plus zero minus .002 inch, and the wheel hole shall be made suitably oversize to assure safety clearance under the conditions of operating heat and pressure.
    - All contact surfaces of wheels, blotters, and flanges shall be flat and free of foreign matter.
    - When a bushing is used in the wheel hole it shall not exceed the width of the wheel and shall not contact the flanges.
    - Excluded machinery. Natural sandstone wheels and metal, wooden, cloth, or paper discs having a layer of abrasive on the surface are not covered by these requirements.
- **Vertical Portable Grinders**
  - o Supervisors will ensure all employees are thoroughly familiar with and use strict work practices in accordance with the manufacturer instructions. Safety guards used on machines known as right angle head or vertical portable grinders shall have a maximum exposure angle of 180 and the guard shall be located between the operator and the wheel during use. Adjustment of guard shall be such that pieces of an accidentally broken wheel will be deflected away from the operator. (See 29 CFR 1910.243, Figure P-4.)
  - o Other portable grinders. The maximum angular exposure of the grinding wheel periphery and sides for safety guards used on other portable grinding machines shall not exceed 180 and the top half of the wheel shall be enclosed at all times.
  - o Portable grinding is a grinding operation where the grinding machine is designed to be hand held and may be easily moved from one location to another.
- **Portable Belt Sanding Machines**
  - o Supervisors will ensure that all belt sanding machines used by their personnel be provided with guards at each nip point where the sanding belt runs onto a pulley. These guards will effectively prevent the hands or fingers of the operator from coming in contact with the nip points. The unused run of the sanding belt shall be guarded against accidental contact.

- **Pneumatic Power Tools and Hoses**
  - Supervisors will ensure all employees are thoroughly familiar with and use strict work practices in accordance with the manufacturer instructions. Prior to use the following requirements will be complied with:
  - Tool retainer. A tool retainer will be installed on each piece of utilization equipment which, without such a retainer, may eject the tool.
  - Air-hoses. Hose and hose connections used for conducting compressed air to utilization equipment will be compatible with the pressure and service to which they are subjected.
- **Explosive Actuated Fastening Tools**
  - General safety precautions: Supervisors will ensure all employees are thoroughly familiar with and use strict work practices in accordance with the manufacturer instructions.
    - Operators and assistants using tools shall be safeguarded by wearing eye protection.
    - Head and face protection shall be used as required by working conditions.
    - Before using a tool, the employee will inspect it to determine to his satisfaction that it is clean, that all moving parts operate freely, and that the barrel is free from obstructions.
    - When a tool develops a defect during use, the operator shall immediately cease to use it until it is properly repaired.
      - Tools will not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any workmen.
      - No tools shall be loaded unless being prepared for immediate use and will not be left unattended.
      - Misfire instructions (general).
        - Know the manufacturers instructions.
        - Hold the tool in the operating position for at least 30 seconds.
        - Try to operate the tool a second time.
        - Wait another 30 seconds, holding the tool in the operating position; then proceed to remove the explosive load in strict accordance with the manufacturer instructions.
      - A tool will never be left unattended in a place where it would be available to unauthorized persons.
      - Fasteners will not be driven into very hard or brittle materials including but not limited to cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick, or hollow tile.
      - Driving into materials easily penetrated will be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying-missile hazard on the other side.
    - Low-velocity tools. Only tools meeting the design specifications of 29 CFR 1910.243 will be used. Employees contemplating purchase of low-velocity tools will consult the OSHA Regulatory Standard before final tool selection. The manufacturer's inspection criteria will be followed for pre-use inspection.
    - Low-velocity piston type tools. Only tools meeting the design specifications of 29 CFR 1910.243 will be used. Employees contemplating purchase of low-velocity piston type tools will consult the OSHA Regulatory Standard before final tool selection. The manufacturer's inspection criteria will be followed for pre-use inspection.
      - A low-velocity piston tool is a tool that utilizes a piston designed to be captive to drive a stud, pin, or fastener into a work surface. It will not cause such stud, pin, or fastener to have a mean velocity in excess of 300 feet per second when measured 6.5 feet from the muzzle end of the barrel.
      - Fasteners will not be driven directly into materials such as brick or concrete closer than 3 inches from the unsupported edge or corner or into steel surfaces closer than one-half inch from the unsupported edge or corner, unless a special guard, fixture, or jig is used. (Exception: Low-velocity tools may drive no closer than 2 inches from an edge in concrete or one-fourth inch in steel.)
      - When fastening other materials, such as a 2X4 inch wood section to a concrete surface, it is permissible to drive a fastener of no greater than 7/32 inch shank diameter not closer than 2 inches from the unsupported edge or corner of the work surface.
      - Fasteners will not be driven through existing holes without positive guides for accurate alignment.
      - No fastener will be driven into a spalled area caused by an unsatisfactory fastening.
      - Tools will not be used in an explosive or flammable atmosphere.
      - All tools will be used with the correct shield, guard, or attachment recommended by the manufacturer. Protective shields or guards are devices or guards attached to the muzzle end of the tool, which is designed to confine flying particles
      - Any tool found not in proper working order will be immediately removed from service and turned over to the job site supervisor for repair in accordance with the manufacturer's specifications.

- High-velocity tools. Only tools meeting the design specifications of 29 CFR 1910.243 will be used. Employees contemplating purchase of high-velocity tools will consult the OSHA Regulatory Standard before final tool selection. The manufacturer's inspection criteria will be followed for pre-use inspection.
  - High-velocity tools are tools or machines which, when used with a load, propels or discharges a stud, pin, or fastener, at velocities in excess of 300 feet per second when measured 6.5 feet from the muzzle end of the barrel, for the purpose of impinging it upon, affixing it to, or penetrating another object or material. (A stud, pin, or fastener is a fastening device specifically designed and manufactured for use in explosive-actuated fastening tools.)
  - A hammer-operated piston tool--low-velocity type, is a tool which, by means of a heavy mass hammer supplemented by a load, moves a piston designed to be captive to drive a stud, pin, or fastener into a work surface, always starting the fastener at rest and in contact with the work surface.
- **Power Lawnmowers**
  - Supervisors will ensure all employees are thoroughly familiar with and use strict work practices in accordance with the manufacturer instructions. General requirements:
  - Power lawnmowers will have power-driven chains, belts, and gears so positioned or otherwise guarded to prevent the operator's accidental contact therewith during normal starting, mounting, and operation of the machine.
  - A shutoff device will be provided to stop operation of the motor or engine. This device will require manual and intentional reactivation to restart the motor or engine.
  - All positions of the operating controls will be clearly identified.
  - The words "Caution. Be sure the operating control(s) is in neutral before starting the engine" shall be clearly visible at an engine starting control point on self-propelled mowers.
  - The mower blade will be enclosed except on the bottom and the enclosure shall extend to or below the lowest cutting point of the blade in the lowest blade position.
    - Guards which must be removed to install a catcher assembly will be affixed to the mower near the opening stating that the mower will not be used without either the catcher assembly or the guard in place.
    - The word "Caution" (or stronger wording) will be placed on the mower at or near each discharge opening.
    - Proper precautions will be taken when refueling mowing equipment.
    - Mowing equipment will never be left unattended while running.
    - Will constantly be mindful of persons working near the operation of the mower.
- **Jacks**
  - Jack. A jack is an appliance for lifting and lowering or moving horizontally a load by application of a pushing force. Jacks may be either lever and ratchet or screw and hydraulic types.
  - The operator will make sure that the jack used has a rating sufficient to lift and sustain the load. The rating of a jack is the maximum working load for which it is designed to lift safely that load throughout its specified amount of travel.
    - To raise the rated load of a jack, the point of application of the load, the applied force, and the length of lever arm should be those designated by the manufacturer for the particular jack considered.
  - The rated load will be legibly and permanently marked in a prominent location on the jack by casting, stamping, or other suitable means.
  - In the absence of a firm foundation the base of the jack will be blocked. If there is a possibility of slippage of the cap, a block shall be placed in between the cap and the load.
  - The operator will watch the stop indicator, which shall be kept clean, in order to determine the limit of travel. The indicated limit will never be overrun.
  - After the load has been raised, it will be cribbed, blocked, or otherwise secured at once.
  - Hydraulic jacks exposed to freezing temperatures shall be supplied with adequate antifreeze liquid.
  - All jacks shall be properly lubricated at regular intervals.

TRAINING ATTENDANCE ROSTER HAND AND PORTABLE POWER TOOLS

Hand and Portable Power Tool Training Includes:

- General Requirments

- Types of Tools

- Hazards

- Protection and Guarding

- Abrasive, Electric, Pneumatic and Powder Actuated Tools, and Jacks

INSTRUCTOR:	*DATE:*	*LOCATION:*

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed	

Name of Interpreter, if utilized: _____

HAZARD COMMUNICATION SAFETY PROGRAM
REGULATORY STANDARD: *OSHA 29 CFR 1910.1200*

INTRODUCTION
The Hazard Communication Standard requires employers to inform employees of the hazards and identities of workplace chemicals to which they are exposed. This program specifies the requirements for evaluation of chemical hazards in the workplace and establishes means for communicating hazard information to all affected workers including chemical Safety Data Sheets (SDS), labeling, a Written Hazard Communication Program, employee training and communication requirements for contractors and vendors.

