

**DIRECT SERVICE USA**  
**CORPORATE SAFETY MANUAL**

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**SECTION A**

**CORPORATE SAFETY PROGRAM**

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## MANAGEMENT'S SAFETY AND HEALTH POLICY STATEMENT

This organization considers no phase of its operation more important than the elimination of accidents and the prevention of personal injury. **Direct Service USA** has long realized that our employees are the key to the success of the company. The company will provide and maintain safe and healthful working conditions and establish and insist upon safe work methods and practices at all times.

Safety and health protection shall be an integral part of all operations, which includes: planning, procurement of equipment and materials, development, production, administration, sales and transportation. All safety and health concerns will be evaluated prior to the purchase, distribution and use of any tools, equipment, materials, supplies, etc. Any and all exposure to potential health or safety hazards will be assessed before commencement of any operation.

We will work continuously to maintain safe and healthful working conditions, while adhering to proper operating practices and procedures in an effort to prevent injuries and illnesses. In addition, the company will comply with all federal, state, and local health and safety regulations while providing a safe work environment for the employees.

A successful safety program depends upon a team effort and full cooperation from all employees. Employee participation in the safety and health process is expected at all levels, and compliance to all safety rules and policies will be an integral part of the employment process at **Direct Service USA**. We urge all employees to make our safety and health program an integral part of their daily operations. Then, the total elimination of accidents and injuries will become not just an objective but also a way of life.

Management personnel are an essential key to the safety program and will both fully enforce all company safety and health policies and maintain documentation of all issues related to the company's safety and health program. Supervisory personnel are also expected to comply to all safety rules and regulations and will be given the assistance necessary to ensure a successful safety program.

**Direct Service USA** is committed to this program and your anticipated cooperation is expected and greatly appreciated.

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**Ronnie Tinsley, Vice President**

## PROCUREMENT OF EQUIPMENT AND MATERIALS

Before the purchase and/or use of any equipment or materials at any **Direct Service USA** location or jobsite, several safety, health and environmental issues shall be addressed.

All equipment and materials secured for doing business by **Direct Service USA** employees or contractors will address the following safety, health and environmental issues:

- Material safety data sheets for all chemicals (solids, liquids and gases)
- Industrial Hygiene issues
- Ergonomics
- Machine guards
- Noise levels
- Light Levels (proper illumination)
- Environmental issues including disposal
- Hand tools
- Any other health issues
- Any other safety issues

Any equipment or materials that do not adequately satisfy the safety, health or environmental criteria will not be purchased or used on any jobsites, including all **Direct Service USA** sites.

# OUTLINE OF SAFETY PROGRAM

This brief outline details the basic safety program of **Direct Service USA**.

## **I. EMPLOYEE INDOCTRINATION:**

- A. Safety indoctrination is provided for both new-hire and for experienced employees.
- B. Indoctrination procedures are outlined, and written documentation is kept on file.

## **II. INVESTIGATIONS AND INSPECTIONS:**

- A. Accidents are investigated and written reports documented.
- B. Job-sites and equipment are inspected to ensure compliance to all safety standards. These inspections are also documented and records maintained.

## **III. OSHA:**

- A. The company posts all required OSHA posters, forms, and inspections.
- B. Employees are advised of changes in OSHA laws and in safety standards.
- C. Employees are apprised that adherence to OSHA law is mandatory.

## **IV. WORKER'S COMPENSATION INSURANCE:**

- A. The company provides Worker's Compensation insurance as required.
- B. All required posters, memos, and notices are posted.

## **V. EMPLOYEE TRAINING:**

- A. All employees receive training in safety in the following general areas:
  - 1. Safety equipment and its use
  - 2. Safety procedures
  - 3. Safety regulations and standards
- B. Affected employees receive specialized training as required by law.

## **VI. SPECIFIC SAFETY REQUIREMENTS AND PROCEDURES:**

- A. An entire section of the corporate safety manual is dedicated to all company specific safety procedures.
- B. These specific procedures detail the requirements of a particular safety topic, including: safety rules, safe work practices, and/or equipment inspection and operation.
- C. In most cases, the company safety rules and practices exceed the minimal requirements outlined by OSHA.

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**SECTION B**

**EMPLOYEE INDOCTRINATION**

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# **EMPLOYEE INDOCTRINATION - OVERVIEW**

## **I. NEW EMPLOYEE AND SUPERVISOR INDOCTRINATION**

- A. Understanding of company safety procedures and regulations is vital for all new employees, and it is equally important that all new supervisors understand their role in enforcing company safety policies.
- B. New employees and new supervisors will be given training which will explain and review the safety rules observed by the company.

## **II. NEW EMPLOYEE SAFETY INDOCTRINATION**

- A. New employee indoctrination includes providing basic safety rules and regulations.
- B. All new employees will be required to read the company's "General Safety Rules" and acknowledge, through his/her signature, that he/she understands these rules and will abide by them.
- C. New employees will also receive instruction on the proper use and maintenance of all required personal protective equipment.
- D. New employee indoctrination will include instruction over the following topics:
  - 1. Company general safety rules
  - 2. The hazard communication standard - 1910.1200
  - 3. Access to employee exposure and medical records - 1910.1020
  - 4. Lifting safety and back maintenance
  - 5. Fire safety and extinguisher orientation - 1910.157
  - 6. Lockout/Tagout orientation and procedures - 1910.147
  - 7. Personal protective equipment
- E. New employee training methods may include a variety of presentation styles including but not limited to:
  - 1. Videos
  - 2. Paperwork including written rules, explanations, or quizzes
  - 3. Hands-on training

## **III. NEW SUPERVISOR SAFETY INDOCTRINATION**

- A. It is imperative that all supervisors understand all safety rules and procedures so that they can help the company maintain as safe a work environment as possible.
- B. New supervisors will be instructed on health and safety protocol including procedures such as accident investigation, site safety inspections, and OSHA and/or insurance paperwork.
- C. New supervisors will also be instructed on the proper use and maintenance of all personal protective equipment used by the employees under their supervision.

## EMPLOYEE INDOCTRINATION - OVERVIEW (Cont.)

### IV. SAFETY EQUIPMENT REQUIREMENTS:

- A. All new employees and new supervisors shall be made aware of safety equipment needed for hazardous working conditions. Training shall also be provided to ensure that the new employee is proficient in the equipment's use. Supervisors shall be trained in how to instruct employees on the use of personal protective equipment.
- B. Employees who are given safety equipment must use it properly and are responsible for routine maintenance on that piece of equipment (i.e., cleaning and storage). Any piece of equipment which is in need of repair or replacement shall be taken from service and repaired or replaced in a timely manner.
- C. If it is determined that an employee needs additional or a higher grade of safety equipment, then that employee will be supplied with the appropriate piece(s) of equipment.
- D. Examples of basic safety equipment may include but is not limited to:
  - Eye protection (goggles or glasses with side-shields)
  - Gloves
  - Hearing protection
  - Hard hats
  - Steel-toe boots
  - Respiratory protection
  - Life lines or lanyards
  - Back support/safety belts
  - Life work vests

# EMPLOYEE INDOCTRINATION

## INSTRUCTION SHEET

**NOTE:** All new employees shall have the "New Employee Safety Indoctrination" form completed before he/she reports to their department to begin work. The form lists both basic and departmental safety subjects. **See Section H-8** for the complete New Employee Orientation Program, which includes New Employee Safety Orientation **Sign-Off Form**, General Safety Rules, New Employee Safety Orientation Program **Quiz** and answer key, and the Employee Safety Handbook, which includes:

- ★ Management's Safety And Health Policy Statement Letter
- ★ General Safety Rules & Accident Control Measures
- ★ Hazard Communication Program
- ★ Access to Employee Exposure and Medical Records
- ★ Back Injury Prevention and Back Maintenance
- ★ Fire Safety and Extinguisher Orientation
- ★ Lockout and Tagout Procedure
- ★ Personal Protective Equipment

**This information can also be found in the Corporate Safety Manual in the following sections:**

- ✦ **Management's Safety And Health Policy Statement Letter:** Section A-1
- ✦ **General Safety Rules:** Written company safety rules found in Section B, pages B-6 & B-7.
- ✦ **Hazard Communication:** OSHA's 1910.1200 standard covering the employee's right to know about chemical hazards. Section H-1.
- ✦ **Employee Access to Medical and Testing Records:** OSHA's 1910.1020 standard explaining employee rights to access testing and medical records. Section H-2.
- ✦ **Back Injury Prevention and Back Maintenance:** Proper lifting techniques and material handling. Section H-3.
- ✦ **Fire Safety and Fire Extinguisher Orientation:** Fire prevention practices and explanation of fire extinguisher use. Section H-4.
- ✦ **Lockout and Tagout Procedure:** Control of hazardous energy sources. Section H-5.
- ✦ **Personal Protective Equipment:** Explanation of proper use and maintenance of personal protective equipment. Section H-6.
- ✦ **Other:** Any other general safety training required by the company including:
  - **Departmental Safety Requirements:** Specific job activities and protective equipment requirements of the same.
  - **Job Specific Safety Training In Safety Procedures To Be Followed:** Safe operation of equipment and machinery.
  - **Supervisory Safety Training.**

## SUPERVISOR'S SAFETY ORIENTATION FORM

Once an employee has been promoted to "Supervisor" or someone outside the organization has been hired to fill a supervisory role, that individual should receive specific safety training. This training is in addition to the "New Employee Safety Orientation" that the company has in place for ALL employees.

Supervisory safety orientation should address the duties and responsibilities that all supervisors are obligated to fulfill and the methods available to complete this task. The following duties are assigned to those in supervisory roles and should be understood and practiced by these individuals:

1. **Identify employees who may report to work under the influence of drugs or alcohol** – all supervisors will watch a video titled "Reasonable Suspicion Testing – Supervisors".
2. **Investigate the scene of an accident or near miss (incident)** – the safety staff will conduct this training.
3. **Enforce the "Disciplinary Action Plan" in the event an employee's actions may warrant such correction** - found in Section H-9.
4. **Be instrumental in conducting safety meetings – both in-shop and on jobsites** – conduct weekly toolbox safety meetings and assist w/shop safety meetings. The safety department will provide the weekly toolbox safety materials.
5. **Conduct in-shop or onsite workplace safety inspections** - the safety staff will conduct this training of the supervisor.
6. **Conduct "on-the-job" training of employees regarding safety rules, regulations, machine safety, personal protective equipment, etc.** - Supervisor will conduct "on-the-job" training in all these areas regarding safety.

**NOTE:** Supervisors should understand that they have full authority in these areas and are expected to address these situations as needed.

By my signature below, I certify that I fully understand my duties and responsibilities as a Supervisor and that I have been provided with the tools and information necessary to fulfill these obligations:

Supervisor's Printed Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EMPLOYEE INDOCTRINATION FORM FOR  
PROMOTION / JOB TRANSFER TRAINING**

NAME OF DEPARTMENT: \_\_\_\_\_

**SAFETY REQUIREMENT**

**EMPLOYEE INITIALS**

1. SAFE OPERATION OF THE FOLLOWING EQUIPMENT:

\_\_\_\_\_  
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2. PERSONAL PROTECTIVE EQUIPMENT:

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\_\_\_\_\_

By my signature below, I certify that I understand the operation of the types of machinery and equipment which I am expected to use. I also understand the types of personal protective equipment required in my job, as well as proper maintenance and storage procedures for these items.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
DATE

# **DIRECT SERVICE USA**

## **GENERAL SAFETY RULES**

**NOTE:** The following safety rules are minimal safety requirements in the area of safety rules and regulations.

1. Report any hazardous conditions to your foreman and supervisor as soon as such conditions become evident.
2. Reporting to the job under the influence of alcohol or drugs shall result in termination of employment.
3. Horseplay will not be tolerated on the job-site and can result in termination of your employment.
4. Fighting on the job is grounds for termination of employment.
5. If smoking is permitted, smoke in authorized areas only. If in doubt about the company's smoking policy, consult your supervisor.
6. Employees shall seek help when handling large loads especially when it is impractical to utilize a forklift or other mechanical means of material handling.
7. When lifting, bend at the knees utilizing the leg and not the back muscles.
8. Fire extinguishers are for fighting fires and should only be used by trained personnel.
9. Personal protective equipment is issued for your protection, and you shall wear these items when working on jobs which require their use.
10. No matter how minor it may seem, employees shall immediately report any injury to their supervisor.
11. Prior to using any tool, you are required to visually inspect its condition. If it is in poor condition, the tool shall be immediately removed from service until repaired or replaced.
12. Employees shall use only that equipment for which they have been trained to use.
13. Take all precautions to avoid contact between electrical tools and water. Never stand in water when using electrical tools.
14. Store all hazardous chemicals in proper containers in an approved chemical storage cabinet. Make certain that all containers of hazardous chemicals or materials are labeled.
15. If you are in doubt about the safety of a job, immediately consult with your supervisor.

# DIRECT SERVICE USA

## GENERAL SAFETY RULES (Cont.)

16. Employees required to do work that has an eye hazard involved (carpentry, painting, chemicals, etc.) shall wear an approved pair of safety glasses/goggles.
17. Employees working on ladders, scaffolds or on any level above 5-feet shall wear an approved safety belt/lanyard and have it secured to a safety line or structure sufficient to withstand the pull of the lanyard, in the event of a fall.
18. Any job requiring overhead work shall be designated as an overhead work site, and the ground level below shall be roped off or otherwise barricaded to prevent someone from walking under the area.
19. All climbing devices (ladders, scaffolds, etc.) shall conform to the safety standard involved. All climbing devices shall be in good repair.
20. A stepladder shall not be used in excess of the printed capacity on it. The top work platform of a stepladder is not to be used as a step. All ladder locks shall be in position, the ladder on firm footing, and shall be used in the proper method.
21. A straight ladder being used for access/egress to the top of a building (or platform) shall be secured at the top, and the top rails and rungs of the ladder shall extend a minimum of three (3) feet above the level at which you intend to access/egress.
22. Employees using generators or compressors shall be properly trained in the use of same. Never attempt to operate these pieces of equipment if not properly trained.
23. Employees working on electrical equipment shall lock out the electrical power source prior to working on it. It shall not be worked on "HOT".
24. **Never** remove a mechanical guard from any power saw, drill, compressor, or other tool that is equipped with a guard. When making any adjustment, be sure that the electrical power cord is disconnected.
25. When working in areas with other contractors/trades, never assume that their work practices comply with safety regulations. Be sure to protect yourself as well as others around you.

I have read the above 25 safety rules and understand them. I further understand that failure to comply with them can result in termination of my employment.

EMPLOYEE

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WITNESS

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SECTION C**

**INVESTIGATIONS AND INSPECTIONS**

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## INVESTIGATIONS AND INSPECTIONS

### I. ACCIDENT INVESTIGATION PROCEDURE:

- A. As soon as the injured employee has received the necessary first aid or medical treatment, the employee's foreman shall investigate the accident and complete the "SUPERVISOR'S INVESTIGATION OF ACCIDENT" report (**Form C-1**).
- B. The following guidelines should be followed when completing **Form C-1**:
  - 1. Each blank on the form shall be as complete as possible based upon the facts revealed through the accident investigation.
  - 2. All information, no matter how insignificant it may appear, is pertinent and should be documented because details gathered during the investigation phase can be used as a tool to aid in deterring similar accidents in the future.
  - 3. Once the form is complete, it should be filed as part of the company's permanent safety record.
- C. The person conducting the accident investigation should secure hand written statements from witnesses as soon as possible after the accident. Eyewitness accounts are necessary so that all of the contributing factors surrounding the accident are clear and understood.

### II. INCIDENT OR NEAR-MISS INVESTIGATION PROCEDURE:

- A. For incidents which do not result in an injury (a "near-miss") but could have had severe, even life threatening consequences, **Form C-2** should be completed and filed as part of the company's permanent safety record. It is imperative that all information relative to the incident be recorded so that company management is aware of any potential safety hazards which may need to be remedied or of work-place practices which may need modification to ensure a safe work environment. **Form C-2** should be completed for all incidents, even those which may at first appear to be inconsequential.
- B. The following guidelines should be followed when completing **Form C-2**:
  - 1. Each section of the form shall be as complete as possible based upon the facts revealed through the incident investigation.
  - 2. All information, no matter how insignificant it may appear, is pertinent and should be documented because details gathered during the investigation phase can be used as a tool to aid in deterring similar incidents in the future.
  - 3. Once the form is complete, it should be filed as part of the company's permanent safety record.
- C. It is important to note that **Form C-2** is for incidents where no employee injury has occurred. If an employee is injured in an incident then **Form C-1** "SUPERVISOR'S INVESTIGATION OF ACCIDENT" should be completed.

## **INVESTIGATIONS AND INSPECTIONS (Cont.)**

### **III. SAFETY INSPECTION OF (PLANT, WAREHOUSE, OFFICE, SHOP, ETC.):**

- A. In order to prevent work-place incidents and accidents, it is important to have a method of recognizing and eliminating safety hazards. The company reserves the right to conduct periodic safety inspections of all company facilities in order to provide the safest work environment possible. As part of the hazard identification process, Form C-3 shall be completed and filed for permanent record.
- B. Procedure for completing the periodic audit form:
  - 1. Complete the form as thoroughly as possible so that all work-place safety hazards are identified and can be eliminated.
  - 2. For any safety hazard which is imminently dangerous to life and health, correct it immediately.
- C. Company management reserves the right to have a qualified safety consultant conduct safety inspections in order to ensure compliance to all mandatory safety rules and regulations

### **IV. SAFETY INSPECTION OF JOB-SITES AND EQUIPMENT:**

- A. Each job-site where the company is performing work should be inspected every day for any health or safety hazards. Equipment (trucks, back-hoes, power tools, PPE, fire extinguishers, etc.) should also be inspected in order to determine whether it is safe and ready for use.
- B. Supervisors will be required to conduct visual inspections of job-sites and equipment throughout the work shift in an effort to recognize any safety hazard as it becomes apparent.
- C. Safety awareness begins with a thorough safety inspection. Safety awareness means being on the lookout for unsafe practices and conditions in your work area. Employees must be trained in the hazard identification process including the use and care of proper PPE. Periodic written inspections are expected, and these reports should be as detailed as possible, listing any job-site or equipment hazards/deficiencies. A comprehensive pre job inspection can:
  - Help spot and eliminate safety hazards.
  - Help keep your work area free of hazards.
  - Helps reduce the incidents and injuries in the workplace.
  - Help maintain product quality and operational profitability.

Hazards vary from area to area, job to job, and sometimes even from day to day. In an effort to help identify potential hazards a written formal daily (or more often) pre task Job Safety Analysis (JSA) should be completed. (Use Form C-5) The hazard identification process should be used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable. Identify all possible hazards and potential incidents for each step in the task. Be sure to include hazards from the task itself, as well as hazards from the work area.

## INVESTIGATIONS AND INSPECTIONS (Cont.)

### ***IV. SAFETY INSPECTION OF JOB-SITES AND EQUIPMENT: (cont.)***

To help identify potential hazards, the job analyst may use questions such as these (this is not a complete list):

- Is there danger of striking or being struck by an object, or falling objects?
- Is there danger of any body part being caught in, by, or between objects?
- Is there danger of slipping, tripping, or falling?
- Can pushing, pulling, lifting, bending, or twisting cause strain?
- Is there danger of harm to eyes, hands, feet, or other parts of a worker's body?
- Do tools, machines, or equipment present any hazards?
- Can the worker make harmful contact with moving objects?
- Is the worker exposed to extreme heat or cold?
- Is excessive noise or vibration a problem?
- Can weather conditions affect safety?
- Can contact be made with hot, toxic, or caustic substances?
- Are there dusts, fumes, mists, or vapors in the air?

Hazards must be classified/prioritized and ranked based on severity and addressed based on the risk associated with the task (risk analysis matrix outlining severity and probability). Any identified hazards must be addressed and mitigated. Recommended corrective action of the safety hazards identified must be written on the report, and the abatement date should also be noted.

Employees and/or sub-contractors must be actively involved in the hazard identification process and hazards should be reviewed with all employees concerned. The completed JSA must be reviewed and ensure that processes is in place to avoid creating new hazards derived from the corrective measures taken.

**SUPERVISOR'S INVESTIGATION OF ACCIDENT**

**WITNESS FORM**

**NOTE:** USE ONE OF THESE SHEETS FOR EACH WITNESS INVOLVED.

WITNESS NAME: \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_

WITNESS CAN BE CONTACTED AT:

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBERS (WORK): \_\_\_\_\_

(HOME): \_\_\_\_\_

WITNESS'S FULL DESCRIPTION OF WHAT HAPPENED (INCLUDE ALL DETAILS):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WITNESS:

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

AUTHORIZED PERSON PREPARING REPORT:

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# SUPERVISOR'S INVESTIGATION OF ACCIDENT

## FORM C-1

- 
1. EMPLOYEE NAME: \_\_\_\_\_ 4. JOB TITLE: \_\_\_\_\_  
2. COMPANY: \_\_\_\_\_ 5. DATE OF ACCIDENT: \_\_\_\_\_  
3. LOCATION: \_\_\_\_\_ 6. TIME OF ACCIDENT: \_\_\_\_\_AM/PM
- 

Answer all questions and fill in all blanks on this report form. If you need additional space for comments, write on the back of this sheet.

7. Where did the accident occur?
8. How did the accident occur?
9. In your opinion, did the accident occur because the injured employee, or some other employee, did something that was unsafe? Yes ( ) No ( )  
Describe:
10. In your opinion, did the accident occur because of some defect or failure of equipment?  
Yes ( ) No ( )  
Describe:
11. What have you done or what will you do to help prevent a similar accident?
12. Date of Report: \_\_\_\_\_
13. Supervisor/Foreman of the Injured: \_\_\_\_\_
14. Person Completing This Report: \_\_\_\_\_

**SUPERVISOR'S INVESTIGATION OF INCIDENT (NEAR MISS)**

**FORM C-2**

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DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

DATE REPORTED: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

---

DESCRIPTION OF INCIDENT:

---

CAUSE OF INCIDENT:

---

CORRECTIONS TO BE MADE TO AVOID FUTURE RECURRENCE:

---

DATE(S) OF SCHEDULED CORRECTIONS:

---

WITNESSES:	PHONE #:
1. _____	_____
2. _____	_____
3. _____	_____

INCIDENT INVESTIGATOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# ROUTINE SITE SURVEY AND AUDIT FORM

## FORM C-3

---

COMPANY: \_\_\_\_\_ DATE OF AUDIT: \_\_\_\_\_

LOCATION OF AUDIT: \_\_\_\_\_

AUDITOR: \_\_\_\_\_

---

PLEASE CHECK THE ANSWER WHICH PERTAINS TO THE LISTED ITEM.

### HOUSEKEEPING:

- |   | YES | NO  |
|---|-----|-----|
| 1. Are working surfaces (floors, work platforms, etc.) clean and free from grease, water, trash, tools, or other item which may serve as a slipping or tripping hazard? | [ ] | [ ] |
| 2. Are aisles free from grease, water, trash, tools or other items which may serve as a slipping or tripping hazard?  | [ ] | [ ] |
| 3. Are door thresholds kept in good repair, and in general, is the flooring maintained in a level condition so as to prevent a falling or tripping hazard?              | [ ] | [ ] |
| 4. Are permanent aisles and passageways clearly marked?   | [ ] | [ ] |

### STAIRWAYS AND ELEVATED WORK PLATFORMS:

- |  |     |     |
|--|-----|-----|
| 1. Are stairways clear of debris that could cause a person to trip or stumble?   | [ ] | [ ] |
| 2. Do stairways have the necessary hand-rails in place?  | [ ] | [ ] |
| 3. Are open-sided floors and/or runways guarded by a standard railing and toe-board?   | [ ] | [ ] |
| 4. Are elevated surfaces, overhead storage areas, or other above-ground work platforms provided with hand and mid-rails, and toe-boards? | [ ] | [ ] |

### ITEM NUMBER(S) AND CONDITION(S) DESCRIBED:

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# ROUTINE SITE SURVEY AND AUDIT FORM

## FORM C-3

PLEASE CHECK THE ANSWER WHICH PERTAINS TO THE LISTED ITEM.

### PERSONAL PROTECTIVE EQUIPMENT:

YES NO

1. Do employees need any of the following protective equipment:

- |                             |     |     |
|-----------------------------|-----|-----|
| (a) Hearing Protection      | [ ] | [ ] |
| (b) Respiratory Protection  | [ ] | [ ] |
| (c) Eye and Face Protection | [ ] | [ ] |
| (d) Safety Shoes            | [ ] | [ ] |
| (e) Hard Hats               | [ ] | [ ] |

2. Specify any specialized protective equipment which should be in use, and note if employees are using the equipment.

- |           |     |     |
|-----------|-----|-----|
| (a) _____ | [ ] | [ ] |
| (b) _____ | [ ] | [ ] |
| (c) _____ | [ ] | [ ] |
| (d) _____ | [ ] | [ ] |
| (e) _____ | [ ] | [ ] |

3. Are employees using appropriate cleaning and maintenance procedures for their protective equipment?

[ ] [ ]

### MACHINE GUARDS:

1. Are point of operation guards in place and working on all operating equipment? [ ] [ ]

2. Are all belts and pulleys less than seven feet from the floor guarded? [ ] [ ]

3. Are spinning or rotating parts of machinery guarded? [ ] [ ]

4. Are portable and fixed fans provided with blade guards? [ ] [ ]

5. Do grinders comply with the following regulations:

- |   |     |     |
|---|-----|-----|
| (a) Tool rests within 1/8" of the grinding wheels.    | [ ] | [ ] |
| (b) Tongue guards within 1/4" of the grinding wheels. | [ ] | [ ] |
| (c) Adjustable Plexiglas shields.                     | [ ] | [ ] |
| (d) Eye protection provided at the machine.           | [ ] | [ ] |
| (e) Eye protection warning sign at the machine.       | [ ] | [ ] |

6. List any portable tools which need proper guarding.

\_\_\_\_\_  
\_\_\_\_\_

ITEM NUMBER(S) AND CONDITION(S) DESCRIBED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# ROUTINE SITE SURVEY AND AUDIT FORM

## FORM C-3

PLEASE CHECK THE ANSWER WHICH PERTAINS TO THE LISTED ITEM.

### ELECTRICAL:

- |   | YES | NO  |
|---|-----|-----|
| 1. Are electrical cords in good condition with no frays or splices?   | [ ] | [ ] |
| 2. Do three-pronged electrical cords (both extension cords and power cords attached to tools or machinery) have the third prong in place, and are the cords in good condition with no frays or splices? | [ ] | [ ] |
| 3. Do self-insulated (two-prong) power cords have good insulation with no frays, cuts, or splices?  | [ ] | [ ] |
| 4. Are any extension cords laying over machinery, lying in water or across aisles where they can be damaged? If so, correct immediately.  | [ ] | [ ] |
| 5. Are extension cords being used as permanent wiring? If so, note below and recommend permanent or fixed wiring.   | [ ] | [ ] |
| 6. Do light switches and wall plug receptacles have covers?   | [ ] | [ ] |
| 7. Are all breaker boxes provided with doors, and are all doors kept closed?  | [ ] | [ ] |
| 8. Are all breakers labeled indicating what they energize?  | [ ] | [ ] |
| 9. Are any wall plug receptacles overloaded with too many power tools or electrical appliances?   | [ ] | [ ] |

### MEDICAL AND FIRST AID:

- |   |     |     |
|---|-----|-----|
| 1. Is the company hospital identified on an employee bulletin board or some other conspicuous location so that employees will know where to send sick or injured employees? | [ ] | [ ] |
| 2. Are physician approved first aid supplies available?   | [ ] | [ ] |
| 3. Are first aid supplies replaced as they are used?  | [ ] | [ ] |

### ITEM NUMBER(S) AND CONDITION(S) DESCRIBED:

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# ROUTINE SITE SURVEY AND AUDIT FORM

## FORM C-3

PLEASE CHECK THE ANSWER WHICH PERTAINS TO THE LISTED ITEM.

<b>FIRE PROTECTION AND FIRE EXTINGUISHERS:</b>	<b>YES</b>	<b>NO</b>
1. Are fire or emergency exits identified?	[ ]	[ ]
2. Are fire or emergency exits well-lit?	[ ]	[ ]
3. Are fire or emergency exits blocked or is access to these exits inhibited in any way?	[ ]	[ ]
4. Are fire extinguishers chosen for the type of fire most likely to occur in that area?	[ ]	[ ]
5. Are fire extinguisher locations conspicuously marked?	[ ]	[ ]
6. Are fire extinguishers properly mounted and easily accessible?	[ ]	[ ]
7. Are all fire extinguishers fully charged and operational?	[ ]	[ ]
8. Have fire extinguishers been inspected within the last year? (inspection date should be on the inspection tag)	[ ]	[ ]
9. Is access to the fire extinguishers clear and free from obstructions?	[ ]	[ ]
10. If applicable, are special purpose extinguishers (i.e., Halon) available and ready for use?	[ ]	[ ]

### **ENTRIES AND EXITS:**

6. Are all doorways and entrances properly identified as to where the doorway or entrance leads?	[ ]	[ ]
2. Are all exits identified with an exit sign?	[ ]	[ ]
3. Are all exits well-lit with access to all exits clear and free from obstructions?	[ ]	[ ]
4. Are exits unlocked to allow egress?	[ ]	[ ]
5. Are exit doors of the "one-motion-escape" variety?	[ ]	[ ]
6. Are exits and exit routes equipped with emergency lighting?	[ ]	[ ]

**ITEM NUMBER(S) AND CONDITION(S) DESCRIBED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# ROUTINE SITE SURVEY AND AUDIT FORM

## FORM C-3

PLEASE CHECK THE ANSWER WHICH PERTAINS TO THE LISTED ITEM.

<b>EMPLOYEE FACILITIES:</b>	<b>YES</b>	<b>NO</b>
1. Are rest-rooms kept clean and sanitary?	[ ]	[ ]
2. Are toilets clean and in good repair?	[ ]	[ ]
3. Are lunch/break rooms kept clean with no trash or food left in the open?	[ ]	[ ]
4. Are lunch/break locations stationed away from any area where production, use of hazardous chemicals, or any other work is taking place?	[ ]	[ ]

### **MATERIALS HANDLING AND STORAGE:**

1. Is adequate clearance allowed in aisles where materials must be moved?	[ ]	[ ]
2. Are tiered materials stacked, inter-blocked, locked and limited in height in some way in order to maintain stability?	[ ]	[ ]
3. If necessary, are clearing limits warning signs posted?	[ ]	[ ]
4. Are lifting assistance devices (forklifts or dollies) available for employees?	[ ]	[ ]

### **ITEM NUMBER(S) AND CONDITION(S) DESCRIBED:**

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### **EMPLOYEE NOTIFICATION:**

ARE THE FOLLOWING NOTICES/POSTERS AVAILABLE FOR EMPLOYEE REVIEW:

<b>1. DEPARTMENT OF LABOR – OSHA</b>	<b>YES</b>	<b>NO</b>
(a). Job Safety and Health Protection	[ ]	[ ]
(b). Accident Poster - Emergency Phone Numbers	[ ]	[ ]
<b>2. DEPARTMENT OF LABOR - HOUR &amp; WAGE DIVISION</b>		
(a). Equal Employment is the Law	[ ]	[ ]
(b). Federal Minimum Wage	[ ]	[ ]
(c). Employee Polygraph Protection Act	[ ]	[ ]
<b>3. TEXAS EMPLOYMENT COMMISSION POSTERS</b>		
(a). Notification of Employee Pay Schedule	[ ]	[ ]
(b). Notification of Wage Reporting to TEC	[ ]	[ ]
<b>4. WORKER'S COMPENSATION POSTERS</b>		
(a). Worker's Compensation Insurance Coverage	[ ]	[ ]
(b). Worker's Compensation Safety Violation Reporting	[ ]	[ ]
(c). Worker's Compensation Ombudsman Program	[ ]	[ ]



# **SAFETY INSPECTION OF EQUIPMENT AND/OR JOB-SITE**

## **FORM C-4**

Safety inspections of equipment shall be made on a routine basis, and the company will keep all completed forms in its permanent safety files.

For each category describe any safety hazards or problem areas.

I. Equipment to be inspected: (Describe)

A. Lifting equipment (vehicles):

B. Lifting equipment (slings, chains, etc.):

C. Fire extinguishers:

D. Respiratory protective equipment:

E. Welding or cutting rigs:

F. Electrical hand tools:

G. Electrical cords:

H. Other items:

# **SAFETY INSPECTION OF EQUIPMENT AND/OR JOB-SITE**

## **FORM C-4**

Safety inspections of equipment shall be made on a routine basis, and the company will keep all completed forms in its permanent safety files.

For each category describe any safety hazards or problem areas.

I. Equipment to be inspected: (Describe)

A. Lifting equipment:

B. Ladders (straight, step, extension):

C. Fire extinguishers:

D. Personal protective equipment:

E. Electrical hand tools:

G. Electrical cords:

H. Air powered equipment (and air lines):

I. Other items:



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**SECTION D**

**OCCUPATIONAL SAFETY AND HEALTH ACT**

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# OSHA INSPECTIONS AND RECORD-KEEPING REQUIREMENTS

## I. RECORD-KEEPING REQUIREMENT PROCEDURES:

- A. Every company at all of its locations or job-sites is required to have an OSHA poster posted on the employee bulletin board or in some other high visibility area. The Spanish version of this poster must also be posted if the company employs any workers who understand Spanish only.
- B. Each company is also required to maintain the OSHA 300 Form (Log of Work Related Injuries and Illnesses). A Log must be kept for each establishment or site. This Log should be updated within seven calendar days from the time an employee suffers a chargeable illness or injury. For each recordable illness or injury a 301 Form (Injury and Illness Incident report) must be filled out and kept as permanent record. At year's end, the Summary Form 300A should be filled out and posted in a visible location such as the Employee's bulletin board or other visible area by February 1<sup>st</sup> of the year following the year covered by the Form and keep it posted until April 30<sup>th</sup> of that year. Be sure to only post the Summary Form 300A and not the 300 Log. Original copies of the Log, Summary, and Incident Report should be kept on file for a minimum of five years following the year to which they pertain.

## II. OSHA INSPECTION PROCEDURES:

- A. A federal OSHA compliance officer **does not** have the right to immediate and open entry onto company property. **Direct Service USA** reserves the right to have a designated individual or group of individuals who must be present before any OSHA inspection is allowed to begin. The company also reserves the right to delay OSHA's inspection until these individuals can be present.
- B. Abide by the following procedures whenever an OSHA compliance officer attempts to inspect the company:
  - 1. Advise the officer that the company has a safety representative on staff, and he/she must be present to accompany the compliance officer on the inspection.
  - 2. Explain to the officer that the safety representative(s) will be contacted immediately.
  - 3. Be courteous and polite, but **NEVER** volunteer any information about company safety practices or records.
  - 4. The officer may ask to only glance at the corporate safety records. Again, do not volunteer any information until the designated safety representative(s) can be present.
  - 5. In the event that the officer indicates that he intends to inspect the facility without the designated company representative(s), advise him/her that they must secure a search warrant to continue the investigation. Do not be insulting or threatening; simply inform the officer that you are exercising your rights under OSHA law by delaying the compliance officer's entry until your safety representative can be present.

## OSHA INSPECTIONS AND RECORD-KEEPING REQUIREMENTS (Cont.)

### III. TYPES OF INSPECTIONS:

- A. **Imminent Danger:** This is a top priority and is generally based on the certainty of a danger which is immediately hazardous to life and well being.
- B. **Fatal Accidents and Catastrophes:** This is the second priority for an inspection by OSHA. This type of inspection is conducted when three or more employees are injured and admitted to a hospital or when an employee dies as the result of an accident.
- C. **Employee Complaint:** This type of inspection occurs when an employee makes a complaint to OSHA indicating that imminent danger exists on the job-site/plant. OSHA will maintain confidentiality if the employee requests it.
- D. **Programmed Inspections:** This is a randomly selected inspection triggered by a high hazard industry injury rate or high lost work-day injury rate. Any company that exceeds the injury rate for its industry (on a national average) may be subjected to an OSHA inspection.
- E. **Follow-up Inspections:** OSHA uses the follow-up inspection to determine if the company has corrected the violations found at a previous inspection. "Failure to abate" violations can result in additional daily fines as long as the violation continues.

### IV. POSTING CITATIONS:

In the event that OSHA does levy penalties against the company, there are specific posting requirements concerning the written citations.

- A. The citation(s) must be posted on an employee bulletin board, or other general location, where employees can review it for the period of time indicated on the citation. The citation must be posted for at least three days even if the hazard has been abated.
- B. After the citation has been posted for the required amount of time, it should then be removed and filed in the company's permanent records.

### V. NOTIFICATION OF OSHA:

- A. In the event of a death or catastrophic accident (three or more employees injured and admitted to a hospital), the company must notify the OSHA offices within 8 hours.
- B. Please notify all top management personnel including the company safety representative before calling OSHA. In most cases, a person who has experience in dealing with OSHA should place the call to OSHA.

## SUBCONTRACTOR / VENDOR PRE-QUALIFICATION

**OVERVIEW:** It is the policy of **Direct Service USA** to pre-qualify our subcontractors prior to bidding on any of our projects. Subcontractors will be prequalified by reviewing their safety programs, safety training records, and safety statistics (i.e.: EMR, OSHA Recordable Incident Rate, etc.).

Subcontractor shall take all reasonable safety precautions pertaining to its Work and the conduct thereof. Without limiting the generality of the foregoing, it shall comply with all applicable laws, ordinances, rules, regulations and orders issued by any public or governmental body or authority, whether federal or otherwise, including, but not limited to, occupational safety and health legislation and, in addition, the safety measures called for by Contractor.

### SAFETY INFORMATION FORM FOR SUBCONTRACTORS

Please answer the following safety questions.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax Number: \_\_\_\_\_ Fax: \_\_\_\_\_

1. Does your company have a safety representative? Yes \_\_\_\_\_, No \_\_\_\_\_. If so, please give their name: \_\_\_\_\_
2. Do you have Workers Compensation Insurance? Yes: \_\_\_\_\_, No: \_\_\_\_\_
3. What is your average number of employees? \_\_\_\_\_
4. Do you have a written safety program? Yes: \_\_\_\_\_, No: \_\_\_\_\_
5. Do you maintain an OSHA 300 log? Yes: \_\_\_\_\_, No: \_\_\_\_\_
6. Has your company received any **OSHA** citation in the last three years? Yes: \_\_\_\_\_, No: \_\_\_\_\_ If so, please provide additional information concerning the citation: \_\_\_\_\_  
\_\_\_\_\_
7. Has your company had a fatality within the last three years? Yes: \_\_\_\_\_, No: \_\_\_\_\_.
8. What is your EMR (Experience Modification Rate) for the past three years?  
Year: 20\_\_\_\_: \_\_\_\_\_, Year: 20\_\_\_\_: \_\_\_\_\_, Year: 20\_\_\_\_: \_\_\_\_\_,
9. What is your lost time incidence rate for the past three years? (# of lost work cases, from OSHA 300 form, multiply by 200,000, divide by the number of man-hours worked).  
Year: 20\_\_\_\_: \_\_\_\_\_, Year: 20\_\_\_\_: \_\_\_\_\_, Year: 20\_\_\_\_: \_\_\_\_\_,
10. Do you have a written drug program? Yes: \_\_\_\_\_, No: \_\_\_\_\_. If yes, how often do you test for drugs? \_\_\_\_\_
11. Do you test for alcohol? Yes: \_\_\_\_\_, No: \_\_\_\_\_.
12. Does your company conduct safety training? Yes: \_\_\_\_\_, No: \_\_\_\_\_, If yes, what type and how often? \_\_\_\_\_
13. What type Personal Protective Equipment (PPE), does your company require of your employees?  
\_\_\_\_\_
14. Will your company be subcontracting any part of your work? Yes: \_\_\_\_\_, No: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Contractor's Representative

\_\_\_\_\_  
Date

# CONTRACTOR OSHA COMPLIANCE AGREEMENT FORM

Contractor Name: \_\_\_\_\_

Date: \_\_\_\_\_

The contractor named above agrees to perform work for **Direct Service USA** in a safe manner as outlined in this agreement. This work will include any duties performed while on the premises of **Direct Service USA** and during any other activity relating to work assigned by **Direct Service USA**.

The contractor agrees to comply with all OSHA safety standards and procedures outlined under 29 CFR 1910 (General Industry Standard) and under 29 CFR 1926 (Construction Standard). Furthermore, any additional safety rules practiced at **Direct Service USA** will be enforced.

All personal protective equipment, compliance with safety rules and regulations, etc. are the responsibility of the contracting company. It is understood that the contracting company employees will submit to these safety rules and regulations as they are directed by **Direct Service USA** supervisors and the safety management team.

Failure to comply with these safety policies can result in the contractor being dismissed from these facilities. My signature below acknowledges this policy.

## **Procurement Of Equipment And Materials**

All equipment and materials secured for doing business by **Direct Service USA** contractors will address the following safety, health and environmental issues:

- Material safety data sheets for all chemicals (solids, liquids and gases)
- Industrial Hygiene issues
- Ergonomics
- Machine guards
- Noise levels
- Light Levels (proper illumination)
- Environmental issues including disposal
- Hand tools
- Any other health issues
- Any other safety issues

Any equipment or materials that do not adequately satisfy the safety, health or environmental criteria will not be purchased or used on any jobsites, including all **Direct Service USA** sites.

Printed Name of Contractor's Representative: \_\_\_\_\_

Signature of Contractor's Representative: \_\_\_\_\_

Date of Signed Agreement: \_\_\_\_\_

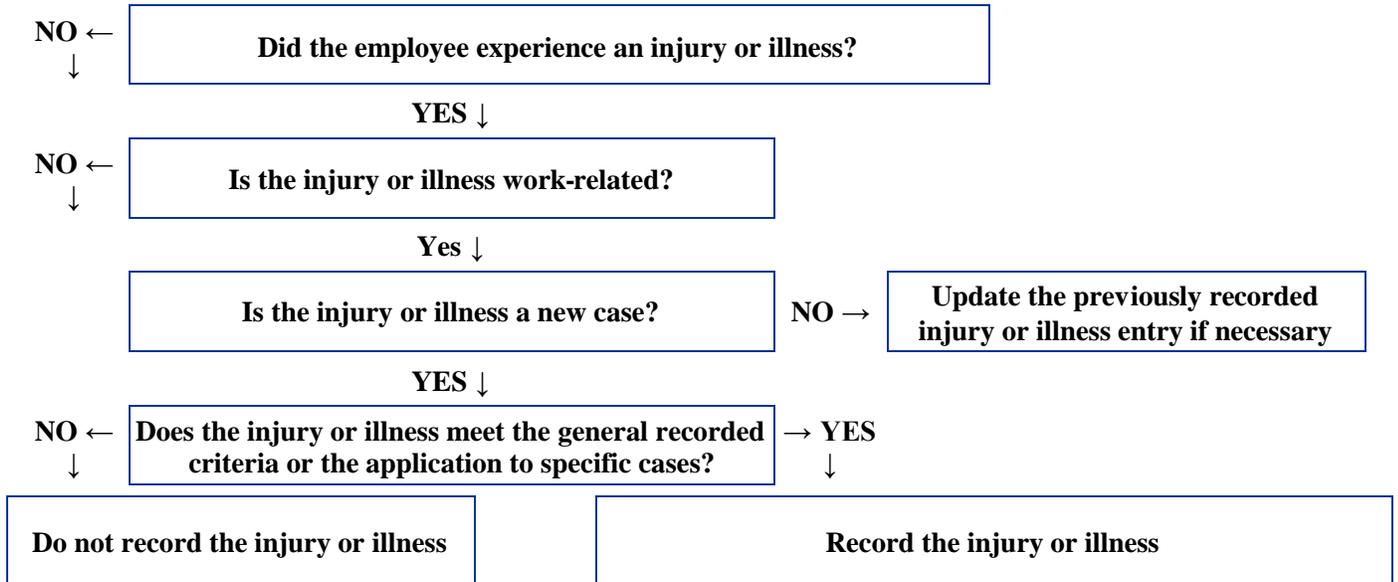
**NOTE:** Compliance to OSHA Rules / Regulations are mandatory in order to comply with **Direct Service USA** safety program. Your cooperation is expected and appreciated.

## PROCESS TO DETERMINE IF A CASE IS RECORDABLE

As an employer, you are responsible for reporting all recordable injuries and illnesses. To help determine if an injury or illness is recordable, refer to the flow chart below. If you are unable to determine if an injury or illness is recordable, call the OSHA area office nearest you.

### Medical vs. First Aid Treatment

One of the most confusing aspects of recordkeeping is determining if an injury or illness is recordable, based upon first aid or medical treatment. The revised standard sets new definitions of medical treatment and first aid to simplify recording decisions.



#### Medical Treatment is defined as:

- ◆ Administering immunizations, such as Hepatitis B or rabies (does not include tetanus)
- ◆ Using wound closing devices, such as sutures, staples, etc.
- ◆ Using rigid means of support to immobilize parts of the body
- ◆ Physical therapy or chiropractic treatment

#### Medical Treatment does not include:

- ◆ Visits to a physician or other licensed health care professional solely for observation or counseling
- ◆ The conduct of diagnostic procedures, such as X-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes

#### First Aid is defined as:

- ◆ Using a nonprescription medication at nonprescription strength
- ◆ Administration of tetanus immunizations
- ◆ Cleaning, flushing or soaking wounds on the surface of the skin

- ◆ Use of wound coverings, such as bandages, Band-Aids®, gauze pads, etc.
- ◆ Application of hot or cold therapy
- ◆ Use of any nonrigid means of support, such as elastic bandages, wraps, nonrigid back belts, etc.
- ◆ Use of temporary immobilization devices while transporting an accident victim (e.g. splints, slings, neck collars, back boards, etc.)
- ◆ Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister
- ◆ Use of eye patches
- ◆ Removal of foreign bodies from the eye using only irrigation or a cotton swab
- ◆ Removal of splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- ◆ Use of finger guards
- ◆ Administration of massage
- ◆ Drinking fluids to relieve heat stress

*This is a complete list of all treatments defined as first aid under the revised standard.*

## Determination Of Work-Relatedness - 29 CFR 1904.5

1904.5 (a) **Basic requirement.** You must consider an injury or illness to be work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment, unless an exception in Section 1904.5(b)(2) specifically applies.

1904.5 (b) **Implementation.**

1904.5 (b)(1) **What is the "work environment"?** OSHA defines the work environment as "the establishment and other locations where one or more employees are working or are present as a condition of their employment. The work environment includes not only physical locations, but also the equipment or materials used by the employee during the course of his or her work."

1904.5 (b)(2) **Are there situations where an injury or illness occurs in the work environment and is not considered work-related?** Yes, an injury or illness occurring in the work environment that falls under one of the following exceptions is not work-related, and therefore is not recordable.

<b>1904.5(b)(2)</b>	<b>You are not required to record injuries and illnesses if ...</b>
<b>(i)</b>	At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
<b>(ii)</b>	The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.
<b>(iii)</b>	The injury or illness results solely from voluntary participation in a wellness program or in flu shot, exercise class, racquetball, or baseball.
<b>(iv)</b>	The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer's establishment, the case would not be considered work-related.  Note: If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related.
<b>(v)</b>	The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.
<b>(vi)</b>	The injury or illness is solely the result of personal grooming, self medication for a non-work-related condition, or is intentionally self-inflicted.
<b>(vii)</b>	The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.
<b>(viii)</b>	The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work).
<b>(ix)</b>	The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating that the employee has a mental illness that is work-related.

1904.5 (b)(3) **How do I handle a case if it is not obvious whether the precipitating event or exposure occurred in the work environment or occurred away from work?** In these situations, you must evaluate the employee's work duties and environment to decide whether or not one or more events or exposures in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing condition.

1904.5 (b)(4) **How do I know if an event or exposure in the work environment "significantly aggravated" a preexisting injury or illness?** A preexisting injury or illness has been significantly aggravated, for purposes of OSHA injury and illness recordkeeping, when an event or exposure in the work environment results in any of the following:

- (i) Death, provided that the preexisting injury or illness would likely not have resulted in death but for the occupational event or exposure.
- (ii) Loss of consciousness, provided that the preexisting injury or illness would likely not have resulted in loss of consciousness but for the occupational event or exposure.
- (iii) One or more days away from work, or days of restricted work, or days of job transfer that otherwise would not have occurred but for the occupational event or exposure.
- (iv) Medical treatment in a case where no medical treatment was needed for the injury or illness before the workplace event or exposure, or a change in medical treatment was necessitated by the workplace event or exposure.

1904.5 (b)(5) **Which injuries and illnesses are considered pre-existing conditions?** An injury or illness is a preexisting condition if it resulted solely from a non-work-related event or exposure that occurred outside the work environment.

1904.5 (b)(6) **How do I decide whether an injury or illness is work-related if the employee is on travel status at the time the injury or illness occurs?** Injuries and illnesses that occur while an employee is on travel status are work-related if, at the time of the injury or illness, the employee was engaged in work activities "in the interest of the employer." Examples of such activities include travel to and from customer contacts, conducting job tasks, and entertaining or being entertained to transact, discuss, or promote business (work-related entertainment includes only entertainment activities being engaged in at the direction of the employer).

Injuries or illnesses that occur when the employee is on travel status do not have to be recorded if they meet one of the exceptions listed below.

<b>1904.5(b)(6)</b>	<b>If the employee has...</b>	<b>You may use the following to determine if an injury or illness is work-related</b>
	(i) checked into a hotel or motel for one or more days.	When a traveling employee checks into a hotel, motel, or into a other temporary residence, he or she establishes a "home away from home." You must evaluate the employee's activities after he or she checks into the hotel, motel, or other temporary residence for their work-relatedness in the same manner as you evaluate the activities of a non-traveling employee. When the employee checks into the temporary residence, he or she is considered to have left the work environment. When the employee begins work each day, he or she re-enters the work environment. If the employee has established a "home away from home" and is reporting to a fixed worksite each day, you also do not consider injuries or illnesses work-related if they occur while the employee is commuting between the temporary residence and the job location.
	(ii) taken a detour for personal reasons.	Injuries or illnesses are not considered work-related if they occur while the employee is on a personal detour from a reasonably direct route of travel (e.g., has taken a side trip for personal reasons).

1904.5(b)(7) ***How do I decide if a case is work-related when the employee is working at home?***

Injuries and illnesses that occur while an employee is working at home, including work in a home office, will be considered work-related if the injury or illness occurs while the employee is performing work for pay or compensation in the home, and the injury or illness is directly related to the performance of work rather than to the general home environment or setting. For example, if an employee drops a box of work documents and injures his or her foot, the case is considered work-related. If an employee's fingernail is punctured by a needle from a sewing machine used to perform garment work at home, becomes infected and requires medical treatment, the injury is considered work-related. If an employee is injured because he or she trips on the family dog while rushing to answer a work phone call, the case is not considered work-related. If an employee working at home is electrocuted because of faulty home wiring, the injury is not considered work-related.

## **Determination Of New Cases - 29 CFR 1904.6**

1904.6(a) ***Basic requirement.*** You must consider an injury or illness to be a "new case" if:

1904.6(a)(1) The employee has not previously experienced a recorded injury or illness of the same type that affects the same part of the body, or

1904.6(a)(2) The employee previously experienced a recorded injury or illness of the same type that affected the same part of the body but had recovered completely (all signs and symptoms had disappeared) from the previous injury or illness and an event or exposure in the work environment caused the signs or symptoms to reappear.

1904.6(b) ***Implementation.***

1904.6(b)(1) ***When an employee experiences the signs or symptoms of a chronic work-related illness, do I need to consider each recurrence of signs or symptoms to be a new case?*** No, for occupational illnesses where the signs or symptoms may recur or continue in the absence of an exposure in the workplace, the case must only be recorded once. Examples may include occupational cancer, asbestosis, byssinosis and silicosis.

1904.6(b)(2) ***When an employee experiences the signs or symptoms of an injury or illness as a result of an event or exposure in the workplace, such as an episode of occupational asthma, must I treat the episode as a new case?*** Yes, because the episode or recurrence was caused by an event or exposure in the workplace, the incident must be treated as a new case.

1904.6(b)(3) ***May I rely on a physician or other licensed health care professional to determine whether a case is a new case or a recurrence of an old case?*** You are not required to seek the advice of a physician or other licensed health care professional. However, if you do seek such advice, you must follow the physician or other licensed health care professional's recommendation about whether the case is a new case or a recurrence. If you receive recommendations from two or more physicians or other licensed health care professionals, you must make a decision as to which recommendation is the most authoritative (best documented, best reasoned, or most authoritative), and record the case based upon that recommendation.

## General Recording Criteria – 29 CFR 1904.7

1904.7(a) **Basic requirement.** You must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. You must also consider a case to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

1904.7(b) **Implementation.**

1904.7(b)(1) **How do I decide if a case meets one or more of the general recording criteria?** A work-related injury or illness must be recorded if it results in one or more of the following:

- 1904.7(b)(1)(i) **Death.** See 1904.7(b)(2).
- 1904.7(b)(1)(ii) **Days away from work.** See 1904.7(b)(3).
- 1904.7(b)(1)(iii) **Restricted work or transfer to another job.** See 1904.7(b)(4).
- 1904.7(b)(1)(iv) **Medical treatment beyond first aid.** See 1904.7(b)(5).
- 1904.7(b)(1)(v) **Loss of consciousness.** See 1904.7(b)(6).
- 1904.7(b)(1)(vi) **A significant injury or illness diagnosed by a physician or other licensed health care professional.** See 1904.7(b)(7).

1904.7(b)(2) **How do I record a work-related injury or illness that results in the employee's death?**

You must record an injury or illness that results in death by entering a check mark on the OSHA 300 Log in the space for cases resulting in death. You must also report any work-related fatality to OSHA within eight (8) hours, as required by 1904.39.

1904.7(b)(3) **How do I record a work-related injury or illness that results in days away from work?**

When an injury or illness involves one or more days away from work, you must record the injury or illness on the OSHA 300 Log with a check mark in the space for cases involving days away and an entry of the number of calendar days away from work in the number of days column. If the employee is out for an extended period of time, you must enter an estimate of the days that the employee will be away, and update the day count when the actual number of days is known.

1904.7(b)(3)(i) **Do I count the day on which the injury occurred or the illness began?** No, you begin counting days away on the day after the injury occurred or the illness began.

1904.7(b)(3)(ii) **How do I record an injury or illness when a physician or other licensed health care professional recommends that the worker stay at home but the employee comes to work anyway?**

You must record these injuries and illnesses on the OSHA 300 Log using the check box for cases with days away from work and enter the number of calendar days away recommended by the physician or other licensed health care professional. If a physician or other licensed health care professional recommends days away, you should encourage your employee to follow that recommendation. However, the days away must be recorded whether the injured or ill employee follows the physician or licensed health care professional's recommendation or not. If you receive recommendations from two or more physicians or other licensed health care professionals, you may make a decision as to which recommendation is the most authoritative, and record the case based upon that recommendation.

1904.7(b)(3)(iii) **How do I handle a case when a physician or other licensed health care professional recommends that the worker return to work but the employee stays at home anyway?** In this situation, you must end the count of days away from work on the date the physician or other licensed health care professional recommends that the employee return to work.

1904.7(b)(3)(iv) **How do I count weekends, holidays, or other days the employee would not have worked anyway?** You must count the number of calendar days the employee was unable to work as a result of the injury or illness, regardless of whether or not the employee was scheduled to work on those day(s). Weekend days, holidays, vacation days or other days off are included in the total number of days recorded if the employee would not have been able to work on those days because of a work-related injury or illness.

- 1904.7(b)(3)(v) **How do I record a case in which a worker is injured or becomes ill on a Friday and reports to work on a Monday, and was not scheduled to work on the weekend?** You need to record this case only if you receive information from a physician or other licensed health care professional indicating that the employee should not have worked, or should have performed only restricted work, during the weekend. If so, you must record the injury or illness as a case with days away from work or restricted work, and enter the day counts, as appropriate.
- 1904.7(b)(3)(vi) **How do I record a case in which a worker is injured or becomes ill on the day before scheduled time off such as a holiday, a planned vacation, or a temporary plant closing?** You need to record a case of this type only if you receive information from a physician or other licensed health care professional indicating that the employee should not have worked, or should have performed only restricted work, during the scheduled time off. If so, you must record the injury or illness as a case with days away from work or restricted work, and enter the day counts, as appropriate.
- 1904.7(b)(3)(vii) **Is there a limit to the number of days away from work I must count?** Yes, you may "cap" the total days away at 180 calendar days. You are not required to keep track of the number of calendar days away from work if the injury or illness resulted in more than 180 calendar days away from work and/or days of job transfer or restriction. In such a case, entering 180 in the total days away column will be considered adequate.
- 1904.7(b)(3)(viii) **May I stop counting days if an employee who is away from work because of an injury or illness retires or leaves my company?** Yes, if the employee leaves your company for some reason unrelated to the injury or illness, such as retirement, a plant closing, or to take another job, you may stop counting days away from work or days of restriction/job transfer. If the employee leaves your company because of the injury or illness, you must estimate the total number of days away or days of restriction/job transfer and enter the day count on the 300 Log.
- 1904.7(b)(3)(ix) **If a case occurs in one year but results in days away during the next calendar year, do I record the case in both years?** No, you only record the injury or illness once. You must enter the number of calendar days away for the injury or illness on the OSHA 300 Log for the year in which the injury or illness occurred. If the employee is still away from work because of the injury or illness when you prepare the annual summary, estimate the total number of calendar days you expect the employee to be away from work, use this number to calculate the total for the annual summary, and then update the initial log entry later when the day count is known or reaches the 180-day cap.
- 1904.7(b)(4) **How do I record a work-related injury or illness that results in restricted work or job transfer?** When an injury or illness involves restricted work or job transfer but does not involve death or days away from work, you must record the injury or illness on the OSHA 300 Log by placing a check mark in the space for job transfer or restriction and an entry of the number of restricted or transferred days in the restricted workdays column.
- 1904.7(b)(4)(i) **How do I decide if the injury or illness resulted in restricted work?** Restricted work occurs when, as the result of a work-related injury or illness:
- 1904.7(b)(4)(i)(A) You keep the employee from performing one or more of the routine functions of his or her job, or from working the full workday that he or she would otherwise have been scheduled to work; or
- 1904.7(b)(4)(i)(B) A physician or other licensed health care professional recommends that the employee not perform one or more of the routine functions of his or her job, or not work the full workday that he or she would otherwise have been scheduled to work.
- 1904.7(b)(4)(ii) **What is meant by "routine functions"?** For recordkeeping purposes, an employee's routine functions are those work activities the employee regularly performs at least once per week.
- 1904.7(b)(4)(iii) **Do I have to record restricted work or job transfer if it applies only to the day on which the injury occurred or the illness began?** No, you do not have to record restricted work or job transfers if you, or the physician or other licensed health care professional, impose the restriction or transfer only for the day on which the injury occurred or the illness began.

- 1904.7(b)(4)(iv) ***If you or a physician or other licensed health care professional recommends a work restriction, is the injury or illness automatically recordable as a "restricted work" case?*** No, a recommended work restriction is recordable only if it affects one or more of the employee's routine job functions. To determine whether this is the case, you must evaluate the restriction in light of the routine functions of the injured or ill employee's job. If the restriction from you or the physician or other licensed health care professional keeps the employee from performing one or more of his or her routine job functions, or from working the full workday the injured or ill employee would otherwise have worked, the employee's work has been restricted and you must record the case.
- 1904.7(b)(4)(v) ***How do I record a case where the worker works only for a partial work shift because of a work-related injury or illness?*** A partial day of work is recorded as a day of job transfer or restriction for recordkeeping purposes, except for the day on which the injury occurred or the illness began.
- 1904.7(b)(4)(vi) ***If the injured or ill worker produces fewer goods or services than he or she would have produced prior to the injury or illness but otherwise performs all of the routine functions of his or her work, is the case considered a restricted work case?*** No, the case is considered restricted work only if the worker does not perform all of the routine functions of his or her job or does not work the full shift that he or she would otherwise have worked.
- 1904.7(b)(4)(vii) ***How do I handle vague restrictions from a physician or other licensed health care professional, such as that the employee engage only in "light duty" or "take it easy for a week"?*** If you are not clear about the physician or other licensed health care professional's recommendation, you may ask that person whether the employee can do all of his or her routine job functions and work all of his or her normally assigned work shift. If the answer to both of these questions is "Yes," then the case does not involve a work restriction and does not have to be recorded as such. If the answer to one or both of these questions is "No," the case involves restricted work and must be recorded as a restricted work case. If you are unable to obtain this additional information from the physician or other licensed health care professional who recommended the restriction, record the injury or illness as a case involving restricted work.
- 1904.7(b)(4)(viii) ***What do I do if a physician or other licensed health care professional recommends a job restriction meeting OSHA's definition, but the employee does all of his or her routine job functions anyway?*** You must record the injury or illness on the OSHA 300 Log as a restricted work case. If a physician or other licensed health care professional recommends a job restriction, you should ensure that the employee complies with that restriction. If you receive recommendations from two or more physicians or other licensed health care professionals, you may make a decision as to which recommendation is the most authoritative, and record the case based upon that recommendation.
- 1904.7(b)(4)(ix) ***How do I decide if an injury or illness involved a transfer to another job?*** If you assign an injured or ill employee to a job other than his or her regular job for part of the day, the case involves transfer to another job. Note: This does not include the day on which the injury or illness occurred.
- 1904.7(b)(4)(x) ***Are transfers to another job recorded in the same way as restricted work cases?*** Yes, both job transfer and restricted work cases are recorded in the same box on the OSHA 300 Log. For example, if you assign, or a physician or other licensed health care professional recommends that you assign, an injured or ill worker to his or her routine job duties for part of the day and to another job for the rest of the day, the injury or illness involves a job transfer. You must record an injury or illness that involves a job transfer by placing a check in the box for job transfer.
- 1904.7(b)(4)(xi) ***How do I count days of job transfer or restriction?*** You count days of job transfer or restriction in the same way you count days away from work, using 1904.7(b)(3)(i) to (viii), above. The only difference is that, if you permanently assign the injured or ill employee to a job that has been modified or permanently changed in a manner that eliminates the routine functions the employee was restricted from performing, you may stop the day count when the modification or change is made permanent. You must count at least one day of restricted work or job transfer for such cases.

- 1904.7(b)(5) ***How do I record an injury or illness that involves medical treatment beyond first aid?*** If a work-related injury or illness results in medical treatment beyond first aid, you must record it on the OSHA 300 Log. If the injury or illness did not involve death, one or more days away from work, one or more days of restricted work, or one or more days of job transfer, you enter a check mark in the box for cases where the employee received medical treatment but remained at work and was not transferred or restricted.
- 1904.7(b)(5)(i) ***What is the definition of medical treatment?*** "Medical treatment" means the management and care of a patient to combat disease or disorder. For the purposes of Part 1904, medical treatment does not include:
- 1904.7(b)(5)(i)(A) Visits to a physician or other licensed health care professional solely for observation or counseling;
  - 1904.7(b)(5)(i)(B) The conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (*e.g.*, eye drops to dilate pupils); or
  - 1904.7(b)(5)(i)(C) "First aid" as defined in paragraph (b)(5)(ii) of this section.
- 1904.7(b)(5)(ii) ***What is "first aid"?*** For the purposes of Part 1904, "first aid" means the following:
- 1904.7(b)(5)(ii)(A) Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
  - 1904.7(b)(5)(ii)(B) Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
  - 1904.7(b)(5)(ii)(C) Cleaning, flushing or soaking wounds on the surface of the skin;
  - 1904.7(b)(5)(ii)(D) Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
  - 1904.7(b)(5)(ii)(E) Using hot or cold therapy;
  - 1904.7(b)(5)(ii)(F) Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
  - 1904.7(b)(5)(ii)(G) Using temporary immobilization devices while transporting an accident victim (*e.g.*, splints, slings, neck collars, back boards, etc.);
  - 1904.7(b)(5)(ii)(H) Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
  - 1904.7(b)(5)(ii)(I) Using eye patches;
  - 1904.7(b)(5)(ii)(J) Removing foreign bodies from the eye using only irrigation or a cotton swab;
  - 1904.7(b)(5)(ii)(K) Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
  - 1904.7(b)(5)(ii)(L) Using finger guards;
  - 1904.7(b)(5)(ii)(M) Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
  - 1904.7(b)(5)(ii)(N) Drinking fluids for relief of heat stress.
- 1904.7(b)(5)(iii) ***Are any other procedures included in first aid?*** No, this is a complete list of all treatments considered first aid for Part 1904 purposes.
- 1904.7(b)(5)(iv) ***Does the professional status of the person providing the treatment have any effect on what is considered first aid or medical treatment?*** No, OSHA considers the treatments listed in 1904.7(b)(5)(ii) of this Part to be first aid regardless of the professional status of the person providing the treatment. Even when these treatments are provided by a physician or other licensed health care professional, they are considered first aid for the purposes of Part 1904. Similarly, OSHA considers treatment beyond first aid to be medical treatment even when it is provided by someone other than a physician or other licensed health care professional.

1904.7(b)(5)(v) ***What if a physician or other licensed health care professional recommends medical treatment but the employee does not follow the recommendation?*** If a physician or other licensed health care professional recommends medical treatment, you should encourage the injured or ill employee to follow that recommendation. However, you must record the case even if the injured or ill employee does not follow the physician or other licensed health care professional's recommendation.

1904.7(b)(6) ***Is every work-related injury or illness case involving a loss of consciousness recordable?*** Yes, you must record a work-related injury or illness if the worker becomes unconscious, regardless of the length of time the employee remains unconscious.

1904.7(b)(7) ***What is a "significant" diagnosed injury or illness that is recordable under the general criteria even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness?*** Work-related cases involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum must always be recorded under the general criteria at the time of diagnosis by a physician or other licensed health care professional.

**Note to 1904.7:** OSHA believes that most significant injuries and illnesses will result in one of the criteria listed in 1904.7(a): death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness. However, there are some significant injuries, such as a punctured eardrum or a fractured toe or rib, for which neither medical treatment nor work restrictions may be recommended. In addition, there are some significant progressive diseases, such as byssinosis, silicosis, and some types of cancer, for which medical treatment or work restrictions may not be recommended at the time of diagnosis but are likely to be recommended as the disease progresses. OSHA believes that cancer, chronic irreversible diseases, fractured or cracked bones, and punctured eardrums are generally considered significant injuries and illnesses, and must be recorded at the initial diagnosis even if medical treatment or work restrictions are not recommended, or are postponed, in a particular case.

## Recording Criteria For Needlestick And Sharps Injuries - 29 CFR 1904.8

1904.8(a) **Basic requirement.** You must record all work-related needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material (as defined by 29 CFR 1910.1030). You must enter the case on the OSHA 300 Log as an injury. To protect the employee's privacy, you may not enter the employee's name on the OSHA 300 Log (see the requirements for privacy cases in paragraphs 1904.29(b)(6) through 1904.29(b)(9)).

1904.8(b) **Implementation.**

1904.8(b)(1) **What does "other potentially infectious material" mean?** The term "other potentially infectious materials" is defined in the OSHA Bloodborne Pathogens standard at Section 1910.1030(b). These materials include:

- (i) Human bodily fluids, tissues and organs, and
- (ii) Other materials infected with the HIV or hepatitis B (HBV) virus such as laboratory cultures or tissues from experimental animals.

1904.8(b)(2) **Does this mean that I must record all cuts, lacerations, punctures, and scratches?** No, you need to record cuts, lacerations, punctures, and scratches only if they are work-related and involve contamination with another person's blood or other potentially infectious material. If the cut, laceration, or scratch involves a clean object, or a contaminant other than blood or other potentially infectious material, you need to record the case only if it meets one or more of the recording criteria in Section 1904.7.

1904.8(b)(3) **If I record an injury and the employee is later diagnosed with an infectious bloodborne disease, do I need to update the OSHA 300 Log?** Yes, you must update the classification of the case on the OSHA 300 Log if the case results in death, days away from work, restricted work, or job transfer. You must also update the description to identify the infectious disease and change the classification of the case from an injury to an illness.

1904.8(b)(4) **What if one of my employees is splashed or exposed to blood or other potentially infectious material without being cut or scratched? Do I need to record this incident?** You need to record such an incident on the OSHA 300 Log as an illness if:

- (i) It results in the diagnosis of a bloodborne illness, such as HIV, hepatitis B, or hepatitis C; or
- (ii) It meets one or more of the recording criteria in Section 1904.7.

## Recording Criteria For Cases Involving Occupational Hearing Loss 29 CFR 1904.10

1904.10(a) **Basic requirement.** If an employee's hearing test (audiogram) reveals that the employee has experienced a work-related Standard Threshold Shift (STS) in hearing in one or both ears, and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS, you must record the case on the OSHA 300 Log.

1904.10(b) **Implementation.**

1904.10(b)(1) **What is a Standard Threshold Shift?** A Standard Threshold Shift, or STS, is defined in the occupational noise exposure standard at 29 CFR 1910.95(g)(10)(i) as a change in hearing threshold, relative to the baseline audiogram for that employee, of an average of 10 decibels (dB) or more at 2000, 3000, and 4000 hertz (Hz) in one or both ears.

1904.10(b)(2) **How do I evaluate the current audiogram to determine whether an employee has an STS and a 25-dB hearing level?**

1904.10(b)(2)(i) **STS.** If the employee has never previously experienced a recordable hearing loss, you must compare the employee's current audiogram with that employee's baseline audiogram. If the employee has previously experienced a recordable hearing loss, you must compare the employee's current audiogram with the employee's revised baseline audiogram (the audiogram reflecting the employee's previous recordable hearing loss case).

