

Safety Program Requirements

Contera Construction Corporation

Title	Program Requirements	Training Requirements
Access to Employee Exposure and Medical Records	<ul style="list-style-type: none"> • 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 pg. 6 (file name: Access to Employee Exposure and Medical Records FORM), employees need access 	<p>REQUIRED TRAINING:</p> <ul style="list-style-type: none"> • Access to Employee Exposure and Medical Records <p>Employees must be informed of what records are kept, their location, and how to access them.</p> <p>Frequency: initial, annual</p>
Accident Investigation and Reporting	<ul style="list-style-type: none"> • 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, pg. 11– 13 (file name: Accident, Incident, Near Miss Investigation Report FORM) • Note additional state requirements for: AK, HI, WA 	<p>Available but not required training:</p> <ul style="list-style-type: none"> • Accident investigation (Supervisor) • Accident Reporting
Back Safety in the Workplace	<ul style="list-style-type: none"> • Identify risk factors for back injury in the operations <ul style="list-style-type: none"> • Repetitive or prolonged activities • Awkward postures • Unusual size or weight objects • Implement any required controls to minimize or eliminate hazards 	<p>Available but not required training:</p> <ul style="list-style-type: none"> • Back Safety • Back Care (Medical)
Blood and Body Fluids (Incidental) Exposure	<ul style="list-style-type: none"> • Identify risk situations 	<p>Available but not required training:</p> <ul style="list-style-type: none"> • Blood and Body Fluids Safety Awareness

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CA IIPP Safety Management	<ul style="list-style-type: none"> • Conduct a safety Inspection to evaluate workplace conditions recognizing unsafe work practices and conditions and identify improvement areas, pg. 13-16 (file name: General Hazard Assessment FORM) • Complete a written Injury and Illness Prevention Program, pg. 18-22 (file name: IIPP FORM), employees need access • Develop an action plan, based on priority levels to implement controls for identified hazards • Maintain the program and schedule periodic reviews to look at each critical component in your IIPP to determine what is working and what changes, if any are needed 	<p>REQUIRED TRAINING:</p> <ul style="list-style-type: none"> • IIPP California <p>Information or training is required for all workplaces</p> <p>Frequency: initial, update as needed</p>
Construction Safety	<ul style="list-style-type: none"> • Access each construction job to identify its potential health and safety risks and communicate the identified hazards to employees • Review operations for additional activities which could impact both contractors and employees • Write and communicate policies and procedures • Conduct compliance audits when contractors are on site • Note additional state requirements for: CA, HI, MI, MN, NC, NV, OR, UT, VT 	<p>REQUIRED TRAINING:</p> <ul style="list-style-type: none"> • Overview – Construction <p>Employees will be trained on safety policies and procedures as well as the hazards posed by their work assignment.</p>
Electrical (General)	<ul style="list-style-type: none"> • Review hazards and determine level of exposures • Ensure electrical services are contracted with licensed electricians, if only cord and plug equipment hazards are encountered by employees. Otherwise ensure that safeguards, equipment, and training is provided to employees who encounter other electrical hazards • Ensure electrical safety requirements are being met • Note additional state requirements for: MN 	<p>Available but not required training:</p> <ul style="list-style-type: none"> • Electrical Safety

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Emergency Action, Evacuation and Fire Prevention	<ul style="list-style-type: none"> 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, pg. 12 (file name: 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 	<p>REQUIRED TRAINING:</p> <ul style="list-style-type: none"> Emergency Action Fire Extinguisher <p>Emergency Action training required for all employees in exiting areas, relocation safe-spot, and (as appropriate) fire hazards.</p> <p>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)</p> <p>Frequency: initial, update as required, annual for some businesses</p>
Ergonomics and MSD	<ul style="list-style-type: none"> 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 	<p>Available but not required training:</p> <ul style="list-style-type: none"> Office Ergonomics General Industry Ergonomics
First Aid and Emergency Response	<ul style="list-style-type: none"> 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: KY 	<p>REQUIRED TRAINING:</p> <ul style="list-style-type: none"> First Aid (Basic) <p>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)</p> <p>Frequency: initial, CPR every two years.</p>
General Safety Awareness	<ul style="list-style-type: none"> Document any site specific General Safety Rules not covered by any other section of the safety manual, pg. 12 (file name: General Safety Rules FORM), employees need access Ensure New Employee are given safety training prior to starting work Note additional state requirements for: CA, HI, OR 	<p>Available but not required training:</p> <ul style="list-style-type: none"> General Safety Orientation
Hand and Portable Power Tools	<ul style="list-style-type: none"> Inspect tools before use to ensure they are in good operating condition Note additional state requirements for: MI, MN 	<p>Available but not required training:</p> <ul style="list-style-type: none"> Hand and Portable Power Tools

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Hazard Communication	<ul style="list-style-type: none"> • Determine if hazardous chemicals are present in the workplace • Ensure a Hazardous Chemical Inventory List is maintained, pg. 7 (file name: 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, pg. 9 - 10 (file name: 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, TN, VT, WA 	<p>REQUIRED TRAINING:</p> <ul style="list-style-type: none"> • Hazard Communication <p>SDS content, Labeling requirements, Right to Know</p> <p>Frequency: initial, update as required</p>
Job Hazard Analysis	<ul style="list-style-type: none"> • Ensure hazards of tasks and activities are evaluated and controlled 	<p>Available but not required training:</p> <ul style="list-style-type: none"> • JHA Job Hazard Analysis

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OSHA Recordkeeping	<ul style="list-style-type: none"> • Determine if recordkeeping standards apply • Maintain appropriate records: OSHA 300 pg. 11 (file name: OSHA_300_Log), 300A pg. 12 (file name: OSHA_300A_Log) and 301 pg.13 (file name: OSHA_301 or equivalent form) • Notify OSHA within 8 hours of fatalities and within 24 hours of work related inpatient hospitalization, amputation, or loss of an eye • Post appropriate summaries of the OSHA recordkeeping forms from Feb 1 – April 30 • Encourage employees to report any incidents (injuries, illnesses, and near-miss incidents) • Report the contents and summaries of these documents upon being notified in writing by the Bureau of Labor Statistics that the employer has been selected to participate in a statistical survey of occupational injuries and illnesses • Retain log and summary of all recordable occupational injuries and illnesses (OSHA 300 and OSHA 300A or equivalent) for 5 years • Note additional state requirements for: CA, MI, OR 	<p>Available but not required training:</p> <ul style="list-style-type: none"> • OSHA Recordkeeping (Supervisor)
Personal Protective Equipment	<ul style="list-style-type: none"> • Conduct an annual documented personal protective equipment assessment to identify risk factors for employee exposures, pg. 8 (file name: Certificate of Hazard Assessment FORM), employees need access • Provide protective equipment, as required • Note additional state requirements for: MI, MN, OR 	<p>REQUIRED TRAINING:</p> <ul style="list-style-type: none"> • Personal Protective Equipment <p>(Equipment dependent) Users of equipment in use, storage and protection limits.)</p> <p>Frequency: initial, update as required</p>
Safe Driving	<ul style="list-style-type: none"> • Inspect vehicles prior to operation 	<p>Available but not required training:</p> <ul style="list-style-type: none"> • Safe Driving
Safety Checklist	<ul style="list-style-type: none"> • Routine safety inspections and audit of workplace 	<p>No OSHA trainings apply</p>

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Safety Meeting and Committee Charter	<ul style="list-style-type: none"> • If required, establish a safety committee • Meet on a regular basis (at least quarterly) to discuss safety issues or concerns appropriate to the workplace • Ensure notes are taken at committee meetings and actions and activities are documented. Where corrective actions are required, ensure follow up is completed., pg. 9 –10 (file name: Safety Committee Task Sheet FORM) • Note additional state requirements for: NC, OR, WA 	Available but not required training: <ul style="list-style-type: none"> • Safety Committee Members
Walking and Working Surfaces	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Slips Trips and Falls • Walking and Working Surfaces
Working in Extremes Temperatures	<ul style="list-style-type: none"> • Monitor workplace temperatures • Ensure employees and supervisors are able to recognize early signs and symptoms of cold and heat intolerance • Provide engineering controls, work practices and protective equipment to reduce exposure levels to the lowest achievable level • Ensure the availability of water or other appropriate beverages to employees • Note additional state requirements for: CA, WA 	Available but not required training: <ul style="list-style-type: none"> • Extreme Temperature - Cold • Extreme Temperature - Heat

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Safety Manual

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Contera Construction Corporation

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.

PROGRAM OVERVIEW

ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

REGULATORY STANDARD: OSHA 29CFR1910.1020 and 1913.10

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

- Access to Employee Exposure and Medical Records
- Release of Medical or Exposure Records Consent Form
- Recordkeeping Requirements for Exposure Records (reference)
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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.
 - 4.1.2.1 OSHA representatives must govern the records in accordance with their policy which includes
- 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 contact OSHA to determine the disposition of the records.

- 5.3.1.1 OSHA may request the records be forwarded to OSHA for retention, or

- 5.3.1.2 OSHA may request disposal of the records. If disposal is determined, complete destruction of the record through incineration or shredding is required.

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.

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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:

_____.

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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: _____

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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	Regulatory Citation	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

Recordkeeping Requirements For Exposure and Medical Records

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
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)

Recordkeeping Requirements For Exposure and Medical Records

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
Methylenedianiline Exposure Monitoring	1910.1050	Annual	30 years
Methylenedianiline 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

Recordkeeping Requirements For Exposure and Medical Records

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

- Part Title: Occupational Safety and Health Standards
 - Subpart: Z
 - Subpart Title: Toxic and Hazardous Substances
 - **Standard Number: 1910.1020**
 - Title: Access to employee exposure and medical records.
-

1910.1020(a)

"Purpose." The purpose of this section is to provide employees and their designated representatives a right of access to relevant exposure and medical records; and to provide representatives of the Assistant Secretary a right of access to these records in order to fulfill responsibilities under the Occupational Safety and Health Act. Access by employees, their representatives, and the Assistant Secretary is necessary to yield both direct and indirect improvements in the detection, treatment, and prevention of occupational disease. Each employer is responsible for assuring compliance with this section, but the activities involved in complying with the access to medical records provisions can be carried out, on behalf of the employer, by the physician or other health care personnel in charge of employee medical records. Except as expressly provided, nothing in this section is intended to affect existing legal and ethical obligations concerning the maintenance and confidentiality of employee medical information, the duty to disclose information to a patient/employee or any other aspect of the medical-care relationship, or affect existing legal obligations concerning the protection of trade secret information.

1910.1020(b)

"Scope and application."

1910.1020(b)(1)

This section applies to each general industry, maritime, and construction employer who makes, maintains, contracts for, or has access to employee exposure or medical records, or analyses thereof, pertaining to employees exposed to toxic substances or harmful physical agents.

1910.1020(b)(2)

This section applies to all employee exposure and medical records, and analyses thereof, of such employees, whether or not the records are mandated by specific occupational safety and health standards.

1910.1020(b)(3)

This section applies to all employee exposure and medical records, and analyses thereof, made or maintained in any manner, including on an in-house or contractual (e.g., fee-for-service) basis. Each employer shall assure that the preservation and access requirements of this section are complied with regardless of the manner in which records are made or maintained.

1910.1020(c)

"Definitions."

1910.1020(c)(1)

"Access" means the right and opportunity to examine and copy.

1910.1020(c)(2)

"Analysis using exposure or medical records" means any compilation of data or any statistical study based at least in part on information collected from individual employee exposure or medical records or information collected from health insurance claims records, provided that either the analysis has been reported to the employer or no further work is currently being done by the person responsible for preparing the analysis.

1910.1020(c)(3)

"Designated representative" means any individual or organization to whom an employee gives written authorization to exercise a right of access. For the purposes of access to employee exposure records and analyses using exposure or medical records, a recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

1910.1020(c)(4)

"Employee" means a current employee, a former employee, or an employee being assigned or transferred to

work where there will be exposure to toxic substances or harmful physical agents. In the case of a deceased or legally incapacitated employee, the employee's legal representative may directly exercise all the employee's rights under this section.

1910.1020(c)(5)

"Employee exposure record" means a record containing any of the following kinds of information:

1910.1020(c)(5)(i)

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;

1910.1020(c)(5)(ii)

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;

1910.1020(c)(5)(iii)

Safety Data Sheets indicating that the material may pose a hazard to human health; or

1910.1020(c)(5)(iv)

In the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.

1910.1020(c)(6) 1910.1020(c)(6)(i)

"Employee medical record" means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including:

1910.1020(c)(6)(i)(A)

Medical and employment questionnaires or histories (including job description and occupational exposures),

1910.1020(c)(6)(i)(B)

The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purpose of establishing a base-line or detecting occupational illnesses and all biological monitoring not defined as an "employee exposure record"),

1910.1020(c)(6)(i)(C)

Medical opinions, diagnoses, progress notes, and recommendations,

1910.1020(c)(6)(i)(D)

First aid records,

1910.1020(c)(6)(i)(E)

Descriptions of treatments and prescriptions, and

1910.1020(c)(6)(i)(F)

Employee medical complaints.

1910.1020(c)(6)(ii)

"Employee medical record" does not include medical information in the form of:

1910.1020(c)(6)(ii)(A)

Physical specimens (e.g., blood or urine samples) which are routinely discarded as a part of normal medical practice, or

1910.1020(c)(6)(ii)(B)

Records concerning health insurance claims if maintained separately from the employer's medical program and its records, and not accessible to the employer by employee name or other direct personal identifier (e.g., social security number, payroll number, etc.), or

1910.1020(c)(6)(ii)(C)

Records created solely in preparation for litigation which are privileged from discovery under the applicable rules of procedure or evidence; or

1910.1020(c)(6)(ii)(D)

Records concerning voluntary employee assistance programs (alcohol, drug abuse, or personal counseling programs) if maintained separately from the employer's medical program and its records.

1910.1020(c)(7)

"Employer" means a current employer, a former employer, or a successor employer.

1910.1020(c)(8)

"Exposure" or "exposed" means that an employee is subjected to a toxic substance or harmful physical agent in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes past exposure and potential (e.g., accidental or possible) exposure, but does not include situations where the employer can demonstrate that the toxic substance or harmful physical agent is not used, handled, stored, generated, or present in the workplace in any manner different from typical non-occupational situations.

1910.1020(c)(9)

"Health Professional" means a physician, occupational health nurse, industrial hygienist, toxicologist, or epidemiologist, providing medical or other occupational health services to exposed employees.

1910.1020(c)(10)

"Record" means any item, collection, or grouping of information regardless of the form or process by which it is maintained (e.g., paper document, microfiche, microfilm, X-ray film, or automated data processing).

1910.1020(c)(11)

"Specific chemical identity" means a chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

1910.1020(c)(12) 1910.1020(c)(12)(i)

"Specific written consent" means a written authorization containing the following:

1910.1020(c)(12)(i)(A)

The name and signature of the employee authorizing the release of medical information,

1910.1020(c)(12)(i)(B)

The date of the written authorization,

1910.1020(c)(12)(i)(C)

The name of the individual or organization that is authorized to release the medical information,

1910.1020(c)(12)(i)(D)

The name of the designated representative (individual or organization) that is authorized to receive the released information,

1910.1020(c)(12)(i)(E)

A general description of the medical information that is authorized to be released,

1910.1020(c)(12)(i)(F)

A general description of the purpose for the release of the medical information, and

1910.1020(c)(12)(i)(G)

A date or condition upon which the written authorization will expire (if less than one year).

1910.1020(c)(12)(ii)

A written authorization does not operate to authorize the release of medical information not in existence on the date of written authorization, unless the release of future information is expressly authorized, and does not operate for more than one year from the date of written authorization.

1910.1020(c)(12)(iii)

A written authorization may be revoked in writing prospectively at any time.

1910.1020(c)(13)

"Toxic substance or harmful physical agent" means any chemical substance, biological agent (bacteria, virus, fungus, etc.), or physical stress (noise, heat, cold, vibration, repetitive motion, ionizing and non-ionizing radiation, hypo - or hyperbaric pressure, etc.) which:

1910.1020(c)(13)(i)

Is listed in the latest printed edition of the National Institute for Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemical Substances (RTECS) which is incorporated by reference as specified in Sec. 1910.6; or

1910.1020(c)(13)(ii)

Has yielded positive evidence of an acute or chronic health hazard in testing conducted by, or known to, the employer; or

1910.1020(c)(13)(iii)

Is the subject of a Safety Data Sheet kept by or known to the employer indicating that the material may pose a hazard to human health.

1910.1020(c)(14)

"Trade secret" means any confidential formula, pattern, process, device, or information or compilation of information that is used in an employer's business and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it.

1910.1020(d)

"Preservation of records."

1910.1020(d)(1)

Unless a specific occupational safety and health standard provides a different period of time, each employer shall assure the preservation and retention of records as follows:

1910.1020(d)(1)(i)

"Employee medical records." The medical record for each employee shall be preserved and maintained for at least the duration of employment plus thirty (30) years, except that the following types of records need not be retained for any specified period:

1910.1020(d)(1)(i)(A)

Health insurance claims records maintained separately from the employer's medical program and its records,

1910.1020(d)(1)(i)(B)

First aid records (not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a non-physician and if maintained separately from the employer's medical program and its records, and

1910.1020(d)(1)(i)(C)

The medical records of employees who have worked for less than (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.

1910.1020(d)(1)(ii)

"Employee exposure records." Each employee exposure record shall be preserved and maintained for at least thirty (30) years, except that:

1910.1020(d)(1)(ii)(A)

Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, need only be retained for one (1) year so long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least thirty (30) years; and

1910.1020(d)(1)(ii)(B)

Safety Data Sheets and paragraph (c)(5)(iv) records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years(1); and

Footnote(1) Safety Data Sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g).

1910.1020(d)(1)(ii)(C)

Biological monitoring results designated as exposure records by specific occupational safety and health standards shall be preserved and maintained as required by the specific standard.

1910.1020(d)(1)(iii)

"Analyses using exposure or medical records." Each analysis using exposure or medical records shall be preserved and maintained for at least thirty (30) years.

1910.1020(d)(2)

Nothing in this section is intended to mandate the form, manner, or process by which an employer preserves a record so long as the information contained in the record is preserved and retrievable, except that chest X-ray films shall be preserved in their original state.

1910.1020(e)

"Access to records" -

1910.1020(e)(1)

"General."

1910.1020(e)(1)(i)

Whenever an employee or designated representative requests access to a record, the employer shall assure that access is provided in a reasonable time, place, and manner. If the employer cannot reasonably provide access to the record within fifteen (15) working days, the employer shall within the fifteen (15) working days apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.

1910.1020(e)(1)(ii)

The employer may require of the requester only such information as should be readily known to the requester and which may be necessary to locate or identify the records being requested (e.g. dates and locations where the employee worked during the time period in question).

1910.1020(e)(1)(iii)

Whenever an employee or designated representative requests a copy of a record, the employer shall assure that either:

1910.1020(e)(1)(iii)(A)

A copy of the record is provided without cost to the employee or representative,

1910.1020(e)(1)(iii)(B)

The necessary mechanical copying facilities (e.g., photocopying) are made available without cost to the employee or representative for copying the record, or

1910.1020(e)(1)(iii)(C)

The record is loaned to the employee or representative for a reasonable time to enable a copy to be made.

1910.1020(e)(1)(iv)

In the case of an original X-ray, the employer may restrict access to on-site examination or make other suitable arrangements for the temporary loan of the X-ray.

1910.1020(e)(1)(v)

Whenever a record has been previously provided without cost to an employee or designated representative, the employer may charge reasonable, non-discriminatory administrative costs (i.e., search and copying expenses but not including overhead expenses) for a request by the employee or designated representative for additional copies of the record, except that

1910.1020(e)(1)(v)(A)

An employer shall not charge for an initial request for a copy of new information that has been added to a record which was previously provided; and

1910.1020(e)(1)(v)(B)

An employer shall not charge for an initial request by a recognized or certified collective bargaining agent for a copy of an employee exposure record or an analysis using exposure or medical records.

1910.1020(e)(1)(vi)

Nothing in this section is intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

1910.1020(e)(2)

"Employee and designated representative access" -

1910.1020(e)(2)(i)

"Employee exposure records."

1910.1020(e)(2)(i)(A)

Except as limited by paragraph (f) of this section, each employer shall, upon request, assure the access to each employee and designated representative to employee exposure records relevant to the employee. For the purpose of this section, an exposure record relevant to the employee consists of:

1910.1020(e)(2)(i)(A)(1)

A record which measures or monitors the amount of a toxic substance or harmful physical agent to which the employee is or has been exposed;

1910.1020(e)(2)(i)(A)(2)

In the absence of such directly relevant records, such records of other employees with past or present job duties or working conditions related to or similar to those of the employee to the extent necessary to reasonably indicate the amount and nature of the toxic substances or harmful physical agents to which the employee is or has been subjected, and

1910.1020(e)(2)(i)(A)(3)

Exposure records to the extent necessary to reasonably indicate the amount and nature of the toxic substances or harmful physical agents at workplaces or under working conditions to which the employee is being assigned or transferred.

1910.1020(e)(2)(i)(B)

Requests by designated representatives for unconsented access to employee exposure records shall be in writing and shall specify with reasonable particularity:

1910.1020(e)(2)(i)(B)(1)

The record requested to be disclosed; and

1910.1020(e)(2)(i)(B)(2)

The occupational health need for gaining access to these records.

1910.1020(e)(2)(ii)

"Employee medical records."

1910.1020(e)(2)(ii)(A)

Each employer shall, upon request, assure the access of each employee to employee medical records of which the employee is the subject, except as provided in paragraph (e)(2)(ii)(D) of this section.

1910.1020(e)(2)(ii)(B)

Each employer shall, upon request, assure the access of each designated representative to the employee medical records of any employee who has given the designated representative specific written consent. Appendix A to this section contains a sample form which may be used to establish specific written consent for access to employee medical records.

1910.1020(e)(2)(ii)(C)

Whenever access to employee medical records is requested, a physician representing the employer may recommend that the employee or designated representative:

1910.1020(e)(2)(ii)(C)(1)

Consult with the physician for the purposes of reviewing and discussing the records requested,

1910.1020(e)(2)(ii)(C)(2)

Accept a summary of material facts and opinions in lieu of the records requested, or

1910.1020(e)(2)(ii)(C)(3)

Accept release of the requested records only to a physician or other designated representative.

1910.1020(e)(2)(ii)(D)

Whenever an employee requests access to his or her employee medical records, and a physician representing the employer believes that direct employee access to information contained in the records regarding a specific diagnosis of a terminal illness or a psychiatric condition could be detrimental to the employee's health, the employer may inform the employee that access will only be provided to a designated representative of the employee having specific written consent, and deny the employee's request for direct access to this information only. Where a designated representative with specific written consent requests access to information so withheld, the employer shall assure the access of the designated representative to this information, even when it is known that the designated representative will give the information to the employee.

1910.1020(e)(2)(ii)(E)

A physician, nurse, or other responsible health care personnel maintaining employee medical records may delete from requested medical records the identity of a family member, personal friend, or fellow employee who has provided confidential information concerning an employee's health status.

1910.1020(e)(2)(iii)

Analyses using exposure or medical records.

1910.1020(e)(2)(iii)(A)

Each employer shall, upon request, assure the access of each employee and designated representative to each analysis using exposure or medical records concerning the employee's working conditions or workplace.

1910.1020(e)(2)(iii)(B)

Whenever access is requested to an analysis which reports the contents of employee medical records by either direct identifier (name, address, social security number, payroll number, etc.) or by information which could reasonably be used under the circumstances indirectly to identify specific employees (exact age, height, weight, race, sex, date of initial employment, job title, etc.), the employer shall assure that personal identifiers are removed before access is provided. If the employer can demonstrate that removal of personal identifiers from an analysis is not feasible, access to the personally identifiable portions of the analysis need not be provided.

1910.1020(e)(3)

"OSHA access."

1910.1020(e)(3)(i)

Each employer shall, upon request, and without derogation of any rights under the Constitution or the Occupational Safety and Health Act of 1970, 29 U.S.C. 651 "et seq.," that the employer chooses to exercise, assure the prompt access of representatives of the Assistant Secretary of Labor for Occupational Safety and Health to employee exposure and medical records and to analyses using exposure or medical records. Rules of agency practice and procedure governing OSHA access to employee medical records are contained in 29 CFR 1913.10.

1910.1020(e)(3)(ii)

Whenever OSHA seeks access to personally identifiable employee medical information by presenting to the employer a written access order pursuant to 29 CFR 1913.10(d), the employer shall prominently post a copy of the written access order and its accompanying cover letter for at least fifteen (15) working days.

1910.1020(f)

"Trade secrets."

1910.1020(f)(1)

Except as provided in paragraph (f)(2) of this section, nothing in this section precludes an employer from deleting from records requested by a health professional, employee, or designated representative any trade secret data which discloses manufacturing processes, or discloses the percentage of a chemical substance in mixture, as long as the health professional, employee, or designated representative is notified that information has been deleted. Whenever deletion of trade secret information substantially impairs evaluation of the place where or the time when exposure to a toxic substance or harmful physical agent occurred, the employer shall provide alternative information which is sufficient to permit the requesting party to identify where and when exposure occurred.

1910.1020(f)(2)

The employer may withhold the specific chemical identity, including the chemical name and other specific identification of a toxic substance from a disclosable record provided that:

1910.1020(f)(2)(i)

The claim that the information withheld is a trade secret can be supported;

1910.1020(f)(2)(ii)

All other available information on the properties and effects of the toxic substance is disclosed;

1910.1020(f)(2)(iii)

The employer informs the requesting party that the specific chemical identity is being withheld as a trade secret; and

1910.1020(f)(2)(iv)

The specific chemical identity is made available to health professionals, employees and designated representatives in accordance with the specific applicable provisions of this paragraph.

1910.1020(f)(3)

Where a treating physician or nurse determines that a medical emergency exists and the specific chemical identity of a toxic substance is necessary for emergency or first-aid treatment, the employer shall immediately disclose the specific chemical identity of a trade secret chemical to the treating physician or nurse, regardless of the existence of a written statement of need or a confidentiality agreement. The employer may require a written statement of need and confidentiality agreement, in accordance with the provisions of paragraphs (f)(4) and (f)(5), as soon as circumstances permit.

1910.1020(f)(4)

In non-emergency situations, an employer shall, upon request, disclose a specific chemical identity, otherwise permitted to be withheld under paragraph (f)(2) of this section, to a health professional, employee, or designated representative if:

1910.1020(f)(4)(i)

The request is in writing;

1910.1020(f)(4)(ii)

The request describes with reasonable detail one or more of the following occupational health needs for the information:

1910.1020(f)(4)(ii)(A)

To assess the hazards of the chemicals to which employees will be exposed;

1910.1020(f)(4)(ii)(B)

To conduct or assess sampling of the workplace atmosphere to determine employee exposure levels;

1910.1020(f)(4)(ii)(C)

To conduct pre-assignment or periodic medical surveillance of exposed employees;

1910.1020(f)(4)(ii)(D)

To provide medical treatment to exposed employees;

1910.1020(f)(4)(ii)(E)

To select or assess appropriate personal protective equipment for exposed employees;

1910.1020(f)(4)(ii)(F)

To design or assess engineering controls or other protective measures for exposed employees; and

1910.1020(f)(4)(ii)(G)

To conduct studies to determine the health effects of exposure.

1910.1020(f)(4)(iii)

The request explains in detail why the disclosure of the specific chemical identity is essential and that, in lieu thereof, the disclosure of the following information would not enable the health professional, employee or designated representative to provide the occupational health services described in paragraph (f)(4)(ii) of this section;

1910.1020(f)(4)(iii)(A)

The properties and effects of the chemical;

1910.1020(f)(4)(iii)(B)

Measures for controlling workers' exposure to the chemical;

1910.1020(f)(4)(iii)(C)

Methods of monitoring and analyzing worker exposure to the chemical; and

1910.1020(f)(4)(iii)(D)

Methods of diagnosing and treating harmful exposures to the chemical;

1910.1020(f)(4)(iv)

The request includes a description of the procedures to be used to maintain the confidentiality of the disclosed information; and

1910.1020(f)(4)(v)

The health professional, employee, or designated representative and the employer or contractor of the services of the health professional or designated representative agree in a written confidentiality agreement that the health professional, employee or designated representative will not use the trade secret information for any purpose other than the health need(s) asserted and agree not to release the information under any circumstances other than to OSHA, as provided in paragraph (f)(7) of this section, except as authorized by the terms of the agreement or by the employer.

1910.1020(f)(5)

The confidentiality agreement authorized by paragraph (f)(4)(iv) of this section:

1910.1020(f)(5)(i)

May restrict the use of the information to the health purposes indicated in the written statement of need;

1910.1020(f)(5)(ii)

May provide for appropriate legal remedies in the event of a breach of the agreement, including stipulation of a reasonable pre-estimate of likely damages; and,

1910.1020(f)(5)(iii)

May not include requirements for the posting of a penalty bond.

1910.1020(f)(6)

Nothing in this section is meant to preclude the parties from pursuing non-contractual remedies to the extent permitted by law.

1910.1020(f)(7)

If the health professional, employee or designated representative receiving the trade secret information decides that there is a need to disclose it to OSHA, the employer who provided the information shall be informed by the health professional prior to, or at the same time as, such disclosure.

1910.1020(f)(8)

If the employer denies a written request for disclosure of a specific chemical identity, the denial must:

1910.1020(f)(8)(i)

Be provided to the health professional, employee or designated representative within thirty days of the request;

1910.1020(f)(8)(ii)

Be in writing;

1910.1020(f)(8)(iii)

Include evidence to support the claim that the specific chemical identity is a trade secret;

1910.1020(f)(8)(iv)

State the specific reasons why the request is being denied; and,

1910.1020(f)(8)(v)

Explain in detail how alternative information may satisfy the specific medical or occupational health need without revealing the specific chemical identity.

1910.1020(f)(9)

The health professional, employee, or designated representative whose request for information is denied under paragraph (f)(4) of this section may refer the request and the written denial of the request to OSHA for consideration.

1910.1020(f)(10)

When a health professional, employee, or designated representative refers a denial to OSHA under paragraph (f)(9) of this section, OSHA shall consider the evidence to determine if:

1910.1020(f)(10)(i)

The employer has supported the claim that the specific chemical identity is a trade secret;

1910.1020(f)(10)(ii)

The health professional employee, or designated representative has supported the claim that there is a medical or occupational health need for the information; and

1910.1020(f)(10)(iii)

The health professional, employee or designated representative has demonstrated adequate means to protect the confidentiality.