TRAINING
- Employees and contractors must be made aware of the hazards they may encounter and the precautions they must take to protect themselves from these hazards.
- Employees or contractors must be trained on initial assignment and whenever any new physical, chemical or health hazards are introduced, when non-routine tasks or procedures are required, or when employees are working with or near unlabeled piping systems that contain hazardous chemicals.

ACTIVITIES
- Determine if hazardous chemicals are present in the workplace
- Ensure the availability of a SDS for each hazardous chemical or mixture in the workplace
- Ensure a Hazardous Chemical List is maintained
- Evaluate the hazards for each chemical or mixture used and/or stored in the workplace
- Ensure proper labeling of chemical containers in accordance with Globally Harmonized System (GHS) requirements.
- Complete the Written Hazard Communication Program
- Employees trained
- Process to evaluate and document any new hazards or changes

FORMS
- Hazardous Chemical List
- Written Hazard Communication Program
- Training Attendance Roster

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HAZARD COMMUNICATION PROGRAM

1. **Purpose.** To provide an effective, written hazard communication program in compliance with company, State and Federal regulatory requirements. Hazard Communication applies to all chemicals and mixtures purchased, manufactured, used, and/or stored by the company to which employees, contractors, tenants or visitors may be exposed. (Laboratories, as defined by OSHA regulations, are not covered under this program.)

2. **Scope.** This program applies to all operations at company facilities and job-sites. This program does not apply to articles, food or beverage items. Consumer products are exempt if they are used at the same frequency, duration, and concentration as home use.

3. **Responsibilities.**

    3.1 Management must:

        3.1.1 Perform a hazard determination. The company is required to determine the hazards of any products or chemicals they manufacture and/or sell.

        3.1.2 Ensure a Hazardous Chemical List is maintained either for the company as a whole, or for each department or work area.

        3.1.3 Evaluate the hazards for each chemical or mixture used or stored in the workplace.

        3.1.4 Maintain a Written Hazard Communication Program.

        3.1.5 Assure labels and other forms of warning are affixed to chemical containers, as appropriate, meeting Globally Harmonized System (GHS) label requirements.

        3.1.6 Train and inform employees on initial assignment and whenever a new physical, chemical or health hazard is introduced into the workplace, or when non-routine tasks or procedures are required.

        3.1.7 Develop and implement a method of communication between any contractors and the company which describes and outlines.

    3.2 Employees must:

        3.2.1 Attend Hazard Communication Training upon initial assignment, and when changes to the workplace hazards occur (through process changes or a change of work assignment).

        3.2.2 Re-label any containers into which hazardous chemicals or mixtures are transferred.

3.2.3   Inform management of any changes to chemicals or chemical uses.

4. Procedure.

4.1   Determine if hazardous chemicals are present in the workplace.

4.2   <u>Written Hazard Communication Program</u> (See the included form for the Written Hazard Communication Program.) This program must contain or describe:

    4.2.1   A list of hazardous chemicals

    4.2.2   Criteria and Label information

    4.2.3   Safety Data Sheets (SDS)

    4.2.4   Employee information and training

    4.2.5   Procedures for evaluating the hazards of any non-routine tasks (e.g. one-time chemical uses) and for evaluating any unlabeled pipes in the work area that contain hazardous chemicals.

    4.2.6   Multi-employer workplaces (Provisions for contractors)

4.3   <u>Hazardous Chemical List</u> (See the included Form for a Hazardous Chemical List)

   Create a list of all hazardous chemicals used in the workplace. If necessary, use the chemical SDSs to determine whether or not a chemical is a hazardous chemical.

4.4   <u>Chemical Labeling</u>

    4.4.1   <u>Manufacturer/GHS Compliant labeling</u>: All containers must be labeled with the product identifier, signal word, hazard statement, pictogram(s), precautionary statement, and manufacturer name, address, and phone number. Such labels may not be defaced or covered.

    4.4.2   <u>Workplace labeling</u>: May be used for process materials and must contain the chemical identity and appropriate hazard warnings.

    4.4.3   <u>Portable Container labels</u>: should be on all containers at all times. However, labels are not required for portable containers provided they are immediately used by the employee on that work-shift *and* remain in the direct control of the employee at all times.

    4.4.4   All labels must be in legible English. Other languages may be used, provided a label in English is also provided.

4.4.5   Pipes or piping systems that contain a hazardous chemical shall be identified to employees by at least one (1) readily accessible label, sign, placard, written operating instructions, process sheet, batch ticket or substance identification system.

4.5   Safety Data Sheets

4.5.1   Ensure the availability of a SDS for each hazardous chemical or mixture in the workplace and are:

4.5.1.1   Readily accessible and available by employees on each work shift

4.5.1.2   Written in English

4.5.1.3   Obtained from the manufacturer or supplier of the chemical or material before it is used at the workplace, if one did not accompany the shipment

4.5.1.4   Kept for the duration of its use or storage, at a minimum, and for 30 years after discontinuing chemical use.

4.5.2   SDSs are prepared by the chemical manufacturer following the GHS requirements.

4.6   Multi-employer workplaces (Provisions for contractors) must be informed about:

4.6.1.1   Onsite access to and maintenance of a current SDS

4.6.1.2   Labeling procedures

4.6.1.3   Protective and precautionary measures

4.7   Maintain a process to evaluate and document any new hazards or changes to the workplace that would affect the above requirements, including any non-routine tasks or procedures, or unlabeled piping systems that contain hazardous chemicals.

5. Safety Information

Trade Secret Information - Trade Secrets are products which, when the chemical identity of the product is revealed, would jeopardize the manufacturer's competitive advantage. Trade secret materials (and requests to reveal trade secret information) must comply with the requirements of OSHA 1910.1200(i) and Appendix D.

6. Training and Information

6.1   Employees must be trained on initial assignment and whenever any new physical, chemical or health hazards are introduced, when non-routine tasks or procedures are required, or when employees are working with or near unlabeled piping systems that contain hazardous chemicals.

6.2 Training includes

    6.2.1   Identification of the work areas where hazardous chemicals are used.

    6.2.2   The location and availability of the written program, hazardous chemical list, and SDSs.

    6.2.3   Information on the methods and observations used to detect the presence or release of chemicals (monitors, alarm systems, odors, visual appearance, etc.) including any "non-routine" tasks that employees may be asked to periodically perform which are beyond their regularly assigned duties.

    6.2.4   The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazard information of the chemicals present

    6.2.5   The measures employees can take to protect themselves from identified chemical hazards (procedures, personal protective equipment, etc.)

    6.2.6   The labeling system used in the workplace

    6.2.7   The details of the Written Hazard Communication Program

7. Definitions

➢ *Hazard Statement* - statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

➢ *Laboratory* - A facility where relatively small quantities of hazardous chemicals are used on a non-production basis. The following conditions must be met:
  • Chemical manipulations are carried out on a "laboratory scale"
  • Multiple chemical procedures or chemicals are used
  • The procedures involved are not part of a production process, nor in any way simulate a production process
  • "Protective laboratory practices and equipment" are available and in common use to minimize the potential for employee exposure to hazardous chemicals

➢ *Pictogram* - a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

➢ *Precautionary statement*- a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

➢ *Process Materials* - Chemicals that are routinely used in a chemical process or as part of a mixture for a chemical process.

➢ *Product Identifier* - the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical.

➢ *Safety Data Sheets (SDS)* - reference documents that outline the product information, hazards and other required elements for hazardous chemicals or materials. These documents are produced by the manufacturer of the chemical or material and must be maintained at any workplace where they are used or stored.

➢ *Signal Word – a* word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

HAZARDOUS CHEMICAL LIST

Name of Chemical (as it appears on the SDS or Chemical Label)	Common Name (what this company calls the material – if different than the SDS)	Manufacturer or Supplier Name	Manufacturer Emergency Contact Information Or Phone Number

Completed by: _____   Date: _____

WRITTEN HAZARD COMMUNICATION PROGRAM

The purpose of this written program is to document how the Hazard Communication requirements are met.

General:

_____ is responsible for the initial and ongoing activities to keep this Hazard Communication Program current.

The location of the written program is: _____

The location of the list of hazardous chemicals is: _____

The location of the Safety Data Sheets (SDSs) is: _____

The list of hazardous chemicals, the written program, and the SDSs are required to be accessible to employees at all times. If electronic access is provided, describe the process for accessing this information: _____.