1904.10(b)(2)(ii) **25-dB loss.** Audiometric test results reflect the employee's overall hearing ability in comparison to audiometric zero. Therefore, using the employee's current audiogram, you must use the average hearing level at 2000, 3000, and 4000 Hz to determine whether or not the employee's total hearing level is 25 dB or more.

1904.10(b)(3) **May I adjust the current audiogram to reflect the effects of aging on hearing?** Yes. When you are determining whether an STS has occurred, you may age adjust the employee's current audiogram results by using Tables F-1 or F-2, as appropriate, in Appendix F of 29 CFR 1910.95. You may not use an age adjustment when determining whether the employee's total hearing level is 25 dB or more above audiometric zero.

1904.10(b)(4) **Do I have to record the hearing loss if I am going to retest the employee's hearing?** No, if you retest the employee's hearing within 30 days of the first test, and the retest does not confirm the recordable STS, you are not required to record the hearing loss case on the OSHA 300 Log. If the retest confirms the recordable STS, you must record the hearing loss illness within seven (7) calendar days of the retest. If subsequent audiometric testing performed under the testing requirements of the 1910.95 noise standard indicates that an STS is not persistent, you may erase or line-out the recorded entry.

1904.10(b)(5) **Are there any special rules for determining whether a hearing loss case is work-related?** No. You must use the rules in 1904.5 to determine if the hearing loss is work-related. If an event or exposure in the work environment either caused or contributed to the hearing loss, or significantly aggravated a pre-existing hearing loss, you must consider the case to be work related.

1904.10(b)(6) **If a physician or other licensed health care professional determines the hearing loss is not work-related, do I still need to record the case?** If a physician or other licensed health care professional determines that the hearing loss is not work-related or has not been significantly aggravated by occupational noise exposure, you are not required to consider the case work-related or to record the case on the OSHA 300 Log.

1904.10(b)(7) **How do I complete the 300 Log for a hearing loss case?** When you enter a recordable hearing loss case on the OSHA 300 Log, you must check the 300 Log column for hearing loss.

(Note: 1904.10(b)(7) is effective beginning January 1, 2004.)

## Multiple Business Establishments - 29 CFR 1904.30

1904.30(a) **Basic requirement.** You must keep a separate OSHA 300 Log for each establishment that is expected to be in operation for one year or longer.

1904.30(b) **Implementation.**

1904.30(b)(1) **Do I need to keep OSHA injury and illness records for short-term establishments (i.e., establishments that will exist for less than a year)?** Yes, however, you do not have to keep a separate OSHA 300 Log for each such establishment. You may keep one OSHA 300 Log that covers all of your short-term establishments. You may also include the short-term establishments' recordable injuries and illnesses on an OSHA 300 Log that covers short-term establishments for individual company divisions or geographic regions.

1904.30(b)(2) **May I keep the records for all of my establishments at my headquarters location or at some other central location?** Yes, you may keep the records for an establishment at your headquarters or other central location if you can:

- (i) Transmit information about the injuries and illnesses from the establishment to the central location within seven (7) calendar days of receiving information that a recordable injury or illness has occurred; and
- (ii) Produce and send the records from the central location to the establishment within the time frames required by Section 1904.35 and Section 1904.40 when you are required to provide records to a government representative, employees, former employees or employee representatives.

1904.30(b)(3) **Some of my employees work at several different locations or do not work at any of my establishments at all. How do I record cases for these employees?** You must link each of your employees with one of your establishments, for recordkeeping purposes. You must record the injury and illness on the OSHA 300 Log of the injured or ill employee's establishment, or on an OSHA 300 Log that covers that employee's short-term establishment.

1904.30(b)(4) **How do I record an injury or illness when an employee of one of my establishments is injured or becomes ill while visiting or working at another of my establishments, or while working away from any of my establishments?** If the injury or illness occurs at one of your establishments, you must record the injury or illness on the OSHA 300 Log of the establishment at which the injury or illness occurred. If the employee is injured or becomes ill and is not at one of your establishments, you must record the case on the OSHA 300 Log at the establishment at which the employee normally works.

## Covered Employees – 29 CFR 1904.31

1904.31(a) **Basic requirement.** You must record on the OSHA 300 Log the recordable injuries and illnesses of all employees on your payroll, whether they are labor, executive, hourly, salary, part-time, seasonal, or migrant workers. You also must record the recordable injuries and illnesses that occur to employees who are not on your payroll if you supervise these employees on a day-to-day basis. If your business is organized as a sole proprietorship or partnership, the owner or partners are not considered employees for recordkeeping purposes.

1904.31(b) **Implementation.**

1904.31(b)(1) ***If a self-employed person is injured or becomes ill while doing work at my business, do I need to record the injury or illness?*** No, self-employed individuals are not covered by the OSH Act or this regulation.

1904.31(b)(2) ***If I obtain employees from a temporary help service, employee leasing service, or personnel supply service, do I have to record an injury or illness occurring to one of those employees?*** You must record these injuries and illnesses if you supervise these employees on a day-to-day basis.

1904.31(b)(3) ***If an employee in my establishment is a contractor's employee, must I record an injury or illness occurring to that employee?*** If the contractor's employee is under the day-to-day supervision of the contractor, the contractor is responsible for recording the injury or illness. If you supervise the contractor employee's work on a day-to-day basis, you must record the injury or illness.

1904.31(b)(4) ***Must the personnel supply service, temporary help service, employee leasing service, or contractor also record the injuries or illnesses occurring to temporary, leased or contract employees that I supervise on a day-to-day basis?*** No, you and the temporary help service, employee leasing service, personnel supply service, or contractor should coordinate your efforts to make sure that each injury and illness is recorded only once: either on your OSHA 300 Log (if you provide day-to-day supervision) or on the other employer's OSHA 300 Log (if that company provides day-to-day supervision).

## Annual Summary – 29 CFR 1904.32

1904.32(a) **Basic requirement.** At the end of each calendar year, you must:

- 1904.32(a)(1) Review the OSHA 300 Log to verify that the entries are complete and accurate, and correct any deficiencies identified;
- 1904.32(a)(2) Create an annual summary of injuries and illnesses recorded on the OSHA 300 Log;
- 1904.32(a)(3) Certify the summary; and
- 1904.32(a)(4) Post the annual summary.

1904.32(b) **Implementation.**

1904.32(b)(1) **How extensively do I have to review the OSHA 300 Log entries at the end of the year?**

You must review the entries as extensively as necessary to make sure that they are complete and correct.

1904.32(b)(2) **How do I complete the annual summary? You must:**

- 1904.32(b)(2)(i) Total the columns on the OSHA 300 Log (if you had no recordable cases, enter zeros for each column total); and
- 1904.32(b)(2)(ii) Enter the calendar year covered, the company's name, establishment name, establishment address, annual average number of employees covered by the OSHA 300 Log, and the total hours worked by all employees covered by the OSHA 300 Log.
- 1904.32(b)(2)(iii) If you are using an equivalent form other than the OSHA 300-A summary form, as permitted under 1904.6(b)(4), the summary you use must also include the employee access and employer penalty statements found on the OSHA 300-A Summary form.

1904.32(b)(3) **How do I certify the annual summary?** A company executive must certify that he or she has examined the OSHA 300 Log and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

1904.32(b)(4) **Who is considered a company executive?** The company executive who certifies the log must be one of the following persons:

- 1904.32(b)(4)(i) An owner of the company (only if the company is a sole proprietorship or partnership);
- 1904.32(b)(4)(ii) An officer of the corporation;
- 1904.32(b)(4)(iii) The highest ranking company official working at the establishment; or
- 1904.32(b)(4)(iv) The immediate supervisor of the highest ranking company official working at the establishment.

1904.32(b)(5) **How do I post the annual summary?** You must post a copy of the annual summary in each establishment in a conspicuous place or places where notices to employees are customarily posted. You must ensure that the posted annual summary is not altered, defaced or covered by other material.

1904.32(b)(6) **When do I have to post the annual summary?** You must post the summary **no later than February 1** of the year following the year covered by the records and keep the posting in place **until April 30**.

## Retention And Updating – 29 CFR 1904.33

1904.33(a) **Basic requirement.** You must save the OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms for five (5) years following the end of the calendar year that these records cover.

1904.33(b) **Implementation.**

1904.33(b)(1) **Do I have to update the OSHA 300 Log during the five-year storage period?** Yes, during the storage period, you must update your stored OSHA 300 Logs to include newly discovered recordable injuries or illnesses and to show any changes that have occurred in the classification of previously recorded injuries and illnesses. If the description or outcome of a case changes, you must remove or line out the original entry and enter the new information.

1904.33(b)(2) **Do I have to update the annual summary?** No, you are not required to update the annual summary, but you may do so if you wish.

1904.33(b)(3) **Do I have to update the OSHA 301 Incident Reports?** No, you are not required to update the OSHA 301 Incident Reports, but you may do so if you wish.

## Change In Business Ownership – 29 CFR 1904.34

If your business changes ownership, you are responsible for recording and reporting work-related injuries and illnesses only for that period of the year during which you owned the establishment. You must transfer the Part 1904 records to the new owner. The new owner must save all records of the establishment kept by the prior owner, as required by 1904.33 of this Part, but need not update or correct the records of the prior owner.

## Reporting Fatalities & Multiple Hospitalization Incidents to OSHA-29CFR 1904.39

1904.39(a) **Basic requirement.** Within eight (8) hours after the death of any employee from a work-related incident or the inpatient hospitalization of three or more employees as a result of a work-related incident, you must orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident. You may also use the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742).

1904.39(b) **Implementation.**

1904.39(b)(1) **If the Area Office is closed, may I report the incident by leaving a message on OSHA's answering machine, faxing the area office, or sending an e-mail?** No, if you can't talk to a person at the Area Office, you must report the fatality or multiple hospitalization incident using the 800 number.

1904.39(b)(2) **What information do I need to give to OSHA about the incident?** You must give OSHA the following information for each fatality or multiple hospitalization incident:

- (i) The establishment name;
- (ii) The location of the incident;
- (iii) The time of the incident;
- (iv) The number of fatalities or hospitalized employees;
- (v) The names of any injured employees;
- (vi) Your contact person and his or her phone number; and
- (vii) A brief description of the incident.

1904.39(b)(3) **Do I have to report every fatality or multiple hospitalization incident resulting from a motor vehicle accident?** No, you do not have to report all of these incidents. If the motor vehicle accident occurs on a public street or highway, and does not occur in a construction work zone, you do not have to report the incident to OSHA. However, these injuries must be recorded on your OSHA injury and illness records, if you are required to keep such records.

1904.39(b)(4) **Do I have to report a fatality or multiple hospitalization incident that occurs on a commercial or public transportation system?** No, you do not have to call OSHA to report a fatality or multiple hospitalization incident if it involves a commercial airplane, train, subway or bus accident. However, these injuries must be recorded on your OSHA injury and illness records, if you are required to keep such records.

1904.39(b)(5) **Do I have to report a fatality caused by a heart attack at work?** Yes, your local OSHA Area Office director will decide whether to investigate the incident, depending on the circumstances of the heart attack.

1904.39(b)(6) **Do I have to report a fatality or hospitalization that occurs long after the incident?** No, you must only report each fatality or multiple hospitalization incident that occurs within thirty (30) days of an incident.

1904.39(b)(7) **What if I don't learn about an incident right away?** If you do not learn of a reportable incident at the time it occurs and the incident would otherwise be reportable under paragraphs (a) and (b) of this section, you must make the report within eight (8) hours of the time the incident is reported to you or to any of your agent(s) or employee(s).

## Annual OSHA Injury And Illness Survey of 10 or More Employers 29 CFR 1904.41

1904.41(a) **Basic requirement.** If you receive OSHA's annual survey form, you must fill it out and send it to OSHA or OSHA's designee, as stated on the survey form. You must report the following information for the year described on the form:

1904.41(a)(1) the number of workers you employed;

1904.41(a)(2) the number of hours worked by your employees; and

1904.41(a)(3) the requested information from the records that you keep under Part 1904.

1904.41(b) **Implementation.**

1904.41(b)(1) *Does every employer have to send data to OSHA?* No, each year, OSHA sends injury and illness survey forms to employers in certain industries. In any year, some employers will receive an OSHA survey form and others will not. You do not have to send injury and illness data to OSHA unless you receive a survey form.

1904.41(b)(2) *How quickly do I need to respond to an OSHA survey form?* You must send the survey reports to OSHA, or OSHA's designee, by mail or other means described in the survey form, within 30 calendar days, or by the date stated in the survey form, whichever is later.

1904.41(b)(3) *Do I have to respond to an OSHA survey form if I am normally exempt from keeping OSHA injury and illness records?* Yes, even if you are exempt from keeping injury and illness records under Section 1904.1 to Section 1904.3, OSHA may inform you in writing that it will be collecting injury and illness information from you in the following year. If you receive such a letter, you must keep the injury and illness records required by Section 1904.5 to Section 1904.15 and make a survey report for the year covered by the survey.

1904.41(b)(4) *Do I have to answer the OSHA survey form if I am located in a State-Plan State?* Yes, all employers who receive survey forms must respond to the survey, even those in State-Plan States.

1904.41(b)(5) *Does this section affect OSHA's authority to inspect my workplace?* No, nothing in this section affects OSHA's statutory authority to investigate conditions related to occupational safety and health.

## Requests From The Bureau Of Labor Statistics For Data – 29 CFR 1904.42

1904.42(a) **Basic requirement.** If you receive a Survey of Occupational Injuries and Illnesses Form from the Bureau of Labor Statistics (BLS), or a BLS designee, you must promptly complete the form and return it following the instructions contained on the survey form.

1904.42(b) **Implementation.**

1904.42(b)(1) ***Does every employer have to send data to the BLS?*** No, each year, the BLS sends injury and illness survey forms to randomly selected employers and uses the information to create the Nation's occupational injury and illness statistics. In any year, some employers will receive a BLS survey form and others will not. You do not have to send injury and illness data to the BLS unless you receive a survey form.

1904.42(b)(2) ***If I get a survey form from the BLS, what do I have to do?*** If you receive a Survey of Occupational Injuries and Illnesses Form from the Bureau of Labor Statistics (BLS), or a BLS designee, you must promptly complete the form and return it, following the instructions contained on the survey form.

1904.42(b)(3) ***Do I have to respond to a BLS survey form if I am normally exempt from keeping OSHA injury and illness records?*** Yes, even if you are exempt from keeping injury and illness records under Section 1904.1 to Section 1904.3, the BLS may inform you in writing that it will be collecting injury and illness information from you in the coming year. If you receive such a letter, you must keep the injury and illness records required by Section 1904.5 to Section 1904.15 and make a survey report for the year covered by the survey.

1904.42(b)(4) ***Do I have to answer the BLS survey form if I am located in a State-Plan State?*** Yes, all employers who receive a survey form must respond to the survey, even those in State-Plan States.

## Definitions – 29 CFR 1904.46

**The Act.** The Act means the Occupational Safety and Health Act of 1970 (29 U.S.C. 651 *et seq.*). The definitions contained in section 3 of the Act (29 U.S.C. 652) and related interpretations apply to such terms when used in this Part 1904.

**Establishment.** An establishment is a single physical location where business is conducted or where services or industrial operations are performed. For activities where employees do not work at a single physical location, such as construction; transportation; communications, electric, gas and sanitary services; and similar operations, the establishment is represented by main or branch offices, terminals, stations, etc. that either supervise such activities or are the base from which personnel carry out these activities.

1904.46(1) **Can one business location include two or more establishments?** Normally, one business location has only one establishment. Under limited conditions, the employer may consider two or more separate businesses that share a single location to be separate establishments. An employer may divide one location into two or more establishments only when:

- 1904.46(1)(i) Each of the establishments represents a distinctly separate business;
- 1904.46(1)(ii) Each business is engaged in a different economic activity;
- 1904.46(1)(iii) No one industry description in the Standard Industrial Classification Manual (1987) applies to the joint activities of the establishments; and
- 1904.46(1)(iv) Separate reports are routinely prepared for each establishment on the number of employees, their wages and salaries, sales or receipts, and other business information. For example, if an employer operates a construction company at the same location as a lumber yard, the employer may consider each business to be a separate establishment.

1904.46(2) **Can an establishment include more than one physical location?** Yes, but only under certain conditions. An employer may combine two or more physical locations into a single establishment only when:

- 1904.46(2)(i) The employer operates the locations as a single business operation under common management;
- 1904.46(2)(ii) The locations are all located in close proximity to each other; and
- 1904.46(2)(iii) The employer keeps one set of business records for the locations, such as records on the number of employees, their wages and salaries, sales or receipts, and other kinds of business information. For example, one manufacturing establishment might include the main plant, a warehouse a few blocks away, and an administrative services building across the street.

1904.46(3):

**If an employee telecommutes from home, is his or her home considered a separate establishment?**

No, for employees who telecommute from home, the employee's home is not a business establishment and a separate 300 Log is not required. Employees who telecommute must be linked to one of your establishments under 1904.30(b)(3).

**Injury or illness.** An injury or illness is an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, a skin disease, respiratory disorder, or poisoning. (Note: Injuries and illnesses are recordable only if they are new, work-related cases that meet one or more of the Part 1904 recording criteria.)

**Physician or Other Licensed Health Care Professional.** A physician or other licensed health care professional is an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently perform, or be delegated the responsibility to perform, the activities described by this regulation.

**You.** "You" means an employer as defined in Section 3 of the Occupational Safety and Health Act of 1970.

# MANDATORY STATE AND FEDERAL POSTING REQUIREMENTS FOR ALL TEXAS EMPLOYERS

**\*\*POSTING REQUIREMENTS:** *Please make sure you have the required posters and notices properly filled out and posted in your facility.*

## Federal Posters

- A. Job Safety & Health Protection Poster - OSHA (**OSHA**)
- B. Accident Poster - Emergency Phone Numbers (**OSHA**)
- C. Federal Minimum Wage Notice “Fair Labor Standards Act” (FLSA) (**US DOL**)
- D. Employee Polygraph Protection Act (EPPA) (**US DOL**)
- E. Equal Employment Opportunity Commission / Age Discrimination (**US EEOC**)
- F. Family And Medical Leave Act (FMLA) Pertains to employers having at least 50 employees within 75 miles. (**US DOL**)
- G. USERRA (Uniformed Services Employment and Reemployment Rights Act) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. (**US DOL**)

## State Posters

- A. Texas Department of Insurance, Division of Workers’ Compensation (**TDI-DWC**)
  - a. Workers’ Compensation Insurance Coverage & Safety Violation Reporting (**Notice 6**)
  - b. Workers’ Compensation Fraud
- OR**
- Non-Coverage Non-Subscriber (*For companies who do not carry Workers’ Comp Insurance*)(**TDI-DWC**)
  - a. Notice That Company Does Not Carry Workers’ Compensation Insurance & Safety Violation Reporting (**Notice 5**)
- B. Texas Unemployment Compensation Act (Labor Law Ch. 208, Sect. 208.001) (**TWC**)
- C. Texas Payday Law (Labor Law Sect. 61.011, 61.012) "(a) An employer shall designate paydays ... "and " ...shall post, in conspicuous places in the workplace, notices indicating the paydays." (**TWC**)
- D. Equal Employment Opportunity Is “The Law In Texas” (**Non-Mandatory but Recommended**)  
An employer commits an unlawful employment practice if it fails or refuses to hire because of race, color, disability, religion, sex, national origin, or age. (**TWC**)

## Order Posters / Information Sources

**NOTE:** *Virtually every Federal or State agency that mandates posting of information offers that material at no charge. Most can be downloaded and printed free from the Internet. However there are companies that offer these postings all on one poster that are available in laminated and bilingual postings at a nominal charge.*

- G-Neil (800) 999-9111 [www.gneil.com](http://www.gneil.com) (**5-in-1 Labor Law Posters®**) (**Federal Easy-Post™**)
- Poster Compliance Center (800) 322-3636 [www.postercompliance.com](http://www.postercompliance.com) (**All-on-One Posters**)
- Labor Law Center (800) 745-9970 [www.laborlawcenter.com](http://www.laborlawcenter.com)
- **TWC** - Texas Workforce Commission - Payday Law/ Child Labor, (512) 463-2747 (800) 832-9243 [www.twc.state.tx.us/ui/lablaw/posters.html](http://www.twc.state.tx.us/ui/lablaw/posters.html)
- **TDI-DWC** - Texas Department of Insurance, Division of Workers’ Compensation (512) 804-4240 [www.tdi.state.tx.us/wc/forms/index.html](http://www.tdi.state.tx.us/wc/forms/index.html)
- **US EEOC** - US Equal Employment Opportunity Commission (800) 669-3362, (800) 669-4000
- **US DOL** - US Department of Labor - Houston (713) 750-1682 [www.dol.gov/osbp/sbrefa/poster/main.htm](http://www.dol.gov/osbp/sbrefa/poster/main.htm)
- **OSHA** - US Department of Labor – Occupational Safety & Health Administration [www.osha.gov/Publications/workplace\\_poster\\_page.html](http://www.osha.gov/Publications/workplace_poster_page.html)

# OSHA

## Forms for Recording Work-Related Injuries and Illnesses

### Dear Employer:

This booklet includes the forms needed for maintaining occupational injury and illness records for 2004. These new forms have changed in several important ways from the 2003 recordkeeping forms.

In the December 17, 2002 Federal Register (67 FR 77165-77170), OSHA announced its decision to add an occupational hearing loss column to OSHA's Form 300, Log of Work-Related Injuries and Illnesses. This forms package contains modified Forms 300 and 300A which incorporate the additional column M(5) Hearing Loss. Employers required to complete the injury and illness forms must begin to use these forms on January 1, 2004.

In response to public suggestions, OSHA also has made several changes to the forms package to make the recordkeeping materials clearer and easier to use:

- On Form 300, we've switched the positions of the day count columns. The days "away from work" column now comes before the days "on job transfer or restriction."
- We've clarified the formulas for calculating incidence rates.
- We've added new recording criteria for occupational hearing loss to the "Overview" section.
- On Form 300, we've made the column heading "Classify the Case" more prominent to make it clear that employers should mark only one selection among the four columns offered.

The Occupational Safety and Health Administration shares with you the goal of preventing injuries and illnesses in our nation's workplaces. Accurate injury and illness records will help us achieve that goal.

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

### What's Inside...

In this package, you'll find everything you need to complete OSHA's *Log* and the *Summary of Work-Related Injuries and Illnesses* for the next several years. On the following pages, you'll find:

- ▼ **An Overview: Recording Work-Related Injuries and Illnesses** — General instructions for filling out the forms in this package and definitions of terms you should use when you classify your cases as injuries or illnesses.
- ▼ **How to Fill Out the Log** — An example to guide you in filling out the *Log* properly.
- ▼ **Log of Work-Related Injuries and Illnesses** — Several pages of the *Log* (but you may make as many copies of the *Log* as you need.) Notice that the *Log* is separate from the *Summary*. 
- ▼ **Summary of Work-Related Injuries and Illnesses** — Removable *Summary* pages for easy posting at the end of the year. Note that you post the *Summary* only, not the *Log*. 
- ▼ **Worksheet to Help You Fill Out the Summary** — A worksheet for figuring the average number of employees who worked for your establishment and the total number of hours worked.
- ▼ **OSHA's 301: Injury and Illness Incident Report** — A copy of the OSHA 301 to provide details about the incident. You may make as many copies as you need or use an equivalent form. 

Take a few minutes to review this package. If you have any questions, **visit us online at [www.osha.gov](http://www.osha.gov) OR call your local OSHA office.** We'll be happy to help you.



# An Overview: Recording Work-Related Injuries and Illnesses

The Occupational Safety and Health (OSH) Act of 1970 requires certain employers to prepare and maintain records of work-related injuries and illnesses. Use these definitions when you classify cases on the Log. OSHA's recordkeeping regulation (see 29 CFR Part 1904) provides more information about the definitions below.

The *Log of Work-Related Injuries and Illnesses* (Form 300) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the *Log* to record specific details about what happened and how it happened. The *Summary* — a separate form (Form 300A) — shows the totals for the year in each category. At the end of the year, post the *Summary* in a visible location so that your employees are aware of the injuries and illnesses occurring in their workplace.

Employers must keep a *Log* for each establishment or site. If you have more than one establishment, you must keep a separate *Log* and *Summary* for each physical location that is expected to be in operation for one year or longer.

Note that your employees have the right to review your injury and illness records. For more information, see 29 Code of Federal Regulations Part 1904.35, *Employee Involvement*.

Cases listed on the *Log of Work-Related Injuries and Illnesses* are not necessarily eligible for workers' compensation or other insurance benefits. Listing a case on the *Log* does not mean that the employer or worker was at fault or that an OSHA standard was violated.

## When is an injury or illness considered work-related?

An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Work-relatedness is

presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies. See 29 CFR Part 1904.5(b)(2) for the exceptions. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment. See 29 CFR Part 1904.5(b)(1).

## Which work-related injuries and illnesses should you record?

Record those work-related injuries and illnesses that result in:

- ▼ death,
- ▼ loss of consciousness,
- ▼ days away from work,
- ▼ restricted work activity or job transfer, or
- ▼ medical treatment beyond first aid.

You must also record work-related injuries and illnesses that are significant (as defined below) or meet any of the additional criteria listed below.

You must record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. You must record any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum. See 29 CFR 1904.7.

## What are the additional criteria?

You must record the following conditions when they are work-related:

- ▼ any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material;
- ▼ any case requiring an employee to be medically removed under the requirements of an OSHA health standard;
- ▼ tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis.
- ▼ an employee's hearing test (audiogram) reveals 1) that the employee has experienced a Standard Threshold Shift (STS) in hearing in one or both ears (averaged at 2000, 3000, and 4000 Hz) and 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS.

## What is medical treatment?

Medical treatment includes managing and caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatments and are NOT recordable:

- ▼ visits to a doctor or health care professional solely for observation or counseling;

## What do you need to do?

1. Within 7 calendar days after you receive information about a case, decide if the case is recordable under the OSHA recordkeeping requirements.
2. Determine whether the incident is a new case or a recurrence of an existing one.
3. Establish whether the case was work-related.
4. If the case is recordable, decide which form you will fill out as the injury and illness incident report.

You may use *OSHA's 301: Injury and Illness Incident Report* or an equivalent form. Some state workers compensation, insurance, or other reports may be acceptable substitutes, as long as they provide the same information as the OSHA 301.

## How to work with the Log

1. Identify the employee involved unless it is a privacy concern case as described below.
2. Identify when and where the case occurred.
3. Describe the case, as specifically as you can.
4. Classify the seriousness of the case by recording the **most serious outcome** associated with the case, with column G (Death) being the most serious and column J (Other recordable cases) being the least serious.
5. Identify whether the case is an injury or illness. If the case is an injury, check the injury category. If the case is an illness, check the appropriate illness category.

- ▼ diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes; and
- ▼ any procedure that can be labeled first aid. (See below for more information about first aid.)

### **What is first aid?**

If the incident required only the following types of treatment, consider it first aid. Do NOT record the case if it involves only:

- ▼ using non-prescription medications at non-prescription strength;
- ▼ administering tetanus immunizations;
- ▼ cleaning, flushing, or soaking wounds on the skin surface;
- ▼ using wound coverings, such as bandages, BandAids™, gauze pads, etc., or using SteriStrips™ or butterfly bandages.
- ▼ using hot or cold therapy;
- ▼ using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
- ▼ using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).
- ▼ drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
- ▼ using eye patches;
- ▼ using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
- ▼ using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye;

- ▼ using finger guards;
- ▼ using massages;
- ▼ drinking fluids to relieve heat stress

### **How do you decide if the case involved restricted work?**

Restricted work activity occurs when, as the result of a work-related injury or illness, an employer or health care professional keeps, or recommends keeping, an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

### **How do you count the number of days of restricted work activity or the number of days away from work?**

Count the number of calendar days the employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Do not count the day on which the injury or illness occurred in this number. Begin counting days from the day after the incident occurs. If a single injury or illness involved both days away from work and days of restricted work activity, enter the total number of days for each. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days.

### **Under what circumstances should you NOT enter the employee's name on the OSHA Form 300?**

You must consider the following types of injuries or illnesses to be privacy concern cases:

- ▼ an injury or illness to an intimate body part or to the reproductive system,
- ▼ an injury or illness resulting from a sexual assault,
- ▼ a mental illness,
- ▼ a case of HIV infection, hepatitis, or tuberculosis,
- ▼ a needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material (see 29 CFR Part 1904.8 for definition), and
- ▼ other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log.

You must not enter the employee's name on the OSHA 300 Log for these cases. Instead, enter "privacy case" in the space normally used for the employee's name. You must keep a separate, confidential list of the case numbers and employee names for the establishment's privacy concern cases so that you can update the cases and provide information to the government if asked to do so.

If you have a reasonable basis to believe that information describing the privacy concern case may be personally identifiable even though the employee's name has been omitted, you may use discretion in describing the injury or illness on both the OSHA 300 and 301 forms. You must enter enough information to identify the cause of the incident and the general severity of

the injury or illness, but you do not need to include details of an intimate or private nature.

### **What if the outcome changes after you record the case?**

If the outcome or extent of an injury or illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or white-out the original entry. Then write the new entry where it belongs. Remember, you need to record the most serious outcome for each case.

### **Classifying injuries**

An injury is any wound or damage to the body resulting from an event in the work environment.

*Examples:* Cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical, or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, trip, fall or other similar accidents.

## Classifying illnesses

### Skin diseases or disorders

Skin diseases or disorders are illnesses involving the worker's skin that are caused by work exposure to chemicals, plants, or other substances.

*Examples:* Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; friction blisters, chrome ulcers; inflammation of the skin.

### Respiratory conditions

Respiratory conditions are illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.

*Examples:* Silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion; farmer's lung, beryllium disease, tuberculosis, occupational asthma, reactive airways dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonitis, toxic inhalation injury, such as metal fume fever, chronic obstructive bronchitis, and other pneumoconioses.

### Poisoning

Poisoning includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.

*Examples:* Poisoning by lead, mercury,

cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.

### Hearing Loss

Noise-induced hearing loss is defined for recordkeeping purposes as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more in either ear at 2000, 3000 and 4000 hertz, and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 hertz) in the same ear(s).

### All other illnesses

All other occupational illnesses.

*Examples:* Heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; bloodborne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis; coccidioidomycosis.

## When must you post the Summary?

You must post the *Summary* only — not the *Log* — by February 1 of the year following the year covered by the form and keep it posted until April 30 of that year.

## How long must you keep the Log and Summary on file?

You must keep the *Log* and *Summary* for 5 years following the year to which they pertain.

## Do you have to send these forms to OSHA at the end of the year?

No. You do not have to send the completed forms to OSHA unless specifically asked to do so.

## How can we help you?

If you have a question about how to fill out the *Log*,

- visit us online at [www.osha.gov](http://www.osha.gov) or
- call your local OSHA office.

## Optional

# Calculating Injury and Illness Incidence Rates

### What is an incidence rate?

An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate your firm's injury and illness experience over time or to compare your firm's experience with that of your industry as a whole, you need to compute your incidence rate. Because a specific number of workers and a specific period of time are involved, these rates can help you identify problems in your workplace and/or progress you may have made in preventing work-related injuries and illnesses.

### How do you calculate an incidence rate?

You can compute an occupational injury and illness incidence rate for all recordable cases or for cases that involved days away from work for your firm quickly and easily. The formula requires that you follow instructions in paragraph (a) below for the total recordable cases or those in paragraph (b) for cases that involved days away from work, and for both rates the instructions in paragraph (c).

(a) To find out the total number of recordable injuries and illnesses that occurred during the year, count the number of line entries on your OSHA Form 300, or refer to the OSHA Form 300A and sum the entries for columns (G), (H), (I), and (J).

(b) To find out the number of injuries and illnesses that involved days away from work, count the number of line entries on your OSHA Form 300 that received a check mark in column (H), or refer to the entry for column

(H) on the OSHA Form 300A.

(c) The number of hours all employees actually worked during the year. Refer to OSHA Form 300A and optional worksheet to calculate this number.

You can compute the incidence rate for all recordable cases of injuries and illnesses using the following formula:

*Total number of injuries and illnesses × 200,000 ÷ Number of hours worked by all employees = Total recordable case rate*

(The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates.)

You can compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

*(Number of entries in column H + Number of entries in column I) × 200,000 ÷ Number of hours worked by all employees = DART incidence rate*

You can use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (I) on Form 300A), cases involving skin disorders (column (M-2) on Form 300A), etc. Just substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

### What can I compare my incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence rate data by

various classifications (e.g., by industry, by employer size, etc.). You can obtain these published data at [www.bls.gov/iif](http://www.bls.gov/iif) or by calling a BLS Regional Office.

### Worksheet

Total number of injuries and illnesses		Number of hours worked by all employees		Total recordable case rate
<input type="text"/>	X 200,000 ÷	<input type="text"/>	=	<input type="text"/>

Number of entries in Column H + Column I		Number of hours worked by all employees		DART incidence rate
<input type="text"/>	X 200,000 ÷	<input type="text"/>	=	<input type="text"/>



# How to Fill Out the Log

The *Log of Work-Related Injuries and Illnesses* is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the *Log* to record specific details about what happened and how it happened.

If your company has more than one establishment or site, you must keep separate records for each physical location that is expected to remain in operation for one year or longer.

We have given you several copies of the *Log* in this package. If you need more than we provided, you may photocopy and use as many as you need.

The *Summary* — a separate form — shows the work-related injury and illness totals for the year in each category. At the end of the year, count the number of incidents in each category and transfer the totals from the *Log* to the *Summary*. Then post the *Summary* in a visible location so that your employees are aware of injuries and illnesses occurring in their workplace.

**You don't post the Log. You post only the Summary at the end of the year.**

## OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses

**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.

Year 20        
U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name XYZ Company

City Anywhere State MA

Identify the person			Describe the case			Classify the case CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness:						
(A) Case no.	(B) Employee's name	(C) Job title <small>(e.g. Welder)</small>	(D) Date of injury or onset of illness	(E) Where the event occurred <small>(e.g. Loading dock north end)</small>	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill <small>(e.g. Second degree burns on right forearm from acetylene torch)</small>	Remained at Work				Away from work (K)	On job transfer or restriction (L)	(M)						
						Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)	Days	Days	Injury (1)	Skin disorders (2)	Respiratory conditions (3)	poisoning (4)	Hearing loss (5)	All other illnesses (6)	
1	Mark Bagin	Welder	5 / 25 <small>month/day</small>	basement	fracture, left arm and left leg, fell from ladder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Shana Alexander	Foundry man	7 / 2 <small>month/day</small>	pouring deck	poisoning from lead fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Sam Sauder	Electrician	8 / 5 <small>month/day</small>	2nd floor storeroom	broken left foot, fell over box	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Ralph Boccella	Laborer	9 / 17 <small>month/day</small>	packaging dept	Back strain lifting boxes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Jarrold Daniels	Machine opr.	10 / 23 <small>month/day</small>	production floor	dust in eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Be as specific as possible. You can use two lines if you need more room.

Revise the log if the injury or illness progresses and the outcome is more serious than you originally recorded for the case. Cross out, erase, or white-out the original entry.

Choose ONLY ONE of these categories. Classify the case by recording the most serious outcome of the case, with column G (Death) being the most serious and column J (Other recordable cases) being the least serious.

Note whether the case involves an injury or an illness.



# Log of Work-Related Injuries and Illnesses

**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.

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_

Identify the person			Describe the case			Classify the case				Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness:					
(A) Case no.	(B) Employee's name	(C) Job title <i>(e.g., Welder)</i>	(D) Date of injury or onset of illness	(E) Where the event occurred <i>(e.g., Loading dock north end)</i>	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill <i>(e.g., Second degree burns on right forearm from acetylene torch)</i>	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Away from work	On job transfer or restriction	(M) Check the "Injury" column or choose one type of illness:					
						Remained at Work				(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)
						Death	Days away from work	Job transfer or restriction	Other recordable cases			Injury	Skin disorder	Respiratory condition	Poisoning	Hearing loss	All other illnesses
						(G)	(H)	(I)	(J)	_____ days	_____ days	(1)	(2)	(3)	(4)	(5)	(6)
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# Summary of Work-Related Injuries and Illnesses



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

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 Part 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) Injuries _____	(4) Poisonings _____
(2) Skin disorders _____	(5) Hearing loss _____
(3) Respiratory conditions _____	(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 50 minutes per response, including time to review the instructions, 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 other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, 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., 3715)  
\_\_\_\_ - \_\_\_\_ - \_\_\_\_

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)  
\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Employment information** (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

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

# Optional

## Worksheet to Help You Fill Out the Summary

At the end of the year, OSHA requires you to enter the average number of employees and the total hours worked by your employees on the summary. If you don't have these figures, you can use the information on this page to estimate the numbers you will need to enter on the Summary page at the end of the year.

### How to figure the average number of employees who worked for your establishment during the year:

- 1 Add** the total number of employees your establishment paid in all pay periods during the year. Include all employees: full-time, part-time, temporary, seasonal, salaried, and hourly.

The number of employees paid in all pay periods = **1** \_\_\_\_\_
- 2 Count** the number of pay periods your establishment had during the year. Be sure to include any pay periods when you had no employees.

The number of pay periods during the year = **2** \_\_\_\_\_
- 3 Divide** the number of employees by the number of pay periods.

$\frac{\mathbf{1}}{\mathbf{2}}$  \_\_\_\_\_ = **3** \_\_\_\_\_
- 4 Round the answer** to the next highest whole number. Write the rounded number in the blank marked *Annual average number of employees*.

The number rounded = **4** \_\_\_\_\_

For example, Acme Construction figured its average employment this way:

For pay period...	Acme paid this number of employees...		
1	10	Number of employees paid =	<b>1</b>
2	0		
3	15	Number of pay periods =	<b>2</b>
4	30		
5	40	$\frac{830}{26} =$	<b>3</b>
▼	▼	31.92	
24	20	31.92 rounds to	<b>4</b>
25	15		
26	+10	32 is the annual average number of employees	
	830		

### How to figure the total hours worked by all employees:

Include hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day to day supervision by your establishment (e.g., temporary help services workers).

Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

If this number isn't available, you can use this optional worksheet to estimate it.

### Optional Worksheet

- \_\_\_\_\_ **Find** the number of full-time employees in your establishment for the year.
- X** \_\_\_\_\_ **Multiply** by the number of work hours for a full-time employee in a year.
- \_\_\_\_\_ This is the number of full-time hours worked.
- +** \_\_\_\_\_ **Add** the number of any overtime hours as well as the hours worked by other employees (part-time, temporary, seasonal)
- \_\_\_\_\_ **Round** the answer to the next highest whole number. Write the rounded number in the blank marked *Total hours worked by all employees last year*.

# OSHA's Form 301

## Injury and Illness 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

# EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

## Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

## Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

## Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

## Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.**



For additional information:  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)



# DERECHOS Y RESPONSABILIDADES DEL EMPLEADO

## BAJO LA LEY DE AUSENCIA FAMILIAR Y MÉDICA

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### Derechos Básicos de Ausencia

La Ley de Ausencia Familiar y Médica (FMLA-en sus siglas en inglés) exige que todo empresario sujeto a la Ley provea a sus empleados elegibles hasta 12 semanas de ausencia del trabajo, no pagadas y con protección del puesto, por las siguientes razones:

- Por incapacidad causada por embarazo, atención médica prenatal o parto;
- Para atender a un hijo del empleado después de su nacimiento, o su colocación para adopción o crianza;
- Para atender a un cónyuge, hijo(a), o padres del/de la empleado(a), el/la cual padezca de una condición de salud seria; o
- A causa de una condición de salud seria que le impida al empleado desempeñar su puesto.

### Derechos de Ausencia Para Familias Militares

Empleados elegibles con un cónyuge, hijo, hija, o padre que esté en servicio activo o se le haya avisado de una llamada a estado de servicio activo en la Guardia Nacional o las Reservas para respaldar una operación contingente, pueden usar su derecho de ausencia de 12 semanas para atender ciertas exigencias calificadoras. Las exigencias calificadoras pueden incluir la asistencia a ciertos eventos militares, la fijación del cuidado alternativo de hijos, para atender ciertos arreglos financieros y legales, para asistir a ciertas consultas con consejeros, y para asistir a sesiones de instrucción posdespliegue de reintegración.

FMLA también incluye un derecho especial de ausencia que concede a empleados elegibles ausentarse del trabajo hasta 26 semanas para atender a un miembro del servicio militar bajo el alcance de la Ley durante un período único de 12 meses. Un miembro del servicio militar bajo el alcance de la Ley es un miembro actual de las Fuerzas Armadas, inclusive un miembro de la Guardia Nacional o las Reservas, que padece de una lesión o enfermedad grave sufrida en cumplimiento del deber en el servicio activo que puede incapacitar, por razones médicas, al miembro del servicio militar para desempeñar sus deberes y por la cual recibe tratamientos médicos, recuperación, o terapia; o está en estado de paciente no hospitalizado; o aparece en la lista de jubilados temporalmente por minusvalidez.

### Beneficios y Protecciones

Durante una ausencia bajo FMLA, el empresario ha de mantener en vigor el seguro de salud del empleado bajo cualquier “plan de seguro colectivo de salud” con los mismos términos como si el empleado hubiese seguido trabajando. Al regresar de una ausencia de FMLA, a la mayoría de los empleados se le ha de restaurar a su puesto original o puesto equivalente con sueldo, beneficios y otros términos de empleo equivalentes.

El tomar una ausencia bajo FMLA no puede resultar en la pérdida de ningún beneficio de empleo acumulado antes de que el empleado comenzara la ausencia.

### Requisitos Para Elegibilidad

El empleado es elegible si ha trabajado para el empresario bajo el alcance de la Ley por lo menos por un año, por 1,250 horas durante los previos 12 meses, y si el empresario emplea por lo menos 50 empleados dentro de un área de 75 millas.

### Definición de una Condición de Salud Seria

Una condición de salud seria es una enfermedad, lesión, impedimento, o condición física o mental que involucra o una pernoctación en un establecimiento de atención médica, o el tratamiento continuo bajo un servidor de atención médica que, o le impide al empleado desempeñar las funciones de su puesto, o impide al miembro de la familia que califica participar en actividades escolares o en otras actividades diarias.

Dependiendo de ciertas condiciones, se puede cumplir con el requisito de tratamiento continuo con un período de incapacidad de más de 3 días civiles consecutivos en combinación con por lo menos dos visitas a un servidor de atención médica o una visita y un régimen de tratamiento continuo, o incapacidad a causa de un embarazo, o incapacidad a causa de una condición crónica. Otras condiciones pueden satisfacer la definición de un tratamiento continuo.

### Uso de la Ausencia

El empleado no necesita usar este derecho de ausencia todo de una vez. La ausencia se puede tomar intermitentemente o según un horario de

ausencia reducido cuando sea médicamente necesario. El empleado ha de esforzarse razonablemente cuando hace citas para tratamientos médicos planificados para no interrumpir indebidamente las operaciones del empresario. Ausencias causadas por exigencias calificadoras también pueden tomarse intermitentemente.

### **Substitución de Ausencia Pagada por Ausencia No Pagada**

El empleado puede escoger o el empresario puede exigir el uso de ausencias pagadas acumuladas mientras se toma ausencia bajo FMLA. Para poder usar ausencias pagadas cuando toma FMLA, el empleado ha de cumplir con la política normal del empresario que rija las ausencias pagadas.

### **Responsabilidades del Empleado**

El empleado ha de proveer un aviso con 30 días de anticipación cuando necesita ausentarse bajo FMLA cuando la necesidad es previsible. Cuando no sea posible proveer un aviso con 30 días de anticipación, el empleado ha de proveer aviso en cuanto sea factible y, en general, ha de cumplir con los procedimientos normales del empresario en cuanto a llamar para reportar su ausencia.

El empleado ha de proporcionar suficiente información para que el empresario determine si la ausencia califica para la protección de FMLA, con la fecha y la duración anticipadas de la ausencia. Suficiente información puede incluir que el empleado no puede desempeñar las funciones del puesto, que el miembro de la familia no puede desempeñar las actividades diarias, la necesidad de ser hospitalizado o de seguir un régimen continuo bajo un servidor de atención médica, o circunstancias que exijan una necesidad de ausencia familiar militar. Además, el empleado ha de informar al empresario si la ausencia solicitada es por una razón por la cual se había previamente tomado o certificado FMLA. También se le puede exigir al empleado que provea certificación y recertificación periódicamente constatando la necesidad para la ausencia.

### **Responsabilidades del Empresario**

Los empresarios bajo el alcance de FMLA han de informar a los empleados solicitando ausencia si son o no elegibles bajo FMLA. Si lo son, el aviso ha de especificar cualquier otra información exigida tanto como los derechos y las responsabilidades del empleado. Si no son elegibles, el empresario ha de proveer una razón por la inelegibilidad.

Los empresarios bajo el alcance de la Ley han de informar a los empleados si la ausencia se va a designar protegida por FMLA y la cantidad de tiempo de la ausencia que se va a contar contra el derecho del empleado para ausentarse. Si el empresario determina que la ausencia no es protegida por FMLA, el empresario ha de notificar al empleado de esto.

### **Actos Ilegales Por Parte del Empresario**

La ley FMLA le prohíbe a todo empresario:

- que interfiera con, limite, o niegue el ejercicio de cualquier derecho estipulado por FMLA;
- que se despida a, o se discrimine en contra de, alguien que se oponga a una práctica prohibida por FMLA o porque se involucre en cualquier procedimiento bajo o relacionado a FMLA.

### **Cumplimiento**

El empleado puede presentar una denuncia con el Departamento de Trabajo de EEUU o puede presentar un pleito particular contra el empresario.

FMLA no afecta ninguna otra ley federal o estatal que prohíbe la discriminación, o invalida ninguna ley estatal o local o ninguna negociación colectiva que provea derechos superiores familiares o médicos.

**La Sección 109 de FMLA (29 U.S.C. § 2619) exige que todo empresario bajo el alcance de FMLA exhiba el texto de este aviso. Los Reglamentos 29 C.F.R. § 825.300(a) pueden exigir divulgaciones adicionales.**



Si precisa información adicional:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

**WWW.WAGEHOUR.DOL.GOV**



# Job Safety and Health

## It's the law!

# OSHA

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

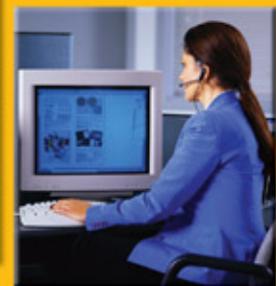
### EMPLOYEES:

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the *OSH Act* that apply to your own actions and conduct on the job.

### EMPLOYERS:

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards issued under the *OSH Act*.

This free poster available from OSHA –  
*The Best Resource for Safety and Health*



Free assistance in identifying and correcting hazards or complying with standards is available to employers, without citation or penalty, through OSHA-supported consultation programs in each state.

**1-800-321-OSHA**  
[www.osha.gov](http://www.osha.gov)

# Seguridad y Salud en el Trabajo ¡Es la Ley!

# OSHA

Administración de Seguridad  
y Salud Ocupacional

Departamento del Trabajo  
de los Estados Unidos

## EMPLEADOS:

- Usted tiene el derecho de notificar a su empleador o a la OSHA sobre peligros en el lugar de trabajo. Usted también puede pedir que la OSHA no revele su nombre.
- Usted tiene el derecho de pedir a la OSHA que realice una inspección si usted piensa que en su trabajo existen condiciones peligrosas o poco saludables. Usted o su representante pueden participar en esa inspección.
- Usted tiene 30 días para presentar una queja ante la OSHA si su empleador llega a tomar represalias o discriminar en su contra por haber denunciado la condición de seguridad o salud o por ejercer los derechos consagrados bajo la Ley OSH.
- Usted tiene el derecho de ver las citaciones enviadas por la OSHA a su empleador. Su empleador debe colocar las citaciones en el lugar donde se encontraron las supuestas infracciones o cerca del mismo.
- Su empleador debe corregir los peligros en el lugar de trabajo para la fecha indicada en la citación y debe certificar que dichos peligros se hayan reducido o desaparecido.
- Usted tiene derecho de recibir copias de su historial o registro médico y el registro de su exposición a sustancias o condiciones tóxicas o dañinas.
- Su empleador debe colocar este aviso en su lugar de trabajo.
- Usted debe cumplir con todas las normas de seguridad y salud ocupacionales expedidas conforme a la Ley OSH que sean aplicables a sus propias acciones y conducta en el trabajo.

## EMPLEADORES:

- Usted debe proporcionar a sus empleados un lugar de empleo libre de peligros conocidos.
- Usted debe cumplir con las normas de seguridad y salud ocupacionales expedidas conforme a la Ley OSH.



Los empleadores pueden obtener ayuda gratis para identificar y corregir las fuentes de peligro y para cumplir con las normas, sin citación ni multa, por medio de programas de consulta respaldados por la OSHA en cada estado del país.

**1-800-321-OSHA**

[www.osha.gov](http://www.osha.gov)

# EMPLOYEE RIGHTS

## UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

### FEDERAL MINIMUM WAGE

**\$5.85** PER HOUR

BEGINNING JULY 24, 2007

**\$6.55** PER HOUR

BEGINNING JULY 24, 2008

**\$7.25** PER HOUR

BEGINNING JULY 24, 2009

#### OVERTIME PAY

At least  $1\frac{1}{2}$  times your regular rate of pay for all hours worked over 40 in a workweek.

#### YOUTH EMPLOYMENT

An employee must be at least **16** years old to work in most non-farm jobs and at least **18** to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

**No more than**

- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment. For more information, visit the YouthRules! Web site at [www.youthrules.dol.gov](http://www.youthrules.dol.gov).

#### TIP CREDIT

Employers of “tipped employees” must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

#### ENFORCEMENT

The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Civil money penalties of up to \$11,000 per violation may be assessed against employers who violate the youth employment provisions of the law and up to \$1,100 per violation against employers who willfully or repeatedly violate the minimum wage or overtime pay provisions. This law prohibits discriminating against or discharging workers who file a complaint or participate in any proceedings under the Act.

#### ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

For additional information:



**1-866-4-USWAGE**

(1-866-487-9243)

TTY: 1-877-889-5627



**WWW.WAGEHOUR.DOL.GOV**

# DERECHOS DE EMPLEADOS

## BAJO LA LEY DE NORMAS JUSTAS DE TRABAJO

DIVISIÓN DE HORAS Y SALARIOS DEL DEPARTAMENTO DE LABOR DE LOS ESTADOS UNIDOS

### SALARIO FEDERAL MÍNIMO

**\$5.85** POR HORA

VIGENTE EL 24 DE JULIO DE 2007

**\$6.55** POR HORA

VIGENTE EL 24 DE JULIO DE 2008

**\$7.25** POR HORA

VIGENTE EL 24 DE JULIO DE 2009

#### PAGO POR TIEMPO EXTRA

Por lo menos tiempo y medio (1½) del salario regular por todas las horas trabajadas en exceso de 40 horas en una semana.

#### EMPLEO DE MENORES DE EDAD

Un empleado debe tener por lo menos **16** años de edad para trabajar la mayoría de los trabajos no agrícolas y por lo menos **18** años para trabajar en oficios que son declarados peligrosos por el Secretario del Departamento del Labor.

Los jóvenes entre **14** y **15** años de edad pueden trabajar fuera del horario escolar en varios trabajos que no sean de manufactura, minería o peligrosos bajo las siguientes condiciones:

##### No más de

- 3 horas en un día escolar o 18 horas en una semana escolar;
- 8 horas en un día que no sea escolar o 40 horas en una semana que no sea escolar.

Además, no se puede trabajar antes de las **7:00 a.m.** o después de las **7:00 p.m.**, excepto desde el **primero de junio** hasta el **día de fiesta "Labor Day"**, cuando el horario de noche se extiende hasta las **9:00 p.m.** Diferentes reglas aplican a los trabajos de agricultura. Para más información visite el sitio del Internet YouthRules! en la dirección [www.youthrules.dol.gov](http://www.youthrules.dol.gov).

#### CRÉDITO POR PROPINAS

Un patrón de empleados que reciben propinas debe pagar un salario en efectivo de por lo menos \$2.13 por hora, si el patrón reclama las propinas como crédito contra su obligación de pagar el salario mínimo. Si las propinas recibidas combinadas con el salario de \$2.13 por hora no equivalen al salario mínimo por hora, el patrón deberá pagar la diferencia. Hay algunas otras condiciones que también deben ser cumplidas.

#### CUMPLIMIENTO DE LA LEY

El Departamento del Trabajo puede recuperar los salarios atrasados administrativamente o mediante una acción de la corte para los empleados que han sido pagados menos de lo que requiere la ley. Las infracciones pueden resultar en una acción civil o criminal.

Multas de hasta \$11,000 por infracción pueden adjudicarse a los patrones que violen la ley de empleo de menores de edad y de hasta \$1,100 por infracción a los patrones que intencionalmente o repetidamente violen las provisiones de la ley sobre el salario mínimo y sobre el pago por tiempo extra. Esta ley prohíbe la discriminación o el despido de empleados que presentan una queja o que participan en cualquier proceso legal bajo esta ley.

#### INFORMACIÓN ADICIONAL

- Ciertas ocupaciones y establecimientos están exentos de las provisiones de la ley sobre el salario mínimo y/o sobre el pago por tiempo extra.
- Leyes especiales aplican a los trabajadores de Samoa Americana y las islas Marianas del Norte.
- Si la ley estatal requiere un salario mínimo más alto, tal salario más alto se aplica.
- La ley requiere que este cartel se presente donde sea visible por los empleados.
- Los empleados menores de 20 años de edad pueden ser pagados un salario mínimo de \$4.25 por hora durante los primeros 90 días consecutivos de trabajo con su patrón.
- Ciertos estudiantes de tiempo completo, estudiantes principiantes, aprendices y empleados con impedimentos físicos pueden ser pagados menos del salario federal mínimo mediante certificados otorgados por el Departamento del Trabajo.



Para información adicional:

**1-866-4-USWAGE**

(1-866-487-9243)

TTY: 1-877-889-5627



**WWW.WAGEHOUR.DOL.GOV**

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

U.S. DEPARTMENT OF LABOR

EMPLOYMENT STANDARDS ADMINISTRATION

Wage and Hour Division  
Washington, D.C. 20210



# NOTICE

## EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

### **PROHIBITIONS**

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

### **EXEMPTIONS\***

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits *polygraph* (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

## **EXAMINEE RIGHTS**

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

## **ENFORCEMENT**

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties up to \$10,000 against violators. Employees or job applicants may also bring their own court actions.

## **ADDITIONAL INFORMATION**

Additional information may be obtained, and complaints of violations may be filed, at local offices of the Wage and Hour Division. To locate your nearest Wage-Hour office, telephone our toll-free information and help line at 1 - 866 - 4USWAGE ( 1 - 866 - 487 - 9243). A customer service representative is available to assist you with referral information from 8am to 5 pm in your time zone; or if you have access to the internet, you may log onto our Home page at [www.wagehour.dol.gov](http://www.wagehour.dol.gov).

### **THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.**

*\*The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.*

**U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
Wage and Hour Division  
Washington, D.C. 20210**

**WH Publication 1462  
June 2003**



# Aviso

## Ley Para La Protección del Empleado contra la Prueba del Polígrafo

La Ley Para La Protección del Empleado contra la Prueba de Polígrafo le prohíbe a la mayoría de los empleadores del sector privado que utilice pruebas con detectores de mentiras durante el período de pre empleo o durante el servicio de empleo.

### **PROHIBICIONES**

Generalmente se le prohíbe al empleador que le exija o requiera a un empleado o a un solicitante a un trabajo que se someta a una prueba con detector de mentiras, y que despida, discipline, o discrimine de ninguna forma contra un empleado o contra un aspirante a un trabajo por haberse negado a someterse a la prueba o por haberse acogido a otros derechos establecidos por la Ley.

### **Exenciones\***

Esta Ley no afecta a los empleados de los gobiernos federal, estatales y locales. Tampoco se aplica a las pruebas que el Gobierno Federal les administra a ciertos individuos del sector privado que trabajan en actividades relacionadas con la seguridad nacional.

La Ley permite la administración de pruebas de polígrafo (un tipo de detector de mentiras) en el sector privado, sujeta a ciertas restricciones, a ciertos aspirantes para empleos en compañías de seguridad (vehículos blindados, sistemas de alarma y guardias). También se les permite el uso de éstas a compañías que fabrican, distribuyen y dispensan productos farmacéuticos.

La Ley también permite la administración de estas pruebas de polígrafo, sujeta a ciertas restricciones, a empleados de empresas privadas que estén bajo sospecha razonable de estar involucrados en un incidente en el sitio de empleo (tal como un robo, desfalco, etc.) que le haya ocasionado daños económicos al empleador.

## **DERECHOS DE LOS EXAMINADOS**

En casos en que se permitan las pruebas de polígrafo, éstas deben ser administradas bajo una cantidad de normas estrictas en cuanto a su administración y duración. Los examinados tienen un número de derechos específicos, incluyendo el derecho de advertencia por escrito antes de someterse a la prueba, el derecho a negarse a someterse a la prueba o a discontinuarla, al igual que el derecho a negarse a que los resultados de la prueba estén al alcance de personas no autorizadas.

## **CUMPLIMIENTO**

El/La Secretario(a) de Trabajo puede entablar pleitos para impedir violaciones y puede imponer penas pecuniarias civiles de hasta \$10,000 contra los violadores. Los empleados o solicitantes a empleo también tienen derecho a entablar sus propios pleitos en los tribunales.

## **INFORMACIÓN ADICIONAL**

Se puede obtener información adicional al igual que se pueden presentar quejas de violaciones en las oficinas locales de la Sección de Horas y Sueldos. Para localizar la oficina de la Sección más cercana a usted, llame a nuestra línea gratuita de información y asistencia al 1-866-4US-WAGE (1-866-487-9243) o TTY: 1 - 877 - 889 - 5627. Un representante de servicios al cliente estará disponible para asistirle con información de referencia de las 8 de la mañana a las 5 de la tarde de su huso horario. Si tiene acceso a la Internet, puede ir a nuestro "Home Page" bajo la dirección [www.wagehour.dol.gov](http://www.wagehour.dol.gov).

**La Ley exige que los empleadores exhiban este aviso donde los empleados y los solicitantes de empleo lo puedan ver fácilmente.**

*\* La Ley no substituye ninguna provisión de cualquier otra ley estatal o local ni tampoco a tratos colectivos que sean más rigurosos con respecto a las pruebas de polígrafo.*

**Departamento de Trabajo de EE UU  
Administración de Normas de Empleo  
Sección de Horas y Sueldos  
Washington, D.C. 20210**

**Publicación de "WH" 1462  
junio de 2003**

# Equal Employment Opportunity is

## THE LAW

### Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

### **VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C., 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans. A recently separated veteran is any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

### **RETALIATION**

Retaliation is prohibited against a person who files a charge of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, DC 20210, (202) 693-0101 or call an OFCCP regional or district office listed in most telephone directories under U.S. Government, Department of Labor. For individuals with hearing impairment, OFCCP's TTY number is (202) 693-1337.

### Private Employment, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy and sexual harassment) or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), as amended, protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability.

The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations, unless such accommodations would impose an undue hardship on the employer.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men

performing substantially equal work, in jobs that require equal skill, effort and responsibility under similar working conditions, in the same establishment.

### **RETALIATION**

Retaliation is prohibited against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes discrimination under these Federal laws.

If you believe that you have been discriminated against under any of the above laws, and to ensure that you meet strict procedural timelines to preserve the ability of EEOC to investigate your complaint and to protect your right to file a private lawsuit, you should immediately contact:

The U.S. Equal Employment Opportunity Commission (EEOC), Washington, DC 20507 or an EEOC field office by calling toll free (1-800) 669-4000. For individuals with hearing impairments, EEOC's toll free TTY number is 1-800 669-6820.

### Programs or Activities Receiving Federal Financial Assistance

### **RACE, COLOR, SEX, NATIONAL ORIGIN**

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs.

Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

### **INDIVIDUALS WITH DISABILITIES**

Section, 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government, public or private agency. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

# LA IGUALDAD DE OPORTUNIDADES DE EMPLEO

## ES LA LEY

### Empleadores que tienen contratos o subcontratos con el Gobierno Federal

Los empleados o postulantes a empleos de compañías que tienen contratos o subcontratos del gobierno federal gozan de la protección otorgada por las siguientes instituciones federales:

### **RAZA, COLOR, RELIGIÓN, SEXO, NACIONALIDAD**

El Decreto 11246 (Executive Order 11246), con sus modificaciones, prohíbe la discriminación laboral en razón de raza, color de piel, religión, sexo o nacionalidad, y requiere la acción afirmativa para garantizar la igualdad de oportunidades en todos los aspectos laborales.

### **PERSONAS CON DISCAPACIDADES**

El Artículo 503 de la Ley de Rehabilitación de 1973 (The Rehabilitation Act of 1973), con sus modificaciones, prohíbe la discriminación laboral por discapacidad y requiere la acción afirmativa de emplear y avanzar en el empleo de personas discapacitadas idóneas que, mediante una adaptación razonable, puedan llevar a cabo las funciones esenciales de un trabajo.

### **VETERANOS DE VIETNAM CON DISCAPACIDADES ESPECIALES, RECIENTEMENTE RETIRADOS Y OTROS VETERANOS BAJO PROTECCIÓN**

La Ley de Asistencia a la Readaptación de Veteranos de Vietnam de 1974 (The Vietnam Era Veterans' Readjustment Assistance Act of 1974), y sus modificaciones, 38 U.S.C., 4212, prohíbe toda discriminación laboral y requiere la acción afirmativa de emplear y avanzar en el empleo de veteranos de Vietnam idóneos, veteranos idóneos con discapacidades especiales, veteranos recientemente retirados y otros veteranos bajo protección. Un veterano recientemente retirado es todo veterano durante el período de tres años a partir de la fecha en que fue dado de baja o dejó el servicio activo en el Ejército, la Marina o la Fuerza Aérea de los EE. UU.

### **REPRESALIA**

Queda prohibida toda represalia contra una persona que presenta un cargo de discriminación, participa en un procedimiento del Programa OFCCP o, de alguna otra manera, se opone a la discriminación de conformidad con las leyes federales.

Toda persona que cree que un contratista ha violado sus obligaciones de no discriminación o acción afirmativa, según las fuentes anteriores, debe ponerse en contacto de inmediato con:

La Oficina de Programas de Cumplimiento de Contratos Federales (The Office of Federal Contract Compliance Programs-OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, DC 20210, (202) 693-0101 o llamar a una oficina de la OFCCP regional o de distrito consignada en la mayor parte de los directorios telefónicos en U.S. Government, Department of Labor (Gobierno de los EE.UU., Departamento de Trabajo). Para personas con discapacidad auditiva, el número TTY de la OFCCP es (202) 693-1337.

### Empleo privado, gobiernos estatales y locales, instituciones educativas, agencias de empleo y organizaciones laborales

Los empleados y postulantes a empleos de la mayor parte de los empleadores privados, gobiernos estatales y locales, instituciones educativas, agencias de empleo y organizaciones laborales gozan de la protección otorgada por las siguientes leyes federales:

### **RAZA, COLOR, RELIGIÓN, SEXO, NACIONALIDAD**

La Ley de Derechos Civiles de 1964, Título VII (The Civil Rights Act of 1990), y sus modificaciones, prohíbe toda discriminación en relación con la contratación, ascenso, despido, remuneración, compensaciones adicionales, capacitación, clasificación, referencias, y otros aspectos laborales, en razón de la raza, el color de la piel, la religión, el sexo (incluidos embarazo y acoso sexual) o la nacionalidad. Por discriminación religiosa se entiende, entre otros, la falta de adaptación razonable para las prácticas religiosas de un empleado siempre que la adaptación no provoque una dificultad económica excesiva.

### **DISCAPACIDAD**

La ley de Estadounidenses con Discapacidades de 1990 (The Americans with Disabilities Act of 1990-ADA), Títulos I y V, con sus modificaciones, protege a empleados y postulantes idóneos con discapacidades contra la discriminación en relación con la contratación, ascenso, despido, remuneración, capacitación, beneficios adicionales, clasificación, referencias y otros aspectos laborales en razón de la discapacidad.

La ley también requiere que las entidades contempladas provean las adaptaciones razonables que necesitan los empleados y postulantes con discapacidades, a menos que esas adaptaciones causen una dificultad económica excesiva al empleador.

### **EDAD**

La Ley de Discriminación Laboral por Edad de 1967 (The Age Discrimination in Employment Act of 1967), con sus modificaciones, protege a los empleados y postulantes de 40 años o más contra la discriminación por edad en relación con la contratación, ascenso, despido, compensaciones, condiciones o privilegios laborales.

### **SEXO (SALARIOS)**

Además de la discriminación sexual prohibida por la Ley de Derechos Civiles de 1964, Título VII, y sus modificaciones, la Ley de Igualdad en las

Remuneraciones de 1963, con sus modificaciones, prohíbe la discriminación sexual en el pago de salarios a mujeres y hombres que básicamente realicen igual trabajo, en empleos que requieren igual capacidad, esfuerzo y responsabilidad, en condiciones laborales similares y en el mismo establecimiento.

### **REPRESALIA**

Queda prohibida toda represalia contra una persona que presenta un cargo de discriminación, participa en un procedimiento de contra la discriminación o, de alguna otra manera, se opone a la discriminación de conformidad con las leyes federales.

Si cree que ha sufrido alguna discriminación, de conformidad con algunas de las leyes anteriores, y para garantizar que cumple con los estrictos cronogramas procesales a fin de preservar la capacidad de la EEOC para investigar su queja y para proteger su derecho a iniciar una demanda privada, debe ponerse en contacto de inmediato con:

La Comisión Federal de Igualdad de Oportunidades de Empleo de los EE.UU. (The US Equal Employment Opportunity Commission-EEOC), Washington, DC 20507 ó con una oficina de la EEOC telefónicamente a la línea gratuita (1-800) 669-4000. Para las personas con discapacidad auditiva, la línea gratuita TTY de la EEOC es 1-800 669-6820.

### Programas o actividades que reciben apoyo financiero federal

### **RAZA, COLOR, SEXO, NACIONALIDAD**

Además del Título VII de la Ley de Derechos Civiles de 1964, con sus modificaciones, el Título VI de la misma ley prohíbe la discriminación por raza, color de piel o nacionalidad en programas y actividades que reciben apoyo financiero federal. La discriminación laboral está contemplada en el Título VI si el objetivo principal del apoyo financiero es la provisión de empleo, o siempre que la discriminación laboral cause, o pueda causar, discriminación en la provisión de servicios en el marco de esos programas.

El Título IX de las Modificaciones de 1972 a la Ley de Educación (Education Amendments of 1972) prohíbe la discriminación laboral en razón de sexo en los programas o actividades educativas que reciben apoyo federal.

### **PERSONAS CON DISCAPACIDADES**

El Artículo 504 de la Ley de Rehabilitación de 1973, con sus modificaciones, prohíbe la discriminación laboral por discapacidad en todo programa o actividad que recibe apoyo financiero federal en el gobierno federal y las agencias públicas o privadas. Queda prohibida la discriminación en todos los aspectos laborales contra personas con discapacidades que puedan realizar las tareas esenciales relacionadas con ese puesto, sin perjuicio de que resulte o no necesario efectuar una adaptación razonable

Si cree que ha sufrido discriminación en relación con un programa de cualquier institución que reciba apoyo federal, debe contactarse de inmediato con la agencia federal que brinda ese apoyo.



# YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

**USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.**

## REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

## RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

## HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

## ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its **website at <http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at **<http://www.dol.gov/elaws/userra.htm>**.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



**U.S. Department of Labor**  
**1-866-487-2365**



**U.S. Department of Justice**



**Office of Special Counsel**



**1-800-336-4590**

Publication Date—July 2008



# SUS DERECHOS BAJO USERRA

## EL ACTA DE DERECHOS DE EMPLEO Y REEMPLIO DE LOS SERVICIOS UNIFORMADOS

USERRA protege los derechos de trabajo de las personas que voluntaria o involuntariamente dejan sus empleos para integrarse al servicio militar. USERRA también prohíbe la discriminación, por parte de los empleadores contra los miembros actuales, ex-miembros, y candidatos de los servicios uniformados.

### DERECHOS DE RECONTRATACIÓN

Usted tiene derecho a ser recontratado en su trabajo civil si lo deja para cumplir deberes en el servicio uniformado y:

- usted se asegura que su empleador reciba aviso escrito o verbal de su servicio, por adelantado;
- usted tiene cinco años o menos de servicio acumulativo en las fuerzas uniformadas mientras está con ese empleador;
- después de la conclusión de su servicio retorna a su trabajo o solicita ser recontratado dentro de un margen de tiempo adecuado; y
- si usted ha dejado el servicio sin haber sido descalificado, o retirado de cualquier otra forma que no sea en condiciones honorables.

Si usted es elegible para ser recontratado, debe ser reposicionado en el puesto y con los beneficios que usted habría tenido si no hubiera estado ausente debido al servicio militar, o en ciertos casos, un puesto equivalente.

### DERECHO A SER LIBRE DE DISCRIMINACIÓN Y REPRESALIAS

Si usted:

- Es un ex-miembro o un miembro actual de los servicios uniformados;
- Ha solicitado una membresía en el servicio uniformado, o;
- Se encuentra obligado a servir en los servicios uniformados;

entonces, el empleador no puede negar alguno de los siguientes:

- empleo inicial;
- recontratación;
- permanencia en el empleo;
- ascenso; o
- cualquier beneficio del empleo.

Además, un empleador no puede tomar represalias en contra de cualquier persona que esté ayudando a la aplicación de los derechos del USERRA, incluyendo el realizar una testificación o una declaración en conexión con un procedimiento bajo USERRA; aún si esa persona no tiene ninguna conexión con el servicio.