1910.1020(f)(11) 1910.1020(f)(11)(i)

If OSHA determines that the specific chemical identity requested under paragraph (f)(4) of this section is not a "bona fide" trade secret, or that it is a trade secret but the requesting health professional, employee or designated representatives has a legitimate medical or occupational health need for the information, has executed a written confidentiality agreement, and has shown adequate means for complying with the terms of such agreement, the employer will be subject to citation by OSHA.

1910.1020(f)(11)(ii)

If an employer demonstrates to OSHA that the execution of a confidentiality agreement would not provide sufficient protection against the potential harm from the unauthorized disclosure of a trade secret specific chemical identity, the Assistant Secretary may issue such orders or impose such additional limitations or conditions upon the disclosure of the requested chemical information as may be appropriate to assure that the occupational health needs are met without an undue risk of harm to the employer.

1910.1020(f)(12)

Notwithstanding the existence of a trade secret claim, an employer shall, upon request, disclose to the Assistant Secretary any information which this section requires the employer to make available. Where there is a trade secret claim, such claim shall be made no later than at the time the information is provided to the Assistant Secretary so that suitable determinations of trade secret status can be made and the necessary protections can be implemented.

1910.1020(f)(13)

Nothing in this paragraph shall be construed as requiring the disclosure under any circumstances of process or percentage of mixture information which is a trade secret.

1910.1020(g)

"Employee information."

1910.1020(g)(1)

Upon an employee's first entering into employment, and at least annually thereafter, each employer shall inform current employees covered by this section of the following:

1910.1020(g)(1)(i)

The existence, location, and availability of any records covered by this section;

1910.1020(g)(1)(ii)

The person responsible for maintaining and providing access to records; and

1910.1020(g)(1)(iii)

Each employee's rights of access to these records.

1910.1020(g)(2)

Each employer shall keep a copy of this section and its appendices, and make copies readily available, upon request, to employees. The employer shall also distribute to current employees any informational materials concerning this section which are made available to the employer by the Assistant Secretary of Labor for Occupational Safety and Health.

1910.1020(h)

"Transfer of records."

1910.1020(h)(1)

Whenever an employer is ceasing to do business, the employer shall transfer all records subject to this section to the successor employer. The successor employer shall receive and maintain these records.

1910.1020(h)(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.

Part Title: Occupational Safety and Health Standards

Subpart: Z

Subpart Title: Toxic and Hazardous Substances

Appendix A – See “Access to Employee Exposure and Medical Records – Release of Medical or Exposure Records Consent Form”

Part Title: Occupational Safety and Health Standards

Subpart: Z

Subpart Title: Toxic and Hazardous Substances

Standard Number: 1910.1020 App B

Title: Availability of NIOSH registry of toxic effects of chemical substances (RTECS)(Non-mandatory)

The final standard, 29 CFR 1910.1020, applies to all employee exposure and medical records, and analyses thereof, of employees exposed to toxic substances or harmful physical agents (paragraph (b)(2)). The term "toxic substance or harmful physical agent" is defined by paragraph (c)(13) to encompass chemical substances, biological agents, and physical stresses for which there is evidence of harmful health effects. The regulation uses the latest printed edition of the National Institute for Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemical Substances (RTECS) as one of the chief sources of information as to whether evidence of harmful health effects exists. If a substance is listed in the latest printed RTECS, the regulation applies to exposure and medical records (and analyses of these records) relevant to employees exposed to the substance.

It is appropriate to note that the final regulation does not require that employers purchase a copy of RTECS, and many employers need not consult RTECS to ascertain whether their employee exposure or medical records are subject to the rule. Employers who do not currently have the latest printed edition of the NIOSH RTECS, however, may desire to obtain a copy. The RTECS is issued in an annual printed edition as mandated by section 20(a)(6) of the Occupational Safety and Health Act (29 U.S.C. 669(a)(6)).

The introduction to the 1980 printed edition describes the RTECS as follows:

"The 1980 edition of the Registry of Toxic Effects of Chemical Substances, formerly known as the Toxic Substances list, is the ninth revision prepared in compliance with the requirements of Section 20(a)(6) of the Occupational Safety and Health Act of 1970 (Public Law 91-596). The original list was completed on June 28, 1971, and has been updated annually in book format. Beginning in October 1977, quarterly revisions have been provided in microfiche. This edition of the Registry contains 168,096 listings of chemical substances; 45,156 are names of different chemicals with their associated toxicity data and 122,940 are synonyms. This edition includes approximately 5,900 new chemical compounds that did not appear in the 1979 Registry.(p. xi)

"The Registry's purposes are many, and it serves a variety of users. It is a single source document for basic toxicity information and for other data, such as chemical identifiers and information necessary for the preparation of safety directives and hazard evaluations for chemical substances. The various types of toxic effects linked to literature citations provide researchers and occupational health scientists with an introduction to the toxicological literature, making their own review of the toxic hazards of a given substance easier. By presenting data on the lowest reported doses that produce effects by several routes of entry in various species, the Registry furnishes valuable information to those responsible for preparing safety data sheets for chemical substances in the workplace. Chemical and production engineers can use the Registry to identify the hazards which may be associated with chemical intermediates in the development of final products, and thus can more readily select substitutes or alternate processes which may be less hazardous. Some organizations, including health agencies and chemical companies, have included the NIOSH Registry accession numbers with the listing of chemicals in their files to reference toxicity information associated with those chemicals. By including foreign language chemical names, a start has been made toward providing rapid identification of substances produced in other countries.(p xi)

"In this edition of the Registry, the editors intend to identify "all known toxic substances" which may exist in the environment and to provide pertinent data on the toxic effects from known doses entering an organism by any route described.(p xi)

"It must be reemphasized that the entry of a substance in the Registry does not automatically mean that it must be avoided. A listing does mean, however, that the substance has the documented potential of being harmful if misused, and care must be exercised to prevent tragic consequences. Thus the Registry lists many substances that are common in everyday life and are in nearly every household in the United States. One can name a variety of such dangerous substances: prescription and non-prescription drugs; food additives; pesticide concentrates, sprays, and dusts; fungicides; herbicides, paints; glazes, dyes; bleaches and other household cleaning agents; alkalis; and various solvents and diluents. The list is extensive because chemicals have become an integral part of our existence."

The RTECS printed edition may be purchased from the Superintendent of Documents, U.S. Government Printing Office (GPO), Washington, DC 20402 (202-783-3238).

Some employers may desire to subscribe to the quarterly update to the RTECS which is published in a microfiche edition. An annual subscription to the quarterly microfiche may be purchased from the GPO (Order the "Microfiche Edition, Registry of Toxic Effects of Chemical Substances"). Both the printed edition and the microfiche edition of RTECS are available for review at many university and public libraries throughout the country. The latest RTECS editions may also be examined at the OSHA Technical Data Center, Room N2439 - Rear, United States Department of Labor, 200 Constitution Avenue, N.W., Washington, DC 20210 (202-523-9700), or at any OSHA Regional or Area Office (See, major city telephone directories under United States Government - Labor Department).

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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: _____

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Accident Investigation and Reporting

PROGRAM OVERVIEW

ACCIDENT INVESTIGATION AND REPORTING SAFETY PROGRAM

REGULATORY STANDARD: 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

Table of Contents

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

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	<input type="checkbox"/> Same as establishment?	<input type="checkbox"/> On premises?	(Check if applies)
Location Where Accident Occurred (if different from above):			
Remarks:			
Was injured person performing regular job at time of accident? <input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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	Agency	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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Type:		
Did equipment fail? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If so, describe:		
CORRECTIVE ACTIONS:		
Were any corrective or preventive actions put into place due to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If so, list them:		
Action Taken	Expected Result	Expected Completion Date
Were corrective actions followed through to completion? <input type="checkbox"/> Yes <input type="checkbox"/> 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		

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TRAINING ATTENDANCE ROSTER ACCIDENT INVESTIGATION	
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Accident Investigation Training for Supervisors Includes:

- Getting the facts
- Investigation procedures
- Interviews and statements
- Photography and Diagrams
- Corrective Actions

- 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.

[illegible]

Name of Interpreter, if utilized: _____

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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:

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Back Safety in the Workplace

PROGRAM OVERVIEW

BACK SAFETY IN THE WORKPLACE PROGRAM

REGULATORY STANDARD: OSHA - 29 CFR 1903. (General Duty Clause)
OSHA - 29 CFR 1910.151 (Medical Services)
Best Practices - Ergonomics

INTRODUCTION

Outlines the methods for identifying back disorder risk factors and for implementing protective measures to prevent back injuries.

TRAINING

Recommended for most workplaces

ACTIVITIES

- Identify risk factors for back injury in the operations
 - Repetitive or prolonged activities
 - Awkward postures
 - Unusual size or weight objects
- Implement any required controls to minimize or eliminate hazards.

FORMS

- Training Attendance Roster, as needed

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BACK SAFETY IN THE WORKPLACE PROGRAM

1. **Purpose.** This safety program is designed to establish clear company goals and objectives with regard to back safety 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 revision of this document
- 1.2 When facility operational changes occur that require a revision of this document
- 1.3 When there is an accident or close-call that relates to this area of safety
- 1.4 Review the safety program any time these procedures fail

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

3. Responsibilities

3.1.1 Management and Supervisor:

- 3.1.1.1 Evaluate the workplace for potential back safety issues
- 3.1.1.2 Implement controls and awareness training to prevent back injuries
- 3.1.1.3 Review this program and needed.

3.1.2 Employees:

- 3.1.2.1 Follow workplace rules and procedures
- 3.1.2.2 Immediately report injuries or symptoms of back disorders

4. Procedure

- 4.1 Back Disorder Risk Factors. Identification of hazards will be based on risk factors such as conditions of a job process, workstation, or work methods that contribute to the risk of developing problems associated with back disorders. Not all of these risk factors will be present in every job containing stressors nor is the existence of one of these factors necessarily sufficient to cause a back injury. Supervisors will use the following known risk factors to isolate and report suspected problem areas:

- 4.1.1 Repetitive and/or prolonged activities
- 4.1.2 Bad body mechanics such as:
 - 4.1.2.1 Continued bending over at the waist
 - 4.1.2.2 Continued lifting from below the knuckles

- 4.1.2.3 Continued lifting above the shoulders
- 4.1.2.4 Twisting at the waist
- 4.1.2.5 Twisting at the waist while lifting
- 4.1.2.6 Lifting or moving objects of excessive weight
- 4.1.2.7 Lifting or moving object of asymmetric size
- 4.1.2.8 Prolonged sitting with poor posture
- 4.1.2.9 Lack of adjustable :
 - 4.1.2.9.1 Chairs
 - 4.1.2.9.2 Footrests
 - 4.1.2.9.3 Body supports
 - 4.1.2.9.4 Work surfaces at workstations
- 4.1.2.10 Poor grips on handles
- 4.1.2.11 Slippery footing
- 4.1.2.12 Frequency of movement
- 4.1.2.13 Duration and pace
- 4.1.2.14 Stability of load
- 4.1.2.15 Coupling of load
- 4.1.2.16 Type of grip
- 4.1.2.17 Reach distances
- 4.1.2.18 Work height

4.2 Safe Lifting Techniques. First, use a pushcart or other material-handling device! Second, ask a co-worker for help if no device is available! If you must lift alone here are some tips. Before starting to lift or carry anything, check your entire walkway to make sure your footing will be solid. Your shoes should give you good balance, support and traction. Keep loads as close to your body as possible. The following situations show basic lifting techniques to avoid injury:

- 4.2.1 Lifting or lowering from a high place
 - 4.2.1.1 Stand on a platform instead of a ladder

- 4.2.1.2 Lift the load in smaller pieces, if possible
- 4.2.1.3 Slide the load as close to yourself as possible before lifting
- 4.2.1.4 Grip firmly and slide it down
- 4.2.1.5 Get help when you need it to avoid injury
- 4.2.2 Lifting from hard-to-get-at places
 - 4.2.2.1 Get as close to the load as possible
 - 4.2.2.2 Keep back straight, stomach muscles tight
 - 4.2.2.3 Push buttocks out behind you
 - 4.2.2.4 Bend your knees
 - 4.2.2.5 Use leg, stomach, and buttock muscles to lift -- not your back
- 4.2.3 Lifting drums, barrels, and cylinders
 - 4.2.3.1 Use mechanical assists
 - 4.2.3.2 Always be aware that loads can shift
 - 4.2.3.3 Get help if load is too heavy
- 4.2.4 Awkward objects
 - 4.2.4.1 Bend your knees with feet spread
 - 4.2.4.2 Grip the top outside and bottom inside corners
 - 4.2.4.3 Use your legs to lift, keeping back straight
- 4.2.5 Shoveling
 - 4.2.5.1 Make sure your grip and balance are solid
 - 4.2.5.2 Tighten your abdomen as you lift
 - 4.2.5.3 Keep the shovel close to your body
 - 4.2.5.4 Use the strength of your thigh muscles to bring you to an upright position
 - 4.2.5.5 Increase your leverage by keeping your bottom hand low and toward the blade

4.2.6 General safety tips

- 4.2.6.1 Don't lift objects over your head
- 4.2.6.2 Don't twist your body when lifting or setting an object down
- 4.2.6.3 Don't reach over an obstacle to lift a load
- 4.2.6.4 Pace yourself to avoid fatigue

5. Safety Information.

5.1 Job Hazard Analysis and Work Station Analysis Surveys. Job hazard analysis surveys will be routinely performed by a qualified person for jobs that put workers at risk. This analysis survey will help to verify risk factors and to determine if risk factors for a work position have been reduced or eliminated to the extent feasible.

5.1.1 Upper extremities. For upper extremities three (3) measurements of repetitiveness will be reviewed:

- 5.1.1.1 Total hand manipulations per cycle.
- 5.1.1.2 The cycle time.
- 5.1.1.3 The total manipulations or cycles per work shift.

5.1.2 Force measurements. Force measurements will be noted as an estimated average effort and a peak force (unless quantitative measurements are feasible). They will be recorded as "light," "moderate," or "heavy".

5.1.3 Tools. Tools will be checked for excessive vibration and weight. (The NIOSH criteria document on hand/arm vibration should be consulted.) The tools, personal protective equipment, and dimensions and adjustability of the workstation will be noted for each job hazard analysis.

5.1.4 Postures. Hand, arm, and shoulder postures and movements will be assessed for levels of risk.

5.1.5 Lifting Hazards. Workstations having tasks requiring manual materials handling will have the maximum weight-lifting values calculated. (The NIOSH *Work Practices Guide for Manual Lifting* should be used for basic calculations.)

5.1.6 Videotape Method. The use of videotape, where feasible, will be used as a method for analysis of the work process. Slow-motion videotape or equivalent visual records of workers performing their routine job tasks will be used where practical to determine the demands of the task on the worker and how each worker actually performs each task. A task analysis log/form will be used to break down the job into components that can be individually analyzed.

5.2 Hazard Prevention and Control. Company management understands that engineering solutions, where feasible, are the preferred method of control for ergonomic hazards. The focus of this safety program is to make the job fit the person, not to make the person fit the job. This is accomplished by redesigning the workstation, work methods, or tools to reduce the demands of the job. Such as high force, repetitive motion, and awkward postures. This safety program will whenever possible research into currently available controls and technology. The following examples of engineering controls will be used as models for workstation design and upgrade.

5.2.1 Workstation Design. Workstations when initially constructed or when redesigned will be adjustable in order to accommodate the person who actually works at a given workstation. It is not adequate to design for the "average" or typical worker. Workstations 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 workspace should be large enough to allow for the full range of required movements especially where hand held tools are used. Examples include:

- 5.2.1.1 Adjustable fixtures on work tables so that the position of the work can be easily manipulated.
- 5.2.1.2 Workstations and delivery bins that can accommodate the heights and reach limitations of various-sized workers.
- 5.2.1.3 Work platforms that move up and down for various operations.
- 5.2.1.4 Mechanical or powered assists to eliminate the use of extreme force.
- 5.2.1.5 Suspension of heavy tools.
- 5.2.1.6 The use of diverging conveyors off of main lines so that certain activities can be performed at slower rates.
- 5.2.1.7 Floor mats designed to reduce trauma to the legs and back.

5.2.2 Design of Work Methods. Traditional work method analysis considers static postures and repetition rates. This will 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. Examples of methods for the reduction of extreme and awkward postures include the following:

- 5.2.2.1 Enabling the worker to perform the task with two hands instead of one.
- 5.2.2.2 Conforming to the NIOSH *Work Practices Guide for Manual Lifting*.

- 5.2.3 Excessive force. Excessive force in any operation can result in both long-term problems for the worker and increased accident rates. Ways to reduce excessive force will be continually emphasized by first line supervisors and employees. Examples of methods to reduce excessive force include:
- 5.2.3.1 The use of automation devices.
 - 5.2.3.2 The use of mechanical devices to aid in removing scrap from work areas.
 - 5.2.3.3 Substitution of power tools where manual tools are now in use.
 - 5.2.3.4 The use of articulated arms and counter balances suspended by overhead racks to reduce the force needed to operate and control power tools.
- 5.2.4 Repetitive motion. All efforts to reduce repetitive motion will be pursued. Examples of methods to reduce highly repetitive movements include:
- 5.2.4.1 Increasing the number of workers performing a task.
 - 5.2.4.2 Lessening repetition by combining jobs with very short cycle times, thereby increasing cycle time. (Sometimes referred to as "job enlargement.")
 - 5.2.4.3 Using automation where appropriate.
 - 5.2.4.4 Designing or altering jobs to allow self-pacing, when feasible.
 - 5.2.4.5 Designing or altering jobs to allow sufficient rest pauses.
- 5.3 Administrative Controls. Administrative controls should be used to reduce the duration, frequency, and severity of exposures to ergonomic stressors that can cause back injury. Examples of administrative controls include the following:
- 5.3.1 Reducing the total number of repetitions per employee by such means as decreasing production rates and limiting overtime work.
 - 5.3.2 Providing rest pauses to relieve fatigued muscle-tendon groups. The length of time needed depends on the task's overall effort and total cycle time.
 - 5.3.3 Increasing the number of employees assigned to a task to alleviate severe conditions, especially in lifting heavy objects.
 - 5.3.4 Using job rotation, with caution and as a preventive measure, not as a response to 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.

- 5.3.5 Providing sufficient numbers of standby/relief personnel to compensate for foreseeable upset conditions on the line (e.g., loss of workers).
- 5.3.6 Job enlargement. Having employees perform broader functions which reduce the stress on specific muscle groups while performing individual tasks.

6. Training and Information

- 6.1 Types of training. Supervisors will determine whether training required for specific jobs will be conducted in a classroom or on-the-job. The degree of training provided shall be determined by the complexity of the job and the associated hazards.
 - 6.1.1 Initial Training. Prior to job assignment the company shall provide training to ensure that the hazards associated with pre-designated job skills are understood by employees. Also the knowledge and skills required for the safe application and usage of work place procedures and equipment is acquired by all employees. The training shall include the following:
 - 6.1.1.1 Each affected employee shall receive training in the recognition of back injury hazards involved with a particular job, and the methods and means necessary for safe work.
 - 6.1.1.2 Training course content. All new and current workers, who work in areas where there is reasonable likelihood of back injury, will be kept informed through continuing education programs. Initial and refresher training will, as a minimum, cover the following:
 - 6.1.1.2.1 Back hazards associated with the job.
 - 6.1.1.2.2 Lifting techniques.
 - 6.1.1.2.3 Potential health effects of back injury.
 - 6.1.1.2.4 Back injury precautions.
 - 6.1.1.2.5 Proper use of protective clothing and equipment.
 - 6.1.1.2.6 Use of engineering controls.
 - 6.1.1.3 Responsibility. Employees are responsible for following proper work practices and control procedures to help protect their health and provide for the safety of themselves and fellow employees, including instructions to immediately report to the Supervisor any significant back injury.

6.1.2 Refresher Training. Scheduled refresher training will be conducted on an as needed basis.

6.1.2.1 Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in equipment or processes that present a new hazard, or when their work takes them into other hazard areas.

6.1.2.2 Additional retraining shall also be conducted whenever a periodic inspection reveals, or when there is reason to believe that there are deviations from or inadequacies in the employee's knowledge of known hazards and use of equipment or procedures.

6.1.2.3 The retraining shall reestablish employee proficiency and introduce new equipment, new lifting procedures or revised control methods and procedures.

6.1.3 Verification. The company shall verify that employee training has been accomplished and is being kept up to date. The verification shall contain a synopsis of the training conducted, each employee's name, and dates of training.

6.2 New Employee Acclimatization Period. Supervisors will ensure that new or transferred employees are allowed an appropriate acclimatization period. New and returning employees will be gradually integrated into a full work schedule as appropriate for specific jobs and individuals. Employees will be assigned to an experienced trainer for job training and evaluation during this period. Employees reassigned to new jobs should also have an acclimatization period.

7. Definitions.

➤ *None at this time*

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TRAINING ATTENDANCE ROSTER BACK SAFETY	
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Back Safety Training Includes:

- Types of Injuries and Causes
- Risk Assessment and Planning
- Safe Lifting Techniques
- Special Lifting Hazards

- Types of Injuries and Causes
- Risk Assessment and Planning
- Safe Lifting Techniques
- Special Lifting Hazards

INSTRUCTOR:

DATE:

LOCATION:

NAME (Please Print) FIRST - MI - LAST
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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.

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PROGRAM OVERVIEW

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

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- 2. Scope**
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- 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 administering 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: <ul style="list-style-type: none"> What is a BBP Types of diseases Precautions and PPE Spill Cleanup Waste Disposal Exposure Incident Process 	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: _____

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PROGRAM OVERVIEW

INJURY ILLNESS PREVENTION PROGRAM (IIPP) SAFETY MANAGEMENT PROGRAM

REGULATORY STANDARD: *CAL OSHA 8 CCR 3203*
 OSHA – General Duty Clause

INTRODUCTION

The Injury and Illness Prevention Program is intended to establish a framework for identifying and correcting workplace hazards. The California Occupational Health & Safety Administration requires most employers to maintain a written safety program. The material in this program provides guidance on establishing a safety culture that promotes safety as an integral part of its daily operations.

TRAINING

Training should be consistent with the risk exposures anticipated for the nature of the work being conducted and or performed.

ACTIVITIES

- Assign responsibilities to manage this program
- Conduct a safety inspection to evaluate workplace conditions recognizing unsafe work practices and conditions and identify improvement areas
- Develop an action plan, based on priority levels to implement controls for identified hazards
- Maintain the program and schedule periodic reviews to look at each critical component in your IIPP to determine what is working and what changes, if any are needed

FORMS

- General Hazard Assessment
- Hazard Alert, as required
- Injury and Illness Prevention Program
- Training Attendance Roster
- ATD Exemption for Dental Clinics, Dental Offices, or Specialty Medical Offices of an Outpatient Nature, if included

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INJURY ILLNESS PREVENTION PROGRAM (IIPP)

SAFETY MANAGEMENT PROGRAM

- 1. Purpose.** Effective implementation for job safety and health of our employees 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. It encompasses the total workplace regardless of the number of workers employed or the number of work shifts. Company management will review and evaluate this safety program:

- 1.1 On an annual basis or as necessary.
- 1.2 When changes occur to 29 CFR and/or 8 CCR that prompt a revision.
- 1.3 When changes occur to any regulatory document that affect this program.
- 1.4 When facility operational changes occur that affect this program.

- 2. Scope.** Applies to all facilities and sites.

3. Responsibilities

3.1 Executive Management

- 3.1.1 Provide sufficient human and financial resources to address federal, state, and local safety and health compliance.
- 3.1.2 Assign compliance and general safety and health responsibilities to the Safety Officer or another designated person.
- 3.1.3 Establish employee safety and health management performance goals.
- 3.1.4 Review the company safety and health management performance as required.
- 3.1.5 Hold Managers and Supervisors accountable for safety and health performances through performance appraisals or by other means.

3.2 Management and Supervisors

- 3.2.1 Develop safety rules and job procedures necessary to eliminate or control hazards.
- 3.2.2 Conduct employee orientation and on-the-job training as required.
- 3.2.3 Conduct scheduled employee safety meetings.
- 3.2.4 Conduct on-going informal hazard identification checks and scheduled formal audits.
- 3.2.5 Provide personal protective equipment to employee as required, train employees on its proper use and require employees to use it where necessary.

- 3.2.6 Record all incidents and injuries and report them to regulatory agencies as needed or required.
- 3.2.7 Investigate and document all accidents per accident investigation procedures.
- 3.2.8 Support and enforce all company, department, and job specific safety rules, policies and procedure – utilize disciplinary procedures as necessary as per company policy or the Employee Handbook.
- 3.2.9 Implementing and maintain the IIP Program in their work areas and for answering worker questions about this program. A copy of the IIP Program will be available and provided as may be requested or needed.

3.3 Employees

- 3.3.1 Follow all safety and job rules and procedures, including wearing required personal protective equipment.
- 3.3.2 Use only tools, equipment, and materials for which training and authorization have been given.
- 3.3.3 Report all accidents, injuries, property damage, and near-miss incidents, as required.
- 3.3.4 Report all observed unsafe conditions and behaviors.
- 3.3.5 Participate in all employee safety and health training programs.

3.4 Safety Officer (as needed or required):

- 3.4.1 Develop programs to comply with federal, state, and local employee safety and health regulations.
- 3.4.2 Coordinate provision of employee and management safety and health training.
- 3.4.3 Maintain all required documentation.
- 3.4.4 Prepare safety and health management status reports, which may include Workers' Compensation loss summaries, compliance summaries, trend analyses of audit and inspection results, accident and incident causes, safety alerts or other reported safety concerns.
- 3.4.5 The Safety Officer will be identified in our company's written Injury and Illness Prevention Program. The Safety Officer has the authority and the responsibility for implementing and maintaining this IIP Program for our company.

3.5 Method of Accountability. Employee and company performance, in relation to safety and health responsibilities, is reviewed within the status reports, and may include the following items:

- 3.5.1 Number of workers' compensation claims within the business unit.
- 3.5.2 Number of lost time incidents or the types of incidents that occur.
- 3.5.3 Occurrence(s) of disciplinary actions resulting from failure to comply with safety procedures.
- 3.5.4 Occurrence(s) of recognized safe behaviors.
- 3.5.5 Attendance and participation in safety training.
- 3.5.6 Timeliness of audits, inspections, incident reporting and investigation of incidents or accidents.
- 3.5.7 Quality of investigation reports and recommended corrective actions.
- 3.5.8 Timeliness and effectiveness of implemented corrective actions.

4. Procedure

4.1 General Work Rules

- 4.1.1 All employees are to follow all task, department, and facility rules, policies, and procedures. Appropriate personal protective equipment or other control measures will be used as required.
- 4.1.2 All employees are to refrain from running, horseplay, practical jokes, and other activities, which could lead to the injury of the employee or others.
- 4.1.3 All employees are to report to work in appropriate attire and condition to ensure constant awareness of surroundings and activities. Employees under the influence of alcohol or illegal drugs will be disciplined according to company policies, up to or including termination. If an employee's abilities may be impaired by legal over the counter or prescription medications, he/she is to inform their Supervisor or Manager.
- 4.1.4 Employees will only use, repair, or adjust tools and machinery if trained and authorized by Supervisory personnel.
- 4.1.5 Employees will maintain good housekeeping in all work areas and follow housekeeping schedules as required by job procedures and department policies.
- 4.1.6 Department and job specific rules are located in the main office or can be accessed via the area Supervisor or Manager.
- 4.1.7 General Compliance

- 4.1.7.1 All workers, including managers and supervisors are responsible for complying with safe work practices. To ensure that all workers comply with these practices, the company will do the following;
 - 4.1.7.1.1 Inform workers of the applicable provisions of the IIPP as it affects them.
 - 4.1.7.1.2 Evaluate the safety performance of all workers.
 - 4.1.7.1.3 Recognize employees who perform safe work practices (may be verbal, written or other means).
 - 4.1.7.1.4 Provide training to workers whose safety performance is deficient.
 - 4.1.7.1.5 Discipline workers for failure to comply with safe work practices, following the company's disciplinary procedures.

4.2 Incidents and Accidents

4.2.1 Definitions

- 4.2.1.1 *Incident/Accident – An unplanned event resulting in injury or property damage, regardless of severity or fault.*

4.2.2 Accident, Injury, Property Damage or Near Miss Incident Reporting Procedures

- 4.2.2.1 Employees must report all incidents, accidents and near misses to their Supervisor or Manager. Reporting responsibilities are as follows:
- 4.2.2.2 The employee or their Supervisor may complete portions of the accident or incident report. However, the employee's Supervisor must complete all portions relating to the investigation and must also ensure the full completion of all portions of the report. All three types of events (accidents, incidents and near misses) are required to have reports maintained.
- 4.2.2.3 The Supervisor or Manager must review and sign the completed form.
- 4.2.2.4 As needed or required, copies of the report should be forwarded to the Safety Officer, Claims Officer, and internal Human Resources Representative.
- 4.2.2.5 Procedures for investigating accidents, incidents and near misses may include interviewing injured workers and witnesses and examination of the involved area for factors associated with the event. Photographs may also be taken to help with the investigation

4.2.3 Accident, Injury, Property Damage or Near Miss Incident Report flow:

- 4.2.3.1 The employee initiates the report as soon as he/she is aware of the event.
- 4.2.3.2 The Supervisor conducts an investigation, as required, and completes the report within 24 hours or as soon as possible.
- 4.2.3.3 The Supervisor forwards the report to the designated Safety Officer or directly to company management who reviews the report to ensure the completion of a thorough investigation. Additional copies may be sent to other personnel, as appropriate.
- 4.2.3.4 If the employee needs outside medical attention or loses time, the Supervisor should phone the safety officer or human resources representative to assure that any necessary claims management activities are initiated.

4.2.4 Use of Accident, Injury, Property Damage or Near Miss Incident Report Information

- 4.2.4.1 Once the reports are completed and forwarded to the appropriate personnel, the following personnel will undertake the listed activities to make the most of the information provided on the reports:
 - 4.2.4.1.1 Safety Officer or other designated person at the company reviews the reports to identify incident trends. A Trend Summary Report or similar document may be compiled and presented to company management, who would then initiate corrective actions to address the identified trends.
 - 4.2.4.1.2 Claims or Human Resources Officer uses the report information to complete the necessary worker's compensation forms and to initiate claims management activities where applicable.
 - 4.2.4.1.3 Supervisors and Managers follow up with all affected area Supervisors and employees to ensure the correction of identified causes. The Managers may also share relevant information with Supervisors in other areas to ensure similar hazard situations are addressed. Finally, Management ensures the provision of sufficient resources to make the necessary corrections and changes. Such resources may include equipment, materials, money, time, and support for policy changes.
 - 4.2.4.1.4 Senior Managers use the reports to identify the types of incidents and hazards occurring within the company in order to make appropriate decisions regarding safety and health management program improvement efforts.