If an SDS is not received at the time of purchase or shipment, an SDS will be obtained either through the manufacturer's website, by calling the manufacturer or supplier, or by writing the company. If the SDS is not available, OSHA may be contacted or notified.

_____ is responsible for ensuring that SDSs are received.

Hazard Warning Labels:

Original manufacturer's labels are generally used to ensure updated information on chemical hazards is made available.

_____ is responsible for ensuring that all hazardous chemicals in the workplace have appropriate labels (original manufacturer's labels, or written/printed labels (such as HMIS, NFPA or NAFTA code labels) affixed by our company. If alternative systems to the hazard warning statements are used, describe the system used: _____.

_____ is responsible for ensuring any containers shipped or taken off our company premises have appropriate labels, which include the identity of the chemical, appropriate hazard warning statements, and the name and address of manufacturer or responsible party.

SDS for Company Made or Manufactured Chemicals:

_____ is responsible for ensuring that SDSs are created and written for every hazardous chemical that the company makes, mixes or manufactures.

_____ is responsible for ensuring that any SDSs are shipped to another company who purchases or is provided with our company-specific chemicals or mixtures.

Non-Routine Tasks and Unlabeled Pipes:

_____ is responsible for ensuring that any **new or non-routine tasks** are identified and training is appropriately provided. SDSs and chemical label reviews are used as part of this hazard evaluation and identification.

The methods used to inform employees of the hazards of **non-routine tasks**, and the hazards associated with chemicals contained in **unlabeled pipes** in their work areas are as follows:

_____

Contractors:

_____ is responsible for supplying an SDS, upon request.   Contractors working at our sites or locations will be provided with an SDS for any chemical used or stored at the facility, upon request. Describe the methods used to provide on-site access to SDS:

_____

Describe how you communicate information about your labeling system, if different than that used by contractors or subcontractors for types of labeling: _____

Methods used to inform any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies: _____

_____

Off-Site Work:

Employees working at other sites may request an SDS for any chemical they may be exposed to.   During training or orientation, our employees are informed of how to request information on the elements of that location's written hazard communication program, including Safety Data Sheet information, labeling, non-routine work hazards and unlabeled pipes.

_____ is responsible for ensuring that this occurs, as needed.

Information and Training:

_____ is responsible for identifying employees who need training.

_____ is responsible for conducting training upon initial assignment.

The hazard communication training must cover the following items, at a minimum:
* Information on the operations where hazardous chemicals are present
* The location and availability of this written program, list of hazardous chemicals, and SDS
* How to detect releases of hazardous chemicals (monitoring equipment, visual determination, odor, equipment sensors, etc).
* The physical and health hazards of chemicals in the work area, including any unlabeled chemical pipes.
* The measures that employees can take to protect themselves from these hazards.

The details of the Hazard Communication Program, including the explanation of the labeling system and SDS.

_____ is responsible for ensuring that these elements are covered in the training program.

Completed by: _____   Date: _____

TRAINING ATTENDANCE ROSTER
HAZARD COMMUNICATION

Hazard Communication Training Includes:

- General Requirements and Right To Know/Understand

- Types and Format of Chemical Labels including GHS format

- Chemical Hazard Categories and Hazards

- SDS overview

- Chemical Spill Response

- Exposure Incident Reporting

INSTRUCTOR:	*DATE:*	*LOCATION:*

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed	

Name of Interpreter, if utilized: _____

Personal Protective
Equipment

PERSONAL PROTECTIVE EQUIPMENT SAFETY PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR 1910 Subpart I, 1910.132, 1910.133, 1910.134, 1910.135, 1910.136, 1910.137, 1910.138*

INTRODUCTION

Personal protective equipment (PPE), when its use is required, must be provided and used by employees. PPE should only be used where engineering and work practice controls are not sufficient to prevent exposure to a hazard. The type of personal protective equipment and the reasons for its use must be documented. Where required, employees must be trained in how to use the equipment, reasons for its use, the care and maintenance of the equipment and disposal considerations.

TRAINING

- Training and information is required for employees who use PPE.
- Additional training is required for specific types and uses of PPE (respirators, hearing protection, etc.)

ACTIVITIES

- Conduct and document a Hazard Assessment
- Provide protective equipment, as required
- Ensure employees are trained in the use, care and maintenance of the equipment

FORMS

- Certification of Hazard Assessment
- Information for Filtering Facepiece (Dust Mask) Use
- Training Attendance Roster

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PERSONAL PROTECTIVE EQUIPMENT (PPE) SAFETY PROGRAM

1. **Purpose.** Personal Protective Equipment (PPE) shall be used in areas where there is potential exposure to hazards which cannot be adequately controlled by elimination, substitution, engineering methods or administrative controls. PPE is to be considered the last line of defense against exposure to chemical hazards, radiation hazards, biological agents, temperature extremes, noise, electrical energy, mechanical forces, irritants, or projectiles which can produce injury or illness. This defines the required elements for implementing a PPE program.

   1.1 Exclusions: PPE requirements for hearing conservation, fall protection, cartridge type respiratory protection, eyewash/safety shower, and electrical work are covered in separate, specific standards. Back Belts and Wrist Braces used in mitigation of ergonomic disorders as part of an ergonomics evaluation are not considered PPE.

2. **Scope.** Applies to any area where Personal Protective Equipment is required or used by company employees.

3. **Responsibilities**

   3.1 Management

      3.1.1 Conduct and document a Hazard Assessment of the workplace.

      3.1.2 Select the appropriate PPE to reduce or eliminate hazards, based on the types of tasks and activities performed at the company.

      3.1.3 Maintain PPE or provide employees with the proper training and tools to maintain PPE used at the company.

      3.1.4 Best practice is to post signs to inform employees where PPE is required.

      3.1.5 Provide appropriate protective equipment to employees, visitors or other personnel, as needed or required. The employer is not required to pay for steel-toe shoes and prescription safety glasses (if allowed to be worn off the job), logging boots, everyday clothing, normal work boots, winter coat, sunglasses, and sunscreen.

      3.1.6 Provide training to each employee who is required to use PPE.

   3.2 Employees

      3.2.1 Wear PPE as required and trained.

      3.2.2 Maintain PPE, as required by this program

      3.2.3 Report concerns, issues or violations of this program to Supervisors or management.

4. Procedure

4.1 Certification of Hazard Assessment

4.1.1 Conduct a hazard assessment of the workplace to identify the hazards associated with each job task or facility.

4.1.2 A Certification of Hazard Assessment shall be completed as verification that a hazard assessment was performed. The "certification document" may be completed by job task or operation, for buildings, or for organizations. If you do not use the provided form for this purpose, your documentation must specifically be identified as a "Certification of Hazard Assessment", and contain all the required elements (person certifying, date, location evaluated)

4.1.2.1 This document shall be updated for changes to operating procedures, when the method of performing the job changes and/or when incident investigations determine those PPE modifications are necessary.

4.2 PPE Selection

4.2.1 Obtain the appropriate PPE. Selected PPE may include: eye and face, hand and arm, foot, head, torso and body protection, etc.

4.2.1.1 The type of PPE must protect against the hazards identified.

4.2.1.2 Inform affected employees of the PPE they are required to wear.

4.2.1.3 Selected PPE must fit each affected employee.

4.2.1.4 For chemical protective clothing, manufacturer information is maintained by the company. For suits, gloves, apron, eyewear/goggles - generic chemical permeation data (what the item is resistant to or not resistant to for general groupings of chemicals) will be maintained.

4.3 Access to and Maintenance of PPE

4.3.1 Ensure adequate supplies, storage, and employee access to PPE when required for a specific work area or operation.

4.3.2 PPE must be maintained in a sanitary and reliable condition. Ensure that damaged or defective PPE is taken out of service and not used, and that contaminated clothing and PPE are disposed of or cleaned properly.

5. Safety Information

5.1 Types of PPE and Their Use(s)

5.1.1 Eye and Face Protection

5.1.1.1 Safety glasses. Goggles, and face shields are designed to protect the eyes and/or face of individuals who may be exposed to flying particles, molten metal, liquid chemicals, acid or caustic liquids, chemical gases or vapors, etc.

5.1.1.2 Only safety glasses and face protection meeting ANSI Z87 requirements shall be worn.

5.1.1.3 In special applications, such as welding or laser operations, helpers shall be protected to the same level as the operator.

5.1.1.4 Individuals, who work on or near exposed electrically energized circuit parts, at 50 volts and above, shall wear non-conductive eyewear. Non-conductive eyewear is also necessary for individuals exposed to electrical burn hazards (e.g.: working on systems less than 50 volts, but with high current levels such as electroplating systems, large capacity batteries, etc.). Metal frame glasses are not permitted for these activities.

5.1.1.5 Where contact lenses are permitted, they shall be worn with required PPE appropriate to the exposure. Safety non-prescription glasses shall be available to wearers of contact lenses.