### PROTECCIÓN DEL SEGURO DE SALUD

- Si usted deja su empleo para realizar el servicio militar, tiene derecho a continuar con el plan de cobertura médica existente para usted y sus dependientes, por hasta 24 meses mientras se encuentre en el servicio militar.
- Aún si usted elige no continuar con su cobertura durante su servicio militar, usted tiene derecho a ser readmitido en su plan de cobertura médica al ser recontratado; generalmente, sin ningún periodo de espera o exclusiones (por ejemplo: exclusiones de condiciones pre-existentes), excepto por alguna lesión o enfermedad relacionada al servicio.

### CUMPLIMIENTO

- El Servicio de Empleo y Capacitación de Veteranos (VETS, por su sigla en inglés) del Departamento del Trabajo de los EE.UU. está autorizado a investigar y resolver reclamos sobre violaciones a los estatutos del USERRA.
- Si necesita ayuda para enviar un reclamo, o si necesita información sobre USERRA, contáctese con VETS al **1800-4-USA-DOL** o visite el **sitio de Internet <http://www.dol.gov/vets>**. Puede contactarse con un ayudante interactivo de USERRA a través del Internet, en **<http://www.dol.gov/elaws/userra.htm>**.
- Si envía un reclamo al VETS y el VETS no puede resolverla, usted puede solicitar que su caso sea derivado al Departamento de Justicia o a la Oficina de Asesoramiento Especial (Office of Special Counsel), dependiendo del empleador para representación.
- También puede omitir el proceso por la vía de VETS y aplicar una acción civil en contra del empleador por violaciones del USERRA.

**Los derechos que se presentan aquí pueden variar dependiendo de las circunstancias. Este aviso fue preparado por el VETS, y puede ser visto en el Internet en la siguiente dirección:**

**<http://www.dol.gov/vets/programs/userra/poster.pdf>. La ley federal requiere que los empleadores informen a los empleados sobre sus derechos bajo USERRA. Los empleadores pueden cumplir con estos requisitos al exponer este aviso donde usualmente se colocan los anuncios para los empleados.**



Departamento del Trabajo de los EE.UU.  
1-866-487-2365



(Siglas en inglés para Apoyo de Empleadores de la Guardia y la Reserva).

1-800-336-4590

Fecha de publicación—febrero del 2005



**EQUAL EMPLOYMENT OPPORTUNITY is. . .**  
**OPORTUNIDAD IGUAL DE EMPLEO es. . .**

*the*  
**LAW**  
*in*  
**TEXAS**

*la*  
**LEY**  
*en*  
**TEXAS**

The LAW prohibits employers, employment agencies and labor unions from denying equal employment opportunities in

**hiring**  
**promotion**  
**discharge**  
**pay**  
**fringe benefits**  
**membership**  
**training**  
**other aspects of employment**

because of race, color, national origin, religion, sex, age, or disability.

La LEY prohíbe a los patrones, agencias de empleo y uniones sindicales negar oportunidad igual de empleo en

**Ocupar**  
**Ascensos**  
**desocupar**  
**pago**  
**beneficios**  
**membrecia**  
**entrenamiento**  
**otros aspectos del empleo**

por causa de raza, color, nacionalidad, religion, sexo, edad, o incapacidad.

**If you believe you have been discriminated against call or write the Texas Workforce Commission, Civil Rights Division, located in Austin at 1117 Trinity Rm 144-T**

**Mail: P.O. Box 13006 Austin, Texas 78711-3006,**

*<http://www.texasworkforce.org>*

*(512) 463-2642*

*Toll Free (within Texas) 1-888-452-4778*

*1-800-735-2989 (Texas Relay)*

**No Appointment Necessary!**

***Si usted cree que ha habido discriminación en su contra, llame o escriba a Texas Workforce Commission, Civil Rights Division; P.O. Box 13006 Austin, Texas 78711-3006, (512) 463-2642 or 1-800-735-2989 (Texas Relay)***

# ATTENTION EMPLOYEES

The Texas Payday Law, Title 2, Chapter 61, Texas Labor Code, requires Texas employers to pay their employees who are exempt from the overtime pay provisions of the Fair Labor Standards Act of 1938 at least once per month. All other employees must be paid at least as often as semi-monthly and each pay period must consist as nearly as possible of an equal number of days.

Scheduled paydays: (You must indicate date or dates of the month for employees paid monthly or semi-monthly, and day of the week for employees paid weekly or at other times.)

MONTHLY \_\_\_\_\_  
SEMI-MONTHLY \_\_\_\_\_  
WEEKLY \_\_\_\_\_  
OTHER \_\_\_\_\_

For more information write or contact the Texas Workforce Commission in Austin or contact your nearest TWC office. TWC offices are located in major cities throughout the state.

## TEXAS WORKFORCE COMMISSION

Labor Law Section

101 East 15th Street, Room 124T

Austin, Texas 78778-0001

1-800-832-9243

TDD 1-800-735-2989 (Hearing Impaired)

*TO EMPLOYERS: The law requires that this notice or its equivalent be posted (in full view) at your business.*

# ATENTO AVISO A LOS EMPLEADOS

La Ley Tejana del Salario Atrasado, Título II, Capítulo 61 del Código del Trabajo de Tejas, exige que los patrones de Tejas paguen no menos de una vez al mes a sus empleados que estén eximidos de las disposiciones de la ley de Normas Laborales Justas de 1938, en lo referente al pago de horas adicionales. A todos los demás empleados hay que pagarles no menos de dos veces mensuales, y cada período salarial debe, en la medida de lo posible, tener igual número de días.

Días de pago establecidos: (Hay que indicar en qué día(s) del mes se paga a los empleados con salario quincenal o mensual y en qué día de la semana en que se paga a los empleados pagados semanalmente o en algún otro período.)

MENSUAL \_\_\_\_\_  
QUINCENAL \_\_\_\_\_  
SEMANAL \_\_\_\_\_  
OTRO PERIODO \_\_\_\_\_

Para mayores informes, sírvase escribir o llamar a la Comisión de la Fuerza Laboral de Tejas, Austin, Tejas 78778 o comunicarse con la oficina más próxima de la Comisión. Se encuentran oficinas de la Comisión en las principales ciudades del estado.

## TEXAS WORKFORCE COMMISSION

### Labor Law Section

101 East 15th Street, Room 124T

Austin, Texas 78778-0001

**1-800-832-9243 or TDD 1-800-735-2989 (Hearing Impaired)**

*A LOS PATRONES: La ley requiere fijar este aviso, o un aviso equivante, dentro de su empresa y a la vista de todos.*

# NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS

**COVERAGE:** [ \_\_\_\_\_ ] has workers' compensation insurance coverage from [ \_\_\_\_\_ ] protect you in the event of work-related injury or illness. This coverage is effective from [ \_\_\_\_\_ ].

Name of Employer

Name of commercial insurance company

Effective date of policy

Any injuries or illnesses which occur on or after that will be handled by [ \_\_\_\_\_ ]. An employee or a person acting on the employee's behalf must notify the employer of an injury or illness not later than the 30th day after the date on which the injury occurs or the date the employee knew or should have known of an illness, unless the Division determines that good cause existed for failure to provide timely notice. Your employer is required to provide you with coverage information, in writing, when you are hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance.

**EMPLOYEE ASSISTANCE:** The Division provides free information about how to file a workers' compensation claim. Division staff will explain your rights and responsibilities under the Workers' Compensation Act and assist in resolving disputes about a claim. You can obtain this assistance by contacting your local Division field office or by calling 1-800-252-7031.

**SAFETY HOTLINE:** The Division has established a 24-hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employer are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact Health and Safety at 1-800-452-9595.

# AVISO SOBRE COMPENSACION PARA TRABAJADORES EN TEJAS

**COBERTURA:** [ \_\_\_\_\_ ] Nombre del patrón tiene **aseguranza** para compensar al trabajador con [ \_\_\_\_\_ ] nombre de la compañía de seguros para protegerlo en el caso de una lesión o enfermedad relacionada con su trabajo. Esta **aseguranza** está vigente desde [ \_\_\_\_\_ ] fecha en que entra en vigencia la póliza. Cualquier lesión o enfermedad que ocurra en o a partir de esa fecha sera manejada por la [ \_\_\_\_\_ ] nombre de la compañía de seguros.

El trabajador o la persona que lo representa debe notificar al patrón cuando ocurra una lesión o enfermedad antes de treinta (30) días después de que ocurra la lesión o dentro de treinta (30) días de la fecha en que el empleado se entero o debería estar enterado de la enfermedad, salvo que la División determine que existía un buen motivo para no haber notificado al patrón dentro del tiempo señalado. Su patrón está obligado a proporcionarle información sobre la **aseguranza**, por escrito, cuando lo contrate para trabajar y asi mismo debe de informarle cuando obtenga o deje de tener seguro de compensación para el trabajador.

**ASISTENCIA AL EMPLEADO:** La División le proporcionará información gratuita sobre como someter un reclamo de compensación para el trabajador. El personal de la División le explicará cuales son sus derechos y responsabilidades bajo la Ley de Compensación para el Trabajador y le asistirá para resolver cualquier controversia que surja al hacer su reclamo. Usted puede obtener esta ayuda comunicándose con la oficina local de la División o llamando al número 1-800-252-7031.

**LINEA PARA REPORTAR CONDICIONES INSEGURAS:** La División ha establecido una línea telefónica gratuita las 24 horas del día, para reportar condiciones inseguras en el lugar de trabajo que pudiera violar las leyes ocupacionales de salud y seguridad. La ley prohíbe que los patrones suspendan, despidan o descriminen al empleado o empleada porque él o ella, de buena fe, reporta una alegada violación ocupacional de salud o seguridad. Comuníquese con la Sección de Salud y Seguridad Laboral al número 1-800-452-9595.



# **OFFICE OF INJURED EMPLOYEE COUNSEL**

As an injured employee in Texas, you have the right to free assistance from the Office of Injured Employee Counsel (OIEC). OIEC is a state agency that is responsible for assisting injured employees with their claim in the workers' compensation system.

You can contact OIEC by calling its toll-free telephone number: 1-866-EZE-OIEC (1-866-393-6432). More information about OIEC and its Ombudsman Program is available at the agency's website ([www.oiec.state.tx.us](http://www.oiec.state.tx.us)).

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## **OMBUDSMAN PROGRAM**

### **WHAT IS AN OMBUDSMAN?**

An Ombudsman is an employee of OIEC who can assist you if you have a dispute with your employer's insurance carrier. An Ombudsman's assistance is free of charge. Each Ombudsman has a workers' compensation adjuster's license and has completed a comprehensive training program designed specifically to assist you with your dispute.

If you have a proceeding scheduled before the Texas Department of Insurance, Division of Workers' Compensation, an Ombudsman can:

- Help you prepare for the proceeding (Benefit Review Conference and/or Contested Case Hearing);
- Attend the proceeding with you and communicate on your behalf; and
- Assist you with your appeal and response to insurance carrier appeals.



# **OFFICE OF INJURED EMPLOYEE COUNSEL**

Como empleado lesionado en Texas, usted tiene el derecho de recibir ayuda gratis por parte de La Oficina de Asesoría Pública para el Empleado Lesionado (OIEC, por sus siglas en inglés) la cual es una agencia estatal que ayuda a empleados lesionados que tienen un reclamo en el sistema de compensación para trabajadores.

Usted puede llamar a nuestro número de teléfono gratuito al 1-866-EZE-OIEC (1-866-393-6432) Para mayor información sobre OIEC y su programa del Ombudsman, por favor visite nuestra página de Internet [www.oiec.state.tx.us](http://www.oiec.state.tx.us).

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## **PROGRAMA DEL OMBUDSMAN**

### **¿QUÉ ES UN OMBUDSMAN?**

Un ombudsman es un empleado de OIEC que puede ayudarlo si usted tiene alguna disputa con el seguro de compensación de su empleador. La ayuda que presta el ombudsman es gratis. Cada ombudsman tiene licencia de ajustador y un entrenamiento comprensivo y completo designado específicamente para ayudarlo con su disputa.

Si usted ya tiene un procedimiento fijado con el Departamento de Seguros de Texas, División de Compensación para Trabajadores un ombudsman puede:

- Ayudarlo a prepararse para el procedimiento (una Conferencia para Revisión de Beneficios o una Audiencia para Disputar Beneficios);
- Asistir al procedimiento con usted y comunicarse con la División en su nombre; y
- Además puede ayudarlo a apelar una decisión y responder a apelaciones hechas por parte de la compañía de seguros.

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**SECTION E**

**WORKERS' COMPENSATION INSURANCE**

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## **WORKERS' COMPENSATION INSURANCE**

This section to be filled in with the company's Workers' Compensation Insurance program.

### **COVERED EMPLOYER:**

**Per Rule 110.101(e)(1) of the Texas Department of Insurance, Division of Workers' Compensation, DWC Notice 6 is required to advise your employees that you have workers' compensation insurance through a commercial insurance company and to advise your employees of the Texas Department of Insurance, Division of Workers' Compensation's toll free number to obtain additional information about their workers' compensation rights. Notices in English, Spanish and any other language common to the employer's employee population must be posted and:**

- 1. Prominently displayed in the employer's personnel office, if any;**
- 2. Located about the workplace in such a way that each employee is likely to see the notice on a regular basis;**
- 3. Printed with a title in at least 30 point bold type, subject in at least 20 point bold type, and text in at least 19 point normal type; and**
- 4. Contain the exact words as prescribed in Rule 110.101(e)(1).**

**The notice on the reverse side meets the above requirements. Failure to post or to provide notice as required in the rule is a violation of the Act and Division rules. The violator may be subject to administrative penalties.**

## **WORKERS' COMPENSATION INSURANCE**

Each company location shall comply with the Workers' Compensation Act for the state in which it is located.

All required posting of insurance documents, posters, notices, and memos shall be carried out and made available as required under the Workers' Compensation Act of that state.

Names of personnel to contact at the Workers' Compensation office shall be posted, and required documentation shall be effected by all company entities.

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**SECTION F**

**SAFETY PERSONNEL**

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## SAFETY PERSONNEL

**Direct Service USA** utilizes a wide variety of resources to both ensure compliance with federal, state and local safety standards and to provide the expertise necessary to keep abreast of the ever changing rules and regulations of our industry.

**Direct Service USA** reserves the right to utilize any means necessary to provide a more healthy and safe working environment. This may include safety program updates, improved production equipment and/or practices, more advanced personal protective equipment, and even the services of an outside safety consultant.

Our management team is dedicated to providing a safe work environment for its personnel and enforces a strong positive action program charging all employees with the responsibility of safety within the company.

### **In-house Safety Coordinators:**

Name: **Derek Ross** Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

The **Safety Coordinators** have full authority and responsibility concerning the oversight and implementation of the Safety Programs and is responsible for all facets of the Safety Programs. **Direct Service USA** has expressly authorized the **Safety Coordinators** to halt any operation of the company where there is danger of serious personal injury.

Program	Program Outline / Key Responsibilities
<b>HazCom Program – MSDS Sheets</b>	<ol style="list-style-type: none"> <li>1. For the maintenance and administration of the company's Hazard Communication Program.</li> <li>2. Verify that all containers received for use will be clearly labeled as to its contents, note the appropriate hazard warning, and list the name and addresses of the manufacturer.</li> <li>3. Ensure that all secondary containers throughout the work facility are labeled.</li> <li>4. Establishing and monitoring the company hazard Communication Program. He/she will make sure that the procedures are developed to obtain the necessary MSDS's and will review the incoming MSDS's to determine the significant health and safety information. He/she will see that all new information, if any, is passed on to the affected employee(s).</li> <li>5. As new products are introduced onto the job-site, He/She shall amend the MSDS inventory page and add the MSDS to the inventory.</li> <li>6. For the company employee training program. He/She will ensure that all employees upon initial hire or transfer and at least annually thereafter will receive effective information and training on hazardous chemicals and products in their work area. He/she will ensure that all program elements are carried out.</li> <li>7. Inform contractors with information about any hazardous chemicals that their employees may be exposed to on the job-site and will recommend that contractors take precautions to provide for the safety of his employees. In the event that a contractor brings any chemical or product onto the job-site or facility that is hazardous, he/she shall notify this person of the type and name of the materials in writing.</li> </ol>
<b>Access To Employee Exposure And Medical Records</b>	<p>Employees must have access to all records that detail actual and/or potential exposure and medical records. It is advised that the company develop a file or some other system whereby employees may access this information. Training must be conducted on this subject upon initial hire and annually thereafter. For convenience, training over this topic is typically conducted at the same time as Hazard Communication training. If your training policy for this program includes instruction at the same time as Hazard Communication training, then indicate such on the Hazard Communication Meeting Roster.</p>
<b>Back Injury Prevention And Back Maintenance</b>	<p>Back injuries account for over 25% of all on-the-job injuries in the US. Proper lifting techniques should be taught to all employees at least annually.</p>
<b>Fire Safety Program</b>	<ol style="list-style-type: none"> <li>1. Selection &amp; proper distribution of portable fire extinguishers provided for employee use based on the classes of anticipated workplace fires and on the size and degree of hazard that would affect their use.</li> <li>2. Shall conduct monthly visual inspections of fire extinguishers.</li> <li>3. Shall attain the services of a qualified fire extinguisher inspection and charging company in order to ensure that all company fire extinguishers are in proper working condition. Required at least annually and on an as needed basis.</li> <li>4. Training conducted upon initial assignment (New employees) and at least annually thereafter.</li> </ol>

Program	Program Outline / Key Responsibilities
<b>Lockout / Tagout Program</b>	<ol style="list-style-type: none"> <li>1. Is in control of the <i>Lockout/Tagout Program</i> and the corporate safety program in whole. <u>Note: <b>Program Supervisors</b> will be assigned with direct oversight of the <i>Lockout/Tagout Program</i> at a given site and will be responsible for the removal of a lock in an emergency situation.</u></li> <li>2. Is responsible for employee training and will also make sure that all specific lockout/tagout operations and procedures at their respective job locations is addressed where job-specific information is required.</li> <li>3. Periodically conduct informal, documented inspections of the Lockout and Tagout activities of affected workers in order to ensure that compliance has been achieved. Will also conduct inspections where unexpected energizing start-up or release of stored energy could occur and cause injury.</li> <li>4. Is responsible for overseeing the activities of those employees working in a group lockout.</li> </ol>
<b>PPE Program</b>	<ol style="list-style-type: none"> <li>1. Perform a documented hazard assessment to determine if any hazards are present that would necessitate the use of PPE. If so, he/she must select the appropriate PPE to deal with the hazards found during the hazard assessment. This assessment must be in writing, include the date and name of the person conducting the assessment.</li> <li>2. Reassess the workplace hazards as necessary. This is accomplished by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE.</li> <li>3. Documented training of employees in: when PPE is necessary, what types of PPE are necessary, how to wear (put on, take off, adjust, etc.) the required PPE, the limitations of PPE, &amp; the proper care, maintenance, useful life and disposal of the PPE.</li> <li>4. Documented retraining of employees if any of the following conditions become evident: changes in the work environment which makes any previous training obsolete, the types of personal protective equipment changes, &amp; when a worker demonstrates lack of use, improper use, or insufficient skill of understanding.</li> </ol>
<b>Emergency Contingency Plan</b>	<p>The goal of this Emergency Contingency Plan is to communicate to all employees both general operational guidelines and proper emergency response procedures for potential emergency situations which may occur on the job</p>
<b>Safety Orientation Program</b>	<p>All "new-hires" or newly transferred employees require training in order to ensure understanding of and adherence to corporate safety and health regulations. This section is designed to introduce fundamental safety topics relative to workers in all vocations. <b>Also see Section B</b></p> <ol style="list-style-type: none"> <li>1. Safety orientation of new employees before they start work.</li> </ol>
<b>Safety Violation Control Disciplinary Action Program</b>	<p>Will meet privately and in the strictest confidence with those employees disciplined following the steps outlined in the program in order to discuss the infraction(s) and inform the individual of the rule and/or procedure that was violated and the corrective action to be taken. <b>Note:</b> Supervisors are expected to not only enforce the Disciplinary Action Program but also to adhere to all corporate safety programs in their entirety. Supervisors who show a lack of commitment to the company's safety goal and who violate any part of the safety program in whole or in part shall be subject to the disciplinary steps described within this program.</p>

Program	Program Outline / Key Responsibilities
<b>Bloodborne Pathogens Program</b>	<ol style="list-style-type: none"> <li>1. Has full authority and responsibility concerning the oversight and implementation of this program including the maintenance of medical (hepatitis B vaccine or Declination Statement) and training records.</li> <li>2. Annual Program Review: The program will be reviewed (and updated as needed) annually or when new or modified tasks are implemented.</li> <li>3. Responsible for Emergency Response Kits: Because workers may be required to respond to an injury or other medical emergency, Bloodborne pathogens emergency response kits will be provided with every work crew on the job-site &amp; maintained with adequate supplies.</li> <li>4. All personal protective equipment shall be routinely inspected and ensure that an adequate supply of all required items is available.</li> </ol>
<b>Medical Services &amp; First Aid Program</b>	<ol style="list-style-type: none"> <li>1. Determine the company's emergency first aid response procedures based on the availability and reasonable accessibility (in terms of time and distance to the work-site and near proximity to the workplace) of an infirmary, clinic, hospital, or physician which is available for the treatment of injured employees.</li> <li>2. Prior to beginning work at a job-site, first aid kits must be secured and inspected for proper and adequate contents and quantities. At least once a week thereafter the first aid kits shall be inspected for proper and adequate contents and quantities.</li> <li>3. First aid cases and trends should be evaluated to determining any corrective and preventive measures that might be needed to help avoid further potential injuries.</li> <li>4. Responsible for making sure that emergency phone numbers are posted for each jobsite.</li> </ol>
<b>Substance Abuse Policy</b>	<ol style="list-style-type: none"> <li>1. Facilitate drug screening: (1) upon initial hire, (2) immediately following an accident both the injured worker and the immediate work crew (if the immediate work crew's actions directly or indirectly contributed to the accident and/or if any member of the immediate work crew was an eyewitness to the accident), (3) "random" drug tests based upon a certain pre-determined percentage of the workforce, (4) "reasonable suspicion" employee who obviously appears to be having a problem that could put the safety of himself/herself or the safety of another employee in jeopardy (show-cause).</li> </ol>
<b>Procedure For Handling And OSHA Investigation</b>	<p>Explains the types of inspections which your company may be subjected to and the company's rights and obligations under OSHA law. Make certain that all supervisors understand the company's inspection protocol.</p>
<b>Fall Protection Program</b>	<ol style="list-style-type: none"> <li>1. Responsible for implementation and oversight of the Fall Protection Program. Note: Program Supervisors will be responsible for carrying out the plan at the job-sites.</li> <li>2. Making sure that program supervisors have been properly trained.</li> <li>3. Making sure that affected employees have been properly trained.</li> <li>4. Retraining under the following conditions: (1) Deficiencies in current training are reported, confirmed, revealed or otherwise made manifest. (2) Changes in the nature of the job-site such that new or more severe fall hazards become evident. (3) Fall protection systems or equipment changes which render previous training and methods obsolete.</li> <li>5. Will review any accidents (or near miss) and will make any necessary amendments to the <i>Fall Protection Program</i>, as required.</li> </ol>

<b>Program</b>	<b>Program Outline / Key Responsibilities</b>
<b>Forklift Program</b>	<ol style="list-style-type: none"> <li>1. Has full authority and responsibility concerning the oversight and implementation of this program and is responsible for all facets of this program.</li> <li>2. Authorized to halt any operation of the company where there is danger of serious personal injury.</li> <li>3. Making sure that all operators have been properly trained.</li> <li>4. Oversee retraining when: (1) The operator has been observed to operate the vehicle in an unsafe manner; (2) The operator has been involved in an accident or near-miss incident; (3) The operator has received an evaluation that reveals that the operator is not operating the truck safely; (4) The operator is assigned to drive a different type of truck; or (5) A condition in the workplace changes in a manner that could affect safe operation of the truck.</li> <li>5. Oversee documented daily forklift inspections and any necessary repairs needed.</li> </ol>
<b>Respirator Use When Not Required By 1910.134</b>	Dust Mask Use / Exposure under PEL
<b>Assured Equipment Grounding Conductor Program</b>	<ol style="list-style-type: none"> <li>1. Oversight &amp; implementation of the program. Note: In a construction site environment, flexible cords, cord connectors, receptacles, and cord and plug connections are all subject to hazards that can damage the insulation of the equipment. The Assured Equipment Grounding Conductor Program is designed to assure that all cord sets, receptacles which are not a part of the building or structure, and equipment connected by cord and plug which are available for use or used by employees are properly inspected and identified, and those cords which are not up to specifications are repaired or discarded. Each job-site shall have a written policy for administering this program, and a person shall be designated a "Competent Person" responsible for the inspection of power cords and record-keeping of the program.</li> <li>2. Oversight of quarterly testing of electrical equipment and properly coding the inspected equipment.</li> <li>3. Recordkeeping</li> </ol>
<b>Ladder Inspection Program</b>	All ladders, no matter the type, must be inspected in order to ensure that they are in good condition. This inspection must be conducted periodically (written inspections should occur at least quarterly) and should be documented. Any ladder, which is damaged, shall be tagged and repaired, or discarded. This program spells out an inspection format scheduled for quarterly ladder inspections.
<b>Scaffolding Safety Program</b>	This program is designed for supervisors and all other employees who are responsible for the assembly or use of scaffolding systems. This program will outline supervisor and general worker responsibilities and gives instruction on proper assembly, inspection, and dismantling of scaffolding.

Program	Program Outline / Key Responsibilities
<b>Trenching &amp; Shoring Below Grade Work &amp; Excavations</b>	All employees who perform below grade work should be trained over the rules outlined in this program. It is important to note that work crews at all excavations must have a designated <i>Competent Person</i> who understands the <i>Trenching and Shoring</i> program and who is capable of interpreting and enacting the guidelines within the program. Competent persons must be able to recognize changing work conditions and then initiate safety precautions as hazards become known. They must also know the different classifications of soil as well as proper sloping/shoring procedures. An <i>Excavation/Trench Safety Inspection</i> form is included so that a designated competent person may document his/her inspections of the excavation/trench.
<b>Confined Space Entry</b>	Entry into both permit required and non-permit required confined spaces should be carefully planned processes. This program provides in-depth confined space entry procedures, including: Objective, Scope, Definitions, Responsibilities, Permit Required Confined Space Entry Procedures, Non-Permit Required Confined Space, External Interface, Records, Canceling the Permit, a Confined Space Entry permit, Training Outline, Training Outline – Confined Space Entry Worksheet, Employee Designations, Entry Operation Review Form, and Emergency Rescue.
<b>Alcohol Misuse Plan</b>	This is a general version of the DOT – RSPA program designed for general industry use.
<b>Fleet Safety Program</b>	Since Vehicular accidents can result in catastrophic losses, a fleet safety program is a necessity for every company that operates commercial vehicles. Sections within this program include: <i>Program Outline – Fleet Safety Program Policy Statement, Authorized Drivers, Accident Investigation, Reports, Record Maintenance, Vehicle Inspection, Individual Driver Training; and, Motor Vehicle Records – Annual Evaluation, MVR Evaluation Criteria.</i> Program forms include: <i>Qualified Driver List, Driving Safety Rules, Fleet Driver’s Commitment, Vehicle Accident Report Form, Maintenance Checks, Vehicle Inspection Form</i>
<b>Controlled Substance Testing For Drivers</b>	This section explains the general guidelines for testing company drivers for controlled substances. The program covers types of tests, employee assistance, driver disqualification, after-care, and other miscellaneous topics.
<b>Abrasive Blasting Silica Exposure</b>	<ol style="list-style-type: none"> <li>1. Responsible for implementation and oversight of this program and has full authority to make necessary decisions to ensure success of the program. This person is the sole person authorized to amend these instructions and is authorized to halt any operation of the company where there is danger of serious personal injury.</li> <li>2. Oversee training - Prior to job assignment, training shall provide to employees to ensure that the hazards associated with Abrasive Blasting are understood by employees and that the knowledge, skills and personal protective equipment required are acquired by employees.</li> <li>3. Oversee medical examinations - available to all workers who may be exposed to crystalline silica. Such examinations should occur before job placement and at least every 3 years thereafter. More frequent examinations may be necessary for workers at risk of acute or accelerated silicosis.</li> </ol>

Program	Program Outline / Key Responsibilities
<b>Working Cranes Near Electrical Lines</b>	Using cranes near electrical lines is inherently hazardous, and all operators and support workers should receive at least general awareness training explaining the dangers associated with these types of operations.
<b>Heavy And Critical Lifts</b>	Heavy and critical lifts involve special attention to specific details and procedures, and if performed improperly, these types of lifts can result in catastrophic accidents. In preparing for heavy and critical lifts, all personnel must do their parts to assure that the area surrounding the lift location is secure, that the material or object to be lifted is stable, and that the lift itself is performed safely. Training should be conducted for all affected employees.
<b>Chain (Sling), Wire Rope, And Web (Sling) Inspection</b>	All chains, wire ropes, and web slings should be inspected monthly. Employers must keep documentation of these inspections as part of a permanent safety record. As proof of inspection, each chain, wire rope, and web sling should be marked with a distinctly colored marking after it has been inspected (usually paint). Also, documentation of inspections can be accomplished through the use of the respective forms included within this section.
<b>Welding, Cutting, Hot Work Program</b>	<p>During all hot work operations, certain procedures and protocol should be followed in order to ensure safe working conditions in potentially hazardous environments. To this end, the program will describe appropriate work practices, and forms are included which will help ensure the safety of all hot work operations.</p> <ol style="list-style-type: none"> <li>1. Shall have full authority over this program and shall implement all required records relating to this program and worker proficiency and assignments.</li> </ol>
<b>Heavy Equipment Operation Program</b>	It is imperative that all operators of heavy equipment are properly trained and authorized to use the equipment in a safe and efficient manner. This includes both rented and purchased heavy equipment. Such equipment includes, but is not limited to: JLG Lifts, Cranes, Bobcats, Scissor Lifts, Cherry Pickers, Other Mobile Heavy Equipment.
<b>Hand &amp; Power Tool Safety</b>	Improper handling and poor maintenance of equipment are the leading causes of the majority of power and hand tool accidents. Accidents can be greatly reduced by giving attention to good housekeeping and maintenance of equipment.
<b>Electrical Safety (Qualified)</b>	<p>Employees who face a risk of electric shock that is not reduced to a safe level shall be trained in and familiar with the safety-related work practices that pertain to their respective job assignments. Those employees who have been trained shall be considered as <i>Qualified Persons</i> (those permitted to work on or near exposed energized parts and are familiar with the construction and operation of the equipment and the hazards involved). Qualified persons shall, at a minimum, be trained in and familiar with the following:</p> <ol style="list-style-type: none"> <li>1. The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment.</li> <li>2. The skills and techniques necessary to determine the nominal voltage of exposed live parts, and</li> <li>3. The clearance distances specified in 29 CFR 1910.333(c) and the corresponding voltages to which the qualified person will be exposed.</li> </ol>

Program	Program Outline / Key Responsibilities
<b>Hydrogen Sulfide Safety Awareness Program</b>	Because there are many industrial practices where hydrogen sulfide may be reasonably expected to be found, many companies need to make their employees aware of the dangers and protective measures associated with this chemical.
<b>Benzene Safety Awareness Program</b>	<p>The company safety officer is responsible for:</p> <ul style="list-style-type: none"> <li>• Monitoring compliance with the OSHA Standard-29 CFR 1910.1028;</li> <li>• Providing general Benzene Safety training;</li> <li>• Conducting exposure assessments and evaluating exposure control measures as necessary;</li> <li>• Coordinating the provision of medical examinations, monitoring exposure, and recordkeeping, as required;</li> <li>• Investigating accidents;</li> <li>• Maintaining employee exposure records;</li> <li>• Developing Standard Operating Procedures that address specific safety measures to be implemented when using benzene;</li> <li>• Ensuring employees with potential exposure to benzene receive the appropriate training prior to working with the substance;</li> <li>• Arranging for immediate emergency response, if necessary, for chemical spills, injuries and overexposures;</li> <li>• Maintaining a MSDS for the benzene products used and all other hazardous chemicals in the work area.</li> </ul>
<b>Aerial Platforms Safety Program</b>	<p><b>Supervisors</b></p> <ul style="list-style-type: none"> <li>• Provide training for employees in the safe operation of Aerial lift work platforms.</li> <li>• Maintain training documents and records.</li> <li>• Conduct accident investigation on occurrences and near misses.</li> <li>• Implement disciplinary action for those employees not adhering to the operating rules and procedures of the Aerial Platforms Safety Program or those employees operating aerial lift work platforms when not authorized or trained.</li> <li>• Ensure all Aerial platforms provided for use are in safe operating condition and all safety devices are present and in proper working condition.</li> <li>• Implement an “Out of Service” program for damaged and/or defective equipment.</li> <li>• Ensure no modifications are made to the Aerial platforms, except for those authorized in writing by the equipment manufacturer.</li> <li>• Conduct and document inspections for all Aerial lift work platforms. Any equipment not meeting the inspection criteria shall be immediately removed from service for repair.</li> </ul> <p><b>Employees</b></p> <ul style="list-style-type: none"> <li>• Operate Aerial platforms only after authorized and properly trained by the Company.</li> <li>• Visually inspect all equipment prior to each use for damage or defects. Report any damage and defective equipment, as well as, any missing safety gear on the equipment to management personnel.</li> <li>• Adhere to the rules, requirements and operation instructions established under the Aerial Platforms Safety Program.</li> </ul>

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**SECTION G**

**EMPLOYEE TRAINING**

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# EMPLOYEE TRAINING

## I. OVERVIEW:

- A. Employee training is a vital means for conveying corporate safety policies and regulations while educating employees about safe working procedures and practices.
- B. The company may elect to conduct safety meetings in any of the following formats:
  - 1. Daily pre-job meetings
  - 2. Weekly "tool box" meetings
  - 3. Monthly extended safety meetings
  - 4. Periodic specialty meetings
- C. The presentation style of the safety meetings may include any one or combination of the following:
  - 1. Audio visual - including videos, slides, films, or overhead projections
  - 2. Written rules, procedures or quizzes
  - 3. "Hands-on" practical application
  - 4. Computer interactive tutorials
- D. All training sessions must be documented. This means that employees must sign their names to an attendance roster which details all relevant information concerning the meeting to be conducted.

## II. HOURLY EMPLOYEES:

- A. As mentioned in Section B, new employees shall receive a safety indoctrination training session before they begin work.
- B. Employees who are required to operate equipment, tools, or machinery shall be trained to operate that piece of equipment, tool or machinery in an efficient and safe manner.
- C. Employees who are required to work in hazardous areas or perform hazardous jobs shall receive necessary training to safeguard their well-being.
- D. Employees who are required to wear protective equipment will be trained on its proper uses, storage and maintenance.
- E. Only experienced and competent employees shall provide on-the-job or "hands-on" training for new employees.
- F. Routine safety training sessions shall be conducted addressing a variety of pertinent safety topics. The company will determine which safety topics are to be taught.
- G. All hourly employees are required to attend scheduled safety meetings and sign their name to an attendance roster.

## **EMPLOYEE TRAINING (Cont.)**

### **III. SUPERVISORY EMPLOYEES:**

- A. All supervisors shall be trained and made fully aware of their responsibilities concerning safety and health.
- B. All supervisory personnel shall attend periodic safety training sessions to be updated on changes in OSHA laws which effect our company.
- C. Selected supervisory personnel shall attend specialized safety training seminars or sessions on an as needed basis (i.e., OSHA training, first aid, special respiratory protective equipment). Specialized safety training sessions shall be documented on the form entitled, "SAFETY MEETING ROSTER FOR SPECIALIZED TRAINING".
- D. Supervisors shall be given information on the means and methods to conduct "tool box" and other safety training meetings.
- E. As safety equipment, rules or regulations change, each supervisor shall be made aware of the change, and every effort will be made to assure that the supervisor becomes proficient in his knowledge of safety regulations and procedures and in the use of new equipment.
- F. Training in the use of safety equipment including proper selection, fit, usage, and maintenance of said equipment will be conducted with supervisory personnel. At the very least, all personal protective equipment will meet all federal and state safety requirements.

### **IV. COMBINED MEETINGS - HOURLY AND SUPERVISORY:**

- A. There will be times when combined safety meetings are held to inform employees of changes in OSHA law, company safety policy, or safety equipment. These meetings may also be held for routine safety training sessions.
- B. Documentation shall be in the form of a signed safety meeting roster.
- C. Varied training media will be utilized in order to assure that employees are prepared and proficient in the material presented. Hands-on training will be conducted on an as needed basis.

# SAFETY MEETING ROSTER

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TIME: \_\_\_\_\_AM/PM

SUBJECT MATERIAL COVERED: \_\_\_\_\_

## ATTENDANCE ROSTER

1. \_\_\_\_\_

16. \_\_\_\_\_

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27. \_\_\_\_\_

13. \_\_\_\_\_

28. \_\_\_\_\_

14. \_\_\_\_\_

29. \_\_\_\_\_

15. \_\_\_\_\_

30. \_\_\_\_\_

TYPE OF MEETING: TOOL BOX ( )

SUPERVISORY ( )

COMBINED ( )

CONDUCTED BY: \_\_\_\_\_ INTERPRETER: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

HANDOUT(S): \_\_\_\_\_

\_\_\_\_\_

VIDEO(S): \_\_\_\_\_

\_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_

**SAFETY MEETING ROSTER**

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TIME: \_\_\_\_\_AM/PM

SUBJECT MATERIAL COVERED: \_\_\_\_\_

**ATTENDANCE ROSTER**

31. \_\_\_\_\_

46. \_\_\_\_\_

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33. \_\_\_\_\_

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58. \_\_\_\_\_

44. \_\_\_\_\_

59. \_\_\_\_\_

45. \_\_\_\_\_

60. \_\_\_\_\_

TYPE OF MEETING: TOOL BOX ( )

SUPERVISORY ( )

COMBINED ( )

CONDUCTED BY: \_\_\_\_\_ INTERPRETER: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

HANDOUT(S): \_\_\_\_\_

\_\_\_\_\_

VIDEO(S): \_\_\_\_\_

\_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_

# SAFETY MEETING ROSTER FOR SPECIALIZED TRAINING

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TIME: \_\_\_\_\_ AM/PM

SUBJECT MATERIAL COVERED: \_\_\_\_\_

\_\_\_\_\_

## ATTENDANCE ROSTER

1. \_\_\_\_\_

8. \_\_\_\_\_

2. \_\_\_\_\_

9. \_\_\_\_\_

3. \_\_\_\_\_

10. \_\_\_\_\_

4. \_\_\_\_\_

11. \_\_\_\_\_

5. \_\_\_\_\_

12. \_\_\_\_\_

6. \_\_\_\_\_

13. \_\_\_\_\_

7. \_\_\_\_\_

14. \_\_\_\_\_

CONDUCTED BY: \_\_\_\_\_

EQUIPMENT REQUIRED FOR TRAINING: \_\_\_\_\_

\_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_ RECEIVED TRAINING: YES ( ) NO ( )

SUBCONTRACTOR REPRESENTATIVE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

HANDOUT(S): \_\_\_\_\_

\_\_\_\_\_

VIDEO(S): \_\_\_\_\_

\_\_\_\_\_

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## PROGRAM REVISIONS

<b>Tab</b>	<b>Program</b>	<b>Created</b>	<b>Revised</b>	<b>Revisions Made</b>
<b>H-1</b>	Hazard Communication Program	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-2</b>	Access To Employee Exposure & Medical Records	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-3</b>	Back Injury Prevention & Back Maintenance	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-4</b>	Fire Safety And Extinguisher Orientation	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-5</b>	Lockout And Tagout Procedure	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-6</b>	Personal Protective Equipment	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-7</b>	Emergency Contingency Plan	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-8</b>	New Employee Orientation Program	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-9</b>	Safety Violation Control Disciplinary Action	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-10</b>	Bloodborne Pathogens Program	<b>12/10</b>		
<b>H-11</b>	Medical Services & First Aid – CPR	<b>12/10</b>		
<b>H-12</b>	Substance Abuse Policy	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-13</b>	Procedure For Handling An OSHA Investigation	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-14</b>	Fall Protection/Construction Industry	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-15</b>	Forklift Operator Certification	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-16</b>	Respirator Use When Not Required By 1910.134	<b>12/10</b>		
<b>H-17</b>	Assured Equipment Grounding Conductor Program	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-18</b>	Ladder Inspection Program	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-19</b>	Scaffolding Safety Program	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-20</b>	Below Grade Work & Excavations	<b>12/10</b>		
<b>H-21</b>	Confined Space Entry Program	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-22</b>	Alcohol Misuse Program	<b>12/10</b>		
<b>H-23</b>	Fleet Safety Program	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-24</b>	Controlled Substance Testing Program For Drivers	<b>12/10</b>		
<b>H-25</b>	Silica Exposure Prevention Program	<b>12/10</b>		
<b>H-26</b>	Working Cranes Near Electrical Lines	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-27</b>	Heavy And Critical Lifts	<b>12/10</b>		
<b>H-28</b>	Chain, Sling, Wire Rope Inspection Guidelines	<b>12/10</b>		
<b>H-29</b>	Welding, Cutting, Hot Work Program	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
<b>H-30</b>	Heavy Equipment Operation	<b>08/02</b>	<b>12/10</b>	<b>Updated Program</b>
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<b>H-35</b>	Benzene Safety Awareness Program			
<b>H-36</b>	Aerial Platforms Safety Program			
<b>37-40</b>	<i>Reserved</i>			

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**HAZARD COMMUNICATION PROGRAM**  
**CFR 1910.1200**

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# WRITTEN HAZARD COMMUNICATION PROGRAM

## COMPANY POLICY

To ensure that information about the dangers of all hazardous chemicals used by **Direct Service USA** are known by all affected employees, the following Hazard Communication Program has been established. All employees of the Company will participate in the hazard communication (right to know) program. This written program will be available in the **Main Office & Each Jobsite** for review for any interested employee. A copy of the Federal Register (29 CFR 1910.1200) is also available for review. A written Hazard Communication program must be developed, implemented and maintained at **every company work location or job-site**.

Those responsible for the maintenance and administration of the company's Hazard Communication Program include:

**Derek Ross**

---

**Company Safety Coordinator**

## CONTAINER LABELING

The safety coordinator will verify that all containers received for use will be clearly labeled as to its contents, note the appropriate hazard warning, and list the name and addresses of the manufacturer.

The safety coordinator will ensure that all secondary containers throughout the work facility are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and the appropriate hazard warning. For help with labeling, see the safety coordinator. Examples of the types of labeling systems used by **Direct Service USA** are attached at the end of this program. An alternate labeling program may be implemented to conform to the needs of the company. This program will be outlined and communicated to all affected employees on an as needed basis. The safety coordinator will periodically review company labeling procedures on an as needed basis with at least one review every six months and will update the Hazard Communication Program as required.

## MATERIAL SAFETY DATA SHEETS (MSDS)

The safety coordinator is responsible for establishing and monitoring the company hazard Communication Program. He/she will make sure that the procedures are developed to obtain the necessary MSDS's and will review the incoming MSDS's to determine the significant health and safety information. He/she will see that all new information, if any, is passed on to the affected employee(s).

Copies of MSDS's are kept in loose-leaf binders in the **Main Office & Each Jobsite**. MSDS's will be available to all employees on each work shift. If an MSDS is not available, immediately contact the safety coordinator.

Inventory sheets are kept in the front of the "MSDS Inventory" section of the Hazard Communication Manual, by company (manufacturer) whenever possible. All MSDS's, which are available, are listed on the inventory sheet. This written Hazard Communication Program is available upon request for employees, their designated representatives and the Assistant Secretary and the Director in accordance with the requirements of 29 CFR 1910.1020(e).

## EMPLOYEE TRAINING AND INFORMATION

### EMPLOYEE TRAINING AND INFORMATION

The safety coordinator is responsible for the company employee training program. The safety coordinator will ensure that all employees upon initial hire or transfer and at least annually thereafter will receive effective information and training on hazardous chemicals and products in their work area. He/she will ensure that all program elements specified below and on the sample training agenda are carried out.

Training information, as outlined below, will be gathered from container labels, MSDS's and any other applicable sources and reviewed with affected employees; training information over specific chemicals is attached to a Training Roster (**a sample roster is on page 7**). When training is conducted, trainers shall use the **Sample Training Agenda Outline** in this program (**pages 3-6**) along with any other site-specific information. Anytime a new chemical that is hazardous is added to the inventory, affected employees shall be trained as outlined below:

1. Requirements of 29 CFR 1910.1200 as outlined in this program.
2. Details of this Hazard Communication Program, explanation of the labeling system and the MSDS and how employees can obtain and use the appropriate hazard information.
3. Any operations in their work area where hazardous chemicals are present.
4. How to read labels.
5. Location of the written hazard communication program.
6. Location of the MSDS files
7. Protection measures to be utilized to prevent exposure, appropriate work practices, emergency procedures, and proper personal protective equipment to be used.
8. Methods and observations that may be used to detect the presence or release of hazardous chemicals by use of monitoring devices, visual appearance or odors.
9. The physical and health hazards of chemicals in the work area.
10. Symptoms of exposure.
11. Procedures to follow in the event of overexposure to hazardous chemicals.

### HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks that will involve the need to provide extra training. In this event, employees shall be trained in the proper emergency equipment, work procedure, and specialized safety equipment. **NOTE:** A pre-work safety training session will be conducted.

### INFORMING CONTRACTORS

The safety coordinator shall inform contractors with information about any hazardous chemicals that their employees may be exposed to on the job-site and will recommend that contractors take precautions to provide for the safety of his employees.

In the event that a contractor brings any chemical or product onto the job-site or facility that is hazardous, he/she shall notify the safety coordinator of the type and name of the materials in writing.

### MSDS INVENTORY LISTING OF HAZARDOUS CHEMICALS

The inventory listing is in loose-leaf binders. This listing is kept in the **Main Office & Each Jobsite**.

# METHODS OF COMMUNICATING HAZARD WARNINGS / TRAINING

## METHODS OF COMMUNICATING HAZARD WARNINGS

Any of the following methods will be utilized in communicating chemical hazard warnings; examples of these systems are attached at the end of this program:

1. Container Labels
2. National Fire Protection Association's Labeling System
3. MSDS's

## PROGRAM COMMUNICATION FOR NON-ENGLISH SPEAKING EMPLOYEES

While OSHA requires that the written Hazard Communication Program, all MSDS's, and container labels be written in English, **Direct Service USA** will make every effort to communicate the Hazard Communication Program in the language of non-English speakers. Effective communication will be accomplished through any of the following methods or combinations thereof:

1. Training over entire program in employee's native language through the use of an interpreter/intermediary.
2. Video presentations in the native language of the employee.
3. Written materials (handouts, MSDS's, container labels) in the native language of the employee, when available and/or accessible.

## SAMPLE TRAINING AGENDA OUTLINE

1. Briefly describe the Hazard Communication Standard, commonly referred to as the "Right to Know" law. Show employees a copy of the standard, CFR 1910.1200 and explain that they may see a copy and any related MSDS at any time for review.
2. Pass out a copy of the Material Safety Data Sheets, so each employee may read through the sheet for himself, as you describe the points.
3. Point out that a copy of the Hazard Communication Standard and all Material Safety Data Sheets may be found:

Location(s): **Main Office & Each Jobsite**

4. Explain that an inventory of chemicals is kept and that any time a new chemical is added, details about the chemical will be maintained.
5. Discuss the labeling of chemicals in containers of 55-gallons or less. Explain what must be on the label. Show sample label.

# TRAINING

## SAMPLE TRAINING AGENDA OUTLINE (Cont.)

6. Discuss measures that an employee must take to protect himself from hazardous exposure or the effects of exposure.
  - a. Example is the training program related to respiratory training (including respiratory protective equipment usage).
  - b. Protective equipment including clothing.
  - c. Point out the different visual and smell of chemicals, such as odor, color, and such that will aid them in identifying chemicals.
  - d. Job safety procedures such as the locations of safety showers, eyewash stations, escape routes and audible warnings of same.
  
7. Explain which employees are to be trained.
  - a. Employees of the Company.
  - b. Contractor Employees.
  - c. Sub-contractor Employees.
  - d. Frequent visitors to the work-site or plant.
  
8. Explain how training is conducted.
  - a. Handout material where applicable.
  - b. Slides, Visual, and/or Audio where applicable.
  - c. Hands-on training
  
9. Explain the frequency of training.
  - a. Annually of refresher basis.
  - b. Initially on all chemicals.
  - c. As new chemicals are introduced into the workplace.
  
10. Explain that training is conducted by the safety coordinator and/or the safety consultant.
  
11. Documentation of training.

All Employees will sign the Hazard Communication Training roster. A sample is attached.

## HOW TO READ AND DESCRIBE AN MSDS

An MSDS must contain the following items:

1. The identity as used on the label, and:
  - a. If the hazardous material is a single substance, its chemical and common names.
  - b. If the hazardous material is a mixture which has been tested as a whole to determine its hazards the chemical and common name or names, of the ingredients which contribute to these known hazards, and the common names for the mixture itself, or,
  - c. If the hazardous chemical is a mixture which has not been tested as a whole:
    - (1) The chemical and common names of all ingredients which have been determined to be health hazards and which comprise 1% or greater of the composition, except that chemical identification as carcinogens under paragraph (d)(4) of this section shall be listed if the concentrations are 0.1% or greater, and;
    - (2) The chemical and common names of all ingredients which have been determined to present a physical hazard when present in the mixture.
2. Physical and chemical characteristics of the hazardous chemical (such as vapor pressure, flash point).
3. The physical hazards of the hazardous chemical, including potential for fire, explosion and reactivity.
4. The health hazards of the hazardous chemical, including acute and chronic health effects, signs and symptoms of exposure, and the primary routes of entry.
5. The OSHA permissible exposure limit, ACGIH Threshold Limit Value and any exposure limit used or recommended by the Chemical Manufacturer, importer, or employer preparing the material safety data sheet, when available.
6. Whether the hazardous chemical is listed in the National Toxicology Program (NTP), Annual Report on Carcinogens (latest edition) or has been found to be potentially carcinogenic in the International Agency for Research on Cancer (IARC) Monographs (latest edition) or by OSHA.
7. Any generally applicable precautions for safe handling and use which are known by the manufacturer, importer, or employer preparing the MSDS, including appropriate hygiene practices, protective measures during repair and maintenance of contaminated equipment and procedures for clean-up of spills and leaks.
8. Any generally applicable control measures which are known to the chemical manufacturer, importer, or employer preparing the MSDS such as appropriate engineering controls, work practices, or personal protective equipment.
9. Emergency and first aid procedures.
10. The date of preparation of the material safety data sheet or the last change to it.
11. The name, address, and telephone number of the chemical manufacturer, importer, or other responsible party preparing or distributing the material safety data sheet, who can provide additional information on the hazardous chemical and appropriate emergency procedures if necessary.

# BLANK / SAMPLE MSDS

Material Safety Data Sheet  
May be used to comply with  
OSHA'S Hazard Communication Standard.  
29CFR 1910.1200. Standard Must be  
consulted for specific requirements.

U.S. Department of Labor  
Occupational Safety and Health Administration  
(Non-Mandatory Form)  
Form Approved  
OMB No. 1218-0072

**IDENTITY (As Used on Label and List)**

**SECTION I**

Manufacturer's Name -  
Address (Number, Street, City, State, and ZIP Code)

Note: Blank spaces are not permitted. If any item not applicable, or no  
info is available, the space must be marked to indicate that.

Emergency Telephone Number -  
Telephone Number for information -  
Date Prepared -  
Signature of Preparer (optional) -

**SECTION II - Hazardous Ingredients/ Identity Information**

Hazardous Components (Specific Chemical Identity, Common Name(s))	OSHA PEL	ACGIH TLV	Other Limits Recommended	%(Optional)
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**SECTION III - Physical/ Chemical Characteristics**

Boiling Point -	Specific Gravity (H <sub>2</sub> O = 1) -
Vapor Pressure (mm Hg.) -	Melting Point -
Vapor Density (AIR = 1) -	Evaporation Rate (Butyl Acetate = 1) -
Solubility in Water -	
Appearance and Odor -	

**SECTION IV - Fire and Explosion Hazard Data**

Flash Point (Method Used) -	Flammable Limits -	LEL -	UEL -
Extinguishing Media -			
Special Fire Fighting Procedure -			
Unusual Fire and Explosion Hazards -			

**SECTION V - Reactivity Data**

Stability/ Unstable -	Conditions to Avoid -
Stable -	
Incompatibility (Materials to Avoid) -	
Hazardous Decomposition of Byproducts -	
Hazardous Polymerization	May Occur ( ) Conditions to Avoid -
	Will Not Occur ( )

**SECTION VI - Health Hazard Data**

Route(s) of Entry: Inhalation?	Skin?	Ingestion?
Health Hazards (Acute and Chronic)		
Carcinogenicity: NTP?	IARC Monographs?	OSHA Regulated?
Signs and Symptoms of Exposure -		
Medical Conditions Generally Aggravated by Exposure -		
Emergency and First Aid Procedures -		

**SECTION VII - Precautions for Safe Handling and Use**

Steps to Be Taken in Case Material is Released or Spilled -  
Waste Disposal Method -  
Precautions to Be Taken in Handling and Storing -  
Other Precautions -

**SECTION VIII - Control Measures (Personal Protective Equipment)**

Respiratory Protection (Specify Type) -				
Ventilation/ Local Exhaust -	Special -	Mechanical (General) -	Other -	
Protective Gloves -		Eye Protection -		
Other Protective Clothing or Equipment -				
Work/ Hygienic Practices -				

# HAZARD COMMUNICATION MEETING ROSTER

All employees attending the training session designated as the HAZARD COMMUNICATION PROGRAM (29 CFR 1910.1200) shall sign the following roster for permanent record.

## ATTENDANCE ROSTER

- |           |           |
|-----------|-----------|
| 1. _____  | 16. _____ |
| 2. _____  | 17. _____ |
| 3. _____  | 18. _____ |
| 4. _____  | 19. _____ |
| 5. _____  | 20. _____ |
| 6. _____  | 21. _____ |
| 7. _____  | 22. _____ |
| 8. _____  | 23. _____ |
| 9. _____  | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

DATE PRESENTED: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm

COMPANY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

INSTRUCTOR(S): \_\_\_\_\_ INTERPRETER: \_\_\_\_\_

MATERIALS COVERED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HANDOUTS: \_\_\_\_\_

\_\_\_\_\_  
VIDEO(S): \_\_\_\_\_  
\_\_\_\_\_



# REQUEST FOR MATERIAL SAFETY DATA SHEET

To:

Date:

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Dear Sir:

We are requesting that any material purchased from your Company be provided with a Material Safety Data Sheet, to conform to the Hazard Communication Standard (OSHA CFR 1910.1200). In the future, materials not accompanied by a Safety Data Sheet will not be accepted by our receiving department. We are also requesting Material Safety Data Sheets on the following chemicals/materials:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**NOTE:** If the chemical is carcinogenic, indicate if it is listed in NTP, IARC, or OSHA regulations.

Your cooperation is appreciated.

Sincerely,

\_\_\_\_\_  
Safety Coordinator [ ]

\_\_\_\_\_  
Or Purchasing Agent [ ]

**REQUEST FOR INFORMATION FROM CUSTOMER  
OR  
OUTSIDE ON-SITE CONTRACTOR NOTIFICATION**

To aid in compliance to the Hazard Communication Standard, the following information is required.  
Your cooperation is appreciated.

Name of Customer \ Contractor: \_\_\_\_\_

Name of Customer Representative: \_\_\_\_\_

Name of Contractor Representative: \_\_\_\_\_

Department In Which Work Is To Be Done: \_\_\_\_\_

Date work begins: \_\_\_\_\_

Anticipated Completion: \_\_\_\_\_

\_\_\_\_\_  
**Departmental Supervisor Signature**

\_\_\_\_\_  
**Contractor Supervisor Signature**

1. Are hazardous chemicals or materials located in this department? YES ( ) NO ( )
2. Will specific safety equipment be required in this department? YES ( ) NO ( )

**NOTE:** If either of the above questions is answered "YES," then the following information must be completed. Material Safety Data Sheets will be made available for the contractor and any resulting questions pertaining to the MSDS's will be answered by the departmental supervisor or the safety manager.

**Hazardous Chemicals / Materials On-Site:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Protective Equipment Requirements:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HAZARD COMMUNICATION PROGRAM**  
**N. F. P. A. HAZARD IDENTIFICATION SYSTEM**

<b>BLUE</b>	<b>RED</b>	<b>YELLOW</b>
<b>HEALTH HAZARD</b>	<b>FIRE HAZARD</b>	<b>REACTIVITY HAZARD</b>
<b>TYPE OF POSSIBLE INJURY</b>	<b>SUSCEPTIBILITY TO BURNING</b>	<b>SUSCEPTIBILITY TO RELEASE OF ENERGY</b>
<p><i>Number</i> <b>4</b></p> <p>Materials which on very short exposure could cause death or major residual injury even though prompt medical treatment were given.</p>	<p><i>Number</i> <b>4</b></p> <p>Materials which will rapidly or completely vaporize at atmospheric pressure and normal ambient temperature, and which will burn.</p>	<p><i>Number</i> <b>4</b></p> <p>Materials which are readily capable of detonation or of explosive decomposition or reaction at normal temperatures and pressures</p>
<p><i>Number</i> <b>3</b></p> <p>Materials, which on short exposure, could cause serious temporary or residual injury even though prompt medical treatment were given.</p>	<p><i>Number</i> <b>3</b></p> <p>Liquids and solids that can be ignited under almost all ambient temperature conditions</p>	<p><i>Number</i> <b>3</b></p> <p>Materials that are capable of detonation or explosive reaction but requires a strong initiating source, or that must be heated under confinement before initiation, or react explosively with water.</p>
<p><i>Number</i> <b>2</b></p> <p>Materials which on intense or continued exposure could cause temporary incapacitation or possible residual injury unless prompt medical treatment is given.</p>	<p><i>Number</i> <b>2</b></p> <p>Materials that must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur.</p>	<p><i>Number</i> <b>2</b></p> <p>Materials that are normally unstable and readily undergo violent chemical changes but do not detonate; also materials that may form potentially explosive mixtures with water.</p>
<p><i>Number</i> <b>1</b></p> <p>Materials, which on exposure would cause irritation, but only minor residual injury even if no treatment is given.</p>	<p><i>Number</i> <b>1</b></p> <p>Materials that must be preheated before ignition can occur.</p>	<p><i>Number</i> <b>1</b></p> <p>Materials that are normally stable, but that can become unstable at elevated temperatures and pressures, or that may react with water with some release of energy, but <i>not</i> violently.</p>
<p><i>Number</i> <b>0</b></p> <p>Materials which on exposure would cause no injury.</p>	<p><i>Number</i> <b>0</b></p> <p>Materials that will not burn</p>	<p><i>Number</i> <b>0</b></p> <p>Materials that are normally stable even under fire explosive conditions, and that are not reactive with water.</p>

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**ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL  
RECORDS - CFR 1910.1020**

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# ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

## 1910.1020 ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

During the employee orientation session and at least annually thereafter, **Direct Service USA** will inform its employees of their rights under the 1910.1020 standard. This training is usually conducted in conjunction with the Hazard Communication Standard because of the similarity of the two regulations.

In brief, this standard demands that each employer shall, upon request, assure the access of each employee and designated representative to employee exposure records relevant to the employee. Relevant exposure records consist of:

- a) records of the employee's past or present exposure to toxic substances or harmful physical agents,
- b) exposure records or other employees with past or present job duties or working conditions related to or similar to those of the employee,
- c) records containing exposure information concerning the employee's workplace or working conditions,
- d) exposure records pertaining to workplaces or working conditions to which the employee is being assigned or transferred.

The standard also mandates that employee medical records shall:

- a) be accessible to the employee by the employer, except if it is believed that supplying such information could be detrimental to the employee's health,
- b) upon request, be supplied to each designated representative of the employee who has given the designated representative written consent.

Also, whenever medical records are requested, a physician representing the employer may recommend that the employee or designated representative:

- a) consult with the physician for the purposes of reviewing and discussing the medical records,
- b) accept the summary of material facts and opinions in lieu of the records requested, or
- c) accept release of the requested records only to a physician or other designated representative.

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# **BACK INJURY PREVENTION & BACK MAINTENANCE**

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## **BACK INJURY PREVENTION/BACK MAINTENANCE**

The prevention of back injuries and maintaining a healthy back is a primary consideration for **Direct Service USA**. Employees are made aware of methods of preventing back injuries and methods of exercise that help to maintain a healthy back. To provide training in the control of back related incidents, and in maintaining a healthy back, **Direct Service USA** has comprised the following basic safety program directed at proper lifting techniques, exercise programs, both on the job as well as off the job safety for the back.

## PROPER LIFTING TECHNIQUES

The key to maintaining a good, healthy back is to practice good lifting techniques and to follow these key items.

1. Always lift in a proper stance with the back in an upright position, and the legs slightly bent. This is known as the figure "4" lifting positions, in which the leg muscles bear the largest part of the lift.
2. Grasp the item to be lifted with both hands, and pull it close to the body, making sure it is held firmly.
3. **NEVER** attempt to twist at the waist when lifting or moving an object from one point to another. A twist at the back can possibly cause injury to the lower back.
4. **NEVER** attempt to lift objects that you know to be too heavy for one person to lift. Utilize lifting devices whenever possible, and seek help when there are no lifting devices available. It may be necessary to seek the help of more than one person if the load is bulky or too heavy for one or two people.
5. **NEVER** stand flat-footed and arch your back as you attempt to pick an object up from the floor.
6. When driving a vehicle, always see that your knees are higher than your hips/buttocks. This permits your lower back to be in a properly aligned position that will lessen the chance for a low lower back injury.
7. **NEVER** attempt to lower or raise an object overhead. This causes the lower back to arch and places undue strain on the lower back and can result in lower back injury.
8. Whenever possible, work stations should be at or slightly above waist level which is the most comfortable lifting zone for the back.
9. If you are one of the 96% of people who have some type of back pain, and you know that you have some type of back-related problem, you need to get plenty of rest and proper exercise in order to properly manage the problem. **ONLY** 4% of back pain is directly attributed to an injury. The bulk of back related pain is usually comprised of conditions like the aging process, urinary tract infections, and non-injury related causes. (credit NSC 1989 edition).
10. Proper sitting techniques aid in reducing tired backs and in the prevention of back pain or injury. Keep the knees higher than the buttocks and the back straight.
11. Proper standing techniques should be utilized by employees who may be required to perform standing type jobs during most of the day. One tip is to use a small stool that can support one foot for a time and then alternate to the other foot. This will help in keeping the back from tiring.
12. If there is no stool available, you can bend at the knees occasionally to keep the back from tiring.
13. Good sleeping posture is necessary for an employee to wake up feeling refreshed and with a rested back. This includes the proper selection of bedding, particularly the mattress. If the bedding sags, and the back is bent in an awkward position, the employee will awaken with a tired and sore back. One method of correcting a sagging bed is to place a sheet of ply-wood that has been cut to the size of the mattress under the mattress to firm up the sag.

**NOTE:** Routine safety meetings will cover additional safety information related to back injury prevention with films, videos, slides, and/or handout materials aiding in training employees in overall back safety. Posters are routinely hung which show proper lifting techniques as well as the exercises that aid in back maintenance and care.

## EXERCISE PROGRAMS FOR MAINTAINING A HEALTHY BACK

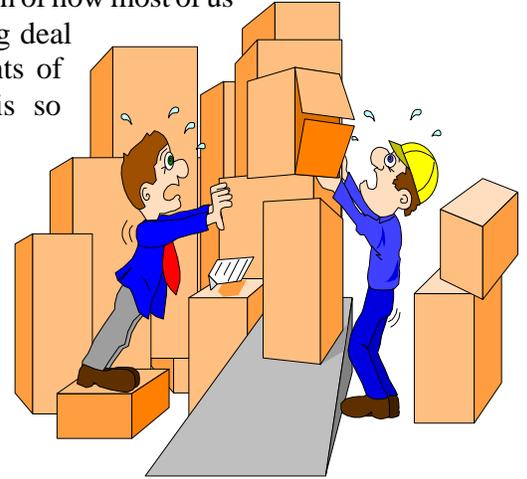
Another key to maintaining a healthy back is to implement and use a good exercise program. **BEFORE** attempting to do any back exercise, particularly if you have had any type of back pain, see your doctor before beginning the exercise program. The exercises illustrated here are often recommended by doctors and have proven successful at helping people maintain a healthy back.

- A. **WARM UP EXERCISES:** A number of easy warm up exercises will permit you to loosen up your muscles and back. These exercises are simple and take very little time and space to perform.
1. A common warm up exercise is a brief brisk walk of about three to four minutes. This can be done at home or at work prior to attempting any normal job duties. This brisk walk can even be a walk in place.
  2. Knee lifts, arm rotations and neck rotations can aid in limbering and warming up the muscles.
- B. **EXERCISES:** The following exercises are an excellent means of maintaining a good healthy back and help to loosen a stiff back.
1. **KNEE TO CHEST RAISE:** Aid to limbering up a stiff back. Lay flat on your back. Raise right knee to chest. Hold for a count to five. Repeat five times.  
**NOTE:** Do not lift with arms or hands.
  2. **SINGLE LEG RAISE:** To limber up and stretch the hamstring. Lie flat on back and slowly raise the right leg as high as you comfortably can. Hold and count to five. Slowly return to starting position. Repeat five times.  
**NOTE:** Keep mid- and lower back flat on the floor.
  3. **HALF SIT-UPS:** To strengthen the abdominal and back muscles. Assume basic position (flat on back, knees arched, arms on chest.) Slowly return to starting position. Repeat five times.  
**NOTE:** Keep mid- and lower back flat on the floor.
  4. **PELVIC TILT:** Arms folded behind head, knees arched and lower and mid-back flat on the floor. Firmly tighten the buttock muscles. Hold count to five. Relax buttock muscles, Repeat five times.
  5. **NOSE TO KNEE TOUCH:** Flat on back, arms extended down each side, with knees arched and back flat on the floor. Raise left knee slowly to chest. Pull left knee to chest with both hands. Raise head and touch nose to knee. Hold and count to five. Repeat five times and then do exercise with the right knee, repeating five times.
- C. **ADVANCED EXERCISES:** (Always check with your doctor before doing any advanced exercises)
1. **SCISSORS:** Flat on back with arms folded behind head, legs slightly apart until balanced. Slowly scissor legs up and down 10 times. Slowly scissor back and forth (crossways) 10 times. Alternate left over right and right over left. Return knees to chest and then feet to the floor.  
**NOTE:** Keep good balance and lower back on the floor.
  2. **HIP HYPER-EXTENSION:** Lie on stomach with arms folded and face on arms, Legs extended with the top of the foot flat on the floor. Hold left leg straight. Slowly raise leg from hip about 6 to 8 inches. Return leg to floor. Repeat five times. Repeat same steps with the right leg.  
**NOTE:** Do not lift pelvis to raise leg; keep the leg straight.

# BACK SAFETY BASICS

## *What's The Big Deal?*

No matter what your occupation is, the chances are that at some point during your work shift, you will be picking something up, and if safety experts are correct, most of us will lift incorrectly. The cartoon below is more than just a silly picture; it is probably an accurate representation of how most of us lift: awkwardly and with no forethought. But just what is the big deal about lifting anyway? Haven't most of us lifted varying amounts of weight for years without any trouble at all? Really, what is so complicated about picking something up?



## *A Few Statistics*

Experts suggest that 4 out of 5 American workers will experience back pain at some point in their lives.

Of those who suffer back pain, only 4% have a back injury.

Of those who suffer back injuries, they are not considered fully recovered until they have no pain in the same area for 2 years.

## *Five Golden Rules*

1. ***Always, always, always, use your legs to lift and not your back.*** The legs have the strongest muscle groups in the body; conversely, the back muscles are the weakest.
2. ***Keep the load close to your body.*** An object held close to your body is far less strain on the back than an object held at arms length.
3. ***Avoid lifting objects over your shoulders.*** When you lift over your shoulders the force of the lift causes your back to “arch” pinching the lower vertebrae, disks, and muscles.
4. ***When moving a load from left to right, turn your body, do not twist your back.*** Remember, your back is like a shock absorber. When you lift, it compresses, and when you lift and twist, the added torque could lead to a back injury.
5. ***Push, don't pull.*** For those items on carts or dollies, push them instead of pulling. When you pull, you typically place most of the strain on the elbows, knees, and lower back, but when you push, the force of the effort is spread out over the shoulders, chest, and legs.

## *Tips To Last A Lifetime*

- Size up the load before you lift it.
- Use mechanical lifting devices whenever possible.
- Back belts do not make you stronger.
- Stretching and warm-up exercises help keep your back flexible and strong.
- The damage to your back from improper lifting is cumulative. That is, the older we get and the longer we lift improperly, the greater the risk of an injury.
- Think before you lift. It is much better to ask, “How ***should I lift*** this load?” than to get hurt and then ask, “How ***should I have lifted*** that load?”

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# **FIRE SAFETY AND EXTINGUISHER ORIENTATION**

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# FIRE SAFETY

Fire is a very real danger in any workplace. The potential for fire lurks in every corner of the work area. Fires wreak havoc among workers and their families and destroy thousands of businesses each year, putting people out of work and severely impacting their livelihoods. The human and financial toll underscores the serious nature of workplace fires. Every employee must be aware of the fire risks and know how to prevent fires from starting to reduce the chance of ever having to worry about how to deal with a real fire.

Fire is a product of three components:

- Fuel (paper, wood, oil, etc.)
- Oxygen (present in the air)
- Ignition source (from flame, electrical arcs, and sparks, & other heat sources).