4.3 Hazard Assessment and Control

4.3.1 Formal safety audits - are scheduled inspections in which the findings are documented and reviewed. Informal safety audits are unscheduled inspections in which findings may or may not be documented. However, documentation (such as work orders or disciplinary actions) for hazardous conditions or behaviors observed during informal audits is recommended.

4.3.2 Periodic inspections will be performed as follows: (a) when the IIP Program is initially established; (b) when new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace; (c) when new or previously unidentified hazards are recognized; (d) when occupational injuries and illnesses occur; and (e) whenever workplace conditions warrant an inspection.

4.3.3 Audit and Inspection Procedures - Audit schedules will be maintained by company management or their specific designee. Audit procedures and finding reports should be maintained until corrective actions are formalized, or until subsequent audit reports supersede them. Inspection reports will be documented and maintained for at least one year and will include the name of the person doing the inspection, the unsafe condition or work practice and the action(s) taken.

4.3.3.1 Formal Audits: (Reference General Hazard Assessment form)

4.3.3.1.1 Auditors will use the General Hazard Assessment form or an equivalent auditing document to conduct formal audits.

4.3.3.1.2 Auditors will review the previous audit documentation and other hazard reports or documented concerns prior to conducting the audit.

4.3.3.1.3 Auditors will complete the auditing documentation and review their findings with the appropriate Supervisor or Manager upon the completion of the audit.

4.3.3.1.4 Copies of the audit documentation will be forwarded to the company Manager or their specific designee who is in charge of the audit program.

4.3.3.1.5 The area Manager or Supervisor will assign responsibilities for corrective actions and provide the names and action dates for such assignments to the person responsible for maintaining audit documentation.

- 4.3.3.1.6 The auditor or audit team will prepare a summary of audit documentation to present to company management. The summary will include the identification of trends in observed unsafe behaviors, unsafe conditions, or non-compliance with regulated elements.
 - 4.3.3.1.7 The company Manager will review the audit summary to ensure the effective implementation of corrective actions for each deficient item and to address any identified trends. Any meeting minutes or notes will reflect the discussions, identify uncorrected hazards or trends with personnel assigned responsibility for correction, and an estimated time frame for initiating corrective actions.
- 4.3.3.2 Inspections (Informal Audits): (Reference Hazard Alert form)
- 4.3.3.2.1 Any employee observing an unsafe behavior or condition must report it to their Supervisor or Manager, verbally or in writing. Documentation in the form of a "hazard alert" or equivalent form may be completed to initiate corrective actions. Employees can fill such forms anonymously without identifying themselves if they so desire.
 - 4.3.3.2.2 Imminent Hazards. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.
 - 4.3.3.2.3 The Hazard Alert form recipient will review the reported hazard and initiate corrective actions as appropriate.
 - 4.3.3.2.4 The person designated to make any corrective action will note the findings and corrective actions taken on the Hazard Alert form.
 - 4.3.3.2.5 A copy of the completed Hazard Alert form is sent to the Manager or Supervisor of the area where the hazardous condition or activity took place for review. Additional copies will be provided to company management or the specific designated person who is in charge of any company formal audits for use in the next area audit.

- 4.3.3.3 Compliance Audits To ensure compliance with federal and state employee safety and health laws, company management (in conjunction with the designated Safety Officer) will perform evaluations to determine the level of compliance with the regulations and our internal compliance programs.
- 4.3.3.4 Irrespective of how an unsafe or unhealthy condition, work practice or procedure was identified, correction of the situation will be done in a timely manner based on the severity of the hazard.

5. Safety Information

5.1 New or Altered Equipment and Processes

- 5.1.1 New equipment, chemicals or activities will be reviewed and their hazards evaluated prior to installation or implementation. Area Supervisors or management may be designated to lead the review and evaluation, or a “process change committee” may be set up to perform this task. If a committee is used, documentation will be retained with regard to meeting minutes or notes, corrective actions, evaluation documentation and any of the documents listed below:
 - 5.1.1.1 Evaluation of new or altered (changes to existing) equipment or to equipment related activities will be documented using the New or Altered Equipment Review form, or an equivalent document.
 - 5.1.1.2 Evaluation of new chemicals or changes to existing usages or process activities will be documented using the New or Changed Chemical Activity Worksheet, or an equivalent document.
 - 5.1.1.2.1 Safety Data Sheets and hazard information will be reviewed with all employees using a new chemical or utilizing a new activity with existing chemicals prior to the activity being implemented or performed, in accordance with the company's Hazard Communication program, if one is required.
 - 5.1.1.3 New activities and tasks will have written procedures developed that include an evaluation of the hazards of that activity or task, the methods to control identified hazards, protective equipment to be used (if any), and any emergency information related to the task or activity. These procedures will be reviewed with employees who perform that activity or task prior to the implementation of the activity or task.

5.2 Employee Safety Committee

Safety Committees are not mandatory in the state of California. If the company decides to establish one, a separate program outlining the requirements will be included in the company's Safety Manual.

6. Training and Information

6.1 Management will ensure that OSHA compliance training is provided to all employees and in a form readily understandable by all affected employees, as required by company Safety Programs. The area Supervisor or company safety officer may be designated to perform this task. Attendance rosters will be maintained in the main office or where similar documentation and training records are maintained. Training summaries may also be retained.

6.2 Exception: If the company has fewer than 10 employees, communication with employees as noted in 6.1 may be done orally in general work practices with specific instructions with respect to hazards unique to the employee's job assignment.

6.3 Employee Orientation

6.3.1 New Employees All new employees will receive an orientation provided by the Safety Officer, their Supervisor or other designated person prior to their exposure to work place hazards. The new employee orientation may include the following items, as applicable:

- 6.3.1.1 Overview of the Safety Management Program (IIPP).
- 6.3.1.2 Review of employee and management responsibilities.
- 6.3.1.3 Hazard reporting procedures.
- 6.3.1.4 Accident, injury, property damage and near miss incident reporting procedures.
- 6.3.1.5 General work rules.
- 6.3.1.6 Department work rules.
- 6.3.1.7 Method of access to first aid treatment.
- 6.3.1.8 Job tasks hazards and methods of control.
- 6.3.1.9 OSHA required training.

- 6.3.2 Transferred Employees Employees transferring within the company will be trained in the items and exposures that any previous training did not cover.
- 6.3.2.1 The area Supervisor or Manager will provide this training prior to the employee's exposure to new hazards.
- 6.3.3 Orientation Documentation Employee orientation will be documented through the completion of the New Employee Safety Orientation Training List or an equivalent training record. This form must be signed and dated by the trainer and the employee. The form will be maintained in the main office, or where similar documentation and training records are kept.
- 6.4 Job/Task Training. Employees will be trained in the hazards of their jobs and the proper procedures to control the hazards prior to their exposure to the hazards and for new unrecognized hazards. Training will be provided by the area Supervisor or Manager (or their specific designee) and documented on the employee's training record or attendance roster.
- 6.4.1 Anonymous Notification Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. Workers can anonymously inform management about workplace hazards via the Hazard Alert Form or other similar means where feasible.
- 6.5 On-Going Training Employees will be provided on-going safety training throughout their tenure with the company. This training will be provided through any combination of the following sources:
- 6.5.1 Safety meetings
- 6.5.2 Safety newsletter
- 6.5.3 Safety posters or bulletin board communications
- 6.5.4 Job performance feedback
- 6.5.5 Training on existing safety programs
- 6.6 Management Training. To ensure the success of the Safety Management Program, Supervisors and Managers will receive employee safety and health management training. Managers and Supervisors will receive training through the Safety Officer or other designated person. Attendance rosters will be maintained in the main office, or where similar documentation and training records are kept. Training rosters will include the name of the employee, date of training, topic, name of trainer, and will be maintained for at least one year.

- 6.6.1 The topics presented to the Supervisors and Managers are applicable to their specific responsibilities. The topics presented may include:
- 6.6.1.1 Review of the Safety Management Program (IIPP).
 - 6.6.1.2 Procedures to conduct formal and informal audits.
 - 6.6.1.3 Methods of employee training.
 - 6.6.1.4 Procedures to record and report accidents, injuries, property damage and near miss incidents.
 - 6.6.1.5 Methods to conduct accident investigations.
 - 6.6.1.6 Methods to develop and enforce appropriate safety and health rules.

7. Definitions

- *Incident/Accident - An unplanned event resulting in injury or property damage, regardless of severity or fault.*

GENERAL HAZARD ASSESSMENT

SURVEY DATE:	SURVEYED BY:	DEPT:	SUBMITTED TO:
<u>CONDITION</u>	<u>COMPLIANT</u>	<u>CORRECTED BY</u>	<u>COMPLETION DATE</u>
<i>Electrical:</i>			
▪ Extension cords stored properly	<input type="checkbox"/> Yes <input type="checkbox"/> No		
▪ Extension cords used only for project work	<input type="checkbox"/> Yes <input type="checkbox"/> No		
▪ Face plates on all outlets & switches	<input type="checkbox"/> Yes <input type="checkbox"/> No		
▪ Covers on all junction boxes	<input type="checkbox"/> Yes <input type="checkbox"/> No		
▪ Electrical panel boards: -3 ft clearance maintained -Door closed -Blanks cover empty breaker spaces -Breakers labeled	<input type="checkbox"/> Yes <input type="checkbox"/> No		
▪ GFCI's on all outlets within 6 ft of water source	<input type="checkbox"/> Yes <input type="checkbox"/> No		
▪ All electrical wiring properly covered	<input type="checkbox"/> Yes <input type="checkbox"/> No		
▪ Equipment grounded	<input type="checkbox"/> Yes <input type="checkbox"/> No		
▪ Electrical cords & plugs in good condition	<input type="checkbox"/> Yes <input type="checkbox"/> No		
▪ Wiring going through walls in conduit	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Elevated Work Areas:</i>			
▪ All open sides of floors or platforms 4 or more feet above ground are protected with standard railing & toeboard	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<u>CONDITION</u>	<u>COMPLIANT</u>	<u>CORRECTED BY</u>	<u>COMPLETION DATE</u>	<u>COMMENTS AND CORRECTIVE ACTION</u>
<i>Floors & Stairs:</i>				
▪ Floors are clean & dry	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Warning signs place in wet areas	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Carpets/mats/other friction control used in high traffic areas	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Carpets/mats lie flat & in good condition	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Inside stairs well lit	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Stair treads in good condition	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Riser height even	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Railings properly installed on right descending side (3 or more stairs)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Floor halls properly covered or guarded	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Ladders:</i>				
▪ Rungs in good condition & secure	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Braces in good working condition	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Safety feet are in place & in good condition	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Ladders in use are properly secured	<input type="checkbox"/> Yes <input type="checkbox"/> No			

<u>CONDITION</u>	<u>COMPLIANT</u>	<u>CORRECTED BY</u>	<u>COMPLETION DATE</u>	<u>COMMENTS AND CORRECTIVE ACTION</u>
<i>Life Safety:</i>				
▪ Clear access maintained to all work stations, emergency exits, fire extinguishers, fire alarms, fire blankets, electrical disconnects, etc...	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Exits are clearly marked	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Doors & other emergency exits are clear of debris, shrubs, & other obstructions	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Doors & windows working properly	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Emergency lighting systems functioning	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Sprinkler systems properly inspected	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Fire detection systems properly inspected & functioning	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Fire extinguishers checked monthly & in good operating condition	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Fire extinguishers accessible & identified where not easily seen	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Emergency phone numbers & procedures posted where appropriate	<input type="checkbox"/> Yes <input type="checkbox"/> No			

<u>CONDITION</u>	<u>COMPLIANT</u>	<u>CORRECTED BY</u>	<u>COMPLETION DATE</u>	<u>COMMENTS AND CORRECTIVE ACTION</u>
<i>Storage:</i>				
▪ Storage closets with sufficient aisle space	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Sprinkler heads have minimum 18" clearance	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Shelf strength sufficient for load	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Lofts – floor capacity rated & posted	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Portable Tools/Equipment:</i>				
▪ Equipment stored properly when not in use	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Power cords stored properly	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Cords & plugs in good condition	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Tool grounding checks done regularly	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Hand tools in good condition	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Walking Areas:</i>				
▪ Floor free of debris	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Floor clean & dry	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Working Areas:</i>				
▪ Work area sufficient for employee & materials	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Employees can vary position to maintain comfort	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Work area minimize employee stress of bending, twisting & reaching	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Work areas free of clutter	<input type="checkbox"/> Yes <input type="checkbox"/> No			

HAZARD ALERT	
OBSERVATION DATE:	HAZARD REPORT DATE:
HAZARD INFORMATION	
HAZARD DESCRIPTION (include specific hazard location):	
RECOMMENDED CORRECTIVE ACTIONS:	
EMPLOYEE SIGNATURE (Optional):	DATE:
MANAGEMENT RESPONSE:	
RESULTS OF HAZARD ASSESSMENT:	
RECOMMENDED CORRECTIVE ACTIONS:	
MANAGEMENT SIGNATURE:	DATE:
SUMMARY OF RESPONSE TO EMPLOYEE:	
MANAGEMENT SIGNATURE:	DATE:

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INJURY AND ILLNESS PREVENTION PROGRAM

The purpose of this written program is to document how the IIPP requirements are met.

Responsibility

_____ has the authority and the responsibility for implementing and maintaining this IIPP for _____.

Compliance

All workers, including managers and supervisors are responsible for complying with safe work practices. To ensure that all workers comply with these practices, the company will do the following;

- Recognize employees who perform safe work practices (may be verbal, written or other means).
- Provide training to workers whose safety performance is deficient.
- Discipline workers for failure to comply with safe work practices, following the company's disciplinary procedures.

Communication

Management will ensure that OSHA compliance training is provided to all employees and in a form readily understandable by all affected employees, as required by company Safety Programs. The area Supervisor or company safety officer may be designated to perform this task. Attendance rosters will be maintained in the main office or where similar documentation and training records are maintained. Training summaries may also be retained.

Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. Workers can anonymously inform management about workplace hazards via the Hazard Alert Form or other similar means where feasible.

Employees will be provided on-going safety training throughout their tenure with the company. This training will be provided through any combination of the following sources:

- Safety meetings
- Safety newsletter
- Safety posters or bulletin board communications
- Job performance feedback
- Training on existing safety programs

Any employee observing an unsafe behavior or condition must report it to their Supervisor or Manager, verbally or in writing. Documentation in the form of a “hazard alert” or equivalent form may be completed to initiate corrective actions. Employees can fill such forms anonymously without identifying themselves if they so desire. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Hazard Assessment

_____ is responsible for periodic inspections and will be performed as follows:

- When the IIPP is initially established;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace;
- When new or previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.

Accident Investigation

_____ is responsible for investigating workplace accidents and hazardous substance exposures. Employees must report all incidents, accidents and near misses to their Supervisor or Manager.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible;
- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and corrective actions taken.

Correct Unsafe Conditions

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the appropriate form.

Training

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

Workplace safety and health practices for all industries include, but are not limited to, the following:

- Explanation of the employer's IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Availability of toilet, hand-washing and drinking water facilities.
- Provisions for medical services and first aid including emergency procedures.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Recordkeeping

We have taken the following steps to implement and maintain our IIPP:

- Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
- Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained according to the following checked schedule:

- ☐ For one year, except for training records of employees who have worked for less than one year which are provided to the worker upon termination of employment; or
- ☐ Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

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TRAINING ATTENDANCE ROSTER

IIPP

IIPP TRAINING INCLUDES:

- Overview of the regulation
- Responsibilities under the IIPP
- Parts of the IIPP (General rules, Hazard Assessment and Reporting, Process Changes and Performance Evaluation)

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: _____

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PROGRAM OVERVIEW

CONSTRUCTION SAFETY PROGRAM

REGULATORY STANDARD: *OSHA – 29 CFR 1910*
 OSHA – 29 CFR 1926

INTRODUCTION: Outlines the safety requirements for a construction company. It provides guidance for tool selection, housekeeping, PPE, fall protection, and for the identification and control of other general construction industry hazards.

TRAINING:

- Employees will be trained on safety policies and procedures as well as the hazards posed by their work assignment for each construction site or job.

ACTIVITIES:

- Every construction job is unique and each must be assessed to identify its potential health and safety risks and communicate the identified hazards to employees
- Review operations for additional activities which could impact both contractors and employees
- Write and communicate policies and procedures
- Conduct compliance audits when contractors are on site

FORMS:

- Training Attendance Roster

Table of Contents

- 1. Purpose**
- 2. Scope**
- 3. Responsibilities**
- 4. Procedure**
- 5. Safety Information**
- 6. Training Information & Requirements**
- 7. Definitions**

Construction Safety Program

1. **Purpose.** Effective implementation for job safety and health of our employees 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. It encompasses the total workplace regardless of the number of workers employed or the number of work shifts. 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 all construction job sites and company employees.

3. **Responsibilities.**

- 3.1 Management:

- 3.1.1 Provide sufficient human and financial resources to address federal, state, and local safety and health compliance.

- 3.1.2 Assign compliance and general safety and health responsibilities to the Safety Officer (or other specifically designated person).

- 3.1.3 Establish employee safety and health management goals.

- 3.1.4 Review company safety and health management performance at least annually.

- 3.1.5 Hold managers accountable for safety and health performances through annual performance appraisals or at the completion of each job.

- 3.2 Project Managers:

- 3.2.1 Assess each job to identify overall safety and health hazards and reassess as new components of the job begin.

- 3.2.2 Develop safety rules and job procedures necessary to eliminate or control hazards.

- 3.2.3 Conduct employee orientation and on-the-job training.
- 3.2.4 Conduct scheduled employee safety meetings.
- 3.2.5 Conduct on-going informal hazard identification checks, inspections and scheduled formal audits.
- 3.2.6 Report all incidents as required.
- 3.2.7 Investigate and document all accidents per accident investigation procedures.
- 3.2.8 Support and enforce all company, department, and job specific safety rules, policies and procedures and utilize disciplinary procedures as described in the company's Employee Handbook.
- 3.2.9 Maintain required safety documentation (training, incident reports, equipment records, inspection/audit information, etc.).
- 3.3 Job Site Supervisor:
 - 3.3.1 Implement safe conditions, work practices enforcement of safety rules, laws and procedures in the daily supervision of all employees.
 - 3.3.2 Ensure that each employee is provided with and wears the prescribed personal protective equipment that is necessary for the task at hand.
 - 3.3.3 Ensure that all employees are informed of the safety rules for the job site or work location.
 - 3.3.4 Enforce all safety rules and regulations.
 - 3.3.5 Instruct employees on the recognized hazards of the job and how to avoid and report unsafe conditions.
 - 3.3.6 Ensure that all regulatory standards for repair and maintenance of equipment are followed.
 - 3.3.7 Ensure that all defective or damaged equipment is tagged and removed from the work site immediately until repaired or replaced.
 - 3.3.8 Assist in the scheduled safety inspections as directed by the safety officer or other designated person.
 - 3.3.9 Assist in the new hire orientation of all new employees before permitting them to enter the job site.
 - 3.3.10 Assist the safety officer in the investigation of all accidents.
 - 3.3.11 Serve on the company Employee Safety Committee.

- 3.3.12 Maintain required safety documentation (training, incident reports, equipment records, inspection/audit information, etc.).
- 3.4 Safety Officer (as needed or required):
 - 3.4.1 Develop programs as necessary to comply with federal, state, and local employee safety and health regulations.
 - 3.4.2 Coordinate provision of employee and management safety and health training.
 - 3.4.3 Maintain all required documentation (training, incident reports, equipment records, inspection/audit information, etc.).
 - 3.4.4 Participate in the Employee Safety and Health Committee.
 - 3.4.5 Prepare safety and health management status reports including Workers' Compensation loss summary, compliance summary, and trend analysis of audit results, accident and incident causes, safety alerts, and other reported safety concerns.
- 3.5 Employees:
 - 3.5.1 Follow all safety and job rules and procedures.
 - 3.5.2 Use only tools, equipment, and materials for which training and authorization have been given.
 - 3.5.3 Report all incidents and accidents as required.
 - 3.5.4 Report all observed unsafe conditions and behaviors.
 - 3.5.5 Participate in all employee safety and health training programs.

4. Procedure.

- 4.1 General construction safety work rules:
 - 4.1.1 Employees are to follow all task and job site policies, and procedures.
 - 4.1.2 Employees are to refrain from running, horseplay, practical jokes, and other activities, which could lead to the injury of the employee or others.
 - 4.1.3 Employees are to report to work in appropriate attire and condition to ensure constant awareness of surroundings and activities.
 - 4.1.4 Employees under the influence of alcohol or drugs will be removed from the work site immediately.
 - 4.1.5 Employees will only use, repair, or adjust tools and machinery if trained and authorized by supervisory personnel.

- 4.1.6 Employees will maintain good housekeeping in all work areas and follow housekeeping schedules as required by job procedures and department policies.
- 4.1.7 Employees must report all unsafe conditions or behaviors to their supervisor immediately.
- 4.1.8 Employees must report all injuries to their supervisor immediately.
- 4.1.9 Employees are expected to assist in keeping the work site as free of debris as possible.
- 4.1.10 Employees are not allowed on the work site with firearms, explosives or unlawful weapons. Employees with such possessions on their person or property will be removed from the job site immediately.
- 4.1.11 Loose or ragged clothing shall not be worn while working around machinery.
- 4.1.12 Rings and/or other jewelry should be removed while working around machinery.
- 4.1.13 Know the location of emergency exits, first aid kits, fire extinguishers, fire alarms.
- 4.1.14 Do not use compressed air for dusting or cleaning clothing.
- 4.1.15 Attend and participate in the weekly “tool box” safety meetings.
- 4.1.16 Wear only the approved personal protective equipment.
- 4.1.17 Fall protection is required when exposed to falls greater than 6 feet.
- 4.1.18 Never ride mobile scaffolding.
- 4.1.19 All scaffolding must be properly constructed, with toe-boards, mid-rails, and handrails over 10 feet.
- 4.1.20 All scaffolding must be inspected daily by the designated “competent person”.
- 4.1.21 All ladders shall be inspected before use.
- 4.1.22 Ladders are only to be used within appropriate compliance guidelines.
- 4.1.23 Do not operate any machine unless trained and authorized to do so.
- 4.1.24 All gas cylinders shall be chained in an upright position.
- 4.1.25 Never remove a safety guard from machinery or equipment.
- 4.2 Specific jobsite construction industry safety work rules are located in the section labeled “General Safety” in this manual.

5. Safety Information.

5.1 Jobsite Safety Audits

5.1.1 Jobsite hazard assessment:

- 5.1.1.1 The Safety Officer or Project Manager conducts a General Hazard Assessment during the planning phase of a new project and updates the assessment as the job progresses. The completed assessment form is maintained in the main office, or where similar records are maintained.

5.1.2 Jobsite safety audits:

- 5.1.2.1 The Safety Officer or Job Site Supervisor will conduct formal jobsite safety audits on an annual basis for long term projects or on an as needed basis for shorter term projects to evaluate the overall safety of the jobsite.
- 5.1.2.2 Findings will be reviewed with the employees or the Subcontractor contact.
- 5.1.2.3 The Safety Officer or Project Manager will use recently completed audit reports during subsequent audits to ensure appropriate corrective actions are implemented as necessary.

5.1.3 Daily walk through safety audits:

- 5.1.3.1 The Safety Officer or Job Site Supervisor will walk through assigned areas on an as needed basis to identify any unsafe condition or behavior.
- 5.1.3.2 Hazards are to be corrected immediately.
- 5.1.3.3 If a hazard cannot be corrected immediately, a Hazard Alert Form will be completed and submitted to all affected subcontractors. Those subcontractors will inform employees of the hazards and appropriate precautionary measures. In such cases, the Job Site Supervisor must recheck the area in a reasonable time frame to ensure the hazard is appropriately corrected.
- 5.1.3.4 Work affected by any hazard that could cause serious injury must be halted until the hazard is corrected.

5.2 Accident and Incident Investigation

- 5.2.1 Reporting incidents is critical to the effectiveness of any injury and illness prevention program. The purposes of incident reporting are as follows:

- 5.2.1.1 Provide documentation for claims

- 5.2.1.2 Provide information to focus employee safety and health management efforts
- 5.2.1.3 Provide historical data to measure progress
- 5.2.1.4 Allow for continuous improvement

5.3 Reporting Procedures

- 5.3.1 Employees must report all incidents and accidents to the Job Site Supervisor (or the Safety Officer or Project Manager) that will complete the following forms. Portions of the report form may be completed by the employee or a Supervisor designee.
- 5.3.2 The employee's Supervisor must complete all portions relating to the accident/incident investigation and must also ensure the full completion of all portions.
- 5.3.3 The Safety Officer or Project Manager must review and sign the completed form.
- 5.3.4 Copies of the report must be forwarded to the following people, as needed or required:
 - 5.3.4.1 Safety Officer
 - 5.3.4.2 Claims Coordinator
 - 5.3.4.3 Internal Human Resources Representative

5.4 Accident Investigation or Employee Incident Report flow:

- 5.4.1 The employee reports the incident to his/her Supervisor as soon as he/she is aware of the event.
- 5.4.2 The Safety Officer or Job Site Supervisor conducts an investigation and completes the Incident Report as soon as possible and forwards the report to the Project Manager or management.
- 5.4.3 The Manager reviews the report to ensure the completion of a thorough investigation and sends copies to the appropriate personnel.
- 5.4.4 Once the reports are completed and forwarded to the appropriate personnel, the following personnel will be undertake the listed activities to reduce the risk of recurrence:
 - 5.4.4.1 Safety Officer:
 - 5.4.4.1.1 Regularly reviews Incident Reports to identify trends.

- 5.4.4.1.2 Compiles an Incident Trend Summary Report which is presented to the Senior Manager or to the Employee Safety and Health Committee who initiates organization-wide corrective actions to address the identified trends.
- 5.4.4.1.3 Works with the Project Manager and/or Job Site Supervisor to ensure the correction of identified hazards.
- 5.4.4.2 Claims Officer:
 - 5.4.4.2.1 Uses the Incident Reports to complete the necessary Worker's Compensation forms and to initiate claims management activities.
- 5.4.4.3 Project Manager:
 - 5.4.4.3.1 Follows up with the Supervisor and employees to ensure the correction of identified incident/accident causes.
 - 5.4.4.3.2 Shares relevant information with the Supervisor in other areas of their departments to ensure similar hazardous situations are addressed.
 - 5.4.4.3.3 Ensures the provision of sufficient resources to make the necessary corrections and changes. Such resources may include equipment, materials, money, time, and support for policy changes.
- 5.4.4.4 Senior Manager:
 - 5.4.4.4.1 Reviews Incident Reports as needed to determine the types of incidents occurring within the organization and the identified hazards in order to make appropriate decisions regarding safety and health management efforts.
 - 5.4.4.4.2 Reviews the Incident Report Trend Summary Report provided by the Safety Officer to identify overall facility needs and to provide the leadership necessary to ensure workplace safety and health.
- 5.4.4.5 Employee Safety and Health Committee (as needed or required):
 - 5.4.4.5.1 The Committee will be composed of both management and non-management personnel.
 - 5.4.4.5.2 The Safety Officer is responsible for maintaining a list of current Committee members.

5.5 Recordkeeping. At a minimum the company will maintain the following records:

Record	Responsible Person	Location	Duration
Employee Safety Orientation	Safety Officer or other designated person	Main Office Employee File or with similar records	Until superseded
Employee Safety Training Records	Safety Officer or other designated person	Main Office Employee File or with similar records	Until superseded
Inspection Records and Audit Reports (w/corrective actions noted)	Safety Officer or other designated person	Main Office or with similar records	Until superseded or all action items are closed (whichever is longer)
Accident Reports (w/ corrective actions noted)	Safety Officer or other designated person	Main Office or with similar records	5 years
OSHA 300 Log and 301 Forms	Safety Officer or other designated person	Main Office or with similar records	5 years
Employee and Subcontractor Disciplinary Records regarding Safety/OSHA Compliance	Human Resources or other designated person	Human Resources Office or with similar records	Until Obsolete

6. Training and Information.

6.1 New employees:

6.1.1 All new employees will receive an orientation provided by the Safety Officer or Job Site Supervisor prior to their exposure to work place hazards.

6.1.2 The initial orientation documentation will be maintained by the Safety Officer or Job Site Supervisor and stored in the main office or the employee file (or where similar training records are maintained).

6.2 Transfer employees:

6.2.1 Employees transferring within the company will be trained in the items and exposures which previous training did not cover. The Safety Officer or Job Site Supervisor will provide this training prior to the employee's exposure to new hazards. Updated training will be documented on the employee's training record and stored in the main office or the employee file (or where similar training records are maintained).

6.3 Specific job/task training:

6.3.1 Employees must be trained to perform specific tasks in the construction job site such as forklifts, scaffold erection and confined space entry.

- 6.3.2 The Job Site Supervisor will identify which tasks require specific training and ensure this training is completed prior to permitting the employee to perform that task.
- 6.3.3 Training will be provided by the Safety Officer or Job Site Supervisor and documented on the employee's training record and stored in the main office or the employee file (or where similar training records are maintained).
- 6.4 Ongoing training:
 - 6.4.1 Every construction job is unique. The Safety Officer or Job Site Supervisor must assess each job to identify its potential health and safety risks. Appropriate control methods will be communicated via:
 - 6.4.1.1 New job orientation
 - 6.4.1.2 Daily morning tailgate meetings
 - 6.4.1.3 Weekly site updates/training
 - 6.4.1.4 Scheduled skills training programs

7. Definitions.

- *Incident* - An incident is an unplanned event resulting in a minor injury (e.g. a small bruise) or minor property damage (e.g. a broken box with lightly damaged, mostly usable contents) or has the potential to result in injury or property damage (a near miss). Incidents do not usually result in a claim.
- *Accident* - An accident is an unplanned event resulting in an injury requiring treatment (in-house first aid or outside medical attention) or more substantial property damage. Accidents usually result in a claim.