5.1.2 Gloves and Hand Protection

5.2.2.1 Gloves, gauntlets, and protective sleeves are designed to protect the hands and arms of individuals who may be exposed to skin contact and/or absorption of chemical or biological agents, cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, or harmful temperature extremes. Materials used in the manufacture of clothing must be resistant to the chemicals or materials being handled.

5.2.2.2 Gloves shall be removed properly so as not to exposed an unprotected hand or part of the arm.

5.2.2.3 After removing gloves, hands should be thoroughly washed with soap and water.

5.2.2.4 Disposable gloves shall be disposed of at the end of each use. Chemical contact, signs of physical wear, or loss of glove integrity shall require more frequent disposal.

5.2.2.5 Latex Gloves: Due to the increasing concerns with latex gloves and associated skin reactions, latex gloves may be selected based on latex content, protein content (usually <50ug/g) or other requirements based on employee needs. Gloves may be required to be powdered or powder-free, depending upon the needs of the business activities.

5.2.2 Foot Protection

5.2.3.1 Foot protection is designed to protect the foot when working in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, and exposure to electrical hazards.

5.2.3.2 Where safety shoes are required, only foot protection meeting ANSI Z41 requirements shall be worn.

5.2.3.3 Electricians should select shoes rated for electrical hazards and/or use insulating mats when working on or near energized equipment.

5.2.4 Head Protection

5.2.4.1 Head Protection is designed to provide protection against impact and penetration from falling or stationary objects. They also may provide protection against electrical shock and burns caused when coming in contact with energized parts.

5.2.4.2 Where head protection is required, only Head protection meeting ANSI Z89 requirements shall be worn.

5.2.4.3 Types of Head Protection

- Hard Hats - There are two types and three classes of hard hats. They type and class used or required at the facility or site will be documented based on the hazards.

- Bump Caps - Provide protection from impact against stationary objects but do NOT protect against impact or penetration from falling objects or electrical shock hazards.

- Welding Helmets - Provide protection against ultraviolet, infrared, and visible radiation sources during welding operations.

- Hair Nets/Hats - Protect employees from entanglement hazards (e.g. equipment with moving parts, etc.) This can be done with the use of hair restraining devices, such as hair nets, hats, etc.

5.2.5   Hearing Protection

   5.2.5.2   Hearing Protection is designed to protect against the affects of noise exposure in the workplace.

   5.2.5.3   Where noise levels equal or exceed an 8 hour time weighted average of 85 dba, a Hearing Conservation program must be implemented and hearing protection shall be made available to affected employees.

   5.2.5.4   Employers shall ensure hearing protection is worn when:

   - Employees are exposed to noise levels equal or exceed an 8 hour time weighted average of 90 dba.

   - Any employee who is exposed to an 8 hour time weighted average of 85 dba or greater who has not had their baseline audiogram or has experienced a standard threshold shift.

   5.2.5.5   Voluntary Use: Employers can offer hearing protection to employees for voluntary use where noise levels do not exceed the requirements specified above.

5.2.6   Protective Clothing

   5.2.5.1   Clothing such as suits, aprons, coveralls, coats, and pants are available to protect the torso and body of individuals who may be exposed to skin absorption of chemical or biological agents, cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, or harmful temperature extremes. Materials used in the manufacture of such clothing must be matched in resistance to the chemicals or materials being handled.

   5.2.5.2   Company provided clothing: Laundering of company-issued work clothing shall be provided by the company to avoid the need for employees to launder clothing at home whenever there is a potential for infectious material or chemical contamination such as asbestos, lead, cadmium, arsenic, sensitizers, etc.

5.2.5   Dust Mask (Filtering Facepiece) Protection – Voluntary Use: This section applies to employees at any company facility or job-site where the use of a dust mask is utilized for voluntary use by employees.

   5.2.5.1   Required and voluntary use of a cartridge respirator or required use of a dust mask must comply with the Respiratory Protection standard.

   5.2.5.2   Dust mask will be packed or stored to prevent deformation of the face piece and/or exhalation valve.

5.2.5.3 The employer must provide employees with Information for Voluntary Respirator Use form or equivalent Appendix D from the OSHA standard.

5.3 Signs

5.3.5 Signs should be posted, as needed, to warn employees and other personnel when protective equipment is required.

5.3.6 Signs may read "Safety Glasses Required"; "DANGER – Eye/Face Hazard area – Do Not Enter Without Protective Equipment"; or "DANGER – Hard Hat Required Area" or similar language may be used.

6. Training and Information

6.1 Employees must be trained in the when PPE is necessary, what PPE is necessary, limitations, proper use, cleaning, storage and disposal practices for any PPE used in the workplace

6.2 Training must be documented.

6.3 Employees must demonstrate their understanding of the training and ability to properly use PPE before performing work. This can be done at the time of training (quizzes, classroom discussion, etc.) or through demonstration of work practices in the workplace.

6.4 Retraining will be performed when changes to the workplace necessitate different equipment or when changes to the type/design of the PPE are made which require a new skill or knowledge for its successful use. Retraining will also be done when an employee exhibits a lack of understanding or skill to use the equipment properly.

7. Definitions

➢ *Filtering facepiece (dust mask)* - A negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

➢ *Personal Protective Equipment (PPE)* - Devices worn to protect employees from potential hazards encountered in the workplace.

➢ *Certification of Hazard Assessment* - Certification that the Hazard Assessment has been conducted.

CERTIFICATION OF HAZARD ASSESSMENT

This is to certify that an evaluation has taken place for the tasks and activities performed at this workplace, hazards have been identified as indicated, appropriate Personal Protective Equipment (PPE) has been issued, and its use enforced.

Area Assessed:		Assessment Date:	
Assessment Completed By:		Signature:	

Job Task	Identified Hazard	Required PPE

Examples of Types of PPE as determined applicable to the Job Hazard:	*Examples of Hazards (add more specifics to facility operations)*:
Body Protection: Chemical Apron, Arm/Sleeve Protection, Fire Resistive Clothing, Welding Apron, Tyvek Suits	Flying debris
	Chemical splash
Eye/Face Protection: Safety Glasses w/ Side shields, Goggles, Face Shield, Welding Shield	Welding sparks
Fall Protection: PFAS, Lanyard, Harness	High heat
Foot Protection: Work Boots, Steel-toe shoes, Metatarsal Guards, Leather slip resistant shoes	Sharp objects (knives, box cutters, wire)
Hearing Protection: Ear Muffs, Ear Plugs, Canal Caps	Potential Bloodborne Pathogen Exposure
Head Protection: Bump Caps, Hard Hat, Hair nets	Dust
Hand Protection: Neoprene Gloves, Nitrile Gloves, Electrical Gloves, Heat Resistant Gloves, Leather Gloves	Chemical fumes/vapors exceeding OSHA PELs
Respiratory Protection: Dust Mask, Cartridge Respirator, SCBA/Airline Respirator	Falling debris from overhead
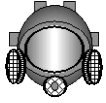
❖ Information for Filtering Facepiece (Dust Mask) Use❖
When Respirators Not Required Under 29 CFR 1910.134 - Appendix D

To the employer:	The statement below must be read by all employees (or read to them in an understandable fashion) who are using filtering facepiece (dust mask type). A copy of this document must be given to the employee.
To the employee:	Ensure you keep a copy of this form for your personal records.

EMPLOYEE INFORMATION

Employee Name:	ID Number:
Facility:	Work Location:
Job Title:	Dept./Phone:

VERIFICATION: I acknowledge that I have read and/or understand the information below (OSHA Respiratory Protection Statement) as is required by the Occupational Safety and Health Administration (OSHA).

EMPLOYEE SIGNATURE:		**DATE:**	

OSHA RESPIRATORY PROTECTION STATEMENT

To The User:

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, of if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You Should Do The Following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

FORM RETENTION INFORMATION

Retention File:	Location:
Date Filed:	Filed By:

TRAINING ATTENDANCE ROSTER
PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment Training Includes:
- Hazards and Workplace Requirements
- Using and Maintaining PPE
- Eye and Face Protection
- Foot Protection
- Hand Protection
- Head Protection
- Hearing Protection
- Body and Clothing Protection
- Dust Masks

INSTRUCTOR:	*DATE:*	*LOCATION:*

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed	

Name of Interpreter, if utilized: _____

SAFE DRIVING AND VEHICLE/FLEET SAFETY PROGRAM
REGULATORY STANDARD: *1903. (General Duty Clause)*

INTRODUCTION: Company owned or leased vehicles must be maintained in proper condition, and drivers appropriately licensed to operate the type of vehicle. This program outlines the basic inspection techniques for using a company owned or leased vehicle. This program also outlines the basic safety requirements for operating both company owned and leased vehicles and for personal vehicles used for company business purposes.

TRAINING:
- Appropriate driver's licenses for the type of vehicle are required.
- Basic driver safety is recommended for employees who use vehicles for company business.