Unfortunately, there are dozens of ways for workplace fires to start - chemicals, electricity, flammable liquids, combustible materials, compressed gases, smoking, even poor housekeeping. Good housekeeping can go a long way toward preventing fires, as well as permitting quick response if a fire does start. Dispose of debris promptly and properly and see that trash containers are emptied frequently. Don't store materials so high that they block sprinklers. Keep doorways and passageways clear and keep fire extinguishers in easily seen, easy-to-reach locations.

Make sure that flammable materials are not stored or used near water heaters, arc welding, gas welding and other sources of ignition. Store flammable materials such as gasoline, oil, paint, lacquers, thinners, etc. in approved containers kept in a flammable storage cabinet when not in use. Observe “No Smoking” signs—which means don't smoke there. Dispose of your cigarette butts and matches properly. Turn small engines off and allow them to cool before refueling.

Remember that electrical equipment can start fires too. Check for worn or frayed electrical cords and don't overload circuits. If an electrical circuit breaker trips or a fuse blows something is wrong and you need to fix the problem. We need to protect against all these potential fire hazards all the time to make sure we're not one of the workplaces that go up in smoke today.

## **If There Is A Fire**

Small fires often become big ones because people don't know what to do when they first spot them. One rule should always apply: If you spot a fire, alert others immediately. Though every company's emergency procedures vary somewhat, here are some that usually apply in case of fire:

- If it's a very small fire, a worker may try to put it out with an extinguisher, but never anticipate that one extinguisher will put out the fire, always call for backup help by alerting others in the area.
- Turn off machinery.
- Close off any windows or doors that aren't fire exits.
- Leave the building quickly but calmly through your assigned exit.
- Report to your assigned evacuation location so that everyone can be accounted for.
- Stay out of the building unless you have been assigned, trained, and equipped to fight the fire.

# FIRE SAFETY AND EXTINGUISHER ORIENTATION

## FIRE CLASSIFICATIONS

The National Fire Protection Association (NFPA) recognizes four general classes of fires. They include:

- Class A:** Class A fires usually consist of the burning of materials such as wood, paper, cloth, or trash. As a rule, any material which leaves behind an ash is generally considered a Class A combustible. For this type of fire, water, water-based extinguishing agents, and dry-chemical extinguishers afford the best capabilities in putting the fire out.
- Class B:** Class B fires involve flammable liquids such as gasoline, oil, grease, paints, and thinners. The elimination of air is the principal means by which this type of fire is extinguished; in most circumstances, water will only spread this type of fire. For this reason, dry-chemical, carbon dioxide, foam, or halon extinguishers are recommended.
- Class C:** Class C fires, commonly referred to as an "electrical fire", occur in or near energized sources where the presence of an electrical current necessitates the use of non-conductive extinguishing agents. A dry-chemical or carbon dioxide extinguisher is preferred for this class of fire. Do not use water or foam because these extinguishing agents will conduct electricity.
- Class D:** Class D fires involve the burning of metals such as magnesium, titanium, potassium, and sodium. As a rule, regular extinguishing agents used to fight the more common types of fires are not recommended for Class D fires. Special fire fighting procedures and extinguishing agents have been developed for these types of fires.

## FIRE EXTINGUISHER TYPES

Everyone should know where to find fire extinguishers and how to use them. Extinguishers should be in plain sight, identified by a sign, easy reach, not blocked or have the access restricted, and tested periodically to be sure they'll work when needed. Each extinguisher is labeled as to type and size of the fire they can handle based on the National Fire Protection Association classification system:

- ❖ **Class A:** Puts out fires involving ordinary combustibles like wood, paper, trash, household rubbish, cloth, rubber, and many plastics. (Water Extinguisher)
- ❖ **Class B:** Puts out flammable liquid and gas fires involving chemical components and flammable liquids and gasses such as grease, propane, gasoline, oil, solvents, and paints.
- ❖ **Class C:** Extinguishes fires in electrical equipment and electrical components such as electrical wiring. Don't use water on electrical fires; water conducts electricity and can shock the firefighter.
- ❖ **Combinations (ABC, BC):** Extinguishers that are effective against more than one of the above three types of fires.
- ❖ **Class D:** Puts out fires in combustible metals such as sodium, magnesium, zinc, etc.

Extinguishers have numbers on them to indicate the size of fire they can fight safely. Numbers tell how many square feet the extinguisher can handle. For example: 5-B for a 5-square-foot of class B fire, 10-B for a 10-square-foot of class B fire, etc. The higher the number, the larger the area the extinguisher can handle and the heavier the extinguisher.

# FIRE SAFETY AND EXTINGUISHER ORIENTATION

## SELECTION AND DISTRIBUTION OF PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard that would affect their use.

- Fire extinguishers shall be distributed for “Class A” fire hazards so that the travel distance for employees to any extinguisher is 75 feet or less.
- Fire extinguishers shall be distributed for “Class B” fire hazards so that the travel distance for employees from the “Class B” hazard area to any extinguisher is 50 feet or less
- Fire extinguishers shall be distributed for “Class C” fire hazards on the basis of the appropriate pattern for the existing “Class A” or “Class B” hazards.
- Fire extinguishers or other containers of “Class D” extinguishing agents shall be distributed so that the travel distance for employees from the combustible metal working areas to any extinguishing agent is 75 feet or less. Portable fire extinguishers for “Class D” hazards are required in those combustible metal work areas where combustible metal powders, flakes, shavings, or similarly sized products are generated at least once every two weeks.

## USING AN EXTINGUISHER

### Never fight a fire if:

- You don't know what is burning (this would mainly only be an issue if the pesticide storage area or other chemical areas caught on fire).
- The fire is spreading rapidly beyond the spot where it started. (The time to use an extinguisher is in the beginning stages of a fire. If the fire is already spreading quickly, it is best to evacuate the area, closing any doors or windows behind you as you leave.)
- You don't have adequate or appropriate equipment.
- You might inhale toxic smoke.
- Your instincts tell you not to. (If you are uncomfortable with the situation for any reason, just let the fire department do their job.)

### Make Sure You:

- ✱ Know where fire extinguishers are kept.
- ✱ Use the right type and capacity of extinguisher for the class and size of fire you are fighting.
- ✱ Take careful aim, since most extinguishers last for only a few seconds.
- ✱ Evacuate the area and sound the alarm if a fire doesn't go out or is too big to fight with a portable extinguisher.
- ✱ Know how to properly use a fire extinguisher. There are four basic operating steps. Think of the word "**PASS**" to remember the steps:
  - **Pull** the pin.
  - **Aim** low. Standing up to 10 feet away from the fire. Point the extinguisher discharge horn at the front edge of the base of the fire (the lowest point of the fire nearest you).
  - **Squeeze** the trigger. Squeeze slowly and evenly. This action will release and expel the extinguishing agent through the discharge horn.
  - **Sweep** from side to side. As the extinguishing agent is expelled, sweep the hose from side to side. As the fire closest to you goes out, you may move closer to the fire and continue the sweeping motion until the fire is extinguished. Continue discharging to prevent re-ignition.

## ASSESSMENT OF FIRE POTENTIAL

The elimination of fire hazards is crucial in preventing the occurrence of a fire. Therefore, the following considerations will be addressed by **Direct Service USA** at all times.

- Identify what materials that are used which are flammable, or which will readily ignite or explode.
- Determine the location of any potential sources of fire ignition (i.e.: sparks or open flames).
- Flammable and combustible materials should be properly stored to reduce or eliminate fire potential.
- Make certain that compressed gases (oxygen, acetylene, argon, etc.) do not have the potential to develop into uncontrollable fires. Store different types of compressed gases at least twenty-foot apart or have them separated by a five-foot firewall with a fire resistance rating of at least 30-minutes.
- Poor housekeeping is a direct cause of many fires. Oily rags, paint soaked materials (clothing and brushes), wooden pallets, and paper products, are just a few of the many items, which, if allowed to accumulate, may develop into a serious fire hazard. All refuse, including the items mentioned above, should be discarded of promptly, and combustible materials should be stored properly.

### Fire Safety Checklist

Yes	No	
		Is wiring permanent, not temporary?
		Are ground connections good?
		Are extension cords in good condition and adequate for the job?
		Are motors and machine tools kept clean and lubricated?
		Is overloading of motors, circuits, and outlets avoided?
		Are all flammable liquids stored in approved, airtight metal containers?
		Are they stored away from ignition sources?
		Are they used only in needed quantities?
		Are they used only in areas with adequate ventilation?
		Are they used only in areas away from heat, fire, and cigarettes?
		Are only non-sparking tools used near flammable liquids?
		Are leaks and spills cleaned up promptly and leaks repaired?
		Is clothing that has absorbed flammable liquids removed immediately?
		Are chemicals stored/used away from anything they'd react to (air, water, heat, & other chemicals)?
		Are flammable wastes placed in closed, tight metal containers?
		Are flammable waste containers emptied daily?
		Are non-containerized flammable wastes kept cool, dry, well ventilated, and disposed of frequently?
		Is smoking forbidden in any area containing combustibles?
		Are "No Smoking" signs posted and smoking prohibitions enforced?
		Are space heaters used only when necessary and in well-ventilated areas?
		Does each heater use only the fuel it's designed for?
		Do heaters have handles for safe carrying and moving?
		Are heaters kept away from flammable materials?
		Are heaters turned off and cooled down before refilling or moving?
		Are heaters designed and placed so they can't tip over?
		Are welding and cutting operations performed away from flammable materials?
		Is a fire extinguisher kept close at hand near hot work areas?
		Are machinery and surfaces kept free of dust and lint buildup?
		Is debris disposed of promptly and properly?
		Is there ample clearance for doorways, passageways, and sprinklers?
		Are fire extinguishers easy to see and reach?

## EMPLOYEE PROTECTION

Employees of **Direct Service USA** are not expected to serve as members of a "fire-fighting brigade". Some employees may, however, be expected to use portable fire extinguishers to fight small fires. These employees will be adequately trained for their jobs as a limited first responder. Training will be conducted upon initial assignment and at least annually thereafter. In the event of a fire, the principal concern is the health and safety of all those at the company's facility or job-site. Therefore, it is imperative that employees understand evacuation procedures and routes. The following rules pertain to all employees and cooperation with these rules is appreciated and expected.

- Emergency escape routes and fire exits should be free from all obstacles and hindrances. Never store any items in such a way that access to a fire escape is blocked.
- Portable fire extinguishers are for small fires. Do not attempt to use a portable fire extinguisher for large fires or for fires that you do not have the skill or knowledge to fight.
- Make certain that you know the primary escape route(s) from your work area. If you have any questions about evacuation routes or procedures, consult with your supervisor.
- Proper housekeeping is vital in the elimination of fires and fire potential. All combustible materials should be stored properly including items like paints, gasoline, paper products, trash and other debris.
- Employees who smoke should do so in designated areas only, and should never smoke or discard cigarette butts anywhere there is potential for fire.
- Never overload electrical circuits with too many power cords.
- Never block access to or lock fire/emergency exits during working hours. Employees must be able to safely exit company facilities at all times.
- Always remember that you are the best defense for fire prevention. Understand the fire potential in your work area and seek to eliminate all fire hazards. Your careful scrutiny could save your job, your company, and ultimately, your life.

## EMPLOYEE TRAINING

Training will be provided upon initial employment and at least annually thereafter to all employees to familiarize employees with the general principles of fire extinguisher use and the hazards involved in incipient stage fire fighting. If employees have been designated to use fire fighting equipment as part of an emergency action plan they will receive training upon initial assignment and at least annually thereafter in the use of the appropriate equipment.

Employees should receive instruction in the classes of fires, types of fire extinguishers used by the company, and fire hazard assessment. Employees will also receive a "Fire Extinguisher Memo" and will complete a "Fire Extinguisher Quiz". A question and answer session should follow the instructional portion of the class.

All employees should be encouraged to keep their handout information and periodically review it so that the information taught in the class can be utilized both at work and at home.

## FIRE EXTINGUISHER QUIZ

Answer the following by placing a check under "T" for true or "F" for false.

- |   | T   | F   |
|---|-----|-----|
| 1. The most logical place to put a fire extinguisher in the home is in the kitchen next to the stove since this is where most fires generally occur.  | [ ] | [ ] |
| 2. When using an extinguisher, you must be careful when standing close to the flames since the extinguisher is under pressure and may explode, injuring yourself and others.  | [ ] | [ ] |
| 3. If caught in time, most common house fires can be extinguished with a 2-3 pound fire extinguisher.   | [ ] | [ ] |
| 4. Fire extinguishers are often too heavy and too complicated for most employees to use.  | [ ] | [ ] |
| 5. Because of the dangers associated with the old water-filled fire extinguishers, many have been removed from schools, hospitals, and select industries.   | [ ] | [ ] |
| 6. The carbon dioxide (or CO <sub>2</sub> ) extinguisher is presently not as common in the construction industry because it is too expensive to recharge.   | [ ] | [ ] |
| 7. When using a fire extinguisher to fight a small fire, you simply pull the locking pin, aim the nozzle at the base of the fire, squeeze the levers together, and use a sweeping motion while discharging the extinguisher's contents. | [ ] | [ ] |
| 8. An ABC (tri-class) extinguisher is one that can be used on almost all types of fires.  | [ ] | [ ] |
| 9. Fire is made up of three elements: heat, fuel and oxygen. To extinguish a fire, you simply remove one of the three.  | [ ] | [ ] |
| 10. Since most car fires consist of fuel and plastic burning, a 2-3 pound extinguisher is not large enough to do the job.   | [ ] | [ ] |
| 11. If a person is on fire and the only extinguisher available is a dry chemical type (class ABC), it should not be used on the victim because the dry chemical extinguishing agent is poison.  | [ ] | [ ] |
| 12. There are four types of fires: Class A - wood, paper, etc., Class B - gasoline, solvents and other liquids, Class C - electrical fires, and Class D - exotic metals.  | [ ] | [ ] |
| 13. In a fire, the majority of victims are killed by flames.  | [ ] | [ ] |
| 14. It is good planning to have a home fire drill to increase awareness and have a plan in the event of a fire.   | [ ] | [ ] |
| 15. A good substitute for an extinguisher in the kitchen is an open bowl of flour that can be thrown on a grease fire.  | [ ] | [ ] |

## FIRE EXTINGUISHER QUIZ - KEY

1. FALSE: Although most home fires do originate in the kitchen, if you place your extinguisher near the stove, and the stove is burning, you will not be able to get to it. A better location is a central place in the home (like a small closet) and an additional extinguisher in the garage.
2. FALSE: Extinguishers have been studied and tested for years and will not explode by just being "too close" to the flames.
3. TRUE: The key phrase here is "caught in time". Most ordinary wastebasket or kitchen fires can be extinguished with a portable extinguisher. However, if the fire is large or seemingly out of control, get out of the house and call 911.
4. FALSE: Most are less than 10 pounds and simple to operate.
5. TRUE: Many people have been severely injured while spraying water on a Class B fire (spreading the flames) and have been electrocuted while spraying water into electrical fires.
6. FALSE: While it is true that recharging can become costly, the main problem with carbon dioxide extinguishers is that they are often used for reasons other than putting out fires. For example, cooling down beverages.
7. TRUE: That is a simple illustration of how to use an extinguisher.
8. TRUE: With the exception of Class D or exotic metal fires.
9. TRUE: Remove one element & you can't have a fire.
10. FALSE: Again, the size of the fire is important. Because most car fires start under the hood, the proper technique is to release the hood with the inside latch, put the hose or discharge unit of the extinguisher into the crack of the hood and sweep across the engine area on the under-side of the hood. When you are certain the fire is extinguished, raise the hood (being careful of a flash fire) and discharge the entire contents of the extinguisher.
11. FALSE: The contents are not poisonous. At worst the extinguishing agent may cause a skin irritation. Use whatever is available to put out a fire on a human.
12. TRUE: Class A is the most expected type of fire. Class D is the most rare.
13. FALSE: Over 90% of all fire victims are killed by smoke inhalation. The smoke of a fire often is made up of many poisonous gases.
14. TRUE: Make sure to get a "head count" of everyone once your family has gathered at a central meeting place (i.e., the front gate, or a large oak tree). Never re-enter the burning house to collect valuables.
15. FALSE: Flour will flash and ignite. A more appropriate substitute would be baking soda.

## **FIRE EXTINGUISHER MEMO**

When properly used in the first few minutes of a fire, a fire extinguisher can help in preventing a small fire from becoming a disastrous fire.

### **THE FOLLOWING IS A SUMMARY OF FIRE EXTINGUISHER DO'S AND DON'TS**

#### **DO'S:**

1. Always glance at a fire extinguisher as you pass it making certain that it is charged and ready for use.
2. Report any extinguisher that is discharged, damaged or removed from its hanger.
3. As soon as you determine there is a need to use an extinguisher, use it quickly and correctly.
4. Know the location of all extinguishers, whether at home or at work. Make sure others are familiar with their locations.

#### **DON'TS:**

1. Never remove the locking pin, partially discharge the contents, replace the locking pin and return the extinguisher to its designated location. Even if the extinguisher shows that it is charged, it can very possibly leak its propelling agent causing the extinguisher to be discharged and useless.
2. Never play with an extinguisher; it is a life saving tool and should be respected.
3. Do not use an extinguisher and place it back in its designated location without having it properly recharged and re-inspected by an approved fire extinguisher recharge and inspection company.
4. Never block access to an extinguisher with equipment or materials. Maintain a three-foot perimeter around the extinguisher at all times to ensure free and easy access.

## FIRE EXTINGUISHER INSPECTION

Properly installed and maintained fire extinguishers can help you stop small fires before they become a problem. Assure that portable fire extinguishers are maintained, fully charged, operating properly, and kept in designated places at all times except during use. All fire extinguisher stations must meet the following criteria:

- must be mounted less than 5' from the top of the extinguisher to the ground if the unit is less than 40 pounds and less than 3 1/2' from the top of the extinguisher to the ground if the unit is heavier than 40 pounds,
- must have a sign indicating their presence,
- must have a clear area at the base of the station for easy access (3' clear access zone),
- must be fully charged and ready for use,
- must have a current service tag (within 12 months of service date),
- must be inspected in-house at least monthly and these inspections must be properly documented either on the back or the service tag or on a separate document,
- must have the locking pin in place with the plastic pin keeper in place to show that it has not been used or tampered with. If a fire extinguishers pin has been pulled it must be re-serviced and re-inspected by an approved re-charge & inspection company.

Regular maintenance and inspections of your portable fire extinguishers will provide assurance that they will operate effectively and safely if they are needed. Inspect all extinguishers at least once a month in-house by a competent person. Use the following checklist as a guide.

1. Is each extinguisher in its designated place, clearly visible, and not blocked by equipment, coats or other objects that could interfere with access during an emergency?
2. Is the nameplate with operating instructions legible and facing outward?
3. Is the pressure gauge showing that the extinguisher is fully charged?
4. Is the pin and tamper seal intact?
5. Is the extinguisher in good condition and showing no signs of physical damage, corrosion, or leakage?
6. Have all dry powder extinguishers been gently rocked top to bottom to make sure the powder is not packing?



**If you did not answer yes to all of these questions, have the extinguisher fixed or replaced immediately!**

*Note: Always provide alternate equivalent protection when portable fire extinguishers are removed from service for maintenance and recharging.*

**MAINTENANCE PROGRAMS**

**MONTHLY FIRE EXTINGUISHER INSPECTION FORM**

\_\_\_\_\_  
**Job-Site/Facility Location**

\_\_\_\_\_  
**Month - Year**

**Direct Service USA** shall conduct monthly visual inspections of fire extinguishers; the form below is to be used to document these inspections. If the extinguisher is clean, fully charged, identified by a sign, properly mounted, and readily accessible, then simply write "ok" in the condition/comments section of this form. If the extinguisher requires repairs or other attention, indicate the problem in the condition/comments section and have the problem corrected.

EXTINGUISHER LOCATION	INSPECTED BY	EXTINGUISHER I.D. NUMBER	CONDITION AND/OR COMMENTS

Additional comments or recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASES

All chemicals and flammables must be stored in proper containers. Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. Approved safety cans or Department of Transportation approved containers shall be used for the handling and use of flammable liquids in quantities of 5 gallons or less, except that this shall not apply to those flammable liquid materials which are highly viscid (extremely hard to pour), which may be used and handled in original shipping containers. For quantities of one gallon or less, the original container may be used, for storage, use and handling of flammable liquids. These containers must be properly labeled.

Flammable or combustible liquids shall not be stored in areas used for exits, stairways, or normally used for the safe passage of people.

**Gas /Fuel Cans:** By definition a safety can is a container with a capacity of 5 gallons or less and equipped with a spring-closing lid and spout cover, a means to relieve internal pressure, and flash-arresting screen. Safety cans must be approved or listed by a Nationally Recognized Testing Laboratory (NRTL) such as FM or UL (look for this inscription on each can).

A jerry can or DOT approved container has a screw-on cap and lacks a spring-closing lid, spout cover, or flash arresting screen. A DOT approved container must be marked with one or more certifications that it meets ANSI/ASTM F852-86 and/or DOT requirements (again, look for inscriptions on the can). If a DOT approved (jerry can type) container is being used it must be used and stored safely. Here are the following things that must be done:

- Be sure the manufacturer's information about standards certification is legible on the container.
- The container must be rated for the fuel you will put in it. (Look for the manufacturer's information to verify container's fuel rating).
- Mark your the container with the content - gasoline, diesel, kerosene, gas/oil mix. (This is also a HazCom provision).
- Have on site and store only a temporary (daily) supply of flammable/combustible liquids.
- Store the containers safely away from flame or heat sources and protected from damage.
- Make sure an appropriate fire extinguisher is near by.
- Be sure your container is in good shape without broken spouts, screw-on caps or vent caps (if provided).
- All containers are to be screwed tightly shut when not in use. If there is a vent cap it must be seated in place.

**Compressed Gas Cylinders:** The three main hazards of compressed gases are fire, explosion, and release of toxic gases. Because of these hazards, OSHA has strict standards. All compressed gas cylinders should be stored according to OSHA standards and NIOSH guidelines. This includes:

- Keeping the cylinders away from any sources of heat,
- Keeping at least 20 feet away from any combustible materials,
- keeping in a well-ventilated dry area,
- storing with protective caps in place (unless in use),
- secured by chain or other means to prevent being knocked over or tipping,
- marking the contents legibly and identified as "empty" or "full" for storage purposes,
- and having a fire extinguisher located within 25 feet of the storage location.
- In addition, stored oxygen cylinders must be separated from stored fuel gas cylinders or combustible materials (especially oil or grease) by a minimum distance of 20 feet or by a non-combustible barrier at least 5 ft high with a ½ hour fire resistance rating.

## FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASES

**Transportation of Compressed Gas Cylinders:** Cylinders must be secured upright to a hand truck. Never roll cylinders, and be careful not to drop, bang, or bump them. A cylinder containing compressed gas can shoot through the air like a rocket if its valve is damaged or broken.

**Using Compressed Gas Cylinders:** Remember these important safety rules when using compressed gases:

- ✓ Keep cylinders away from electrical circuits and operations that create sparks, heat, or fire, and never smoke around any compressed gases.
- ✓ Don't use oil or grease on cylinders or handle them with oily hands or gloves.
- ✓ Don't use compressed gases in unventilated areas.
- ✓ Open valves by hand—not with a wrench—and stand to one side as you open.
- ✓ All cylinder valves must be closed when work is finished. Where a special wrench is required it shall be left in position on the stem of the valve while the cylinder is in the use so that the fuel-gas flow can be quickly turned off in case of emergency. In case of manifolded or coupled cylinders at least one such wrench shall always be available for immediate use.
- ✓ Acetylene shall not be utilized at a pressure in excess of 15 psi gage. (or 30 psi absolute).
- ✓ Don't tamper with safety devices.

**Storage Of LPG Containers:** As stated in **1910.110(b)(6)(i) and 1926.153(j)** Storage of LPG within buildings is prohibited and must be stored outside of buildings. For containers awaiting use shall be located from the nearest building or group of buildings, in accordance with the following:



Quantity of LP-Gas stored	Distance (feet)
500 lbs. or less	0
501 to 6,000 lbs	10
6,001 to 10,000 lbs	20
Over 10,000 lbs	25

- Containers shall be in a suitable ventilated enclosure or otherwise protected against tampering.
- Storage locations shall be provided with at least one approved portable fire extinguisher having a rating of not less than 20-B:C.

### INDOOR STORAGE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS

When not in use, these chemicals/flammables should be kept in a metal flammable storage cabinet. more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet. Quantities of flammable and combustible liquid in excess of 25 gallons shall be stored in an acceptable or approved flammable storage cabinets.

Storage cabinets shall be designed and constructed to limit the internal temperature to not more than 325 deg. F. when subjected to a 10-minute fire test using the standard time-temperature curve as set forth in Standard Methods of Fire Tests of Building Construction and Materials, NFPA 251-1969. All joints and seams shall remain tight and the door shall remain securely closed during the fire test. Cabinets shall be labeled in conspicuous lettering, "Flammable-Keep Fire Away."

Not more than 60 gallons of flammable or 120 gallons of combustible liquids shall be stored in any one storage cabinet. Not more than three such cabinets may be located in a single storage area. Quantities in excess of this shall be stored in an inside storage room.

## **FLAMMABLE AND COMBUSTIBLE LIQUIDS**

### ***INDOOR STORAGE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS (Cont.)***

Inside storage rooms shall be constructed to meet the required fire-resistive rating for their use. Such construction shall comply with the test specifications set forth in Standard Methods of Fire Test of Building Construction and Material, NFPA 251-1969. Electrical wiring and equipment located in inside storage rooms shall be approved for Class I, Division 1, Hazardous Locations.

Every inside storage room shall be provided with either a gravity or a mechanical exhausting system. Such system shall commence not more than 12 inches above the floor and be designed to provide for a complete change of air within the room at least 6 times per hour. If a mechanical exhausting system is used, it shall be controlled by a switch located outside of the door. The ventilating equipment and any lighting fixtures shall be operated by the same switch. An electric pilot light shall be installed adjacent to the switch if flammable liquids are dispensed within the room. Where gravity ventilation is provided, the fresh air intake, as well as the exhausting outlet from the room, shall be on the exterior of the building in which the room is located.

In every inside storage room there shall be maintained one clear aisle at least 3 feet wide. Containers over 30 gallons capacity shall not be stacked one upon the other.

### **STORAGE OUTSIDE BUILDINGS FOR FLAMMABLE AND COMBUSTIBLE LIQUIDS**

Storage of containers (not more than 60 gallons each) shall not exceed 1,100 gallons in any one pile or area. Piles or groups of containers shall be separated by a 5-foot clearance. Piles or groups of containers shall not be nearer than 20 feet to a building.

Within 200 feet of each pile of containers, there shall be a 12-foot-wide access way to permit approach of fire control apparatus.

The storage area shall be graded in a manner to divert possible spills away from buildings or other exposures, or shall be surrounded by a curb or earth dike at least 12 inches high. When curbs or dikes are used, provisions shall be made for draining off accumulations of ground or rain water, or spills of flammable or combustible liquids. Drains shall terminate at a safe location and shall be accessible to operation under fire conditions.

#### **Outdoor Portable Tank Storage**

Portable tanks shall not be nearer than 20 feet from any building. Two or more portable tanks, grouped together, having a combined capacity in excess of 2,200 gallons, shall be separated by a 5-foot-clear area. Individual portable tanks exceeding 1,100 gallons shall be separated by a 5-foot-clear area.

Within 200 feet of each portable tank, there shall be a 12-foot-wide access way to permit approach of fire control apparatus.

Storage areas shall be kept free of weeds, debris, and other combustible material not necessary to the storage.

Portable tanks, not exceeding 660 gallons, shall be provided with emergency venting and other devices, as required by chapters III and IV of NFPA 30-1969, The Flammable and Combustible Liquids Code.

Portable tanks, in excess of 660 gallons, shall have emergency venting and other devices, as required by chapters II and III of The Flammable and Combustible Liquids Code, NFPA 30-1969.

# FLAMMABLE AND COMBUSTIBLE LIQUIDS

## STORAGE AND USE REQUIREMENTS

### Fire Control For Flammable Or Combustible Liquid Storage

At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage of more than 60 gallons of flammable or combustible liquids.

At least one portable fire extinguisher having a rating of not less than 20-B units shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside and each pump, dispenser, underground fill pipe opening, and lubrication or service area.

At least one portable fire extinguisher having a rating of not less than 20-B:C units shall be provided on all tank trucks or other vehicles used for transporting and/or dispensing flammable or combustible liquids.

### Sources of Ignition

In locations where flammable vapors may be present, precautions shall be taken to prevent ignition by eliminating or controlling sources of ignition. Sources of ignition may include open flames, lightning, smoking, cutting and welding, hot surfaces, frictional heat, sparks (static, electrical, and mechanical), spontaneous ignition, chemical and physical-chemical reactions, and radiant heat.

All solvent waste, oily rags, and flammable liquids shall be kept in fire resistant covered containers until removed from worksite. Use a spring loaded safety can to keep the used rags off the floor and stored properly to eliminate the fire hazard of spontaneous combustion.

### Grounding

Class I liquids shall not be dispensed into containers unless the nozzle and container are electrically interconnected. Where the metallic floorplate on which the container stands while filling is electrically connected to the fill stem or where the fill stem is bonded to the container during filling operations by means of a bond wire, the provisions of this section shall be deemed to have been complied with.

### Dispensing Liquids

Areas in which flammable or combustible liquids are transferred at one time, in quantities greater than 5 gallons from one tank or container to another tank or container, shall be separated from other operations by 25-foot distance or by construction having a fire resistance of at least 1 hour. Drainage or other means shall be provided to control spills. Adequate natural or mechanical ventilation shall be provided to maintain the concentration of flammable vapor at or below 10 percent of the lower flammable limit.

Transfer of flammable liquids from one container to another shall be done only when containers are electrically interconnected (bonded).

Flammable or combustible liquids shall be drawn from or transferred into vessels, containers, or tanks within a building or outside only through a closed piping system, from safety cans, by means of a device drawing through the top, or from a container, or portable tanks, by gravity or pump, through an approved self-closing valve. Transferring by means of air pressure on the container or portable tanks is prohibited.

The dispensing units shall be protected against collision damage by guards, barriers, or other acceptable means.

Dispensing devices and nozzles for flammable liquids shall be of an approved type.

# FLAMMABLE AND COMBUSTIBLE LIQUIDS

## *STORAGE AND USE REQUIREMENTS (Cont.)*

### **Handling Liquids At Point Of Final Use**

Flammable liquids shall be kept in closed containers when not actually in use.

Leakage or spillage of flammable or combustible liquids shall be disposed of promptly and safely.

Flammable liquids may be used only where there are no open flames or other sources of ignition within 50 feet of the operation, unless conditions warrant greater clearance.

### **Service And Refueling Areas**

Flammable or combustible liquids shall be stored in approved closed containers, in tanks located underground, or in aboveground portable tanks.

The dispensing hose shall be an approved type.

The dispensing nozzle shall be an approved automatic-closing type without a latch-open device.

Clearly identified and easily accessible switch(es) shall be provided at a location remote from dispensing devices to shut off the power to all dispensing devices in the event of an emergency.

There shall be no smoking or open flames in the areas used for fueling, servicing fuel systems for internal combustion engines, receiving or dispensing of flammable or combustible liquids.

Conspicuous and legible signs prohibiting smoking shall be posted.

The motors of all equipment being fueled shall be shut off during the fueling operation.

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**LOCKOUT AND TAGOUT PROGRAM  
(ENERGY POWER SOURCE)**

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# **PURPOSE / RESPONSIBILITIES / SHUTDOWN / PROCEDURE**

## **1.0 PURPOSE**

The purpose of a Lockout and Tagout procedure is to have a positive method of assuring that a piece of equipment, machine, or device is not energized during the time in which a maintenance employee or any other employee is working on the equipment. It is **Direct Service USA's** policy to comply with the following procedure to its fullest extent.

## **2.0 RESPONSIBILITIES**

### 2.1 Principal Responsibility:

The **Company Safety Coordinator, Derek Ross**, is in control of the *Lockout/Tagout Program* and the corporate safety program in whole. **Program Supervisors** will be assigned with direct oversight of the *Lockout/Tagout Program* at a given site.

### 2.2 Field Responsibility - Program Supervisors:

All affected workers who administer Lockout and Tagout devices will be subject to the authority of the **Program Supervisor and/or the Company Safety Coordinator**. The **Program Supervisor and/or the Company Safety Coordinator** will conduct all necessary training (training will be documented and that all workers abide by the procedures described herein. The Program Supervisor and/or the Company Safety Coordinator will periodically conduct informal, documented inspections (see **Appendix E, "Lockout and Tagout Informal Inspection Form"**) of the Lockout and Tagout activities of affected workers in order to ensure that compliance has been achieved. The Program Supervisor and/or the Company Safety Coordinator will also conduct inspections (see **Appendix E**), where unexpected energizing start-up or release of stored energy could occur and cause injury.

## **3.0 MACHINE & EQUIPMENT SHUTDOWN**

Before an authorized or affected employee turns off a machine or piece of equipment, the authorized employee shall have knowledge of the type & magnitude of the energy, the hazards of the energy to be controlled and the methods or means to control the energy. The machine or piece of equipment shall be turned off or shutdown using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard to employees as a result of the equipment shutdown.

## **4.0 DESCRIPTION OF PROCEDURE**

Each machine, piece of equipment, or device that is to be worked on will have its energy source (whether electrical, mechanical, pneumatic, steam, hydraulic, tension, gravity, etc.) locked in the "OFF" position, and a "DANGER" tag will be affixed denoting the date, time, and person locking out the system.

The only person who will have a key to the lock will be the person performing the repairs. If there are two or more maintenance crafts working on the system, then there will be an equal number of locks, all keyed differently. Each craft will have only his/her key to his/her lock.

# PROCEDURE / GROUP LOCKOUTS / LO/TO APPLICATION

## 4.0 DESCRIPTION OF PROCEDURE (Cont.)

As each craft completes his/her maintenance on the equipment, his/her lock will be removed from the energy power source.

All employees performing maintenance on the equipment will sign the danger tag affixed to the machine or device.

Once the lock is affixed and the energy source is locked in the "OFF" position and **before** any maintenance work is started, the **Authorized Employee** must verify that isolation and deenergization of the machine or equipment has been accomplished. The **ON/OFF** switch will be tried to assure that the correct energy source has been locked out. Once this step is complete, then maintenance work or repairs may begin.

## 5.0 GROUP LOCKOUTS

The **Program Supervisor and/or the Company Safety Coordinator** is responsible for overseeing the activities of those employees working in a group lockout. Each employee who affixes locks and tags shall attach a **personal** Lockout and Tagout device to a **group** Lockout and Tagout device while he/she is working and shall remove his/her lock when they have completed their work and all required documentation for Lockout and Tagout procedures.

## 6.0 LOCKOUT AND TAGOUT APPLICATION

### 6.1 General guidelines:

The following guidelines should be followed when lockout and tagout devices are applied to equipment, processes or machinery:

1. Lockout and Tagout devices shall be affixed to each energy-isolating device by employees trained and authorized by **Direct Service USA**
2. Lockout devices, where used, shall be affixed in such a manner that will hold the energy-isolating device in a "safe" or "off" manner.
3. Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position.
4. Where Tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.
5. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

# LO/TO APPLICATION / STORED ENERGY / TEMPORARY REMOVAL

## 6.0 LOCKOUT AND TAGOUT APPLICATION (Cont.)

6.2 Types of machines/processes that employees may lock and tag:

In virtually all lockout and tagout scenarios in field operations, the host company initiates the application, oversight and administrations of lockouts and tag-outs. **Direct Service USA's** workers may occasionally add individual locks and tags, but these are only initiated at the direction of the host company.

The specific types of machines and/or processes that our employees may lock and tag out of service may include any of the following: **valves, actuators, electrical circuits, process and utility energy sources including electrical systems.**

6.3 Specialty locks and tags:

**Direct Service USA** does not issue nor allows the use of any specialty locks and tags. In most scenarios, the host company insists on issuing their specific locks and tags to **Direct Service USA's** workers.

6.4 Affected and authorized positions:

**Affected positions** may include **any project employee.**

**Authorized positions** will include supervisory personnel who procure the work permits; typically this person is either a **Lead Supervisor** or the **Program Supervisor.**

## 7.0 STORED ENERGY

Following the application of Lockout and Tagout devices to energy isolation devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained or otherwise rendered safe. If there is a possibility of re-accumulation of any stored energy level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

## 8.0 TEMPORARY REMOVAL OF LOCKOUT/TAGOUT DEVICES

In the event that a Lockout/Tagout device must be temporarily removed, the following required procedures must be followed:

1. Clear away all tools
2. Remove employees
3. Remove the LO/TO device
4. Energize and proceed with testing
5. De-energize and re-apply control measures following all steps as outlined.

These procedures must be documented with who performed the work and who verified the work.

# LOCKOUT & TAGOUT REMOVAL

## 9.0 LOCK AND TAG REMOVAL

9.1 Removal by person other than person who applied lock:

- a. A lock will never be removed by any other crafts person unless it is an extreme emergency (i.e., the person who applies the lock leaves the plant after repairs are completed and forgets to remove the lock). At this time, the equipment or machine shall be checked to be certain that it is operational and that to energize it would not cause damage or injury to the employee removing the lock.
- b. The lock can be removed by sawing, cutting, or by a master key. It can only be removed by **SUPERVISORY** personnel who are authorized to remove locks.

9.2 Removal responsibility:

- a. The **Program Supervisor** shall be responsible for the removal of a lock in an emergency situation, and he shall describe, in writing, the reason for said removal.
- b. An employee who leaves the job site without removing his lock shall be contacted and required to come back to the work location to remove the lock.

9.3 Master or duplicate keys:

- a. If the responsibility for maintenance is charged to one supervisor, he/she can secure the duplicate key of each craftsman's key(s) so that the keys are available in an emergency.
- b. The **Program Supervisor** will be responsible to see that all persons who are working on the equipment are clear of the equipment and surrounding work areas prior to the removal of any craft's locks.
- c. The only reason a supervisor can remove a lock is in the event of an emergency and/or if the employee who placed the lock is unavailable to remove the lock when the work is completed.

9.4 Removal of tags:

- a. If two or more employees have signed the "**DANGER**" tag, each shall strike his/her name from the tag as he/she completes his/her work. When the last employee completes his/her work, then he/she will remove the tag.
- b. If only one employee is working on the system or piece of equipment, then he/she shall remove his/her tag when repairs are complete.

9.5 Filing of tags:

The danger tag shall be filed in a folder marked as "**DANGER TAGS**" and will be kept for permanent safety record. A folder or manila envelope will suffice.

# EQUIPMENT SPECIFIC LOCKOUT/TAGOUT PROCEDURES FORM

The Control of Hazardous Energy (Lockout/Tagout) OSHA 29CFR1910.147(C)(4)(ii) states that: *“The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following: A specific statement of the intended use of the procedure; Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy; Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.*

**Equipment Description:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Use of Procedure** (i.e.: cleaning, un-jamming, PM, servicing, etc.): \_\_\_\_\_

Types of Energy Source(s)	Location of Energy Source(s)	Type of Energy Control Device Needed	Lock & Tag Location(s)
<input type="checkbox"/> Electrical 120 V			
<input type="checkbox"/> Electrical ____ V			
<input type="checkbox"/> Electrical ____ V			
<input type="checkbox"/> Capacitor(s)			
<input type="checkbox"/> Battery			
<input type="checkbox"/> Pneumatic			
<input type="checkbox"/> Compressed Air			
<input type="checkbox"/> Thermal			
<input type="checkbox"/> Steam			
<input type="checkbox"/> Hydraulic			
<input type="checkbox"/> Gas			
<input type="checkbox"/> Chemical			
<input type="checkbox"/> Mechanical			
<input type="checkbox"/> Raise Load			
<input type="checkbox"/> Coiled Springs			
<input type="checkbox"/> Other:			
<input type="checkbox"/> Other:			

**SPECIFIC INSTRUCTION FOR LOCKOUT/TAGOUT**

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**HOW TO VERIFY LOCKOUT BEFORE PERFORMING MAINTENANCE**

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**INSTRUCTIONS FOR RETURNING MACHINE TO SERVICE**

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## ENERGY CONTROL DOCUMENTATION FORM

OSHA 29CFR1910.147(c)(4)(i) states that: "Procedures shall be developed, **documented** and utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section. **Note: Exception: The employer need not document the required procedure for a particular machine or equipment, when ALL of the following elements exist:** (1) The machine or equipment has no potential for stored or residual energy or reaccumulation of stored energy after shut down which could endanger employees; (2) the machine or equipment has a single energy source which can be readily identified and isolated; (3) the isolation and locking out of that energy source will completely deenergize and deactivate the machine or equipment; (4) the machine or equipment is isolated from that energy source and locked out during servicing or maintenance; (5) a single lockout device will achieve a locker-out condition; (6) the lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance; (7) the servicing or maintenance does not create hazards for other employees; and (8) the employer, in utilizing this exception, has had no accidents involving the unexpected activation or reenergization of the machine or equipment during servicing or maintenance."

**Equipment Description:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Equipment Location:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Type and Location of Energy Isolating Devices:** (i.e.: Type=Breaker, Location=Panel 47# 8)

Type	Location		

Other (Describe): \_\_\_\_\_

- I. SEQUENCE CHECK-OFF:** **Yes No**
1. Notified all affected personnel of the need for Lockout/Tagout.
  2. Shutdown of equipment accomplished.
  3. Attempted to operate switch, valve or other energizing source to assure that the machine or device could not be turned on.
  4. Locked out with a lock. Tagged out with a danger tag.
  5. Checked to assure that all energy sources have been located and locked out of service. Relieve, disconnect, or restrain any stored energy.
  6. Attempted to engage machine or device (after making certain that no-one is in dangerous area of machine). After attempt, returned engaging means to neutral or off position.
  7. The machine or device is now locked out of service.

- II. RESTORING POWER/ENERGY:** **Yes No**
1. Checked immediate work area and its perimeter to assure no-one or conditions that would prohibit removal of the lock.
  2. Removed tools, equipment and such from area.
  3. Replaced guards.
  4. Removed locks and/or tags.

## ENERGY CONTROL FORM (Cont.)

### III. MULTIPLE LOCKOUTS:

If multiple lockouts are required (if more than one employee/craft is working on the machine at the same time), individual locks are required in addition to completion of the steps on the previous page of this form.

	<u><b>Name:</b></u>	<u><b>Job Title:</b></u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

### IV. EMERGENCY LOCK OR TAG REMOVAL:

Date of Removal \_\_\_\_\_ Time of Removal \_\_\_\_\_ AM/PM

Reason for Removal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Remove Lock/Tag

## APPENDIX A TRAINING OUTLINE

The following information details training requirements concerning the *Lockout/Tagout Program* for all affected employees at **Direct Service USA**. The **Program Supervisor and/or the Company Safety Coordinator** is responsible for employee training and will be required to review this entire lockout/tagout program and will also explain all specific lockout/tagout operations and procedures at their respective job locations; where job-specific information is required, the **Program Supervisor and/or the Company Safety Coordinator** shall complete the required forms as indicated in **bold** type.

### I. General Requirements

Training must include the following:

- A. Recognition of hazardous energy sources, the type and magnitude of energy available, and methods and means necessary for energy isolation and control (**See Appendix D**).
- B. Instruction in the use and purpose of the energy control procedure as outlined in **sections 3.0 through 9.0** of this written procedure.
- C. Provisions for other employees who will work in the area where energy control procedures will be utilized (**see Appendix C for this training procedure**).
- D. Explanation of when tagout systems are utilized and the limitations of a tagout system (i.e., tags are warning devices and do not provide physical restraint) (**see item II. O, P, Q & R below**).
- E. Explanation of when re-training is required (**see item II. S below**)

### II. Key Points to be Explained at Lockout and Tagout Procedure Training

- A. **Direct Service USA** has developed this written Lockout and Tagout Procedure for the information and protection of its employees. All affected employees will receive a copy of this procedure and will be trained over all points of the procedure.
- B. **Direct Service USA** provides all locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware for isolating, securing, or blocking machines or equipment. Representative illustrations/examples of lockout and tagout devices are attached at the end of this program; these are the types of devices which employees will use.
- C. Lockout and Tagout devices shall be singularly identified.
- D. Lockout and Tagout devices are not to be used for any other purpose than for locking and tagging out equipment.
- E. Durable lockout and tagout devices must be able to withstand the environment to which they are exposed for the maximum period of time that exposure is expected.
- F. Lockout and tagout devices used by **Direct Service USA** will be standardized at each specific job-site. The **Program Supervisor and/or the Company Safety Coordinator** will distribute standardized locks and tags as needed.
- G. Where affected employees are non-English speaking, lockout and tagout devices will be provided in their native language. When such information is unavailable, the **Program Supervisor and/or the Company Safety Coordinator** will make every effort to use the services of a qualified interpreter to explain the lockout and tagout procedure and devices to the affected individual(s).

## APPENDIX A TRAINING OUTLINE

### II. Key Points to be Explained at Lockout and Tagout Procedure Training

- H. Identifiable lockout and tagout devices will indicate the identity of the employee applying the devices.
- I. When major modifications are made to machinery electrical systems or when new machinery is installed, the energy source must be designed to accept a lockout device.
- J. Inspections of the *Lockout/ Tagout Program* will be conducted annually by the **Company Safety Coordinator** and/or other management members or their representatives, subject to the following conditions:
  - 1. Those who review the *Lockout/ Tagout Program* cannot be those who utilize this energy control procedure under inspection.
  - 2. The inspection should reveal any deviations or inadequacies observed. Upon discovery, deviations and inadequacies will be discussed with affected employees and corrections to the *Lockout/ Tagout Program* will be initiated as needed.
  - 3. The responsibilities of each authorized employee shall be reviewed.
  - 4. If a tagout system is used, then the limitations of the tagout system shall also be reviewed.
  - 5. The annual inspection shall be documented on the **Annual Evaluation Report**, located in **Appendix B** of this procedure.
- K. Tagout devices must be attached in such a way that inadvertent or accidental removal is prevented.
- L. Attachment means of the tagout device must meet the following criteria:
  - 1. A non-reusable type.
  - 2. Attached by hand.
  - 3. Self-locking.
  - 4. Non-releasable with a minimum unlocking strength of no less than 50 pounds.
  - 5. At least equivalent in design and characteristics to one-piece, all environment tolerant nylon cable tie.
  - 6. If used with electricity, it must be non-conductive.
- M. Affected employees and others who may be exposed to the equipment or device locked and tagged out of service shall be warned of any hazardous conditions if the machine or equipment will be or is energized.

## APPENDIX A TRAINING OUTLINE

### II. Key Points to be Explained at Lockout and Tagout Procedure Training

- N. Employees shall be warned of hazards by signs or a legend which indicates any of the following messages: "Do Not Start," "Do not Close," "Do Not Energize," "Do Not Operate."
- O. If ever used (only if a lockout is impossible), please note the following warnings and limitations of Tagout systems:
  - 1. Tags are warning devices and not physical restraints.
  - 2. Never remove tags without authorization. Never bypass, ignore, or otherwise defeat a tag.
  - 3. Tags and their means of attachment must be made of materials that will withstand workplace environmental conditions.
  - 4. The warning message on a tag may be misunderstood. If you are unsure about the message on any tag contact the **Program Supervisor or the Company Safety Coordinator** immediately.
  - 5. Tags should be securely attached to the energy-isolating device.
- P. When an energy isolation device is in the "safe" or "off" position, no employee shall operate or attempt to operate that energy isolation device.
- Q. Tagout devices should be attached at the same point as the lockout device.
- R. If the tagout device cannot be affixed at the energy-isolating device, then it should be affixed as close and as safe as possible and in an obvious position.
- S. Re-training is required under the following conditions:
  - 1. When there is a change in job assignment.
  - 2. When there is a significant change in machine operation.
  - 3. When there is a change in the energy control procedures.
  - 4. When a new hazard is introduced.

**APPENDIX B  
ANNUAL EVALUATION REPORT**

**Direct Service USA**

Date of Review: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

The following employee(s) were observed performing a Lockout/Tagout operation:

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---

Machine/Area/Process involved in Lockout/Tagout procedure:

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The following observations were made during the Lockout/Tagout audit:

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The following recommendations should be addressed regarding the current Lockout/Tagout process:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX C TRAINING PROVISIONS FOR "OTHER" EMPLOYEES

The following training guidelines are intended to address the concerns for those workers who may perform job functions in the area(s) where energy control procedures will be utilized.

### Training Responsibility:

The **Program Supervisor and/or the Company Safety Coordinator** will be charged with training these workers.

### Training Items and Methods:

1. Workers shall be made aware of the types of hazards in the work area, the types and magnitudes of energy available, and the methods and means used for energy isolation. This information will be based on site-specific information since each job-site presents differing lockout and tagout requirements; all necessary information for a given site shall be located in **Appendix D, "Lockout and Tagout Hazard Summary."**
2. Workers shall be shown examples of sample lockout and tagout devices.
3. Workers will be given copies of the procedures and guidelines described in **sections 3.0 through 6.0** of this written program.
4. If a tagout only system is utilized, workers will be informed of the necessary warnings and limitations of a tagout system as described in **Appendix A, Training Outline, section II. Items O, P, Q, and R.**
5. Workers will have the entire written Lockout and Tagout Procedure made available to them for review and/or explanation.





# APPENDIX E

## LOCKOUT AND TAGOUT INFORMAL INSPECTION FORM

**PROCEDURAL CHECKS (CONT.):**

*INFORMAL INSPECTION CHECKLIST*

- |  | YES   | NO    |
|--|-------|-------|
| 1. Have all employees working in the area been trained in Lockout and Tagout Procedures?   | _____ | _____ |
| 2. Are locking and tagging devices being used for locking and tagging purposes only?   | _____ | _____ |
| 3. Are locking and tagging devices capable of withstanding effects of work environment without deterioration?                          | _____ | _____ |
| 4. Do lockout and Tagout devices indicate the identity of the employee who applied the devices?  | _____ | _____ |
| 5. Does the attachment means of the Tagout device meet the criteria of the Lockout and Tagout Procedure (as detailed on p. 7, item L). | _____ | _____ |
| 6. Are the Tagout devices affixed in such a way that accidental or inadvertent removal is prevented.                                   | _____ | _____ |
| 7. Are appropriate warning signs available indicating necessary cautions and hazards?  | _____ | _____ |
| 8. Has the Energy Control Form been completed and filed and all sequential steps of the form been accomplished?                        | _____ | _____ |

*UNEXPECTED RELEASE OF ENERGY CHECKLIST*

- |  | YES   | NO    |
|--|-------|-------|
| 1. Are machines, equipment, or processes capable of being locked and tagged out of service?              | _____ | _____ |
| 2. Indicate type of energy source which could be unexpectedly energized or released:                     |       |       |
| _____  |       |       |
| _____  |       |       |
| _____  |       |       |
| 3. Have affected employees been notified of potential hazard?  | _____ | _____ |
| 4. Are barriers, signs, or other warning devices in place which alert employees of existence of hazards? | _____ | _____ |

If any of the above mentioned items were answered "NO" or need further clarification, indicate the item number and comments below:

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Signature of Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX F PROCEDURES FOR SHIFT AND/OR PERSONNEL CHANGES

The following procedures should be followed during shift or personnel changes:

1. Before beginning work, the replacement shift or personnel shall meet with the first shift or personnel in order to exchange their assigned locks and tags.
2. Authorized personnel assuming control of lockout of equipment will be fully briefed in the scope and stage of the work by those who are being relieved.
3. The employee responsible for locking and tagging a specific energy source from the first shift shall indicate by physically showing the energy-isolating device to the person who will administer the lock and tag on the second shift.
4. If a lock and tag from a previous shift must be removed, the **Program Supervisor** or the supervisor in charge of the second shift are the only persons who have authority to remove the lock and tag if the person who affixed the lock and tag is unavailable. In this event, the supervisor who removed the lock and tag must complete the "EMERGENCY LOCK OR TAG REMOVAL" section of the "ENERGY CONTROL FORM" (**located on page 6 of this program**).
5. The **Program Supervisor** shall ensure that the above-mentioned requirements have been met by completing the following information and periodically inspecting the lockout and tagout areas where the shift change has occurred and completing **Appendix E, Lockout and Tagout Informal Inspection Form**.

By my signature below, I document that items 1-5 above have been satisfied:

\_\_\_\_\_  
**Program Supervisor** or Supervisor-in-Charge

\_\_\_\_\_  
Date

## APPENDIX G PERSONNEL DUTIES AND DESIGNATIONS

**List of AUTHORIZED lockout and tagout individuals:**

Name	Craft	Lock #'s	Mechanical Yes/No	Electrical Yes/No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**List of AFFECTED EMPLOYEES by job titles:**

Job Title	Machinery, Equipment, Process
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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# **PERSONAL PROTECTIVE EQUIPMENT**

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# OVERVIEW / RESPONSIBILITY / HAZARD ASSESSMENT / TRAINING

## I. OVERVIEW

In order to better protect workers who need to wear protective safety equipment, the Occupational Safety and Health Administration (OSHA) published a final rule. In 1994, OSHA published a final rule for Personal Protective Equipment (29 CFR 1910.132). Portions of the standard were effective July 5, 1994, while other portions were extended until October 5, 1994.

The revised rule covers general industry and states that employers must assess the workplace to determine if hazards are present, or if they are likely to be present. If so, the use of PPE is required. In addition, training must be provided to the employees to assure proper use of PPE.

## II. RESPONSIBILITY

Those responsible for the maintenance and administration of the company's Personal Protective Equipment Program include:

**Derek Ross**  

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**Company Safety  
Coordinator**

## III. HAZARD ASSESSMENT

The hazard assessment must determine if any hazards are present that would necessitate the use of PPE. If so, the facility manager must select the appropriate PPE to deal with the hazards found during the hazard assessment. This assessment must be in writing, include the date and name of the person conducting the assessment.

**NOTE:** The hazard assessment applies to all the following: foot, head, eye, face, hand, respiratory, and electrical contact protection. While the PPE standard addresses a variety of employee protection requirements, the Hearing Protection Standard continues to be addressed under 29 CFR 1910.95 (Occupational Noise Exposure). Also, OSHA states in its foot protection rule that employees who face **either** falling **or** rolling hazards need safety shoes.

## IV. TRAINING

### A. General Guidelines:

Training sessions must include the following:

1. When PPE is necessary.
2. What types of PPE are necessary.
3. How to wear (put on, take off, adjust, etc.) the required PPE.
4. The limitations of PPE.
5. The proper care, maintenance, useful life and disposal of the PPE.

### B. Retraining:

Employees are required to be retrained if any of the following conditions become evident:

1. Changes in the work environment which makes any previous training obsolete.
2. The types of personal protective equipment changes.
3. When the worker demonstrates lack of use, improper use, or insufficient skill of understanding.

### C. Certificate of Training:

To certify that each employee has been properly trained for their PPE, a meeting roster including the employee's name, the date(s) of training, and the subject (types of PPE) must be completed.

## **PPE USE / WALK THROUGH SURVEY**

### **V. PERSONAL PROTECTIVE EQUIPMENT USE**

Employees are required to use personal protective equipment in such a manner as is intended by the manufacturer of the personal protective equipment. Employees shall also use and maintain (including proper cleaning and storage practices) personal protective equipment. As mentioned above, employees shall receive training from a qualified instructor on the proper use, proper fit, care, maintenance and disposal of personal protective equipment in order to ensure that protective equipment is maintained in a sanitary and reliable condition.

### **VI. WALK-THROUGH SURVEY**

#### **A. Hazard Categories:**

During the walk-thru survey, the safety coordinator should consider the following basic hazard categories:

1. Impact
2. Penetration
3. Compression (roll-over)
4. Chemical
5. Heat
6. Harmful dust
7. Light (optical) radiation
8. Electrical Exposure
9. Fumes, Mists, Gases, Smokes, Sprays, Vapors, & Fogs

#### **B. Secondary Hazard Categories:**

Also during the walk-through survey the safety coordinator should pay attention to the following secondary hazard categories:

1. Sources of motion
2. Sources of heat that could result in burns, eye injury or ignition of protective equipment
3. Types of chemical exposures
4. Sources of harmful dust
5. Sources of light radiation (welding, brazing, furnaces, high intensity lights, etc.)
6. Sources of falling objects of potential for dropping objects
7. Sources of sharp objects which might pierce the feet or cut the hands
8. Sources of rolling or pinching objects which could crush the feet
9. Layout of workplace and location of co-workers
10. Any electrical hazards
11. Sources of harmful fumes, mists, gases, smokes, sprays, vapors, & fogs

#### **C. Hazard Assessment and PPE Selection:**

1. Directly following the walk-through survey the data should be organized and used for hazard assessment. The goal of the safety coordinator is to select the proper personal protective equipment for the hazards identified.
2. In addition, it is the responsibility of the safety coordinator to reassess the workplace hazards as necessary. This is accomplished by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE.

# INSPECTION & MAINTENANCE / DEFECTIVE / EMPLOYEE OWNED PPE

## VII. PPE INSPECTION & MAINTENANCE

In order to assure that all PPE is maintained in a serviceable condition, all PPE must be inspected before initial use during each work shift. This inspection will assist in identifying whether any PPE is not functioning properly so that unserviceable equipment can be repaired or replaced. In addition all PPE will be maintained in accordance with manufactures guidelines. This will include cleaning intervals and proper storage techniques of all PPE.

## VIII. DEFECTIVE OR DAMAGED PERSONAL PROTECTIVE EQUIPMENT

Any defects and damage that detract from the ability of the product to perform its intended function will be repaired or replaced before work is begun. Defective and/or damaged personal protective equipment shall be removed from service and disposed of immediately.

## IX. EMPLOYEE OWNED PERSONAL PROTECTIVE EQUIPMENT

### A. Company Policy:

**Direct Service USA** makes every effort to provide state of the art personal protective equipment for its employees appropriate to the job performed and identified hazards. For this reason, **Direct Service USA** discourages the use of employee-owned personal protective equipment.

### B. Rules for Use:

If employee-owned personal protective equipment must be used, then the equipment will be inspected and documented on the *Employee Owned Personal Protective Equipment* form. If the employee-owned equipment is in any way defective or damaged it shall not be used by the employee and shall be removed from company premises.

## X. PROPER FIT OF SELECTED PERSONAL PROTECTIVE EQUIPMENT

Careful consideration must be given to comfort and fit of selected PPE and must be fitted to each affected employee. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

Devices with adjustable features. Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face. In addition, proper fitting of helmets is important to ensure that it will not fall off during work operations. In some cases a chin strap may be necessary to keep the helmet on an employee's head. (Chin straps should break at a reasonably low force, however, so as to prevent a strangulation hazard). Where manufacturer's instructions are available, they should be followed carefully.

## HAZARD ASSESSMENT FORM

The purpose of the hazard assessment is to determine if any hazards are present in the workplace that would necessitate the use of PPE.

Name/Location of Workplace Evaluated: \_\_\_\_\_

Safety coordinator performing the

Evaluation: \_\_\_\_\_

Date of the Workplace Evaluation: \_\_\_\_\_

**NOTE:** It may be necessary to complete a form for each department in the plant/facility. If this is the case, list name of department: \_\_\_\_\_

The following is a list of basic hazard categories. Indicate whether or not each hazard is evident in the workplace, and what part of the body is affected and requires PPE.

HAZARD	YES	NO	FOOT	HEAD	EYES	FACE	HAND	RESPIRATORY
Impact								
Penetration								
Compression (Roll-Over)								
Chemical								
Heat								
Harmful Dust								
Light (Optical) Radiation								
Electrical Exposure								
Fumes, Mists, Gases, Smokes, Sprays, Vapors, & Fogs								

Notes \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Summary \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

By my signature, I certify that I have conducted a Hazard Survey of the above facility to determine what hazards are present that would necessitate the use of Personal Protective Equipment.

\_\_\_\_\_  
 Signature of Safety Coordinator / Officer

\_\_\_\_\_  
 Date

# EMPLOYEE OWNED PERSONAL PROTECTIVE EQUIPMENT FORM

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE OWNED PERSONAL PROTECTIVE EQUIPMENT TO BE USED:

	<b>Type/Brand of PPE</b>	<b>Serial/I. D. Number (if applicable)</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

INITIAL CONDITION OF PPE (list as "Acceptable" upon initial inspection; if equipment is damaged or defective in any way, or otherwise "Unacceptable," then it shall not be used by the employee and shall be removed from the company premises):

	<b>Type/Brand of PPE</b>	<b>Acceptable/Unacceptable</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

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# **EMERGENCY CONTINGENCY PLAN**

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## GENERAL INFORMATION

Regardless of how improbable it may seem, there are emergency conditions that can occur but which can be minimized by preplanned programs of abatement. **Direct Service USA** has implemented this Emergency Contingency Plan to conform to the requirements of 29 CFR 1910.38. This program is designed to ensure employee safety from emergency situations through specific action plans. The emergency escape procedures and emergency escape routes will be transmitted to all affected employees as prescribed by this standard. Management shall advise all employees when an emergency situation arises and will implement plans of action recommended by public authorities, when applicable.

The possibility of emergency situations, though unlikely, must always be addressed. Because most emergency situations, such as fire, bombs (or threats), tornadoes, power blackouts, etc., occur with little or no warning, advance planning is a must. This planning will allow for better protection of people and property than would be the case with no advance planning. This information has been carefully developed and should prove helpful when responding to an emergency situation when working at a jobsite location.

**Direct Service USA** will train **Supervisor/Forman** to assist in the general evacuation of all employees. The **Supervisor/Forman** will be trained in their respective evacuation responsibilities. **Direct Service USA** will training and review this emergency action plan to all employees as required, including but not limited to, initial implementation of the plan, employee's responsibility or designated actions under plan changes, whenever the plan itself changes, when new employees are hired or transferred, and at least annually (usually during the annual fire extinguisher safety training class).

### JOBSITE SPECIFIC PLANS

When working out on location at a jobsite, **Direct Service USA's** onsite field supervisor will review and implement the site specific applicable provisions of the company's emergency action plan as related to that particular jobsite location. The field supervisor will be required to train all employees over the required emergency action plan information as related to that particular jobsite location. This training will include at a minimum:

- ❖ The procedure for reporting a fire or other emergency situation;
- ❖ The system in place to alert all employees. *Note: The alarm system shall be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan. For those employers with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. If an alarm system is not available, notify the site personnel about the emergency by one or more of the following means: Voice Communication, Phone, Paging Radios, Two Way Radios, etc.*
- ❖ The procedure for an emergency evacuation including detailed primary and secondary escape routes, rally points, safe havens; and
- ❖ The procedures in place to account for all onsite employees after an evacuation.

Training and a review of this emergency action plan must be provided for employees when:

- The plan is developed or the employee is assigned initially to the jobsite.
- The employee's responsibilities under the plan change.
- The plan is changed.
- New employees are hired or transferred to the jobsite.

This training will be documented on a Safety Meeting Training Roster and kept on file at the jobsite.

## GENERAL INFORMATION

All employees of should be aware of their responsibilities in reporting any type of emergency. In the event of an emergency, all employees are required to immediately report the emergency to their **Jobsite Supervisor/Forman** or the **Main Company Office** by whatever communications means necessary (oral, phone, etc.) When the **Jobsite Supervisor/Forman** is unavailable, the **Main Company Office** should be contacted.

If there is not an Owner /Client site specific plan in place at the jobsite then **Direct Service USA** will use the general type evacuation from the building/ jobsite location during any emergency situation. The **Jobsite Supervisor/Forman** will communicate by radio to employees who are out in the field of any emergency evacuation. The exact evacuation routes, rally points, and procedures will be explained to all employees during the emergency action plan training.

All employees will meet at the **Designated Jobsite Specific Rally Point** when there is a general evacuation of the jobsite. The **Jobsite Supervisor/Forman** will be responsible for conducting a head count of all personnel. **Direct Service USA** has designated the **Jobsite Supervisor/Forman** as the qualified person to administer any rescue operations or medical duties.

If necessary the **Jobsite Supervisor/Forman** will remain after the general evacuation in order to operate any critical plant or company procedures.

The site specific written emergency action plan must be kept in the workplace and made available to all employees to review. When there are 10 employees or less it can be communicated orally but it is recommended that all employees be given a copy of the following Emergency Contingency Plan. Employees should review and understand all the procedures contained within.

In order for any program to be successful, a complete knowledge of the program must be attained. Therefore, each person involved in the implementation of these emergency procedures should carefully read through this section and understand the procedures that must be put in place at each jobsite location. Employees who need additional information pertaining to the plan or to their respective duties should consult with their supervisor. If further clarification is needed then the **Company Safety Coordinator, Derek Ross**, may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

**Company Name:** Direct Service USA

**Company Safety Coordinator** Derek Ross

**Address:** 8129 Signet

Houston, Texas 77029

**Phone:** 713-451-8196

## **FIRE PLAN**

### **Fight The Fire ONLY If:**

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

### **Upon Being Notified About The Fire Emergency, Occupants Must:**

- Leave the building using the designated escape routes.
- Assemble in the designated rally point area
- Remain outside until the competent authority announces that it is safe to reenter.

### **Designated Emergency Coordinator And/ Or Supervisors Must:**

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.
- Assist all physically challenged employees in emergency evacuation.

## **ROUGH WEATHER PLAN**

Weather is an important consideration in all safety planning. A telephone, radio, or some other means of communication should be available on each jobsite to enable easy access to weather service information. The site safety and health officer (or jobsite superintendent) in conjunction with the Project Manager will decide on the continuation or discontinuation of work based on current and pending weather conditions. Electrical storms, tornado warnings and strong winds are examples of conditions that would call for the discontinuance of work and evacuation of the site.

Other weather conditions, although not extreme, must be taken into consideration when determining the safety of an on-site environment, as they may constitute a physical hazard. Examples of such conditions include driving rain, extreme heat or extreme cold. The site safety and health officer in conjunction with the P.M. will determine whether to conduct work that day. All field crew members will be informed by telephone (when possible) prior to the start of the work day, in the event of work being cancelled due to inclement weather.

**NOTE:** Such weather-related emergencies may include (but are not limited to): wildfires, tornadoes, hurricanes, lightning, tropical storms/depressions, extreme rain/flooding, etc.

### **HANDLING WEATHER-RELATED EMERGENCIES**

The site health and safety officer will take the following actions in the event of a severe weather-related emergency.

- Notify all site personnel and appropriate authorities that a severe weather condition may exist.
- Shut down ALL site activities.
- Secure the jobsite, including any materials and equipment on the job.
- When possible, remove any equipment or materials that may be hazardous to the environment or facilities in the event of a spill or release of any kind.
- Account for all site workers – give direct instructions to each employee onsite.
- Evacuate the site, if necessary. Do not return to the jobsite until it is determined that the site is secure, and there are no safety hazards nor environment hazards present.
- If possible (and if it can be done safely), company vehicles shall all be removed from the premises.
- In the event of severe lightning, follow the general safety rules for lightning found on the next page

### **LIGHTNING GENERAL SAFETY RULES**

If you are planning to be outdoors, identify and stay within traveling range of a proper shelter. Employ the “30–30 Rule” to know when to seek a safer location. The “30–30 Rule” states that when you see lightning count the time until you hear thunder. If this time is 30 seconds or less, go immediately to a safer place. If you can’t see the lightning, just hearing the thunder means lightning is likely within striking range. After the storm has apparently dissipated or moved on, wait 30 minutes or more after hearing the last thunder before leaving the safer location. The “30–30 Rule” is best suited for existing thunderstorms moving into the area. However, it cannot protect against the first lightning strike. Be alert to changes in sky conditions portending thunderstorm development directly overhead. Larger outdoor activities, with longer evacuation times, may require a longer lead-time than implied by the “30–30 Rule.”

## ROUGH WEATHER PLAN

When lightning threatens, go to a safer location. Do not hesitate. The lightning casualty lore is replete with tales of persons just about to make it to safety when they were struck. Even a few extra minutes lead time can be life saving. What is a safer location? The safest place commonly available during a lightning storm is a large, fully enclosed, substantially constructed building, e.g. your typical house, school, library, or other public building. Substantial construction also implies the building has wiring and plumbing, which can conduct lightning current safely to ground. However, any metal conductor exposed to the outside must not be touched precisely because it could become a lightning conduit. Once inside, stay away from corded telephones, electrical appliances, lighting fixtures, ham radio microphones, electric sockets and plumbing. Don't watch lightning from open windows or doorways. Inner rooms are generally preferable from a safety viewpoint. If you can't reach a substantial building, an enclosed vehicle with a solid metal roof and metal sides is a reasonable second choice. As with a building, avoid contact with conducting paths going outside. Close the windows, lean away from the door, put your hands in your lap and don't touch the steering wheel, ignition, gear shifter or radio. Convertibles, cars with fiberglass or plastic shells, and open-framed vehicles are not suitable lightning shelters.

If you cannot flee to a safer location, take action to minimize the threat of being struck. Proceed from higher to lower elevations. Avoid wide-open areas, including sports fields, beaches and golf courses. Avoid tall, isolated objects like trees, poles, and light posts. Avoid water-related activities such as swimming (including indoor pools), boating and fishing. Do not remain in open vehicles like farm tractors, cab-less construction machinery, riding lawnmowers and golf carts (sun roofs offer no protection). Do not consider unprotected open structures such as picnic pavilions, rain shelters and bus stops. Avoid contact with metal fences, metal bleachers, or other long metal structures. And the cardinal rule remains: Do not take shelter under trees to keep dry during thunderstorms.

If circumstances or a series of bad decisions have found you outside of a shelter, far removed from a safer place when lightning is occurring, there are still measures to be taken. If lightning is about to strike, it will sometimes provide a very few seconds of warning. Sometimes your hair may stand on end, your skin will tingle, light metal objects will vibrate or you will hear a crackling or "kee-kee" sound. If this happens and you're in a group, spread out so there are several body lengths between each person. Once you've spread out, use the lightning crouch. Put your feet together, squat down, tuck your head, and cover your ears. When the immediate threat of lightning has passed, continue heading to the safest place possible.