TRAINING ATTENDANCE ROSTER

GENERAL CONSTRUCTION SAFETY

Training Includes Overviews Of:

- Emergency Action and First Aid
- Hazard Communication
- Electrical Hazards
- Chemical Storage and Flammable Liquids
- PPE
- Forklifts and Machinery
- Tools and Equipment Guarding
- Ladders
- Confined Space

- Welding
- Lifting
- Temperature Extremes
- Lighting and Sanitation
- Barricades and Signs
- Scaffolds
- Fall Protection
- Excavation
- Concrete or Steel Erection

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.

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CALIFORNIA CONSTRUCTION SAFETY Additional Requirements

CONSTRUCTION SAFETY ORDERS APPLICATION – 8 CCR 1502

- Every employer must adopt a written Code of Safe Practices which relates to the employer's operations.
- All supervisory employees must conduct toolbox/tailgate meetings with their crews every 10 working days.

Required form: On-Site Code of Safe Practices

FIRST AID – CONSTRUCTION - 8 CCR 1512

- At least one person must be trained in First Aid/CPR on every jobsite.
- Must have specific first aid supplies approved by an employer-authorized, licensed physician at each jobsite.

Required form: First Aid Requirements

PERMIT REQUIREMENTS – 8 CCR 341

- The purpose of a permit is to provide notice to the Division that an employer will undertake permit-required activity and to allow the Division an effective means of ensuring that the proposed permit-required activity will be performed safely. There are two types of permits: Project Permits and Annual Permits. Work on permit-required activities on a project subject to Project Permit requirements shall not begin until a Project Permit has been issued for the project.
- Work Activities Subject to Permit Requirements and the Types of Permits Required to Conduct the Activities.
 - To conduct the demolition or dismantling of any building or structure more than 36 feet in height.
 - To conduct any of the following activities on a structure intended to be more than 36 feet high when completed.
 - Construction of trenches or excavations 5 feet or deeper into which any person is required to descend.
 - Erection and placement of scaffolding, vertical shoring, or falsework intended to be more than 36 feet high when completed.
- Exceptions to Permit Requirements. This section does not apply to the following:
 - Government Bodies - United States of America, its officers or agencies, State of California, county, city and county, city, or district.
 - Any public utility subject to the jurisdiction of the Public Utilities Commission.
 - Construction of trenches or excavations for the purpose of performing emergency repair work to underground facilities.
 - Construction or final use of excavations or trenches where the construction or final use does not require a person to descend into the excavation or trench.
 - Excavation for the construction of graves as defined in Section 7014 of the Health and Safety Code.
 - Excavation for the construction of swimming pools. Note: The construction of motion picture, television, or theater stages and sets does not require a permit unless the conditions specified in Section 6500(b) of the California Labor Code have occurred. For purposes of this requirement, stages and sets include, without limitation, scenery, props, backdrops, flats, greenbeds, and grids.

- Issuance of Permits
 - A permit may be issued to an applicant following the filing of a completed Permit Application form, compliance with all the requisites therein, payment of the permit fee as provided in Section 341.3 of this article, and a determination by the Division that all qualifications for receipt of a permit have been met by the applicant. Except as provided in Section 8470(l), the Division shall issue a Project Permit within five working days of the initial project permit safety conference, if the application materials presented by the applicant at the safety conference are complete. If the application materials are not complete, the applicant shall be given a written list before leaving the safety conference of the materials or information needed to complete the application. The Division shall issue the Project Permit within five working days of receiving complete application materials or deny the permit in writing.
Required form: Permit Application Form

ON-SITE CODE OF SAFE PRACTICES

COMPANY NAME:

Completed by: _____

Date: _____

CODE OF SAFE PRACTICES

The Code of Safe Practices is required to be at each construction/renovation related job site, either in a specific location or in the possession of the foreman/person in charge. Companies are required to ensure that appropriate training is provided to all employees regarding the Code of Safe Practices.

General Process	Applicable?
All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Foremen shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.	<input type="checkbox"/> YES <input type="checkbox"/> NO
All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days. When applicable, the accident prevention instructions shall also include specific instruction on the safe use, care and maintenance of fall protection equipment (i.e. fall arrest systems, positioning device systems, safety nets, etc.) used at the jobsite.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.	<input type="checkbox"/> YES <input type="checkbox"/> NO
No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.	<input type="checkbox"/> YES <input type="checkbox"/> NO
All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.	<input type="checkbox"/> YES <input type="checkbox"/> NO

General Process (continued)	Applicable?
When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Masonry or brick tote carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Work shall be so arranged that employees are able to face ladder and use both hands while climbing.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Gasoline shall not be used for cleaning purposes.	<input type="checkbox"/> YES <input type="checkbox"/> NO
No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the foreman and repaired before use.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Use of Tools and Equipment	Applicable?
All tools and equipment shall be maintained in good condition.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."	<input type="checkbox"/> YES <input type="checkbox"/> NO
Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Only appropriate tools shall be used for the job.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Wrenches shall not be altered by the addition of handle-extensions or "cheaters."	<input type="checkbox"/> YES <input type="checkbox"/> NO
Files shall be equipped with handles and not used to punch or pry.	<input type="checkbox"/> YES <input type="checkbox"/> NO
A screwdriver shall not be used as a chisel.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Wheelbarrows shall not be pushed with handles in an upright position.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Electric cords shall not be exposed to damage from vehicles.	<input type="checkbox"/> YES <input type="checkbox"/> NO
In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Machinery and Vehicles	Applicable?
Only authorized persons shall operate machinery or equipment.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Where appropriate, lock-out procedures shall be used.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Air hoses shall not be disconnected at compressors until hose line has been bled.	<input type="checkbox"/> YES <input type="checkbox"/> NO
All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Tractors, bulldozers, scrapers and carryalls shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.	<input type="checkbox"/> YES <input type="checkbox"/> NO
When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Blasting Operations	Applicable?
Cases that have contained explosives shall be destroyed by burning out-of-doors. Do not burn in a stove or furnace.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Shoes with nails or metal plates shall not be worn in magazines or near explosives.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Blasting caps shall only be carried in approved containers.	<input type="checkbox"/> YES <input type="checkbox"/> NO
The least amount of proper strength explosive that will do the job effectively shall be used.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Detonators and primers shall be separated from the explosives until it is necessary to bring them together in preparing for the blast.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Holes loaded during a shift should be fired during that shift.	<input type="checkbox"/> YES <input type="checkbox"/> NO
The operations of loading and firing should be carried out with as few workers as possible.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Drill holes shall be blown out and made ready before explosives are brought to the site.	<input type="checkbox"/> YES <input type="checkbox"/> NO
In tamping explosives, steady, even pressure should be used.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Description of Requirement	Applicable?
For electric blasting, the following shall apply:	<input type="checkbox"/> YES <input type="checkbox"/> NO
(a) Tight electrical connections.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(b) No short circuits or breaks in the wires.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(c) Enough current to fire all shots.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(d) A strong, properly-applied force when using a blasting machine operated by physical effort.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(e) Care not to damage the insulation of wires when tamping charges.	<input type="checkbox"/> YES <input type="checkbox"/> NO
If misfires occur, the licensed blaster shall be contacted.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Roofing Operations	Applicable?
Knotted hand lines should not be used.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Roofers tending kettles, or carrying buckets of hot tar, shall wear gloves that fit snugly at the wrists, and long sleeved shirts fastened at the wrists.	<input type="checkbox"/> YES <input type="checkbox"/> NO
At no time should a roofer, while handling or exposed to injury from hot tar, work without a shirt or appropriate footwear.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Appropriate portable fire extinguishers shall be kept at or near the kettle, attached, if practicable, to the tongue of the kettle, away from the danger zone.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Kettle covers should be equipped with a handle that projects at least fourteen inches (14") away from the surface of the cover or lid.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Kettle covers shall be closed and latched when in transit and the kettle should be slop-proof when cover is closed.	<input type="checkbox"/> YES <input type="checkbox"/> NO
When parked, means shall be provided to prevent inadvertent movement of the kettle.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Ladders should be used with great caution, and roof gutters should not be depended upon for support.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Workers handling buckets of hot tar should not carry anything that will interfere with the safety of this operation.	<input type="checkbox"/> YES <input type="checkbox"/> NO
The gallows frame shall be securely anchored before hoisting materials.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Only muscular power shall be used to hoist materials by means of a gallows frame. A winch or power hoist shall not be used.	<input type="checkbox"/> YES <input type="checkbox"/> NO

FIRST AID KIT SUPPLY REQUIREMENTS

Based on the number of employees the following items should be available in First Aid Kits located at the job site. (Kits are required for California Construction sites)

First Aid Kit <u>Required</u> Supplies:	1-5 Employees	6-15 Employees	16-200 Employees	Over 200 Employees
Adhesive dressings	X	X	X	X
Adhesive tape rolls, 1-inch wide	X	X	X	X
Eye dressing packet	X	X	X	X
1-inch gauze bandage roll or compress	X	X	X	X
2-inch gauze bandage roll or compress	X	X	X	X
4-inch gauze bandage roll or compress	X	X	X	X
2-inch square sterile gauze pads	X	X	X	X
4-inch square sterile gauze pads	X	X	X	X
Sterile surgical pads suitable for pressure dressings			X	X
Triangular bandages	X	X	X	X
Safety pins	X	X	X	X
Tweezers and scissors	X	X	X	X
*Additional equipment to be readily available, but not necessarily in First Aid Kit:				
Cotton-tipped applicators			X	X
Forceps			X	X
Emesis basin			X	X
Flashlight			X	X
Magnifying glass			X	X
Portable oxygen and its related breathing equipment				X
Tongue depressors				X
Appropriate Record Forms	X	X	X	X
Up-to-date First Aid Textbook, Manual, or Equivalent	X	X	X	X

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PERMIT APPLICATION FORM

Buildings/Structures, Scaffolding/Falsework, Demolition, Trenches/Excavations

Section 6500, 6501 and 6502 of the California Labor Code require that certain activities, which by their nature involve substantial risk of injury, may not be performed without a permit issued by DOSH. The Labor Code requires that the applicant supply, and that the Division review, information necessary to evaluate the safety of the workplace subject to permit requirements. A permit will not be issued until evidence has been demonstrated that the place of employment will be safe and healthful.

Employer: _____	Employers' Rep.: _____
Address: _____	Title & Phone No.: _____
_____	State Contractor's License No.: _____
Phone: _____	Fax: _____

Check Applicable Items:

Applicant is:

Applicant refers to contractor or knowledgeable representative in a position of authority and responsibility for the activity covered by this permit.

_____ Project Administrator

_____ Speciality Contractor

Type _____

_____ Other

Type of Permit Sought:

_____ Annual Permit

_____ Project Permit

_____ Temporary Permit (Plan Check Only)

_____ Multiple Project, (if projects covered are similar in all important aspects, work is performed by the same employer and information concerning each project is provided)

For:

_____ Construction of: _____ Building

_____ Structure

_____ Scaffolding, Falsework and/or Vertical Shoring

_____ Demolition of: _____ Building

_____ Structure

_____ Trench and/or Excavation

Any permit based on this application is issued with the understanding that the applicant has knowledge of occupational safety and health orders applicable to the project(s) described in the application and attachments and that the applicant and supervising personnel will take special care to ensure compliance with safety orders reviewed with the applicant by the Division in the application process.

Issuance of the permit is also conditioned upon the following:

- 1) Upon initiation of any new project not described in the application the holder of an Annual Permit will provide the Division with a completed Activity Notification Form for Holders of Annual Permits describing the new project prior to the start of work preferably at least one week in advance of the start-up date.
- 2) The applicant has implemented a written Injury and Illness Prevention Program and Code of Safe Practices which meet the requirements of 8 CCR Sections 1509 & 3203.
- 3) The Division will be notified of significant changes in information provided with the application if such changes might affect the safety of the activity.
- 4) The applicant for a Trench and/or Excavation Permit shall designate a **competent person** in accordance with the requirements of 8 CCR 1504, 1541 and 1541.1. for each Trench and/or Excavation project.

5) The applicant understands that under the permit program DOSH schedules routine inspections by authorized personnel for the purpose of verifying that holders of Annual or Activity Permits are meeting their obligation to provide a safe work place for their employees. The Division reserves the right to revoke or suspend a permit if it is unable to promptly verify compliance with the terms and conditions of the permit and its issuance.

- 6) The applicant understands that failure to comply with any of the above listed conditions for obtaining a permit could result in denial, suspension, or the revocation of the permit. Employers may appeal these actions to the Director of the Department of Industrial Relations (California Labor Code Section 6500 at. Seq. and 8 CCR 341)
- Is the applicant conducting any activities to be covered by this Permit Application Form, as a partnership or joint venture with any other persons or corporations conducting activities requiring permits?
Yes _____ No _____ If yes, give details _____

Have any permits for any project to be covered by this permit application previously been applied for or obtained? Yes _____ No _____ If yes, when _____

from what district office _____

in whose name _____

DIVISION USE ONLY

Fee _____

Paid _____

Approved _____

Conference _____

Other _____

I hereby certify that to the best of my knowledge all information and assertions made on the Permit Application and/or Activity Notification Form are true and correct and that I/the applicant have knowledge of and will comply with the foregoing.

Signature: _____

Title: _____

Date: _____

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PROGRAM OVERVIEW

ELECTRICAL (GENERAL) SAFETY PROGRAM

REGULATORY STANDARD: OSHA - 29 CFR 1910.331 - 335

OSHA - 29 CFR 1926.302, 1926.416-417

INTRODUCTION

Outlines the general electrical requirements for buildings where employee exposures do not exceed the use of cord and plug equipment. Companies must inspect facilities to ensure compliance with general electrical safety practices. All other types of exposure hazards are contracted or performed by licensed electricians or similarly qualified persons for repair and testing work.

TRAINING

Employee training is recommended.

ACTIVITIES

- Review hazards and determine level of exposures.
- Ensure electrical services are contracted with licensed electricians, if only cord and plug equipment hazards are encountered by employees. Otherwise ensure that safeguards, equipment, and training is provided to employees who encounter other electrical hazards.
- Ensure service panel boxes (circuit breakers and fuses) have covers that remain closed.
- Ensure service panel boxes have clear and unobstructed access for use in emergencies.
- Ensure outlet receptacles and overhead junction boxes have cover plates so that wires are not exposed.
- Ensure that outlets within 3 feet of water sources (sinks, drinking fountains, etc) are GFCI protected.

FORMS

- Training Attendance Roster

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

ELECTRICAL (GENERAL) SAFETY PROGRAM

1. **Purpose.** This program outlines the processes to protect employees in their workplaces from hazards associated with electrical energy, for companies that use licensed electricians and contractors for their electrical service needs.
2. **Scope.** This program applies to all employees who use only cord-and-plug type equipment and have no other likely electrical exposures in the workplace.

3. Responsibilities

3.1 Management

- 3.1.1 Ensure any modifications to existing equipment meet Electrical Safety Standards.
- 3.1.2 Ensure installations of new equipment are assessed or inspected to assure they meet the electrical safety standard requirements.
- 3.1.3 Assure employees have exposures only to cord and plug equipment. Any person who has further exposure to live electrical energy must be “qualified” under the requirements of the regulatory standard and appropriately trained, based on the risks presented.
- 3.1.4 Ensure all contractors who work with electrical parts, components or hazards have a written Electrical Safety Program in place, prior to their beginning work.

3.2 Contractors

- 3.2.1 Provide the company with a copy of their written Electrical Safety Program and/or employee training records, upon request.

4. Procedure.

- 4.1 Ensure cord and plug equipment is in good working condition.
Inspect for:
 - 4.1.1 Housing integrity (no cracks or breaks)
 - 4.1.2 Wiring integrity (no broken insulation or exposed wires)
 - 4.1.3 Grounding pins (the third prong on the plug) are in place.
- 4.2 Ensure electrical service panel boxes are clear and unobstructed. Panel box doors must remain in a closed position and any open knockouts must be covered or closed.
- 4.3 Ensure all outlets in the facility have cover/face plates so that wires are not exposed.

- 4.4 Ensure any electrical outlets within 3 feet of a tap, faucet, sink or similar water source are GFCI protected.
- 4.5 Extension cords must be used only as temporary power supplies, and are not a replacement for permanent wiring. Extension cords must be used on a GFCI circuit only.

5. Safety Information.

5.1 General

- 5.1.1 Qualified Employees - Only “Qualified” individuals are allowed to work on or near energized equipment. A process must be in place to ensure that employees performing electrical tasks are qualified and trained as appropriate.
- 5.1.2 Safe Work Practices - Each person is expected to work within the limits of their expertise and training and follow established practices, which are developed according to the hazards and tasks performed. Examples are:
 - 5.1.2.1 DO NOT leave exposed electrical hazards unattended
 - 5.1.2.2 Replace covers or protect energized components from inadvertent contact
 - 5.1.2.3 Utilize proper insulation and/or protective equipment and proper tools corresponding to the level of exposure.

5.2 Safety Related Work Practices

- 5.2.1 Selection and Use of Work Practices. Work practices are designed to prevent shock and other injuries from either direct or indirect contact with live electrical parts and energy.
 - 5.2.1.1 Employees are expected to have exposure only to cord and plug equipment, and not live energized parts of equipment. Any other exposure to live energy requires training and qualifications to ensure adequate protection. Employees are instructed to contact their supervisor or manager if there are any electrical issues or concerns in the workplace.
 - 5.2.1.2 Any conductive material must be handled in a manner that prevents contact with energized parts and materials. Procedures and work practices may need to be implemented when long-dimension objects (e.g. tree trimming poles) are used or handled in such areas.
 - 5.2.1.3 Portable ladders must be non-conductive if used near energized materials.

5.2.2 Use of Equipment

5.2.2.1 Portable equipment (cord and plug type) must be handled so that it is not damaged. Flexible cords may not be used to raise, lower, pull, move or hang equipment where the insulating jacket could be damaged.

5.2.4.1.1 Visual inspection must occur before use. Inspection includes looking for loose parts, deformed pins, and damage to the jacket or insulation. If equipment remains in place, it does not require inspection unless it is relocated.

5.2.4.1.2 Damaged equipment must be repaired or replaced prior to use. Repairs may require testing to assure electrical continuity and safety.

5.2.4.1.3 Plugs must be the appropriate type for the receptacle. Devices to circumvent this are prohibited (i.e. a three-prong adapter that allows the equipment to be plugged into a two-prong receptacle).

5.2.4.1.4 Highly conductive environments (wet or damp locations or hazardous atmospheres) must use only equipment approved for that environment. Employees must not plug equipment in to receptacles in such locations if their hands are wet and equipment is energized. Insulating materials may be required when electrical energy can be conducted through the hands or fingers.

5.2.4.2 Power and Lighting Circuits must use the switches, breakers or disconnects to open, reverse or close circuits when live energy is present. Over-current protection may *not* be modified.

5.2.4.3 Where flammable or ignitable vapors, gases or dusts are present at any time electrical equipment capable of igniting these materials may not be used.

5.2.5 Safeguards for Personal Protection

5.2.5.1 Insulated tools and equipment are used when contact with live energy is possible. If the insulating capability of tools and equipment could be damaged during use the insulating material must be protected.

6. Training and Information

None required.

7. Definitions

- *Conductor* - A wire or other conduit that conducts electricity
- *De-energized* - Free from any electrical connection to an energy source
- *Electrical Personal Protective Equipment and Devices* - Protective equipment that is specifically designed to protect individuals from shock, arc blast, arc flash, etc.
- *Electrical Safety Program* - The program that directs activity appropriate for the voltage, energy level, and circuit conditions, and include safety-related work practices.
- *Energized* - Electrically connected to an energy source.
- *Over-Current Protection* - A device that protects equipment or conductors from current in excess of the rating for the equipment or conductors.
- *Qualified Person* - A person trained and knowledgeable to recognize and avoid electrical hazards of equipment or a specific work method.
- *Safety Related Work Practices* - Methods that are consistent with the nature and extent of electrical hazards that are meant to safeguard employees from injury while working on or near exposed electric conductors or circuit parts that are (or can become) energized.
- *Un-Qualified Person* - An individual that is not permitted to work on electrical equipment because they do not have the necessary skills and/or training to perform the work safely.

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TRAINING ATTENDANCE ROSTER ELECTRICAL SAFETY (GENERAL)

Electrical Safety (General) Training Includes:

- Definition
- How Electricity Works
- Amps, Volts, Circuits
- Types of Injuries (Shock, Burns, Electrocution)
- Basic Control Methods
- Wires, Grounding and GFCI
- Safe Work Practices and PPE

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: _____

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PROGRAM OVERVIEW

EMERGENCY ACTION, EVACUATION AND FIRE PREVENTION SAFETY PROGRAM

REGULATORY STANDARD: OSHA - 29CFR1910.36, .38, .157, .165
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

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- 2. Scope**
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- 4. Procedure**
- 5. Safety Information**
- 6. Training and Information**
- 7. Definitions**

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.
 - 4.2.3.2.1 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 EAFP prior to reporting to their assigned relocation point.

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 can not 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 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 extinguishers are located, but 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 else 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) with regard to 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.
- 5.6.2 Permanent Hot Work/Open Flame Permission - Permanent permission should be obtained for areas where hot work/open flame is regularly used, such as metal and welding shops or special laboratories and work areas.

- 5.6.2.1 Areas should be physically inspected by individuals who are knowledgeable about the hazards of the area and appropriate fire protection systems for these hazards. Annual re-inspection for the duration of the permit/permission is recommended, at a minimum.
- 5.6.3 Temporary Hot Work/Open Flame Permission - Allows only specified personnel to perform a single operation. Areas where one-time use of flames is required (such as maintenance and construction operations, in areas such as buildings, sheds, yard areas, and streets and parking lots) should have areas physically inspected for fire hazards by a knowledgeable person.
- 5.6.4 Special Situations and Equipment
 - 5.6.4.1 Thermogrip Solder Tongs, Electric Soldering Irons, Flameless Heat Guns are prohibited in areas where flammable vapors or gases, or combustible dusts are present.
 - 5.6.4.2 Electric or Other Spark/Heat-Producing Tools in High-Fire Hazard Areas require special permission.
 - 5.6.4.3 Pressure Vessels - All burning or welding operation, emergency or otherwise, are prohibited on any pressure vessel unless specific approval has been obtained from a qualified engineering specialist or the lead welder.
 - 5.6.4.4 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.

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EMERGENCY ACTION PLAN

COMPANY NAME:		DATE:	
SITE ADDRESS:		PLAN COMPLETED BY:	
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):			
Emergency Type	Notification Method (Automatic, Pull Box, Phone)	Site Contact	Emergency Services Number
FIRE			
TORNADO			
EARTHQUAKE			
CHEMICAL SPILL/RELEASE			
MEDICAL EMERGENCY			

	For Fire: For Tornado: For Earthquake:
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FIRE DRILL OR EVACUATION ASSESSMENT

Evacuation Start time:		Evacuation End time:		Total time for evacuation process:	
Evacuation Routes Marked:		<input type="checkbox"/> Yes <input type="checkbox"/> No		Exit Signs Visible or Evacuation Routes Posted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the building completely evacuated?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the evacuation signal heard in every area of the building?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Did all employees meet at their designated relocation point?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Have procedures for the handicapped been addressed?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Did all equipment (stairwell doors, alarms, etc.) function properly?					<input type="checkbox"/> Yes <input type="checkbox"/> 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:		

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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

<u>INSTRUCTOR:</u>	<u>DATE:</u>	<u>LOCATION:</u>
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: _____

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TRAINING ATTENDANCE ROSTER

FIRE EXTINGUISHER

Fire Extinguisher Training Includes:

- Types of extinguishers
- Inspection methods
- PASS system
- When you should not fight a fire

<u>INSTRUCTOR:</u>	<u>DATE:</u>	<u>LOCATION:</u>
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: _____

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PROGRAM OVERVIEW

ERGONOMICS AND MUSCULOSKELETAL DISORDER MANAGEMENT SAFETY PROGRAM

REGULATORY STANDARD: OSHA - 29 CFR 1910 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

- 1. Purpose**
- 2. Scope**
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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.

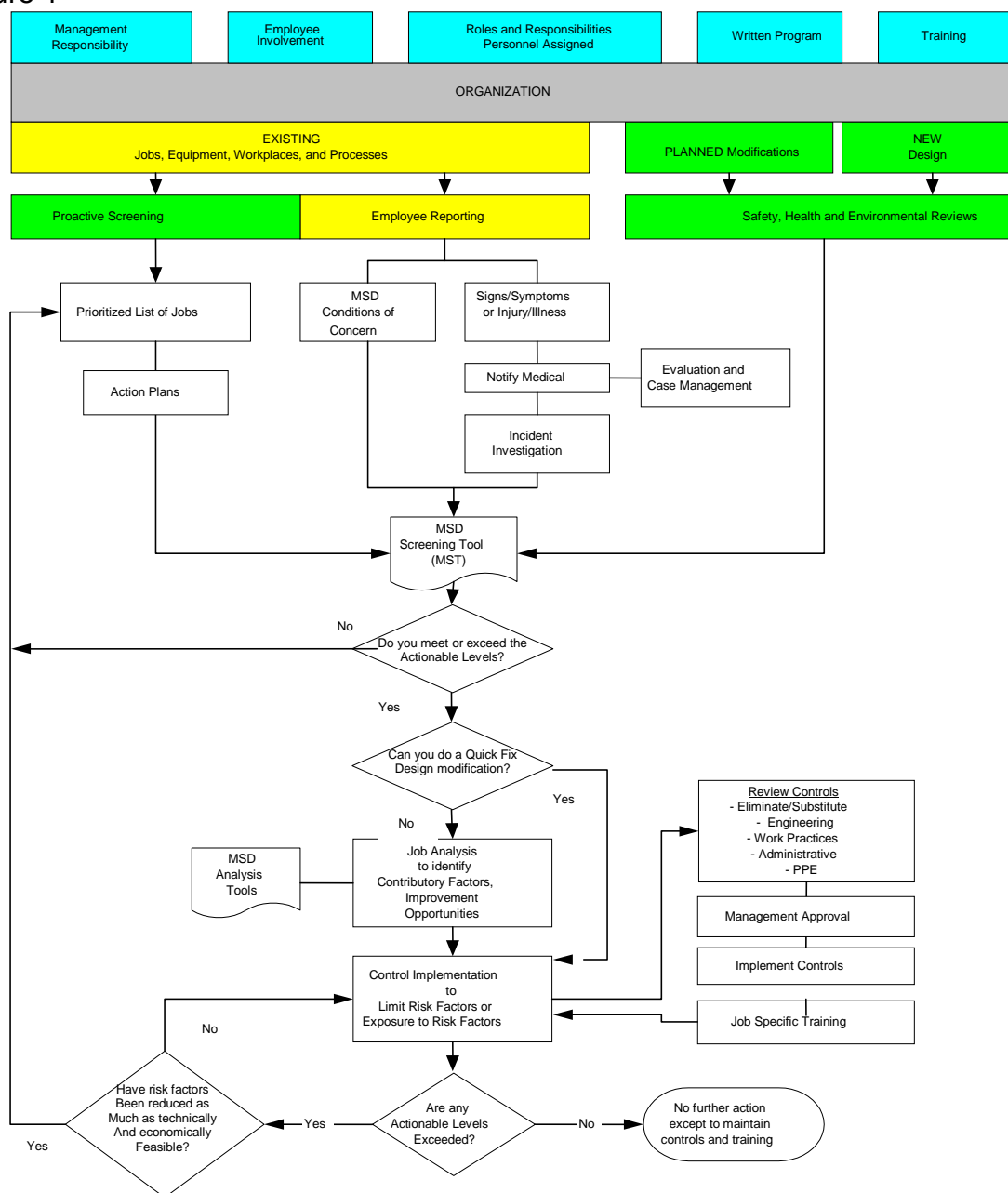
4.1 Elements of a Manufacturing-Based Program:

#	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



4.3 Elements of an Office or Field-Service based Program

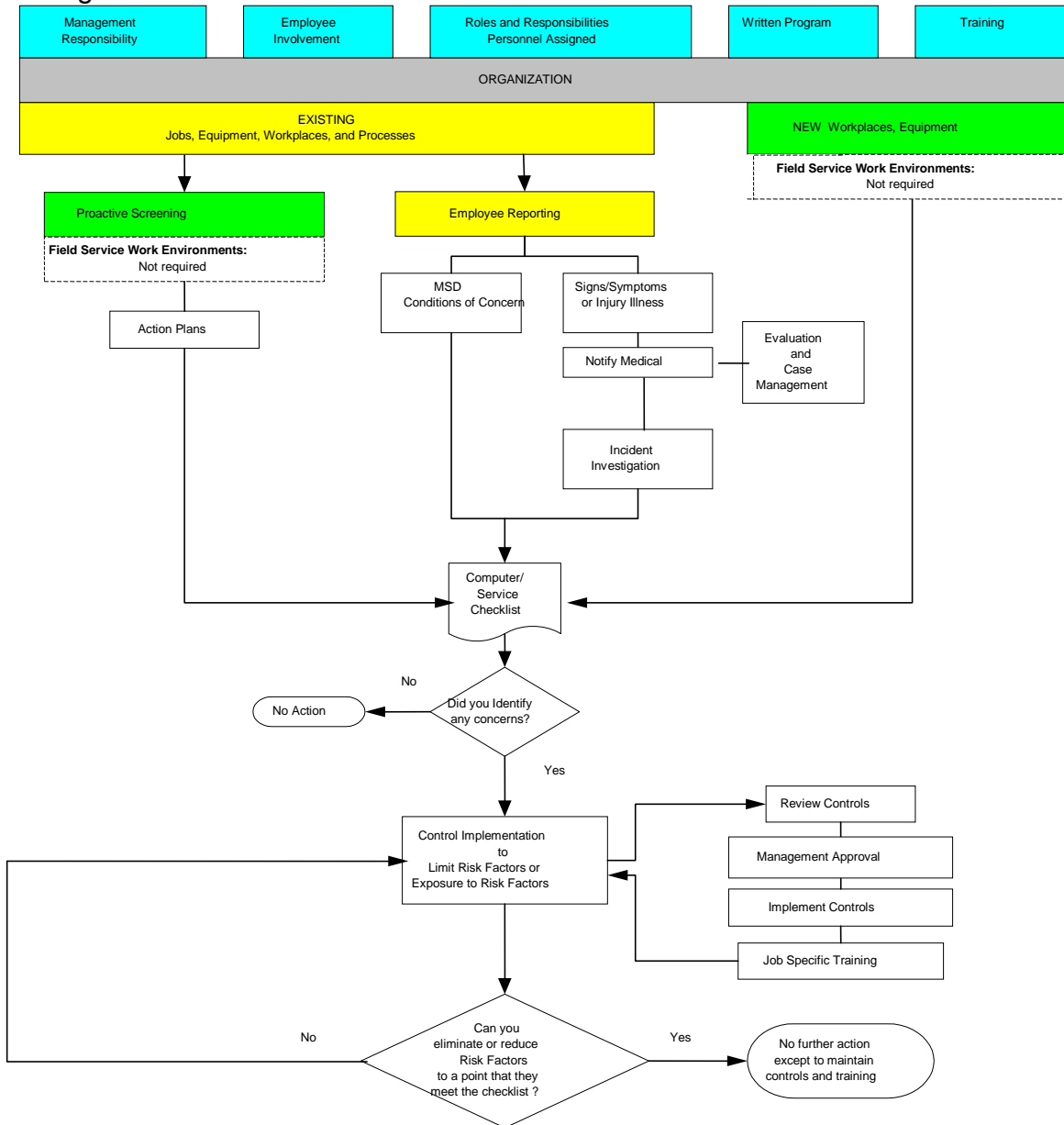
4.3.1 Where computer/office work or field service work is the majority (75%) of the work environment, the organization may incorporate a modified program as outlined below. Field service work does not imply manufacturing maintenance departments.