ACTIVITIES:
- Inspect vehicles prior to operation

FORMS:
- Motor Vehicle Report (MVR) Policy
- Distracted Driving Policy
- Safe Driving Vehicle Inspection
- Training Attendance Roster

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Safe Driving and Fleet and Vehicle Management Safety Program

1. **Purpose.** This program outlines the recommendations for managing and inspecting automobiles and trucks used by company employees for business reasons.

2. **Scope.** This program applies to vehicles owned or leased by the company and to employee owned vehicles used for company business.

3. **Responsibilities.**

   3.1 Management:

   3.1.1 Ensure drivers are licensed and certified for the type of vehicle driven, without restrictions on their licenses.

   3.1.1.1 Where MVR reports are required annually or for pre-employment, ensure an adequate process to obtain and confidentially maintain this information is in place. Inform employees of company's motor vehicle report policy.

   3.1.2 Ensure any vehicles are properly inspected, registered and maintained.

   3.1.3 Ensure seat belts, safety chains for snow and other equipment is available and functional, as needed or required.

   3.1.4 Ensure vehicle insurance is in place for any owned or leased vehicles.

   3.1.5 Revoke the driving privileges for employees driving company owned or leased vehicles where the driving record or ability of the employee may be in question.

   3.2 Employees or Drivers:

   3.2.1 Ensure your driver's license is current

   3.2.2 Ensure your driver's license is the appropriate type for the vehicle being used.

   3.2.3 Inspect vehicles before driving.

   3.2.4 Ensure you are capable of driving safely (physical, emotional and mental health)

   3.3 Safety Officer:

   3.3.1 Assist in the development and implementation of the written program, as needed.

4. Procedure.

4.1　General Requirements:

4.1.1　Only authorized personnel may drive company vehicles.

4.1.2　Driving while under the influence of alcohol, inhalants or illegal drugs, or after taking any medications that may impair your driving ability is prohibited.

4.1.3　Drivers must obey all traffic signals and devices, and obey traffic laws at all times.

4.1.4　Seatbelts must be worn at all times while the vehicle is in motion.

4.1.5　Only company authorized persons may ride as a passenger in a company owned or leased vehicle, based on company policy.

4.1.6　Drivers may only use "hands-free" style phone systems when the vehicle is in motion, based on state requirements and company's distracted driving policy.

4.2　Break Downs Involving Company Vehicles:

4.2.1　Drivers must notify the company as soon as possible after any accident or incident with a company vehicle, regardless of how minor the incident may have been.

4.2.2　Contact your supervisor or manager immediately for assistance obtaining towing or repair.

4.2.3　If the company subscribes to a vehicle service agency (like AAA or other road-service provider), follow the established procedure for contacting that agency.

4.3　Vehicular Accidents. In the event of an accident, remain calm. Our first priority is the health and safety of our employees. Employees involved in a work-related vehicular accident must:

4.3.1.1　Contact the appropriate local law enforcement agency. Even if the incident is minor, a police report is required for all vehicular accidents involving a company owned vehicle or for those occurring while the employee is performing company business.

4.3.1.2　Notify company management or Supervisors as soon as possible.

4.3.1.3　If possible, leave vehicles in their positions until the police arrive.

4.3.1.4　Do not discuss the accident with others involved. Share your observations only with the police.

4.3.1.5　Exchange, if possible, the following information with all other drivers involved:

- The driver's name

- The names of all other passengers (per involved vehicle)

- The driver's/auto insurance information

- The other vehicle information: make, model, year, color, and license plate number

- The name of the driver's employer if the driver was traveling for business

4.3.1.6　If property damage occurred to a vehicle of an unknown owner (e.g. a parked car) or other property (e.g. a fence), do NOT leave the scene until a full police report is completed.

5. Safety Information.

5.1　Notification of Driver Suspension, Accidents or similar issues

5.1.1　Employees must notify their supervisor or manager within 24 hours of any citation of traffic or driving violation, if the violation occurred while using a company vehicle.

5.1.2　Employees who may be expected to drive for company business must notify their supervisor or manager if their license is suspended, revoked or restricted for any reason.

5.2　Companies will maintain owned or leased vehicles in a safe manner.

5.2.1　Employees who find defects or repair needs with any company vehicle must notify their supervisor or manager immediately.

5.2.2　Employees may not drive company vehicles that are in an unsafe condition.

5.3　Pre-Driving Inspection:

5.3.1　Tire condition and, if necessary, pressure

5.3.2　Spare tire available

5.3.3　Lights and turn signals operational

5.3.4   Windshield wipers functional

5.3.5   Windshield intact (no cracks or breaks)

5.3.6   Defroster operational

5.3.7   Oil and fluids (windshield cleaner, transmission, brake fluid) present at required levels.

5.3.8   Brakes functional

5.3.9   Mirrors are present, properly adjusted and clean.

5.3.10   Vehicle loads are secure

5.3.11   Emergency materials and equipment (fire extinguishers, accident reporting kit, vehicle registration, etc.) are present, as needed.

5.3.12   General vehicle condition is appropriate. Scrapes, scratches, dents or other damage should be reported before taking the vehicle on the road.

6. Training and Information.

6.1   It is recommended that employees undergo defensive driving or general safe driving training when they are required to operate company owned or leased vehicles.

7. Definitions.

➢   *Vehicle* – a company owned or leased automobile, truck or motorcycle which requires a valid driver's license to operate on public roadways.

Motor Vehicle Report (MVR) Policy

In order to increase employee safety and eliminate unnecessary risks behind the wheel, the company _____ has enacted a Motor Vehicle Report (MVR) Policy, effective _____.

MVRs will be checked _____ for all employees who may be required to drive for company purposes. The MVR will be reviewed to ascertain whether the employee holds a valid license and whether his or her driving record is within the parameters set by the company.

Drivers will be disqualified from driving vehicles for company purposes for any of the following reasons:

1. A violation for driving under the influence of alcohol or a controlled substance will result in a suspension of driving privileges for the company.

2. Any criminal conviction that involves a motor vehicle (e.g., a felony, hit and run, negligent homicide) in the previous five years

3. Any of the following violations incurred in the previous three years:

    a. Any combination of more than three moving violations (any violation resulting in an at-fault auto accident automatically counts as <u>two</u> violations)

    b. Any violation less than three years old for an alcohol or controlled substance-related driving offense

    c. Refusing to take a breathalyzer test

    d. Careless or reckless driving that results in injury to persons or property

    e. Passing a stopped school bus

    f. Leaving the scene of an accident without stopping to file a report

    g. Racing

4. Any combination of more than two moving violations and/or at-fault accidents in the past 12 months

I have read, understand and agree to the terms set forth in this Driving and Traffic Violation Policy.

_____   _____

Employee Signature   Date

_____

Employee Name (printed)

Distracted Driving Policy

Please read the Distracted Driving Policy, sign and return to your supervisor.

In order to increase employee safety and eliminate unnecessary risks behind the wheel, the company _____ has enacted a Distracted Driving Policy, effective _____.

We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle or using cell phone while operating a personal vehicle:

- Company employees may not use a hand-held cell phone while operating a vehicle, when the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.

- If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.

- Additionally, company employees are required to:
    - Turn cell phones off or put them on silent or vibrate before starting the car.
    - Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
    - Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.

- Employees will be subject to disciplinary action up to and including termination for violating any of the above rules.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

_____   _____

Employee Signature   Date

_____

Employee Name (printed)

SAFE DRIVING VEHICLE INSPECTION CHECKLIST		
ITEM	YES	NO
Tires are in good condition (tread, pressure)		
Spare tire is accessible		
Head-lights operational (regular and high beams)		
Turn signals operational		
Windshield wipers operational		
Washer fluid available		
Windshield intact (no cracks or breaks)		
Defroster operational, as needed		
Oil and fluid levels (brake, transmission, oil) present at required levels		
Brake lights function		
Mirrors (side and rearview) present and in good condition		
Mirrors adjusted for driver		
Vehicle loads and any storage of materials are secure		
Fire extinguishers are present, as needed		
Vehicle registration is available		
Accident reporting information is available		
Vehicle is in generally good condition.		
Note any dents, scratches or other damage issues present:		
Checklist completed by:		
Date: Time of Day:		

TRAINING ATTENDANCE ROSTER
SAFE DRIVING - BASIC AWARENESS

Safe Driving Training Includes:
- *The 3 Factors of Safe Driving*
- *The 6 Conditions of Driving*
- *The 5 Steps to Decision Driving*
- *Passing and Collision Prevention*
- *Right of Way*
- *Stopping Distance and Types of Stopping*
- *Tailgating*
- *Driving Attitude*

INSTRUCTOR:	DATE:	LOCATION:

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed	

Name of Interpreter, if utilized: _____

Safety Checklists

COMPANY SPECIFIC CORRECTIVE ACTIONS

DATE:	ASSESSOR:	DEPT OR AREA:	SUBMITTED TO:

CONDITION	COMPLIANT	CORRECTED BY	COMPLETION DATE	COMMENTS AND CORRECTIVE ACTION
	☐ Yes ☐ No			
	☐ Yes ☐ No			
	☐ Yes ☐ No			
	☐ Yes ☐ No			
	☐ Yes ☐ No			
	☐ Yes ☐ No			
	☐ Yes ☐ No			
	☐ Yes ☐ No			
	☐ Yes ☐ No			
	☐ Yes ☐ No			
	☐ Yes ☐ No			
	☐ Yes ☐ No			

TRAINING ATTENDANCE ROSTER

TRAINING TOPIC:

INSTRUCTOR:	DATE:	LOCATION:

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed	

Name of Interpreter, if utilized: _____

Certificate Of Safety Training

This certifies that on

_____
Date

_____
Name of Employee

Successfully completed:

List trainings completed

_____
Company Name

MEDICAL/DENTAL SAFETY CHECKLIST

Completed by:	**Date:**

ITEM	COMPLIANT?
General Conditions	
Are walking surfaces clean, clear of debris, and dry?	☐ **YES** ☐ **NO**
Are warning signs placed in wet floor areas?	☐ **YES** ☐ **NO**
Are stairs, steps, handrails, and landings in good condition?	☐ **YES** ☐ **NO**
Is area lighting adequate?	☐ **YES** ☐ **NO**
Is general housekeeping acceptable and storage neat and orderly?	☐ **YES** ☐ **NO**
Emergency Evacuation	
Does the facility have a written emergency action plan?	☐ **YES** ☐ **NO**
Are employees trained on emergency evacuation procedures?	☐ **YES** ☐ **NO**
Are exit paths clear and unlocked from the inside out?	☐ **YES** ☐ **NO**
Are exits properly identified and lighted?	☐ **YES** ☐ **NO**
Are doors that could be mistaken for an exit appropriately marked NOT AN EXIT, BASEMENT, STORAGE ROOM, etc.?	☐ **YES** ☐ **NO**
Are exit doors operable?	☐ **YES** ☐ **NO**
Does the fire alarm work?	☐ **YES** ☐ **NO**
Has the fire alarm been tested?	☐ **YES** ☐ **NO**
Back Safety	
Employees are utilizing the correct lifting technique?	☐ **YES** ☐ **NO**
Equipment, carts, and/or tables are of proper height provided to assist with the prevention of back injuries?	☐ **YES** ☐ **NO**
Is a buddy system in place to ensure "help" when performing heavy lifting?	☐ **YES** ☐ **NO**
Bloodborne Pathogens	
Is BBP training conducted annually and documented?	☐ **YES** ☐ **NO**
Is the written Exposure Control Plan documented and available to the employees?	☐ **YES** ☐ **NO**
Are Engineering Controls and Safe Work Practices in place to prevent exposure to BBP as described on the Exposure Control Plan?	☐ **YES** ☐ **NO**
Are the cleaning and disinfecting requirements scheduled and documented?	☐ **YES** ☐ **NO**

ITEM	COMPLIANT?
Is the Hepatitis B vaccination offered to employees who have an increased risk of exposure to BBP within 10 days of employment and documented?	☐ **YES** ☐ **NO**
Is a Safer Medical Device Evaluation conducted annually and documented?	☐ **YES** ☐ **NO**
Are sharps injury logs completed as required?	☐ **YES** ☐ **NO**
Are Post-Exposure Evaluations and Follow-ups completed, documented, and available to the affected employees?	☐ **YES** ☐ **NO**
Chemical Use/Storage	
Chemicals are stored according to their chemical properties?	☐ **YES** ☐ **NO**
Is there a list of all chemicals used available?	☐ **YES** ☐ **NO**
Are Safety Data Sheets (SDS) available for every chemical?	☐ **YES** ☐ **NO**
All containers of chemicals are clearly labeled with the name of the chemical, appropriate hazard warning, and name of manufacturer?	☐ **YES** ☐ **NO**
Is a Written Hazard Communication Program completed?	☐ **YES** ☐ **NO**
Are employees who use chemicals trained on the Hazard Communication standard?	☐ **YES** ☐ **NO**
Compressed Gas Cylinders	
Are cylinders legibly market to clearly identify the gas contained?	☐ **YES** ☐ **NO**
Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling?	☐ **YES** ☐ **NO**
Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?	☐ **YES** ☐ **NO**
Are all valves closed off before a cylinder is moved, when the cylinder is empty and at the completion of each job?	☐ **YES** ☐ **NO**
Electrical Safety - General	
All electrical outlets, junction boxes, and other electrical components properly covered?	☐ **YES** ☐ **NO**
Are panel box doors closed, all circuits labelled, and all circuit spaces covered?	☐ **YES** ☐ **NO**
Are extension cords used only for temporary means and not used as permanent wiring?	☐ **YES** ☐ **NO**
Are multiple plug outlets and use of extension cords kept to a minimum?	☐ **YES** ☐ **NO**
Are portable heating devices UL-listed?	☐ **YES** ☐ **NO**
First Aid	
Are first aid kits available and well stocked?	☐ **YES** ☐ **NO**
Are means provided for flushing of the eyes?	☐ **YES** ☐ **NO**

ITEM	COMPLIANT?
Regulated Waste (Biomedical Waste)	
Is regulated waste being managed properly?	☐ **YES** ☐ **NO**
Are approved sharps containers being used and located as close as possible to where sharps are used?	☐ **YES** ☐ **NO**
Are regulated waste containers properly stored and labeled with the biohazard warning symbol including sharps containers, red bags, refrigerators, etc.?	☐ **YES** ☐ **NO**
Is biomedical waste disposed in accordance with local, state regulations?	☐ **YES** ☐ **NO**
Personal Protective Equipment	
Is protective equipment (including gloves, safety glasses, gowns, lab coats, etc.) provided to employees, as required?	☐ **YES** ☐ **NO**
Are employees trained on how to use PPE?	☐ **YES** ☐ **NO**
Is the Certification of Hazard Assessment form completed?	☐ **YES** ☐ **NO**
Is contaminated PPE cleaned, laundered or disposed of by employer?	☐ **YES** ☐ **NO**
X-Ray/Radiation Safety	
Is there a written Radiation Safety Program?	☐ **YES** ☐ **NO**
Is the radiation area posted with a sign bearing the radiation caution symbol and words "Caution Radiation Area."	☐ **YES** ☐ **NO**
Are TLD badges worn by all personnel as determined by the Radiation Officer and (or) the regulations?	☐ **YES** ☐ **NO**

WALKING AND WORKING SURFACES SAFETY PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR* *1910.21*, *1910.22*
OSHA 29 CFR *1926.25*

INTRODUCTION

General requirements for: aisles, passageways, housekeeping, storerooms, servicerooms, stairs and guard-rails. It also addresses floor-loading protection and protecting open sided floors and platforms. This program targets renovation and construction areas where walking and working surface hazards are more likely to be present.

TRAINING

- Employees, supervisors and staff members should be informed of the proper materials handling and storage procedures to ensure that such materials do not cause hazardous situations to occur
- Employees providing construction, repair and renovation work should be trained in the proper use of coverings, guardrail system and other requirements to ensure the appropriate level of protection and safety

ACTIVITIES

- Ensure aisles and passageways are of the proper width and appropriately maintained
- Provide personal fall systems, covers or guardrails for floor, wall openings
- Ensure hazardous areas (open pits, vats or trenches) have appropriate personal fall systems
- Provide personal fall systems for any open-sided platform, floor or runway
- Ensure floors are not overloaded, and that load limits are indicated
- Ensure stairways have appropriate railings
- Enforce housekeeping rules
- Ensure materials are properly stored and not obstructing aisles, passageways, stairways or other areas where they could cause a hazard
- Encourage employees to report unsafe conditions

FORMS

- Slips, Trips, and Falls Training Attendance Roster
- Walking and Working Surfaces Training Attendance Roster

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WALKING/WORKING SURFACE INDUSTRIAL SAFETY PROGRAM

1. **Purpose.** This safety program is designed to establish clear company goals and objectives with regard to walking and working surfaces and will be communicated to all required personnel. Walking and working surfaces include stairways, aisles, platforms, runways and areas where floor or wall openings could present a hazard to employees. The company will review and evaluate this safety program:

   1.1 On an annual basis, or more frequently as needed.

   1.2 When changes occur that prompt revision of this document

   1.3 When facility operational changes occur that require a revision of this document

2. **Scope.** This program encompasses the total workplace or job site regardless of the number of workers employed or the number of work shifts.