If the worst happens, there are key Lightning First Aid guidelines. First, if at all possible, call "9-1-1" immediately. Since all deaths from lightning strikes result from cardiac arrest and/or stopped breathing, begin treatment as soon as possible. CPR or mouth-to-mouth-resuscitation is the recommended first aid, respectively. It is an enduring myth that strike victims retain electrical charge. They do not. There is no hazard posed to a care giver. If the storm's lightning is ongoing and represents a continuing risk to responders, consider moving the victim to a safer location. No lightning safety guidelines will provide 100% guaranteed total safety, but the preceding guidelines will greatly minimize the lightning hazard to humans.

# ROUGH WEATHER PLAN

## EMPLOYEE RESPONSIBILITIES

Upon notification of severe weather, **Direct Service USA** employees will stop all work, pick up their tools and equipment, and tie down all loose materials and equipment. The Superintendent of foreman (or site health and safety officer) on site shall call the on-site contact or the control room (if contact is not available). Employees shall proceed to the **Direct Service USA** yard area for further instructions.

Always check your permit and keep the superintendent and foreman (and site health and safety officer) informed of any action being taken.

## INJURIES

In the event an employee or the site health and safety officer is injured or becomes ill from the impending weather conditions, the normal protocol for handling an injured employee will be followed. the site health and safety officer will evaluate the nature of the injury, initiate appropriate first aid, and, if necessary, call 911 or the ambulance service. No person will reenter the work area until the cause of injury or symptoms are determined.

Due to the weather-related emergency at hand, the accident/injury investigation will be postponed until the weather conditions are back to normal.

**NOTE:** Each jobsite shall have all emergency phone numbers clearly posted for easy access. These phone numbers will include Fire Department, Police Department, HazMat, Site Security and Safety Departments, etc. In many cases 911 will be sufficient to contact the local authorities.

## CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: \_\_\_\_\_

Personal Protective Equipment (PPE): \_\_\_\_\_

MSDS: \_\_\_\_\_

### **When A Large Chemical Spill Has Occurred:**

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: \_\_\_\_\_ Phone: \_\_\_\_\_

- Evacuate building as necessary

### **When A Small Chemical Spill Has Occurred:**

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

## **POWER OUTAGES**

A power blackout can occur at any time. The following is a brief list of things that you can do in the event a blackout takes place.

You may wish to develop additional guidelines in the event you have exotic equipment that needs additional protection in the event of a loss in power. In the event of extended power loss to a facility certain precautionary measures should be taken:

1. Turn off all electrical appliances, office equipment, machines, etc. This will enable a quicker re-start of power once the problem has been corrected. This will also protect equipment in the event there is a "power surge".
2. If the blackout will be of any duration, management may elect to evacuate the premises. This should be done with a proper notification to all employees.
3. Evacuation shall be by stairway only.
4. Management will notify employees of the probability of start up as soon as practical.
5. Although emergency lights may be functional, a good plan of evacuation should include additional personal flashlights on the premises.
6. Any person trapped in an elevator will be removed as soon as practical by appropriate rescue personnel.

## HURRICANE SAFETY PRECAUTIONS

For those not familiar with hurricanes, the following safety precautions may mean the difference between life and death.

1. Keep your radio or television on and listen for latest Weather Bureau alerts, warnings, and advisories. If power fails, use your car radio.
2. Pay no attention to rumors.
3. Get away from low-lying beaches or other locations that may be swept by high tides or storm waves. If passage to high ground is over a road likely to be under water, leave early. Don't run the risk of being marooned.
4. Be alert for high water in areas where streams or rivers may flood after heavy rain.
5. If your house is out of danger from high tides and is well built, then it is probably the best place to weather the storm.
6. Board up windows or put storm shutters in place. When you board up, use good lumber securely fastened. Make-shift boarding may do more damage than none at all. Have strong bracing for outside doors.
7. Obtain extra food, especially things which can be eaten without cooking or with very little preparation. Remember that electric power may be off and you may be without refrigeration.
8. If emergency cooking facilities are necessary, be sure they are in working order.
9. Sterilize the bathtub, jugs, bottles, cooking utensils, and fill with drinking water, as city water service may be interrupted.
10. Have flashlights and/or emergency lights in working condition and keep them handy.
11. Be sure to have gasoline in your car. If electric power is off, filling stations may not be able to operate pumps for several days.
12. Check on everything that might blow away or be torn loose. Garbage cans, garden tools, signs, porch furniture, awnings, and other objects become weapons of destruction in hurricane winds. Store them all inside if possible.
13. Be sure that a window or door can be opened on the lee side of the house - the side opposite the wind.
14. If the center or "eye" of the storm passes directly over, there will be a lull in the wind that may last from a few minutes to half an hour or more. Stay in a safe place. Make emergency repairs during the lull if necessary, but remember the wind will return suddenly from the opposite direction frequently with even greater violence.
15. Be calm. Your ability to think and act rationally will benefit everyone involved in an emergency situation.

# **BOMB THREATS**

## **COMMENTS**

Law Enforcement agencies indicate that most bomb threats are hoaxes, however, each must be treated as a real threat. If a bomb threat is received, every effort must be made to assure that all employees receive warning and have the opportunity to evacuate.

In the event an employee receives a bomb threat, he/she should notify top company management as soon as possible, so the *Bomb Threat Procedure* can be placed in effect.

Some, but not all, law enforcement agencies will affect a search of your premises, however, the responsibility lies with you. After notifying the employees, you should begin a systematic check of the company.

In the event you/they find anything that is not readily identifiable do not attempt to remove or tamper with it. Call for the bomb squad and describe the device to them.

## **BOMB THREAT PROCEDURE**

1. Whenever a call is received, try to get as much information as to location, time set to go off, etc. Attempt to get as much information from the caller and try to keep him on the phone. A check-off list for this type call is attached.
2. Write down the following information:
  - (a) Take the exact message, word by word if possible.
  - (b) Attempt to get the time the bomb is set to detonate.
  - (c) Attempt to get the location, floor, etc, where bomb was set.
  - (d) Try to get the caller to tell you what the bomb looks like.
  - (e) Try to get the caller to tell you the type of bomb.
  - (f) Ask why he/she set the bomb.
  - (g) Attempt to identify the caller's voice, (male, female, accent, tone, age, familiar or muffled.)
  - (h) See if you can identify any background sounds, such as machinery, jukebox, freeway noise, etc.
  - (i) Appeal to his humanitarian reasoning, explain that there are a number of persons in the facility who may be killed or maimed if the bomb explodes.

## BOMB THREATS (Cont.)

1. Notify the Safety Department:
  - (a) Evacuate the building, floor by floor, nearest the bomb threat location.
  - (b) Notify the police/law enforcement agency: 911
  - (c) Initiate a search of the premises and follow detailed ***Bomb Threat Procedure***.
  
2. Once the Suspected Bomb is Located:
  - (a) Do not touch the suspect bomb, but simply phone for the bomb squad, who is trained to defuse bombs. Most bombs have a secondary fuse to prevent anyone from removing them from the site. The attempt to remove the bomb could easily result in detonation.
  - (b) Keep a fire extinguisher on hand in the event the bomb proves to be a firebomb.
  - (c) Evacuate the area in and around the suspect bomb until it has been removed and the area is cleared of any danger.
  
3. Evacuation deemed necessary due to location of device:
  - (a) Evacuate the floor above, below and the floor upon which the bomb has been found.
  - (b) **Never** use the elevator in a bomb threat.
  - (c) If the bomb has been located, try to evacuate away from the proximity of the location (i.e.: if found on the second floor, north east corner of the building; route evacuation away from bomb site).
  - (d) The density of personnel in the building should be taken into consideration in determining **full** and **total** evacuation. A rule of thumb is "when in doubt of the severity of the bomb, evacuate the entire building."
  - (e) Use a calm voice to notify personnel to evacuate; be stern, but do not appear or sound hysterical or in a panic.

# BOMB THREAT CHECKLIST

Please Complete the Following to the best of your ability.

Date of Call \_\_\_\_\_ Time of Call \_\_\_\_\_ AM/PM

Message of Caller: \_\_\_\_\_

1. When is the bomb set to go off? \_\_\_\_\_ AM/PM
2. Where Is the bomb? \_\_\_\_\_
3. What type of bomb is it? \_\_\_\_\_
4. Why did you place the bomb? \_\_\_\_\_
5. Will you give your name? \_\_\_\_\_

LISTEN FOR THE FOLLOWING AND USE THE CHECK-OFF PROVIDED.

CALLER	Male	[ ]	Female	[ ]	Adult	[ ]	Juvenile	[ ]
VOICE	Clear	[ ]	Loud	[ ]	Rough	[ ]	Educated	[ ]
	Disguised	[ ]	Deep	[ ]				
SPEECH	Fast	[ ]	Slow	[ ]	Distinct	[ ]	Stutter	[ ]
ACCENT	Local	[ ]	Regional	[ ]	Foreign	[ ]	Other:	
LANGUAGE	Obscene	[ ]	Harsh	[ ]	Educated	[ ]	Slang	[ ]
MANNERS	Calm	[ ]	Angry	[ ]	Rational	[ ]	Irrational	[ ]
	Coherent	[ ]	Incoherent	[ ]	Humorous	[ ]	Deliberate	[ ]
	Hysterical	[ ]	Drunken	[ ]				
BACKGROUND	Construction		Freeway	[ ]	Music	[ ]	Office	[ ]
	Other Voices		Machinery	[ ]	Equipment	[ ]	Other:	

**NOTE:**

When you receive the call, have someone in the room call the operator and attempt to get a trace on the call. Also have that party call the police immediately, while you attempt to hold the caller on the phone.

NAME \_\_\_\_\_

# CIVIL DISTURBANCES

## COMMENTS

Civil disturbances take many forms, including riots, peaceful demonstrations, picketing, and sometimes result in destruction of property, injury and loss of life. There is the possibility that demonstrations may take place on public streets, sidewalks, or property adjacent to the company.

The following is a brief guide for handling such demonstrations:

## IMMINENT CIVIL DISTURBANCE

1. Phone local law enforcement office and explain to the dispatcher that a civil disturbance is about to begin or has begun.
2. Give the location, address, and the size of demonstration.
3. Explain, in your words, what type of demonstration it is, for example, a peaceful march, with people using signs, pickets, or banners.
4. If you feel that the demonstration is escalating into a riot and fear that damage to property and injury to people may be imminent, explain your observations to the law enforcement officer.
5. Contact the company management.
6. NEVER attempt to interfere with the demonstration or disturbance.
7. Notify any employees of the disturbance in order to allow them to use their judgment about leaving company property or locking up.

## IMMINENT EVACUATION OF BUILDING

1. Contact company management and other employees and alert them of the move to evacuate.
2. Use stairways and elevators (if there is no danger of loss of electrical power).
3. Avoid any contact with the disturbance and leave the property as directly as possible. In rare cases, it may be necessary to leave without your vehicle.

## RETURNING TO BUILDING

After the police and other authorities have determined that there is no longer a risk to property and personnel, you may reenter the building or property.

## **THEFT**

In order to minimize loss of personal and business property to "visitors" who often wander into large buildings, the following suggestions are offered. All employees should report losses immediately to their supervisor or a member of top management.

1. Leaving your work area unattended for any period of time is asking for trouble. Your desk and personal files can be filtered through in just a matter of seconds. If it is necessary to leave, lock desk drawers where possible and do not have any personal belongings readily accessible.
2. Remember that many thieves are "street wise," and know the proper attire for the places they visit. Not everyone coming into your facility that is well dressed and carrying a brief case is there for business. If you doubt the identity of any stranger, contact company management for verification.
3. Be cautious of visitors who come into your establishment looking for someone. This approach is often used to get you out of your office for a few minutes while you seek assistance for them.
4. Be cautious of door-to-door salesmen. This is another approach many thieves use to gain entry into your establishment. Know the policy of your building concerning solicitors and phone the company management in order to get rid of solicitors if they are a nuisance or threat.
5. Purses and/or other valuables hidden in desks are a common practice and many thieves are aware of this. The experienced thief looks there first if the chance is given him. Have an alternative hiding place for such valuables (i.e., behind file cabinets or in a bookshelf hidden by large books).
6. Never leave your personal belongings out in the open. Your habits may be noticed by a would-be thief, and your belongings can disappear in a matter of seconds.
7. Avoid discussing work schedules with strangers. This information can aid a thief in planning his best time to hit your company.
8. Keeping loose cash in boxes or in a "petty cash" container is not a good idea. Having a safe or similar locking device is best, and these items should be kept locked at all times. If a safe is not available for use to store such items as cash, jewelry, etc., a small metal box, well hidden, with a combination lock is recommended.
9. Any other questions of preventative methods to put a stop to personal losses can be discussed with your supervisor or company management. Your comments and suggestions are welcome. You can help put a stop to crime.

## **SOLICITORS**

Solicitors are only seen with an appointment. If a salesperson makes an attempt to solicit at this company without a prearranged meeting, he/she will be asked to leave. Unless an employee's job responsibilities require that he/she listen to solicitation calls, employees must obtain permission for solicitors to come onto company property. If you are in doubt about any salesperson, contact company management immediately.

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# **NEW EMPLOYEE SAFETY ORIENTATION PROGRAM**

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1. New Employee Safety Orientation **Sign-Off Form**  
*(to be signed by new employee and his/her supervisor)*
2. General Safety Rules  
*(employee must sign these rules and turn in to management)*
3. New Employee Safety Orientation Program **Quiz**  
*(to be completed by new employee)*
4. New Employee Safety Orientation **Quiz Answer Key**
5. Employee Safety Handbook, including:
  - ★ Management's Safety And Health Policy Statement Letter
  - ★ General Safety Rules & Accident Control Measures
  - ★ Hazard Communication Program
  - ★ Access to Employee Exposure and Medical Records
  - ★ Back Injury Prevention and Back Maintenance
  - ★ Fire Safety and Extinguisher Orientation
  - ★ Lockout and Tagout Procedure
  - ★ Personal Protective Equipment

# SIGN-OFF FORM

**NOTE:** All employees are required to read the enclosed safety packet, complete the Safety Orientation Program quiz, and sign or place his/her initials at all applicable locations on this page. Please be sure to sign and date the quiz, and also sign and date the General Safety Rules. If any program or policy outlined in this general safety orientation program is unclear or needs further explanation, please contact your supervisor. This program is an introduction and overview of several important safety topics and is not inclusive of all training topics to be covered while an employee works for **Direct Service USA**; training concerning other topics and greater detail of these topics will be part of our company's on-going safety program.

<b>Safety Procedure</b>	<b>Employee Initials</b>
1. General Safety Rules	_____
2. Hazard Communication Training (1910.1200)	_____
3. Employee Access to Medical & Testing Records (1910.1020)	_____
4. Back Injury Prevention and Back Maintenance	_____
5. Fire Safety & Extinguisher Orientation (1910.157)	_____
6. Lockout/Tagout Orientation & Procedures (1910.147)	_____
7. Personal Protective Equipment (1910.132)	_____
8. Other (Please List): _____	_____
9. _____	_____
10. _____	_____
11. _____	_____

By my signature below, I certify that I have reviewed this Safety Orientation Program and understand its contents. I also understand that I am encouraged to ask any and all questions concerning these programs and /or any work/safety practices which may be unclear. I also understand that further training may be provided on an as needed basis.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness/Supervisor Signature

\_\_\_\_\_  
Date

# **EMPLOYEE SAFETY ORIENTATION PROGRAM**

## **DIRECT SERVICE USA - GENERAL SAFETY RULES**

**NOTE:** The following safety rules are minimal safety requirements in the area of safety rules and regulations.

1. Report any hazardous conditions to your foreman and supervisor as soon as such conditions become evident.
2. Reporting to the job under the influence of alcohol or drugs shall result in termination of employment.
3. Horseplay will not be tolerated on the job-site and can result in termination of your employment.
4. Fighting on the job is grounds for termination of employment.
5. If smoking is permitted, smoke in authorized areas only. If in doubt about the company's smoking policy, consult your supervisor.
6. Employees shall seek help when handling large loads especially when it is impractical to utilize a forklift or other mechanical means of material handling.
7. When lifting, bend at the knees utilizing the leg and not the back muscles.
8. Fire extinguishers are for fighting fires and should only be used by trained personnel.
9. Personal protective equipment is issued for your protection, and you shall wear these items when working on jobs which require their use.
10. No matter how minor it may seem, employees shall immediately report any injury to their supervisor.
11. Prior to using any tool, you are required to visually inspect its condition. If it is in poor condition, the tool shall be immediately removed from service until repaired or replaced.
12. Employees shall use only that equipment for which they have been trained to use.
13. Take all precautions to avoid contact between electrical tools and water.
14. Never stand in water when using electrical tools.
15. Store all hazardous chemicals in proper containers in an approved chemical storage cabinet. Make certain that all containers of hazardous chemicals or materials are labeled. If you are in doubt about the safety of a job, immediately consult with your supervisor.

## EMPLOYEE SAFETY ORIENTATION PROGRAM

### DIRECT SERVICE USA - GENERAL SAFETY RULES - (Continued)

16. Employees required to do work that has an eye hazard involved (carpentry, painting, chemicals, etc.) shall wear an approved pair of safety glasses/goggles.
17. Employees working on ladders, scaffolds or on any level above 5-feet shall wear an approved safety belt/lanyard and have it secured to a safety line or structure sufficient to withstand the pull of the lanyard, in the event of a fall.
18. Any job requiring overhead work shall be designated as an overhead work site, and the ground level below shall be roped off or otherwise barricaded to prevent someone from walking under the area.
19. All climbing devices (ladders, scaffolds, etc.) shall conform to the safety standard involved. All climbing devices shall be in good repair.
20. A step ladder shall not be used in excess of the printed capacity on it. The top work platform of a step ladder is not to be used as a step. All ladder locks shall be in position, the ladder on firm footing, and shall be used in the proper method.
21. A straight ladder being used for access/egress to the top of a building (or platform) shall be secured at the top, and the top rails and rungs of the ladder shall extend a minimum of three (3) feet above the level at which you intend to access/egress.
22. Employees using generators or compressors shall be properly trained in the use of same. Never attempt to operate these pieces of equipment if not properly trained.
23. Employees working on electrical equipment shall lock out the electrical power source prior to working on it. It shall not be worked on "HOT".
24. **Never** remove a mechanical guard from any power saw, drill, compressor, or other tool that is equipped with a guard. When making any adjustment, be sure that the electrical power cord is disconnected.
25. When working in areas with other contractors/trades, never assume that their work practices comply with safety regulations. Be sure to protect yourself as well as others around you.

I have read the above 25 safety rules and understand them. I further understand that failure to comply with them can result in termination of my employment.

---

**Employee Printed Name**

---

**Signature**

---

**Date**

---

**Witness Printed Name**

---

**Signature**

---

**Date**

## EMPLOYEE SAFETY ORIENTATION QUIZ

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** When answering the questions on this quiz, please feel free to use the New Employee Safety Orientation Program which you have just received. The questions will cover information from the following topics: Hazard Communication Program, Access to Employee Exposure and Medical Records, Back Injury Prevention and Back Maintenance, Fire Safety and Extinguisher Orientation, Lockout and Tagout Procedure, and Personal Protective Equipment.

### HAZARD COMMUNICATION PROGRAM:

1. T F All chemical containers received by the company must be labeled as to their contents.
2. T F An MSDS (Material Safety Data Sheet) is a document, which describes chemical products.
3. T F MSDS's are available at all times for employee review.
4. T F An MSDS explains important first aid information.

### ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS:

1. T F This safety standard demands that employers shall provide, upon written request, an employee or his/her designated representative access to all relevant exposure records.
2. T F Two types of these records include: past or present exposure to harmful substances, exposure records related to the employee's workplace.

### BACK INJURY PREVENTION & BACK MAINTENANCE:

1. T F One key to maintaining a healthy back is practicing good lifting techniques.
2. T F When lifting an object, an employee should grasp it firmly while bending the knees to lift and should keep the load close to his/her body.
3. T F When driving a vehicle, it is a good idea to keep your knees higher than your hips.
4. T F It is always a safe practice to get assistance in handling heavy or awkward loads.

## EMPLOYEE SAFETY ORIENTATION QUIZ (Cont.)

### BACK INJURY PREVENTION & BACK MAINTENANCE:

5. T F Proper exercises can help maintain a healthy back.
6. T F Warm-up exercises can help prepare the muscles in the back for lifting.

### FIRE SAFETY AND EXTINGUISHER ORIENTATION:

1. T F There are four principal classifications of fire: Class A, B, C, and D.
2. T F Flammable and/or combustible materials should be properly stored so as to reduce the risk of fire.
3. T F Poor housekeeping **is not** a cause of many fires.
4. T F An employee should immediately report any extinguisher that is damaged, discharged, or missing from its designated storage location.
5. T F Fire extinguishers can be blocked by boxes or other debris if you have your supervisor's permission.

### LOCKOUT AND TAGOUT PROCEDURE:

1. T F The purpose of a Lockout and Tagout procedure is to have a positive method of assuring that a piece of equipment, machine or device is not energized during the time in which a maintenance or any other employee is working on the equipment.
2. T F The only person who can have a key to the lockout device besides the person conducting repair operations is that person's supervisor.
3. T F If the maintenance person who is repairing the machine is unavailable to remove the lockout device in an emergency situation, the maintenance person's supervisor is the only person who can remove the device.

### PERSONAL PROTECTIVE EQUIPMENT:

1. T F Personal protective equipment (items like hard hats and safety glasses) is mandatory when hazards cannot be eliminated.
2. T F Company management must provide training on how to use, care for, and store personal protective equipment.

## **EMPLOYEE SAFETY ORIENTATION QUIZ ANSWER KEY**

### **HAZARD COMMUNICATION PROGRAM:**

1. True
2. True
3. True
4. True

### **ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS:**

1. True
2. True

### **BACK INJURY PREVENTION AND BACK MAINTENANCE:**

1. True
2. True
3. True
4. True
5. True
6. True

### **FIRE SAFETY AND EXTINGUISHER ORIENTATION:**

1. True
2. True
3. False. Poor housekeeping results in many fires.
4. True
5. False. Fire extinguishers should never be blocked; in fact, a three-foot perimeter must be kept clear around all fire extinguishers.

### **LOCKOUT AND TAGOUT PROCEDURE:**

1. True
2. True
3. True

### **PERSONAL PROTECTIVE EQUIPMENT:**

1. True
2. True

**DIRECT SERVICE USA  
EMPLOYEE SAFETY HANDBOOK**

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Dec 10

## MANAGEMENT'S SAFETY AND HEALTH POLICY STATEMENT

This organization considers no phase of its operation more important than the elimination of accidents and the prevention of personal injury. **Direct Service USA** has long realized that our employees are the key to the success of the company. The company will provide and maintain safe and healthful working conditions and establish and insist upon safe work methods and practices at all times.

Safety and health protection shall be an integral part of all operations, which includes: planning, procurement of equipment and materials, development, production, administration, sales and transportation. All safety and health concerns will be evaluated prior to the purchase, distribution and use of any tools, equipment, materials, supplies, etc. Any and all exposure to potential health or safety hazards will be assessed before commencement of any operation.

We will work continuously to maintain safe and healthful working conditions, while adhering to proper operating practices and procedures in an effort to prevent injuries and illnesses. In addition, the company will comply with all federal, state, and local health and safety regulations while providing a safe work environment for the employees.

A successful safety program depends upon a team effort and full cooperation from all employees. Employee participation in the safety and health process is expected at all levels, and compliance to all safety rules and policies will be an integral part of the employment process at **Direct Service USA**. We urge all employees to make our safety and health program an integral part of their daily operations. Then, the total elimination of accidents and injuries will become not just an objective but also a way of life

Management personnel are an essential key to the safety program and will both fully enforce all company safety and health policies and maintain documentation of all issues related to the company's safety and health program. Supervisory personnel are also expected to comply to all safety rules and regulations and will be given the assistance necessary to ensure a successful safety program.

**Direct Service USA** is committed to this program and your anticipated cooperation is expected and greatly appreciated.

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**Ronnie Tinsley, Vice President**

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## **GENERAL SAFETY RULES & ACCIDENT CONTROL MEASURES**

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# **EMPLOYEE SAFETY ORIENTATION PROGRAM**

## **DIRECT SERVICE USA - GENERAL SAFETY RULES**

**NOTE:** The following safety rules are minimal safety requirements in the area of safety rules and regulations.

1. Report any hazardous conditions to your foreman and supervisor as soon as such conditions become evident.
2. Reporting to the job under the influence of alcohol or drugs shall result in termination of employment.
3. Horseplay will not be tolerated on the job-site and can result in termination of your employment.
4. Fighting on the job is grounds for termination of employment.
5. If smoking is permitted, smoke in authorized areas only. If in doubt about the company's smoking policy, consult your supervisor.
6. Employees shall seek help when handling large loads especially when it is impractical to utilize a forklift or other mechanical means of material handling.
7. When lifting, bend at the knees utilizing the leg and not the back muscles.
8. Fire extinguishers are for fighting fires and should only be used by trained personnel.
9. Personal protective equipment is issued for your protection, and you shall wear these items when working on jobs which require their use.
10. No matter how minor it may seem, employees shall immediately report any injury to their supervisor.
11. Prior to using any tool, you are required to visually inspect its condition. If it is in poor condition, the tool shall be immediately removed from service until repaired or replaced.
12. Employees shall use only that equipment for which they have been trained to use.
13. Take all precautions to avoid contact between electrical tools and water.
14. Never stand in water when using electrical tools.
15. Store all hazardous chemicals in proper containers in an approved chemical storage cabinet. Make certain that all containers of hazardous chemicals or materials are labeled. If you are in doubt about the safety of a job, immediately consult with your supervisor.

## EMPLOYEE SAFETY ORIENTATION PROGRAM

### DIRECT SERVICE USA - GENERAL SAFETY RULES - (Continued)

16. Employees required to do work that has an eye hazard involved (carpentry, painting, chemicals, etc.) shall wear an approved pair of safety glasses/goggles.
17. Employees working on ladders, scaffolds or on any level above 5-feet shall wear an approved safety belt/lanyard and have it secured to a safety line or structure sufficient to withstand the pull of the lanyard, in the event of a fall.
18. Any job requiring overhead work shall be designated as an overhead work site, and the ground level below shall be roped off or otherwise barricaded to prevent someone from walking under the area.
19. All climbing devices (ladders, scaffolds, etc.) shall conform to the safety standard involved. All climbing devices shall be in good repair.
20. A step ladder shall not be used in excess of the printed capacity on it. The top work platform of a step ladder is not to be used as a step. All ladder locks shall be in position, the ladder on firm footing, and shall be used in the proper method.
21. A straight ladder being used for access/egress to the top of a building (or platform) shall be secured at the top, and the top rails and rungs of the ladder shall extend a minimum of three (3) feet above the level at which you intend to access/egress.
22. Employees using generators or compressors shall be properly trained in the use of same. Never attempt to operate these pieces of equipment if not properly trained.
23. Employees working on electrical equipment shall lock out the electrical power source prior to working on it. It shall not be worked on "HOT".
24. **Never** remove a mechanical guard from any power saw, drill, compressor, or other tool that is equipped with a guard. When making any adjustment, be sure that the electrical power cord is disconnected.
25. When working in areas with other contractors/trades, never assume that their work practices comply with safety regulations. Be sure to protect yourself as well as others around you.

I have read the above 25 safety rules and understand them. I further understand that failure to comply with them can result in termination of my employment.

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**Employee Printed Name**

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**Signature**

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**Date**

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**Witness Printed Name**

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**Signature**

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**Date**

## ACCIDENT CONTROL MEASURES

**COMMENTS:** Accident control measures include a number of items, including the following information. The Corporate Safety Manual contains more detailed information on company specific safety topics.

### EMPLOYEE PARTICIPATION

A successful safety program depends upon a team effort and full cooperation from all employees. Employee participation in the safety and health process is expected at all levels, and compliance to all safety rules and policies will be an integral part of the employment process at **Direct Service USA**. We urge all employees to make our safety and health program an integral part of their daily operations. Employees are encouraged to ask questions and express concerns regarding all aspects of safety and health and discuss with management any unusual jobsite safety needs that may arise during their daily operations.

### EMPLOYEE TRAINING

- a. Employees who will work with forklifts and pallet jacks will be trained in the proper and safe use of this equipment. Each will receive an operators' license that is good for three years and will be kept at the jobsite (locker or wallet).
- b. Employees shall operate only that equipment for which they are trained and authorized to operate.
- c. All employees shall be trained in proper material and product handling as well as back injury prevention. This program is an ongoing program that is addressed on a day-by-day basis.
- d. Employees shall be trained in hazard identification and the elimination of the same. This includes maintaining a clean workplace and overall good housekeeping is expected at all times.
- e. Employees are advised to point out any unsafe acts to their supervisor to assist in corrective action and to prevent injury to employees.
- f. Employees shall immediately report any illness, injury or incident to their supervisor. This will enable the company to provide the proper care and expedite the solution to the problem.
- g. Employees shall report any unsafe equipment that may have become out of repair to their supervisor immediately. Again, this will allow the company to expedite the solution to the problem.

### EMPLOYEE SAFETY EQUIPMENT REQUIREMENTS

Employees shall continue to be trained in the proper use of safety equipment and shall use this equipment on a mandatory basis to assure the prevention of injuries.

Depending on the area you are working in, specific safety equipment for that area may be required. In such event, employees will be trained in the use of such equipment. Safety equipment requirements may include:

- a. Safety Glasses, Safety Goggles, and Face Shields
- b. Hard Hats for all plant personnel
- c. Back Belts for lifting/pulling orders
- d. Gloves
- e. Safety Shoes/boots with steel toe
- f. Hearing Protection
- g. Body Harness Fall Protection
- h. Specialty safety equipment as required such as a Respirator, etc.

**NOTE:** If your work area requires specific safety equipment, then its use is mandatory and will be enforced.

# ACCIDENT CONTROL MEASURES

## OFFICE SAFETY

Employees working in the office areas shall comply with plant rules for wearing of Safety Glasses and other specific safety equipment requirements when entering the plant. The following control measures will minimize incidents in the offices:

- a. All electrical cords shall be kept out of the aisles. Electrical cords shall be plugged directly into the receptacles, not into multi-receptacle outlets, which may overload a circuit.
- b. File cabinet drawers, desk drawers and cabinet drawers shall be closed as soon as possible to minimize a tripping hazard.
- c. Chairs shall be kept with all four legs on the floor to prevent a possible tipping over of the chair.
- d. Chairs shall be checked to assure they are in good repair and do not pose a fall hazard to the user.
- e. Any materials such as pens, pencils, etc. shall be picked up off the floor as soon as they fall to lessen the chance for a slip/fall injury by someone stepping/slipping on them.
- f. Good housekeeping practices shall be practiced at all time in the offices.

## EMPLOYEE DRESS & SANITATION PRACTICES

- a. Comply with the requirements of the department in which you work. If in doubt, ask your supervisor.
- b. Always use good sanitation practices to assure you keep your health in good order.
- c. Keep clothing in good condition, clean and neat.
- d. Keep personal hygiene practices in order. Hair should be neat and well-groomed. Keep an overall neat appearance.
- e. When workers have good hygiene habits, they're a lot less likely to accidentally inhale, swallow, or have skin or eye contact with hazardous substances.
- f. Practice good general hygiene by washing thoroughly with soap and water:
  - Before leaving work area - every time.
  - Before and after using lavatory.
  - Before eating, drinking, smoking, chewing gum, or personal grooming (i.e. touching your face, blowing your nose, putting on makeup, etc.).
  - Before touching street clothing, if uniforms or work clothes are worn.
- g. Don't bring food, beverages, cigarettes, eating utensils, or beverage containers into areas that contain hazardous substances. Don't eat, drink, or smoke in areas with hazardous substances.
- h. Keep food, beverages, cigarettes, eating utensils, coffee mugs, etc., out of the work area so they won't get contaminated.
- i. When working with machinery, never wear loose shirts, jewelry, or other items that could get caught in machinery. It's a good idea to avoid wearing jewelry even if not directly working with machinery since it could get caught on racks, doorways, etc., and cause an accident.
- j. Present a good image of yourself. When you meet the general public, you are a direct reflection of the company.

# ACCIDENT CONTROL MEASURES

## HAND TOOLS, POWER TOOLS & ELECTRICAL SAFETY

Improper handling and poor maintenance of equipment are the leading causes of the majority of power and hand tool accidents. Accidents can be greatly reduced by giving attention to good housekeeping and maintenance of equipment. Only authorised and competent persons are permitted to operate power tools. The following guidelines should be followed to help minimize accidents:

- a. No persons should use any tools or equipment unless they have been trained and instructed in its correct use, dangers, and safeguards. If in doubt always ask questions, never use any tools that you're not familiar with.
- b. Choose the right tool for the job. Screwdrivers should only be used as intended and should not be used as a chisel or pry bar. A screwdriver should fit securely the screw that is being driven. Pliers should be used only when no other tool will do the job. Pliers should not be used as wrenches.
- c. Always use safe electrical tools and equipment. All extension cords **MUST** be grounded and all power tools must be either grounded or self-insulated (double insulated).
- d. If in doubt about the safety of a piece of equipment with an electric power source, take it out of service and have it inspected before using it again.
- e. All tools must be maintained in a safe condition. All tools should be kept clean and protected against corrosion and damage. All damaged or worn tools should not be used and should be immediately repaired. Temporary and makeshift repairs to tools are not permissible. Tools that cannot be repaired should be reported and taken out of service.
- f. Make sure that all guards are in place before a piece of equipment is turned on. Always replace the guards after machine maintenance or repairs. Never remove or bypass a machine guard.
- g. When working with power tools make sure to keep the work area free of anything flammable that could cause a fire.
- h. Check that insulation on electrical cords is in good condition. Only use approved extensions cords with proper grounding, no splices, no frays, no exposed wires and no taped areas.
- i. Be sure hands are dry before handling electrical tools. Never mix water and electricity. Do not run power cords through standing water.
- j. Any tools or equipment that smokes, smells, sparks, or cause any type of shock; tingling or other electrical mal-function must be taken out of service immediately. Do not use until necessary repairs have been made.
- k. Always position an extension cord out of the way of pedestrian traffic and lift truck or pallet jack traffic. Assure the cord cannot be damaged by items falling on it or equipment running over it.
- l. Electrical tools must be disconnected from source of supply when changing attachments, making minor adjustments or repairs.
- m. Grinder tool rests and tongue guards and protective shields must be kept firmly in place and should be used and adjusted correctly. Adjustments should not be made with the grinder in motion.
- n. Pay attention to workers around you. Alert them if necessary to watch out for flying objects from your operation.
- o. Keep tools you're not using in a safe place where they won't be a tripping hazard or get turned on accidentally.

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**HAZARD COMMUNICATION PROGRAM**  
**CFR 1910.1200**

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# WRITTEN HAZARD COMMUNICATION PROGRAM

## COMPANY POLICY

To ensure that information about the dangers of all hazardous chemicals used by **Direct Service USA** are known by all affected employees, the following Hazard Communication Program has been established. All employees of the Company will participate in the hazard communication (right to know) program. This written program will be available in the **Main Office & Each Jobsite** for review for any interested employee. A copy of the Federal Register (29 CFR 1910.1200) is also available for review. A written Hazard Communication program must be developed, implemented and maintained at **every company work location or job-site**.

Those responsible for the maintenance and administration of the company's Hazard Communication Program include:

**Derek Ross**

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**Company Safety Coordinator**

## CONTAINER LABELING

The **Safety Coordinator** will verify that all containers received for use will be clearly labeled as to its contents, note the appropriate hazard warning, and list the name and addresses of the manufacturer.

The **Safety Coordinator** will ensure that all secondary containers throughout the work facility are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and the appropriate hazard warning. For help with labeling, see the **Safety Coordinator**. Examples of the types of labeling systems used by **Direct Service USA** are attached at the end of this program. An alternate labeling program may be implemented to conform to the needs of the company. This program will be outlined and communicated to all affected employees on an as needed basis. The **Safety Coordinator** will periodically review company labeling procedures on an as needed basis with at least one review every six months and will update the Hazard Communication Program as required.

## MATERIAL SAFETY DATA SHEETS (MSDS)

The **Safety Coordinator** is responsible for establishing and monitoring the company hazard Communication Program. He/she will make sure that the procedures are developed to obtain the necessary MSDS's and will review the incoming MSDS's to determine the significant health and safety information. He/she will see that all new information, if any, is passed on to the affected employee(s).

Copies of MSDS's are kept in loose-leaf binders in the **Main Office & Each Jobsite**. MSDS's will be available to all employees on each work shift. If an MSDS is not available, immediately contact the **Safety Coordinator**.

Inventory sheets are kept in the front of the "MSDS Inventory" section of the Hazard Communication Manual, by company (manufacturer) whenever possible. All MSDS's, which are available, are listed on the inventory sheet. This written Hazard Communication Program is available upon request for employees, their designated representatives and the Assistant Secretary and the Director in accordance with the requirements of 29 CFR 1910.1020(e).

# WRITTEN HAZARD COMMUNICATION PROGRAM

## EMPLOYEE TRAINING AND INFORMATION

The safety coordinator is responsible for the company employee training program. The safety coordinator will ensure that all employees upon initial hire or transfer and at least annually thereafter will receive effective information and training on hazardous chemicals and products in their work area. He/she will ensure that all program elements are carried out.

Training information will be gathered from written information including container labels, MSDS's and any other applicable sources and will be reviewed with all affected employees. Anytime a new chemical that is hazardous is added to the inventory, all affected employees will be trained. Affected employees should have an understanding of the following:

1. Requirements of 29 CFR 1910.1200 as outlined in this program.
2. Details of this Hazard Communication Program, explanation of the labeling system and the MSDS and how employees can obtain and use the appropriate hazard information.
3. Any operations in their work area where hazardous chemicals are present.
4. How to read labels.
5. Location of the written hazard communication program.
6. Location of the MSDS files
7. Protection measures to be utilized to prevent exposure, appropriate work practices, emergency procedures, and proper personal protective equipment to be used.
8. Methods and observations that may be used to detect the presence or release of hazardous chemicals by use of monitoring devices, visual appearance or odors.
9. The physical and health hazards of chemicals in the work area.
10. Symptoms of exposure.
11. Procedures to follow in the event of overexposure to hazardous chemicals.

## HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks that will involve the need to provide extra training. In this event, employees shall be trained in the proper emergency equipment, work procedure, and specialized safety equipment. **NOTE:** A pre-work safety training session will be conducted.

## INFORMING CONTRACTORS

The safety coordinator shall inform contractors with information about any hazardous chemicals that their employees may be exposed to on the job-site and will recommend that contractors take precautions to provide for the safety of his employees.

In the event that a contractor brings any chemical or product onto the job-site or facility that is hazardous, he/she shall notify the safety coordinator of the type and name of the materials in writing.

## MSDS INVENTORY LISTING OF HAZARDOUS CHEMICALS

The inventory listing is in loose-leaf binders. This listing is kept in the **Main Office & Each Jobsite.**

# WRITTEN HAZARD COMMUNICATION PROGRAM

## METHODS OF COMMUNICATING HAZARD WARNINGS

Any of the following methods will be utilized in communicating chemical hazard warnings; examples of these systems are attached at the end of this program:

1. Container Labels
2. National Fire Protection Association's Labeling System-Color coded hazard triangle (See Below).
3. MSDS's

## PROGRAM COMMUNICATION FOR NON-ENGLISH SPEAKING EMPLOYEES

While OSHA requires that the written Hazard Communication Program, all MSDS's, and container labels be written in English, **Direct Service USA** will make every effort to communicate the Hazard Communication Program in the language of non-English speakers. Effective communication will be accomplished through any of the following methods or combinations thereof:

1. Training over entire program in employee's native language through the use of an interpreter/intermediary.
2. Video presentations in the native language of the employee.
3. Written materials (handouts, MSDS's, container labels) in the native language of the employee, when available and/or accessible.

## N. F. P. A. HAZARD IDENTIFICATION SYSTEM

BLUE		RED		YELLOW	
HEALTH HAZARD		FIRE HAZARD		REACTIVITY HAZARD	
Type Of Possible Injury		Susceptibility To Burning		Susceptibility To Release Of Energy	
<b>Number</b> <b>4</b>	Materials which on very short exposure could cause death or major residual injury even though prompt medical treatment were given.	<b>Number</b> <b>4</b>	Materials which will rapidly or completely vaporize at atmospheric pressure and normal ambient temperature, and which will burn.	<b>Number</b> <b>4</b>	Materials which are readily capable of detonation or of explosive decomposition or reaction at normal temperatures and pressures
<b>Number</b> <b>3</b>	Materials, which on short exposure, could cause serious temporary or residual injury even though prompt medical treatment were given.	<b>Number</b> <b>3</b>	Liquids and solids that can be ignited under almost all ambient temperature conditions	<b>Number</b> <b>3</b>	Materials that are capable of detonation or explosive reaction but requires a strong initiating source, or that must be heated under confinement before initiation, or react explosively with water.
<b>Number</b> <b>2</b>	Materials which on intense or continued exposure could cause temporary incapacitation or possible residual injury unless prompt medical treatment is given.	<b>Number</b> <b>2</b>	Materials that must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur.	<b>Number</b> <b>2</b>	Materials that are normally unstable & readily undergo violent chemical changes but do not detonate; also materials that may form potentially explosive mixtures with water.
<b>Number</b> <b>1</b>	Materials, which on exposure would cause irritation, but only minor residual injury even if no treatment is given.	<b>Number</b> <b>1</b>	Materials that must be preheated before ignition can occur.	<b>Number</b> <b>1</b>	Materials that are normally stable, but that can become unstable at elevated temperatures and pressures, or that may react with water with some release of energy, but <i>not</i> violently.
<b>Number</b> <b>0</b>	Materials which on exposure would cause no injury.	<b>Number</b> <b>0</b>	Materials that will not burn	<b>Number</b> <b>0</b>	Materials that are normally stable even under fire explosive conditions, and that are not reactive with water.

# HAZCOM - "THE RIGHT TO KNOW LAW"

OSHA's Hazard Communication Standard (29 CFR 1910.1200) took effect in 1985. It's often called the "Right to Know Standard" because its purpose is to assure that workers recognize and understand the hazards of the chemicals in their workplace. In addition, it requires information and training that enable workers to protect themselves from those chemical hazards. Workers should understand the purpose of the law and how it works, as well as labels, material safety data sheets, personal protective equipment, and other protective resources that the law provides for everyone who handles chemicals on the job. Five key items that this law requires are (1) Written Program, (2) Container Labeling, (3) Material Safety Data Sheets (MSDS) And Inventory List, (4) Availability of the MSDS Sheets, (5) Training Requirements.

## 1. WRITTEN PROGRAM

Every Company must have a written HAZCOM program. This program includes items such as who keeps the records, where these records are kept, how often records are up-dated, training requirements, etc.

## 2. CONTAINER LABELS

Companies that manufacture or import chemicals must perform, or utilize, research on each chemical they make or import. That research should determine what types of hazards the substance could pose and how best to avoid the risks the research turns up. Manufacturers pass on that information on container labels and material safety data sheets. Manufacturers must attach a label to each container that holds hazardous chemicals. The labels must at least reveal:

- The name or identity of the product and, if appropriate, its components
- Warnings in words or symbols of:
  - The product's physical hazards (flammable, explosive, reactive, etc.)
  - The product's health hazards (toxic, skin irritation, cause cancer, etc.)
- The name and address of the manufacturer, distributor, etc.

**NOTE About Container Labeling:** All containers must be labeled as to its contents. Any time a product is taken from its primary container and placed into a secondary container, it too must be labeled. These labels may be hand-written and do not have to be color-coded. They also must be written in English as required by this standard.

Sometimes labels also provide some at-a-glance guidance on basic protective clothing, equipment, and procedures recommended when working with this chemical. Labels are designed to ensure that every worker can find out the risks of a chemical with just a quick glance at the container label, and then take appropriate measures.

## 3. MATERIAL SAFETY DATA SHEETS

For more detailed information on each chemical, workers turn to material safety data sheets (MSDS's). Manufacturers must provide an MSDS with each hazardous chemical. It includes the following information:

- **The name, address, and telephone number** of the chemical manufacturer, importer, or other responsible party preparing or distributing the material safety data sheet, who can provide additional information on the hazardous chemical and appropriate emergency procedures if necessary.
- **Identity of the chemical.** This includes its chemical and common names, manufacturer, etc. If the chemical is a mixture, it must list each chemical ingredient in the mix, as well as its hazards.

## HAZCOM - “THE RIGHT TO KNOW LAW”

### 3. MATERIAL SAFETY DATA SHEETS (Cont.)

- **Physical and chemical characteristics.** The MSDS provides such information as the chemical's boiling point, vapor pressure, vapor density, melting point, evaporation point, evaporation rate, water solubility, flash point, and its appearance and odor under normal conditions.
- **Physical hazards and ways to handle them.** This covers such possible hazards as fire and explosion and what means should be used to prevent and to combat them.
- **Health hazards.** The MSDS will give any permissible exposure limits set by OSHA, or other exposure limits set by the American Conference of Government Industrial Hygienists.
- **Signs and symptoms of exposure.** If exposure to the chemical could cause eye irritation, nausea, dizziness, headache, skin rashes, or aggravate existing medical conditions, the MSDS will say so. Also somewhere listed in the document will be emergency and first aid procedures.
- **How the chemical enters the body.** It's important to know if exposure comes from swallowing, inhaling, or skin or eye contact, and the MSDS reveals that information.
- **Reactivity.** The MSDS reports on the substance's stability as well as the substances and situations to avoid because it could make this chemical unstable and reactive.
- **Protective equipment.** Any PPE such as respirators, gloves, goggles, etc. that are recommended to prevent exposure will be listed, along with ventilation requirements.
- **Spills, leaks, and disposal.** If the substance is accidentally released, the MSDS explains how to handle such incidents and dispose of the substance properly.
- **Handling and storage.** The proper ways to handle and store the substance are covered by the MSDS.

The MSDS may also go into other topics related to the substance's hazards, such as toxicity to fish if spilled, transport requirements, etc. The point is that the MSDS is every worker's guide to safe handling of hazardous substances. The individual chemical's hazards determine exactly what information the MSDS contains. But it always contains the information needed to avoid accidents and illness when handling that substance. The company must have and keep MSDS's for every product that is in the facility (or used in the field). These sheets must be written in English and the inventory list should be properly indexed (alphabetical or categorized if possible) and maintained regularly (up-dated every 6 months or as new products are included).

### 4. AVAILABILITY OF THE MSDS SHEETS

Employees have the right to have access to the MSDS sheets on the products to which they are exposed. These sheets must be available to all employees at all times upon request. This includes regular shift employees, night or swing shift employees, and anyone else who may enter the facilities at any time.

### 5. TRAINING REQUIREMENTS

OSHA's regulation mandates that HAZCOM training must take place upon initial hire of new employees, at least annually thereafter as a “refresher” course, and any time a new chemical product is introduced into the work environment. Never work with products that you're not familiar with, read the MSDS and container labels to help keep you safe.

The Hazard Communication Standard is designed to let workers exercise their right to know. The Hazard Communication Standard can go a long way toward keeping workplaces—and workers—safe and healthy when they work with chemicals.



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**ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL  
RECORDS - CFR 1910.1020**

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## 1910.1020 ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

During the employee orientation session and at least annually thereafter, **Direct Service USA** will inform its employees of their rights under the 1910.1020 standard. This training is usually conducted in conjunction with the Hazard Communication Standard because of the similarity of the two regulations.

In brief, this standard demands that each employer shall, upon request, assure the access of each employee and designated representative to employee exposure records relevant to the employee. Relevant exposure records consist of:

- a) records of the employee's past or present exposure to toxic substances or harmful physical agents,
- b) exposure records or other employees with past or present job duties or working conditions related to or similar to those of the employee,
- c) records containing exposure information concerning the employee's workplace or working conditions,
- d) exposure records pertaining to work locations or working conditions to which the employee is being assigned or transferred.

The standard also mandates that employee medical records shall:

- a) be accessible to the employee by the employer, except if it is believed that supplying such information could be detrimental to the employee's health,
- b) upon request, be supplied to each designated representative of the employee who has given the designated representative written consent.

Also, whenever medical records are requested, a physician representing the employer may recommend that the employee or designated representative:

- a) consult with the physician for the purposes of reviewing and discussing the medical records,
- b) accept the summary of material facts and opinions in lieu of the records requested, or
- c) accept release of the requested records only to a physician or other designated representative.

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## **BACK INJURY PREVENTION & BACK MAINTENANCE**

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## BACK INJURY PREVENTION/BACK MAINTENANCE

The prevention of back injuries and maintaining a healthy back is a primary consideration for **Direct Service USA**. Employees are made aware of methods of preventing back injuries and methods of exercise, which help to maintain a healthy back. To provide training in the control of back related incidents, and in maintaining a healthy back, **Direct Service USA** has comprised the following basic safety program directed at proper lifting techniques, exercise programs, and both on the job as well as off the job safety for the back.

### PROPER LIFTING TECHNIQUES

The key to maintaining a good, healthy back is to practice good lifting techniques and to follow these key items.

1. Always lift in a proper stance with the back in an upright position, and the legs slightly bent. This is known as the figure "4" lifting positions, in which the leg muscles bear the largest part of the lift.
2. Grasp the item to be lifted with both hands, and pull it close to the body, making sure it is held firmly.
3. **NEVER** attempt to twist at the waist when lifting or moving an object from one point to another. A twist at the back can possibly cause injury to the lower back.
4. **NEVER** attempt to lift objects that you know to be too heavy for one person to lift. Utilize lifting devices whenever possible, and seek help when there are no lifting devices available. It may be necessary to seek the help of more than one person if the load is bulky or too heavy for one or two people.
5. **NEVER** stand flat-footed and arch your back as you attempt to pick an object up from the floor.
6. When driving a vehicle, always see that your knees are higher than your hips/buttocks. This permits your lower back to be in a properly aligned position that will lessen the chance for a low lower back injury.
7. **NEVER** attempt to lower or raise an object overhead. This causes the lower back to arch and places undue strain on the lower back and can result in lower back injury.
8. Whenever possible, work stations should be at or slightly above waist level which is the most comfortable lifting zone for the back.
9. If you are one of the 96% of people who have some type of back pain, and you know that you have some type of back-related problem, you need to get plenty of rest and proper exercise in order to properly manage the problem. ONLY 4% of back pain is directly attributed to an injury. The bulk of back related pain is usually comprised of conditions like the aging process, urinary tract infections, and non-injury related causes. (Credit NSC 1989 edition).
10. Proper sitting techniques aid in reducing tired backs and in the prevention of back pain or injury. Keep the knees higher than the buttocks and the back straight.
11. Proper standing techniques should be utilized by employees who may be required to perform standing type jobs during most of the day. One tip is to use a small stool that can support one foot for a time and then alternate to the other foot. This will help in keeping the back from tiring.
12. If there is no stool available, you can bend at the knees occasionally to keep the back from tiring.
13. Good sleeping posture is necessary for an employee to wake up feeling refreshed and with a rested back. This includes the proper selection of bedding, particularly the mattress. If the bedding sags, and the back is bent in an awkward position, the employee will awaken with a tired and sore back. One method of correcting a sagging bed is to place a sheet of ply-wood that has been cut to the size of the mattress under the mattress to firm up the sag.

**NOTE:** Routine safety meetings will cover additional safety information related to back injury prevention with videos, slides, and/or handout materials aiding in training employees in overall back safety. Posters are routinely hung which show proper lifting techniques that aid in back maintenance and care.

## EXERCISE PROGRAMS FOR MAINTAINING A HEALTHY BACK

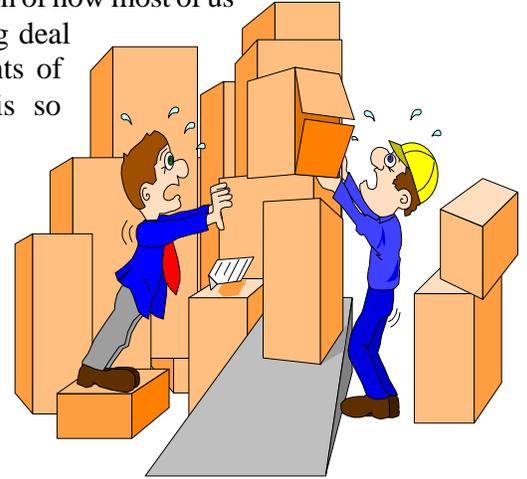
Another key to maintaining a healthy back is to implement and use a good exercise program. **BEFORE** attempting to do any back exercise, particularly if you have had any type of back pain, **see your doctor** before beginning the exercise program. The exercises illustrated here are often recommended by doctors and have proven successful at helping people maintain a healthy back.

- A. **WARM UP EXERCISES:** A number of easy warm up exercises will permit you to loosen up your muscles and back. These exercises are simple and take very little time and space to perform.
1. A common warm up exercise is a brief brisk walk of about three to four minutes. This can be done at home or at work prior to attempting any normal job duties. This brisk walk can even be a walk in place.
  2. Knee lifts, arm rotations and neck rotations can aid in limbering and warming up the muscles.
- B. **EXERCISES:** The following exercises are an excellent means of maintaining a good healthy back and help to loosen a stiff back.
1. **KNEE TO CHEST RAISE:** Aid to limbering up a stiff back. Lay flat on your back. Raise right knee to chest. Hold for a count to five. Repeat five times. **NOTE:** Do not lift with arms or hands.
  2. **SINGLE LEG RAISE:** To limber up and stretch the hamstring. Lie flat on back and slowly raise the right leg as high as you comfortably can. Hold and count to five. Slowly return to starting position. Repeat five times. **NOTE:** Keep mid- and lower back flat on the floor.
  3. **HALF SIT-UPS:** To strengthen the abdominal and back muscles. Assume basic position (flat on back, knees arched, arms on chest.) Slowly return to starting position. Repeat five times. **NOTE:** Keep mid- and lower back flat on the floor.
  4. **PELVIC TILT:** Arms folded behind head, knees arched and lower and mid-back flat on the floor. Firmly tighten the buttock muscles. Hold count to five. Relax buttock muscles, Repeat five times.
  5. **NOSE TO KNEE TOUCH:** Flat on back, arms extended down each side, with knees arched and back flat on the floor. Raise left knee slowly to chest. Pull left knee to chest with both hands. Raise head and touch nose to knee. Hold and count to five. Repeat five times and then do exercise with the right knee, repeating five times.
- C. **ADVANCED EXERCISES:** (Always check with your doctor before doing any advanced exercises)
1. **SCISSORS:** Flat on back with arms folded behind head, legs slightly apart until balanced. Slowly scissor legs up and down 10 times. Slowly scissor back and forth (crossways) 10 times. Alternate left over right and right over left. Return knees to chest and then feet to the floor. **NOTE:** Keep good balance and lower back on the floor.
  2. **HIP HYPER-EXTENSION:** Lie on stomach with arms folded and face on arms, Legs extended with the top of the foot flat on the floor. Hold left leg straight. Slowly raise leg from hip about 6 to 8 inches. Return leg to floor. Repeat five times. Repeat same steps with the right leg.  
**NOTE:** Do not lift pelvis to raise leg; keep the leg straight.

# BACK SAFETY BASICS

## *What's The Big Deal?*

No matter what your occupation is, the chances are that at some point during your work shift, you will be picking something up, and if safety experts are correct, most of us will lift incorrectly. The cartoon below is more than just a silly picture; it is probably an accurate representation of how most of us lift: awkwardly and with no forethought. But just what is the big deal about lifting anyway? Haven't most of us lifted varying amounts of weight for years without any trouble at all? Really, what is so complicated about picking something up?



## *A Few Statistics*

Experts suggest that 4 out of 5 American workers will experience back pain at some point in their lives.

Of those who suffer back pain, only 4% have a back injury.

Of those who suffer back injuries, they are not considered fully recovered until they have no pain in the same area for 2 years.

## *Five Golden Rules*

***Always, always, always, use your legs to lift and not your back.*** The legs have the strongest muscle groups in the body; conversely, the back muscles are the weakest.

***Keep the load close to your body.*** An object held close to your body is far less strain on the back than an object held at arms length.

***Avoid lifting objects over your shoulders.*** When you lift over your shoulders the force of the lift causes your back to “arch” pinching the lower vertebrae, disks, and muscles.

***When moving a load from left to right, turn your body, do not twist your back.*** Remember, your back is like a shock absorber. When you lift, it compresses, and when you lift and twist, the added torque could lead to a back injury.

***Push, don't pull.*** For those items on carts or dollies, push them instead of pulling. When you pull, you typically place most of the strain on the elbows, knees, and lower back, but when you push, the force of the effort is spread out over the shoulders, chest, and legs.

## *Tips To Last A Lifetime*

- Size up the load before you lift it.
- Use mechanical lifting devices whenever possible.
- Back belts do not make you stronger.
- Stretching and warm-up exercises help keep your back flexible and strong.
- The damage to your back from improper lifting is cumulative. That is, the older we get and the longer we lift improperly, the greater the risk of an injury.
- Think before you lift. It is much better to ask, “How ***should I lift*** this load?” than to get hurt and then ask, “How ***should I have lifted*** that load?”

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## **FIRE SAFETY AND EXTINGUISHER ORIENTATION**

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# FIRE SAFETY AND EXTINGUISHER ORIENTATION

## FIRE CLASSIFICATIONS

The National Fire Protection Association (NFPA) recognizes four general classes of fires. They include:

- Class A:** Class A fires usually consist of the burning of materials such as wood, paper, cloth, or trash. As a rule, any material which leaves behind an ash is generally considered a Class A combustible. For this type of fire, water, water-based extinguishing agents, and dry-chemical extinguishers afford the best capabilities in putting the fire out.
- Class B:** Class B fires involve flammable liquids such as gasoline, oil, grease, paints, and thinners. The elimination of air is the principal means by which this type of fire is extinguished; in most circumstances, water will only spread this type of fire. For this reason, dry-chemical, carbon dioxide, foam, or halon extinguishers are recommended.
- Class C:** Class C fires, commonly referred to as an "electrical fire", occur in or near energized sources where the presence of an electrical current necessitates the use of non-conductive extinguishing agents. A dry-chemical or carbon dioxide extinguisher is preferred for this class of fire. Do not use water or foam because these extinguishing agents will conduct electricity.
- Class D:** Class D fires involve the burning of metals such as magnesium, titanium, potassium, and sodium. As a rule, regular extinguishing agents used to fight the more common types of fires are not recommended for Class D fires. Special fire fighting procedures and extinguishing agents have been developed for these types of fires.

## SELECTION AND DISTRIBUTION OF PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard that would affect their use.

- Fire extinguishers shall be distributed for "Class A" fire hazards so that the travel distance for employees to any extinguisher is 75 feet or less.
- Fire extinguishers shall be distributed for "Class B" fire hazards so that the travel distance for employees from the "Class B" hazard area to any extinguisher is 50 feet or less
- Fire extinguishers shall be distributed for "Class C" fire hazards on the basis of the appropriate pattern for the existing "Class A" or "Class B" hazards.
- Fire extinguishers or other containers of "Class D" extinguishing agents shall be distributed so that the travel distance for employees from the combustible metal working areas to any extinguishing agent is 75 feet or less. Portable fire extinguishers for "Class D" hazards are required in those combustible metal work areas where combustible metal powders, flakes, shavings, or similarly sized products are generated at least once every two weeks.

## **FIRE SAFETY AND EXTINGUISHER ORIENTATION**

The elimination of fire hazards is crucial in preventing the occurrence of a fire. Therefore, the following considerations will be addressed by **Direct Service USA** at all times:

- Examine which materials used by the company are flammable, or which will readily ignite or explode.
- Determine the location of any potential sources of fire ignition. Look for sources of sparks or open flames.
- Flammable and/or combustible materials should be properly stored so as to reduce or eliminate fire potential.
- Make certain that compressed gases (oxygen, acetylene, argon, etc.) do not have the potential to develop into uncontrollable fires. Store different types of compressed gases at least twenty-feet apart or have them separated by a five-foot fire wall with a fire resistance rating of at least 30-minutes.
- Poor housekeeping is a direct cause of many fires. Oily rags, paint soaked materials (clothing and brushes), wooden pallets, and paper products, are just a few of the many items, which if allowed to accumulate, may develop into a serious fire hazard. All refuse, including the items mentioned above, should be discarded promptly, and combustible materials should be stored properly.

### **FIRE EXTINGUISHER MEMO**

When properly used in the first few minutes of a fire, a fire extinguisher can help in preventing a small fire from becoming a disastrous fire.

#### **The Following Is A Summary Of Fire Extinguisher Do's And Don'ts**

##### **DO'S:**

1. Always glance at a fire extinguisher as you pass it making certain that it is charged and ready for use.
2. Report any extinguisher that is discharged, damaged or removed from its hanger.
3. As soon as you determine there is a need to use an extinguisher, use it quickly and correctly.
4. Know the location of all extinguishers, whether at home or at work. Make sure others are familiar with their locations.

##### **DON'TS:**

1. Never remove the locking pin, partially discharge the contents, replace the locking pin and return the extinguisher to its designated location. Even if the extinguisher shows that it is charged, it can very possibly leak its propelling agent causing the extinguisher to be discharged and useless.
2. Never play with an extinguisher; it is a life saving tool and should be respected.
3. Do not use an extinguisher and place it back in its designated location without having it properly recharged and re-inspected by an approved fire extinguisher recharge and inspection company.
4. Never block access to an extinguisher with equipment or materials. Maintain a three foot perimeter around the extinguisher at all times to ensure free and easy access.

## FIRE SAFETY AND EXTINGUISHER ORIENTATION

Employees of **Direct Service USA** are not expected to serve as members of a "fire-fighting brigade". Some employees may, however, be expected to use portable fire extinguishers to fight small fires. These employees will be adequately trained for their jobs as a limited first responder. Training will be conducted upon initial assignment and at least annually thereafter. In the event of a fire, the principal concern is the health and safety of all those at the company's facility or job-site. Therefore, it is imperative that employees understand evacuation procedures and routes. The following rules pertain to all employees and cooperation with these rules is appreciated and expected.

- Emergency escape routes and fire exits should be free from all obstacles and hindrances. Never store any items in such a way that access to a fire escape is blocked.
- Portable fire extinguishers are for small fires. Do not attempt to use a portable fire extinguisher for large fires or for fires that you do not have the skill or knowledge to fight.
- Make certain that you know the primary escape route(s) from your work area. If you have any questions about evacuation routes or procedures, consult with your supervisor.
- Proper housekeeping is vital in the elimination of fires and fire potential. All combustible materials should be stored properly including items like paints, gasoline, paper products, trash and other debris.
- Employees who smoke should do so in designated areas only, and should never smoke or discard cigarette butts anywhere there is potential for fire.
- Never overload electrical circuits with too many power cords.
- Never block access to or lock fire/emergency exits during working hours. Employees must be able to safely exit company facilities at all times.
- Always remember that you are the best defense for fire prevention. Understand the fire potential in your work area and seek to eliminate all fire hazards. Your careful scrutiny could save your job, your company, and ultimately, your life.

### USING AN EXTINGUISHER

#### Never fight a fire if:

- You don't know what is burning (this would mainly only be an issue if the pesticide storage area or other chemical areas caught on fire).
- The fire is spreading rapidly beyond the spot where it started. (The time to use an extinguisher is in the beginning stages of a fire. If the fire is already spreading quickly, it is best to evacuate the area, closing any doors or windows behind you as you leave.)
- You don't have adequate or appropriate equipment.
- You might inhale toxic smoke.
- Your instincts tell you not to. (If you are uncomfortable with the situation for any reason, just let the fire department do their job.)

When using a fire extinguisher, remember the acronym **PASS** (Pull, Aim, Squeeze and Sweep):



**Pull the pin**



**Aim at the base of the fire**



**Squeeze the handle**



**Sweep form side to side**

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**LOCKOUT AND TAGOUT PROCEDURE  
(ENERGY POWER SOURCE)**

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# LOCKOUT AND TAGOUT PROCEDURE

## 1.0 PURPOSE

The purpose of a Lockout and Tagout procedure is to have a positive method of assuring that a piece of equipment, machine, or device is not energized during the time in which a maintenance or any other employee is working on the equipment. It is **Direct Service USA's** policy to comply with the following procedure to its fullest extent.

## 2.0 RESPONSIBILITIES

### **2.1 Principal Responsibility:**

The **Company Safety Coordinator, Derek Ross**, is in control of the *Lockout/Tagout Program* and the corporate safety program in whole. **Program Supervisors** will be assigned with direct oversight of the *Lockout/Tagout Program* at a given site.

### **2.2 Field Responsibility - Program Supervisors:**

All affected workers who administer Lockout and Tagout devices will be subject to the authority of the **Program Supervisor** and/or the **Company Safety Coordinator**. The **Program Supervisor** and/or the **Company Safety Coordinator** will conduct all necessary training (training will be documented and that all workers abide by the procedures described herein). The Program Supervisor and/or the Company Safety Coordinator will periodically conduct informal, documented inspections of the Lockout and Tagout activities of affected workers in order to ensure that compliance has been achieved. The Program Supervisor and/or the Company Safety Coordinator will also conduct inspections where unexpected energizing start-up or release of stored energy could occur and cause injury.

## 3.0 MACHINE & EQUIPMENT SHUTDOWN

Before an authorized or affected employee turns off a machine or piece of equipment, the authorized employee shall have knowledge of the type & magnitude of the energy, the hazards of the energy to be controlled and the methods or means to control the energy. The machine or piece of equipment shall be turned off or shutdown using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard to employees as a result of the equipment shutdown.

## 4.0 DESCRIPTION OF PROCEDURE

Each machine, piece of equipment, or device that is to be worked on will have its energy source (whether electrical, mechanical, pneumatic, steam, hydraulic, tension, gravity, etc.) locked in the "**OFF**" position, and a "**DANGER**" tag will be affixed denoting the date, time, and person locking out the system.

The only person who will have a key to the lock will be the person performing the repairs. If there are two or more maintenance crafts working on the system, then there will be an equal number of locks, all keyed differently. Each craft will have only his/her key to his/her lock.

As each craft completes his/her maintenance on the equipment, his/her lock will be removed from the energy power source.

All employees performing maintenance on the equipment will sign the danger tag affixed to the machine or device.

# LOCKOUT AND TAGOUT PROCEDURE

## 4.0 DESCRIPTION OF PROCEDURE (Cont.)

Once the lock is affixed and the energy source is locked in the "OFF" position and **before** any maintenance work is started, the **Authorized Employee** must verify that isolation and deenergization of the machine or equipment has been accomplished. The **ON/OFF** switch will be tried to assure that the correct energy source has been locked out. Once this step is complete, then maintenance work or repairs may begin.

## 5.0 GROUP LOCKOUTS

The **Program Supervisor** and/or the **Company Safety Coordinator** is responsible for overseeing the activities of those employees working in a group lockout. Each employee who affixes locks and tags shall attach a **personal** Lockout and Tagout device to a **group** Lockout and Tagout device while he/she is working and shall remove his/her lock when they have completed their work and all required documentation for Lockout and Tagout procedures.

## 6.0 LOCKOUT AND TAGOUT APPLICATION

### **6.1 General guidelines:**

The following guidelines should be followed when lockout and tagout devices are applied to equipment, processes or machinery:

1. Lockout and Tagout devices shall be affixed to each energy-isolating device by employees trained and authorized by **Direct Service USA**.
2. Lockout devices, where used, shall be affixed in such a manner that will hold the energy-isolating device in a "safe" or "off" manner.
3. Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position.
4. Where Tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.
5. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

### **6.2 Types of machines/processes that employees may lock and tag:**

In virtually all lockout and tagout scenarios in field operations, the host company initiates the application, oversight and administrations of lockouts and tag-outs. **Direct Service USA's** workers may occasionally add individual locks and tags, but these are only initiated at the direction of the host company.

The specific types of machines and/or processes that our employees may lock and tag out of service may include any of the following: **valves, actuators, electrical circuits, process and utility energy sources including electrical systems.**

# LOCKOUT AND TAGOUT PROCEDURE

## 6.0 LOCKOUT AND TAGOUT APPLICATION (Cont.)

### 6.3 Specialty locks and tags:

**Direct Service USA** does not issue nor allows the use of any specialty locks and tags. In most scenarios, the host company insists on issuing their specific locks and tags to **Direct Service USA's** workers.

### 6.4 Affected and authorized positions:

**Affected positions** may include **any project employee**.

**Authorized positions** will include supervisory personnel who procure the work permits; typically this person is either a **Lead Supervisor** or the **Program Supervisor**.

## 7.0 STORED ENERGY

Following the application of Lockout and Tagout devices to energy isolation devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained or otherwise rendered safe. If there is a possibility of re-accumulation of any stored energy level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

## 8.0 TEMPORARY REMOVAL OF LOCKOUT/TAGOUT DEVICES

In the event that a Lockout/Tagout device must be temporarily removed, the following required procedures must be followed:

1. Clear away all tools
2. Remove employees
3. Remove the LO/TO device
4. Energize and proceed with testing
5. De-energize and re-apply control measures following all steps as outlined.

These procedures must be documented with who performed the work and who verified the work.

## 9.0 LOCK AND TAG REMOVAL

### 9.1 Removal by person other than person who applied lock:

- a. A lock will never be removed by any other crafts person unless it is an extreme emergency (i.e., the person who applies the lock leaves the plant after repairs are completed and forgets to remove the lock). At this time, the equipment or machine shall be checked to be certain that it is operational and that to energize it would not cause damage or injury to the employee removing the lock.
- b. The lock can be removed by sawing, cutting, or by a master key. It can only be removed by **SUPERVISORY** personnel who are authorized to remove locks.