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.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Head, neck, and trunk to face forward (not twisted). If "no" refer to <u>Monitors</u> or <u>Chairs</u> in part 2.	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Feet rest flat on the floor or are supported by a stable footrest. If "no" refer to Chairs, Work Surfaces in part 2.	<input type="checkbox"/> YES <input type="checkbox"/> NO

SEATING–Consider these points when evaluating the chair:





Backrest provides support for your lower back (lumbar area).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Seat width and depth accommodate the specific user (seat pan not too big/small).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Seat front does not press against the back of your knees and lower legs (seat pan not too long).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Seat has cushioning and is rounded with a "waterfall" front (no sharp edge).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Armrests , if used, support both forearms while you perform computer tasks and they do not interfere with movement.	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Input device (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Input device is easy to activate and the shape/size fits your hand (not too big/small).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Wrists and hands do not rest on sharp or hard edges.	<input type="checkbox"/> YES <input type="checkbox"/> 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).	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO
ACCESSORIES—Check to see if the:	
Document holder , if provided, is stable and large enough to hold documents.	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Wrist/palm rest , if provided, is padded and free of sharp or square edges that push on your wrists.	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Computer workstation, components and accessories are maintained in serviceable condition and function properly.	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO

PART II – OFFICE/COMPUTER IN-DEPTH ASSESSMENT TIPS

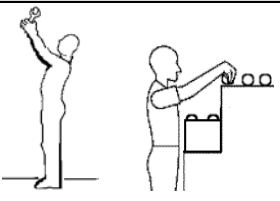
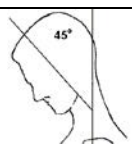

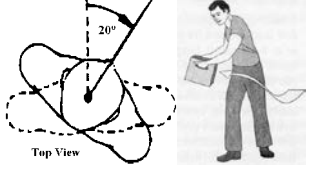
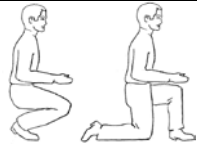

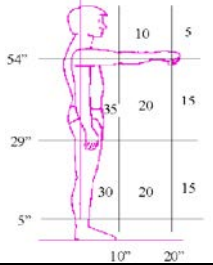
Monitors	
Make sure the screen is large enough for adequate visibility. Usually a 15 to 20-inch monitor is sufficient. Smaller units will make it difficult to read characters and larger units may require excessive space.	<input type="checkbox"/>
The angle and tilt should be easily adjustable.	<input type="checkbox"/>
Flat panel displays take less room on the desk and may be more suitable for locations with limited space.	<input type="checkbox"/>
Keyboards	
Split keyboard designs will allow you to maintain neutral wrist postures.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Consider the shape and size of the keyboard if a keyboard tray is used. The keyboard should fit comfortably on the tray.	<input type="checkbox"/>
Consider keyboards without built-in wrist rest, because separate wrist rests are usually better.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Keyboard Trays	
Keyboard trays should be wide enough and deep enough to accommodate the keyboard and any peripheral devices, such as a mouse.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Desks and Work Surfaces	
The desk area should be deep enough to accommodate a monitor placed at least 20 inches away from your eyes.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
You should have sufficient space to place the items you use most often, such as keyboard, mouse, and monitor directly in front of you.	<input type="checkbox"/>
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.	<input type="checkbox"/>

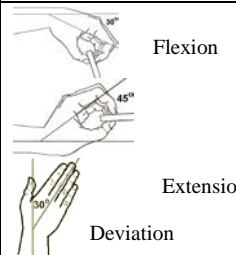

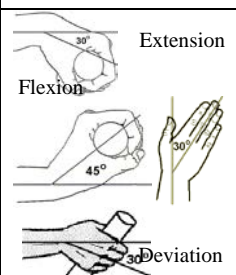
Desks and Work Surfaces [continued]	
Purchasing a fixed-height desk may require the use of a keyboard tray to provide adequate height adjustment to fit a variety of users.	<input type="checkbox"/>
Desktops should have a matte finish to minimize glare. Avoid glass tops.	<input type="checkbox"/>
Avoid sharp leading edges where your arms come in contact with work surfaces. Rounded or sloping surfaces are preferable.	<input type="checkbox"/>
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 rests and restrict your movement. This is especially important in four-corner work units.	<input type="checkbox"/>
Chairs	
The chair should be easily adjustable.	<input type="checkbox"/>
The chair should have a sturdy five-legged base with good chair casters that roll easily over the floor or carpet.	<input type="checkbox"/>
The chair should swivel 360 degrees so it is easier to access items around your workstation without twisting.	<input type="checkbox"/>
Minimum range for seat height should be about 16 inches.	<input type="checkbox"/>
Seat pan length should be 15 inches to 17 inches.	<input type="checkbox"/>
Seat pan width should be at least as wide as the user's thighs. A minimum width of about 18 inches is recommended.	<input type="checkbox"/>
Chair edges should be padded and contoured for support.	<input type="checkbox"/>
Seat pan tilt should have a minimum adjustable range of about 5 degrees forward and backward.	<input type="checkbox"/>
Avoid severely contoured seats as these limit seated postures and are uncomfortable for many users.	<input type="checkbox"/>
Front edge of the seat pan should be rounded in a waterfall fashion.	<input type="checkbox"/>
Material for the seat pan and back should be firm, breathable, and resilient.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
The backrest should widen at its base and curve in from the sides to conform to your body and minimize interference with your arms.	<input type="checkbox"/>
The backrest should allow you to recline at least 15 degrees and should lock into place for firm support.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Armrests should be removable and the distance between them should be adjustable. They should be at least 16 inches apart.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Armrests should be large enough (in length and width) to support your forearm without interfering with the work surface.	<input type="checkbox"/>
Armrests should be padded and soft.	<input type="checkbox"/>

Chairs [continued]	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>
Document Holders	<input checked="" type="checkbox"/>
The document holder needs to be stable but easy to adjust for height, position, distance, and viewing angle.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Wrist Rests	<input checked="" type="checkbox"/>
Wrist rest should match the front edge of the keyboard in width, height, slope, and contour.	<input type="checkbox"/>
Pad should be soft but firm. Gel type materials are recommended.	<input type="checkbox"/>
Wrist rest should be at least 1.5 inches deep (depth away from the keyboard) to minimize contact pressure on the wrists and forearm.	<input type="checkbox"/>
Mouse/Pointing Devices	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>
A mouse should match the contour of your hand and have sufficient cord length to allow its placement next to the keyboard.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
A mouse that has sensitivity adjustments and can be used with either hand is desirable.	<input type="checkbox"/>
Telephones	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>
The telephone should have a speaker feature for "hands-free" usage.	<input type="checkbox"/>
"Hands-free" headsets should have volume adjustments and volume limits.	<input type="checkbox"/>
Desk Lighting	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>
The location and angle of the light sources, as well as their intensity levels, should be fully adjustable.	<input type="checkbox"/>
The light should have a hood or filter to direct or diffuse the light.	<input type="checkbox"/>
The base should be large enough to allow a range of positions or extensions.	<input type="checkbox"/>

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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 5 th %ile population) <i>in either a long-duration static hold (i.e. 15 min.) or in a short-duration repetitive manner (more than once per minute).</i>	2 hrs or more per day	
Neck	A2	Working with the neck bent more than 45° (without support or the ability to vary posture)	2 hrs or more per day	
Back	A3	Working with the back bent forward more than 30° (without support or the ability to vary posture)	2 hrs or more per day	
	A4	Working with the back twisted more than 20°	2 hrs or more per day	
	A5	Repetitively (more than 2 times/minute) Working with the back twisted more than 20°	2 hours <u>continuously</u>	
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
	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	
	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 30° or more, or extension 45° or more, or deviation 30° or more.	1 hrs or more per day	
	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 30° or more, or extension 45° or more, or deviation 30° or more,	1 hrs or more per day	
	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 30° or more, or extension 45° or more, or deviation 30° 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 ($>10\text{ m/s}^2$ 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:

- Definitions
- Stressors
- Temperature/Lighting
- CTDs and Risk Factors
- Workstation/Computer Set Up
- Hazards and Controls

Manufacturing Ergo Training Includes:

- Definitions and Benefits
- Causes and Risks
- Lifting and Work Postures
- Force motions and Vibration
- Workstation/Computer Set Up

Kitchen/Restaurant Ergo Training Includes:

- Temperature/Lighting
- Work Hours
- Lifting and Carrying
- Postures (bending, reaching)
- Housekeeping and 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: _____

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CALIFORNIA
ERGONOMICS AND MUSCULOSKELETAL DISORDER
Additional Requirements

REPETITIVE MOTION INJURIES – 8 CCR 5110

- Employers must implement an Ergonomic program and conduct training after experiencing its second similar ergonomic injury within a year.
 - Program must include: worksite evaluation, control of exposures and training.

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PROGRAM OVERVIEW

FIRST AID AND EMERGENCY MEDICAL RESPONSE SAFETY PROGRAM

REGULATORY STANDARD: OSHA - 29 CFR 1910.151
- 29 CFR 1926.23, 1926.50

INTRODUCTION

This program is designed to assist the company to insure that 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
- Where required, employees trained in the use of emergency eyewash and safety showers
- 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 (if ambulance or EMT/fire department is more than 5 minutes away)
- 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
- 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

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

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. Included in this program is information on the treatment and prevention of industrial burns.
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. 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.
 - 3.1.1.1 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
 - 3.1.1.2 Establish agreements with local ambulance or fire/EMT services to provide emergency medical response, if appropriate.
- 3.1.2 Inform employees on how to summon emergency assistance.
- 3.1.3 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).
 - 4.1.1.1 It is highly recommended that if summoning assistance is other than “dial 911”, that the emergency phone number be placed on each telephone to assist employees during an emergency.
- 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.

4.2 Potential for Industrial Burns

- 4.2.1 Jobs where there is potential injury from either chemical burns or heat producing equipment that may cause burns to the skin or body must be evaluated and appropriate control measures put into place to protect employees from these hazards.
 - 4.2.1.1 Control measures include engineering and design controls to prevent contact (insulating materials or enclosures), administrative controls (procedures, substitution of less hazardous materials or equipment), or personal protective equipment (gloves, clothing, other PPE).
- 4.2.2 Training is provided to employees on the heat or chemical hazards of the task or activity, and the first aid procedures for treatment.
- 4.2.3 Signs are posted in areas where there is a reasonable likelihood of burn injury from heat producing equipment.
 - 4.2.3.1 Signs should read “Danger – Heat-Hazard Area. Thermal Protective Clothing or Equipment required, or similar language.

- 4.2.3.2 Signs must be in English, although additional languages may be used in addition to English.

4.3 Control Measures for Reducing Heat or Burn Injury

- 4.3.1 Engineering Controls - should reduce heat levels to the lowest level reasonably achievable.

- 4.3.1.1 Controls include:

- 4.3.1.1.1 Placement of shielding or barriers between equipment and employees

- 4.3.1.1.2 Isolating heat sources through enclosures

- 4.3.1.1.3 Mechanizing or modifying processes or operations

- 4.3.2 Administrative Controls - should be implemented when engineering controls can not reduce heat to the desired level.

- 4.3.2.1 Controls include:

- 4.3.2.1.1 Limiting the amount of time workers spend performing the task or activity

- 4.3.2.1.2 The use of specialized tools to the extent possible

- 4.3.2.1.3 Enforcement of specific written procedures that outline the steps to safely work with the heat producing equipment.

- 4.3.3 Protective Equipment - should be implemented after it has been determined that engineering and administrative controls can not reduce heat exposures to the desired levels.

- 4.3.3.1 Protective equipment includes:

- 4.3.3.1.1 Heat resistant gloves and clothing

- 4.3.3.1.2 Respiratory protection.

5. Safety Information

5.1 Eyewash and Safety Showers

- 5.1.1 Where eyes or body of any person can be exposed to injurious, corrosive or highly hazardous chemicals, or where these chemicals are used or stored in the workplace, facilities for the quick drenching of eyes and the body are required.

5.1.1.1 Equipment must meet the requirements of the American National Standards Institute (ANSI) for Eyewash and Safety Showers ANSI Z358.1

5.1.2 Employees will be trained in the use of emergency eyewash and safety showers, as needed or required.

5.2 Burns

5.2.1 Correct assessment of a burn's severity is one of the first critical steps in properly treating and managing the injury. Burns are classified both by their depth and amount of body surface area injured. First, second, and third degree burns identify the layers of skin damaged while the terms minor, moderate and critical describe both the depth and extent of the tissue injured.

5.2.1.1 First-degree burns. These are burns involving only the outer layers of the epidermis. Characterized by redness, itching, and burning, these burns are generally considered minor and don't require the attention of a physician. Mild sunburns are typical first-degree burns.

5.2.1.2 Second-degree burns. These are burns that damage both the epidermis and the dermis (second layer of skin). These burns cause blisters and are prone to infection, often requiring medical attention. Second-degree burns are also sub-classified as superficial or deep dermal depending on the extent of injury. Burns are also described by their cause, such as thermal, chemical, electrical, radiation, and flash.

5.2.1.3 Third-degree burns. These are burns that destroy both the epidermis and the dermis. These burns are distinguished by their dry surface and pearly white or charred appearance. Third-degree burn patients often experience no pain following their injury because nerve endings are impaired. Third-degree burns always require the attention of a hospital burn center.

5.2.1.4 Thermal (heat burns). These are burns that are caused by contact with substances at temperatures above the boiling point of water. These burns often occur in conjunction with other types of burns.

5.2.1.5 Chemical burns. These are burns that are caused by contact with materials such as sodium hydroxide, phenol, sulfuric or hydrochloric acid. These corrosive substances generate heat, creating a thermal burn in addition to a chemical burn.

- 5.2.1.6 Electrical burns. These are burns that are common among gas and electrical workers and are also considered thermal burns because heat is created while the current passes through the body. These burns are more treacherous than they first appear because the body conducts the electrical current to the heart, muscular and vascular system causing extensive internal damage. Because they may be electrocuted themselves, bystanders are strongly cautioned against touching these types of burn victims until the electrical source has been removed.
- 5.2.1.7 Sun-burns. These are the most common type of radiation burns. Other sources of ultraviolet or nuclear radiation can also cause burns.
- 5.2.1.8 Flash-burns. These are burns that are usually minor cornea injuries, the consequences of looking directly into an extremely bright light. Welders and those working with high-powered electrical equipment often experience this syndrome. Flash burn symptoms include watery eyes, searing pain and photophobia (a marked sensitivity to light), occurring four to six hours following the injury. Although flash burns are regarded as more of an annoyance than a serious injury, prolonged exposure to a powerful light source without protective eyewear can result in permanent blindness.

6. Training and Information

6.1 Employees will be trained in:

- 6.1.1 How to summon emergency medical assistance.
- 6.1.2 The use of emergency eyewash and safety showers, as needed or required.
- 6.1.3 The use of personal protective equipment and other controls required to reduce heat exposure levels.
- 6.1.4 The basic first aid treatment of the various types of burns if they work with heat exposure hazards, as needed or required.

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

Ø *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

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TRAINING ATTENDANCE ROSTER

FIRST AID BASICS

First Aid (Basics) Training Includes:

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

<u>INSTRUCTOR:</u>	<u>DATE:</u>	<u>LOCATION:</u>
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: _____

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PROGRAM OVERVIEW

GENERAL SAFETY AWARENESS PROGRAM

REGULATORY STANDARD: *OSHA General Duty Clause*

INTRODUCTION

This program assists in establishing clear company goals and objectives for safety. It provides for the identification, evaluation and mitigation of safety hazards. It establishes employee training requirements and details general work rules, recordkeeping, emergency evacuation planning, audits and inspections and records retention.

TRAINING

Recommended training for an overview of workplace hazards.

ACTIVITIES

- Ensure the workplace is maintained free of a hazard to which employees of the employer were exposed
- Inspect the workplace for hazards that are likely to cause death or serious physical harm
- Ensure processes are in place to correct hazards

FORMS

- First Aid Kit Supply List
- General Safety Rules
- New Employee Safety Orientation Training
- Training Attendance General Safety 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 and will be communicated to all employees.

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 their 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 their 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.

4.1.2 Housekeeping

- 4.1.2.1 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.
- 4.1.2.2 Workplaces will be cleaned on a regular basis.
- 4.1.2.3 Restrooms will be kept in a sanitary condition.
- 4.1.2.4 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.).
- 4.1.2.5 Tools and equipment will be stored in their appropriate places.
- 4.1.2.6 Chemicals will be handled according to their instructions. Spills or leaks will be cleaned up immediately and prevented from reoccurring.
- 4.1.2.7 Protective equipment will be used, as needed or required.

4.2 Written Standard Operating Procedures

- 4.2.1 Job Hazard Analysis (Identifying Hazards) - Each job task will be reviewed for safety hazards. Recognized safety hazards will be prioritized and addressed based on their risk level.

4.2.2 Written Procedures

- 4.2.2.1 Develop written procedures outlining the steps to take to reduce or eliminate recognized safety hazards. These procedures must identify when the use of personal protective equipment (PPE) is necessary.
- 4.2.2.2 All companies must have:
 - 4.2.2.2.1 Emergency Evacuation and Fire Prevention Programs (written if >10 employees).
 - 4.2.2.2.2 Hazard Communication Program in workplaces where chemicals are used or stored.
- 4.2.2.3 Written procedures are required if there are exposures to:
 - 4.2.2.3.1 Blood or bloodborne pathogens
 - 4.2.2.3.2 Hazardous chemical exposures

- 4.2.2.3.3 Confined spaces
- 4.2.2.3.4 Control of hazardous energy (Lock-out/Tag-Out)
- 4.2.2.3.5 Live electrical energy (>50 volts)
- 4.2.2.3.6 Noise levels >85 dBa
- 4.2.2.3.7 Laboratories
- 4.2.2.3.8 Forklifts
- 4.2.2.3.9 PPE required activities
- 4.2.2.3.10 Physical hazards
- 4.2.2.3.11 Radiation
- 4.2.2.3.12 Respiratory hazards
- 4.2.2.3.13 Shipping and handling of hazardous materials
- 4.2.2.3.14 Lasers (>Class 2)

4.3 Recordkeeping (Accident and Incident Investigation and Reporting)

- 4.3.1 Incidents are work-related activities that cause concern for the health or safety of employees. All accidents and injuries (and work-related illnesses) are considered incidents.
- 4.3.2 Reporting of incidents is required for many companies. Specific information about incidents must be identified and recorded on specific OSHA forms.
- 4.3.3 Investigation may be required to determine some information that is required to be reported.
- 4.3.4 Exemptions from Recordkeeping exist for some industries in general and for employers with fewer than 10 employees. For a full listing of exempted industries, see the OSHA website at www.OSHA.gov, or reference the listing in the OSHA Recordkeeping Exemption Listing form associated with this program.

4.4 Emergency Evacuation Planning

- 4.4.1 All companies must have a program for emergency evacuation of their employees.
- 4.4.2 Companies with more than 10 employees must have this information in writing.

- 4.4.3 Companies should post their evacuation routes to assist employees and others during an evacuation situation.
- 4.4.4 A review of the emergency action program must occur for every employee when the program is developed, upon initial assignment or new hire, when the employee's responsibilities under the program change and whenever the program is changed.
- 4.4.5 Any employees that have specific duties and requirements under the program (i.e. assisting others, locking sensitive information, area searchers or wardens, etc.) must be specifically trained in their duties and responsibilities.

4.5 Hazard Communication

- 4.5.1 Every employee exposed or potentially exposed to hazardous chemicals in the workplace must be trained and informed of the hazards of those chemicals and the measures to be used to protect themselves from exposure. This training must occur initially and whenever changes to hazards in the workplace occur.
- 4.5.2 Safety Data Sheets are required for all hazardous chemicals or mixtures used or stored in the workplace.
- 4.5.3 A hazardous chemical inventory list must be maintained at the workplace (either one master listing or individual area listings) that list the hazardous materials by name (as it appears on the SDS) the manufacturer's name and phone number and any "common names" that the company may call the product (if they are different than the SDS name).
- 4.5.4 A written program must be present in the workplace describing how the requirements of the regulation are implemented.
- 4.5.5 All hazardous chemicals must have labels indicating the name, manufacturer and hazards of the hazardous components of the product.

4.6 Electrical Safety

- 4.6.1 Any exposure greater than 50 volts requires electrical safety training and information be provided to employees. Employees with such exposure require the knowledge to understand the magnitude of the hazard they are exposed to and the measures needed to prevent injury from such exposure.
- 4.6.2 All electrical installations and equipment must meet the installation and maintenance requirements under the National Electrical Code.
 - 4.6.2.3 Companies must ensure that electrical service panel boxes and equipment shutoffs are clear and unobstructed at all times for use during an emergency.

- 4.6.2.4 Electrical service panel boxes must have covers and those covers must remain in the closed position when the panel is not being accessed.
- 4.6.2.5 Electrical sources and outlets within 3 feet of any water source (such as a sink or drinking fountain) must be GFCI (Ground Fault Circuit Interrupt) protected.

4.7 Audits and Inspections

- 4.7.1 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.
- 4.7.2 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.
- 4.7.3 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.

4.8 Safety Committee

- 4.8.1 Some states require safety committees if companies have more than 20 employees. It is generally recommended that any company with more than 20 employees establish a safety committee.
- 4.8.2 Committees should meet at least quarterly and be comprised of at least 3 employees. A member of management and/or the safety officer may serve as additional members of the committee. The committee chairperson should not be a member of management or the company Safety Officer.
- 4.8.3 Safety committees should discuss safety concerns at the company. They may be charged with performing area inspections, injury report reviews and investigations, training, or other safety-related duties that are appropriate to the business needs of the company.

4.9 Records Retention

- 4.9.1 Training Records are maintained until they are superseded by new training.
- 4.9.2 Audit Reports are kept for 5 years or until all findings are corrected, whichever is longer.
- 4.9.3 Inspection Reports are kept until all findings are corrected, the reports are superseded by new reports, or for a duration specified by a specific regulation, whichever is longer.
- 4.9.4 OSHA 300 logs and associated Injury and Illness Records are kept for 5 years.
- 4.9.5 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.
- 4.9.6 Other safety records are generally kept only until the actions that are required to be taken are complete.

5. Safety Information

5.1 Ventilation

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

- 5.1.1.3 faulty filters in fresh air ducts
- 5.1.1.4 corridors leading from outside areas (where dust and particulate matter can be drawn into the building)
- 5.1.1.5 enclosed rooms where several printers or copiers are located in a small space (due to paper dust and/or toner dust being generated).

5.2 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.

- 5.2.1 Bare light sources will not be placed in the visual working field of any employee. Light sources will be properly shielded in these instances.
- 5.2.2 The luminance and reflectance of surfaces of furnishings, shades, louvers, acoustic screens, will be considered to reduce their reflectance.
- 5.2.3 Windows will be covered where appropriate.
- 5.2.4 Wall surface colors and degree of reflectance will be appropriate to the work area.

- 5.2.5 Furniture should be arranged so that the luminaire is beside rather than in front of the operator. Light will then be directed across the work surface rather than into the worker's eyes.
- 5.3 Eye Strain. Adjusting the screen for the minimum amount of glare and best contrast will reduce the amount of eyestrain our employees' experience.
- 5.3.1 Monitor/VDT problems. Correct placement of the VDT can relieve stress on the neck and shoulders. Adjust the monitor so screens can be read with the head up and facing forward (at about eye level). Employees with bifocals should be able to read without tilting their head. Distance is key in that employees should not have to move to focus.
- 5.3.2 Glare and contrast. The two major sources of eye strain from working with a VDT are glare and poor contrast. Most offices have diffused overhead lighting to reduce screen glare, but glare from windows or other light sources, like lamps, should be shielded. Blinds can be closed to reduce light glare. Desks and work areas can be repositioned to reduce glare, or the brightness and contrast controls on a VDT can be adjusted.
- 5.3.3 Minimizing Eye Strain. Reading from a VDT for hours at a time can be very hard on the eyes. The characters on a VDT screen are not as sharp as print on paper--they are almost always a little bit fuzzy. They are also always moving, and even though they may not move enough to notice, they move enough to make focusing difficult. Employees should be encouraged to take micro breaks or switch to other non-computer based tasks to reduce eye strain.
- 5.3.4 Supervisor involvement. Encourage employees to have their eyes examined annually--more often if they are having vision problems or if their eyes feel tired at the end of the day. Even when VDT work does not cause a vision problem, the strain of reading from a monitor for long periods will make it difficult for employees to continue ignoring uncorrected or undercorrected vision problems they might already have.
- 5.4 Ergonomic Improvements. Ergonomic improvements can dramatically improve worker safety and productivity. Employees are most likely to work efficiently and accurately when they do not have to strain. Supervisors should be given adequate training in recognition and control of ergonomic improvements.
- 5.4.1 Problem recognition. Supervisors should know the symptoms of Cumulative Trauma Disorders (CTD) and recognize when the stress involved in a particular job has the potential for contributing to a CTD. Make sure employees are working in the best way possible.

- 5.4.2 Cumulative trauma disorders. The most common CTDs are *Tendinitis* (inflammation of a tendon, usually at the wrist or elbow), *Carpal Tunnel Syndrome (CTS)* (caused by pressure on the nerve in the wrist) symptoms include numbness, difficulty holding objects and restricted movement), and *lower back problems* (strains caused improper lifting, or improper seating or poor work station design).
- 5.4.3 Data entry. Data entry is probably the biggest contributor to CTS. With the fingers resting on the home keys of the keyboard, and shoulders relaxed, the employee's wrists and forearms should be in a straight line and more or less parallel to the floor. Surface or chair height adjustments may help (so employees type or write with body erect with feet flat on the floor).
- 5.3.3.1 The edge of the seat should not contact the back of the knees. Arm rests and keyboard wrist rests can be provided to relieve the pressure on the upper body. Footrests can assist in relieving strain on the back. Keyboard placement or copy stands, and telephone headsets may improve working postures. Back supports or lumbar supports on chairs can help prevent strain. Repetitive force and lifting can be minimized to prevent injury, or frequent breaks can be offered. Employees should be encouraged to take "stretch breaks" even if only for a minute or two.
- 5.3.4 Supervisor involvement. Make changes slowly, one at a time, and follow up on the effects. Observation and open communication with employees are our two most valuable tools for reducing the risks of ergonomic disorders in the workplace. If an employee has symptoms of a CTD, encourage him or her to get medical attention and work with the employee to find out if changes should be made in the job design.
- 5.4 Disciplinary Actions for Willful Unsafe Acts. Employees who willfully endanger themselves or the safety of their co-workers will be subject to the disciplinary action procedures stipulated by company policy or the Employee Handbook.

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 employee responsibilities with regard to workplace safety and an overview of the general safety workplace rules.
- 6.1.1.2 The hazards that may be encountered in the workplace.
- 6.1.1.3 The process for reporting hazards, accidents, injuries and near-misses.

6.1.1.4 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.

7. Definitions

- Ø *SDS* - Safety Data Sheets.
- Ø *CTD* - Cumulative Trauma Disorder is a medical condition caused by repetitive forces or motion.
- Ø *CTS* - Carpal Tunnel Syndrome is a medical disease that affects the nerves in the wrist.
- Ø *VDT* - Visual Display Terminals like computer monitoring equipment.

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

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GENERAL SAFETY RULES

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

- Never operate any machine or equipment unless you are authorized and trained to do so. Obtain full instructions and training from your Supervisor before operating an unfamiliar machine.
- Do not operate defective equipment or broken hand tools. Report them to your Supervisor immediately. Frayed or damaged electrical cords should be replaced.
- Never start on any hazardous job without being completely familiar with the safety techniques that apply to it. Check with your Supervisor if in doubt.
- Make sure all safety attachments are in place and properly adjusted before operating any machine.
- Do not operate any machine or equipment at unsafe speeds. Shut off equipment that is not in use.
- Wear all protective garments and equipment necessary to be safe on the job. Wear proper shoes; sandals or other open-toed or thin-soled shoes should not be worn.
- Do not wear loose, flowing clothing or long hair while operating moving machinery.
- Never repair or adjust any machine or equipment unless you are specifically authorized to do so by your Supervisor or specifically trained to do so.
- Never oil, clean, repair, or adjust any machine while it is in motion.
- Never repair or adjust any electrically driven machine without specific Lock-Out/Tag-Out training.
- Put tools and equipment away when they are not in use.
- 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 place equipment and materials so as to block emergency exit routes, fireboxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers.
- Stack all materials neatly and make sure piles are stable.
- Keep your work area, machinery and all company facilities that you use clean and neat.
- Do not participate in horseplay, or tease or otherwise distract fellow workers. Do not run on company premises - always walk.
- Power-truck operators must be properly trained and licensed to operate the vehicle.
- 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.
- Never take chances. If you're unsure, you're unsafe!