3. **Responsibilities**

   3.1 Management/Supervisors:

      3.1.1 Ensure aisles and passageways are of the proper width and appropriately maintained.

      3.1.2 Provide fall protection systems, covers or guardrails for floor, wall openings.

      3.1.3 Ensure hazardous areas (open pits, vats or trenches) have appropriate fall protection systems.

      3.1.4 Provide fall protection systems for any open-sided platform, floor or runway.

      3.1.5 Ensure floors are not overloaded.

      3.1.6 Ensure stairways have appropriate railings.

      3.1.7 Enforce housekeeping rules.

      3.1.8 Ensure materials are properly stored and not obstructing aisles, passageways, stairways or other areas where they could cause a hazard.

      3.1.9 Encourage employees to report unsafe conditions.

   3.2 Employees

      3.2.1 Report unsafe conditions to your supervisor immediately.

      3.2.2 Maintain safe storage requirements

      3.2.3 Maintain housekeeping in work areas.

Procedure

    3.3   Aisles and Passageways

        3.3.1   Where mechanical handling equipment is used sufficient safe clearances will be maintained for aisles, at loading docks, through doorways, and wherever turns or passage must be made. Aisles and passageways must be kept clear and in good repair with no obstruction across or in aisles that could create a hazard.

        3.3.2   Permanent aisles and passageways must be appropriately marked.

    3.4   Fall Protection Systems, Covers or Guardrails

        3.4.1   Fall Protection Systems, covers and/or guardrails must be provided to protect personnel from the hazards of open pits, tanks, vats, ditches, etc. Work areas will be properly guarded, covered, cordoned off, or marked to prevent injury, including:

            3.4.1.1   Stairways unguarded/containing holes.

            3.4.1.2   Ladder way floor openings unguarded.

            3.4.1.3   Hatchway and chute floor opening unguarded.

            3.4.1.4   Skylight floor openings unguarded.

            3.4.1.5   Pit and trapdoor floor openings unguarded.

            3.4.1.6   Manhole floor openings unguarded.

            3.4.1.7   Temporary floor openings unguarded.

            3.4.1.8   Floor holes/openings unguarded.

            3.4.1.9   Chute wall openings unprotected.

            3.4.1.10   Window wall openings unprotected.

            3.4.1.11   Temporary wall openings unprotected.

            3.4.1.12   Open-sided floor or platforms unguarded.

            3.4.1.13   Runways unprotected.

            3.4.1.14   Stairways unprotected.

    3.5   Floor Loading Protection

        3.5.1   Whenever loads or single items exceeding 350lbs are to be placed on floor areas or roofing structures, employees will determine the safe load capacity before taking this action.

3.5.2   Safe floor loading capacities will be marked on plates of approved design which must be supplied and securely affixed in a conspicuous place in each space to which they relate.

3.5.3   Such plates will not be removed or defaced. If lost, removed, or defaced, they will be reported to the Safety Officer and replaced immediately.

3.5.4   All employees must note that it is unlawful to place, or cause, or permit to be placed on any floor or roof of a building or other structure a load greater than that for which such floor or roof is approved by the building official.

3.6   Guarding Floor/Wall Openings and Holes

3.6.1   Protection for floor openings

3.6.1.1   Stairway floor openings. The railing must be provided on all exposed sides (except at entrances to stairways). For infrequently used stairways where traffic across the opening prevents the use of a fixed standard railing (as when located in aisle spaces, etc.), the guard must consist of a hinged floor opening cover of standard strength and construction and removable standard railings on all exposed sides (except at entrance to stairway).

3.6.1.2   Ladder-way floor openings. Ladder-way floor openings or platforms must be guarded by a standard railing with standard toe-board on all exposed sides (except at entrance to opening) with the passage through the railing either provided with a swinging gate or so offset that a person cannot walk directly into the opening.

3.6.1.3   Hatchway and chute floor openings.   Hatchway and chute floor opening must be guarded by one of the following:

- Hinged floor opening cover of standard strength and construction equipped with standard railings or permanently attached thereto so as to leave only one exposed side. When the opening is not in use the cover must be closed or the exposed side must be guarded at both top and intermediate positions by removable standard railings.

- A removable railing with toe-board on not more than two sides of the opening and fixed standard railings with toe-boards on all other exposed sides. The removable railings must be kept in place when the opening is not in use.   Where operating conditions necessitate the feeding of material into any hatchway or chute opening protection must be provided to prevent a person from falling through the opening.

3.6.1.4   Skylight floor openings. Skylight floor openings and holes must be guarded by a standard skylight screen or a fixed standard railing on all exposed sides.

- Skylight screens must be of such construction and mounting that they are capable of withstanding a load of at least 200 pounds applied perpendicularly at any one area on the screen. They must also be of such construction and mounting that under ordinary loads or impacts, they will not deflect downward sufficiently to break the glass below them. The construction must be of grillwork with openings not exceeding 4 inches long or of slat-work with openings not more than 2 inches wide with length unrestricted.

1.1.1.2 Pit and trapdoor floor openings. Pit and trapdoor floor openings, infrequently used, must be guarded by a floor opening cover of standard strength and construction. While the cover is not in place, the pit or trap opening must be constantly attended by someone or must be protected on all exposed sides by removable standard railings.

1.1.1.3 Manhole floor openings. Manhole floor openings must be guarded by a standard manhole cover which need not be hinged in place. While the cover is not in place, the manhole opening must be constantly attended by someone or must be protected by removable standard railings.

1.1.1.4 Temporary floor openings. Temporary floor openings must have standard railings, or must be constantly attended by someone.

1.1.1.5 Floor holes. Floor holes into which persons can accidentally walk must be guarded by either:

- A standard railing with standard toe-board on all exposed sides

- A floor-hole cover of standard strength and construction. While the cover is not in place, the floor hole must be constantly attended by someone or must be protected by a removable standard railing

- Every floor hole into which persons cannot accidentally walk (on account of fixed machinery, equipment, or walls) must be protected by a cover that leaves no openings more than 1 inch wide. The cover must be securely held in place to prevent tools or materials from falling through

1.1.1.2 Floor hole covers. Floor opening covers may be of any material that meets the following strength requirements:

- Trench or conduit covers and their supports, when located in roadways, must be designed to carry a truck rear-axle load of at least 20,000 pounds.

- Manhole covers and their supports, when located in roadways, must comply with local standard highway requirements, if any;

otherwise they must be designed to carry a truck rear-axle load of at least 20,000 pounds.

- The construction of floor opening covers may be of any material that meets the strength requirements. Covers projecting not more than 1 inch above the floor level may be used providing all edges are chamfered to an angle with the horizontal of not over 30 degrees. All hinges, handles, bolts, or other parts must set flush with the floor or cover surface.

1.1.1.2   Stairway doors. Where doors or gates open directly on a stairway a platform must be provided and the swing of the door must not reduce the effective width to less than 20 inches.

1.1.2   Protection for wall openings and holes

4.4.2.1   Wall openings. Wall openings from which there is a drop of more than 4 feet must be guarded by one of the following:

- Rail, roller, picket fence, half door, or equivalent barriers. Where there is exposure below to falling materials, a removable toe board or the equivalent must also be provided. When the opening is not in use for handling materials, the guard must be kept in position regardless of a door on the opening. In addition, a grab handle must be provided on each side of the opening with its center approximately 4 feet above floor level and of standard strength and mounting.

- Extension platforms onto which materials can be hoisted for handling will have side rails or equivalent guards of standard specifications.

- Wall opening barriers (rails, rollers, picket fences, and half doors) must be of such construction and mounting that, when in place at the opening, the barrier is capable of withstanding a load of at least 200 pounds applied in any direction (except upward) at any point on the top rail or corresponding member.

- Wall opening grab handles must be not less than 12 inches in length and must be so mounted as to give 3 inches clearance from the side framing of the wall opening. The size, material, and anchoring of the grab handle must be such that the completed structure is capable of withstanding a load of at least 200 pounds applied in any direction at any point of the handle.

- Wall opening screens must be of such construction and mounting that they are capable of withstanding a load of at least 200 pounds applied horizontally at any point on the near side of the screen. They may be of solid construction, of grillwork with openings not exceeding 8 inches long, or of slat-work with openings not more than 4 inches wide with length unrestricted.

4.4.2.2   Chute wall openings. Chute wall openings from which there is a drop of more than 4 feet must be guarded by one or more barriers or as required by the conditions.

4.4.2.3   Window wall openings. Window wall openings at a stairway landing, floor, platform, or balcony from which there is a drop of more than 4 feet and where the bottom of the opening is less than 3 feet above the platform or landing must be guarded by standard slats, standard grill work, or standard railing. Where the window opening is below the landing or platform, a standard toe board must be provided.

4.4.2.4   Temporary wall openings. Temporary wall openings must have adequate guards but these need not be of standard construction.

- Where there is a hazard of materials falling through a wall hole, and the lower edge of the near side of the hole is less than 4 inches above the floor, and the far side of the hole more than 5 feet above the next lower level, the hole must be protected by a standard toe-board, or an enclosing screen either of solid construction.