# LOCKOUT AND TAGOUT PROCEDURE

## 9.0 LOCK AND TAG REMOVAL(Cont.)

### 9.2 Removal responsibility:

- a. The **Program Supervisor** shall be responsible for the removal of a lock in an emergency situation, and he shall describe, in writing, the reason for said removal.
- b. An employee who leaves the job site without removing his lock shall be contacted and required to come back to the work location to remove the lock.

### 9.3 Master or duplicate keys:

- a. If the responsibility for maintenance is charged to one supervisor, he/she can secure the duplicate key of each craftsman's key(s) so that the keys are available in an emergency.
- b. The **Program Supervisor** will be responsible to see that all persons who are working on the equipment are clear of the equipment and surrounding work areas prior to the removal of any craft's locks.
- c. The only reason a supervisor can remove a lock is in the event of an emergency and/or if the employee who placed the lock is unavailable to remove the lock when the work is completed.

### 9.4 Removal of tags:

- a. If two or more employees have signed the "**DANGER**" tag, each shall strike his/her name from the tag as he/she completes his/her work. When the last employee completes his/her work, then he/she will remove the tag.
- b. If only one employee is working on the system or piece of equipment, then he/she shall remove his/her tag when repairs are complete.

### 9.5 Filing of tags:

The danger tag shall be filed in a folder marked as "**DANGER TAGS**" and will be kept for permanent safety record. A folder or manila envelope will suffice.

## PROCEDURES FOR SHIFT AND/OR PERSONNEL CHANGES

The following procedures should be followed during shift or personnel changes:

1. Before beginning work, the replacement shift or personnel shall meet with the first shift or personnel in order to exchange their assigned locks and tags.
2. Authorized personnel assuming control of lockout of equipment will be fully briefed in the scope and stage of the work by those who are being relieved.
3. The employee responsible for locking and tagging a specific energy source from the first shift shall indicate by physically showing the energy-isolating device to the person who will administer the lock and tag on the second shift.
4. If a lock and tag from a previous shift must be removed, the **Program Supervisor** or the supervisor in charge of the second shift are the only persons who have authority to remove the lock and tag if the person who affixed the lock and tag is unavailable. In this event, the supervisor who removed the lock and tag must complete the "Emergency Lock Or Tag Removal" section of the "Energy Control Form".
5. The **Program Supervisor** shall ensure that the above-mentioned requirements have been met by completing the following information and periodically inspecting the lockout and tagout areas where the shift change has occurred and completing the Lockout Tagout Informal Inspection Form.

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## **PERSONAL PROTECTIVE EQUIPMENT**

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# OVERVIEW / RESPONSIBILITY / TRAINING / PPE USE

## I. OVERVIEW

In order to better protect workers who need to wear protective safety equipment, the Occupational Safety and Health Administration (OSHA) published a final rule. In 1994, OSHA published a final rule for Personal Protective Equipment (29 CFR 1910.132). Portions of the standard were effective July 5, 1994, while other portions were extended until October 5, 1994.

The revised rule covers general industry and states that employers must assess the workplace to determine if hazards are present, or if they are likely to be present. If so, the use of PPE is required. In addition, training must be provided to the employees to assure proper use of PPE.

## II. RESPONSIBILITY

Those responsible for the maintenance and administration of the company's Personal Protective Equipment Program include:

**Derek Ross**  

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**Company Safety  
Coordinator**

## III. TRAINING

### A. General Guidelines:

Training sessions must include the following:

1. When PPE is necessary.
2. What types of PPE are necessary.
3. How to wear (put on, take off, adjust, etc.) the required PPE.
4. The limitations of PPE.
5. The proper care, maintenance, useful life and disposal of the PPE.

### B. Retraining:

Employees are required to be retrained if any of the following conditions become evident:

1. Changes in the work environment which makes any previous training obsolete.
2. The types of personal protective equipment changes.
3. When the worker demonstrates lack of use, improper use, or insufficient skill of understanding.

### C. Certificate of Training:

To certify that each employee has been properly trained for their PPE, a meeting roster including the employee's name, the date(s) of training, and the subject (types of PPE) must be completed.

## IV. PERSONAL PROTECTIVE EQUIPMENT USE

Employees are required to use personal protective equipment in such a manner as is intended by the manufacturer of the personal protective equipment. Employees shall also use and maintain (including proper cleaning and storage practices) personal protective equipment. As mentioned above, employees shall receive training from a qualified instructor on the proper use, proper fit, care, maintenance and disposal of personal protective equipment in order to ensure that protective equipment is maintained in a sanitary and reliable condition.

## **INSPECTION & MAINTENANCE / DEFECTIVE / EMPLOYEE OWNED PPE**

### **V. PPE INSPECTION & MAINTENANCE**

In order to assure that all PPE is maintained in a serviceable condition, all PPE must be inspected before initial use during each work shift. This inspection will assist in identifying whether any PPE is not functioning properly so that unserviceable equipment can be repaired or replaced. In addition all PPE will be maintained in accordance with manufactures guidelines. This will include cleaning intervals and proper storage techniques of all PPE.

### **VI. DEFECTIVE OR DAMAGED PERSONAL PROTECTIVE EQUIPMENT**

Any defects and damage that detract from the ability of the product to perform its intended function will be repaired or replaced before work is begun. Defective and/or damaged personal protective equipment shall be removed from service and disposed of immediately.

### **VII. EMPLOYEE OWNED PERSONAL PROTECTIVE EQUIPMENT**

#### **A. Company Policy:**

**Direct Service USA** makes every effort to provide state of the art personal protective equipment for its employees appropriate to the job performed and identified hazards. For this reason, **Direct Service USA** discourages the use of employee-owned personal protective equipment.

#### **B. Rules for Use:**

If employee-owned personal protective equipment must be used, then the equipment will be inspected and documented on the *Employee Owned Personal Protective Equipment* form. If the employee-owned equipment is in any way defective or damaged it shall not be used by the employee and shall be removed from company premises.

### **VIII. PROPER FIT OF SELECTED PERSONAL PROTECTIVE EQUIPMENT**

Careful consideration must be given to comfort and fit of selected PPE and must be fitted to each affected employee. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

Devices with adjustable features. Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face. In addition, proper fitting of helmets is important to ensure that it will not fall off during work operations. In some cases a chin strap may be necessary to keep the helmet on an employee's head. (Chin straps should break at a reasonably low force, however, so as to prevent a strangulation hazard). Where manufacturer's instructions are available, they should be followed carefully

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal Protective Equipment protects **you** from potential workplace hazards. If you fail to use the required PPE for the task at hand and end up having an injury who does it really hurt?: YOURSELF! If don't wear eye protection when required and you have an eye injury, Whose eye have you injured? Your own eye! Not your Bosses, so it benefits you mostly to use the required PPE for the task at hand instead of thinking that it only will take a few seconds to do this job and I don't have time to find the equipment that I need to do it safely.

### **HARD HATS**

1. Hard hats should be worn anytime there is a potential for falling objects and anytime some one is working overhead.
2. Hard hats must be worn properly (not turned around backwards) and when worn properly they are designed to absorb some of the impact of falling objects.

**FYI:** Bump caps are not designed to withstand the force of falling objects. They are used when you only have bump hazards like low hanging pipes and they are used in the food industry to help contain the users hair.

### **EYE & FACE PROTECTION**

#### **Safety Glasses**

1. Only approved safety glasses should be worn for eye protection (ANSI Z87). Sun glasses and in many cases prescription glasses (which may be shatter proof) do not give you adequate protection.
2. Side Shields are required and should be kept on the safety glasses.

#### **Goggles**

Goggles are used to fully surround the eyes and to protect your eyes from splashes when working with chemicals.

#### **Face Shields**

Face shields are secondary protection and should be worn over safety glasses or goggles. Face shields do not give adequate protection if only used by themselves.

### **GLOVES**

1. Cotton gloves are used for general protection from abrasions.
2. Rubber & Neoprene gloves are used when working with chemicals.
3. Leather gloves are used when working hot objects like welding & cutting and when working with sharp objects like sheet metal.

### **FOOT PROTECTION**

1. Shoes should have impact protection when there is a possibility of having heavy or sharp objects fall on your foot.
2. Steel toe shoes should be used when there is a potential for something rolling over your foot.
3. Soles should have puncture protection to protect from objects piercing the sole of your shoe.
4. Shoes should have good traction and keep clean, free from build up of mud, oil, etc.....

## PERSONAL PROTECTIVE EQUIPMENT



It's Sunday afternoon, you switch on the television to a pro football game and settle back in your easy chair to watch. Probably the last thing that comes to mind when you watch a pro football game is safety. The only time the word comes up is when a player invades the enemy end zone to tackle an opponent and score a two-point "safety" for his side.



But pro football Safety goes deeper than that. It starts in the locker room before the game when the guys put on their uniforms. To play in the game, they have to wear protective equipment including a shock-absorbing helmet with face guard, shoulder pads, kneepads, and cleated shoes. These things are bulky and uncomfortable, especially when it's 95 degrees on the field and the only shade is from someone else's shadow. But it can get pretty rough out there. So if a player wants to see his family after the game instead of the inside of a hospital, he wears his protective equipment. And if he wants to play in next week's game, he wears it. After all, he's not much good to the team when he's sidelined with injuries.



A real pro knows these things and figures out the odds. When he wears protective equipment, his chances of getting through the game without a disabling injury are much greater; therefore, his chances of continuing as a successful football player and family man are greater. Next to that, a little discomfort and inconvenience doesn't mean a thing. Like a pro football player, you may work on a job that requires personal protective equipment perhaps hearing protection, a hard hat, safety glasses, or safety shoes. This equipment *can't prevent* some accidents from happening. *It can't prevent* a drill from breaking or stop a fellow worker from dropping a box on your foot, but *it can prevent* a serious injury that could result from these accidents.



I know that such things as safety glasses, hard hats, and safety shoes are kind of a nuisance to put on and may seem rather bulky and uncomfortable, at first. In fact it's tempting not to put them on at all unless the boss or safetyman is looking. Complaints are as varied as the kinds of equipment. For instance: "it's too heavy." "It gives me a headache." "They hurt my eyes." or "they're too hot" and so on.



Often these are very real complaints. A poorly fitted piece of protective equipment can cause headache or pain. If it does, see your supervisor immediately to have it adjusted or refitted. But most of the time, it's just a matter of getting used to a particular kind of equipment. This is a lot easier to do when you remember that, like the football player, you stand a better chance of continuing successfully with your job and your home life if you are protected from possible serious injury by using personal protective equipment. Instead of lying in a hospital bed wondering how they're getting along without you at work, or if the fish are biting, you'll be on the job, gaining valuable experience and receiving an uninterrupted paycheck which allows you to be where the action is and to use your leisure time to the fullest. Personal protective equipment has its place in sports, construction, manufacturing, and many other fields. It is up to us to be real professionals--to recognize the role of personal protective equipment and to take advantage of the benefits of wearing it.



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**PROGRAMA NUEVO DE ORIENTACION DE SEGURIDAD DE  
EMPLEADO**

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## INDICE DE MATERIAS

1. Forma nueva de Signo-De de Orientación de Seguridad de Empleado  
(*ser firmado por empleado nuevo y su supervisor*)
2. La Seguridad general Decreta  
(*empleado debe firmar estas norma y girar en a la administración*)
3. Programa nuevo de Orientación de Seguridad de Empleado Examen  
(*ser completado por empleado nuevo*)
4. Llave nueva de Respuesta de Examen de Orientación de Seguridad de Empleado
5. La Guía de la Seguridad del empleado, incluyendo:
  - ★ Seguridad de administración Y Carta de Declaración de Norma de Salud
  - ★ La Seguridad general Decreta & las Medidas del Control del Accidente
  - ★ Arriesgue el Programa de Comunicación
  - ★ El acceso a la Exposición del Empleado y Registros Médicos
  - ★ La Prevención de la Herida de la espalda y Apoya Mantenimiento
  - ★ Despida la Orientación de Seguridad y Extintor
  - ★ Cierre Patronal / Tagout
  - ★ Equipo Protector Personal

## TERMINE FORMA

**NOTA:** Todos empleado se requieren leer el paquete adjuntado de seguridad, completa el examen del Programa de la Orientación de Seguridad, y el signo o coloca sus iniciales en todas ubicaciones aplicables en esta página. Esté por favor seguro firmar y la fecha el examen, y también signo y fecha las Norma Generales de Seguridad. Si cualquier programa o la norma resumidos en este programa general de la orientación de seguridad son poco claros o necesitan explicación adicional, contacta por favor su supervisor. Este programa es una introducción y la vista general de varios temas importante de seguridad y no es inclusivo de todos temas de la instrucción para ser cubierto mientras un empleado trabaja para **Direct Service USA**; entrenando con respecto a otros temas y detalle más grande de estos temas será La parte de nuestra compañía es en-ir el programa de seguridad.

<b>Mecanismo de Seguridad</b>	<b>Iniciales de Empleado</b>
1. La Seguridad general Decreta	_____
2. La Comunicación del peligro que Entrena (1910.1200)	_____
3. El Acceso del empleado a Médico & Probando los Registros (1910.1020)	_____
4. La Prevención de la Herida de la espalda y Apoya Mantenimiento	_____
5. Despida Seguridad & la Orientación de Extintor (1910.157)	_____
6. La Orientación de Cierre Patronal / Tagout & Procedimiento (1910.147)	_____
7. El Equipo Protector personal (1910.132)	_____
8. Otro (por favor Lista): _____	_____
9. _____	_____
10. _____	_____
11. _____	_____

Por mi firma abajo, yo certifico que he revisado este Programa de la Orientación de Seguridad y entiendo su contenido. Entiendo también que soy alentado a preguntar cualquier y todo pregunta con respecto a estos programas y/o cualquier prácticas de trabajo/seguridad que pueden ser poco claras. Entiendo también esa instrucción adicional se puede proporcionar en una base como necesitada.

\_\_\_\_\_  
**Firma de empleado**

\_\_\_\_\_  
**Fecha**

\_\_\_\_\_  
**Firma de firma como testigo/supervisor**

\_\_\_\_\_  
**Fecha**

## **PROGRAMA DE ORIENTACION DE SEGURIDAD DE EMPLEADO**

### **DIRECT SERVICE USA - GENERAL LA SEGURIDAD DECRETA**

**NOTA:** Las norma siguientes de seguridad son requisitos mínimas de seguridad en el área de norma de seguridad y reglamentación.

1. Informe alguna condición peligrosa a su capataz y el supervisor tan pronto como tales condición llegan a ser evidentes.
2. Informar al trabajo ebrias o drogas tendrá como resultado la cesantía.
3. Las payasadas no se tolerarán en el trabajo-site y pueden tener como resultado la terminación de su empleo.
4. Luchar en el trabajo es el motivo para la cesantía.
5. Si el fumar se permite, el humo en áreas autorizadas sólo. Si dudoso acerca de la compañía es la norma humeante, consulta su supervisor.
6. Los empleado buscarán ayuda al comerciar en las cargas grandes especialmente cuando es poco práctico utilizar una carretilla elevadora u otros medios mecánicos de comerciar en de materia.
7. Al levantar, la curva en las rodillas que utilizan la pierna y no los músculos de espalda.
8. Los extintores son para luchar los fuegos y deben sólo sea utilizado por el personal entrenado.
9. El equipo protector personal se publica para su protección, y usted llevará estos artículos al trabajar en los trabajos que requieren su uso.
10. Por mucho que menor que lo pueda parecer, los empleado informarán inmediatamente cualquier herida a su supervisor.
11. Antes de utilizar cualquier herramienta, usted es requerido inspeccionar visualmente su condición. Si está en la condición pobre, la herramienta se quitará inmediatamente del servicio hasta reparado o reemplazado.
12. Los empleado utilizarán sólo ese equipo para que ellos han sido entrenados para utilizar.
13. Tome todas precauciones para evitar contacto entre herramientas y agua eléctricas. Nunca soporte en riega herramientas cuando se usa eléctricas.
14. Almacene todas sustancias químicas peligrosas en contenedores apropiados en un gabinete químico aprobado de almacenamiento. Asígurese de que todos contenedores de sustancias químicas o materias peligrosas se marquen.
15. Si usted tiene dudas acerca de la seguridad de un trabajo, consulta inmediatamente con su supervisor.

**PROGRAMA DE ORIENTACION DE SEGURIDAD DE EMPLEADO**  
**DIRECT SERVICE USA - GENERAL LA SEGURIDAD DECRETA (Continuó)**

16. Los empleado requirieron hacer el trabajo que tiene un peligro de ojo implicado (la carpintería, pintar, las sustancias químicas, etc.) llevará un par aprobado de gafas/gafas de seguridad.
17. Los empleado que trabajan en escaleras, los andamios o en cualquier nivel encima de de 5 pies llevará un acollador aprobado de cinturón de seguridad y lo tiene asegurado a una línea de la seguridad o estructura suficiente resistir al tira del acollador, en caso de una caída.
18. Cualquier trabajo que requiere el trabajo de arriba se designará como un sitio de arriba de trabajo, y el nivel del suelo debajo de será atado lejos o de otro modo levantó barricadas para prevenir alguien de andar bajo el área.
19. Todos aparato que aumentan (escaleras, los andamios, etc.) se conformará al estándar de la seguridad implicado. Todos aparato que aumentan estarán en la reparación buena.
20. Una escalera no se utilizará por encima de la capacidad impresa en lo. La plataforma primera del trabajo de una escalera no deberá ser utilizada como un paso. Todas cerradura de la escalera estarán en la posición, la escalera en el asidero firme, y se utilizará en el método apropiado.
21. Una escalera recta se utilizando para la acceso/salida a la cima de un edificio (o la plataforma) será asegurado por encima, y las barandas y rungs primeros de la escalera extenderán un mínimo de tres (3) pies encima del nivel en que usted piensa a la acceso/salida.
22. Los empleado que utilizan los generadores o los compresores se entrenarán apropiadamente en el uso de mismo. Nunca tentativa para operar estos aparatos si no apropiadamente entrenado.
23. Los empleado que trabajan en el equipo eléctrico cerrarán la puerta a la fuente eléctrica del poder antes de trabajar en lo. No se trabajará en "CALIENTE".
24. Nunca quite a un guardia mecánico de cualquier poder vio, el taladro, el compresor, u otra herramienta que se equipa con un guardia. Al hacer cualquier ajuste, está seguro que la cuerda eléctrica del poder se desconecta.
25. Al trabajar en áreas con otros contratistas/comercios, nunca asume que sus prácticas del trabajo obedecer reglamentación de seguridad. Esté seguro protegerlo así como los otros alrededor de usted.

He leído el encima de 25 norma de seguridad y los entiende. Entiendo además ese fracaso los obedecer pueden tener como resultado la terminación de mi empleo.

<hr/> <b>El empleado Imprimió el Nombre</b>	<hr/> <b>Firma</b>	<hr/> <b>Fecha</b>
<hr/> <b>El testigo Imprimió el Nombre</b>	<hr/> <b>Firma</b>	<hr/> <b>Fecha</b>

## EXAMEN DE ORIENTACION DE SEGURIDAD DE EMPLEADO

Nombre: \_\_\_\_\_

Fecha: \_\_\_\_\_

**NOTA:** Al contestar las preguntas en este examen, se sienten por favor libre utilizar el Programa Nuevo de la Orientación de Seguridad de Empleado que usted acaba de recibir. Las preguntas cubrirán información de los temas siguientes: el Programa de Comunicación de Peligro, el Acceso a la Exposición del Empleado y Registros Médicos, Prevención de Herida de Espalda y Mantenimiento de Espalda, Despiden la Orientación de Seguridad y Extintor, el Cierre Patronal y Procedimiento de Tagout, y el Equipo Protector Personal.

### ARRIESGUE el PROGRAMA de COMUNICACION:

1. T F Todos contenedores químicos recibidos por la compañía se deben marcar en cuanto a su contenido.
2. T F Un MSDS (Hoja Material de Datos de Seguridad) es un documento, que describe los productos químicos.
3. T F MSDS está disponible en todo cronometra para la revisión de empleado.
4. T F Un MSDS explica información importante de primeros auxilios.

### EL ACCESO A la EXPOSICION del EMPLEADO Y REGISTROS MEDICOS:

1. T F Estas demandas del estándar de la seguridad que empresario proporcionarán, sobre el pedido escrito, un empleado o su acceso representativo designado a todos registros apropiado de la exposición.
2. T F Dos tipos de estos registros incluyen: el pasado o la exposición presente a sustancias perjudiciales, la exposición registra relacionado al lugar de trabajo del empleado.

### APOYE PREVENCION de HERIDA & MANTENIMIENTO de ESPALDA:

1. T F Una llave a mantener una espalda saludable practica levantar bueno técnica.
2. T F Al levantar un objeto, un empleado lo debe agarrar firmemente al doblar las rodillas para levantar y deber mantener el cierre de la carga a su cuerpo.
3. T F Al manejar un vehículo, es una idea buena de mantener las rodillas más altas que las caderas.
4. T F Es siempre una práctica segura de obtener ayuda a comerciar en las cargas pesadas o difíciles.

## EL EXAMEN DE LA ORIENTACION DE SEGURIDAD DE EMPLEADO(Continuó)

### APOYE PREVENCIÓN de HERIDA & MANTENIMIENTO de ESPALDA:

5. T F Los ejercicios apropiados pueden ayudar a mantener una espalda saludable.
6. T F Los ejercicios de calentamiento pueden ayudar a preparar los músculos en la espalda para levantar.

### DESPIDA la ORIENTACION de SEGURIDAD Y EXTINTOR:

1. T F Hay cuatro clasificaciones principal del fuego: la Clase UNA, B, C, y D.
2. T F Las materias inflamables y/o combustibles se deben almacenar apropiadamente para reducir el riesgo del fuego.
3. T F El gobierno de la casa pobre **no es** una causa de muchos fuegos.
4. T F Un empleado debe informar inmediatamente cualquier extintor que se daña, es despedido, o encontrando no de su ubicación designada de almacenamiento.
5. T F Las cajas u otros artículos pueden bloquear extintores si usted tiene su permiso de supervisor.

### EL CIERRE PATRONAL Y el PROCEDIMIENTO de TAGOUT:

1. T F El propósito de un Cierre Patronal y procedimiento de Tagout deberá tener un método positivo de asegurar que un aparato, la máquina o el aparato no se vigorizan durante el tiempo en el que un mantenimiento o cualquier otro empleado trabajan en el equipo.
2. T F La única persona que puede tener una llave al aparato del Cierre Patronal además la persona que realiza reparación operación son ese supervisor de persona.
3. T F Si la persona de mantenimiento que repara la máquina es inasequible quitar el aparato de Cierre Patronal en una situación de emergencia, el supervisor de persona de mantenimiento es la única persona que puede quitar el aparato.

### EL EQUIPO PROTECTOR PERSONAL:

1. T F El equipo protector personal (artículos quieren gafas de cascos y seguridad) es obligatorio cuándo peligros no se pueden eliminar.
2. T F La administración de la compañía debe proporcionar entrenando en cómo utilizar, cuidar de, y la tienda Equipo protector personal.

## **LLAVE DE RESPUESTA DE EXAMEN DE ORIENTACION DE SEGURIDAD DE EMPLEADO**

### **ARRIESGUE el PROGRAMA de COMUNICACION:**

1. Verdadero
2. Verdadero
3. Verdadero
4. Verdadero

### **EL ACCESO A la EXPOSICION del EMPLEADO Y REGISTROS MEDICOS:**

1. Verdadero
2. Verdadero

### **La PREVENCION de la HERIDA de la ESPALDA Y APOYA MANTENIMIENTO:**

1. Verdadero
2. Verdadero
3. Verdadero
4. Verdadero
5. Verdadero
6. Verdadero

### **DESPIDA la ORIENTACION de SEGURIDAD Y EXTINTOR:**

1. Verdadero
2. Verdadero
3. Falso. El gobierno de la casa Pobre tiene como resultado muchos fuegos.
4. Verdadero
5. Falso. Extintores nunca se deben bloquear; de hecho, un perímetro de tres-pie se debe mantener claro alrededor de todos extintores.

### **EL CIERRE PATRONAL Y el PROCEDIMIENTO de TAGOUT:**

1. Verdadero
2. Verdadero
3. Verdadero

### **EL EQUIPO PROTECTOR PERSONAL:**

1. Verdadero
2. Verdadero

**DIRECT SERVICE USA**  
**GUIA DE SEGURIDAD DE EMPLEADO**

**El Nombre Del Empleado:** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

Dec 10

## SEGURIDAD DE ADMINISTRACION Y DECLARACION DE NORMA DE SALUD

Esta organización no considera fase de su operación más importante que la eliminación de accidentes y la prevención de la herida personal. **Direct Service USA** tiene largo realizo que nuestros empleado son la llave al éxito de la compañía. La compañía Proporcionará y mantendrá caja fuerte y condiciones de trabajo saludables y establecerá e insistirá sobre métodos seguros de trabajo y prácticas en todo cronometra.

La protección de la seguridad y la salud será una parte esencial de todas operación, que incluye: planeando, la adquisición del equipo y materias, el desarrollo, la producción, la administración, las ventas y el transporte. Toda seguridad y la salud conciernen serán evaluadas antes de la compra, la distribución y el uso de cualquier herramienta, el equipo, las materias, los suministros, etc. Cualquier y toda exposición a peligros potenciales de salud o seguridad se evaluarán antes del comienzo de cualquier operación.

Trabajaremos para mantener continuamente caja fuerte y condiciones de trabajo saludables, al adhiriendo a operar apropiado las prácticas y los procedimiento en un esfuerzo para prevenir las heridas y las enfermedades. Además, la compañía obedecer todo federal, el estado, y reglamentación locales de salud y seguridad al proporcionar un entorno de trabajo seguro para los empleado.

Un programa exitoso de la seguridad depende de un esfuerzo del equipo y la cooperación repleta de todos empleado. La participación de Empleado en el procedimiento de seguridad y salud se espera a cada nivel, y la conformidad a todas norma de la seguridad y normas será una parte esencial del procedimiento del empleo en **Direct Service USA**. Instamos todos empleado a hacer nuestra seguridad y la salud programan una parte esencial de sus diario operación. Entonces, la eliminación total de accidentes y heridas no llegará a ser apenas un objetivo pero también un estilo de vida

El personal de la administración es una llave esencial al programa de la seguridad y hace hacen cumplir completamente toda seguridad de la compañía y normas de salud y mantienen documentación de todo publica relacionado a la seguridad de la compañía y la salud programa. El personal de supervisión es esperado también obedecer a todas norma de la seguridad y reglamentación y se dará la ayuda necesario para asegurar un programa exitoso de seguridad.

**Direct Service USA** Es cometido a este programa y su cooperación anticipada se espera y es subido mucho.

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**Ronnie Tinsley, Vice Presidente**

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**LA SEGURIDAD GENERAL DECRETA & LAS MEDIDAS DEL  
CONTROL DEL ACCIDENTE**

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**PROGRAMA DE ORIENTACION DE SEGURIDAD DE EMPLEADO**  
**DIRECT SERVICE USA - GENERAL LA SEGURIDAD DECRETA**

**NOTA:** Las norma siguientes de seguridad son requisitos mínimas de seguridad en el área de norma de seguridad y reglamentación.

1. Informe alguna condición peligrosa a su capataz y el supervisor tan pronto como tales condición llegan a ser evidentes.
2. Informar al trabajo ebrias o drogas tendrá como resultado la cesantía.
3. Las payasadas no se tolerarán en el trabajo-site y pueden tener como resultado la terminación de su empleo.
4. Luchar en el trabajo es el motivo para la cesantía.
5. Si el fumar se permite, el humo en áreas autorizadas sólo. Si dudoso acerca de la compañía es la norma humeante, consulta su supervisor.
6. Los empleado buscarán ayuda al comerciar en las cargas grandes especialmente cuando es poco práctico utilizar una carretilla elevadora u otros medios mecánicos de comerciar en de materia.
7. Al levantar, la curva en las rodillas que utilizan la pierna y no los músculos de espalda.
8. Los extintores son para luchar los fuegos y deben sólo sea utilizado por el personal entrenado.
9. El equipo protector personal se publica para su protección, y usted llevará estos artículos al trabajar en los trabajos que requieren su uso.
10. Por mucho que menor que lo pueda parecer, los empleado informarán inmediatamente cualquier herida a su supervisor.
11. Antes de utilizar cualquier herramienta, usted es requerido inspeccionar visualmente su condición. Si está en la condición pobre, la herramienta se quitará inmediatamente del servicio hasta reparado o reemplazado.
12. Los empleado utilizarán sólo ese equipo para que ellos han sido entrenados para utilizar.
13. Tome todas precauciones para evitar contacto entre herramientas y agua eléctricas. Nunca soporte en riega herramientas cuando se usa eléctricas.
14. Almacene todas sustancias químicas peligrosas en contenedores apropiados en un gabinete químico aprobado de almacenamiento. Asígurese de que todos contenedores de sustancias químicas o materias peligrosas se marquen.
15. Si usted tiene dudas acerca de la seguridad de un trabajo, consulta inmediatamente con su supervisor.

**PROGRAMA DE ORIENTACION DE SEGURIDAD DE EMPLEADO**  
**DIRECT SERVICE USA - LA SEGURIDAD GENERAL DECRETA - (Continuó)**

16. Los empleado requirieron hacer el trabajo que tiene un peligro de ojo implicado (la carpintería, pintar, las sustancias químicas, etc.) llevará un par aprobado de gafas/gafas de seguridad.
17. Los empleado que trabajan en escaleras, los andamios o en cualquier nivel encima de de 5 pies llevará un acollador aprobado de cinturón de seguridad y lo tiene asegurado a una línea de la seguridad o estructura suficiente resistir al tira del acollador, en caso de una caída.
18. Cualquier trabajo que requiere el trabajo de arriba se designará como un sitio de arriba de trabajo, y el nivel del suelo debajo de será atado lejos o de otro modo levantó barricadas para prevenir alguien de andar bajo el área.
19. Todos aparato que aumentan (escaleras, los andamios, etc.) se conformará al estándar de la seguridad implicado. Todos aparato que aumentan estarán en la reparación buena.
20. Una escalera no se utilizará por encima de la capacidad impresa en lo. La plataforma primera del trabajo de una escalera no deberá ser utilizada como un paso. Todas cerradura de la escalera estarán en la posición, la escalera en el asidero firme, y se utilizará en el método apropiado.
21. Una escalera recta se utilizando para la acceso/salida a la cima de un edificio (o la plataforma) será asegurado por encima, y las barandas y rungs primeros de la escalera extenderán un mínimo de tres (3) pies encima del nivel en que usted piensa a la acceso/salida.
22. Los empleado que utilizan los generadores o los compresores se entrenarán apropiadamente en el uso de mismo. Nunca tentativa para operar estos aparatos si no apropiadamente entrenado.
23. Los empleado que trabajan en el equipo eléctrico cerrarán la puerta a la fuente eléctrica del poder antes de trabajar en lo. No se trabajará en "CALIENTE".
24. Nunca quite a un guardia mecánico de cualquier poder vio, el taladro, el compresor, u otra herramienta que se equipa con un guardia. Al hacer cualquier ajuste, está seguro que la cuerda eléctrica del poder se desconecta.
25. Al trabajar en áreas con otros contratistas/comercios, nunca asume que sus prácticas del trabajo obedecer reglamentación de seguridad. Esté seguro protegerlo así como los otros alrededor de usted.

He leído el encima de 25 norma de seguridad y los entiende. Entiendo además ese fracaso los obedecer pueden tener como resultado la terminación de mi empleo.

\_\_\_\_\_  
**El empleado Imprimió el Nombre**

\_\_\_\_\_  
**Firma**

\_\_\_\_\_  
**Fecha**

\_\_\_\_\_  
**El testigo Imprimió el Nombre**

\_\_\_\_\_  
**Firma**

\_\_\_\_\_  
**Fecha**

## EL CONTROL DEL ACCIDENTE MIDE

**COMENTARIOS:** Las medidas del control del Accidente incluyen varios artículos, inclusive la información siguiente. El Manual Corporativo de la Seguridad contiene información más detallada en la compañía los temas específicos de seguridad.

### **PARTICIPACION de EMPLEADO**

Un programa exitoso de la seguridad depende de un esfuerzo del equipo y la cooperación repleta de todos empleado. La participación del empleado en el procedimiento de seguridad y salud se espera a cada nivel, y la conformidad a todas norma de la seguridad y normas será una parte esencial del procedimiento del empleo en **Direct Service USA**. Instamos todos empleado a hacer nuestra seguridad y la salud programan una parte esencial de sus diario operación. Los empleado se alentan a hacer preguntas y expresar concierne con respecto a todos aspectos de seguridad y salud y discute con la administración necesidades excepcionales de seguridad de lugar de trabajo que pueden surgir durante sus diario operación.

### **INSTRUCCION de EMPLEADO**

- a. Los empleado que trabajarán con gatos de carretillas elevadoras y paleta se entrenarán en el uso apropiado y seguro de este equipo. Cada recibirá una licencia de operarios que es buena durante tres años y será mantenido en el lugar de trabajo (armario o cartera).
- b. Los empleado operarán sólo ese equipo para que ellos son entrenados y son autorizados operar.
- c. Todos empleado se entrenarán en apropiado material y el producto que comercia en así como apoya prevención de herida. Este programa es un programa progresivo que es dirigido en una base de día por día.
- d. Los empleado se entrenarán en la identificación del peligro y la eliminación de lo mismo. Esto incluye mantener un lugar de trabajo y el gobierno de la casa limpio bueno completo se espera en todo cronometra.
- e. Los empleado se aconsejan a indicar algún acto peligroso a su supervisor para participar en la acción correctiva y para prevenir la herida a empleado.
- f. Los empleado informarán inmediatamente cualquier enfermedad, la herida o el incidente a su supervisor. Esto permitirá la compañía a proporcionar el cuidado apropiado y facilitar la solución al problema.
- g. Los empleado informarán algún equipo peligroso que puede haber llegado a ser fuera de reparación a su supervisor inmediatamente. Otra vez, esto permitirá que la compañía facilite la solución al problema.

### **REQUISITOS de EQUIPO de SEGURIDAD de EMPLEADO**

Los empleado continuarán ser entrenados en el uso apropiado del equipo de seguridad y utilizarán este equipo en una base obligatoria asegurar la prevención de heridas. Dependiendo del área que usted trabaja en, el equipo específico de seguridad para esa área se puede requerir. En tal acontecimiento, los empleado se entrenarán en el uso de tal equipo. El requisitos del equipo de la seguridad puede incluir:

- a. Las Gafas de la seguridad, las Gafas de Seguridad, y la Cara Protegen
- b. Los cascos para todo personal de planta
- c. Apoye los Cinturones para levanta/tirar las órdenes
- d. Guantes
- e. Las Zapatos/Botas de la seguridad con dedo de acero
- f. Protección de vista
- g. Los Arreos del cuerpo Caen la Protección
- h. El equipo de la seguridad de la especialidad requirió como tal como un Respirador, etc.

**NOTA:** Si su área del trabajo requiere el equipo específico de seguridad, entonces su uso es obligatorio y será hecho cumplir.

## EL CONTROL DEL ACCIDENTE MIDE

### SEGURIDAD DE OFICINA

Los empleados que trabajan en las áreas de la oficina obedecer norma de planta para llevar de Gafas de Seguridad y otros requisitos específicos de equipo de seguridad al entrar la planta. Las medidas siguientes del control aminorarán los incidentes en las oficinas:

- a. Todas las cuerdas eléctricas no serán entrar de los pasillos. Las cuerdas eléctricas darán publicidad directamente en los receptáculos, no en salidas de multi-receptáculo, que puede sobrecargar un circuito.
- b. Los libradores del archivador, librador de escritorio y librador de gabinete se cerrarán tan pronto como posible aminorar un peligro veloz.
- c. Las sillas se mantendrán con cuatro piernas en el piso para prevenir un volcar posible de la silla.
- d. Las sillas se verificarán para asegurar ellos están en la reparación buena y no colocan un peligro de la caída al usuario.
- e. Cualquier materia tal como plumas, los lápices, etc. se recogerá lejos del piso tan pronto como ellos caen para disminuir la oportunidad para una herida de la tropiezo/caída por alguien dando un paso/resbalar en ellos.
- f. Las prácticas buenas del gobierno de la casa se practicarán en todo tiempo en las oficinas.

### EL VESTIDO del EMPLEADO & el SANEAMIENTO PRACTICA

- a. Obedecer los requisitos del departamento en el que usted trabaja. Si dudoso, pregunta su supervisor.
- b. Siempre utilice las prácticas buenas del saneamiento para asegurar le mantiene su salud en la orden buena.
- c. Mantenga la ropa en buen estado, limpio y ordenado.
- d. Mantenga las prácticas personales de la higiene en la orden. Pelo debe ser ordenado y acicalado. Mantenga una apariencia ordenada completa.
- e. Cuando trabajadores tienen los hábitos buenos de la higiene, ellos son mucho menos probable de inhalar accidentalmente, para tragar, o para tener piel o contacto visual con sustancias peligrosas.
- f. Practique la higiene general buena lavando completamente con jabón y agua:
  - Antes de salir el trabajo área - cada vez.
  - Antes de y después de utilizar retrete.
  - Antes comer, beber, el fumar, el chicle, o arreglar personal (yo.E. tocando su cara, sonándose la nariz, poniendo constitución, etc.)
  - Antes tocar la ropa de la calle, si ropas de uniformes o trabajo se llevan.
- g. No traiga alimento, las bebidas, los cigarrillos, comiendo útiles, o contenedores de bebida en áreas que contienen sustancias peligrosas. No coma, beba, o fume en áreas con sustancias peligrosas.
- h. Mantenga alimento, las bebidas, los cigarrillos, comiendo útiles, las tazas de café, etc., fuera del área de trabajo tan ellos no obtendrán contaminado.
- i. Al trabajar con maquinaria, nunca lleva camisas sueltas, las joyas, ni otros artículos que podrían obtener agarrado en la maquinaria. Es una idea buena de evitar llevar joyas incluso si no trabajando directamente con maquinaria desde que podría obtener agarrado en anaqueles, las puertas, etc., y causa un accidente.
- j. Presente una imagen buena de usted mismo. Cuando usted cumple el gran público, usted es una reflexión directa de la compañía.

## EL CONTROL DEL ACCIDENTE MIDE

### LAS HERRAMIENTAS MANUALES, ACCIONAN HERRAMIENTAS & SEGURIDAD ELECTRICA

Comerciar en impropio y mantenimiento pobre del equipo son las causas delanteras de la mayoría de accidentes de poder y herramienta manual. Los accidentes pueden ser reducidos mucho dando atención al gobierno de la casa y el mantenimiento buenos del equipo. Las personas sólo autorizadas y competente son permitidas operar herramientas eléctricas. Las directrices siguientes se deben seguir para ayudar a aminorar los accidentes:

- a. Ningunas personas deben utilizar cualquier herramienta ni el equipo a menos que ellos hayan sido entrenados y han sido instruidos en su uso correcto, los peligros, y protegen. Si dudoso siempre hace preguntas, nunca utilizan ninguna herramienta con que usted no está familiarizado.
- b. Elija la herramienta correcta para el trabajo. Los destornilladores deben sólo sea utilizado como destinado y no debe ser utilizado como un cincel ni abre con una palanca la barra. Un destornillador debe quedar seguramente el tornillo que se maneja. Alicates se deben utilizar sólo cuando ninguna otra herramienta hará el trabajo. Los alicates no se deben utilizar como llaves inglesas.
- c. Siempre utilice herramientas y equipo eléctricos seguros. Todos alargadores se deben moler y todas herramientas eléctricas deben ser o molieron o auto aislaron (doble aislado).
- d. Si dudoso acerca de la seguridad de un aparato con una fuente de energía eléctrica, lo toma fuera de servicio y lo tiene inspeccionó antes de lo utilizar otra vez.
- e. Todas herramientas se deben mantener en una condición segura. Todas herramientas se deben mantener limpias y protegidas contra la corrosión y el daño. Todas herramientas dañadas o llevadas no se deben utilizar y deben ser reparadas inmediatamente. Las reparación temporarias y provisionales a herramientas no son permisibles. Las herramientas que no se pueden reparar se deben informar y deben ser sacadas del servicio.
- f. Cerciórese que todo protege están en el lugar antes un aparato se prende. Siempre reemplace a los guardias después de mantenimiento de máquina o reparación. Nunca quite ni evite a un guardia de máquina.
- g. Al trabajar con herramientas eléctricas se cerciora para mantener el área del trabajo libre de algo inflamable que podría causar un fuego.
- h. Verifique ese aislamiento en cuerdas eléctricas es en buen estado. Sólo uso aprobó cuerdas de ampliación con apropiado molió, ningunos empalmes, ningunos combates, ningunos alambres expuestos y ningunas áreas grabadas.
- i. Esté que manos seguro son secas antes de comerciar en herramientas eléctricas. Nunca combinación riega y la electricidad. No corre el poder cuerdas por agua parada.
- j. Cualquier herramienta o el equipo que fuma, los olores, las chispas, o causa cualquier tipo del golpe; sintiendo hormigueo u otro funcionamiento defectuoso eléctrico se debe sacar del servicio inmediatamente. No utilice hasta que reparación necesario se hayan hecho.
- k. Siempre posicione un alargador fuera de la manera de camión pedestre de tráfico y ascensor o tráfico de gato de paleta. Asegure la cuerda no puede ser dañada por artículos que caen en lo o el equipo que desborda lo.
- l. Las herramientas eléctricas se deben desconectar de la fuente del suministro al cambiar las fijaciones, haciendo ajuste o reparación secundarios.
- m. Los resto de la herramienta de la muela y guardias de lengua y los protectores protectores se deben mantener firmemente en lugar y deben ser utilizados y deben ser ajustados correctamente. Ajuste no se deben hacer con la muela en el movimiento.
- n. Atienda a trabajadores alrededor de usted. Ponga sobre avisolos si necesario tener cuidado para volar objetos de su operación.
- o. Mantenga herramientas que usted no utiliza en un lugar seguro donde ellos acostumbrado es un peligro veloz u obtiene prendió accidentalmente.

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**ARRIESGUE EL PROGRAMA DE COMUNICACION  
CFR 1910.1200**

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# PROGRAMA ESCRITO DE COMUNICACION DE PELIGRO

## **POLITICA DE LA EMPRESA**

Para asegurar esa información acerca de los peligros de todas sustancias químicas peligrosas utilizadas por **Direct Service USA** son sabidos por todos empleado afectados, el Programa siguiente de Comunicación de Peligro se ha establecido. Todos empleado de la Compañía tomarán parte en la comunicación del peligro (el derecho de saber) el programa. Este programa escrito estará disponible en el **La oficina principal & Cada Lugar de trabajo** para la revisión para algún empleado interesado. Una copia del Registro Federal (29 CFR 1910,1200) está también disponible para la revisión. UN programa escrito de Comunicación de Peligro se debe desarrollar, debe ser ejecutado y debe ser mantenido en **La oficina principal & Cada Lugar de trabajo**.

Esos responsable del mantenimiento y la administración del Programa de Comunicación de Peligro de compañía incluyen:

**Derek Ross**

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**Coordinador de Seguridad de Compañía**

## **El CONTENEDOR que MARCA**

El coordinador de la seguridad verificará que todos contenedores recibieron para el uso será marcado claramente en cuanto a su contenido, nota la advertencia apropiado del peligro, y lista el nombre y las direcciones del fabricante.

El coordinador de la seguridad asegurará que todos contenedores secundarios a través del edificio del trabajo se marquen con o una copia extra de la etiqueta original de fabricante o con etiquetas que tienen la identidad y el peligro apropiado que advierte. Para la ayuda con marcar, ve al coordinador de seguridad.

Un programa alterno que marca se puede ejecutar conformarse a las necesidades de la compañía. Este programa se resumirá y será comunicado a todos empleado afectados.

El coordinador de la seguridad revisará periódicamente procedimiento de marcar de compañía en una base como necesitada con por lo menos una revisión cada seis meses y actualizará el Programa de Comunicación de Peligro como requerido.

## **Las HOJAS MATERIALES de DATOS de SEGURIDAD (MSDS)**

El coordinador de la seguridad es responsable de establecer y controlar el Programa de Comunicación de peligro de compañía. La él/ella se cerciorará que los procedimiento se desarrollan obtener el MSDS necesario y revisar el MSDS entrante para determinar la información significativa de la salud y la seguridad. La él/ella verá que toda información nueva, si cualquiera, se pasa en al empleado afectado (empleado).

Las copias de MSDS se mantienen en carpetas de hojas sueltas en el **La oficina principal & Cada Lugar de trabajo**. MSDS estará disponible a todos empleado en cada turno. Si un MSDS no está disponible, contacta inmediatamente al coordinador de seguridad.

Las hojas del inventario se mantienen en la frente de la sección del "Inventario de MSDS" del Manual de Comunicación de Peligro, por la compañía (fabricante) siempre que posible. Todo MSDS, que están disponibles, son listados en la hoja del inventario. Este Programa escrito de la Comunicación del Peligro está disponible sobre el pedido para empleado, su designado representativo y el Subsecretario y el Director de acuerdo con el requisitos de 29 CFR 1910.1020(e).

# **PROGRAMA ESCRITO DE COMUNICACION DE PELIGRO**

## **EL EMPLEADO QUE ENTRENA Y LA INFORMACION**

El coordinador de la seguridad es responsable del programa de capacitación de empleado de compañía. El coordinador de seguridad asegurará que todos empleado sobre el inicial empleen o transfieran y por lo menos anualmente después recibirá información efectiva y entrenando en sustancias químicas y productos peligrosos en su área del trabajo. La él/ella asegurará que todos elementos del programa se lleven a cabo.

La instrucción información se reunirá de la información escrita inclusive etiquetas de contenedor, MSDS y cualquier otras fuentes aplicables y se revisará con todos empleado afectados. En cualquier momento una sustancia química nueva que es peligrosa se añade al inventario, todos empleado afectados se entrenarán. Los empleado afectados deben tener un entender de lo Siguiendo:

1. La vista general del el Derecho de Saber el Programa de HAZCOM.
2. Las sustancias químicas peligrosas en el lugar de trabajo y cualquier operación en su área del trabajo donde sustancias químicas peligrosas son presentes
3. La ubicación y la disponibilidad de la lista del inventario y MSDS química peligrosa archivan junto con el programa escrito de HAZCOM.
4. El físico y los peligros para la salud de las sustancias químicas en el área del trabajo.
5. Los signos y los síntomas de la exposición.
6. Cómo determinar la presencia o la liberación de una sustancia química peligrosa en el área del trabajo (la apariencia o el olor tal como visuales de sustancias químicas peligrosas cuando se liberando, etc.)
7. Cómo reducir la exposición o prevenir la exposición a sustancias químicas peligrosas por el uso del equipo protector, de las prácticas del trabajo, y de las prácticas del control.
8. Los procedimiento para seguir en caso de la exposición excesiva a sustancias químicas peligrosas.
9. Un entender del sistema que marca utilizó y cómo leer etiquetas para obtener y utilizar la información apropiado del peligro.

## **TAREA NO-RUTINARIOS PELIGROSAS**

Periódicamente, los empleado se requieren actuar tarea no-rutinarios peligrosas que implicarán la necesidad de proporcionar la instrucción extra. En este acontecimiento, los empleado se entrenarán en el equipo apropiado de emergencia, en procedimiento de trabajo, y en el equipo especializado de seguridad.

**NOTA:** UNA sesión de capacitación de seguridad de pre-trabajo se realizará.

## **INFORMAR a CONTRATISTAS**

El coordinador de la seguridad informará a contratistas con información acerca de alguna sustancia química peligrosa que sus empleado pueden ser expuestos a en el lugar de trabajo y aconsejarán que contratistas toman las precauciones preven la seguridad de sus empleado.

En caso de que un contratista traiga cualquier sustancia química o el producto en el lugar de trabajo o el edificio que es peligroso, la él/ella notificará al coordinador de seguridad del tipo y el nombre de las materias en la escritura.

## **La LISTA del INVENTARIO de MSDS DE SUSTANCIAS QUIMICAS PELIGROSAS**

La lista del inventario está en carpetas de hojas sueltas. Esta lista se mantiene en el **La oficina principal & Cada Lugar de trabajo.**

# PROGRAMA ESCRITO DE COMUNICACION DE PELIGRO

## LOS METODOS DE COMUNICAR LAS ADVERTENCIAS DEL PELIGRO

Cualquiera de los métodos siguientes será utilizado a comunicar las advertencias químicas del peligro; los ejemplos de estos sistemas se adjuntan a fines de este programa:

1. El contenedor Marca
2. La Asociación nacional de la Protección del Fuego es Sistema triángulo identificado por colores de peligro que Marca (Ve Abajo).
3. MSDS

## PROGRAME COMUNICACION PARA HABLAR NO-INGLES EMPLEADO

Mientras OSHA requiere que el Programa escrito de Comunicación de Peligro, todo MSDS, y etiquetas de contenedor sean escritos en inglés, **Direct Service USA** Hará cada esfuerzo para comunicar el Programa de Comunicación de Peligro en el idioma de no anglohablantes. La comunicación efectiva se alcanzará por cualquiera de los métodos o combinaciones siguientes del mismo:

1. La instrucción sobre el programa entero en el idioma nativo de empleado por el uso de un intérprete/intermediario.
2. Las presentación video en el idioma nativo del empleado.
3. Las materias escritas (distribuciones, MSDS, etiquetas de contenedor) en el idioma nativo del empleado, cuándo disponible y/o accesible.

## N. F. P. A. ARRIESGUE SISTEMA de IDENTIFICACION

AZUL	ROJO	AMARILLO
PELIGRO PARA LA SALUD	DESPIDA el PELIGRO	PELIGRO de REACTIVIDAD
El tipo De la Herida Posible	Susceptibilidad Al Ardor	Susceptibilidad para Liberar De la Energía
<b>Número 4</b> Las materias que en exposición muy corta podría causar la muerte o la herida residual importante aunque incite el tratamiento médico se dio.	<b>Número 4</b> Las materias que hacen vaporizan completamente o rápidamente en la presión atmosférica y la temperatura normal del ambiente, y que quemará.	<b>Número 4</b> Las materias que son prontamente capaces de la detonación o de la descomposición o la reacción explosivas en temperaturas y presiones normal
<b>Número 3</b> Las materias, que en exposición corta, podría causar la herida grave, temporaria o residual aunque incite el tratamiento médico se dio.	<b>Número 3</b> Los líquidos y los sólidos que se pueden encender abajo casi todas condición de la temperatura del ambiente	<b>Número 3</b> Las materias que son capaces de la detonación o la reacción explosiva pero requieren una fuente fuerte que inicia, o eso se debe calentar bajo el confinamiento antes de la iniciación, o reaccionar explosivamente con agua.
<b>Número 2</b> Las materias que en exposición intensa o continuada podría causar la privación de capacidad o la herida temporaria residual posible a menos que incite el tratamiento médico se da.	<b>Número 2</b> Las materias que se deben calentar moderadamente o deben ser expuesto a temperaturas relativamente altas de ambiente antes ignición puede ocurrir.	<b>Número 2</b> Las materias que son normalmente inestables & experimenta prontamente los cambios químicos violentos pero no detona; también materias que pueden formar mezclas potencialmente explosivas con agua.
<b>Número 1</b> Las materias, que en exposición causaría irritación, pero la herida residual sólo secundaria incluso si ningún tratamiento se dé.	<b>Número 1</b> Las materias que se deben precalentar antes ignición puede ocurrir.	<b>Número 1</b> Las materias que son normalmente fijas, pero eso puede llegar a ser inestable en temperaturas y presiones elevadas, o eso puede reaccionar con agua con alguna liberación de la energía, pero <i>no</i> violentamente.
<b>Número 0</b> Las materias que en exposición no causaría herida.	<b>Número 0</b> Las materias que no quemarán	<b>Número 0</b> Las materias que son las condición explosivas, aún criticadas y normalmente fijas, y eso no es reactiva con agua.

## HAZCOM - EL DERECHO DE SABER LA LEY

El Estándar de la Comunicación del Peligro de OSHA (29 CFR 1910,1200) surtió efecto en 1985. A menudo se llama el "el Derecho de Saber el Estándar" porque su propósito deberá asegurar que trabajadores reconocen y entienden los peligros de las sustancias químicas en su lugar de trabajo. Además, requiere información y entrenando eso permite trabajadores para proteger a sí mismo de esos peligros químicos. Los trabajadores deben entender el propósito de la ley y cómo trabajan, así como marca, hojas materiales de datos de seguridad, el equipo protector personal, y otro recursos protector que la ley preve todos que comercia en sustancias químicas en el trabajo. Cinco elementos clave que esta ley requiere son (1) el Programa Escrito, (2) Contenedor que Marca, (3) Las Hojas materiales de Datos de Seguridad (MSDS) Y la Lista del Inventario, (4) Disponibilidad de las Hojas de MSDS, (5) Entrenando Requisitos.

### 1. PROGRAMA ESCRITO

Cada Compañía debe tener un programa escrito de HAZCOM. Este programa incluye artículos tales como que lleva el registros, donde estos registros se mantienen, con qué frecuencia los registros son arriba-anticuado, requisitos de instrucción, etc.

### 2. EL CONTENEDOR MARCA

Las compañías que manufacturan o importan sustancias químicas deben actuar, o deben utilizar, deber investigar en cada sustancia química ellos hacen o importan. Esa investigación debe determinar qué tipos de los peligros que la sustancia podría colocar y cómo lo mejor para evitar los riesgos que la investigación aparece. Los fabricante pasan en esa información en etiquetas de contenedor y hojas materiales de datos de seguridad. Los fabricante deben adjuntar una etiqueta a cada contenedor que tiene sustancias químicas peligrosas. Las etiquetas deben revelar por lo menos:

- El nombre o la identidad del producto y, si asigna, sus componentes
- Las advertencias en palabras o símbolos de:
  - El producto físico arriesga (inflamable, explosivo, reactiva, etc.)
  - La salud del producto arriesga (tóxico, irritación de piel, el cáncer de la causa, etc.)
- El nombre y la dirección del fabricante, el distribuidor, etc.

**NOTE acerca de Marcar de Contenedor:** Todos contenedores se deben marcar en cuanto a su contenido. UNNy cronometra un producto se toma de su contenedor primario y coloca en un contenedor secundario, se debe marcar también. Estas etiquetas pueden ser escriben a mano y no tienen que ser identificado por colores. Ellos deben ser escritos también en inglés como requeridos por este estándar.

A veces etiquetas proporcionan también algunos en una guía de mirada en la ropa, el equipo, y los procedimiento protectora básica aconsejaron al trabajar con esta sustancia química. Etiquetas se diseñan para asegurar que cada trabajador pueda averiguar los riesgos de una sustancia química con apenas una mirada rápida en la etiqueta de contenedor, y entonces tomar las medidas apropiado.

### 3. HOJAS MATERIALES de DATOS de SEGURIDAD

Para la información más detallada en cada sustancia química, los trabajadores giran a hojas materiales de datos de seguridad (MSDS). Los fabricante deben proporcionar un MSDS con cada sustancia química peligrosa. Incluye la información siguiente:

- **El nombre, la dirección, y el número de teléfono** del fabricante químico, el importador, u otra parte responsable que prepara o para distribuir la hoja material de datos de seguridad, que puede proporcionar información adicional en la sustancia química peligrosa y procedimiento apropiado de emergencia si necesario.
- **La identidad de la sustancia química.** Esto incluye su sustancia química y los nombres comunes, el fabricante, etc. Si la sustancia química es una mezcla, debe listar cada ingrediente químico en la combinación, así como sus peligros.

## HAZCOM - EL DERECHO DE SABER LA LEY

### 3. LAS HOJAS MATERIALES DE DATOS DE SEGURIDAD (Continuó)

- **Características físicas y químicas.** El MSDS proporciona tal información como la sustancia química es hervir el punto, la presión de vapor, la densidad de vapor, fundiéndose el punto, el punto de la evaporación, la tasa de la evaporación, la solubilidad de agua, destella el punto, y su apariencia y el olor bajo condición normal.
- **Los peligros y las maneras físicas comerciar en los.** Esto cubre tales peligros posible como fuego y explosión y qué medios se deben utilizar para prevenir y combatirlos.
- **La salud arriesga.** El MSDS dará límites permisibles de la exposición ponen por OSHA, u otros límites de la exposición ponen por la Conferencia Americano del Gobierno Higienistas Industriales.
- **Los signos y los síntomas de la exposición.** Si la exposición a la sustancia química podría causar irritación de ojo, la náusea, el mareo, el dolor de cabeza, los sarpullidos de piel, o agravar condición médicas existentes, el MSDS lo dirá. También listó en algún lugar en el documento será procedimiento de emergencia y primeros auxilios.
- **Cómo la sustancia química entra el cuerpo.** Es importante saber si la exposición viene de tragar, de inhalar, o de la piel o el contacto visual, y el MSDS revelan esa información.
- **La reactividad.** El MSDS informa en la estabilidad de sustancia así como las sustancias y situación para evitar porque podría hacer este químico inestable y reactiva.
- **El equipo protector.** Cualquier PPE tal como respiradores, los guantes, las gafas, etc. que se aconsejan prevenir la exposición se listará, junto con requisitos de ventilación.
- **Rocia, los escapes, y la venta.** Si la sustancia se libera accidentalmente, el MSDS explica cómo comerciar en tales incidentes y se deshace de la sustancia apropiadamente.
- **Comerciar en y almacenamiento.** Las maneras apropiadas comerciar en y para almacenar la sustancia es cubierta por el MSDS.

El MSDS puede entrar también otros temas relacionados a los peligros de la sustancia, tal como la toxicidad para pescar si rociado, transporta requisitos, etc. El punto es que el MSDS es cada guía de trabajador a comerciar en de caja fuerte de sustancias peligrosas. Los peligros individuales de la sustancia química determinan exactamente qué información que el MSDS contiene. Pero siempre contiene la información necesitó evitar los accidentes y la enfermedad al comerciar en esa sustancia. La compañía debe tener y deber mantener MSDS es para cada producto que está en el edificio (o utilizado en el campo). Estas hojas se deben escribir en inglés y la lista del inventario se debe indexar apropiadamente (alfabético o clasificó si es posible) y mantenido regularmente (los productos arriba-anticuado cada 6 meses o como nuevos se incluyen).

### 4. La DISPONIBILIDAD DE LAS HOJAS de MSDS

Los empleado tienen el derecho de tener acceso a las hojas de MSDS en los productos a que ellos son expuestos. Estas hojas deben estar disponibles a todos empleado en todo cronometra sobre el pedido. Esto incluye empleado regulares de cambio, la noche o empleado de cambio de columpio, y cualquiera más que puede entrar la instalaciones en tiempo.

### 5. REQUISITOS de INSTRUCCION

La reglamentación de OSHA pone bajo el mandato esa instrucción de HAZCOM debe tener lugar sobre el inicial emplea de empleado nuevos, por lo menos anualmente después como un refresco el curso, y el tiempo que un producto químico nuevo se presenta en el ámbito laboral. Nunca trabajo con los productos que usted no está familiarizado con, leyó el MSDS y etiquetas de contenedor para ayudar a mantenerle caja fuerte.

El Estándar de la Comunicación del Peligro se diseña para permitir que trabajadores ejerciten su derecho de saber. El Estándar de la Comunicación del Peligro puede ir una manera larga hacia mantener lugares de trabajo los trabajadores caja fuerte y saludable cuando ellos trabajan con sustancias químicas.

# EN BLANCO/PRUEBA MSDS

La Hoja material de Datos de Seguridad  
Puede ser utilizado obedecer  
El Estándar de la Comunicación del Peligro de OSHA.  
29CFR 1910,1200. El estándar debe ser  
Consultado para el requisitos específico.

EEUU. El departamento del Trabajo  
Administración Profesional de Seguridad y Salud  
(Forma No-Obligatorio)  
Forma Aprobó  
OMB No. 1218-0072

La IDENTIDAD (Utilizó Como en la Etiqueta y la \_\_\_\_\_ Lista).

## SECCION I

El Nombre de Fabricante -  
La Dirección (El número, la Calle, la Ciudad, el Estado, y el Código postal)

## SECCION II - Ingredientes Peligrosos/Información de Identidad

La nota: espacios en blanco no se permiten. Si ningún artículo no aplicable, ni no  
Información está disponible, el espacio se debe marcar para indicar eso.

El Número de teléfono de la emergencia -  
El Número de teléfono para la información -  
La fecha Preparó -  
La firma del Preparador (opcional) -

Los Componentes peligrosos (la Identidad Química Específica, el Nombre Común (los Nombres)) OSHA PEL ACGIH TLV Otros Límites Aconsejaron  
%(Optional)

## SECCION III - Físico/Características Químicas

Hirviéndose el Punto -  
La Presión de Vapor (Mm Hg.) -  
La Densidad de Vapor (AIRE = 1) -  
La Solubilidad en el Agua -  
La Gravedad (H2O específica = 1) -  
El punto de fusión -  
La Tasa de la evaporación (Acetato de Butilo = 1) -  
La Apariencia y el Olor

## SECCION IV - Despida y los Datos del Peligro de la Explosión

Destella el Punto (el Método Utilizó) - los Límites Inflamables- LEL- UEL-  
Extinguiendo Medios -  
El Fuego Especial que Lucha Procedimiento -  
El Fuego y la Explosión Excepcionales Arriesgan -

## SECCION V - los Datos de la Reactividad

La Estabilidad/ Inestable - Condición para Evitar -  
Fijo -  
La Incompatibilidad ( las Materias para Evitar) -  
La Descomposición Peligrosa de Subproductos -  
Polimerización Peligrosa mayo Ocurre ( ) Condición para Evitar -  
No Ocurrirá ( )

## SECCION VI - Datos de peligro para la salud

¿ La Ruta (las Rutas) de la Entrada: Aspiración? ¿ La piel? ¿ La ingestión?  
La Salud Arriesga (Agudo y Crónico)  
¿ Carcinogenicity: NTP? ¿ Las Monografías de IARC? ¿ OSHA Reglamentó?  
Firma y los Síntomas de la Exposición -  
Condición Médicas Generalmente Agravado por la Exposición -  
Emergencia y Ayuda Primero Procedimiento

## SECCION VII - Las precauciones para Comerciar en de Caja Fuerte y Utiliza

Los Pasos para Ser Aceptados Caja la Materia se Libera o Es Rociada -  
El Método de la Eliminación de desechos -  
Las Precauciones para Ser Aceptadas Comerciar en y Almacenar -  
Otras Precauciones

## SECCION VIII - El control Mide (el Equipo Protector Personal)

La Protección Respiratoria (Específica el Tipo) -  
La Ventilación/ el Escape Local - Especial - Mecánico (General) - Otro -  
Guantes Protectores - la Protección de Ojode -  
Otra Ropa o el Equipo Protectores -  
Trabaja/las Prácticas Higiénicas -

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**EL ACCESO A LA EXPOSICION DEL EMPLEADO Y  
REGISTROS MEDICOS - CFR 1910.1020**

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## 1910.1020 ACCESO A LA EXPOSICION DEL EMPLEADO Y REGISTROS MEDICOS

Durante la sesión de la orientación de empleado y por lo menos anualmente después, **Direct Service USA** Informará sus empleado de sus derechos bajo el 1910.1020 uniforme. Esta instrucción se realiza generalmente en conjunción con el Estándar de Comunicación de Peligro a causa de la similitud de las dos reglamentación.

En informa, este estándar demanda que cada empresario irá, sobre el pedido, asegurará el acceso de cada empleado y designado representativo a registros de exposición de empleado apropiado al empleado. Los registros apropiado de la exposición consisten en:

- a) Los registros del pasado de empleado o exposición presente a sustancias o agentes tóxicas físicos perjudiciales,
- b) La exposición registra u otros empleado con el pasado o deberes presentes de trabajo o las condiciones de trabajo relacionaron a o semejante a éstos del empleado,
- c) Los registros que contienen información de exposición con respecto al lugar de trabajo de empleado o condiciones de trabajo,
- d) La exposición registra pertenecer para trabajar las ubicaciones o las condiciones de trabajo a que el empleado se asigna o es transferido.

El estándar pone bajo el mandato también ese empleado los registros médicos irán:

- a) Sea accesible al empleado por el empresario, menos si se cree que eso suministrando tal información podría ser perjudicial a la salud del empleado,
- b) Sobre el pedido, sea suministrado a cada designado representativo del empleado que ha dado el designado representativo escrito el consentimiento.

También, siempre que los registros médicos son solicitados, un médico que representa el empresario puede aconsejar que el empleado o designado representativo:

- a) Consulte con el médico para los propósitos de revisar y discutir los registros médicos,
- b) Acepte el resumen de hechos y opiniones materiales en vez de los registros solicitados, o
- c) Acepte la liberación de los registros solicitados sólo a un médico u otro designado representativo.

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**APOYE PREVENCIÓN DE HERIDA & MANTENIMIENTO DE  
ESPALDA**

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## APOYE MANTENIMIENTO DE PREVENCION/ESPALDA DE HERIDA

La prevención de heridas de espalda y mantener una espalda saludable es una consideración primaria para **Direct Service USA**. Los empleados se hacen enterados de métodos de prevenir las heridas de espalda y métodos del ejercicio, que ayuda a mantener una espalda saludable. Para proporcionar entrenando en el control de espalda los incidentes relacionados, y a mantener una espalda saludable, **Direct Service USA** ha comprendido el seguir el programa básico de seguridad dirigido en levantar apropiado técnica, los programas del ejercicio, y ambos en el trabajo así como de la seguridad del trabajo para la espalda.

### LAS TÉCNICAS APROPIADAS QUE LEVANTAN

La llave a mantener una espalda buena y saludable deberá practicar levantar buena técnica y para seguir estos elementos clave.

1. Siempre ascensor en una postura apropiada con la espalda en una posición vertical, y en las piernas doblaron levemente. Esto es conocido como la figura "4" las posiciones que levantan, en que los músculos de pierna soportan la parte más grande del ascensor.
2. Agarre el artículo para ser levantado con entrega, y tira lo icerra al cuerpo, lo cerciorándose se tiene firmemente.
3. **Nunca** La tentativa para torcer en la cintura al levantar o mover un objeto de un punto a otro. UNA torsión en la espalda puede causar posiblemente la herida a la espalda más baja.
4. **Nunca** La tentativa para levantar objetos que usted sabe estar demasiado pesados para una persona para levantar. Utilice aparato que levantan siempre que posible, y buscan ayuda cuando no hay aparato que levantan disponible. Puede ser necesario buscar la ayuda de más de una persona si la carga es voluminoso o demasiado pesada para uno o para dos personas.
5. **Nunca** Párese completamente-footed y arquée su espalda como usted procura escoger un objeto arriba del piso.
6. Al manejar un vehículo, siempre ve que las rodillas son más altas que su caderas/nalgas. Esto permite su espalda más baja estar en una posición apropiadamente alineada que disminuirá la oportunidad para una herida más baja bajo de espalda.
7. **Nunca** La tentativa para bajar o levantar un objetivo de arriba. Esto causa que la espalda más baja arquée y coloque el esfuerzo indebido en la espalda más baja y pueda tener como resultado la herida más baja de espalda.
8. Siempre que posible, las estaciones de trabajo deben estar en o levemente encima del nivel de cintura que es la zona más cómoda que levanta para la espalda.
9. Si usted es uno de la 96% de personas que tiene algún tipo de dolor lumbar, y usted sabe que usted tiene algún tipo del problema espalda-relacionado, usted necesita obtener la abundancia de resto y ejercicio apropiado en la orden para gestionar apropiadamente el problema. **SOLO** 4% de dolor lumbar es atribuido directamente a una herida. La mayoría de espalda relacionó el dolor se comprende generalmente de condición como el proceso de se envejecer, las infecciones urinarias de tracto, y no herida relacionó las causas. (El Crédito NSC 1989 edición).
10. Las técnicas apropiadas que se sientan ayudan a reducir espaldas cansadas y en la prevención de dolor lumbar o herida. Mantenga las rodillas más alto que la nalgas y la espalda derecho.
11. Las técnicas paradas apropiadas deben ser utilizadas por empleado que se pueden requerir actuar los trabajos parados del tipo durante la mayor parte del día. Una propina deberá utilizar un taburete pequeño que puede sostener un pie para un tiempo y entonces alternar al otro pie. Esto ayudará a mantener la espalda de la llanta.
12. Si no hay taburete disponible, usted puede doblar en las rodillas para mantener ocasionalmente la espalda de la llanta.
13. La postura durmiente buena es necesario para un empleado para despertarse el sentimiento refrescado y con una espalda descansada. Esto incluye la selección apropiada de ropa de cama, especialmente el colchón. Si el ropa de cama se doblega, y la espalda se dobla en una situación delicada, el empleado despertará con una espalda cansada y adolorida. Un método de corregir una cama hundida deberá colocar una hoja de capa madera que ha sido cortado al tamaño del colchón bajo el colchón a la firma arriba el se doblega.

**NOTA:** Seguridad Rutinaria cumple cubrirá información adicional de seguridad relacionó para apoyar prevención de herida con videos, los resbaladeros, y/o las materias de distribución que ayudan en la instrucción empleado en la seguridad completa de espalda. Los carteles se cuelgan rutinariamente que mosuera levantar apropiado técnica que ayudan en el mantenimiento de espalda y cuidado.