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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		
<input type="checkbox"/> Access to Employee Exposure and Medical Records	<input type="checkbox"/> Lockout / Tagout	
<input type="checkbox"/> Accident Reporting	<input type="checkbox"/> Machine Guarding	
<input type="checkbox"/> Aerial Lift - Personal Fall Arrest System	<input type="checkbox"/> Mechanical Power Presses	
<input type="checkbox"/> Back Safety	<input type="checkbox"/> Overview - Construction	
<input type="checkbox"/> Bloodborne Pathogens Including PPE	<input type="checkbox"/> Pallet Jack - Electrical	
<input type="checkbox"/> Blood and Body Fluids Safety Awareness	<input type="checkbox"/> Personal Protective Equipment	
<input type="checkbox"/> Compressed Gas	<input type="checkbox"/> Radiation Safety Awareness	
<input type="checkbox"/> Confined Space Entry	<input type="checkbox"/> Respirators <div style="margin-left: 20px;"> <input type="checkbox"/> Air Purifying <input type="checkbox"/> Filtering Face Pieces <input type="checkbox"/> Supplied Air </div>	
<input type="checkbox"/> Construction Demolition	<input type="checkbox"/> Safe Driving	
<input type="checkbox"/> Construction Excavation Trenching and Shoring	<input type="checkbox"/> Safety Committee Members	
<input type="checkbox"/> Cranes, Hoists, and Slings (Internal)	<input type="checkbox"/> Scaffolds	
<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Scissors Lifts	
<input type="checkbox"/> Emergency Action	<input type="checkbox"/> Slips, Trips and Falls	
<input type="checkbox"/> Ergonomic <div style="margin-left: 20px;"> <input type="checkbox"/> General Industry <input type="checkbox"/> Office </div>	<input type="checkbox"/> Walking & Working Surfaces	
<input type="checkbox"/> Extreme Temperature <div style="margin-left: 20px;"> <input type="checkbox"/> Cold <input type="checkbox"/> Heat </div>	<input type="checkbox"/> Welding	
		Other Topics
<input type="checkbox"/> Eyewash and Safety Shower	<input type="checkbox"/>	
<input type="checkbox"/> Fall Protection Construction	<input type="checkbox"/>	
<input type="checkbox"/> Fall Protection General Industry	<input type="checkbox"/>	
<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/>	
<input type="checkbox"/> First Aid (Basic)	<input type="checkbox"/>	
<input type="checkbox"/> Flammable Liquids for Container Storage	<input type="checkbox"/>	
<input type="checkbox"/> Forklift	<input type="checkbox"/>	
		Supervisor Topics
<input type="checkbox"/> Forklift, Order Picker and PFAS	<input type="checkbox"/> Accident Investigation	
<input type="checkbox"/> General Safety Orientation	<input type="checkbox"/> Crisis & Disaster Planning	
<input type="checkbox"/> Hand and Portable Power Tools	<input type="checkbox"/> JHA Job Hazard Analysis	
<input type="checkbox"/> Hazard Communication	<input type="checkbox"/> Marking Industrial Hazards	
<input type="checkbox"/> Hazardous Chemicals in the Laboratory	<input type="checkbox"/> OSHA Recordkeeping	
<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Return To Work	
<input type="checkbox"/> Ladder Safety	<input type="checkbox"/> Rim Wheel Servicing	
<input type="checkbox"/> Lasers	<input type="checkbox"/> Safety Program Overview	
<input type="checkbox"/> Lead Exposure	<input type="checkbox"/>	

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TRAINING ATTENDANCE ROSTER

GENERAL SAFETY

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: _____

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**CALIFORNIA
GENERAL SAFETY AWARENESS
Additional Requirements**

FIRST AID – GENERAL INDUSTRY - 8 CCR 3400

- First Aid Kits must be inspected at least 13 times a year.
- First aid kits must be approved by an employer-authorized, licensed physician.

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Hand and Portable Power Tools

PROGRAM OVERVIEW

HAND AND PORTABLE POWER TOOLS SAFETY PROGRAM

REGULATORY STANDARD: OSHA - 29 CFR 1910.241 – 244
- 29 CFR 1926.300 – 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

Table of Contents

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

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 to 29 CFR 1910.221 - 244 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:
 - 4.4.1.1.1 Tool general condition.
 - 4.4.1.1.2 Cord for damage or deterioration.
 - 4.4.1.1.3 Cord grip tightness.
 - 4.4.1.1.4 Plug cap condition (grounding prong integrity).
 - 4.4.1.1.5 Inspect extension cords and equipment for loose parts and damaged cords.
 - 4.4.1.1.6 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:

- 4.4.1.3.1 General condition
- 4.4.1.3.2 Cord grip tightness
- 4.4.1.3.3 Grounding Prong integrity
- 4.4.1.3.4 Polarization integrity
- 4.4.1.3.5 Condition of outer cord jacket. Cord will not be spliced and must be replaced if outer jacket is damaged
- 4.4.1.3.6 Boot and visible parts of body for damage, loose parts, or deterioration
- 4.4.1.3.7 Portable lights-check
- 4.4.1.3.8 Handle, guard and other visible parts for damage, loose parts or deterioration
- 4.4.1.3.9 Lamp (should be rough-service type)
- 4.4.1.3.10 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). For more information, reference Portable Electronic Devices in Hazardous Areas.
- 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 will meet the electrical requirements of this safety program and 29 CFR 1910.331 - 335.
- 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.

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HAND AND PORTABLE POWER TOOL GUARDING AND SAFETY REQUIREMENTS

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Portable Circular Saws
Power Abrasive Wheel Tools
Vertical Portable Grinders
Portable Belt Sanding Machines
Pneumatic Power Tools and Hoses
Explosive Actuated Fastening Tools
Power Lawn Mowers
Jacks

- **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.

- 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
- 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**

- 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.)
- 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.
- 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**

- 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

<u>INSTRUCTOR:</u>	<u>DATE:</u>	<u>LOCATION:</u>
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: _____

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PROGRAM OVERVIEW

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
- Training Attendance Roster
- Written Hazard Communication Program

Table of Contents

- 1. Purpose**
- 2. Scope**
- 3. Responsibilities**
- 4. Procedure**
- 5. Safety Information**
- 6. Training Information & Requirements**
- 7. Definitions**

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 Written Hazard Communication Program (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 Hazardous Chemical List (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 Chemical Labeling

4.4.1 Manufacturer/GHS Compliant labeling: 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 Workplace labeling: May be used for process materials and must contain the chemical identity and appropriate hazard warnings.

4.4.3 Portable Container labels: 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.

[illegible]

Date: _____

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TRAINING ATTENDANCE ROSTER HAZARD COMMUNICATION	
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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

- 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

[illegible]

Name of Interpreter, if utilized: _____

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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 general 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: _____

PROGRAM OVERVIEW

JOB HAZARD ANALYSIS (JHA) SAFETY PROGRAM

REGULATORY STANDARD: 29 CFR §1910.132-138

INTRODUCTION

Provides an overview of the process for evaluating job hazards, analyzing the risks associated with tasks and activities in the workplace, and determining the control measures for reducing or eliminating identified risks.

TRAINING

Recommended for most workplaces.

ACTIVITIES

- Ensure hazards of tasks and activities are evaluated and controlled.
- Where required, implement protective equipment and procedures

FORMS

- JHA Form
- JHA Process Examples
- Training Attendance Roster

Table of Contents

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

JOB HAZARD ANALYSIS (JHA) SAFETY PROGRAM

- 1. Purpose.** A job hazard analysis, simply put, is a method to identify existing and/or potential hazards of a job. Each task undergoing a JHA will be studied and each step of the job recorded, so that the entire job process is considered. Hazards (or potential hazards) are then more easily identified, and the best way to reduce or eliminate those hazards can be determined.
- 2. Scope.** Applies to any area where a JHA process may be required (such as the use of highly hazardous chemicals above established quantity thresholds). Job hazard analysis techniques can also be performed in areas where job or task activities may require an evaluation of hazard potential and a determination of protective controls prior to the implementation of Personal Protective Equipment Requirements.

3. Responsibilities

3.1 Management

- 3.1.1 Ensure that all jobs and tasks have been evaluated and hazards appropriately addressed. Where possible, hazards will be controlled before the use of PPE is implemented. Controls include:
 - 3.1.1.1 Elimination of a product or process that generates the hazard
 - 3.1.1.2 Substitution of a non-hazardous or less-hazardous material or chemical
 - 3.1.1.3 Engineering methods such as ventilation or guarding
 - 3.1.1.4 Administrative controls such as procedures or task rotation
- 3.1.2 Select the appropriate controls to reduce or eliminate hazards, based on the types of tasks and activities performed.
- 3.1.3 Write operating procedures for tasks or activities that require controls, or include control requirements in existing work and task procedures.
- 3.1.4 Maintain control measures and equipment.
- 3.1.5 Once control measures have been implemented, review and assess at the one year interval the needs for continued (or additional) use of control measures and their requirements. These assessments should be documented as proof that controls are or are not required for certain tasks or activities. Documentation in the procedure is adequate to fulfill this need, however any specific testing or monitoring results will need to be documented and maintained separately.

3.2 Employees

- 3.2.1 Follow established procedures

- 3.2.2 Assist in providing assessment and documentation of job hazards, as needed or required

3.3 JHA Team

- 3.3.1 Verify the JHA steps and the viability of recommendations
- 3.3.2 Select those corrective actions that will be implemented
- 3.3.3 Track corrective actions to assure they are completed
- 3.3.4 Ensure corrective actions provide the appropriate level of safety and that they do not create additional hazards
- 3.3.5 Determine if procedures, checklists, training, etc require updating based on the recommended corrective actions.

4. Procedure

4.1 Hazard Evaluation and Determination

- 4.1.1 Ensure JHA's have been completed. The JHA should be documented, to facilitate a later review of the process or activity hazards.
 - 4.1.1.1 JHA's shall be performed in all areas to identify hazards that require the use of hazard controls (including PPE requirements). Priority may be given to areas or tasks with higher injury/risk potential.
 - 4.1.1.2 A JHA or other hazard assessment must be completed before any non-routine task (task not evaluated as part of the current hazard assessments) is started and before changes are made to operating procedures and when incidents result from inadequate controls or PPE.

4.2 JHA Process – General

- 4.2.1 Prioritize readily hazardous processes and perform a JHA on these tasks and activities first.
- 4.2.2 Form a team to look at the process (at least two people, frequently more, depending upon the hazards and risks)
- 4.2.3 JHA's are conducted by listing the job steps, determining the hazards presented by each step and determining control methods (including PPE) to use to eliminate or reduce the hazard levels.
- 4.2.4 Corrective actions may be required or recommended, based on the type of task or activities evaluated.

5. Safety Information

5.1 JHA Prioritization

- 5.1.1 JHA's assist in providing early recognition of hazards that may cause an injury or occupational illness, or environmental harm. Although all jobs and tasks should eventually undergo a JHA, any higher hazard jobs should be prioritized to reduce the likelihood of injury or illness.
 - 5.1.1.1 Jobs where injuries have previously occurred, or have a high frequency of injury, illness, environmental harm or equipment damage, should be first priority.
 - 5.1.1.2 Second priority would be jobs that have a high potential for accidents due to the frequent use of hazardous materials or equipment, or those that have a history of "near misses".
 - 5.1.1.3 Third priority would be new jobs or tasks that involve the introduction of new equipment, tools, chemicals or materials, or that have changes in the process of how to perform the job or have regulations that guide the method in which the job is performed.

5.2 JHA Team

- 5.2.1 JHA's should be a team effort and normally involve more than one person. However, in a small business setting, two or three people may be sufficient to perform a JHA.
- 5.2.2 The most experienced person who performs that job should be on the team. This person has the most familiarity with the job, how it is performed, and any hazards associated with the job. Other operators, who may perform the task differently, may also be included, as well as any new operators, who can bring a "fresh set of eyes", and a different perspective, to the JHA.
- 5.2.3 Supervisors are usually included, as they may know of potential workplace changes that can affect the job, and can usually provide any funding needed for JHA recommended changes.
- 5.2.4 Maintenance staff that service and repair any equipment should be included.
- 5.2.5 If available, any technical experts (safety, engineers, environmental specialists, etc) may be included, as they generally have understanding and knowledge of any regulations that may affect the job, and understand how they are implemented.

5.3 Where to Perform a JHA

- 5.3.1 At the workplace, where the job is performed is the best place to perform a JHA. By doing the JHA on-site, no steps will be overlooked, and the workplace conditions (lighting, noise, layout, etc.) can be assessed. Recommendations for changes may be more readily implemented, as well. If possible, the team should watch the job being performed so they can understand the sequence of steps and the significance of each step (what is done, in what order, and why).
- 5.3.2 JHA's can be more limited in scope, as well, and jobs can be reviewed verbally. This is usually done only when the job cannot be performed first, it is not a "routine" job, if it is one part of a larger job sequence, or the workplace conditions are not conducive to observing the job (i.e. dark area, or small workspace).
- 5.3.3 JHA's can also be performed using video surveillance. By using video, there can be better visibility for team members and the task can be viewed many times, slowed down, or even paused for analyzing hazards. However, employees are frequently uncomfortable being videotaped and the video tape is only from one angle, so some hazards may be overlooked.

5.4 Conducting the JHA

- 5.4.1 List the Basic Job Steps - Nearly every job can be broken down into steps. Each step should be observed by the JHA team. The steps should be discussed, so that everyone understands them, and the reasons the steps are included. The steps should be listed in order of performance. (The JHA form at the end of this module can be used for this, or another form of your choosing.) Action words should be used to describe the steps and they should be numbered sequentially.
 - 5.4.1.1 There are typically between 3 and 12 steps in a JHA. If there are fewer, then the scope of the JHA is too broad and some hazards may be overlooked. If there are more than 12 steps then the JHA is too detailed, and the JHA team may get "bogged down" with more detail than they need.
- 5.4.2 Determine the Potential Hazards - Hazards are then determined by asking questions such as:
 - 5.4.2.1 Can the employee receive a strain or sprain due to bending, twisting, lifting while performing any of the steps?
 - 5.4.2.2 Can the employee receive a crushing injury (be caught in, on or between equipment)?
 - 5.4.2.3 Can the employee receive a burn or irritation due to contact with chemicals, heat, or other physical or biological hazards?
 - 5.4.2.4 Could a chemical or material release occur?

5.4.3 List the Existing and Potential Hazards.

5.4.4 Make Recommendations to Reduce/Eliminate or Control Hazards - Where possible, eliminate the hazard, or substitute a non-hazardous material or condition that will achieve quality results. Where hazards can not be eliminated, provide engineering controls (barriers, interlocks, tools, etc.) that can reduce or eliminate hazardous conditions. Administrative control (procedures, training, limit the exposure time, etc) should be applied to the task where elimination and engineering are not feasible. When all the previous controls can not provide hazard reduction, personal protective equipment (PPE) should be considered (i.e., gloves, respirators, specialized clothing, etc.). PPE should be the last control considered. Remember that PPE frequently requires specialized training, cleaning, or maintenance, and records may need to be kept.

5.4.4.1 Make recommendations for every hazard identified, beginning with the first hazard listed. You can make several recommendations for one hazard, bearing in mind that one or more may not be feasible, cost effective or timely. Number each recommendation in accordance with its hazard. Recommendations should be specific (what type of gloves, what specific material will be substituted, etc.). Existing controls may already control or eliminate some hazards, be sure to list these, so they do not get changed and make the hazardous situation worse. Where needed, consider that some regulations require specific types of controls to be put in place, and if they are prescribed they may not be the most feasible or economical to implement.

6. Training and Information

Where needed or required, employees participating in JHA's may require training in the techniques used.

7. Definitions

- *JHA* - A method used to determine the hazards of a particular task or activity.
- *Personal Protective Equipment (PPE)* - Devices worn to protect employees from potential hazards encountered in the workplace.
- *Hazard Assessment* - An evaluation of the workplace to determine if hazards are present (or are likely to be present) which necessitate the use of PPE.

JOB HAZARD ANALYSIS

PAGE __ OF __

JOB OR TASK BEING EVALUATED:

DATE OF ANALYSIS:

JOB HAZARD ANALYSIS TEAM PARTICIPANTS:

STEPS:

POTENTIAL OR EXISTING
HAZARDS:

CORRECTIVE ACTION RECOMMENDATIONS:

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JOB HAZARD ANALYSIS PROCESS EXAMPLE

INTRODUCTION:

A job hazard analysis, simply put, is a method to identify existing and/or potential hazards of a job. Each task undergoing a JHA will be studied and each step of the job recorded, so that the entire job process is considered. Hazards (or potential hazards) are then more easily identified, and the best way to reduce or eliminate those hazards can be determined.

PRIORITIZATION:

A JHA can assist in providing early recognition of hazards that may cause an injury or occupational illness, or environmental harm. Although all jobs and tasks should eventually undergo a JHA, any higher hazard jobs should be prioritized to reduce the likelihood of injury or illness.

Jobs where injuries have previously occurred, or have a high frequency of injury, illness, environmental harm or equipment damage, should be first priority.

Second priority would be jobs that have a high potential for accidents due to the frequent use of hazardous materials or equipment, or those that have a history of "near misses".

Third priority would be new jobs or tasks that involve the introduction of new equipment, tools, chemicals or materials, or that have changes in the process of how to perform the job or have regulations that guide the method in which the job is performed.

WHO DOES A JHA?

JHA's should be a team effort and normally involve more than one person. However, in a small business setting, two or three people may be sufficient to perform a JHA.

The most experienced person who performs that job should be on the team. This person has the most familiarity with the job, how it is performed, and any hazards associated with the job. Other operators, who may perform the task differently, may also be included, as well as any new operators, who can bring a "fresh set of eyes", and a different perspective, to the JHA.

Supervisors are usually included, as they may know of potential workplace changes that can affect the job, and can usually provide any funding needed for JHA recommended changes.

Maintenance staff that service and repair any equipment should be included.

If available, any technical experts (safety, engineers, environmental specialists, etc) may be included, as they generally have understanding and knowledge of any regulations that may affect the job, and understand how they are implemented.

WHERE TO PERFORM A JHA:

At the workplace, where the job is performed is the best place to perform a JHA. By doing the JHA on-site, not steps will be overlooked, and the workplace conditions (lighting, noise, layout, etc.) can be assessed. Recommendations for changes may be more readily implemented, as well. If possible, the team should watch the job being performed so they can understand the sequence of steps and the significance of each step (what is done, in what order, and why).

JHA's can be more limited in scope, as well, and jobs can be reviewed verbally. This is usually done only when the job cannot be performed first, it is not a "routine" job, if it is one part of a larger job sequence, or the workplace conditions are not conducive to observing the job (i.e. dark area, or small workspace).

JHA's can also be performed using video surveillance. By using video, there can be better visibility for team members and the task can be viewed many times, slowed down, or even paused for analyzing hazards. However, employees are frequently uncomfortable being videotaped and the video tape is only from one angle, so some hazards may be overlooked.

CONDUCTING THE JHA - List the Basic Job Steps

Nearly every job can be broken down into steps. Each step should be observed by the JHA team. The steps should be discussed, so that everyone understands them, and the reasons the steps are included. The steps should be listed in order of performance. (The JHA form at the end of this module can be used for this, or another form of your choosing.) Action words should be used to describe the steps and they should be numbered sequentially.

Determine the Potential Hazards:

Hazards are then determined by asking questions such as:

1. Can the operator receive a strain or sprain due to bending, twisting, and lifting while performing any of the steps?
2. Can the operator receive a crushing injury being caught in, on or between equipment?
3. Can they receive a burn or irritation due to contact with chemicals, heat, or other physical or biological hazards?
4. Could a chemical or material release occur?

EXAMPLE 2 - Swing Grinder. The following picture details a swing grinding operation.



Based on what is shown in the picture, follow the steps to complete a JHA.

The first step is to list the tasks involved in the swing grinding operation.

1. Remove any potential fire hazards and combustibles from the area
2. Inspect the grinder to assure it is in good operating condition
3. Assure all castings and materials to be ground are accessible, but out of way of any direct hazards
4. Double check the grinding wheel to assure it is the proper size and strength to perform the operation
5. Put on Personal Protective Equipment
6. Turn grinder on
7. Grind castings

The second step of the JHA is to ask the questions about existing or potential hazards. Noise, Fire, body strain, burns, vibration, dust, fumes, light, flying particles are just a few hazards that are apparent from the picture. Each of these hazards is associated with one or more of the steps involved in the swing grinding operation. They should be listed and numbered accordingly:

- 1a) Body strain from lifting/twisting
- 1b) Potential fire if materials are not moved
- 2a) Operator getting caught in a pinch point
- 2b) Body strain from lifting grinder
- 2c) Dust or particles in eye from previous activity or unkempt workplace
- 2d) Potential for breaking grinding wheel if inspection is not performed or performed improperly
- 3a) Wasted energy to start and stop grinder if materials are not accessible
- 3b) Potential fire or tripping hazard if materials are in the way.
- 4a) Potential to break grinding wheel if improper size or type for operation
- 5a) Hearing loss from excessive noise
- 5b) Burns from grinding dust and sparks
- 5c) Body strain from lifting, movement while grinding and/or vibration
- 5d) Dust or particles in eye
- 6a) Potential for breaking grinding wheel if inspection is not performed or performed improperly
- 7a) Body strain from lifting/twisting
- 7b) Potential fire if materials are not moved
- 7c) Operator getting caught in a pinch point, or laceration from contact with grinding surface
- 7d) Dust or particles in eye from previous activity or unkempt workplace
- 7e) Potential for breaking grinding wheel if inspection is not performed or performed improperly
- 7f) Wasted energy to start and stop grinder if materials are not accessible
- 7g) Potential fire or tripping hazard if materials are in the way.
- 7h) Hearing loss from excessive noise
- 7i) Burns from grinding dust and sparks
- 7j) Body strain from lifting, movement while grinding and/or vibration
- 7k) Dust or particles in eye

The next step is to make the recommendations to reduce or eliminate the existing or potential hazards:

- 1a1) Assure operator is trained in how to lift/twist without injury
- 1a2) Assure operator has the strength/capability of operating the grinder
- 1b1) Have a checklist or other system to assure materials are moved to their correct distance or location. The operator must check off the items on the list prior to beginning the operation.
- 1b2) Assure that materials to be ground are in non-combustible containers
- 2a1) Assure that pinch points are properly guarded.
- 2a2) Assure that operator is aware of where pinch points are.
- 2b1) Assure operator is trained in how to lift/twist without injury
- 2b2) Assure operator has the strength/capability of operating the grinder
- 2c1) Assure proper eye protection (full face shield or welding mask)
- 2c2) Assure housekeeping is performed after each grinding operation, as needed between grinding operations and as needed during grinding operations to reduce or eliminate dust from area.
- 2d1) Assure operator or other appropriate individual performs appropriate inspection(s) prior to each grinding operation or weekly, whichever is more frequent. (The inspection can be part of the checklist in 1b1.)
- 3a1) Have a checklist or other system to assure materials are moved to their correct distance or location. The operator must check off the items on the list prior to beginning the operation.
- 3b1) Have a checklist or other system to assure materials are moved to their correct distance or location. The operator must check off the items on the list prior to beginning the operation.
- 3b2) Assure appropriate fire protection systems are in place and operational.
- 4a1) Assure operator or other appropriate individual performs appropriate inspection(s) prior to each grinding operation or weekly, whichever is more frequent. (The inspection can be part of the checklist in 1b1.)
- 4a2) Assure proper eye protection (full face shield or welding mask)
- 5a1) Assure proper hearing protection is used by operator and any other exposed people.
- 5a2) Assure noise levels require hearing protection
- 5a3) Assure grinder is operating at appropriate velocity and parts are secured to reduce vibration, noise and potential for breakage.
- 5b1) Assure proper clothing (long pants, long sleeve shirts, leggings and/or protective sleeves, and gloves) are worn during operation.
- 5c1) Assure operator is trained in how to lift/twist without injury
- 5c2) Assure operator has the strength/capability of operating the grinder
- 5c3) Assure grinder is operating at appropriate velocity and parts are properly secured to reduce vibration.
- 5d1) Assure proper eye protection (full face shield or welding mask)
- 5d2) Assure housekeeping is performed after each grinding operation, as needed between grinding operations and as needed during grinding operations to reduce or eliminate dust from area.

6a1) Assure operator or other appropriate individual performs appropriate inspection(s) prior to each grinding operation

6a2) Assure grinder is operating at appropriate velocity and parts are properly secured to reduce vibration.

7a1) Assure operator is trained in how to lift/twist without injury

7a2) Assure operator has the strength/capability of operating the grinder

7b1) Use a checklist before operations to assure materials are moved to their correct distance or location.

7b2) Assure appropriate fire protection systems are in place and operational.

7b3) Assure housekeeping is performed after and as needed between grinding operations to reduce or eliminate dust from area.

7c1) Assure that pinch points are properly guarded.

7c2) Assure that operator is aware of where pinch points are.

7c3) Assure that protective clothing (long pants, long sleeve shirts, leggings and/or protective sleeves, and gloves) are worn.

7d1) Assure proper eye protection (full face shield or welding mask)

7d2) Assure housekeeping is performed after and as needed between grinding operations and to reduce or eliminate dust from area.

7e1) Assure operator or other appropriate individual performs appropriate inspection(s) prior to each grinding operation

7e2) Assure grinder is operating at appropriate velocity and parts are secured to reduce vibration, noise and potential for breakage.

7e3) Assure grinding wheel is properly guarded.

7e4) Assure materials are properly secured during grinding.

7f1) Use a checklist before operations to assure materials are moved to their correct distance or location.

7g1) Use a checklist before operations to assure materials are moved to their correct distance or location.

7h1) Assure proper hearing protection is used by operator and any other exposed people.

7h2) Assure noise levels require hearing protection

7h3) Assure grinder is operating at appropriate velocity and parts are secured to reduce vibration, noise and potential for breakage.

7i1) Assure that proper protective clothing (long pants, long sleeve shirts, leggings and/or protective sleeves, and gloves) are worn.

7i2) Assure proper eye protection (full face shield or welding mask)

7i3) Assure housekeeping is performed after and as needed between grinding operations and to reduce or eliminate dust from area.

7i4) Assure proper eye protection (full face shield or welding mask)

7j1) Assure grinder is operating at appropriate velocity and parts are secured to reduce vibration, noise and potential for breakage.

7j2) Assure operator is trained in how to lift/twist without injury

7j3) Assure operator has the strength/capability of operating the grinder

7k1) Assure proper eye protection (full face shield or welding mask)

7k2) Assure housekeeping is performed after and as needed between grinding operations to reduce or eliminate dust from area.

All this information should be placed on the JHA form in the appropriate space. The end result will look like this:

EXAMPLE 2 - Swing Grinder:

JOB HAZARD ANALYSIS		PAGE 1 OF 5
JOB OR TASK BEING EVALUATED: <i>Swing Grinding Operation</i>		DATE OF ANALYSIS: <i>July, 2004</i>
JOB HAZARD ANALYSIS TEAM PARTICIPANTS: <i>Jim Grinder, Jane Doe</i>		
STEP(S)	POTENTIAL OR EXISTING HAZARD(S)	CORRECTIVE ACTION RECOMMENDATIONS
1. Remove any potential fire hazards and combustibles from the area	1a) Body strain from lifting/twisting	1a1) Assure operator is trained in how to lift/twist without injury
		1a2) Assure operator has the strength/capability of operating the grinder
	1b) Potential fire if materials are not moved	1b1) Have a checklist or other system to assure materials are moved to their correct distance or location. The operator must check off the items on the list prior to beginning the operation.
		1b2) Assure that materials to be ground are in non-combustible containers
2. Inspect the grinder to assure it is in good operating condition	2a) Operator getting caught in a pinch point	2a1) Assure that pinch points are properly guarded.
		2a2) Assure that operator is aware of where pinch points are.
	2b) Body strain from lifting grinder	2b1) Assure operator is trained in how to lift/twist without injury
		2b2) Assure operator has the strength/capability of operating the grinder
	2c) Dust or particles in eye from previous activity or unkempt workplace	2c1) Assure proper eye protection (full face shield or welding mask)
		2c2) Assure housekeeping is performed after each grinding operation, as needed between grinding operations and as needed during grinding operations to reduce or eliminate dust from area.

JOB HAZARD ANALYSIS

**PAGE 2
OF 5**

STEP(S)	POTENTIAL OR EXISTING HAZARD(S)	CORRECTIVE ACTION RECOMMENDATIONS
	2d) Potential for breaking grinding wheel if inspection is not performed or performed improperly	2d1) Assure operator or other appropriate individual performs appropriate inspection(s) prior to each grinding operation or weekly, whichever is more frequent. (The inspection can be part of the checklist in 1b1.)
3. Assure all castings and materials to be ground are accessible, but out of way of any direct hazards	3a) Wasted energy to start and stop grinder if materials are not accessible	3a1) Have a checklist or other system to assure materials are moved to their correct distance or location. The operator must check off the items on the list prior to beginning the operation.
	3b) Potential fire or tripping hazard if materials are in the way.	3b1) Have a checklist or other system to assure materials are moved to their correct distance or location. The operator must check off the items on the list prior to beginning the operation.
		3b2) Assure appropriate fire protection systems are in place and operational.
4. Double check the grinding wheel to assure is it the proper size and strength to perform the operation	4a) Potential to break grinding wheel if improper size or type for operation	4a1) Assure operator or other appropriate individual performs appropriate inspection(s) prior to each grinding operation or weekly, whichever is more frequent. (The inspection can be part of the checklist in 1b1.)
		4a2) Assure proper eye protection (full face shield or welding mask)
5. Put on Personal Protective Equipment	5a) Hearing loss from excessive noise	5a1) Assure proper hearing protection is used by operator and any other exposed people.
		5a2) Assure noise levels require hearing protection
		5a3) Assure grinder is operating at appropriate velocity and parts are properly secured to reduce vibration, noise and potential for breakage.
	5b) Burns from grinding dust and sparks	5b1) Assure proper clothing (long pants, long sleeve shirts, leggings and/or protective sleeves, and gloves) are worn during operation.

JOB HAZARD ANALYSIS

**PAGE 3
OF 5**

STEP(S)	POTENTIAL OR EXISTING HAZARD(S)	CORRECTIVE ACTION RECOMMENDATIONS
	5c) Body strain from lifting, movement while grinding and/or vibration	5c1) Assure operator is trained in how to lift/twist without injury
		5c2) Assure operator has the strength/capability of operating the grinder
		5c3) Assure grinder is operating at appropriate velocity and parts are properly secured to reduce vibration.
	5d) Dust or particles in eye	5d1) Assure proper eye protection (full face shield or welding mask)
		5d2) Assure housekeeping is performed after each grinding operation, as needed between grinding operations and as needed during grinding operations to reduce or eliminate dust from area.
6. Turn grinder on	6a) Potential for breaking grinding wheel if inspection is not performed or performed improperly	6a1) Assure operator or other appropriate individual performs appropriate inspection(s) prior to each grinding operation or weekly, whichever is more frequent. (The inspection can be part of the checklist in 1b1.)
		6a2) Assure grinder is operating at appropriate velocity and parts are properly secured to reduce vibration.
7. Grind castings	7a) Body strain from lifting/twisting	7a1) Assure operator is trained in how to lift/twist without injury
		7a2) Assure operator has the strength/capability of operating the grinder
	7b) Potential fire if materials are not moved	7b1) Have a checklist or other system to assure materials are moved to their correct distance or location. The operator must check off the items on the list prior to beginning the operation.
		7b2) Assure appropriate fire protection systems are in place and operational.
		7b3) Assure housekeeping is performed after each grinding operation, as needed between grinding operations and as needed during grinding operations to reduce or eliminate dust from area.