4.5   Protection of Open-Sided Floors, Platforms, and Runways

4.5.1   Open-sided floors or platforms. Open-sided floors or platforms 4 feet or more above adjacent floor or ground level must be guarded by a standard railing on all open sides except where there is entrance to a ramp, stairway, or fixed ladder. The railing must be provided with a toe-board beneath the open sides where:

4.5.1.1   Persons can pass

4.5.1.2   There is moving machinery

4.5.1.3   There is equipment with which falling materials could create a hazard.

4.5.2   Runways. Runways must be guarded by a standard railing on all open sides 4 feet or more above floor or ground level. Wherever tools, machine parts, or materials are likely to be used on the runway, a toe-board must also be provided on each exposed side. Runways used exclusively for special purposes (such as oiling, shafting, or filling tank cars) may have the railing on one side omitted where operating conditions necessitate such omission, providing the falling hazard is minimized by using a runway of not less than 18 inches wide.

4.5.3   Open-sided access ways. Regardless of height, open-sided floors, walkways, platforms, or runways above or adjacent to dangerous equipment, pickling or galvanizing tanks, degreasing units, and similar hazards must be guarded with a standard railing and toe board.

5. Safety Information

5.1 Stairs, Railings, and Guards

5.1.1 Flights of stairs having four or more risers must be equipped with standard stair railings or standard handrails. The width to be measured clear of all obstructions except handrails:

5.1.1.1 On stairways less than 44 inches wide having both sides enclosed, at least one handrail, preferably on the right side descending.

5.1.1.2 On stairways less than 44 inches wide having one side open, at least one stair railing on open side.

5.1.1.3 On stairways less than 44 inches wide having both sides open, one stair railing on each side.

5.1.1.4 On stairways more than 44 inches wide but less than 88 inches wide, one handrail on each enclosed side and one stair railing on each open side.

5.1.1.5 On stairways 88 or more inches wide, one handrail on each enclosed side, one stair railing on each open side, and one intermediate stair railing located approximately midway of the width.

5.1.2 Winding stairs must be equipped with a handrail offset to prevent walking on all portions of the treads having width less than 6 inches.

5.1.3 Standard railings. A standard railing must consist of top rail, intermediate rail, and posts, and must have a vertical height of 42 inches nominal from upper surface of top rail to floor, platform, runway, or ramp level. The top rail must be smooth-surfaced throughout the length of the railing. The intermediate rail must be approximately halfway between the top rail and the floor, platform, runway, or ramp. The ends of the rails must not overhang the terminal posts except where such overhang does not constitute a projection hazard.

5.1.4 Stair railings. A stair railing must be of construction similar to a standard railing but the vertical height must be not more than 34 inches or less than 30 inches from upper surface of top rail to surface of tread in line with face of riser at forward edge of tread.

5.1.5 Wood railings. Wood railings, the posts must be of at least 2 inch by 4 inch stock spaced not to exceed 6 feet; the top and intermediate rails must be of at least 2 inch by 4 inch stock. If top rail is made of two right-angle pieces of 1 inch by 4 inch stock, posts may be spaced on 8 foot centers, with 2 inch by 4 inch intermediate rail.

5.1.6 Pipe railings. Pipe railings, posts and top and intermediate railings must be at least 1 1/2 inches nominal diameter with posts spaced not more than 8 feet on centers.

5.1.7 Structural steel railings. Structural steel railings, posts and top and intermediate rails must be of 2 inch by 2 inch by 3/8 inch angles or other metal

shapes of equivalent bending strength with posts spaced not more than 8 feet on centers.

5.2 Housekeeping

5.2.1 General Company Policy. All offices, work stations, work areas, passageways, storerooms, restrooms, and service rooms must be kept clean, orderly, sanitary, and free of known hazards.

5.2.1.1 The floor of every workroom must be maintained in a clean and, so far as possible, a dry condition. Where wet processes are used drainage must be maintained and false floors, platforms, mats, or other dry standing places will be provided where practicable.

5.2.1.2 To facilitate cleaning every floor, work place, and passageway must be kept free from protruding nails, splinters, holes, or loose boards or other hindrances that would prevent efficient maintenance.

5.2.1.3 Sufficient illumination will be provided in all areas at all times. Employees discovering lighting deficiencies will report them to the Safety Officer for correction.

5.2.2 Work areas. All employees are responsible for maintaining their immediate work areas in a clean, orderly manner and for notifying maintenance of conditions beyond their control.

5.2.3 Machines and equipment. Supervisors will ensure that machines and equipment under their control are maintained in a clean, orderly manner. Crowding should be avoided where ever possible.

5.2.4 Aisles. All employees are responsible to ensure that aisles are kept clean, free of material, finished parts, scrap, or any type of debris.

5.2.5 Floors. Maintenance will ensure that all floor spaces are maintained in a clean, orderly manner.

5.2.6 Walls and ceilings. Maintenance will ensure that all wall spaces are properly painted and maintained in a clean, orderly manner. Postings will be confined to bulletin boards and other appropriate areas.

5.2.7 Storage facilities. Appropriate procedures will be followed based on the type of storage facility.

5.2.8 Employee facilities. Lockers will be used to protect personal belongings from theft. Locker areas will be kept in a clean, orderly manner. Belongings found insecure will be turned over to the Safety Officer or area supervisor for disposition.

5.2.9 Emergency exit doors. Will be kept free of any obstacles at all times. Any employee finding an emergency door blocked should immediately report the condition to Safety Officer for correction. Exit lights and signs will also be maintained in proper condition at all times and if deficient reported.

5.2.10 Spills (trained personnel). Spills will be contained immediately by any employee trained in spill containment and immediately reported to the Safety Officer or area supervisor.

5.2.11 Spills (untrained personnel). Spills will be immediately reported to the Safety Officer or area supervisor by any employee discovering the spill not having training in containment measures.

6. Training and Information

6.1 Employees, supervisors and staff members should be informed of the proper materials handling and storage procedures to ensure that such materials do not cause hazardous situations to occur.

6.2 Employees exposed to fall above 4' in general industry and 6' in construction, providing construction, repair or renovation work should be trained in the proper use of Fall Protection Systems, coverings, or guardrail systems and other requirements to ensure the appropriate level of protection and safety.

6.3 Employer must ensure walking-working surfaces are inspected, regularly and as necessary to maintain and correct, repair, or guard against hazardous conditions.

7. Definitions

➢ *Floor hole* - An opening measuring less than 12 inches but more than 1 inch in its least dimension, in any floor, platform, pavement, or yard, through which materials but not persons may fall; such as a belt hole, pipe opening, or slot opening.

➢ *Floor opening* - An opening measuring 12 inches or more in its least dimension, in any floor, platform, pavement, or yard through which persons may fall; such as a hatchway, stair or ladder opening, pit, or large manhole. Floor openings occupied by elevators, dumb waiters, conveyors, machinery, or containers are excluded.

➢ *Handrail* - A single bar or pipe supported on brackets from a wall or partition, as on a stairway or ramp, to furnish persons with a handhold in case of tripping.

➢ *Platform* - A working space for persons, elevated above the surrounding floor or ground; such as a balcony or platform for the operation of machinery and equipment.

➢ *Runway* - A passageway for persons elevated above the surrounding floor or ground level, such as a footwalk along shafting or a walkway between buildings.

➢ *Standard railing* - A vertical barrier erected along exposed edges of a floor opening, wall opening, ramp, platform, or runway to prevent falls of persons.

➢ *Stair railing* - A vertical barrier erected along exposed sides of a stairway to prevent falls of persons.

➢ *Toe-board* - A vertical barrier at floor level erected along exposed edges of a floor opening, wall opening, platform, runway, or ramp to prevent falls of materials.

➢ *Wall opening* - An opening at least 30 inches high and 18 inches wide, in any wall or partition, through which persons may fall; such as a yard-arm doorway or chute opening.

TRAINING ATTENDANCE ROSTER
Slips, Trips, and Falls

Slips Trips and Falls Training Includes: • **Same Level and Elevated Level Falls** • **Poor Housekeeping** • **Work Environment and Surrounding Conditions** • **Employees Physical Condition** • **Behaviors**	• **Factors Footwear** • **Stairways** • **Ladders** • **Clean all Spills and Wet Areas** • **Prevention Techniques**

INSTRUCTOR:	DATE:	LOCATION:

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed	

Name of Interpreter, if utilized: _____

TRAINING ATTENDANCE ROSTER
WALKING AND WORKING SURFACES

Walking and Working Surfaces Training Includes:
- *Housekeeping*
- *Aisles and Passageways, Covers and Guardrails*
- *Floor and Wall Openings and Protective Measures*
- *Stairs, Ladders and Scaffolding*

INSTRUCTOR:	DATE:	LOCATION:

NAME (Please Print) FIRST - MI - LAST	SIGNATURE
By signing below, I attest that I have attended the safety training for the topic indicated, and will abide by the safety information, procedures, rules, regulations and/or company policy as presented and instructed	

Name of Interpreter, if utilized: _____