## EL EJERCICIO PROGRAMA PARA MANTENER UNA ESPALDA SALUDABLE

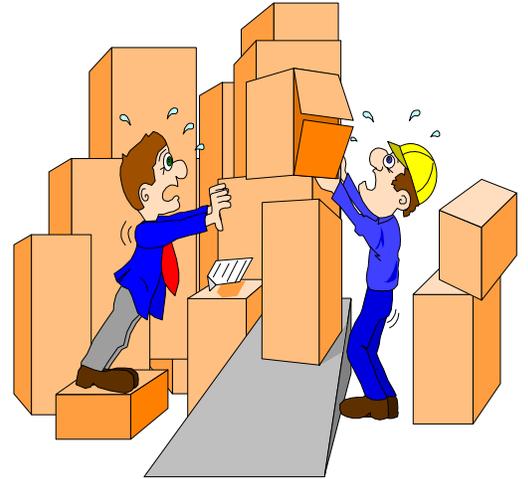
Otra llave a mantener una espalda saludable deberá ejecutar y deberá utilizar un programa bueno del ejercicio. **ANTES** procurar para hacer cualquier ejercicio de espalda, especialmente si usted ha tenido cualquier tipo de dolor lumbar, **vea a su médico** antes de empezar el programa del ejercicio. Los ejercicios ilustrados aquí a menudo son aconsejados por médicos y tienen probado exitoso en personas auxiliares mantiene una espalda saludable.

- A. **CALIENTESE LOS EJERCICIOS:** Varios fácil se calienta los ejercicios le permitirán aflojar arriba músculos y apoyar. Estos ejercicios son sencillos y toman muy poco tiempo y el espacio para actuar.
1. Un común se calienta el ejercicio es un informa la caminata vigorosa de acerca de tres a cuatro minutos. Esto se puede hacer en casa o en el trabajo antes de procurar deberes normal del trabajo. Esta caminata vigorosa puede es aún una caminata en el lugar.
  2. Los ascensor de la rodilla, las rotaciones de brazo y rotaciones de cuello pueden ayudar a hacer flexible y warming arriba los músculos.
- B. **LOS EJERCICIOS :** Los ejercicios siguientes son un medios excelente de mantener una espalda saludable buena y ayudan a aflojar una espalda tiesa.
1. **LA RODILLA AL AUMENTO DEL PECHO:** La Ayuda a hacer flexible arriba una espalda tiesa. Coloca de espaldas. Levanta el rodilla derecho al pecho. El Asidero para un ueonta a cinco. Repite cinco veces. **NOTA:** No levanta con armamentos ni manos.
  2. **SOLO AUMENTO DE LA PIERNA:** Hacer flexible arriba y estirar el tendón de la corva. La planicie de la Mentira en la espalda y levanta lentamente el pierna derecho tan alto como usted puede cómodamente. El asidero y ueonta a cinco. Vuelva lentamente a comenzar la posición. Repita cinco veces. **NOTA:** Mantiene medio- y la planicie más baja de espalda en el piso.
  3. **LA MITAD SE SIENTA -UPS:** Reforzar el abdominal y músculos de espalda. Asuma la posición básica (la planicie en la espalda, las rodillas arquearon, los armamentos en el pecho.) Vuelva lentamente a comenzar la posición. Repita cinco veces. **NOTA:** Mantiene medio- y la planicie más baja de espalda en el piso.
  4. **LA INCLINACION PELVICA:** Armamentos doblaron detrás de cabeza, las rodillas arquearon y más bajo y medio la planicie de espalda en el piso. Apriete firmemente los músculos de nalga. El asidero ueonta a cinco. Relájese músculos de nalga, Repiten cinco veces.
  5. **LA NARIZ AL TOQUE DE LA RODILLA:** La Planicie en la espalda, los armamentos extendieron abajo cada lado, con rodillas arqueada y planicie de espalda en el piso. Levante rodilla izquierda lentamente al pecho. Tire rodilla izquierda al pecho con ambos entrega. La cabeza del aumento y toca nariz a la rodilla. El asidero y ueonta a cinco. Repite cinco veces y entonces ejercita con el rodilla derecho, repitiendo cinco veces.
- C. **LOS EJERCICIOS AVANZADOS:** (Siempre cheque con su médico antes de hacer algún ejercicio avanzado)
1. **LAS TIJERAS:** la Planicie en la espalda con armamentos doblados detrás de cabeza, las piernas levemente aparte hasta equilibrado. Lentamente piernas de scissor arriba y abajo 10 veces. Lentamente scissor de aquí para allá (crossways) 10 veces. Alterne a la izquierda sobre derecho y derecho sobre la izquierda. Vuelva rodillas al pecho y entonces pies al piso. **NOTA:** Mantiene el equilibrio bueno y espalda más baja en el piso.
  2. **LA CADERA HIPER AMPLIACION:** La Mentira en el estómago con armamentos doblada y cara en armamentos, las Piernas extendieron con la cima de la planicie de pie en el piso. El Asidero pierna izquierda derecho. Levanta Lentamente pierna de la cadera acerca de 6 a 8 pulgadas. Vuelva pierna al piso. Repita cinco veces. Repita mismos pasos con el pierna derecho. **NOTA:** No levanta pelvis para levantar pierna; mantenga la pierna derecho.

## APOYE PRINCIPIOS DE SEGURIDAD

### *¿Qué es El Trato Grande?*

Ningún asunto lo que su ocupación es, las oportunidades son que en algún punto durante su turno, usted algo estará recogiendo, y si expertos de seguridad son correcto, la mayoría de nosotros levantará incorrectamente. La tira humorística debajo de es más que apenas un retrato tonto; es probablemente una representación exacto de cómo la mayoría de nosotros levanta: con torpeza y con ninguna prudencia. ¿Pero apenas lo que es el trato grande acerca de levantar de todos modos? ¿Tiene no la mayoría de nosotros levantó variar las cantidades del peso por años sin ningún problema en todo? ¿Realmente, arriba qué es tan complicado acerca de escoger algo?



### *Unas pocas Estadísticas*

Los expertos sugieren que 4 fuera de 5 trabajadores Americano experimentarán dolor lumbar en algún punto en su vive. De los que sufren dolor lumbar, sólo 4% tiene una herida de espalda. De los que sufren las heridas de espalda, ellos no son considerados son recuperados completamente hasta que ellos no tengan dolor en la misma área durante 2 años.

### *Cinco Norma Doradas*

1. ***Siempre, siempre, siempre, utiliza las piernas para levantar y no su espalda.*** Las piernas tienen los grupos más fuertes de músculo en el cuerpo; opuestamente, los músculos de espalda son el más débil.
2. ***Mantenga el cierre de la carga a su cuerpo.*** Un objeto tuvo cierre a su cuerpo es el esfuerzo lejos menos en la espalda que un objeto tuvo en la longitud de armamentos.
3. ***Evite objetos que levantan sobre hombros.*** Cuándo usted levanta sobre hombros la fuerza del ascensor causa su espalda a el arco pellizcando las vértebras más bajas, los discos, y los músculos.
4. ***Al mover una carga de la izquierda al derecho, gira su cuerpo, no tuerce su espalda.*** Recuerda, su espalda está como un amortiguador. Cuándo usted levanta, comprime, y cuando usted levanta y tuerce, el momento de torsión añadido podría llevar a una herida de espalda.
5. ***El empujón, no tira.*** Para esos artículos en carritos o dollies, empujélos en vez de tirar. Cuando usted tira, usted coloca típicamente la mayor parte del esfuerzo en los codos, en las rodillas, y en espalda más baja, pero cuando usted empuja, la fuerza del esfuerzo se esparce fuera sobre los hombros, el pecho, y las piernas.

### *Las Propina Para Durar UNA Vida*

- Calibre arriba la carga antes usted lo levanta.
- Utilice levantar mecánico aparato siempre que posible.
- Los cinturones de la espalda no le hacen más fuerte.
- Estirar y ejercicios de calentamiento ayudan a mantener su espalda flexible y fuerte.
- El daño a su espalda de levantar impropio es acumulativo. Eso es, el más viejo obtenemos y el más largo levantamos impropriamente, el más grande el riesgo de una herida.
- Piense antes que usted levanta. ¿Es mejor preguntar, *Cómo debo levantar* esta carga? que obtener la herida y entonces preguntar, *Cómo?* ¿Debo haber *levantado* yo esa carga?

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**DESPIDA LA ORIENTACION DE SEGURIDAD Y EXTINTOR**

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# DESPIDA LA ORIENTACION DE SEGURIDAD Y EXTINTOR

## DESPIDA LAS CLASIFICACIONES

La Asociación Nacional de la Protección del Fuego (NFPA) reconoce cuatro clases generales de fuegos. Ellos incluyen:

- Clase A:** Clase que A fuegos consisten generalmente en el ardor de materias tal como madera, del papel, de la tela, o de la basura. Generalmente, cualquier materia que sale detrás de una ceniza se considera generalmente una Clase A combustible. Para este tipo del fuego, el agua, agua-basó que extingue a agentes, y extintores seca-químicos Proporcione las capacidades de lo mejor a poner el fuego fuera.
- Clase B:** Los fuegosde la Clase B implican líquidos inflamables tal como gasolina, el aceite, la grasa, las pinturas, y thinners. La eliminación de aire es los medios principal por que este tipo del fuego se extingue; en la mayoría de las circunstancias, el agua hace sólo esparció este tipo del fuego. Para esta razón, la seca sustancia química, el bióxido de carbono, la espuma, o extintores de halón se aconsejan.
- Clase C:** Los fuegosde la Clase C, se refirieron comúnmente a como un "fuego eléctrico", ocurre en o cerca de vigorizó las fuentes donde la presencia de una corriente eléctrica necesita el uso de extinguir no conductivo a agentes. Un seco-químico o extintor de bióxido de carbono se preiferen para esta clase del fuego. No utiliza agua ni espuma porque estos agentes que extinguen realizarán la electricidad.
- Clase D:** Los fuegosde la Clase D implican el ardor de metales tal como magnesio, del titanio, del potasio, y del sodio. Generalmente, extinguir regular a agentes utilizaron para luchar los tipos más comunes de fuegos no se aconsejan para fuegos de Clase D. El fuego especial que lucha procedimiento y a agentes que extinguen se ha desarrollado para estos tipos de fuegos.

## LA SELECCION Y LA DISTRIBUCION DE EXTINTORES PORTATIL

Los extintores portátil preven el uso de empleado y escogidos y distribuidos basado en las clases de fuegos anticipados de lugar de trabajo y en el tamaño y el grado del peligro que afectaría su uso.

- Los extintores se distribuirán para la Clase A los peligros del fuego para que la distancia del viaje para empleado a cualquier extintor sean 75 pies o menos.
- Los extintores se distribuirán para la Clase B los peligros del fuego para que la distancia del viaje para empleado del la Clase B área de peligro a cualquier extintor sea 50 pies o menos
- Los extintores se distribuirán para la Clase C los peligros del fuego por la pauta apropiado para el existir la Clase A o la Clase B los peligros.
- Despida extintores u otros contenedores de la Clase D extinguiendo a agentes serán distribuidos para que la distancia del viaje para empleado del metal combustible que trabaje áreas a cualquier agente que extingue es 75 pies o menos. Los extintores portátil para la Clase D los peligros se requieren en esas áreas combustibles del trabajo de metal donde polvos combustibles de metal, las escamas, los afeitos, o los productos semejantemente calibrados se engendran por lo menos una vez cada dos semana.

## DESPIDA LA ORIENTACION DE SEGURIDAD Y EXTINTOR

La eliminación de peligros de fuego es crucial en prevenir la ocurrencia de un fuego. Por lo tanto, las consideraciones siguientes serán dirigidas por **Direct Service USA** en todo cronometra:

- Examine cuál materias utilizadas por la compañía son inflamables, o que encenderá prontamente o estallará.
- Determine la ubicación de alguna fuente potencial de la ignición del fuego. Busque las fuentes de chispas o abra las llamas.
- Las materias inflamables y/o combustibles se deben almacenar apropiadamente para reducir o eliminar el potencial del fuego.
- Asígurese de que gases comprimidos (oxígeno, acetileno, el argón, etc.) no tenga el potencial para convertirse en fuegos irrefrenables. Almacene los tipos distinto de gases comprimidos por lo menos veinte-pies aparte o los tiene separaron por una pared del fuego de cinco-pie con una resistencia del fuego que valora de por lo menos de 30 minutos.
- El gobierno de la casa pobre es una causa directa de muchos fuegos. Los harapos Grasientos, la pintura empapó las materias (la ropa y los cepillos), paleta de madera, y los productos de papel, son apenas algunos de los muchos artículos, que si permitió acumular, poder convertirse en un peligro grave del fuego. Todo niega, inclusive los artículos mencionados arriba, debe ser desechado de inmediatamente, y las materias combustibles se deben almacenar apropiadamente.

### DESPIDA MEMORANDUM de EXTINTOR

Cuándo utilizó apropiadamente en los primeros pocos minutos de un fuego, un extintor puede ayudar a prevenir un fuego pequeño de llegar a ser un fuego desastroso.

### El Seguir Es UN Resumen Del Fuego Recomendaciones de extintor Y Prohibiciones

#### RECOMENDACIONES:

1. Siempre mirada en un extintor como usted pasa lo asegurándose de que se cargue y se prepara para el uso.
2. El informe cualquier extintor que se despide, es dañado o es quitado de su gancho.
3. Tan pronto como usted determina hay una necesidad de utilizar un extintor, utilicelo rápidamente y correctamente.
4. Sepa la ubicación de todos extintores, si en casa o en el trabajo. Se Cerciora los otros conocen sus ubicaciones.

#### PROHIBICIONES:

1. Nunca quite el alfiler que ceiera con llave, despide parcialmente el contenido, reemplaza el alfiler que ceiera con llave y vuelve el extintor a su ubicación designada. Incluso si el extintor mosuere que se carga, muy puede salirse posiblemente su agente que propulsa que causa que el extintor sea despedido e inútil.
2. Nunca juego con un extintor; es una vida que salva herramienta y se debe respetar.
3. No utilice un extintor y lo coloca apoya en su ubicación designada sin tenerlo recargó apropiadamente y re-inspeccionado por una recarga aprobada de extintor y compañía de inspección.
4. Nunca bloquee acceso a un extintor con el equipo ni materias. Mantiene un tres perímetro de pie alrededor del extintor en todo cronometra para asegurar acceso libre y fácil.

## DESPIDA LA ORIENTACION DE SEGURIDAD Y EXTINTOR

Los empleado de **Direct Service USA** no son esperados servir como miembro de una "brigada de tiroteo". Algunos empleado pueden, sin embargo, sea esperado utilizar extintores portátil para luchar los fuegos pequeños. Estos empleado se entrenarán adecuadamente para sus trabajos como un limitado primero contestador. La Instrucción se realizará sobre la tarea inicial y por lo menos anualmente después. En caso de un fuego, el principal concierne es la salud y la seguridad de todo éstos en el edificio de compañía o lugar de trabajo. Por lo tanto, es imprescindible que empleado entiendan procedimiento de evacuación y rutas. Las norma siguientes pertenecen a todos empleado y la cooperación con estas norma se sube y es esperado.

- El escape de la emergencia dirige y despide las salidas deben ser libre de todos obstáculos y estorbos. Nunca almacene cualquier artículo de tal manera ese acceso a una escalera de incendios se bloquee.
- Los extintores portátil son para fuegos pequeños. No procura utilizar un extintor portátil para fuegos grandes ni para los fuegos que usted no tiene la habilidad ni el conocimiento para luchar.
- Asígurese de que usted sepa la ruta de escape primaria (las rutas) de su área del trabajo. Si usted tiene cualquiera pregunta acerca de rutas de evacuación o procedimiento, consulta con su supervisor.
- El gobierno de la casa apropiado es esencial en la eliminación del potencial de fuegos y fuego. Todas materias combustibles se deben almacenar apropiadamente inclusive artículos como pinturas, la gasolina, los productos de papel, la basura y otros escombros.
- Los empleado que fuman deben hacer así en áreas designadas sólo, y nunca deben fumar ni debe desechar extremos de cigarrillo hay dondequiera potencial para el fuego.
- Nunca sobrecargue circuitos eléctricos con demasiadas cuerdas del poder.
- Nunca acceso de paquete a ni fuego/emergencia de cerradura sale durante horas de trabajo. Los empleado deben ser capaces de salir seguramente instalaciones de compañía en todo cronometra.
- Siempre recuerde que usted es la defensa de lo mejor para la prevención de incendios. Entienda el potencial del fuego en su área del trabajo y procure eliminar todos peligros del fuego. Su averiguación cuidadosa podría salvar su trabajo, su compañía, y últimamente, su vida.

### UTILIZAR UN EXTINTOR

#### Nunca luce un fuego si:

- Usted no sabe lo que quema (esto hace principalmente sólo es un asunto si el área de almacenamiento de pesticida u otras áreas químicas agarraron en el fuego).
- El fuego esparce rápidamente más allá del lugar donde lo comenzó. (El tiempo de utilizar un extintor está en el empezar presenta de un fuego. Si el fuego ya esparce rápidamente, es mejor evacuar el área, cerrando cualquier puerta o las ventanas detrás de usted como usted sale.)
- Usted no tiene el equipo adecuado ni apropiado.
- Usted quizás inhale el humo tóxico.
- Sus instintos le dicen no a. (Si usted es incómodo con la situación para cualquier razón, permitió apenas que el cuerpo de bomberos haga su trabajo.)

Quando se usa un extintor, recuerda el PASO de la sigla (Tira, el Objetivo, Aprieta y Barre):



Tira el alfiler    Objetivo en la base del fuego    Aprieta el comercio en    Barre el lado de forma al

**lado**

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**CIERRE PATRONAL Y PROCEDIMIENTO DE TAGOUT  
(LA FUENTE DEL PODERDE LA ENERGIA)**

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# CIERRE PATRONAL Y PROCEDIMIENTO DE TAGOUT

## 1.0 PROPOSITO

El propósito de un Cierre Patronal y procedimiento de Tagout deberá tener un método positivo de asegurar que un aparato, de la máquina, o del aparato no se vigoriza durante el tiempo en el que un mantenimiento o cualquier otro empleado trabajan en el equipo. Es **Direct Service USA** 'la norma de s obedecer el procedimiento siguiente a su extensión más repleta.

## 2.0 RESPONSABILIDADES

### **2.1 La Responsabilidad principal:**

El Coordinador de Seguridad **de Compañía, Derek Ross**, está en el control del *Programa de Cierre Patronal / Tagout* y el programa corporativo de seguridad en el total. **Los Supervisor del programa** se asignarán con el descuido directo del *Programa de Cierre Patronal / Tagout* en un sitio dado.

### **2.2 Programe Supervisor:**

Todos trabajadores afectados que administran Cierre Patronal y aparato de Tagout serán susceptibles a la autoridad del Supervisor **del Programa** Y/o el **Coordinador de Seguridad de Compañía**. El Supervisor **de Programa** Y/o el **Coordinador de Seguridad de Compañía** realizará toda instrucción necesario (la instrucción se documentará y que todos trabajadores respetan los procedimiento descritos en esto. El Supervisor del Programa y/o el Coordinador de la Seguridad de la Compañía realizarán periódicamente las inspecciones informales y documentadas del Cierre Patronal y actividad de Tagout de trabajadores afectados para asegurar que esa conformidad se haya logrado. El Supervisor del Programa y/o el Coordinador de la Seguridad de la Compañía realizarán también las inspecciones donde inesperado vigorizando puesta en marcha o liberación de la energía almacenada podrían ocurrir y poder causar la herida.

## 3.0 MAQUINA & el CIERRE del EQUIPO

Antes una vueltas autorizadas o afectadas de empleado de una máquina o el aparato, el empleado autorizado tendrá el conocimiento del tipo & la magnitud de la energía, los peligros de la energía para ser controlados y los métodos o medios para controlar la energía. La máquina o el aparato se girarán lejos o el cierre que utiliza los procedimiento establecidos para la máquina o el equipo. Un cierre ordenado se debe utilizar para evitar algún peligro adicional o aumentado a empleado como resultado del cierre de equipo.

## 4.0 DESCRIPCION DE PROCEDIMIENTO

Cada máquina, el aparato, o el aparato que deberá ser trabajado en tendrá su fuente de la energía (si eléctrico, mecánico, neumático, el vapor, hidráulico, la tensión, la gravedad, etc.) cerró con llave en el "DE" la posición, y una etiqueta **del "PELIGRO"** se pondrá denotando la fecha, el tiempo, y la persona que cerrando la puerta al sistema.

La única persona que tendrá una llave a la cerradura será la persona que actúa las reparación. Si hay dos o más artes de mantenimiento que trabajan en el sistema, entonces habrá un número igual de cerradura, todo adaptó distintamente. Cada arte tendrá sólo su llave a su cerradura.

Cuando cada arte completa su mantenimiento en el equipo, su cerradura se quitará de la fuente del poder de la energía.

Todos empleado que actúan mantenimiento en el equipo firmarán la etiqueta del peligro puesta a la máquina o el aparato.

# CIERRE PATRONAL Y PROCEDIMIENTO DE TAGOUT

## 4.0 DESCRIPCION DE PROCEDIMIENTO (Continuó)

Una vez que la cerradura se pone y la fuente de la energía ceiera con llave en la "LEJOS" posición y **antes** cualquier trabajo de mantenimiento se comienza, el **Empleado Autorizado** debe verificar ese aislamiento y deenergization de la máquina o el equipo se han alcanzado. El **EN/LEJOS** cambia será tratado de asegurar que la fuente correcto de la energía ha sido cerrada la puerta a. Una vez que este paso es completo, entonces trabajo de mantenimiento o reparación pueden empezar.

## 5.0 AGRUPA CIERRES PATRONALES

El Supervisor **del** Programa y/o el **Coordinador de la Seguridad** de la Compañía son responsables de supervisar las actividad de esos empleado que trabajan en un cierre Patronal del grupo. Cada empleado que pone cerradura y etiquetas adjuntará un Cierre Patronal y aparato **personal** de Tagout a un **Agrupe** Cierre Patronal y aparato de Tagout mientras él/ella trabaja y quitará su cerradura cuando ellos han completado su trabajo y toda documentación requerida para el Cierre Patronal y procedimiento de Tagout.

## 6.0 CIERRE PATRONAL Y APLICACION de TAGOUT

### **6.1 Directriz Generales:**

Las directriz siguientes se deben seguir cuándo aparato de cierre Patronal y tagout son aplicados al equipo, los procedimiento o la maquinaria:

1. El cierre Patronal y los aparato de Tagout serán puestos a cada aparato del energía-aislando por empleado entrenados y autorizados por **Direct Service USA**.
2. Los aparato del cierre Patronal, donde utilizaron, se pondrán en tal manera que tendrá el aparato de energía-aislando en un "caja fuerte" o "lejos" la manera.
3. Los aparato de Tagout, donde utilizaron, se pondrán en tal manera como indicará claramente que la operación o el movimiento de aparato de aislar de energía del "caja fuerte" o "lejos" la posición.
4. Donde aparato de Tagout se utilizan con aparato de aislar de energía diseñados con la capacidad de cerró con llave, la fijación de etiqueta se abrochará en el mismo punto en que la cerradura se habría adjuntado.
5. Dónde una etiqueta no puede ser puesta directamente a la energía que aísla aparato, la etiqueta se localizará icerra como como seguramente posible al aparato en una posición que será inmediatamente obvia a nadie procurando operar el aparato.

### **6.2 Los Tipos de máquinas/procedimiento que empleado ceieran con llave y la etiqueta:**

En virtualmente todos guiones de cierre Patronal y tagout en operación de campo, la compañía de anfitrión inicia la aplicación, el descuido y las administración de cierres Patronales y etiqueta-fuera **Direct Service USA Trabajadores de s** pueden añadir ocasionalmente cerradura y etiquetas individuales, pero éstos son sólo iniciados en la dirección de la compañía de anfitrión.

Los tipos específicos de máquinas y/o procedimiento que nuestros empleado ceieran con llave y la etiqueta fuera de servicio puede incluir cualquiera de **válvulas de lo Siguiete:, los activadores, circuitos eléctricos, el procedimiento y las fuentes de la energía de la utilidad inclusive sistemas eléctricos.**

## **CIERRE PATRONAL Y PROCEDIMIENTO de TAGOUT**

### **6.0 CIERRE PATRONAL Y APLICACION DE TAGOUT (Continuó)**

#### **6.3 La Especialidad cieira con llave y las etiquetas:**

**Direct Service USA** No publica ni permite el uso de cualquier cerradura de la especialidad y etiquetas. En la mayoría de los guiones, la compañía de anfitrión insiste a publicar sus cerradura y las etiquetas específicas a **Direct Service USA' trabajadores de s.**

#### **6.4 Afectó y las posiciones autorizadas:**

**Afectó las posiciones** pueden incluir **cualquier empleado de proyecto.**

**Las posiciones autorizadas** incluirán el personal de supervisión que consigue los permisos de trabajo; típicamente esta persona es o un **Supervisor que Dirige** o el **Programe Supervisor.**

### **7.0 ALMACENO la ENERGIA**

Seguir la aplicación de Cierre Patronal y aparato de Tagout a aparato de aislamiento de energía, toda energía potencialmente peligrosa, almacenada o residual se aliviará, será desconectada, será refrenada o de otro modo será rendida caja fuerte. Si hay una posibilidad de la re-acumulación de algún nivel energético almacenado, la verificación del aislamiento se continuará hasta que el atender a o el mantenimiento se complete, o hasta que la posibilidad de tal acumulación no más largo exista.

### **8.0 La ELIMINACION TEMPORARIA DE APARATO de CIERRE PATRONAL / TAGOUT**

En caso de que un aparato de Cierre Patronal / Tagout se deba quitar temporalmente, el seguir procedimiento requeridos se deben seguir:

1. Vacíe lejos todas herramientas
2. Quite empleado
3. Quite el aparato de AQUI/A
4. Vigorice y proceda con probar
5. De-vigoriza y se vuelve a presentar las medidas del control que siguen todo dan un paso tal como planteado.

Estos procedimiento se deben documentar con que actuó el trabajo y que verificó el trabajo.

### **9.0 CEIERA CON LLAVE Y LA ELIMINACION DE ETIQUETA**

#### **9.1 La Eliminación por persona de otra manera que persona que aplicaron cerradura:**

- A. UNA cerradura nunca será quitada por cualquier otra persona de artes a menos que sea una emergencia extrema (es decir, la persona que aplica la cerradura sale la planta después que reparación se completan y se olvidan de quitar la cerradura). En este momento, el equipo o la máquina se verificarán para ser cierto que es operacional y eso vigorizarlo no causaría el daño o la herida al empleado que quita la cerradura.
- B. La cerradura puede ser quitada por serruchando, cortar, o por una llave maestra. Puede sólo sea quitado Por el personal **DE SUPERVISION** que son autorizados quitar cerradura.

## CIERRE PATRONAL Y PROCEDIMIENTO DE TAGOUT

### 9.0 CEIERA CON LLAVE Y LA ELIMINACION DE ETIQUETA (Continuó)

#### 9.2 Responsabilidad de Eliminación:

- A. El Supervisor del Programa será responsable de la eliminación de una cerradura en una situación de emergencia, y él describirá, en la escritura, la razón para dijo la eliminación.
- B. Un empleado que sale el sitio del trabajo sin quitar su cerradura se contactará y será requerido regresar a la ubicación del trabajo para quitar la cerradura.

#### 9.3 Magistral o llaves de duplicado:

- A. Si la responsabilidad para el mantenimiento es cargada a un supervisor, la él/ella puede asegurar la llave del duplicado de cada llave de artesano (llaves) para que las llaves estén disponibles en una emergencia.
- B. El Supervisor **del** Programa será responsable ver que todas personas que trabajan en el equipo son claras del equipo y áreas circundantes de trabajo antes de la eliminación de cualquier cerradura del arte.
- C. La única razón que un supervisor puede quitar una cerradura está en caso de una emergencia y/o si el empleado que colocó la cerradura es inasequible quitar la cerradura cuando el trabajo se completa.

#### 9.4 La Eliminación de etiquetas:

- A. Si dos o más empleado han firmado la etiqueta **del "PELIGRO"**, cada golpeará su nombre de la etiqueta como él/ella completa su trabajo. Cuándo el último empleado completa su trabajo, entonces él/ella quitará la etiqueta.
- B. Si solamente un empleado trabaja en el sistema o el aparato, entonces él/ella quitará su etiqueta cuando reparación son completo.

#### 9.5 Archivando de etiquetas:

La etiqueta del peligro se archivará en una carpeta marcada como "**ETIQUETAS de PELIGRO**" y se mantendrá para el registro permanente de seguridad. Una carpeta o el sobre manila serán suficientes.

### LOS PROCEDIMIENTO PARA EL CAMBIO Y/O EL PERSONAL CAMBIAN

Los procedimiento siguientes se deben seguir durante el cambio o el personal cambia:

1. Antes empezar el trabajo, el cambio del reemplazo o el personal cumplirán con el primer cambio o el personal para cambiar sus cerradura y las etiquetas asignadas.
2. El personal autorizado que asume que el control de cierre Patronal del equipo se informará completamente en el alcance y presentará del trabajo por los que se alivian.
3. El empleado responsable de ceiera con llave y tagging una fuente específica de la energía del primer cambio indicará mostrando físicamente el aparato de energía-aislando a la persona que administrará la cerradura y la etiqueta en el segundo cambio.
4. Si una cerradura y la etiqueta de un cambio previo se deben quitar, el Supervisor **del** Programa o el supervisor a cargo del segundo cambio son las únicas personas que tienen autoridad para quitar la cerradura y la etiqueta si la persona que puso la cerradura y la etiqueta es inasequible. En este acontecimiento, el supervisor que quitó la cerradura y la etiqueta debe completar el "Cerradura de Emergencia O Eliminación de Etiqueta" la sección del "Forma de Control de Energía".
5. El Supervisor del Programa asegurará que el requisitos sobredicho haya sido cumplido completando la información siguiente e inspeccionando periódicamente las áreas de cierre Patronal y tagout donde el cambio de cambio ha ocurrido y completar el Cierre Patronal Tagout Forma Informal de Inspección.

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## **EQUIPO PROTECTOR PERSONAL**

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# **LA VISTA GENERAL/ RESPONSABILIDAD /ENTRENANDO /EL USO DE PPE**

## **I. VISTA GENERAL**

En la orden para proteger mejor a trabajadores que necesitan llevar el equipo protector de seguridad, la Administración Profesional de Seguridad y Salud (OSHA) publicó una norma final. En 1994, OSHA publicó una norma final para el Equipo Protector Personal (29 CFR 1910.132). Las porciones del estándar eran efectivas el 5 de Julio de 1994, mientras otras porciones se extendieron hasta el 5 de Octubre de 1994.

La norma revisada cubre la industria y los estados generales que empresario deben evaluar el lugar de trabajo para determinar si arriesga son presente, o si ellos son probables de ser el presente. Si eso es el caso, el uso de PPE se requiere. Además, la instrucción debe ser proporcionada a los empleado para asegurar el uso apropiado de PPE.

## **II. RESPONSABILIDAD**

Esos responsable del mantenimiento y la administración del Programa Protector Personal del Equipo de la compañía incluyen:

**Derek Ross**  
**Oficial de Seguridad de Compañía**

## **III. INSTRUCCION**

### **A. Las Directrizgenerales:**

Las sesiones de capacitación deben incluir lo Siguiende:

1. Cuándo PPE es necesario.
2. Qué tipos de PPE son necesario.
3. Cómo llevar (pone, rebaja, ajusta, etc.) el PPE requerido.
4. Las limitación de PPE.
5. El cuidado apropiado, el mantenimiento, vida útil y venta del PPE.

### **B. Reciclar:**

Los empleado se requieren ser reciclados si cualquiera de las condición siguientes llega a ser evidente:

1. Los cambios en el ámbito laboral que hace alguna instrucción previo obsoleto.
2. Los tipos de cambios protectores personales de equipo.
3. Cuándo el trabajador demuestra la falta del uso, del uso impropio, o de habilidad insuficiente de entender.

### **C. El certificado de la Instrucción:**

Para certificar que cada empleado se ha entrenado apropiadamente para su PPE, una lista que cumple inclusive el nombre de empleado, la fecha (las fechas) de la instrucción, y del sujeto (los tipos de PPE) debe ser completado.

## **IV. USO PROTECTORPERSONAL DE EQUIPO**

Los empleado se requieren utilizar el equipo protector personal en tal manera es pensado como por el fabricante del equipo protector personal. Los empleado utilizarán también y mantendrán (inclusive limpiar apropiado y prácticas de almacenamiento) el equipo protector personal. Cuando mencionado arriba, los empleado recibirán la instrucción de un instructor cualificado en el uso apropiado, el ataque apropiado, el cuidado, el mantenimiento y la venta del equipo protector personal asegurar que ese equipo protector se mantenga en una condición sanitaria y fiable.

# LA INSPECCION & MANTENIMIENTO / DEFECTUOSO/EMPLEADO POSEYO PPE

## V. LA INSPECCION DE PPE & MANTENIMIENTO

Para asegurar que todo PPE se mantiene en una condición utilizable, todo PPE se debe inspeccionar antes del uso inicial durante cada turno. Esta inspección participará en identificar si cualquier PPE no funciona apropiadamente para que el equipo inservible se pueda reparar ni puede ser reemplazado. Además todo PPE se mantendrá de acuerdo con directriz de fabricación. Esto incluirá intervalos limpios y técnica apropiadas de almacenamiento de todo PPE.

## VI. EQUIPO DEFECTUOSO O DAÑADO PERSONAL PROTECTOR

Cualquiera deserta y daña eso quita la habilidad del producto para actuar su función destinada se reparará o será reemplazada antes trabajo se emepeza. El equipo protector, personaly defectuoso y/o dañado se quitará del servicio y se deshizo de inmediatamente.

## VII. EL EMPLEADO POSEYO EL EQUIPO PROTECTOR PERSONAL

### A. La política de la empresa:

**Direct Service USA** Hace cada esfuerzo para proporcionar últimos adelanto el equipo protector personal para sus empleado asigna al trabajo los peligros actuado e identificado. Para esta razón, **Direct Service USA** desalienta el uso de empleado-poseyó el equipo protector personal.

### B. Las norma para el Uso:

Si empleado-poseyó el equipo protector personal se debe utilizar, entonces el equipo se inspeccionará y será documentado en el *Empleado forma Protectora, Personal y Poseída de Equipo*. Si el equipo de empleado-poseyó está en ninguna manera defectuoso ni lo dañó no será utilizado por el empleado y será quitado del local de la compañía.

## VIII. EL ATAQUE APROPIADO DE el EQUIPO PROTECTOR, PERSONAL y ESCOGIDO

La consideración cuidadosa debe ser dada para aliviar y quedar de PPE escogido y debe ser quedado a cada empleado afectado. PPE que los ataques mal no proporcionarán la protección necesario. Continuado llevando del aparato es más probable si queda al usuario cómodamente. Los aparato protectores están generalmente disponibles en una variedad de tamaño. El cuidado debe ser tomado para asegurar que el tamaño correcto sea escogido.

Los aparato con características ajustables. Los ajuste deben ser hechos en una base individual para un ataque cómodo que mantendrá el aparato protector en la posición apropiada. El cuidado particular debe ser aceptado aparato apropiados para la protección de ojo contra polvo y salpicadura químico para asegurar que los aparato sean sellados a la cara. Además, quedar apropiado de cascos es importante asegurar que no se caerá durante operación de trabajo. A veces una correa de mentón puede ser necesario mantener el casco en una cabeza de empleado. (Correas de mentón deben romper en una fuerza razonablemente bajo, sin embargo, para prevenir un peligro de la estrangulación). Donde instrucción de fabricante están disponibles, ellos deben ser seguidos con cuidado

## EL EQUIPO PROTECTOR PERSONAL (PPE)

El Equipo Protector personal le protege de peligros potenciales de lugar de trabajo. ¿Si usted falla de utilizar el PPE requerido para la tarea en mano y acaba por tener una herida que hace lo dolió realmente? USTED MISMO! ¿Si no lleva la protección de ojo cuando requerido y usted tiene una herida de ojo, Cuyo ojo tiene usted hirió? Su propio ojo! No sus Jefe, así que le beneficia para utilizar en su mayor parte el PPE requerido para la tarea en mano en vez del pensamiento que lo sólo tomará unos pocos segundos de hacer este trabajo y yo no tengo tiempo de encontrar el equipo que yo me debo hacer seguramente.

### CASCOS

1. Los cascos se deben llevar hay en cualquier momento un potencial para caer objetos y en cualquier momento algunos uno trabaja de arriba.
2. Los cascos se deben llevar apropiadamente (no dio la vuelta hacia atrás) y cuándo llevado apropiadamente ellos son diseñados para absorber parte del impacto de caer objetos.

**Nota:** las tapasdel Choque no se diseñan para resistir a la fuerza de caer objetos. Ellos son utilizados cuando usted sólo tiene los peligros del choque como tubos bajo de ahorcadura y ellos son utilizados en la industria de alimento para ayudar a contener el pelo de usuarios.

### EL OJO & ENCARA LA PROTECCION

#### Gafas de seguridad

1. Las gafas sólo aprobadas de la seguridad se deben llevar para la protección de ojo (ANSI Z87). Gafas de Sol y en muchas gafas de la prescripción de caja (que puede ser quebranta la prueba) no le da protección adecuado.
2. Los Protectores del lado se requieren y deben ser mantenidos en las gafas de seguridad.

#### Gafas

Las gafas se utilizan para rodear completamente los ojos y para proteger sus ojos de salpicadura al trabajar con sustancias químicas.

#### La cara Protege

Los protectores de la cara son la protección secundaria y se deben llevar sobre gafas de seguridad o gafas. Los protectores de la cara no dan la protección adecuado si solamente utilizado solo.

### GUANTES

1. Los guantes del algodón se utilizan para la protección general de abrasiones.
2. El caucho & guantes de Neoprene se utilizan al trabajar con sustancias químicas.
3. Los guantes del cuero se utilizan al trabajar objetos calientes como soldadura & cortando y al trabajar con objetos agudos quiere metal laminado.

### CORRA LA PROTECCION

1. Los zapatos deben tener la protección del impacto cuando hay una posibilidad de tener objetos pesados o agudos caen en el pie.
2. Robe zapatos de dedo se deben utilizar cuando hay un potencial para algo arrollando sobre el pie.
3. Las suelas deben tener la protección de perforación para proteger de objetos penetrantes la suela de su zapato.
4. Los zapatos deben tener tracción buena y mantener limpio, liberta de construye de barro, el aceite, etc.

## EQUIPO PROTECTOR PERSONAL

Es el domingo por la tarde, usted prende la televisión a un en pro de fuego del fútbol y se recuesta en su sillón para mirar. Probablemente la última cosa que viene a tener inconveniente en cuando usted mira un en pro de fuego del fútbol es seguridad. El único tiempo que la palabra sube es cuando un jugador invade la zona final enemiga para agarrar a un adversario y rayar un dos-punto "seguridad para su lado.



Pero en pro de Seguridad del fútbol va más profundo que eso. Comienza en la vestuario antes el fuego cuando los tipos ponen sus uniformes. Para jugar en el fuego, ellos tienen que llevar el equipo protector inclusive un casco de golpe-absorbiendo con guardia de cara, con las hombreras, con las rodilleras, y con zapatos de cleated. Estas cosas son voluminoso e incómodas, especialmente cuando sus 95 grados en el campo y la única sombra son de otra persona ensombrece. Pero puede obtener bonito áspero fuera allí. Tan si un jugador quiere ver su familia después del fuego en vez del dentro de un hospital, él lleva su equipo protector. Y si él quiere jugar en la semana próxima fuego, él lo lleva. A fin de cuentas, él no es mucho bueno al equipo cuando él está apartada con heridas.



UN verdadero en pro de sabe estas cosas y resuelve las probabilidades. Cuando él lleva el equipo protector, sus oportunidades de obtener por el fuego sin una herida que incapacita son mucho mayores; por lo tanto, sus oportunidades de continuar como un futbolista y familia exitosos asignan personal son más grande. Próximo a eso, una molestia y el inconveniente pequeños no significan una cosa. Como un en pro de futbolista, usted puede trabajar en un trabajo que requiere el equipo protector personal oyendo quizás la protección, un casco, gafas de seguridad, o zapatos de seguridad. Este equipo no puede prevenir algunos accidentes del acontecimiento. No puede prevenir un taladro de romper ni parar a un compañero de trabajo de dejar caer una caja en el pie, pero puede prevenir una herida grave que podría resultar de estos accidentes.



Sé que tales cosas como gafas de seguridad, los cascos, y zapatos de seguridad son la clases de un fastidio para poner y poder parecer bastante voluminoso e incómodo, al principio. De hecho tienta a no ponerlos en en todo a menos que el jefe ni safetyman miren. Las quejas son tan variadas como las clases del equipo. Por ejemplo: "está demasiado pesado." "Me da un dolor de cabeza." "Ellos duelen mis ojos." o "ellos están demasiado calientes" etcétera.



A menudo éstos son las quejas muy verdaderas. Un pedazo mal quedado del equipo protector puede causar el dolor de cabeza o el dolor. Si hace, vea su supervisor para tenerlo inmediatamente ajustó o reparó. Pero la mayor parte del tiempo, es apenas un asunto de acostumbrándose a una igualdadla clase de ticular del equipo. Esto es mucho más fácil hacer cuando usted recuerda eso, como el futbolista, usted se para una mejor oportunidad de continuar exitosamente con su trabajo y su vida de familia si usted es protegido de la herida grave posible utilizando el equipo protector personal. En vez de mentir en una cama del hospital que pregunta cómo ellos se llevarsn sin usted en el trabajo, o si el pez muerde, usted estará en el trabajo, aumentando la experiencia y recibir valiosos un cheque de pago ininterrumpido que permite que usted sea donde la acción es y para utilizar su tiempo del ocio al más repleto. El equipo protector personal tiene su lugar en deporte, en la construcción, en manufacturar, y en muchos otros campos. Está hasta nosotros ser verdadero profesional -- reconocer el papel del equipo protector personal y para aprovecharse de los beneficios de lo llevar.



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**SAFETY VIOLATION CONTROL  
DISCIPLINARY ACTION**

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## **PROGRAM OVERVIEW**

**Direct Service USA** understands the importance of a uniform code of conduct and adherence to our company's corporate safety and health programs. To maintain an acceptable level of understanding for all employees, the following disciplinary action plan will be utilized as both a means of communication and also to provide corrective guidance with regard to hazardous acts by employees.

### **POLICY STATEMENT:**

The company acknowledges its obligation to provide a safe work environment for its employees. Each employee has a primary responsibility to know and to observe safety rules and practices for the protection of themselves and their fellow employees.

Those employees who fail to observe safety rules through negligence, lack of attention or poor attitude will be disciplined according to the offense.

### **DEFINITION:**

1. Safety Violation:

An employee's failure to observe a company safety rule, or to negligently act without regard to his/her co-worker's physical safety. To act, misuse or abuse company equipment without regard to the physical damage caused, or the well-being and safety to himself or co-worker.

2. Safety Violation Examples:

- a. Failure to wear prescribed safety equipment for the job involved (i.e., safety goggles, respirators, etc.).
- b. Failure to follow prescribed safety rules or procedures of the job at hand.

## PROGRAM OVERVIEW

### **DISCIPLINARY MEASURES FOR SAFETY VIOLATIONS:**

The **Company Safety Coordinator, Derek Ross** will meet privately and in the strictest confidence with those employees disciplined through the steps described below in order to discuss the infraction(s) and inform the individual of the rule and/or procedure that was violated and the corrective action to be taken.

Disciplinary measures will be given in a three (3)-step procedure, which is outlined as follows.

#### **STEP 1:**

An employee who knowingly violates a safety procedure, safety rule, or fails to wear prescribed safety equipment will be given a written warning. This warning will be signed by the employee and become a part of the personnel record. The foreman also signs the warning slip.

#### **STEP 2:**

An employee who is a repeat offender of violation of safety practice, procedure or fails to wear prescribed safety equipment will be given a three day suspension without pay (written form applies also).

#### **STEP 3:**

An employee who continues to violate safety practices, procedures, or fails to wear safety equipment will be terminated.

**NOTE:** Any safety violation, act of aggression, etc. which is regarded as immediately dangerous to life of health may warrant immediate termination of employment. Any such **serious** act by an employee will not be considered for the 3-step disciplinary procedure, but rather will result in immediate termination.

### **SUPERVISORY RESPONSIBILITIES:**

**Direct Service USA's** goal is to continually reduce the risk of both near-miss incidents and injurious accidents at all of its work locations. To this end, all company **Supervisors** are expected to not only enforce the Disciplinary Action Program but also to adhere to all corporate safety programs in their entirety.

**Supervisors** who show a lack of commitment to the company's safety goal (as defined above and in the *Management's Safety and Health Policy Statement*) and who violate any part of the safety program in whole or in part shall be subject to the disciplinary steps described within this program.

## DISCIPLINARY ACTION SLIP

The **Company Safety Coordinator** will complete the form below and will have employee sign the appropriate line. This form becomes a part of the employee's personnel folder. Each step of the procedure is outlined at the bottom of this form.

EMPLOYEE NAME: \_\_\_\_\_ PAY # \_\_\_\_\_

TYPE OF VIOLATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUPERVISORS DESCRIPTION OF VIOLATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF WRITTEN WARNING: \_\_\_\_\_

DATE OF 3-DAY SUSPENSION: \_\_\_\_\_

DATE OF TERMINATION: \_\_\_\_\_

SIGNATURES: (ONE FOR EACH VIOLATION)

EMPLOYEE: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

STEP 1: Written warning for violation of safety procedure, rules, etc.

STEP 2: Three-day suspension for above violations.

STEP 3: Termination due to safety violations.

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# **BLOODBORNE PATHOGENS PROGRAM**

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# PROGRAM OVERVIEW / COMMUNICATION OF HAZARDS

## I. PROGRAM OVERVIEW

- A. **Scope:** This bloodborne pathogens program is designed to advise all affected workers of **Direct Service USA** of possible hazards from infectious disease and inform all affected employees ways to eliminate or minimize the risk of their exposure to these diseases.
- B. **Program Responsibility:** **Derek Ross**, the **Program Supervisor** has full authority and responsibility concerning the oversight and implementation of this program including the maintenance of medical and training records.
- C. **Annual Program Review:** The program will be reviewed (and updated as needed) annually or when new or modified tasks are implemented. The **Program Supervisors** is responsible for conducting the review and workers will be given the opportunity to participate in the annual review.

## II. COMMUNICATION OF HAZARDS

- A. **Labels and Signs:** In an effort to alert affected workers to potential dangers of infectious materials, signs shall be posted in affected job areas, and labels shall be affixed to all containers, protective equipment and other items used as part of the bloodborne pathogens program. Signs and labels may include the examples pictured below. When Spanish speaking-only workers are used by **Direct Service USA**, then the warning signs and labels shall also be in Spanish.



### B. Training Overview:

1. **Occupational Exposure:** Workers who have *occupational exposure* risk shall participate in a bloodborne pathogens training program.
  - a. **Definition:** According to 29 CFR 1910.1030 (b), OSHA defines *occupational exposure* as expected skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
  - b. **Training Schedule:** Workers with potential occupational exposure shall participate in a training program consisting of the following schedule:
    - at initial assignment
    - annual refresher training within one (1) year of previous training.
2. **Affected Personnel:** Workers subject to the guidelines of this program and the training requirements of this section include all field personnel who complete first aid training.

# EXPOSURE CONTROL PLAN

## III. EXPOSURE CONTROL PLAN

- A. **Transmission of HIV and Hepatitis B – General Information:** Hepatitis B and Human Immunodeficiency Viruses (HIV) are transmitted primarily through sexual contact or through the sharing of needles with an infected person. Medical evidence suggests that the transfer/contact of specific body fluids causes these life-threatening diseases. These body fluids include: blood or blood products, semen, vaginal secretions, amniotic fluid, and saliva from a dental setting.
- B. **Exposure Determination: Direct Service USA** has identified the following positions where the possibility of exposure to infectious material(s) to the worker's skin, eyes, or mucous membranes can be reasonably expected when performing first aid/emergency responder functions:
- **Program Supervisor**
  - Skilled Laborers (including welders, fitters, and other "hot-work" workers)
  - Laborers

Worker exposure determination has been made without regard to the use of personal protective equipment.

- C. **Potential Exposure Circumstances:** While **Direct Service USA** employees are not licensed health care professionals who solely serve as medical responders, there may be occasion that a worker may respond to an injured co-worker and administer first aid. It is upon the occasion of responding to a work-place injury of a co-worker that a worker may be exposed to possible infectious material(s).
- D. **Universal Precautions:** All employees of **Direct Service USA** should treat all known or suspect body fluids on injured workers, clothing, tools, vehicles, machines, or any other item that has had exposure to the injured worker as if they are infectious. Because there is no way of knowing what contamination may actually be in the injured person's body fluid(s), we must expect ALL ITEMS to carry serious infectious disease. By treating all soiled materials as if they carry HIV or Hepatitis B, we greatly reduce the risk of exposure.
- E. **Access to Exposure Control Plan:** All workers shall have immediate access to the Exposure Control Plan (ECP) while working on the job-site. The ECP as well as the Bloodborne Pathogens program shall be available in the **Program Supervisor's** office while on the job-site or through corporate headquarters.
- F. **Engineering Controls:** OSHA's 29 CFR 1910.1030 (b) defines engineering controls as controls "*that isolate or remove the bloodborne pathogens hazard from the workplace.*" Because the exposure risk to **Direct Service USA** employees will occur only when administering first aid to an injured co-worker, engineering controls, which completely isolate or remove any possible exposure to bloodborne pathogens, are limited to a biohazard waste bag.

# EXPOSURE CONTROL PLAN

## F. *Engineering Controls (cont.):*

1. Workers will only be using first aid procedures intended to stabilize the victim. Workers are not recognized as licensed and/or certified emergency medical technicians.
2. Follow-up on engineering controls. Engineering controls shall be examined and maintained or replaced as required.

## G. **Work Practice Controls:**

1. **Exposure Incidents:** In case of an exposure incident, the following steps should be taken:

- Ascertain through visual inspection whether you can properly administer first aid.
- if you are capable of administering first aid to the injured worker, secure the first aid kit ***AND*** the bloodborne pathogens emergency response kit.
- Don all required personal protective equipment (see item # 3 of this section for personal protective equipment requirements).
- Secure the area surrounding the incident in order to limit exposure of hazardous body fluids to those standing nearby.
- Administer first aid taking all necessary precautions.
- Once the victim has been stabilized, the responder ***MUST*** follow the cleaning, disinfecting, and hazardous waste disposal guidelines outlined below using the items included in the *Emergency Response Kit* available in the **Program Supervisor's** office.

2. **Emergency Response Kit:** Because workers may be required to respond to an injury or other medical emergency, bloodborne pathogens emergency response kits will be provided with every work crew on the job-site. The **Program Supervisor** will be responsible for maintaining the kit. These kits are to include the following items:

- |                                   |                                |
|-----------------------------------|--------------------------------|
| • combination mask                | • bleach solution              |
| • apron                           | • anti-microbial hand wipe     |
| • latex gloves                    | • germicidal disinfectant wipe |
| • biohazard waste bag             | • identification tag           |
| • pick-up scoop and scraper       | • bio-hand cleaner             |
| • "SAFETEC" or similar antiseptic | • instructions                 |

3. **Personal Protective Equipment:**

- a. **Availability:** Upon the occurrence of a potential exposure incident, the following personal protective equipment must be donned ***BEFORE*** the responder administers first aid. ***Because of this requirement, first aid and emergency response kits must be readily accessible at all work-sites.*** Personal protective equipment will be provided at no cost to the worker(s).

## EXPOSURE CONTROL PLAN

### G. *Work Practice Controls (cont.)*

#### 3. *Personal Protective Equipment*

- b. **Gloves:** Latex gloves designed for first aid applications and which prevent exposure to suspect body fluids shall be made available. After use, the gloves shall be discarded in a biohazard waste bag. If a glove is torn, punctured, or otherwise damaged, it shall be discarded.
- c. **Masks – Eye Protection – Face Shields:** A combination of masks and eye protection or a chin-length face-shield shall be worn whenever splashes of blood or other potentially infectious body fluids/substances are present and where there is potential for eye, nose, or mouth exposure. The mask does not filter out germs. The primary purpose of the mask is to help prevent contact of your hand with your mouth or nose, and particles of blood or other infectious materials from splashing into your mouth or nose.
- d. **PPE Replacement:** When a contaminated item is discarded, workers are responsible for reporting to the **Program Supervisor** that the PPE must be replaced. *UNDER NO CIRCUMSTANCES SHALL A PIECE OF PERSONAL PROTECTIVE EQUIPMENT SIMPLY BE PLACED BACK INTO THE EMERGENCY RESPONSE KIT.* Upon exposure to blood or other potentially infectious substances/materials, the protective equipment must either be replaced or properly cleaned and disinfected.
- e. **PPE Inspection:** All personal protective equipment shall be routinely inspected by the **Program Supervisor** or another qualified individual. He/she will ensure that an adequate supply of all required items is available. When applicable, the job foreman/lead-man shall replace damaged or missing items as needed.
- f. **PPE Donning and Removal:**
  - 1. **Donning:** All first aid responders must first don all required personal protective equipment *before* approaching the victim.
  - 2. **Removal:** All protective equipment must be removed before entering areas where non-protected workers may be standing, observing or working. However, if the victim is stabilized (or, professional emergency responders arrive and assume control of the incident) AND if the responder remains in the environment/work area where there may be blood or other infectious body substances/fluids is present, then personal protective equipment should be worn. All personal protective equipment that is damaged, torn, punctured or disposable must be discarded into a sealable container designed and designated for bio-hazardous waste.

## EXPOSURE CONTROL PLAN

### G. *Work Practice Controls (cont.)*

#### 3. *Personal Protective Equipment*

- g. **PPE Cleaning and Disinfecting:** Once first aid has been rendered and the victim has been stabilized or removed from the incident scene, the first responder must be careful when removing and cleaning protective equipment so as to prevent personal contamination from the victim's blood or other body fluids. All items such as disposable or damaged pieces of personal protective equipment must be sealed in biohazard waste bags. Protective equipment that is designed for repeated use must be cleaned and disinfected after each incident even if there are no obvious signs of contamination. The proper cleaning agent is a 1% bleach solution or commercial product intended for biohazard disinfecting (e.g., a product similar to "BIOZIDE DISINFECTANT DEODORANT").

#### 4. **Cleaning of Equipment & Environmental Surfaces and Disposal of Laundry**

- a. All equipment, floors, and working surfaces exposed or potentially exposed to blood or other potential infectious body fluids/substances, shall be thoroughly cleaned and disinfected after a first aid incident. This cleaning shall take place immediately after the victim has been stabilized and removed from the incident scene.
  - b. Surfaces shall be decontaminated with an appropriate disinfectant when it is evident that surfaces are contaminated or that they were potentially contaminated, immediately after any spill of blood or other potentially infectious material(s). Appropriate disinfectant includes a 1% bleach solution or a commercial product intended for disinfecting (e.g., a product similar to "BIOZIDE DISINFECTANT DEODORANT").
  - c. Sharp objects (i.e., items like broken glass), which may be contaminated, shall not be picked up with the hands even if protective latex gloves are being worn. These items shall be removed by using a broom and dustpan, and the sharps shall be placed in a biohazard container.
  - d. All contaminated laundry shall be disposed of in biohazard bags. Laundry, which is to be re-used, shall be given to a laundry service company, and laundry to be thrown away shall be disposed of in an appropriate manner.
5. **Hand-Washing Requirements:** When possible hand-washing facilities shall be made available for first responders. In the event that hand-washing facilities are not immediately available, then workers shall use an antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes. These items will be kept in the emergency response kit that will be available at every first aid incident.

## EXPOSURE CONTROL PLAN

### G. *Work Practice Controls (cont.)*

6. **Disposal of Blood-Soaked Bandages:** Blood-soaked bandages (and any other bandages or wipes which contain potentially infectious body fluids/substances) shall be placed in leak proof biohazard bags.

### IV. HEPATITIS B VACCINE

- A. **Availability:** Upon occupational exposure to blood or another potentially infectious bodily fluid/substances, **Direct Service USA** will make the hepatitis B vaccine available for all affected workers (those who had exposure) at no cost to the worker(s).
- B. **Declination:** If a worker is exposed to blood or another potentially infectious bodily fluid/substance, and *refuses* the hepatitis B vaccine, then the worker will be asked to sign the *Hepatitis B Vaccination Declination Statement* attached as *Appendix A* of this program. This signed form will be kept on file in the corporate office and will be made available upon request in accordance with 29 CFR 1910.1020.

### V. RECORD-KEEPING

- A. **Workers with Occupational Exposure:** In accordance with 29 CFR 1910.1020, a log shall be maintained at each job-site for each worker with occupational exposure. A sample log is found in *Appendix B* of this program. A completed form will be kept on file at the job-site, and once the job is finished, the completed form will be maintained on file at the corporate office as part of the permanent safety records.
- B. **Training:**
  1. **Affected Personnel:** All workers (see page 3 of this program for a complete listing of affected positions) with occupational exposure are required to undergo bloodborne pathogens training.
  2. **Training Agenda:** Training shall include the requirements of this program as well as the material concerning how these diseases are spread, universal precautions, ppe requirements, disposal of contaminated items, cleaning and disinfecting and any other required safety precautions.
  3. **Documentation:** At each training session workers will be required to sign an attendance roster and also read and be tested over written documentation. The roster shall include the date(s) and contents of training and the names and job titles of persons in attendance. The sample roster is attached as *Appendix C*. The sample quiz is attached as *Appendix D*.
- C. **Record Availability:** **Direct Service USA** shall ensure that all records required under this regulation shall be made available upon request of employees, the Assistant Secretary (OSHA), and the Director (OSHA) for examination and copying. Medical records must have written consent of the affected employee before they can be released. **Direct Service USA** will make every effort to comply with the requirements involving transfer of records as set forth in 29 CFR 1910.1020 (h). The **Program Supervisor** has the responsibility for maintaining these records and is responsible for the effectiveness of this program.

**APPENDIX A**

**HEPATITIS B VACCINATION DECLINATION STATEMENT**

By my signature below, I hereby acknowledge that as a result of my possible exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV). I have been given the opportunity to be vaccinated with a Hepatitis B vaccine, at no charge to myself. However, I decline a Hepatitis B vaccination at this time; I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to vaccinated with Hepatitis B vaccine, I can receive this vaccination series at no charge to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



**APPENDIX C**

**TRAINING ROSTER**

COMPANY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm

SUBJECT MATERIAL COVERED: \_\_\_\_\_ Bloodborne Pathogens Training – See Below \_\_\_\_\_

Name	Job Title / Position
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____

INSTRUCTOR: \_\_\_\_\_ TRANSLATOR: \_\_\_\_\_

HANDOUT MATERIAL(S): \_\_\_\_\_ Bloodborne Pathogens Program, Bloodborne Pathogens Quiz, \_\_\_\_\_

Other (list): \_\_\_\_\_

VIDEO(S): \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX D

### BLOODBORNE PATHOGENS QUIZ

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Training over OSHA's bloodborne pathogens regulation must occur
  - a. once a month
  - b. twice a year
  - c. annually
  - d. only upon initial hire
2. Bloodborne pathogens can include
  - a. Human Immuno-deficiency Virus (HIV) and Hepatitis B Virus (HBV)
  - b. Cancer and pneumonia
  - c. Diabetes and heart disease
3. Infection with Hepatitis B may include the following symptoms:
  - a. increased energy and normal liver function
  - b. weakness, fatigue, and loss of appetite
  - c. a spotted rash on the palms of the hands and soles of the feet
4. HIV infection is detected by
  - a. how the person looks
  - b. by a special test conducted only at the Centers for Disease Control
  - c. by tests for antibodies in blood and urine
5. An engineering control is an attempt to
  - a. design safety into the tools and workspace
  - b. the practice of using special equipment
  - c. a process of controlling people infected with HBV
6. Personal protective equipment
  - a. is designed to scare people
  - b. is not required
  - c. is required and includes such things as masks, gowns, latex gloves and face shields

## APPENDIX D

### BLOODBORNE PATHOGENS QUIZ

Name: \_\_\_\_\_

7. Universal precautions defines
  - a. blood and all body fluids as infectious
  - b. blood and only certain body fluids as infectious
8. Universal precautions applies
  - a. to blood, any body fluid containing blood, and semen
  - b. to sputum, urine, and tears
  - c. to only those people known to be infected with syphilis
9. Hepatitis B immunization requires
  - a. that the worker must purchase the vaccine
  - b. that the worker must receive the vaccine even if it is against his/her will to do so
  - c. 3 doses over 6 months
10. The hepatitis B vaccine is
  - a. less than 20% effective
  - b. 96% effective after three doses
11. Hand-washing is
  - a. only necessary before meals
  - b. an effective means of preventing transmission of disease

## **APPENDIX D**

### **BLOODBORNE PATHOGENS QUIZ**

#### **Answer Key**

1. C
2. A
3. B
4. C
5. B
6. C
7. B
8. A
9. C
10. B
11. B



---

## **MEDICAL SERVICES & FIRST AID**

---

# SCOPE

## I. SCOPE

At **Direct Service USA**'s workplace and prior to beginning work at any **Direct Service USA** job-site, **Derek Ross**, the **Company Safety Coordinator** will determine the company's emergency first aid response procedures based on the availability and reasonable accessibility (in terms of time and distance to the work-site and near proximity to the workplace) of an infirmary, clinic, hospital, or physician which is available for the treatment of injured employees. If reasonable access to emergency medical professionals is not adequately available then **Direct Service USA** will complete and implement the following *Medical Services & First Aid Program*.

### A. 29 CFR 1910 – GENERAL INDUSTRY

29 CFR 1910.151(b) states *"In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available."*

#### 1. OSHA's Standard Interpretations Referencing 1910.151(b): Interpretation Of The Term "In Near Proximity" in the OSHA standard 29 CFR 1910.151(b).

According to OSHA's interpretation letter, in areas where accidents resulting in suffocation, severe bleeding, or other life threatening or permanently disabling injury or illness can be expected, a **3 to 4 minute** response time, from time of injury to time of administering first aid, is required. In other circumstances, i.e., where a life-threatening or permanently disabling injury is an unlikely outcome of an accident, a longer response time such as **15 minutes** is acceptable. Where first aid treatment cannot be administered to injured employees by outside professionals within the required response time for the expected types of injuries, a person or persons within the facility shall be adequately trained to render first aid.

### B. 29 CFR 1926 – CONSTRUCTION INDUSTRY

29CFR1926.50(c) states *"In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the work-site, which is available for the treatment of injured employees, a person who has a valid certificate in first-aid training from the US Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence, shall be available at the work-site to render first aid."*

#### 1. OSHA's Standard Interpretations Referencing 1926.50(c): Accessibility Of A Hospital Or Physician In Terms Of Distance And Travel Time.

According to OSHA's interpretation letter, as a general rule, we recommend that a person trained in first aid be available on the site whenever professional medical attention is more than **8 minutes** away from any point on the site. However, the conditions present on any particular job site may make this 8-minutes guideline inadequate. If employees are working with materials that could adversely affect their respiration, or are subject to electrical shock that could cause loss of the breathing function, the 8-minutes time period is too long. Irreversible brain damage can result in **4 minutes** due to the lack of oxygen. Accordingly, if hazards of such nature are present (except in isolated instances) and professional medical attention is not available within 4 minutes of the onset of the condition, then the employer should comply with the requirement for a person trained in first aid to be available at the worksite.

## PROGRAM OVERVIEW

### II. FIRST AID PERSONNEL

In compliance with 29 CFR1910.151(b) and 29CFR1926.50(c) **Direct Service USA** will rely on the medical professionals provided at the Medical Clinics, Ambulance Services, and Hospitals for first aid and medical emergencies. Where such services are not adequately available **Direct Service USA's Supervisors** will be trained in first aid procedures and will act as volunteers. First aid training shall be from the U.S. Bureau of Mines, the American Red Cross, or equivalent certified training. Also, the nearest hospital or other location of medical professionals will be identified on the *Medical Personnel Form*. In the event of a serious injury, the nearest hospital, clinic or other provider of emergency medical professionals shall be notified; these professionals are identified on the *Medical Personnel Form*.

### III. FIRST AID KITS AND SUPPLIES

First aid supplies are required to be readily available under paragraph 29CFR 1910.151(b) and 29CFR1926.50(d)(1). Prior to beginning work at a job-site, first aid kits must be secured and inspected for proper and adequate contents and quantities. At least once a week thereafter the first aid kits shall be inspected for proper and adequate contents and quantities.

First aid cases and trends should be evaluated. This helps in determining any corrective and preventive measures that might be needed to help avoid further potential injuries. The specific needs of the worksite should be assessed periodically and enhancement of the first aid kits should be done as needed to ensure that reasonably anticipated supplies are available.

#### A. INVENTORY

The following quantities are based on a kit that will service seven people. When larger operations or multiple operations are being conducted at the same location, the need for additional first aid kits at the worksite, additional types of first aid equipment and supplies and additional quantities and types of supplies and equipment in the first aid kits should be determined. Additional contents, larger quantities, or more kits may be supplied as required.

- ✦ 32 sheer bandages, ¾" x 3"
- ✦ 20 adhesive bandages, 1"x3"
- ✦ 4 non-stick pads, small
- ✦ 10 non-stick pads, medium
- ✦ 2 "Kling Sof-Gauze" (or similar) bandages, 2"
- ✦ 2 oval eye pads
- ✦ 1 triangular bandage 40x40x56"
- ✦ 1 roll of first aid tape 3/8 x 5yds.
- ✦ 1 elastic bandage, 2"
- ✦ 1 bottle of eye wash solution
- ✦ 10 anti-septic wipes .14 oz
- ✦ 6 Burn Treatment, 1/32 oz.
- ✦ 1 tube first aid cream, .8 oz.
- ✦ 1 instant cold pack, 4 ½" x 6"
- ✦ 16 "Tylenol" (or similar) caplets
- ✦ 1 pair of scissors
- ✦ 1 pair of tweezers
- ✦ 1 first aid guide
- ✦ 1 contents/inventory card
- ✦ 1 one-way breathing barrier device
- ✦ 2 pair medical exam gloves / Bloodborne Pathogens Kit

## PROGRAM OVERVIEW / HANDLING EMERGENCIES

### III. FIRST AID SUPPLIES (Cont.)

#### B. ACCESSIBILITY

First aid kits shall be kept in a central location so that the kit is easily accessible at all times. On jobsites the contents shall be stored in a weatherproof container with individual sealed packages of each type of item.

#### C. INVENTORY INSPECTION AND REPLACEMENT

The **Company Safety Coordinator** and/or the **Jobsite Supervisor** will inspect all first aid kits brought onto the job-site in order to make certain that all required items are in the inventory. Also, the **Jobsite Supervisor** will perform weekly inspections of the first aid kit in order make certain that all expended items are replaced.

#### D. EYEWASH AND DELUGE FACILITIES

In the event that the eyes or bodies of workers may be exposed to injurious or corrosive liquids, suitable drenching and eyewash facilities will be provided within the work area for immediate emergency use. The eye wash station will be adequate to supply at least a 15 minute continuous flush.

### IV. HANDLING EMERGENCIES:

#### **Know how to proceed and how to protect yourself:**

When a co-worker is injured, you have to act fast and effectively:

- Call for medical help *immediately*. Know whom to call.
- Know where to find first-aid kits.
- Check to see if the victim is breathing.
- Administer first aid or CPR as needed, if you've been trained.
- Don't move an injured person except to save the person's life. Bring help to the victim; don't bring the victim to the help.
- Don't give any medication without a doctor's supervision.
- Wait for emergency medical assistance if you're not sure what to do.

**Keep in mind:** When administering first aid, you should take "universal precautions." Universal precautions means treating all blood and body fluids as though they are infected, which means taking all precautions necessary to avoid direct contact. The most common means of avoiding direct contact is to use the proper personal protective equipment (PPE). PPE that may be required includes gloves, facemasks or goggles with side shields, and protective clothing. Even though the actual risks are fairly small, it's very important to take these precautions if there's any question at all about the possibility of exposure when giving emergency first aid.

## GENERAL FIRST AID INFORMATION

### V. GENERAL FIRST AID INFORMATION

**First Aid** is the immediate care given to a person who has been injured or become suddenly ill. Would you know what to do and how to administer first aid to a family member, co-worker, or someone else in need of help? Remember that first aid never takes the place of professional medical care, however, many minor injuries and illnesses do not require professional help -- first aid treatment is sufficient.

**ABC'S:** Knowing what to do can save lives, prevent further injury, and relieve pain. As with anything else, there are priorities when it comes to first aid. You can think of these priorities as the A B C's. A is for open the Airway -- B is for check Breathing -- and C is for check Circulation. Each one of these first aid steps can be learned by enrolling in a first aid class. The Red Cross, National Safety Council, Medic First Aid, and local Rescue Squad or Fire Department are just some places you can get first aid training. Know who is certified to provide first aid on your job; so you know whom to call on in an emergency.

When administering first aid keep the following in mind -- always check for shock, make sure the accident scene is safe, and if required, call for outside, professional medical assistance. Emergency phone numbers should be posted near all jobsite telephones so that no time is lost trying to locate the number you need.

Another area that should not be overlooked is the First Aid Kit. Is there one available? Is it fully stocked? Do you know how to use the contents? A first aid kit should contain the essentials to treat cuts and bruises; bandages, tape, sterile pads, and especially important, latex gloves and a CPR micro-shield. It's a good idea to keep a first aid kit in your car or pickup, and at home; and be sure to list emergency phone numbers near your telephone too.

Finally, the keys to administering first aid properly are: to be prepared, to know what to do, and to deliver the right amount of appropriate care.