JOB HAZARD ANALYSIS

**PAGE 4
OF 5**

STEP(S)	POTENTIAL OR EXISTING HAZARD(S)	CORRECTIVE ACTION RECOMMENDATIONS
	7c) Operator getting caught in a pinch point, or laceration from contact with grinding surface	7c1) Assure that pinch points are properly guarded.
		7c2) Assure that operator is aware of where pinch points are.
		7c3) Assure that proper protective clothing (long pants, long sleeve shirts, leggings and/or protective sleeves, and gloves) are worn during operation.
	7d) Dust or particles in eye from previous activity or unkempt workplace	7d1) Assure proper eye protection (full face shield or welding mask)
		7d2) Assure housekeeping is performed after each grinding operation, as needed between grinding operations and as needed during grinding operations to reduce or eliminate dust from area.
	7e) Potential for breaking grinding wheel if inspection is not performed or performed improperly	7e1) Assure operator or other appropriate individual performs appropriate inspection(s) prior to each grinding operation or weekly, whichever is more frequent. (The inspection can be part of the checklist in 1b1.)
		7e2) Assure grinder is operating at appropriate velocity and parts are properly secured to reduce vibration, noise and potential for breakage.
		7e3) Assure grinding wheel is properly guarded.
		7e4) Assure materials are properly secured during grinding.
	7f) Wasted energy to start and stop grinder if materials are not accessible	7f1) Have a checklist or other system to assure materials are moved to their correct distance or location. The operator must check off the items on the list prior to beginning the operation.
	7g) Potential fire or tripping hazard if materials are in the way.	7g1) Have a checklist or other system to assure materials are moved to their correct distance or location. The operator must check off the items on the list prior to beginning the operation.

JOB HAZARD ANALYSIS

**PAGE 5
OF 5**

STEP(S)	POTENTIAL OR EXISTING HAZARD(S)	CORRECTIVE ACTION RECOMMENDATIONS
	7h) Hearing loss from excessive noise	7h1) Assure proper hearing protection is used by operator and any other exposed people.
		7h2) Assure noise levels require hearing protection
		7h3) Assure grinder is operating at appropriate velocity and parts are properly secured to reduce vibration, noise and potential for breakage.
	7i) Burns from grinding dust and sparks	7i1) Assure that proper protective clothing (long pants, long sleeve shirts, leggings and/or protective sleeves, and gloves) are worn during operation.
		7i2) Assure proper eye protection (full face shield or welding mask)
		7i3) Assure housekeeping is performed after each grinding operation, as needed between grinding operations and as needed during grinding operations to reduce or eliminate dust from area.
		7i4) Assure proper eye protection (full face shield or welding mask)
	7j) Body strain from lifting, movement while grinding and/or vibration	7j1) Assure grinder is operating at appropriate velocity and parts are properly secured to reduce vibration, noise and potential for breakage.
		7j2) Assure operator is trained in how to lift/twist without injury
		7j3) Assure operator has the strength/capability of operating the grinder
	7k) Dust or particles in eye	7k1) Assure proper eye protection (full face shield or welding mask)
		7k2) Assure housekeeping is performed after each grinding operation, as needed between grinding operations and as needed during grinding operations to reduce or eliminate dust from area.

JHA COMPLETION:

Supervisors or managers, and/or the JHA team are responsible for:

1. Verifying the JHA steps and the viability of recommendations
2. Selecting those corrective actions that will be implemented
3. Tracking corrective actions to assure they are completed
4. Ensuring corrective actions provide the appropriate level of safety and that they do not create additional hazards
5. Determining if procedures, checklists, training, etc require updating based on the recommended corrective actions.

SUMMARY:

JHA's can be useful tools, especially when hazards may not be easily identifiable. By performing JHA's, a company can improve their safety performance, potentially reduce operating costs and keep employees involved in the safety process.

TRAINING ATTENDANCE ROSTER	
JOB HAZARD ANALYSIS	

Job Hazard Analysis Training Includes:

- What is a JHA
- What is required and who performs the JHA
- General process
- The forms used
- Eliminating or reducing hazards

- Job Hazard Analysis Training Includes:***
- What is a JHA
 - What is required and who performs the JHA
 - General process
 - The forms used
 - Eliminating or reducing hazards

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

[illegible]

Name of Interpreter, if utilized: _____

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PROGRAM OVERVIEW

OSHA RECORDKEEPING SAFETY PROGRAM

REGULATORY STANDARD - OSHA - 29 CFR 1904

INTRODUCTION

The OSHA Recordkeeping Standard requires certain industry segments with greater than 10 employees to evaluate workplace injuries and illnesses, and mandates these employers to collect, compile, retain, analyze and communicate this information to employees. This program establishes criteria for logging occupational injuries or illnesses, posting the annual summary and record retention.

TRAINING

Recommended that for supervisors and managers to assist in determining what is recordable.

ACTIVITIES

- 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
- Maintain appropriate records: OSHA 300, 300A, and 301 (or equivalent) forms
- Supply the records and documentation to OSHA, as needed or required
- Post appropriate summaries of the OSHA recordkeeping forms
- Electronically submit injury and illness data to OSHA, as required
- Encourage employees to report any incidents (injuries, illnesses, and near-miss incidents)
- Report the contents and summaries of these documents upon being notified in writing by the Bureau of Labor Statistics that the employer has been selected to participate in a statistical survey of occupational injuries and illnesses
- Retain log and summary of all recordable occupational injuries and illnesses (OSHA 300 and OSHA 300A or equivalent) for 5 years

FORMS

- Certain High-Risk Industries List
- OSHA 300 Form
- OSHA 300A Form
- OSHA 301 Form
- Training attendance roster

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- 1. Purpose**
- 2. Scope**
- 3. Responsibilities**
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- 5. Safety Information**
- 6. Training and Information**
- 7. Definitions**

OSHA RECORDKEEPING SAFETY PROGRAM

1. **Purpose.** Records are required to be kept by most employers that indicate the number, types and severity of work related injuries, illnesses and fatalities. The OSHA Recordkeeping Safety Program is designed to assist the company in compliance with the requirements of 29CFR1904 (OSHA's Recordkeeping Standard). The company will review and evaluate this safety program:

- 1.1 When changes occur to 29 CFR 1904 that prompt revision of this document.

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

2. **Scope.** The OSHA Recordkeeping Safety Program applies to all facilities and job sites where company employees work.

3. **Responsibilities**

- 3.1 Management/Supervisors

- 3.1.1 Maintain appropriate records.

- 3.1.2 Supply the records and documentation to OSHA, as needed or required.

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

- 3.1.4 Post the 300A form.

- 3.1.5 Encourage employees to report any incidents (injuries, illnesses, property damage, and near-miss incidents).

- 3.2 Employees

- 3.2.1 Report any work related injuries or illnesses immediately to management or your supervisor.

4. Procedure

4.1 General Recordkeeping Requirements

4.1.1 Companies with eleven (11) or more employees at any time during the calendar year must comply with the provisions of the recordkeeping standard (29 CFR 1904).

4.1.2 The company will maintain a log of occupational injuries and illnesses on the required OSHA 300, 300A and 301 (or equivalent) forms.

4.1.2.1 The company will report the contents and summaries of these documents upon being notified in writing by the Bureau of Labor Statistics that the employer has been selected to participate in a statistical survey of occupational injuries and illnesses.

4.2 Log and Summary of Occupational Injuries and Illnesses (OSHA 300). The log will be used for classifying occupational injuries and illnesses, and for noting the extent of each case. The log shows when the occupational injury or illness occurred, to whom, the regular job of the injured or ill person at the time of the injury or illness exposure, the department or area in which the person was employed, the type of injury or illness, how much time was lost, whether the case resulted in a fatality, etc. The company will:

4.2.1 Maintain a log and summary of all recordable occupational injuries and illnesses by calendar year, each year. Past logs must be maintained for 5 years, after which they may be discarded.

- Each year's form will be updated to include newly discovered cases and to reflect changes that occur in recorded cases after the end of the calendar year. If, during the 5-year retention period, there is a change in the extent or outcome of an injury or illness which affects an entry on a previous year's log, then the first entry will be lined out and a corrected entry made on that log. New entries for previously unrecorded cases that are discovered will also be documented. Log totals will also be modified to reflect these changes.

4.2.2 Enter each recordable injury and illness on the log and summary as early as practicable but no later than 7 working days after receiving information that a recordable injury or illness has occurred. For this purpose OSHA Form No. 300 or an equivalent document will be used. The log and summary will be completed in the detail provided in the form and instructions on form OSHA 300.

4.2.3 If the company elects to maintain the log of occupational injuries and illnesses at a place other than the main facility or by means of data-processing equipment, or both, it will meet the following criteria:

- 4.2.3.1 There will be available at the place where the log is maintained sufficient information to complete the log to a date within 7 working days after receiving information that a recordable case has occurred.
- 4.2.3.2 At each facility there will be available a copy of the log which reflects separately the injury and illness experience of that establishment complete and current to a date within 45 calendar days.

4.3 Supplementary Record (OSHA 301)

In addition to the log of occupational injuries and illnesses (OSHA 300) the company will have (within 7 working days after receiving information that a recordable case has occurred) a supplementary record for each occupational injury or illness for that establishment. The record will be completed in the detail prescribed in the instructions accompanying Occupational Safety and Health Administration OSHA Form 301. Workmen's compensation, insurance, or other alternative records (provided they contain the information required by OSHA Form 301) are acceptable substitutes.

4.4 Annual Summary

The company will post an annual summary of occupational injuries and illnesses for each facility under our control. This summary will consist of a copy of the year's totals from the form OSHA 300 and the following information from that 300 form:

- Calendar year covered.
- Company name and establishment address.
- Verification signature, title, and date.
- A form OSHA No. 300-A will be used in presenting the summary. If no injuries or illnesses occurred in the year, zeros will be entered on the total line, and the form posted.
- The summary will be completed by February 1 of each calendar year. Management, or the officer or employee of the employer who supervises the preparation of the log and summary of occupational injuries and illnesses, will verify that the annual summary of occupational injuries and illnesses is true and complete. The verification will be accomplished by affixing their signature, attesting that the summary is true and complete.

- The company will post a copy of the establishment's summary (OSHA Form 300A) in each facility in a place accessible to employees and in a location where employees would normally look for such information. The summary covering the previous calendar year will be posted no later than February 1 and will remain in place until April 30. For employees who do not primarily report or work at a fixed site belonging to the company, or who do not report to any fixed site on a regular basis, we will satisfy this posting requirement by presenting or mailing a copy of the summary during the month of February of the following year to each such employee who receives pay during that month.
- 4.5 Some employers are required to submit workplace injuries and illnesses information to OSHA electronically annually, on OSHA's website OSHA.GOV.
- Employers with 250 or more employees that are currently required to keep OSHA injury and illness records must electronically submit information from OSHA Forms 300 — Log of Work-Related Injuries and Illnesses, 300A — Summary of Work-Related Injuries and Illnesses, and 301 — Injury and Illness Incident Report.
 - Employers with 20-249 employees that are classified in certain high-risk industries must electronically submit information from OSHA Form 300A. The certain high-risk industries are listed on the Certain High-Risk Industries List.

5. Safety Information

- 5.1 Records Retention. Records maintained by the company will be retained for the following time periods following the end of the year to which they relate.
- 5.1.1 Log and summary of all recordable occupational injuries and illnesses (OSHA 300 and OSHA 300A or equivalent). Retained for 5 years.
 - 5.1.2 Supplementary records (OSHA 301 or equivalent) for each occupational injury or illness for this facility. Retained for 5 years.
 - 5.1.3 Employee exposure and medical records for company employees. Retained for the duration of employment plus an additional 30 years.
 - 5.1.4 Noise exposure measurement records. Retained for the duration of employment plus an additional 30 years.
 - 5.1.5 Audiometric test records. Retained for the duration of the affected employee's employment.
- 5.2 Access to Records. The company will provide, upon request, these established records, for inspection and copying by any representative of OSHA or the DOL (or state equivalent agencies) for the purpose of carrying out the provisions of the OSHA act, and for statistical compilation.

- 5.2.1 The log and summary of all recordable occupational injuries and illnesses (OSHA No. 300) will, upon request, be made available to any employee, former employee, and to their representatives for examination and copying in a reasonable manner and at reasonable times. The employee, former employee, and their representatives will have access to the log for any establishment in which the employee is or has been employed.
- 5.3 Reporting of Fatality or Work Related inpatient hospitalization, amputation, or loss of an eye. Within 8 hours after a fatality or within 24 hours of work related inpatient hospitalization, amputation, or loss of an eye, the company will report the accident by telephone. The report will relate the circumstances of the accident, the number of fatalities, and the extent of any injuries. It is understood that the Area OSHA Director may require such additional reports, in writing or otherwise, as he deems necessary concerning the accident. This report is to be made to the nearest office of the Occupational Safety and Health Administration. You may also use the OSHA toll free central number 1-800-321-6742. A listing of the current offices can be accessed on the OSHA website (www.OSHA.gov).
- 5.4 Change of Ownership. In the event a change of company ownership should occur, the company will notify the buyers of the requirement to preserve those records of the prior ownership, if any are required to be maintained.
- 5.5 Petitions for Recordkeeping Exceptions. In the event the company chooses to maintain records in a manner different from that required, the company will submit a petition containing the information specified by the Regional Commissioner of the Bureau of Labor Statistics in our region.
- 5.6 Employees Not In Fixed Establishments. Recording requirements for company employees engaged in physically dispersed operations (such as construction, installation, repair or service activities) who do not report to any fixed company establishment on a regular basis but are subject to common supervision will be satisfied by:
- 5.6.1 Maintaining the required records for each operation or group of operations which is subject to common supervision (field superintendent, field supervisor, etc.) in the main office of the company.
- 5.6.2 Having the address and telephone number of the main office available at each worksite.
- 5.6.3 Having personnel available at the main office during normal business hours to provide information from the records maintained there by telephone and by mail.

5.7 Statistical Safety Program. The company will comply with all requirements to maintain, provide, and use statistical summaries. Upon receipt of an Occupational Injury and Illnesses Survey Form, the company will promptly complete the form in accordance with the instructions contained therein, and return it in accordance with the instructions.

5.8 Recordable Classification

5.8.1 Case analysis. The following decision logic will be followed:

5.8.1.1 Determine whether a case occurred (death, injury, illness).

5.8.1.2 Establish that the case was work related.

- Case resulting from an event or exposure in the work environment. In addition to the physical location, equipment or materials used in the course of an employee's work are also considered part of the employee's work environment.
- Case resulting from an event or exposure in other locations where employees are engaged in work-related activities or are present as a condition of their employment.

5.8.1.3 Establishing that the case was not work related.

- The case will be considered not work related when an employee is off duty on our premises as a member of the general public and not as an employee.
- The case will be considered not work related when an employee has symptoms that merely surface on company premises, but are the result of a non-work related event or exposure off the premises.

5.8.1.3 Determining if the case is an illness or injury.

- Illness cases. Illnesses usually result from a long-term exposures or cases where the illness does not develop as the result of an instantaneous event. This concept of illness includes acute illnesses which result from exposures of relatively short duration.
- Injury cases. Injuries are only required to be recorded when they require medical attention (other than first aid). Injuries are usually caused by instantaneous events in the work environment. Cases resulting from anything other than instantaneous events are considered illnesses.

- Recordable case. If the case is an injury, decide if it is recordable. The following criteria will be used as a basis for recordability. The case will be recorded if the employee has:
 - A work related injury.
 - Medical treatment other than first aid.
 - Has a loss of consciousness.
 - Experiences restriction of work or motion.
 - Been transferred to another job.

5.8.1.4.1 Illness case. Generally, occupationally induced illness should be recorded as a separate entry on the OSHA 300 (or equivalent) log. However, certain illnesses, such as silicosis, may have prolonged effects which recur over time. The recurrence of these symptoms will not be recorded as new cases on the OSHA forms. The recurrence of symptoms of previous illness may require adjustments of entries on the log for previously recorded illnesses to reflect possible change in the extent or outcome of the particular case. Where it is unclear where an entry should be made, contact the company Safety Officer or the local OSHA office to obtain advice for proper annotation.

5.8.2 Categories for Evaluating the Extent of Recordable cases. Once the company decides that a recordable injury or illness has occurred, the case must be evaluated to determine its extent or outcome. There are three categories that OSHA recognizes as recordable cases. Every recordable case will be placed in only one of the following categories:

5.8.2.1 Fatalities. All work fatalities must be recorded, regardless of the time between the injury and the death, or the length of the illness.

5.8.2.2 Lost Workday cases. Lost workday cases will be determined to have occurred when the injured or ill employee experiences either days away from work, days of restricted work activity, or both, for days after the date of the incident. Record the actual number of days away or of restricted work after the date of injury. Note that if a physician requires a set number of days for the employee to be out of work, that number of days must be recorded on the log, even if the employee returns to work earlier than recommended by the physician. Include any weekends (or normally scheduled days off) in the count, if the employee was scheduled to work the next business day and does not report to work. No more than 180 days should be logged, regardless if the employee loses additional time.

- 5.8.2.3 Cases not resulting in death or lost workdays. These cases consist of the relatively less serious injuries and illnesses which satisfy the criteria for recordability but which do not result in death or require the affected employee to have days away from work or days of restricted work activity beyond the date of injury or onset of illness.

6. Training and Information

None at this time.

7. Definitions.

- *DOL* – U.S. Department of Labor
- *Fatality* – an incident that results in death
- *Hospitalization* – admittance to a hospital or similar facility where employees are provided with medical care and treatment. Emergency room visits are not considered hospitalization
- *Incident* – an unintended event in the workplace
- *Injury* – an incident that results in a detrimental physical effect to an employee
- *Illness* – an incident that results in an acute or chronic health effect to an employee
- *Near-miss Incident* – an incident that could have resulted in an injury, illness or fatality, but did not
- *OSHA* – U.S. Occupational Safety and Health Administration
- *Property Damage* – an incident that results in damage to buildings, structures, equipment, tools or other tangible assets of the company

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Certain High-Risk Industries List

The following industries with 20 to 249 employees must submit injury and illness summary (Form 300A) data to OSHA electronically.

NAICS	INDUSTRY	NAICS	INDUSTRY
11	Agriculture, forestry, fishing and hunting	5152	Cable and other subscription programming
22	Utilities	5311	Lessors of real estate
23	Construction	5321	Automotive equipment rental and leasing
31-33	Manufacturing	5322	Consumer goods rental
42	Wholesale trade	5323	General rental centers
4413	Automotive parts, accessories, and tire stores	5617	Services to buildings and dwellings
4421	Furniture stores	5621	Waste collection
4422	Home furnishings stores	5622	Waste treatment and disposal
4441	Building material and supplies dealers	5629	Remediation and other waste management services
4442	Lawn and garden equipment and supplies stores	6219	Other ambulatory health care services
4451	Grocery stores	6221	General medical and surgical hospitals
4452	Specialty food stores	6222	Psychiatric and substance abuse hospitals
4521	Department stores	6223	Specialty (except psychiatric and substance abuse) hospitals
4529	Other general merchandise stores	6231	Nursing care facilities
4533	Used merchandise stores	6232	Residential mental retardation, mental health and substance abuse facilities
4542	Vending machine operators	6233	Community care facilities for the elderly
4543	Direct selling establishments	6239	Other residential care facilities
4811	Scheduled air transportation	6242	Community food and housing, and emergency and other relief services
4841	General freight trucking	6243	Vocational rehabilitation services
4842	Specialized freight trucking	7111	Performing arts companies
4851	Urban transit systems	7112	Spectator sports
4852	Interurban and rural bus transportation	7121	Museums, historical sites, and similar institutions
4853	Taxi and limousine service	7131	Amusement parks and arcades
4854	School and employee bus transportation	7132	Gambling industries
4855	Charter bus industry	7211	Traveler accommodation
4859	Other transit and ground passenger transportation	7212	RV (recreational vehicle) parks and recreational camps
4871	Scenic and sightseeing transportation, land	7213	Rooming and boarding houses
4881	Support activities for air transportation	7223	Special food services
4882	Support activities for rail transportation	8113	Commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance
4883	Support activities for water transportation	8123	Dry-cleaning and laundry services
4884	Support activities for road transportation		
4889	Other support activities for transportation		
4911	Postal service		
4921	Couriers and express delivery services		
4922	Local messengers and local delivery		
4931	Warehousing and storage		

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Log of Work-Related Injuries and Illnesses

Year _____

U.S. Department of Labor
Occupational Safety and Health Administration

The logo of the U.S. Department of Labor, featuring a stylized diamond shape composed of concentric lines and a central star.

Form approved OMB no. 1218-0176

City _____ State _____

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page 1 of 1

Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
(1)	(2)	(3)	(4)	(5)	(6)

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OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types

Total number of... (M)	
(1) Injury	(4) Poisoning
(2) Skin Disorder	(5) Hearing Loss
(3) Respiratory Condition	(6) All Other Illnesses

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name _____
Street _____
City _____ State _____ Zip _____
Industry description (e.g., Manufacture of motor truck trailers) _____
Standard Industrial Classification (SIC), if known (e.g., SIC 3715) _____

OR North American Industrial Classification (NAICS), if known (e.g., 336212) _____

Employment information

Annual average number of employees _____
Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive Title

Phone Date

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OSHA's Form 301

Injuries and Illnesses Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____
Title _____
Phone _____ Date _____

Information about the employee

- 1) Full Name _____
- 2) Street _____
City _____ State _____ Zip _____
- 3) Date of birth _____
- 4) Date hired _____
- 5) ☐ Male
☐ Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional

- 7) If treatment was given away from the worksite, where was it given?
Facility _____
Street _____
City _____ State _____ Zip _____

- 8) Was employee treated in an emergency room?
☐ Yes
☐ No
- 9) Was employee hospitalized overnight as an in-patient?
☐ Yes
☐ No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness _____
- 12) Time employee began work _____ AM/PM
- 13) Time of event _____ AM/PM ☐ Check if time cannot be determined
- 14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) **What happened?** Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain", or "sore." Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) **What object or substance directly harmed the employee?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
- 18) **If the employee died, when did death occur?** Date of death _____

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

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TRAINING ATTENDANCE ROSTER	
OSHA RECORDKEEPING	

OSHA Recordkeeping Training Includes:

- **Overview of Forms**
- **Determining Recordability**
- **What is Medical Treatment and First Aid**
- **Counting the Days**
- **Privacy**
- **Reporting to OSHA and the BLS**

- OSHA Recordkeeping Training Includes:**
- **Overview of Forms**
 - **Determining Recordability**
 - **What is Medical Treatment and First Aid**
 - **Counting the Days**
 - **Privacy**
 - **Reporting to OSHA and the BLS**

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

[illegible]

Name of Interpreter, if utilized: _____

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**CALIFORNIA
OSHA RECORDKEEPING
Additional Requirements**

REPORTING WORK RELATED FATALITIES AND SERIOUS INJURIES – 8 CCR 342

- All fatal and serious injuries must be reported within 8 hours.
(In very limited circumstances must be reported with 24 hours)
- Failure to do so will result in automatic \$5,000 fine.
- Serious injury or illness is when:
 - An employee suffers a “loss of any member of the body”.
 - An employee suffers a “serious degree of permanent disfigurement”.
 - An employee receives “inpatient hospitalization for a period in excess of 24 hours for other than medical observation”.

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**Personal Protective
Equipment**

PROGRAM OVERVIEW

PERSONAL PROTECTIVE EQUIPMENT SAFETY PROGRAM

REGULATORY STANDARD: 29 CFR §1910.132-138

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

Table of Contents

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

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 expose 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
 - 5.2.4.2.1 Hard Hats - There are two types and three classes of hard hats. The type and class used or required at the facility or site will be documented based on the hazards.
 - 5.2.4.2.2 Bump Caps - Provide protection from impact against stationary objects but do NOT protect against impact or penetration from falling objects or electrical shock hazards.
 - 5.2.4.2.3 Welding Helmets - Provide protection against ultraviolet, infrared, and visible radiation sources during welding operations.
 - 5.2.4.2.4 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:
 - 5.2.5.4.5 Employees are exposed to noise levels equal or exceed an 8 hour time weighted average of 90 dba.
 - 5.2.5.4.6 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.

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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:

Body Protection: Chemical Apron, Arm/Sleeve Protection, Fire Resistive Clothing, Welding Apron, Tyvek Suits

Eye/Face Protection: Safety Glasses w/ Side shields, Goggles, Face Shield, Welding Shield

Fall Protection: PFAS, Lanyard, Harness

Foot Protection: Work Boots, Steel-toe shoes, Metatarsal Guards, Leather slip resistant shoes

Hearing Protection: Ear Muffs, Ear Plugs, Canal Caps

Head Protection: Bump Caps, Hard Hat, Hair nets

Hand Protection: Neoprene Gloves, Nitrile Gloves, Electrical Gloves, Heat Resistant Gloves, Leather Gloves

Respiratory Protection: Dust Mask, Cartridge Respirator, SCBA/Airline Respirator

Examples of Hazards (add more specifics to facility operations):

Flying debris

Chemical splash

Welding sparks

High heat

Sharp objects (knives, box cutters, wire)

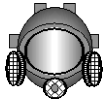
Potential Bloodborne Pathogen Exposure

Dust

Chemical fumes/vapors exceeding OSHA PELs

Falling debris from overhead

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❖ 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, or 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:

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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

- 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

[illegible]

Name of Interpreter, if utilized: _____

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PROGRAM OVERVIEW

SAFE DRIVING AND VEHICLE/FLEET SAFETY PROGRAM

REGULATORY STANDARD: OSHA 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:

- Safe Driving Vehicle Inspection
- Training Attendance Roster

Table of Contents

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

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.
- 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.
- 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:

- 4.3.1.5.1 The driver's name
- 4.3.1.5.2 The names of all other passengers (per involved vehicle)
- 4.3.1.5.3 The driver's/auto insurance information
- 4.3.1.5.4 The other vehicle information: make, model, year, color, and license plate number
- 4.3.1.5.5 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.

- *Driving Responsibilities* – An employee who drives a vehicle (company owned or leased, or a personal vehicle) for company business purposes.
- *Vehicle* – a company owned or leased automobile, truck or motorcycle which requires a valid driver's license to operate on public roadways.

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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:

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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***

- 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

[illegible]

Name of Interpreter, if utilized: _____

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COMPANY SPECIFIC CORRECTIVE ACTIONS

DATE:	ASSESSOR:	DEPT OR AREA:	SUBMITTED TO:
--------------	------------------	----------------------	----------------------

<u>CONDITION</u>	<u>COMPLIANT</u>	<u>CORRECTED BY</u>	<u>COMPLETION DATE</u>	<u>COMMENTS AND CORRECTIVE ACTION</u>
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> 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: _____

OFFICE SAFETY CHECKLIST

Completed by:

Date:

ITEM	COMPLIANT?
General Conditions	
Are walking surfaces clean, clear of debris, and dry?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are warning signs placed in wet floor areas?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are stairs, steps, handrails, and landings in good condition?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is area lighting adequate?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is general housekeeping acceptable and storage neat and orderly?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are floor mats in good condition?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Emergency Evacuation	
Does the facility have a written emergency action plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are employees trained on emergency evacuation procedures?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are exit paths clear and unlocked from the inside out?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are exits properly identified and lighted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are doors that could be mistaken for an exit appropriately marked NOT AN EXIT, BASEMENT, STORAGE ROOM, etc.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are exit doors operable?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is emergency lighting operable?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the fire alarm work?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has the fire alarm been tested?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Back Safety	
Employees are utilizing the correct lifting technique?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Equipment, carts, and/or tables are of proper height provided to assist with the prevention of back injuries?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is a buddy system in place to ensure "help" when performing heavy lifting?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Ergonomics	
Are workstations configured to prevent common ergonomic problems?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Chair height allows employees' feet to rest flat on the ground with thighs parallel to floor?	<input type="checkbox"/> YES <input type="checkbox"/> NO

ITEM	COMPLIANT?
Is the top of computer screen at or slightly below eye level?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is keyboard at elbow height?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Electrical Safety - General	
All electrical outlets, junction boxes, and other electrical components properly covered?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are panel box doors closed, free from obstruction, all circuits labelled, and all circuit spaces covered?	<input type="checkbox"/> YES <input type="checkbox"/> NO
GFCI (Ground Fault Circuit Interrupters) placed on electrical outlets located within 3 feet of water sources?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are extension cords used only for temporary means and not used as permanent wiring?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are multiple plug outlets and use of extension cords kept to a minimum?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are portable heating devices UL-listed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Fire Extinguishers/Safety	
Are fire extinguishers provided for the types of materials in areas where they are to be used?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are appropriate fire extinguishers mounted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are extinguishers free from obstructions or blockage?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are all extinguishers fully charged and in their designated places?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PROGRAM OVERVIEW

SAFETY MEETINGS AND COMMITTEE CHARTER SAFETY PROGRAM

REGULATORY STANDARD: OSHA General Duty Clause

INTRODUCTION

Safety meetings provide the opportunity for employees and supervisors to engage in discussions on a variety of safety topics. Effective meetings promote cooperation and reinforce important safety and health operating philosophies and practices at the company and foster commitment and participation by both employees and management in the company's safety management program.

TRAINING

- Training is recommended for all safety committee members.

ACTIVITIES

- If required, establish a safety committee
- Meet on a regular basis (at least quarterly) to discuss safety issues or concerns appropriate to the workplace
- Ensure notes are taken at committee meetings and actions and activities are documented. Where corrective actions are required, ensure follow up is completed

FORMS

- Safety Committee Task Sheet
- Training Attendance Roster

Table of Contents

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

SAFETY MEETINGS AND COMMITTEE CHARTER SAFETY PROGRAM

1. **Purpose.** This program is designed to outline the format and process to enable supervisors, management, or a company safety committee to hold effective safety discussions that provide safety related information, and to hold committee or group meetings centered on safety topics.
2. **Scope.** Applies to safety related meetings or safety committee meetings held at the company.

3. Responsibilities

3.1 Management/Supervisors

- 3.1.1 Support the safety suggestions of the employees, as feasible.
- 3.1.2 Support the creation of a safety committee.
- 3.1.3 Communicate with the safety committee chairperson or with supervisors and other management on safety issues and concerns.
- 3.1.4 Assist in the development and implementation of solutions to safety issues.
- 3.1.5 Review this program and the status of safety actions taken at least annually.
- 3.1.6 Hold regularly scheduled discussions with employees on safety topics. Safety discussions should be held with employees:
 - 3.1.6.1 Upon initial job assignment or reassignment. A well-planned and well-executed safety orientation forms the foundation for each individual's future safety and health performance. Each supervisor should ensure that new employees receive a copy of specific safe work practices and procedures, as appropriate to the job or position.
 - 3.1.6.2 When workplace changes occur that require updated information. Process changes, new materials or changes to existing procedures or equipment may prompt a safety discussion on how to safely use or handle the material or equipment.
 - 3.1.6.3 When new jobs or tasks are planned. Discussion involving work being planned should include listing potential hazards, developing suggested "engineering" approaches to reduce risk, identifying safety equipment to be used, and developing basic safe operating procedures.

- 3.1.6.4 When a workplace injury or incident occurs. Discussion should focus on the facts surrounding the incident, the injury, and the various causes that allowed the incident to occur, rather than on the injury or illness itself. Medical privacy concerns may need to be considered during discussions.
- 3.1.6.5 When employee behaviors are noted that require a safety discussion. Discussion of a failure to adhere to a safety procedure should cover why such a behavior is wrong, the potential hazards, and constructive discussion on how to correctly follow procedures.
- 3.1.6.6 When defective tools or equipment are identified (by employees or the manufacturer).
- 3.1.6.7 When regulatory changes require updated information.

3.2 Employees

- 3.2.1 Follow established safety procedures.
- 3.2.2 Report safety issues, concerns or violations to your supervisor.
- 3.2.3 Participate, as needed or required, in safety meetings.
- 3.2.4 Participate, if appropriate, on the safety committee.

3.3 Safety Committee (as needed or required)

- 3.3.1 Meet at least quarterly to discuss safety issues and needs at the company. Monthly meetings are recommended.
- 3.3.2 Keep discussions pertinent and productive.
- 3.3.3 Complete any action items assigned.
- 3.3.4 Perform incident reviews, inspections or audits, if appropriate.

3.4 Safety Committee Chairperson (as needed or required)

- 3.4.1 Maintain a current listing of safety committee membership.
- 3.4.2 Schedule meetings with committee membership at least quarterly. Monthly meetings are recommended.
- 3.4.3 Set the discussion topics or agenda for the meeting.
- 3.4.4 Facilitate the meeting, keeping the discussion pertinent and productive.
- 3.4.5 Take meeting notes, or designate another member as note-taker.

- 3.4.6 Distribute meeting notes to committee members and, as appropriate, to management.
- 3.4.7 Assure action items assigned at the meetings are tracked and completed.
- 3.4.8 Enlist management assistance, as needed or required.

4. Procedure

4.1 Supervisory and Employee Discussions

- 4.1.1 Supervisors, in conjunction with management and/or the company's Safety Officer or Safety Committee will conduct regular meetings with employees on various safety topics.
- 4.1.2 The level of detail required to ensure that the information is relevant to the employees is determined by the supervisor.
- 4.1.3 Safety briefings will be provided at least quarterly. Discussions may be more frequently conducted (i.e. monthly or weekly), based on the type of business and workplace hazards.
- 4.1.4 Safety discussions may be held as a part of routine group meetings, or as part of routine job inspections, procedure reviews or within job hazard analysis review. In this situation, 10-15 minutes should provide sufficient time for a review of a specific topic or procedure.
- 4.1.5 Formal meetings devoted solely to safety topics may include:
 - 4.1.5.1 An explanation of the objectives of the meeting or training.
 - 4.1.5.2 A breakdown of the points or part of the procedure, identifying each key step, and the safety measure for each step.
 - 4.1.5.3 Using a demonstration of proper methods rather than a verbal explanation.

4.2 Principal Activities of the Safety Committee

- 4.2.1 Assemble at least quarterly (monthly is recommended) to conduct safety meetings.
- 4.2.2 Discuss and report on unfinished business or action items from previous meetings.
- 4.2.3 Discuss new business, issues or concerns.
- 4.2.4 Maintain records of meetings (notes or meeting minutes are recommended).

- 4.2.5 If appropriate to the business of the company, or at management direction, the following additional duties may be performed by the committee:
 - 4.2.5.1 Direct and monitor group or departmental safety meetings.
 - 4.2.5.2 Direct and monitor employee safety training needs and requirements.
 - 4.2.5.3 Perform or oversee departmental safety inspections.
 - 4.2.5.4 Review accident/injury information and discuss corrective actions.

5. Safety Information

5.1 Safety Committee Charter

- 5.1.1 The safety committee will encourage safety awareness among all employees. It will be established to monitor safety performance, safety inspections, and aid the Safety Officer and management in administering the safety program. The committee is charged to:
 - 5.1.1.1 Discuss strategies to reduce incidents.
 - 5.1.1.2 Assist in implementing corrective or preventive actions to increase safety and reduce hazards.
 - 5.1.1.3 Be aware of conditions in all work areas that can produce injuries.
 - 5.1.1.4 Aid the company in complying with all applicable laws and regulations pertaining to safety.
 - 5.1.1.5 Assist in assuring that no employee is required to work at a job that is not safe or healthful. The safety and health of each employee is of primary importance to the company.
 - 5.1.1.6 Assist management in making recommendations for tools, equipment, and controls for safety and health in keeping with the highest standards.
 - 5.1.1.7 Assist in maintaining a safety and health program conforming to the best management practices of our industry or market segment.
 - 5.1.1.8 Assist in establishing a safety management program that instills the proper attitudes toward injury and illness prevention not only on the part of employees, but also between each employee and his or her co-workers.

5.2 Safety Committee Composition

- 5.2.1 The safety committee is, primarily, a voluntary group. There are occasions when management may appoint members.
 - 5.2.1.1 It is recommended that committee membership be rotated among different employees. Recommended term of service is one year.
- 5.2.2 The safety committee should consist of at least three members from the employee base, and one member of supervision or management. Greater membership may be based on the size of the company, or the types of hazards encountered in the workplace.
- 5.2.3 Each department or work area should be represented on the committee.
- 5.2.4 A member to take notes or meeting minutes should be designated or elected.
- 5.2.5 A committee chairperson should be elected by the committee. The supervisory/management member should not be the committee chairperson. The Safety Officer may be present to offer advice or to act as committee chairperson or note-taker if these designated people are absent.

5.3 Safety Committee Meeting Rules

- 5.3.1 Safety committee meetings will be conducted in such a manner as to foster a productive work environment. The principal goal being to determine solutions to safety issues affecting our employees. The following ground rules apply.
 - 5.3.1.1 Notes or meeting minutes will be taken at each meeting. Meeting minutes should be distributed to each member of the committee and to members of management, as appropriate.
 - 5.3.1.2 Time limits may be set for each issue or topic, in order to establish and maintain a productive course of action. Discussion time limits on each safety topic will be typically kept to a 20 minute time limit.
 - 5.3.1.3 Action items or subcommittees may be formed when an issue cannot be resolved in a reasonable amount of time. Investigation of an issue and/or development of recommendations may be required, and timeframes may be established for action item completion. Action items of this nature will be classified as “old business” and integrated into the next Safety Committee Meeting as appropriate. Where issues can not be reasonably resolved, company management will be consulted to assist in the issue resolution.

- 5.3.1.4 Safety issues may be classified and prioritized. All priority one issues will be immediately addressed by company management and supervisors. Corrective and preventive actions may be reviewed by the committee, but reporting of the issue will be immediate upon discovery.
- 5.3.1.4.1 *Priority 1 Hazards* are the most serious type of unsafe condition or unsafe work practice that could cause loss of life, permanent disability, the loss of a body part (amputation or crippling injury), or extensive loss of structure, equipment, or material.
- 5.3.1.4.2 *Priority 2 Hazards* are unsafe conditions or work practices that could cause serious injury, industrial illness, or disruptive property damage.
- 5.3.1.4.3 *Priority 3 Hazards* are unsafe conditions or work practices that might cause a recordable injury or industrial illness or non-disruptive property damage.
- 5.3.1.4.4 *Priority 4 Hazards* are minor conditions, a housekeeping item or unsafe work practice infraction with little likelihood of injury or illness other than perhaps a first-aid case.
- 5.3.1.5 Safety issue resolution will be determined based on the following decision tier: Engineering controls will be considered as a first priority (equipment, guards, or process design); Administrative controls will be considered as a second priority (written procedures, restriction of exposure time, substitution of a less-hazardous material); Personal Protective Equipment (PPE) will be considered as a third and last priority.

6. Training and Information

6.1 Safety Committee Members

- 6.1.1 Members of the committee may be required to attend additional safety-related training, as appropriate to the activities of the committee. Such training may include: accident investigation techniques, hazard recognition, and auditing/inspection methods.

6.2 Supervisors

- 6.2.1 Supervisors may be required to attend training, as appropriate to the hazards encountered by their employees in the work area. At a minimum, supervisors should have a basic understanding of accident investigation techniques, hazard recognition, and auditing/inspection methods.

7. Definitions

- *None at this time*

SAFETY COMMITTEE TASK SHEET

SAFETY MEETING DATE:

SUBCOMMITTEE TASK TITLE:

ASSIGNED SUBCOMMITTEE MEMBERS

MEMBER:

DEPARTMENT:

PHONE:

MEMBER:

DEPARTMENT:

PHONE:

MEMBER:

DEPARTMENT:

PHONE:

MEMBER:

DEPARTMENT:

PHONE:

Supervisor Notified:

☐ Yes ☐ No

Related Operating Procedures Reviewed:

☐ Yes ☐ No

All Affected Employees Notified:

☐ Yes ☐ No

Date:

Date:

Date:

COMMITTEE NARRATIVE OF TASKING

COMMITTEE INITIAL FINDINGS AND RECOMMENDATIONS

DATE SUBMITTED TO SAFETY COMMITTEE:

SAFETY COMMITTEE POINT OF CONTACT:

SAFETY COMMITTEE ACTIONS		
INITIAL ACTION(s)		
NARRATIVE OF INITIAL ACTION(s) TAKEN		
FOLLOW-UP ACTION(s)		
RESPONSIBLE PERSON:	PHONE:	DATE:
RECOMMENDATIONS:		
ESTIMATED COMPLETION DATE:		
RESPONSIBLE PERSON:	PHONE:	DATE:
RECOMMENDATIONS:		
TASK COMPLETED		
RESPONSIBLE PERSON:	PHONE:	DATE:
SUMMARY OF ACTIONS TAKEN:		
TASK CLOSURE		
I acknowledge that I have investigated the subcommittee tasking detailed in this report and have taken the necessary steps to ensure correction of safety deficiencies noted.		
* Further detailed on attachment: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name:	Signature:	
Title:	Date:	Time:
REPORT FORM RETENTION INFORMATION		ATTACHMENTS
Permanent Retention File:	Location:	*Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Filed:	Filed By:	*See Following Pages

TRAINING ATTENDANCE ROSTER	
SAFETY COMMITTEE	

<p>Safety Committee Training Includes:</p> <ul style="list-style-type: none">• <i>Purpose of a Committee</i>• <i>Positions and Responsibilities</i>• <i>Charter and Meeting Rules</i>• <i>Accident Investigation and Inspection</i>• <i>Reporting Hazards</i>• <i>Leading and Participating in Meetings</i>• <i>Job Hazard Analysis Methods</i>
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- | |
|--|
| <p>Safety Committee Training Includes:</p> <ul style="list-style-type: none">• <i>Purpose of a Committee</i>• <i>Positions and Responsibilities</i>• <i>Charter and Meeting Rules</i>• <i>Accident Investigation and Inspection</i>• <i>Reporting Hazards</i>• <i>Leading and Participating in Meetings</i>• <i>Job Hazard Analysis Methods</i> |
|--|

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

[illegible]

Name of Interpreter, if utilized: _____

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PROGRAM OVERVIEW

WALKING AND WORKING SURFACES SAFETY PROGRAM

REGULATORY STANDARD: OSHA - 29 CFR 1910.21 – 23

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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- 2. Scope**
- 3. Responsibilities**
- 4. Procedure**
- 5. Safety Information**
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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 to 29 CFR 1910.21 - 23 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.

4. Procedure

4.1 Aisles and Passageways

4.1.1 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.

4.1.2 Permanent aisles and passageways must be appropriately marked.

4.2 Fall Protection Systems, Covers or Guardrails

4.2.1 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:

4.2.1.1 Stairways unguarded/containing holes.

4.2.1.2 Ladder way floor openings unguarded.

4.2.1.3 Hatchway and chute floor opening unguarded.

4.2.1.4 Skylight floor openings unguarded.

4.2.1.5 Pit and trapdoor floor openings unguarded.

4.2.1.6 Manhole floor openings unguarded.

4.2.1.7 Temporary floor openings unguarded.

4.2.1.8 Floor holes/openings unguarded.

4.2.1.9 Chute wall openings unprotected.

4.2.1.10 Window wall openings unprotected.

4.2.1.11 Temporary wall openings unprotected.

4.2.1.12 Open-sided floor or platforms unguarded.

4.2.1.13 Runways unprotected.

4.2.1.14 Stairways unprotected.

4.3 Floor Loading Protection

- 4.3.1 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.
- 4.3.2 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.
- 4.3.3 Such plates will not be removed or defaced. If lost, removed, or defaced, they will be reported to the Safety Officer and replaced immediately.
- 4.3.4 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.

4.4 Guarding Floor/Wall Openings and Holes

4.4.1 Protection for floor openings

- 4.4.1.1 Stairway floor openings. Stairway floor openings must be guarded by a standard railing constructed in accordance with 29 CFR 1910.23, paragraph (e). 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).
- 4.4.1.2 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.
- 4.4.1.3 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.
- 4.4.1.4 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 immediately reported if deficient.
- 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

- Ø *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.
- Ø *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.
- Ø *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.
- Ø *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.
- Ø *Runway* - A passageway for persons elevated above the surrounding floor or ground level, such as a footwalk along shafting or a walkway between buildings.
- Ø *Standard railing* - A vertical barrier erected along exposed edges of a floor opening, wall opening, ramp, platform, or runway to prevent falls of persons.
- Ø *Standard strength and construction* - Any construction of railings, covers, or other guards that meets the requirements of 29 CFR 1910.23.
- Ø *Stair railing* - A vertical barrier erected along exposed sides of a stairway to prevent falls of persons.
- Ø *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.
- Ø *Wall hole* - An opening less than 30 inches but more than 1-inch-high, of unrestricted width, in any wall or partition; such as a ventilation hole or drainage scupper.
- Ø *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.

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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***

- Slips Trips and Falls Training Includes:***
- ***Same Level and Elevated Level Falls***
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 - ***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

[illegible]

Name of Interpreter, if utilized: _____

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TRAINING ATTENDANCE ROSTER WALKING AND WORKING SURFACES									
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<p><i>Walking and Working Surfaces Training Includes:</i></p> <ul style="list-style-type: none"> • <i>Housekeeping</i> • <i>Aisles and Passageways, Covers and Guardrails</i> • <i>Floor and Wall Openings and Protective Measures</i> • <i>Stairs, Ladders and Scaffolding</i>
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| <p><i>Walking and Working Surfaces Training Includes:</i></p> <ul style="list-style-type: none"> • <i>Housekeeping</i> • <i>Aisles and Passageways, Covers and Guardrails</i> • <i>Floor and Wall Openings and Protective Measures</i> • <i>Stairs, Ladders and Scaffolding</i> |
|--|

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

[illegible]

Name of Interpreter, if utilized: _____

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Working in Extreme Temperatures

PROGRAM OVERVIEW

WORKING IN EXTREME TEMPERATURES SAFETY PROGRAM

OSHA Act Paragraph 5, A, 1 (General Duty Clause)

INTRODUCTION: Exposure to extreme heat or cold stress in the workplace must be controlled. This safety program is intended to address issues and identify the specific temperature hazards where work is performed, communicating information concerning these hazards, and establishing appropriate procedures and protective measures for employees. Control or protective measures must be implemented at ranges above 90°F or below 62°F, and short duration exposures to temperatures <45°F or >100°F (including wind chill factors).

TRAINING:

When working in extreme temperatures, employees will be provided with hazard information and/or training, upon initial assignment and as needed. This training may be required in some states.

ACTIVITIES:

- Monitor workplace temperatures
- Ensure employees and supervisors are able to recognize early signs and symptoms of cold and heat intolerance
- Provide engineering controls, work practices and protective equipment to reduce exposure levels to the lowest achievable level
- Ensure the availability of water or other appropriate beverages to employees
- Provide appropriate medical care to employees who have symptoms of a temperature-related condition
- Perform periodic inspections to identify any recognized risk factors, situations where actions may be needed to reduce employee exposures, and any deficiencies in the procedures or protective equipment requirements of the area

FORMS:

- Training Attendance Roster

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1. Purpose
2. Scope
3. Responsibilities
4. Procedure
5. Safety Information
6. Training Information & Requirements
7. Definitions

Working in Extreme Temperatures

1. **Purpose.** This program outlines some of the safety requirements and precautions needed to protect employees who work in temperature extremes. Extreme heat or cold presents unique hazards to employee health and safety, including reduced awareness of their surroundings and reduced dexterity and ability for the human body to function normally.
2. **Scope.** Applies to any work area where employees must work for more than an hour in an area where the temperature range is above 90°F or below 62°F, or short-duration (15 minutes or less) exposures to <45°F or >100°F (including wind chill factors).

3. Responsibilities.

3.1 Management and Supervisors:

- 3.1.1 Monitor workplace temperatures
- 3.1.2 Provide engineering controls, work practices and protective equipment to reduce exposure levels to the lowest achievable level
- 3.1.3 Ensure employees and supervisors are able to recognize early signs and symptoms of cold/heat intolerance such as weakness, muscle cramps, shivering, headache, nausea, inability to do complex motor functions, lethargy, heavy sweating, and mild confusion.
- 3.1.4 Employers should have an emergency plan in place that specifies what to do if a worker has signs of cold/heat-related illness, and ensures that medical services are available if needed
- 3.1.5 Ensure the availability of water or other appropriate beverages to employees
- 3.1.6 Employers should take steps that help workers become acclimatized (gradually build up exposure to heat), especially workers who are new to working in the heat or have been away from work for a week or more. Gradually increase workloads and allow more frequent breaks during the first week of work
- 3.1.7 Ensure that employees who have symptoms of a temperature-related condition have access to a health care provider, should they wish to seek medical treatment.

3.2 Employees:

- 3.2.1 Follow proper work practices and procedures to help protect their health and safety.
- 3.2.2 Be aware of the signs and symptoms of cold/heat related illness and injuries (frostbite or other cold related injuries; heat stroke or other heat related injuries) and report such symptoms to your supervisor immediately.

- 3.2.3 Wear appropriate clothing and attire, and use provided protective equipment as needed or required to assist the body in managing the effects of extreme temperatures.
- 3.2.4 Participate in training

4. Procedure.

4.1 Control Measures:

- 4.1.1 Engineering controls will be implemented to reduce exposures to the lowest level achievable. Where controls are insufficient, they will be supplemented by the use of safe work practices.
 - 4.1.1.1 Engineering controls may include temperature regulators, spaces for warm-up or cool-down to acclimate employees to temperature extremes, protective enclosures or specialized tools to reduce the demands of activity on the body.
 - 4.1.1.2 When the temperature of surrounding solid objects are cold enough to cause skin damage the hazard will be reduced by insulating or shielding either the object or the skin whenever possible, or otherwise isolating the cold source from contact.
- 4.1.2 Work practices will be introduced to reduce the effects of cold/heat when engineering controls are not adequate or are not feasible.
 - 4.1.2.1 Work practices may include written procedures, time restrictions for extreme temperature exposures, increased recovery or warm-up time, increasing the number of employees per task, providing adequate water to hydrate employees with exposure, and encouraging physical fitness in employees.
- 4.1.3 Protective equipment and clothing will be provided when engineering controls and work practices are not sufficient to reduce employee exposures to acceptable levels.
 - 4.1.3.1 Protective equipment includes standard insulated clothing for cold or hot conditions (coats, cooling bandanas, gloves, hats, face protection, thermal clothing), specialized temperature regulated clothing (cool down or warm up vests), and shelter from sun or cold environments.
 - 4.1.3.2 Access to shade, heated or cooling environments will be provided for employees suffering from heat illness or cold exposure believing a preventative recovery period is needed. Shade areas should have access to the open air or be provided with ventilation or cooling equipment such as fans, air conditioners or misting equipment. Be sure workers in extreme cold conditions take a frequent short break in warm dry shelters to allow their bodies to warm up.

4.2 Cold/Hot Weather Alert Safety Program:

4.2.1 In the event of an alert from the National Weather Service or local weather forecast services, the following should be considered:

4.2.1.1 Postpone tasks which are not urgent

4.2.1.2 Increase the number of workers in each team in order to reduce each workers heat or cold exposure.

4.2.1.3 Increase rest allowances.

4.2.1.4 Restrict overtime work, as needed.

5. Safety Information.

5.1 Hot Work Areas:

5.1.1 The major conditions that cause heat related stress are high temperatures and humidity, sun exposure, and exposure to heat emitting equipment

5.1.2 Symptoms of heat stress include weakness, heavy sweating, nausea, unsteady gait, irritability, disorientation, changes in skin color or general malaise.

5.1.3 If heat stress is recognized and treated appropriately early, a more serious condition such as heat stroke (vomiting, hot/dry skin, seizures, unconsciousness) likely can be prevented; therefore, it is important to identify and treat as early as possible.

5.1.4 Treatment for heat stress generally includes drinking cool water and rest. Water (including drinking-fountains or individual drinking cups) will be provided. In general employees should be encouraged to drink cool water (50-59°F) at about one-cup (5-7 oz.) every 20 minutes to remain hydrated in extreme heat situations.

5.1.5 Warning signs may be required at entrances to work areas, buildings or enclosures where there is a reasonable likelihood of heat stress and other heat related conditions.

5.2 Cold Work Areas:

5.2.1 The major conditions that cause cold related stress are low temperatures, wind chill, dampness or humidity, and cold water.

5.2.2 Symptoms of cold stress include shivering, fatigue, slurred speech, confused behavior, dilated pupils, and numbness in the extremities.

- 5.2.3 If cold stress is recognized and treated appropriately early, a more serious condition such as hypothermia and frostbite (uncontrollable shivering, numbness, discolored skin in extremities) likely can be prevented; therefore, it is important to identify and treat as early as possible.
- 5.2.4 Inadequate or wet clothing increases the effects of cold on the body.
- 5.2.5 Treatment for cold stress generally includes moving the affected employee to a warm area, removing any wet clothing, drinking warm sweetened liquids and rest.
- 5.2.6 Warning signs may be required at entrances to work areas, buildings or enclosures where there is a reasonable likelihood of cold stress and other cold related conditions.

6. Training and Information.

- 6.1 Upon initial assignment, and as needed thereafter for refresher training, employees will be provided with information and/or training in the hazards associated in working in extreme temperatures. They will be provided with the means to protect themselves from extreme heat or cold working conditions.
- 6.2 Employees should understand the environmental and personal risk factors.
- 6.3 Supervisors should understand all of the employee requirements as well as the procedures to follow to implement the requirements and the procedures to follow for contacting and implementing emergency medical response. These procedures should be in writing and maintained.

7. Definitions.

- *Acclimatization* - means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.
- *Cold Work Area* – An area where the temperature (including wind chill) is lower than 62 degrees Fahrenheit.
- *Hot Work Area* – An area where the temperature exceeds 90 degrees Fahrenheit
- *Environmental risk factors for heat illness* - means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

- *Extreme Temperature* –Extreme temperature takes into account wind chill and other environmental factors that reduce or increase the ambient air temperature. With such factors included, extreme temperatures are either a constant working temperature of <62°F or >90°F, or short-duration (15 minutes or less) exposures to <45°F or >100 degrees Fahrenheit.
- *Heat Illness* - means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.
- *Personal risk factors for heat illness* - means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.
- *Preventative recovery period* - means a period of time to recover from the heat in order to prevent heat illness.
- *Shade* - means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.
- *Wind Chill* – A combination of temperature and wind velocity. Wind chill cools the air further than the ambient temperature of the air. For example, if the temperature is 40°F and the wind velocity is 35 mph, the wind chill provides conditions that equal 11°F.

TRAINING ATTENDANCE ROSTER WORKING IN TEMPERATURE EXTREMES									
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Working In Extreme Cold Training Includes:

- Temperature Ranges
- Factors for Cold Extremes
- Cold Stress Injury/Illness
- Symptom Recognition
- First Aid Treatment

- Temperature Ranges
- Factors for Cold Extremes
- Cold Stress Injury/Illness
- Symptom Recognition
- First Aid Treatment

Working In Extreme Heat Training Includes:

- Temperature Ranges
- Factors for Heat Extremes
- Heat Related Injury/Illness
- Symptom Recognition
- First Aid Treatment
- Control and Prevention Methods

- Temperature Ranges
- Factors for Heat Extremes
- Heat Related Injury/Illness
- Symptom Recognition
- First Aid Treatment
- Control and Prevention Methods

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

[illegible]

Name of Interpreter, if utilized: _____

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CALIFORNIA
WORKING IN EXTREME TEMPERATURES
Additional Requirements

HEAT ILLNESS PREVENTION PLAN – 8 CCR 3395

- All businesses with outdoor places of employment exposures must develop and implement an Heat Illness Prevention Plan.
 - Plan must cover the following:
 - Procedures for providing sufficient water,
 - Procedures for providing access to shade,
 - High-heat procedures,
 - Emergency response procedures,
 - Acclimatization methods and procedures.
- Required form: Heat Illness Prevention Plan

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HEAT ILLNESS PREVENTION PLAN

Company Name:

ACCESS AND LOCATION OF PLAN

The Heat Illness Prevention Plan will be **written** both in English and in the language understood by the majority of employees.

This plan is accessible to employees at the worksite as a hardcopy or electronic device upon request.

RESPONDING TO A HEAT RELATED EMERGENCY

In the event of a heat-related emergency, employees should contact emergency medical services directly. If employee cannot reach emergency medical services directly they must contact the designee by means of _____.

Designee will be familiar with each work site address and will provide clear and precise directions to the site to emergency medical services if they are called to assist an affected employee.

The following designated person or persons (Program Administrator/Safety Coordinator/Supervisor/Foreman/Field Supervisor/Crew Leader) have the authority and responsibility for implementing the provisions of the program at this worksite.

Name / Title / Phone Number:

1. _____
2. _____
3. _____

ACCESS TO WATER

Access to drinkable water will be provided. At least one quart of water per employee, per hour will be available. This will be accomplished by _____. If more drinking water were to be required, additional supplies will be obtained by _____.

Water will be pure, suitably cool, and provided free to workers. The water will be located as close as practicable to where employees are working.

ACCESS TO SHADE

Access to a shaded or cool area will be provided at all times for employees to cool off when overheating is likely. The location will be designated by the job supervisor on a job-to-job basis. The supervisor will advise the employees where the designated area is located. The shade area will not expose employees to unsafe or unhealthy conditions and does not deter or discourage access or use. Shade will be provided by using _____.

Shade will be provided based on temperature as follows:

Above 80° F - When temperatures exceed 80 degrees Fahrenheit, shade will be provided for all workers on break, and for all those who take their meal periods onsite. The shade area will be large enough, so employees can sit in a normal posture fully in the shade without having to be in physical contact with each other. For climates cooler than 80 degrees, shade will still be made available upon request.

Required for Agriculture Job Sites only

When temperatures are 95 degrees or above, employees will take a minimum ten minute preventative cool down rest period every two hours.

95° F and Above (High-Heat Procedures) - When temperatures are 95 or above the employees will be observed for alertness and signs or symptoms of heat illness.

- One or more employees on each worksite will be authorized to call for emergency medical services, and allowing other employees to call for emergency services when no designated employee is available.
- Pre-shift meetings will cover high heat procedures, encourage employees to drink plenty of water, and remind employees of their rights to take a cool-down rest when necessary.
- We will ensure effective employee observation/monitoring by implementing one or more of the following:
 1. When 20 or fewer employees, the supervisor or designee will observe employees.
 2. Above 20 employees, employees will be paired up and trained to stay in contact, observe each other throughout the day, and immediately report any signs or symptoms of heat illness.
 3. Employees working alone will communicate with designee by radio or cell phone in locations where there is adequate coverage. The employee will be contacted regularly and as frequently as possible throughout the day.
 4. Or other means of observation will be provided, such as:

Infeasibility – If it is infeasible or unsafe to provide shade as noted above, we will provide, based on any particular circumstances, other equivalent procedures to protect the employees, including but not limited to _____.

PREVENTATIVE COOL-DOWN REST

Employees will be allowed and encouraged to take a “preventative cool-down rest” in the shade when they feel a need to do so to protect themselves from overheating.

Workers who take cool-down rest breaks will be monitored and asked if they are experiencing heat illness symptoms. The employee will be encouraged to remain in the shade and will not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade. If the employee exhibits or complains of any sign or symptom of heat illness, first-aid procedures will be initiated without delay.

Any workers who display or report any signs or symptoms of heat illness, will not be left alone or sent home without being offered on-site first aid or emergency medical services.

TRAINING

Employees and supervisors will be trained before they begin work that can reasonably be anticipated to exposure to heat illness. The training will cover the policies and procedures of this plan, so employees and supervisors can understand and implement this plan. The topics will include the added burden of heat load on the body caused by exertion, clothing and personal protective equipment; and for supervisors, how to monitor weather reports and respond to hot-weather advisories.

Additionally, employees and supervisors will be informed of common signs and symptoms of heat illness and appropriate first aid and/or emergency responses to the different types of heat illness and that heat illness may progress quickly and is life threatening. The training must be presented in a language that employees understand and should be documented.

ACCLIMATIZATION

All workers will be closely observed during a heat wave.
Any worker newly assigned to a high-heat area will be observed by a supervisor or designee during the first 14 days of employment.

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