### CPR FACTS

- Sudden cardiac arrest is the leading cause of death in adults. Most arrests occur in persons with underlying heart disease.
- CPR doubles a person's chance of survival from sudden cardiac arrest.
- 75% of all cardiac arrests happen in people's homes.
- The typical victim of cardiac arrest is a man in his early 60's and a woman in her late 60's.
- Cardiac arrest occurs twice as frequently in men compared to women.
- There has never been a case of HIV transmitted by mouth-to-mouth CPR. The spread of infection from the victim to the rescuer is exceedingly rare.
- In sudden cardiac arrest the heart goes from a normal heartbeat to a quivering rhythm called ventricular fibrillation (VF). This happens in approximately 2/3rds of all cardiac arrests. VF is fatal unless an electric shock, called defibrillation, can be given. CPR does not stop VF but CPR extends the window of time in which defibrillation can be effective.
- CPR provides a trickle of oxygenated blood to the brain and heart and keeps these organs alive until defibrillation can shock the heart into a normal rhythm.
- If CPR is started within 4 minutes of collapse and defibrillation provided within 10 minutes a person has a 40% chance of survival.

## CPR IN THREE SIMPLE STEPS

### 1. CALL

Check the victim for **unresponsiveness**. If there is no response, Call 911 and return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions. *The pulse check is no longer taught or expected of laypersons but it is still expected of health care providers.*

**Unresponsiveness:** During cardiac arrest, the heart stops pumping blood, the blood pressure falls to zero and the pulse disappears. Within 10 seconds of cardiac arrest the person loses consciousness and becomes unresponsive. If you shake or shout at the victim, there will be no response. Sometimes a person in cardiac arrest may make grunting, gasping or snoring type breathing sounds for a couple of minutes. Do not be confused by this abnormal type of breathing. If a person is unresponsive (doesn't respond to shouts or shakes) and not breathing (or breathing abnormally) then call 911 and begin CPR.



### 2. BLOW

Tilt the head back and listen for **breathing**. If not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 2 seconds.

**Abnormal Breathing:** Remember a person in cardiac arrest may have abnormal breathing for a couple of minutes. This abnormal breathing is called "*agonal respiration*" and is the result of the brain's breathing center sending out signals even though circulation has ceased. The key point is that the abnormal breathing may sound like grunting, gasping or snoring. It disappears in 2-3 minutes. If you see this type of breathing DO NOT delay CPR. The person desperately needs air and only you can provide it.



### 3. PUMP

If the victim is still not breathing normally, coughing or moving, begin chest compressions. **Push** down on the chest 1½ to 2 inches 15 times right between the nipples. Pump at the rate of 100/minute, faster than once per second.

**Pushing on the Chest:** In general the chest should be pushed down 1½ -2 inches. Sometimes you may hear a cracking sound. Do not be alarmed. The sound is caused by cartilage or ribs cracking. Even if this occurs the damage is not serious. The risk of delaying CPR or not doing CPR is far greater than the risk of a broken rib.

*Vomiting is the most frequently encountered complication of CPR. If the victim starts to vomit, turn the head to the side and try to sweep out or wipe off the vomit. Continue with CPR.*



### Continue With 2 Breaths And 15 Pumps Until Help Arrives

**NOTE:** This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.

# KNOW FIRST AID TO PREVENT PANIC AND SAVE LIVES

## BACKGROUND

First-aid knowledge is valuable on and off the job. It starts with four essentials:

1. Seconds can count in an emergency. Call immediately for medical assistance when there's an injury or illness.
2. Bring help to the victim. Don't move the person unless absolutely necessary.
3. Know where first-aid kits are kept.
4. If you're not sure what to do, don't do anything—wait for medical assistance. The wrong treatment or movement can be dangerous.

There are, however, actions workers can take while waiting for medical assistance, to keep victims comfortable and prevent a serious incident from getting worse—even fatal.

## BREATHING

A person who stops breathing can die in four to six minutes, so there may not be time to wait for the pros. If there's no possibility of a back or neck injury, shake the victim and shout to find out if the person is conscious. If there's no response, check for breathing by looking at chest movement and putting an ear to the victim's mouth and nose.

### **If the victim is not breathing:**

- Lay the person on his or her back and loosen clothes around the neck.
- Make sure nothing is blocking the mouth or throat, then tilt the victim's head slightly and hold mouth open with your thumb.
- Pinch the victim's nose and cover his mouth with yours.
- Blow into the lungs once every five seconds till the victim's chest rises and falls and breathing from the mouth is detected.

## BLEEDING

Heavy bleeding can be life-threatening, so while waiting for help:

- Place a cloth or hand over the wound and push to stop bleeding.
- For deep cuts, apply that direct pressure and elevate the wound.
- For severe cuts, use direct pressure and elevation and push on pressure points on the inside of the upper arm and the crease of the groin area.

A tourniquet is a last resort—use only if bleeding won't stop and the victim is dying.

## SHOCK

Serious injury or illness can send a person into shock—which can be fatal. It's vital to get help and, while waiting:

- Have the person lie down and cover them with a blanket, overcoat, or whatever is available. Check regularly for breathing.
- Don't provide anything to drink.

Anaphylactic shock is a severe—potentially deadly—allergic reaction to certain foods or an insect bite or sting. Symptoms include hives, weakness, and a swollen throat that could cause choking. This is a real emergency, requiring immediate professional help. The victim may also need artificial respiration.

# KNOW FIRST AID TO PREVENT PANIC AND SAVE LIVES

## BROKEN BONES

Moving someone with a neck or back injury could cause paralysis or even death. When bones are or may be broken, keep the victim calm and still until help arrives. If a limb is amputated, place it in a plastic bag inside a bag of ice and rush it to the hospital with the victim.

## HEART ATTACK

Heart attacks can strike at any age, so everyone should know the symptoms:

- Shortness of breath or difficulty breathing
- Anxiety
- Ashen skin
- Perspiration or vomiting
- Crushing pain in the chest, under the breastbone, or down the left arm.

Help a heart attack victim sit or lie down. Loosen tight clothing at the waist and neck and provide oxygen. Don't allow the victim to move around or take any stimulants. Ask if the person has heart medication and get it if requested.

## STROKE

A stroke is always very serious, and requires fast medical attention. This is another condition that requires medical aid. Common symptoms and First Aid include:

- An inability to speak and apparent weakness in the face or limbs on one side of the body.
- A stroke victim may be unconscious or breathing heavily.
- The victim should be covered with a light blanket
- Don't provide any stimulants, food, or drink.

## CHOKING

Knowing how to perform the Heimlich Maneuver can help save a choking victim's life. Ask the person: "***Are you choking?***" If he or she indicates yes, follow this procedure with someone who is choking and can't talk:

- Stand behind the victim, your arm around the person's waist.
- Place your fist, thumb-side in, against the victim's stomach just below the ribs. Grab your fist with your other hand.
- Pull in and up sharply repeatedly until the object is dislodged or help arrives.
- If that doesn't work and the victim is unconscious, you can either:
  - Use your index and middle fingers to grasp the object causing the choking and remove it from the throat.
  - Place the person on his back and push in and up sharply on the abdomen below the rib cage until the object is dislodged.

## CONCLUSION

This overview will help workers respond to a medical emergency, but it's no substitute for a first-aid or CPR class. Encourage everyone to get that training, which is often available through your local Red Cross. To help ensure fast response, post emergency phone numbers at all phones. Remember: prompt, calm, correct actions in an emergency may save a life. Get medical help immediately. Then check for breathing. And if you're not sure what to do next, wait for trained experts to come and take charge.

## FIRST AID - BURNS

Very few injuries are more painful than a burn. Burns are classified as First, Second, and Third Degree, based on the amount of damage to the body. Burns can be caused by the sun, wind, radiation, a chemical splash, or contact with flames, electricity or hot surfaces. When attempting to aid a burn victim, an untrained person may do more harm than good. Some of the first aid training we had in the past may no longer be the best approach. For example, applying a greasy ointment or a powder to the burned area is not an acceptable treatment.

**First Degree Burns** (minor) affect only the outer layer of the skin. The skin will be red and sore, and minor swelling may occur. Treatment includes applying cool, wet compresses, or immersing the area in cool, clean water. Continue until the pain subsides and then apply a sterile dressing.

**Second Degree Burns** (serious) will show signs of deep reddening of the skin with pain, blisters, and possible loss of skin. First aid treatment includes immersing the body part in fresh, cool water (preferably sterile), or applying cool compresses. Do this for about 15 minutes, then gently dry the burn with a clean cloth and cover the area with a non-adhesive dressing. The victim should seek professional medical attention.

**Third Degree Burns** (severe) include damage to all layers of the skin. These very serious burns are often caused by contact with flames or electricity. The edges of the burned skin may even be charred. Call for professional medical help immediately! First aid treatment requires that you check the victim's ABC's (open the Airway, check for Breathing, and check for Circulation). Use CPR or treat for shock if necessary. Cover the burned area lightly with a sterile dressing. Never use water, ointments, antiseptics, etc.

**Chemical Burns:** Any chemical spill or splash requires checking the MSDS for special actions. If the eyes are involved, you will likely flush them with fresh water for 15-20 minutes and then seek medical attention. If other parts of the body are affected, remove contaminated clothing. Treatment will usually require flushing the area with water until the chemical has been washed away completely. Medical attention may be necessary depending on the severity of the burn.

**Sunburns:** Watch out for sunburn when working outside all day. You need to use a preventive sunscreen lotion.

### Electrical Burns Require Special Care

**If you're not careful, you could end up as a victim, too!** Because the human body is a good conductor of electricity, a person who has received an electric shock might still have current flowing through his or her body. Before attempting to treat an electrical burn, remember:



**Don't touch a victim who is in contact with a live current.** This might include a live wire or other conductor that may be in contact with the current, such as a metal object or pool of water.

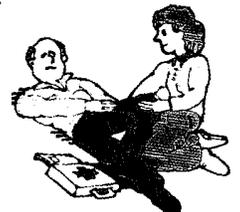
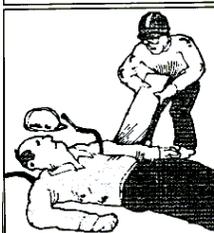
**Shut off the electricity at its source.**

**If you must remove a person from a live current, be very careful!** Stand on something dry and use a stick or board to separate the victim from the conductor. Don't use anything metal, or anything that is wet.

**Once the victim is no longer in contact with the current:**

**Call for emergency response & Check the victim's condition.**

**Apply appropriate first aid.** Treat for burns and shock. You also might need to administer artificial respiration or CPR.



## HEAD AND FACE INJURIES

### **Head injuries can be worse than they first appear...**

If the victim is conscious, have him or her lie down and stay quiet until medical attention arrives. Do not offer water or other fluids.

### **If the victim is unconscious, summon medical help immediately.**

- If the victim is not breathing, administer CPR.
- Do not move the victim.
- Do not attempt to clean wounds or remove objects.
- If the injury appears to be a concussion, keep the victim lying down with their head raised.

### **Take fast action with face and eye injuries...**

- For particles or splashes in the eye, get the victim to the nearest eyewash. Rubbing the eye can make the injury worse.
- For a blow to the eye, cover with a cold compress to reduce swelling.
- For a cut in or near the eye, bandage loosely, but don't touch or rinse the injury.

With head, face, and eye injuries, fast action can prevent a permanent disability or even save a life. Always get qualified medical help immediately!

## First Aid For Eye Injuries

### **Particles in the Eye**

- Do not rub the eyes.
- Lift upper eyelid outward and down over lower lid. Let tears wash out particle.
- If that doesn't work, flush the eye with water until particle comes out.
- If the particle still does not wash out or if pain or redness continues, bandage the eye lightly and get medical attention.

### **Chemical Splashes or Burns**

- Hold the eye open and flush with water for at least 15 minutes.
- Call for emergency medical assistance.
- Check the MSDS for information about the chemical to give to emergency medical personnel.

### **Blow to the Eye**

- Apply a cold compress without pressure for 15 minutes to reduce pain and swelling.
- Get medical attention at once if pain continues or if vision is affected.

### **Penetrating Object in the Eye**

- Call for emergency medical assistance immediately.
- *Do not* remove, move, or put pressure on the object.
- Immobilize the object by placing a paper cup or soft, bulky dressing around the object and securing it in place with a bandage.
- Bandage both eyes so that the victim will keep the injured eye still.

## BITES AND STINGS

The arrival of spring is accompanied by an exciting array of outdoor activities, and unfortunately, bees and insects. Insect bites and stings can range from irritating to, in extreme cases, life threatening. The severity of the emergency as well as the befitting treatment depend solely on the type and intensity of the bite or sting, as well as the victim's sensitivity to allergic reaction. It is important that you know what to do in the event that you are present when someone has a severe reaction to a bite or sting.



### Bee, Wasp, and Hornet Stings

If an individual is stung by a bee, wasp, or hornet and experiences minimal pain and swelling, take the following steps. First, wash the area with soap and water; this will prevent germs from causing an infection. Remove any pieces of clothing that could potentially irritate swelling on or around the sting. Apply an ice pack to reduce pain and swelling. You can also reduce swelling by applying baking soda paste or over-the-counter hydrocortisone ointment. If the individual experiences an immediate, severe reaction after being stung, or has been stung multiple times by numerous bees or fire ants, particularly if the victim is a child, the treatment is more serious. Contact EMS, and monitor the victim's airway, breathing, and circulation until help arrives. Try to find out what type of insect stung the victim and tell the EMS personnel; it will help expedite treatment.

### Allergic Reactions to Bees

An allergic reaction to a bee sting can cause an anaphylactic reaction—a severe reaction, which generally occurs within a few seconds or minutes after a bee sting. The symptoms of an anaphylactic reaction are: swelling of the tongue and face, sudden and severe breathing difficulties—particularly in people who have asthma, itching or burning skin, hives, a weak, rapid pulse, dizziness or lightheadedness, and unconsciousness. Anaphylactic shock can cause death in as few as 15 minutes. If you see someone experiencing an anaphylactic reaction, contact EMS immediately! Anaphylactic shock requires medication, and many individuals with an allergy to bees carry medication with them in case of an emergency. If this is the case, help the victim use the medication. Otherwise, monitor airway, breathing, and circulation until help arrives.



### Poisonous Insect and Spider Bites

Some spiders and insects inject venom when they bite. Scorpions, black widow spiders, tarantulas, and brown recluse spiders carry very poisonous venom. If a victim experiences an immediate, severe reaction, contact EMS. If you can identify the type of insect that bit the individual, tell the EMS personnel; it may help expedite treatment. Monitor the victim's airway, breathing, and circulation until help arrives.



### Bypass the Bugs!

Don't let insects take a bite out of your spring and summer fun! Follow these tips to prevent troublesome bites and stings.

- Avoid using scented soaps, perfumes, lotions or cosmetics before going outdoors.
- Wear shoes instead of sandals; long pants instead of shorts.
- Inspect your pets, your family and yourself for ticks after spending time in grassy or wooded areas.

After a bite or sting occurs, watch for symptoms such as headache, rashes, fever, and general body aches and pains. Consult a physician if any of these symptoms occur.

# HEAT CRAMPS, HEAT EXHAUSTION, AND HEAT STROKE

June, July, August, and September are the months for the greatest concern for Heat Stress cases. It's that time of the year when the temperature soars above 90 degrees with the relative humidity above 80 percent! Our heat producing processes join these high temperatures to produce a dangerous condition known as HEAT STRESS!

The body's chemical activities take place in a limited temperature range. They cannot occur with the efficiency needed for life if the body temperature is too high or too low. Heat is generated as a result of the constant chemical processes within the body. A certain amount of this heat is required to maintain normal body temperature = 98.6 degrees. Any heat that is not needed for temperature maintenance must be lost from the body or *hyperthermia*, an abnormally high body temperature, will be created. If allowed to go unchecked, this can lead to death.

Consider what can happen to the body when it is placed in a hot environment. Air being inhaled is warm, possibly warmer than the air being exhaled. The skin may actually absorb more heat than it radiates. If high humidity is added, the evaporation of perspiration slows. To make things even more difficult, consider all this in an environment that lacks circulating air or a breeze that would speed up radiation and evaporative heat loss. What exists now is the environment often associated with emergencies due to excessive heat. Since evaporative heat loss is reduced in a humid environment, *moist heat* can produce dramatic body changes in a short time.

There are three common emergencies brought about by exposure to excessive heat:

1. **HEAT CRAMPS** - brought about by long exposure to heat. The individual perspires heavily, often drinking large quantities of water. As the sweating continues, salts are lost by the body, bringing on painful muscle cramps.

## **SYMPTOMS AND SIGNS:**

Severe muscle cramps (usually in the legs and abdomen), exhaustion, sometimes dizziness or periods of faintness.

## **EMERGENCY CARE PROCEDURES:**

- Move the patient to a nearby cool place
  - Medical personnel shall give the patient half-strength commercial electrolyte fluids
  - Medical personnel shall massage the "cramped" muscle to help ease the patient's discomfort.
  - Apply moist towels to the patient's forehead and over cramped muscles for added relief.
  - If cramps persist, or if more serious signs and symptoms develop, ready the patient and transport.
2. **HEAT EXHAUSTION** - the typical heat exhaustion patient is a healthy individual who has been exposed to excessive heat while working or exercising. This is a form of shock brought about by fluid and salt loss. This condition may develop into heat stroke and requires large volumes of fluid replacement to manage.

## **SYMPTOMS AND SIGNS:**

Rapid and shallow breathing, weak pulse, cold and clammy skin, heavy perspiration, total body weakness, and dizziness that sometimes leads to unconsciousness.

# HEAT CRAMPS, HEAT EXHAUSTION, AND HEAT STROKE

## 2. *HEAT EXHAUSTION (Cont.)*

### **EMERGENCY CARE PROCEDURES:**

- Move the patient to a nearby cool place
- Keep the patient at rest
- Medical personnel shall remove enough clothing to cool the patient without chilling him
- Fan the patient's skin
- Medical personnel shall give the patient half-strength commercial electrolyte fluids. Do not try to administer fluids to an unconscious patient
- Medical personnel shall treat for shock, but do not cover to the point of overheating the patient
- Medical personnel shall provide oxygen if needed
- If unconscious, fails to recover rapidly, has other injuries, or has a history of medical problems, transport as soon as possible

3. **HEAT STROKE** - this is a TRUE EMERGENCY, brought about when a person's temperature-regulating mechanisms fail and his body cannot rid itself of excess heat. The problem is compounded when the patient fails to sweat in response to fluid and salt loss due to heat. ALL cases of heat stroke are serious and the patient must be rapidly cooled and transported.

### **SYMPTOMS AND SIGNS:**

Deep breaths, then shallow breathing; rapid strong pulse, then rapid weak pulse; dry hot skin; dilated pupils; loss of consciousness (possible coma); seizures or muscular twitching may be seen

### **EMERGENCY CARE PROCEDURES: (HEAT STROKE)**

- Medical personnel shall cool the patient-in any manner- rapidly, move the patient out of the sun or away from the heat source. Remove the patient's clothing and wrap him in a wet towel and sheets. Pour cool water over these wrappings. Body heat must be lowered rapidly or brain cells will die!
- Treat for shock and administer a high concentration of oxygen
- If cold packs or ice bags are available, wrap them and place one bag or pack under each of the patients armpits, one behind each knee, one in the groin, one on each wrist and ankle, and one on each side of the patient's neck
- Transport as soon as possible
- Monitor vital signs throughout the process

**NOTE:** These mentioned heat related emergencies are 100% preventable and manageable! Drink plenty of water, and occasional intake of quencher. Take rest breaks in order to cool down, and advise your supervisor if you experience any heat related symptoms and signs so you can:

**BEAT THE HEAT!**

## CHOKING IS LIFE-THREATENING

A person can choke to death in a couple of minutes. The fastest way to find out if someone is choking is to ask in a loud voice—**ARE YOU CHOKING?**

**If he or she can't talk, try the Heimlich Maneuver:**

- **Stand** behind the victim and wrap your arms around his or her waist.
- **Make a fist** with one hand. **Place your fist** thumb-side in, against the victim's stomach above the navel but below the ribs. **Grab your fist** with your hand.
- Pull in and up sharply. Repeat if necessary.



If the Heimlich Maneuver doesn't work...

Try the:



- **Finger sweep.** Grasp the foreign object with your index and middle fingers to remove the object from the throat.
- **Abdominal thrusts.** Lay the person on his or her back. Push in and up sharply on the abdomen below the rib cage.

Don't stop until the object is dislodged or medical help arrives!

If you've relieved the choking, but the person is unconscious, make sure the person is breathing. If not, clear the mouth and air passage and give mouth-to-mouth resuscitation.

To reduce the risk of choking...

- Eat and chew slowly; don't gulp.
- Don't talk while you're eating.
- Take your time and enjoy your food!

# MEDICAL PERSONNEL FORM

This form identifies emergency medical professionals who will render medical treatment for any worker seriously injured on the job. Also, the people named in sections I and II are to be notified in the event of a serious injury/emergency. Important, this form shall be completed before work begins and shall be posted in such a place so that all employees have access to the information contained herein. The **Company Safety Coordinator** is responsible for making sure that these phone numbers are posted for each jobsite.

## REPORT ALL ACCIDENTS AT ONCE TO YOUR SUPERVISOR

### I. FACILITY MEDICAL PERSONNEL INFORMATION:

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

### II. NEAREST DOCTOR (for consultation and/or emergency response):

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

### III. FOR AMBULANCE SERVICE:

First Call: **911**

*If 911 service is not available, use:*

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

### IV. NEAREST HOSPITAL (for seriously injured employees):

Hospital: \_\_\_\_\_  
Address: \_\_\_\_\_

*Notify the doctor(s) listed in section II should a worker be taken to the above-mentioned hospital in an emergency.*

### V. POISON CONTROL CENTER:

Phone #: \_\_\_\_\_

## FIRST AID KIT INVENTORY INSPECTION FORM

Upon commencement of work at a job-site, this form is to be used once a week to inspect the contents of a first aid kit.

ITEM	QUANTITY IN KIT	NEED TO ORDER?		ORDERED?	
		Yes	No	Yes	No
32 sheer bandages, ¾" x 3"					
20 adhesive bandages, 1"x3"					
4 non-stick pads, small					
10 non-stick pads, medium					
2 "Kling Sof-Gauze" (or similar) bandages, 2"					
2 oval eye pads					
1 triangular bandage 40"x40"x56"					
1 roll of first aid tape 3/8 x 5yds					
1 elastic bandage, 2"					
1 bottle of eye wash solution					
10 anti-septic wipes .14 oz					
6 Burn Treatment, 1/32 oz.					
1 tube first aid cream, .8 oz.					
1 instant cold pack, 4 ½" x 6"					
16 "Tylenol" (or similar) caplets					
1 pair of scissors					
1 pair of tweezers					
1 first aid guide					
1 contents/inventory card					
1 one-way breathing barrier device					
2 pair medical exam gloves / Bloodborne Pathogens Kit					

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## **SUBSTANCE ABUSE POLICY**

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## SUBSTANCE ABUSE POLICY

**Direct Service USA** has a vital interest in maintaining safe and efficient working conditions for its employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user but to all those who work with the user. The possession, use or sale of an illegal drug or alcohol in the workplace may also pose unacceptable risks for safe and efficient operations.

**Direct Service USA** recognizes that its own health and future are dependent upon the physical and psychological health of its employees. Accordingly, it is the right, obligation and intent of the company to maintain a safe, healthful and efficient working environment for all of its employees and to protect company property, equipment and operations.

With these basic objectives in mind, the company has established the following policy with regard to use, possession or sale of all alcohol or illegal drugs, controlled substances (including trace amounts), look-alikes, designer drugs and all substances which impair an individual's ability to perform the job assignment in a safe manner.

The company practices the following guidelines for substance abuse screens:

- 1) Upon initial hire and in all instances when a worker is to be re-hired, the prospective employee will be required to pass an employment drug screen.
- 2) Immediately following an accident (unless the employee is incapacitated and unable to provide a specimen), both the injured worker and the immediate work crew (if the immediate work crew's actions directly or indirectly contributed to the accident and/or if any member of the immediate work crew was an eyewitness to the accident) will be required to take a drug test.
- 3) The company reserves the right to conduct "random" drug tests based upon a certain pre-determined percentage of the workforce.
- 4) The company reserves the right to conduct a drug test on any employee who obviously appears to be having a problem that could put the safety of himself/herself or the safety of another employee in jeopardy (show-cause / Reasonable Suspicion). Reasonable Suspicion - A belief based on objective and articulable facts sufficient to lead a supervisor to suspect them under the influence - (1) the presence of a prohibited substance, or metabolites of a prohibited substance in body fluids above the cut-off level established, and/or (2) the presence of a prohibited substance that affects an individual in any detectable manner. The symptoms of influence may be, but are not limited to, slurred speech or difficulty in maintaining balance.

**NOTE: Prohibited Substances** - (1) illicit or un-prescribed drugs, Controlled substances and mood or mind altering substances, (2) prescribed drugs used in a manner inconsistent with the prescription, and (3) alcoholic beverages.

In addition, the company reserves the right to modify this policy at any time. In such a case, a 30-day notice will be given to all employees.

**NOTE:** Truck drivers who qualify under DOT guidelines follow additional drug testing requirements set forth by DOT.

# **SUBSTANCE ABUSE POLICY**

## **NO DRUG/ALCOHOL RULES**

Employees are prohibited, while on duty or on company property, from being under the influence of alcohol or non-prescription drugs. Moreover, employees may not possess, sell, solicit or receive alcohol or non-prescription drugs while on duty or on company property. Any employee who violates this policy shall be subject to discipline, up to and including termination of employment.

Employees are prohibited from bringing onto company or customer premises, having possession of, being under the influence of, or using any intoxicant.

Employees are prohibited from bringing onto company premises, or having possession of, being under the influence of, or using, transferring, selling or attempting to sell (while on company premises or while on company business) at any time, any form of narcotic, depressant, stimulant, or hallucinogen, excepting only the taking of a prescribed drug under the direction of a physician.

Use, possession of, sale or solicitation of unauthorized drugs or alcohol on company premises, or reporting to work intoxicated or under the influence of drugs is grounds for immediate termination. Employees with alcohol or drug dependencies are encouraged to seek assistance through local support groups.

## **EMPLOYMENT SCREENING**

The company will maintain employment-screening practices designed to prevent employing individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe work practices.

## **SEARCHES**

Entry onto company or customer property is deemed consent to an inspection of person, vehicle, and/or personal property. If you do not consent to such inspections, please do not enter or remain on company parking lots.

The company reserves the right to require employees, while on duty or on company property (including parking lots), to agree to inspections of their person, vehicles, and/or their personal property.

## **SUBSTANCE ABUSE POLICY**

If any employee withholds consent to such an inspection, the company has the right and shall exercise that right to discipline the employee, up to and including termination of employment.

### **TESTING**

The company reserves the right to require employees to undergo medical testing for alcohol and/or drug use. The company may require a blood test, urinalysis, or other drug/alcohol screening where circumstances or workplace conditions justify it or anytime that management deems appropriate. An employee's consent to submit to such a test is required as a condition of employment and the employee's refusal to consent shall result in disciplinary action including termination for a first refusal or any subsequent refusal.

### **LEGAL DRUGS**

Employees shall inform their supervisor prior to using prescribed drugs on the job. Each vial shall be in the employee's name. Each prescription shall be no older than one (1) year of the date issued. Employee shall possess only enough medication for that normal work shift.

The company, at all times, reserves the right to have its company physician determine if a prescription drug or medication produces hazardous affects and may restrict the use of any such drug or medication accordingly. This may also include restricting the employee's work activity.

### **DISCIPLINARY ACTION**

Violation of the policy shall result in disciplinary action, up to and including termination, even for a first offense.



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# **PROCEDURE FOR HANDLING AN OSHA INVESTIGATION**

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## **PROGRAM OVERVIEW**

The following set of guidelines has been prepared through years of experience in meeting with and making inspections of work sites with OSHA compliance officers. This procedure has proven to be very effective, and in almost all cases, when this procedure is followed citations and fines are lower.

## PROGRAM OVERVIEW

Contrary to popular belief, an OSHA compliance officer does **not** have the right to immediate and open entry into a company or premises. **Direct Service USA** maintains the right to both:

- (1) have a safety representative present to accompany the compliance officer(s) and
- (2) to delay entry until that safety person is present.

**Direct Service USA** will follow the procedure outlined below whenever OSHA makes an attempt to inspect our facilities.

### **DIRECT SERVICE USA'S OSHA INSPECTION PROTOCOL:**

1. Advise the compliance officer(s) that **Direct Service USA** has a Certified Safety Professional on staff and that he must be present to accompany the officer on the inspection.
2. Explain to the compliance officer(s) that the Certified Safety Professional is not at this location, but that you will phone him immediately to check on his availability.
3. **Always** be courteous and polite, but **never** volunteer any information, even if it seems trivial.
4. It is common practice for the officer(s) to ask to see your OSHA records for "a quick review", but advise him/her that you prefer to have the Certified Safety Professional review the records with him/her.
5. In the event that the officer indicates that he/she intends to inspect the facility anyway, advise him/her that he/she may be required to get a search warrant before doing so. **Do not** use a threatening tone, but simply point out that you are exercising your rights under the OSHA act.

## PROGRAM OVERVIEW

### I. RECORD-KEEPING REQUIREMENTS:

- A. An OSHA poster, in English and Spanish (if Spanish speaking employees are on the payroll), shall be posted in a central location (like an employee meeting area, lunch room, or near the time clock).
- B. OSHA 300 Form (Log of Work Related Injuries and Illnesses) shall be maintained as permanent record. A Log must be kept for each establishment or site. This Log should be updated within seven calendar days from the time an employee suffers a chargeable illness or injury. For each recordable illness or injury a 301 Form (Injury and Illness Incident report) must be filled out and kept as permanent record. At year's end, the Summary Form 300A should be filled out and posted in a visible location such as the Employee's bulletin board or other visible area by February 1<sup>st</sup> of the year following the year covered by the Form and keep it posted until April 30<sup>th</sup> of that year. Be sure to only post the Summary Form 300A and not the 300 Log. Original copies of the Log, Summary, and Incident Report should be kept on file for a minimum of five years following the year to which they pertain.

### II. TYPES OF INSPECTIONS:

- A. Inspections occur according to a priority list. Those priorities are as follows:
  - 1. **Imminent Danger:** this is top priority and is generally based on the certainty of a danger immediately hazardous to life or well-being.
  - 2. **Catastrophes and Fatal Accidents:** The second priority for an inspection by OSHA. It is usually triggered either by an incident that sends 3 or more to the hospital for admission or by an accident that results in death.
  - 3. **Employee Complaints:** Initiated by a complaint by an employee, and usually indicates imminent danger on the job-site. OSHA will maintain confidentiality if the complaining employee requests it.
  - 4. **Programmed Inspections:** A randomly selected inspection initiated by known high industry hazards or high lost work day rates. This type of inspection is generally the result of any company that exceeds the injury rate for the industry on a national average.
  - 5. **Follow-Up Inspections:** A follow-up inspection determines if the violations of a previous inspection have been corrected. "Failure to Abate" violations can result in additional daily fines as long as the violations continue.

## PROGRAM OVERVIEW

### III. CITATIONS AND POSTING OF SAME:

In the event there are citations and fines levied against a company, there are requirements for posting the citations.

- A. A citation must be posted for the period of time indicated on the citation. The minimum posting time is three days even if the citation has been abated.
- B. After the posting requirement has been satisfied, the citation should be removed and filed for permanent record in an "OSHA" file.

### IV. NOTIFICATION OF THE OSHA OFFICE:

- A. In the event of a death or incident where 3 or more employees suffer illness or injury and are admitted to the hospital, you must notify OSHA within 8 hours.
- B. Refer to page 5 of this section for a listing of Region VI Area Offices and phone numbers.
- C. **DO NOT NOTIFY OSHA YOURSELF.** Notify the corporate office first and then contact the safety consultant. Allow the Certified Safety Professional to initiate all contact with the OSHA office. WS Management Consultants, Inc.'s phone numbers and staff is indicated below.

(281) 353-1512

1-800-767-2338

(281) 353-1781 - FAX

Scott Shuler, CSP #13416

Walter L. Shuler, CSP #540

Jim Sanders, CHST #1383

## OSHA OFFICES - REGION 6

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**OSHA VI Regional Office**  
**525 Griffin Street, Room 602**  
**Dallas, Texas 75202**  
**(214) 767-4731**  
**(214) 767-4693 FAX**

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### **Region 6 Area Offices** **Arkansas | Louisiana | New Mexico | Oklahoma | Texas**

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#### **TEXAS**

##### **Austin Area Office**

903 San Jacinto Boulevard, Suite 319  
Austin, Texas 78701  
(512) 916-5783  
(512) 916-5793 FAX

##### **Corpus Christi Area Office**

Wilson Plaza, Suite 700  
606 N Carancahua  
Corpus Christi, Texas 78476  
(361) 888-3420  
(361) 888-3424 FAX

##### **Dallas Area Office**

8344 East RL Thornton Freeway  
Suite 420  
Dallas, Texas 75228  
(214) 320-2400  
(214) 320-2598 FAX

##### **El Paso District Office**

Federal Building C  
700 E. San Antonio, Room C-408  
El Paso, Texas 79901  
(915) 534-6251 (6252)  
(915) 534-6259 FAX

##### **Fort Worth Area Office**

8713 Airport Freeway  
Suite 302  
Fort Worth, Texas 76180-7610  
(817) 428-2470  
(817) 581-7723 FAX

##### **Houston North Area Office**

507 North Sam Houston Parkway East  
Suite 400  
Houston, Texas 77060  
(281) 591-2438  
(281) 999-7457 FAX

##### **Houston South Area Office**

17625 El Camino Real, Suite 400  
Houston, Texas 77058  
(281) 286-0583 (0584)  
(281) 286-6352 FAX

##### **Lubbock Area Office**

Federal Office Building  
1205 Texas Avenue, Room 806  
Lubbock, Texas 79401  
(806) 472-7681 (7685)  
(806) 472-7686 FAX

#### **OKLAHOMA**

Oklahoma City Area Office  
55 North Robinson - Suite 315  
Oklahoma City, Oklahoma 73102-9237  
(405) 278-9560  
(405) 278-9572 FAX

#### **LOUISIANA**

Baton Rouge Area Office  
9100 Bluebonnet Centre Blvd, Suite 201  
Baton Rouge, Louisiana 70809  
(225) 298-5458  
(225) 298-5457 FAX

#### **ARKANSAS**

Little Rock Area Office  
TCBY Building, Suite 450  
425 West Capitol Avenue  
Little Rock, Arkansas 72201  
(501) 324-6291  
(501) 324-5243 FAX

#### **NEW MEXICO**

The Albuquerque OSHA Area Office has been closed. Please contact: Lubbock Area Office.  
**New Mexico has a State plan**

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## **FALL PROTECTION PROGRAM**

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## OVERVIEW / RESPONSIBILITIES / QUALIFICATIONS

In accordance with OSHA regulations governing both general industry (1910) and construction (1926), **Direct Service USA** has implemented the following fall protection plan. Each year an estimated 68,000 workers are injured due to falls, and most often, these incidents result in severe, life-threatening injuries. The guidelines contained within this program are designed to afford the best possible protection for employees.

The company fall protection system must be enacted when workers are exposed to any of the following conditions at heights of six feet or greater from the walking/working surface:

1. Unprotected edges (also called the leading edge)
2. Holes
3. Ramps and runways
4. Working on form-work, reinforcing steel, and other vertical surfaces
5. Overhand brick laying
6. Low sloped and steep roofs
7. Excavations
8. Pre-cast concrete erections
9. Wall openings

### **RESPONSIBILITIES**

At **Direct Service USA**, **Company Safety Coordinator, Derek Ross**, is responsible for implementation and oversight of this Fall Protection Program. To assist in execution of this plan, **The Program Supervisors**, will be responsible for carrying out the plan at the indicated job-site:

**Program Supervisors:** \_\_\_\_\_

**Job-Site Location:** \_\_\_\_\_

### **PROGRAM SUPERVISOR QUALIFICATIONS**

All **Direct Service USA** Program Supervisors will receive training in this *Fall Protection Program*, including, but not limited to, the following topic areas: types of fall arrest systems, selection guidelines for fall arrest systems, appropriate behavior and assigned responsibilities when overseeing the *Fall Protection Program*, and Accident and Near-Miss Accident investigations. Program Supervisors who complete this training will be known as **Competent Persons**.

# **COMPETENT PERSON RESPONSIBILITIES / SELECTION OF FALL PROTECTION EQUIPMENT**

## **COMPETENT PERSON RESPONSIBILITIES**

Competent Persons who oversee the on-the-job implementation of the Fall Protection Program will be assigned the following responsibilities:

1. Recognize fall hazards as outlined in training classes and elsewhere in this program.
2. Warn employees of fall hazards if they are unaware of such or act in an unsafe manner.
3. Remain on the same level and in visual contact with the workers assigned to them.
4. Stay within close enough proximity so that oral communication is maintained.
5. Refrain from any other job assignments or tasks which will interfere with monitoring workers.

Competent Person(s): \_\_\_\_\_  
\_\_\_\_\_

## **SELECTION OF FALL PROTECTION EQUIPMENT**

Due to the fact that working condition may change, the **Competent Person** on the job or the **Company Safety Coordinator** will ascertain the most effective means of fall protection and will complete the necessary information (**see Assessment Form, pp. 10,11**) within this program to make the *Fall Protection Program* site-specific. All fall protection devices and raw materials to be used by **Direct Service USA** will meet ANSI and ASTM requirements. When employees must work at heights of six feet or greater, one of the following eight types of fall protection will be used, and employees will receive training on the proper use and limitations of the fall protection to be used. Training documentation will be kept on file at the job-site.

1. Guard-rails
2. Safety Nets
3. Covers
4. Personal fall arrest systems
5. Warning lines
6. Controlled access zones
7. Safety monitors
8. Fall protection plan

Fall protection methods 1 - 4 may be used in combination if such practice provides better protection for workers; however, methods 5 - 8 can only be used when 1 - 4 are too awkward or difficult to construct.

# DESCRIPTION OF METHODS TO BE USED

## DESCRIPTION OF METHODS TO BE USED

### 1. GUARD-RAILS

#### *Specifications.*

Guard-rails may be made of construction grade lumber, pipe, cable, or structural steel. They must consist of a top-rail, mid-rail, posts, and when necessary, a toe-board and will meet the following specifications:

#### TOP-RAILS:

- a. Will be no more than 39 - 45 inches above the walking level.
- b. Must be able to withstand a force of 200 pounds within two inches of the top edge in any outward or downward direction.
- c. If made from wood, top-rail should be made from construction grade 2X4's.
- d. If made from pipe, top-rail should be at least 1.5 inch thick schedule 40.
- e. If made from structural steel, top-rail should be 2" X 2" angle.
- f. If made from cable, then top-rail should be 1/4" thick and should be marked at six foot intervals with high visibility flags/materials so that it can be seen.

#### MID-RAILS:

- a. Will be positioned halfway between the top edge of the top-rail and the floor/walking surface.
- b. If made from wood, the mid-rail should be made from construction grade 1X6's.
- c. If made from pipe, the mid-rail should be at least 1.5 inches thick schedule 40.
- d. If made from structural steel, the mid-rail should be 2" X 2" angle.
- e. If made from cable, then the mid-rail should be 1/4" thick and should be marked at six foot intervals with high visibility flags/materials so that it can be seen.

#### POSTS:

- a. Posts which provide structural support for the guard-rail system must be spaced at intervals not to exceed eight feet.
- b. Posts must be constructed of the same quality and type of material as specified for top-rails and mid-rails.

#### TOE-BOARDS:

- a. Shall be at least 3½-inches high and shall be made of a solid material (i.e., wood).
- b. Must be able to withstand fifty pounds of force in any downward or outward direction.

#### MISCELLANEOUS:

- a. All top-rails, mid-rails, posts, and toe-boards should have a smooth finish with no jags which could catch clothing.
- b. End joints shall have no over-hang which could present a tripping or snagging hazard.

## DESCRIPTION OF METHODS TO BE USED

### DESCRIPTION OF METHODS TO BE USED (Cont.)

#### 2. SAFETY NETS

##### Specifications

- a. Shall be made of strong synthetic material with holes no larger than six inches at its greatest dimension.
- b. Shall be erected in accordance with the manufacturer's intended guidelines. No modifications to the safety net will be allowed.
- c. Shall be installed as close as possible to the people they are designed to protect with no greater distance than thirty feet. The following scale should be used when erecting the safety net.

DISTANCE OF NET FROM WORKING LEVEL	DISTANCE NET SHOULD EXTEND FROM STRUCTURE
5'	8'
5' - 10'	10'
10' - 30'	13'

- d. If more than one net is to be used, then connections for the nets shall be spaced no more than six inches apart and shall be at least as strong as the net material.
- e. Supervisors shall perform routine visual inspections everyday inspecting the integrity of the net, tools or scrap material caught in the net, the connections between nets (if more than one is used), and for both ordinary and unusual stress and wear.

#### 3. COVERS

##### Specifications

- a. Shall cover any gap or void two inches or greater in dimension on any floor, roof, or other walking or working surface.
- b. Shall be made of such material which can support two times the weight of the worker, equipment, and materials at one time and two times the weight of the axle load of any vehicle expected to cross.
- c. Must provide warning by writing on the hole cover "***Danger - Hole Cover***".
- d. Must be securely in place.

## DESCRIPTION OF METHODS TO BE USED

### DESCRIPTION OF METHODS TO BE USED (Cont.)

#### 4. PERSONAL FALL ARREST SYSTEMS

##### Specifications

Personal fall arrest systems are designed to protect workers from potential injuries from both the fall and the force of the fall. A personal fall arrest system has four components, including: full body harness, lanyard, snap hooks, anchorage point.

##### FULL BODY HARNESS:

- a. A full-body harness distributes the force of the fall and resulting "catch" over the pelvis, thighs and shoulders.
- b. Because body belts can cause the body to "jack-knife" resulting in possibly severe internal injuries, federal law forbids its use as a fall restraint device as of January 1, 1998.
- c. It is this company's policy to use a body harness in all conditions where a personal fall arrest system is required.

##### LANYARD:

- a. A lanyard connects to the anchorage point and also to the body harness at a point between the shoulder blades.
- b. There are three types of lanyards which are approved for use, including:
  1. Shock absorbing                      Also called a deceleration device; absorbs most of the stress of a fall/catch by gradually bringing the worker to a stop.
  2. Rope                                      Strong and absorbs some of the stress of fall with limited stretching.
  3. Nylon webbing/strap              Very strong but have very little flexibility causing the body to absorb much of the stress of a fall/catch.

The order of preference for lanyard use (lesser stress on the body) is shock absorbing, rope, and lastly, nylon webbing/strap.

## DESCRIPTION OF METHODS TO BE USED

### DESCRIPTION OF METHODS TO BE USED (Cont.)

#### 4. PERSONAL FALL ARREST SYSTEMS (Cont.)

##### Specifications

##### SNAP HOOKS:

Snap-hooks connect the lanyard to the anchorage point and the body harness.

- a. Shall be made of smooth corrosion resistant steel.
- b. Shall be double-locking. Non-locking was outlawed by OSHA on January 1, 1998.
- c. Shall be attached only to the anchor point or to a D-ring. The company standard calls for one snap-hook per one D-ring.
- d. The use of snap-hooks and D-rings that are different sizes or made by separate manufacturers is expressly forbidden as this practice may cause the snap-hook to "roll out" of the D-ring.
- e. Supervisors and workers are responsible for inspecting the connection of the snap-hook and D-ring to ensure that all parts are functioning correctly.

##### ANCHORAGE POINT:

The anchorage point is that point on a fixed object to which the lanyard is connected.

- a. Shall be located at/on a solid immovable object capable of supporting a load of 5000 lbs. The object shall not be used to support any other weight (i.e., platform or guard-rail).
- b. Despite the length of the lanyard, the anchorage point must be located in such a way that a person will fall no more than six feet.

##### MISCELLANEOUS:

- a. A personal fall arrest system cannot be used for any other purpose than for its specifically stated function. If it is used for some other purpose, it shall be removed from service and destroyed.
- b. If a personal fall arrest system is subjected to a fall, it shall be taken out of service and inspected by a competent person.
- c. Every effort shall be made to provide immediate prompt rescue of an employee in the event of a fall if the employee is unable to rescue them self.

## DESCRIPTION OF METHODS TO BE USED

### DESCRIPTION OF METHODS TO BE USED (Cont.)

#### 5. WARNING LINES

Though warning lines may give visual warning of potential exposure to falling hazards, use of this type of fall protection is limited to those exceptional situations when the use of the devices/operations described in 1 - 4 of this program are impossible or create a greater employee safety hazard.

- a. May consist of ropes, wires, and chains.
- b. Shall have flags or some other markings attached which visibly warn workers of the existing hazard.

#### 6. CONTROLLED ACCESS ZONES

Though the designation of an area as a controlled access zone may inform workers of a potential falling hazard, use of this type of fall protection is limited to those exceptional situations when the use of the devices/operations described in 1 - 4 of this program are impossible or create a greater employee safety hazard.

- a. Only authorized people may enter the control area.
- b. Control areas must be identified by rope, barriers, and/or signs.

#### 7. SAFETY MONITOR SYSTEM

Though a safety monitor system involves the qualified judgment of a competent person, this type of fall protection is limited to those exceptional situations when the use of the devices/operations described in 1 - 4 of this program are impossible or create a greater employee safety hazard.

- a. Only a trained competent person may be designated a safety monitor.
- b. The competent person will be assigned to:
  1. recognize fall hazards
  2. warn employees if they are unaware of a fall hazard or acting in an unsafe manner
  3. be on the same working surface and in visual sight
  4. stay close enough for verbal communication
  5. concentrate full time on monitoring and shall not be distracted by performing any other job duties

#### 8. FALL PROTECTION PLAN

A Fall Protection Plan is a separate written program from the company's Fall Protection Program as outlined in the preceding pages. This form of fall protection is limited for use only when any other form of fall protection is unfeasible or would present a greater safety hazard to exposed employees. Because of the limited use of this type of fall protection device, the company shall develop a separate fall protection plan only on an as needed basis after all other forms of fall protection have been ruled out.

# EMPLOYEE TRAINING

## EMPLOYEE TRAINING

**Direct Service USA** will provide training for all affected employees under this program. The **Assessment Form on pages 10,11** of this program lists those employees who may be subject to fall hazards as well as detailing the information to be covered in the employee training session(s).

At a minimum training will include the following information:

1. Recognition of falling hazards on the job-site.
2. Fall arrest systems to be used on the job-site.
3. Proper use of fall arrest systems.
4. Those who are Competent Persons and their responsibilities.
5. Accident and near-Miss Accident procedures.

## EMPLOYEE RE-TRAINING

Though not expected to be frequent, employee retraining may be conducted under the following conditions:

1. Deficiencies in current training are reported, confirmed, revealed or otherwise made manifest.
2. Changes in the nature of the job-site such that new or more severe fall hazards become evident.
3. Fall protection systems or equipment changes which render previous training and methods obsolete.

## ACCIDENT AND NEAR-MISS ACCIDENT INVESTIGATIONS

All accidents and near-miss accidents (a.k.a., serious incidents) will be investigated using the forms on **pages 12-14** of this program. The **Company Safety Coordinator** and the **Competent Person(s)** on the job-site will review the accident (or near miss) and will make any necessary amendments to the *Fall Protection Program*, as required. Employees will be notified through a training session of any amendments to the *Fall Protection Program*.

# FALL PROTECTION HAZARD ASSESSMENT FORM

**NOTE:** This form is to be used by the competent person on site (Program Supervisor) when preparing site specific fall protection programs. This form shall be completed prior to the commencement of work which requires fall protection on the job-site.

JOB-SITE LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

PROGRAM SUPERVISOR IN CHARGE \_\_\_\_\_

COMPETENT PERSON(S): \_\_\_\_\_

\_\_\_\_\_

## EMPLOYEES/JOB POSITIONS SUBJECT TO FALL HAZARDS:

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

## FALL PROTECTION EQUIPMENT TO BE USED ON JOB-SITE:

TYPE (check "✓" all that apply):

LOCATION USED:

- |  |          |
|--|----------|
| 1. Guard-rails _____                                 | 1. _____ |
| 2. Safety Nets _____                                 | 2. _____ |
| 3. Covers _____                                      | 3. _____ |
| 4. Personal Fall Arrest Systems _____<br>Type: _____ | 4. _____ |
| 5. Warning Lines _____                               | 5. _____ |
| 6. Controlled Access Zones _____                     | 6. _____ |
| 7. Safety Monitors _____                             | 7. _____ |
| 8. Fall Protection Plan _____                        | 8. _____ |

**Form continues next page**

## FALL PROTECTION HAZARD ASSESSMENT FORM

### TRAINING REQUIREMENTS:

Use the table below to indicate which types of training are required for this job-site and the effective date of completion of the training. The specific page number where the training item can be found within this program is written in **bold** and *italic* numerals; specific job-site hazards or specific items of consideration should be attached to the training roster (**page 15**). Training rosters and any certifications shall be kept on the job-site.

Item	Dates of Training									
	List by Training Session									
	1	2	3	4	5	6	7	8	9	10
1. Recognition of falling hazards on the job-site (list types): <i>p.2</i> _____ _____ _____										
2. Awareness, use, limitations of fall protection systems to be used <i>(check "✓" all that apply):</i>										
2.a. Guard-Rails _____ <i>p. 4</i>										
2b. Safety Nets _____ <i>p. 5</i>										
2c. Covers _____ <i>p. 5</i>										
2d. Personal Fall Arrest Systems _____ <i>p. 6-7</i>										
2e. Warning Lines _____ <i>p. 8</i>										
2f. Controlled Access Zones _____ <i>p. 8</i>										
2g. Safety Monitors _____ <i>p. 8</i>										
2h. Fall Protection Plan _____ <i>p. 9</i>										
3. Proper use of fall arrest systems (attach materials) <i>p. 4-9</i>										
4. Competent Person identification and responsibilities <i>p.2-3, 10</i>										
5. Accident & Near-Miss Investigation Forms <i>p. 9,12-14</i>										
6. Re-training Requirements <i>p. 9</i>										

# ACCIDENT & NEAR-MISS ACCIDENT INVESTIGATION FORMS

## I. ACCIDENT INVESTIGATION PROCEDURE:

A. As soon as the injured employee has received the necessary first aid or medical treatment, the **Program Supervisor** or the **Competent Person** shall investigate the accident and complete the **Accident Investigation Form**.

B. The following guidelines should be followed when completing the **Accident Investigation Form**:

1. Each blank on the form shall be as complete as possible based upon the facts revealed through the accident investigation.
2. All information, no matter how insignificant it may appear, is pertinent and should be documented because details gathered during the investigation phase can be used as a tool to aid in deterring similar accidents in the future.
3. Once the form is complete, it should be filed as part of the company's permanent safety record.

C. The person conducting the accident investigation should secure hand written statements from witnesses as soon as possible after the accident. Eyewitness accounts are necessary so that all of the contributing factors surrounding the accident are clear and understood.

## II. NEAR-MISS ACCIDENT INVESTIGATION PROCEDURE:

A. For incidents, which do not result in an injury (a "near-miss") but could have had severe, even life-threatening consequences, the **Near-Miss Accident Investigation Form** should be completed and filed as part of the company's permanent safety record. It is imperative that all information relative to the incident be recorded so that company management is aware of any potential safety hazards, which may need to be remedied, or of work-place practices, which may need modification to ensure a safe work environment. The **Near-Miss Accident Investigation Form** should be completed for all incidents; even those, which may at first, appear to be inconsequential.

B. The following guidelines should be followed when completing **Near-Miss Accident Investigation Form**:

1. Each section of the form shall be as complete as possible based upon the facts revealed through the incident investigation.
2. All information, no matter how insignificant it may appear, is pertinent and should be documented because details gathered during the investigation phase can be used as a tool to aid in deterring similar incidents in the future.
3. Once the form is complete, it should be filed as part of the company's permanent safety record.

C. It is important to note that the **Near-Miss Accident Investigation Form** is for incidents where no employee injury has occurred. If an employee is injured in an incident then **Accident Investigation Form** should be completed.

## ACCIDENT INVESTIGATION FORM

1. Employee Name: \_\_\_\_\_ 4. Job Title: \_\_\_\_\_
2. Company: \_\_\_\_\_ 5. Date of Accident: \_\_\_\_\_
3. Location: \_\_\_\_\_ 6. Time of Accident: \_\_\_\_\_ am/pm
- 
- 

Answer all questions and fill in all blanks on this report form. If you need additional space for comments, write on the back of this sheet.

7. Where did the accident occur?
8. How did the accident occur?
9. In your opinion, did the accident occur because the injured employee, or some other employee, did something that was unsafe? Yes ( ) No ( )  
Describe:
10. In your opinion, did the accident occur because of some defect or failure of equipment? Yes ( )  
No ( )  
Describe:
11. What have you done or what will you do to help prevent a similar accident?
12. Date of Report: \_\_\_\_\_
13. Supervisor/Foreman of the Injured: \_\_\_\_\_
14. Person Completing This Report: \_\_\_\_\_

# NEAR MISS ACCIDENT INVESTIGATION FORM

---

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

DATE REPORTED: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

---

DESCRIPTION OF INCIDENT:

---

CAUSE OF INCIDENT:

---

CORRECTIONS TO BE MADE TO AVOID FUTURE RECURRENCE:

---

DATE(S) OF SCHEDULED CORRECTIONS:

---

WITNESSES:

PHONE #:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

INCIDENT INVESTIGATOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SAFETY MEETING ROSTER**

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TIME: \_\_\_\_\_AM/PM

SUBJECT MATERIAL COVERED: Fall Protection Program - See Below For Items Covered

**ATTENDANCE ROSTER**

1. \_\_\_\_\_

16. \_\_\_\_\_

2. \_\_\_\_\_

17. \_\_\_\_\_

3. \_\_\_\_\_

18. \_\_\_\_\_

4. \_\_\_\_\_

19. \_\_\_\_\_

5. \_\_\_\_\_

20. \_\_\_\_\_

6. \_\_\_\_\_

21. \_\_\_\_\_

7. \_\_\_\_\_

22. \_\_\_\_\_

8. \_\_\_\_\_

23. \_\_\_\_\_

9. \_\_\_\_\_

24. \_\_\_\_\_

10. \_\_\_\_\_

25. \_\_\_\_\_

11. \_\_\_\_\_

26. \_\_\_\_\_

12. \_\_\_\_\_

27. \_\_\_\_\_

13. \_\_\_\_\_

28. \_\_\_\_\_

14. \_\_\_\_\_

29. \_\_\_\_\_

15. \_\_\_\_\_

30. \_\_\_\_\_

TYPE OF MEETING: TOOL BOX ( )

SUPERVISORY ( )

COMBINED ( )

CONDUCTED BY: \_\_\_\_\_ INTERPRETER: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

HANDOUT(S): \_\_\_\_\_

\_\_\_\_\_

VIDEO(S): \_\_\_\_\_

\_\_\_\_\_

---

# **FORKLIFT OPERATOR CERTIFICATION**

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# FORKLIFT OPERATOR CERTIFICATION REQUIREMENTS

Accidents resulting from powered industrial truck operation can result in major property damage and severe personal injury or death. The OSHA Powered Industrial Trucks Standard, 29 CFR 1910.178, establishes uniform requirements to make sure that hazards associated with the use of Powered Industrial Trucks are evaluated, and that this hazard information and training is transmitted to all affected workers.

## RESPONSIBILITY

**Direct Service USA** will ensure that the requirements of 29 CFR 1910.178 will be adhered to. This standard practice instruction is intended to address comprehensively the issues of; employee training, authorization, safety requirements, fire protection, new purchase designs, maintenance, and general operation of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks used within our facility. **Derek Ross**, the **Program Supervisor** has full authority and responsibility concerning the oversight and implementation of this program and is responsible for all facets of this program. **Direct Service USA** has expressly authorized the **Program Supervisor** to halt any operation of the company where there is danger of serious personal injury.

## TRAINING

Each employee who is assigned to operate a forklift must first be trained and certified on the specific type of equipment that he/she will operate. Qualified persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence will conduct all operator training and evaluation.

Operator training will consist of a combination of formal classroom instruction (e.g., lecture, discussion, video presentation, forklift safety rules, written quiz, and an operator's agreement for material handling equipment), practical training (practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace. The instructor will also grade each employee on his/her proficiency on operating the forklift and abiding by the safety rules and procedures.

Powered industrial truck operators, at a minimum, will receive initial training in the following topics:

- Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
- Differences between the forklift and the automobile including proper steering and maneuvering;
- Forklift controls and instrumentation: where they are located, what they do, and how they work;
- Engine or motor operation;
- Visibility (including restrictions due to loading);
- Fork and attachment adaptation, operation, and use limitations;
- Vehicle capacity and forklift stability;
- Vehicle inspection and maintenance that the operator will be required to perform and proper procedures to follow for other repairs and maintenance;
- Refueling and/or charging and recharging of batteries;
- Operating limitations including the surface conditions where the forklift can be operated;
- Arrangement of loads to be carried and load stability;
- Load manipulation, stacking, and unstacking;
- Pedestrian traffic in areas where the vehicle will be operated;
- Narrow aisles and other restricted places where the vehicle will be operated;
- Ramps and other sloped surfaces that could affect the vehicle's stability;
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
- The requirements of 29 CFR 1910.178

# **FORKLIFT OPERATOR CERTIFICATION REQUIREMENTS**

## **REFRESHER TRAINING AND EVALUATION**

Refresher training, including an evaluation of the effectiveness of that training, will be conducted at least every three years to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely. Refresher training will consist of a combination of formal classroom instruction (e.g., lecture, discussion, video presentation, forklift safety rules, written quiz, and an operator's agreement for material handling equipment), practical training (practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

Additional refresher training will be provided to the operator on relevant topics when:

- The operator has been observed to operate the vehicle in an unsafe manner;
- The operator has been involved in an accident or near-miss incident;
- The operator has received an evaluation that reveals that the operator is not operating the truck safely;
- The operator is assigned to drive a different type of truck; or
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

An evaluation of each powered industrial truck operator's performance will be conducted at least once every three years.

## **DOCUMENTATION**

All employees will sign a training roster that will include the date of the training and evaluation, the identity of the person(s) performing the training or evaluation, handout materials given, videos shown, and topics covered. All handouts and supporting documentation will be attached to the training roster for permanent filing. All forklift certification course work and operating tests will become part of the employee's permanent safety record.

Each operator that has been trained and evaluated and has received a passing grade will be issued a Forklift Operators Licenses. This certification will include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

## FORKLIFT SAFETY RULES

1. Only trained and authorized operators shall be permitted to operate powered industrial trucks.
2. When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
3. Employees will not place their arms or legs between the uprights of the mast or outside the running lines of the truck. Seatbelts use is required at all times in order to keep the operator within the protection of the cage.
4. All traffic regulations shall be observed including authorized plant speed limits. Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a safe stop. As a general rule forklifts should not be operated faster than a fast walking pace.
5. When working around other vehicles a safe distance shall be maintained approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
6. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall travel in reverse facing the direction he/she is traveling.
7. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Trucks shall not be used for opening or closing freight doors.
8. Railroad tracks shall be crossed diagonally whenever possible. Parking closer than eight (8) feet from the center of railroad tracks is prohibited.
9. The driver shall be required to look in the direction of, and keep a clear view of the path of travel. Operators are required to look before moving in any direction.
10. Running over loose objects on the roadway surface shall be avoided.
11. A safe distance must be maintained from all overhead installations (lights, pipes, sprinkler system, etc.).
12. Stunt driving and horseplay will not be tolerated.
13. The driver shall be required to slow down on wet and slippery surfaces.
14. While negotiating turns, speed shall be reduced to a safe level and then turn the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
15. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads that cannot be centered.
16. Only loads within the rated capacity of the truck shall be handled.
17. Operators shall exercise caution when carrying long or high loads which affect the forklift's stability or lifting capacity.
18. Extreme caution shall be used when tilting the load forward or backward, particularly with high loads. Tilting may cause an unstable condition by causing the lift truck to rock either forward or backward damaging the lift mechanism and/or possibly turning the truck over.

## **FORKLIFT SAFETY RULES (Cont.)**

19. When picking up a load, the forks shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
20. On all grades the load shall be tilted back and raised only as far as necessary to clear the road surface, usually four to six inches is sufficient.
21. Brakes shall be set and wheel blocks/chocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semi trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before entering.
22. Dock board or dock plates/bridge plates shall be properly secured before they are driven over and shall be driven over carefully and slowly. Their rated capacity shall never be exceeded.
23. Industrial trucks shall be inspected (at least daily) before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle.
24. If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
25. Unauthorized personnel shall not be permitted to ride on powered industrial trucks. Riders other than the qualified operator are never allowed under any condition.
26. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
27. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
28. Pedestrians should avoid walking behind lift trucks and should stay away from the operator's blind spots at all times.
29. Forklift operators should always yield right of way to pedestrians; however, co-workers should stay clear of the operator's direct path of travel to avoid work stoppages and/or slow downs.
30. An approved work platform equipped with toe boards and guardrails must be used when lifting personnel with the lift truck.
31. Under no circumstances should a material container, tub, or pallets be used as a substitute for an approved work platform.
32. Under no circumstances should personnel be elevated while standing on the forks of the truck.
33. Personnel on a work platform must be made aware of all hazards created by raising the platform. Hazards may include, chains and sprockets, pinch points created by the mast of the truck and the platform as it rises, and pinch points created by the rising platform and fixed objects such as machines and building structures.
34. All personnel must vacate the work platform when the forklift is moved from one location to another. While personnel are being elevated, the truck may only be moved for minor adjustments in positioning.
35. When personnel are in the work platform the operator must remain at the controls at all times.

## FORKLIFT CERTIFICATION TRUE / FALSE QUIZ

EMPLOYEE NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Indicate whether the answer is true ( T ) or false ( F ).

- \_\_\_\_\_ 1. A lift truck operator must always see where he is going even if the load he is carrying blocks his view.
- \_\_\_\_\_ 2. Forks should always be raised a short distance off the ground when traveling with a load.
- \_\_\_\_\_ 3. At least one hand should be kept on the steering wheel at all times when the truck is in motion.
- \_\_\_\_\_ 4. Quick starting and stopping are good practices.
- \_\_\_\_\_ 5. It is unsafe to carry loads that exceed the rated capacity of your lift truck.
- \_\_\_\_\_ 6. The pivot/turning point for a forklift is the same as that of a car.
- \_\_\_\_\_ 7. It is the lift truck operator's responsibility to see that all overhead obstructions are clear before driving through an area.
- \_\_\_\_\_ 8. There is no standard way to check the safety of a forklift.
- \_\_\_\_\_ 9. Drivers should develop the habit of making sharp and fast turns.
- \_\_\_\_\_ 10. It is okay to carry a passenger if you have your supervisor's permission.
- \_\_\_\_\_ 11. You should never leave your truck with the motor/engine running.
- \_\_\_\_\_ 12. Since the maintenance department is responsible for repairing potholes and oily patches, the driver does not need to pay attention to driving surfaces.
- \_\_\_\_\_ 13. The mast should be straight up and down when loading and unloading.
- \_\_\_\_\_ 14. Carrying loads that weigh more than the rated capacity of the forklift is not permitted.
- \_\_\_\_\_ 15. Loads should be centered on the forks and positioned against the mast.
- \_\_\_\_\_ 16. When transporting, it is a good practice to tilt the load slightly to the rear.
- \_\_\_\_\_ 17. A driver does not need to be concerned about the rear-end swing of his forklift when turning a corner.
- \_\_\_\_\_ 18. The same weight can be safely lifted with the tips of the forks as can be lifted with the forks positioned all the way under the load.

## FORKLIFT CERTIFICATION TRUE / FALSE QUIZ (Cont.)

- \_\_\_\_\_ 19. It is acceptable to have co-workers stand on the counter weight of your forklift so that you can lift a load which weighs more than the rated capacity of your forklift.
- \_\_\_\_\_ 20. When parking a forklift the tips of the forks should be positioned flat against the floor to help eliminate a tripping hazard.
- \_\_\_\_\_ 21. When going up a steep ramp, always drive forward to avoid spilling your load.
- \_\_\_\_\_ 22. Other workers may stand at a safe distance to help guide you when you are stacking a load.
- \_\_\_\_\_ 23. It is not necessary to report slippery driving conditions if you are a good driver.
- \_\_\_\_\_ 24. If something goes wrong with your forklift, you should immediately try to fix it yourself.
- \_\_\_\_\_ 25. It is safer to operate an empty forklift with the forks elevated than with the forks low to the ground.
- \_\_\_\_\_ 26. A driver does not need to be concerned with the floor strength when operating a forklift.
- \_\_\_\_\_ 27. Working around a loading dock is always safe and does not require any caution from the operator.
- \_\_\_\_\_ 28. If the lift mechanism of your forklift makes an unusual noise, you should wait until the end of your shift to report it.
- \_\_\_\_\_ 29. Pedestrians and other employees are solely responsible for keeping out of the way of your forklift.
- \_\_\_\_\_ 30. Racing the engine is a good way to warm up your forklift, particularly on cool mornings.
- \_\_\_\_\_ 31. The speed limit for a forklift is a fast walking pace or less in most plants.
- \_\_\_\_\_ 32. It is a good practice to always look to see if the path is clear before moving.
- \_\_\_\_\_ 33. Forklifts should not be driven up to anyone standing in front of a fixed object.
- \_\_\_\_\_ 34. It is ok to use a forklift and an empty pallet to lift someone up to change out a light bulb.
- \_\_\_\_\_ 35. When using a propane forklift in an enclosed area you should open doors to create sufficient airflow.

## FORKLIFT CERTIFICATION QUIZ KEY

- |           |           |
|-----------|-----------|
| 1. TRUE   | 19. FALSE |
| 2. TRUE   | 20. TRUE  |
| 3. TRUE   | 21. TRUE  |
| 4. FALSE  | 22. TRUE  |
| 5. TRUE   | 23. FALSE |
| 6. FALSE  | 24. FALSE |
| 7. TRUE   | 25. FALSE |
| 8. FALSE  | 26. FALSE |
| 9. FALSE  | 27. FALSE |
| 10. FALSE | 28. FALSE |
| 11. TRUE  | 29. FALSE |
| 12. FALSE | 30. FALSE |
| 13. TRUE  | 31. TRUE  |
| 14. TRUE  | 32. TRUE  |
| 15. TRUE  | 33. TRUE  |
| 16. TRUE  | 34. FALSE |
| 17. FALSE | 35. TRUE  |
| 18. FALSE |           |

**NOTE:** Employee should answer at least 30 of the questions correctly.

## FORKLIFT CERTIFICATION QUIZ

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Circle ( T ) if the statement is true. Circle ( F ) if the statement is false. On multiple choice, circle the letter preceding the correct statement.

- T F 1. The mast should be straight up and down when loading and unloading.
- T F 2. The load should be tilted against the backrest.
- T F 3. Any employee may operate a forklift truck.
- T F 4. A good operator always repairs his own machine.
- T F 5. When carrying high or wide loads, the operator should drive in reverse.
- T F 6. Operators must face the direction in which his machine is moving.
- T F 7. Forklifts should not be left unattended with the motor running.
- T F 8. With a loaded forklift , the operator should travel forward when going up a ramp and backwards when going down a ramp.
- T F 9. When you come to a blind corner, stop, sound your horn, then proceed.
- T F 10. When using a forklift in an area with poor ventilation, you should open doors to create sufficient airflow.
11. A good driving practice is to:
- a. Use the reverse control for stopping
  - b. Use the foot brake for stopping
12. As a rule, railroad tracks should be crossed:
- a. On a slant
  - b. Straight on
13. Operators are permitted to give rides:
- a. At no time
  - b. In a safe place and when authorized by a supervisor
14. Forklifts should be parked with:
- a. Forks flat on the floor
  - b. Forks raised

## FORKLIFT CERTIFICATION QUIZ (Cont.)

15. For wide loads:
- a. Lift with one fork
  - b. Spread the forks to suit the load width
16. When operating an empty forklift:
- a. Forks should be three to four inches off of the floor and tilted slightly to the rear
  - b. Forks should be lifted high with the mast straight up and down
17. Upon entering or leaving any plant door:
- a. Slow down, then proceed
  - b. Slow down, sound the horn, then proceed
18. Loads may be stacked no closer than:
- a. 18 inches below sprinkler heads
  - b. 6 inches below sprinkler heads
- T F 19. Loads can be pushed with the rear-end of the forklift.
- T F 20. All posted traffic signs must be obeyed.
- T F 21. You must stop completely before reversing direction.
- T F 22. When working on or repairing a piece of machinery, forklifts can be used to elevate and support the equipment. Blocking the machinery is not necessary.
- T F 23. It is the operator's responsibility to see that all loads are properly trimmed or piled before lifting.
- T F 24. It is necessary for an operator to know the lifting capacity of his forklift.
- T F 25. Speed limits for forklifts should not exceed six miles per hour.

\_\_\_\_\_ Total correct (out of 25)

## FORKLIFT CERTIFICATION QUIZ KEY

### True/False

1.	True
2.	True
3.	False
4.	False
5.	True
6.	True
7.	True
8.	True
9.	True
10.	True

### Multiple Choice

11.	b
12.	b
13.	b
14.	a
15.	b
16.	a
17.	b
18.	a

### True/False

19.	False
20.	True
21.	True
22.	False
23.	True
24.	True

# **ELECTRIC POWERED PALLET TRUCK (FORKLIFTS & PALLET JACKS) OPERATOR CERTIFICATION TRUE AND FALSE QUIZ**

EMPLOYEE NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Indicate whether the answer is true ( T ) or false ( F ).

- \_\_\_\_\_ 1. A pallet truck operator must always see where he is going even if the load he is carrying blocks his view
- \_\_\_\_\_ 2. Forks should always be raised a short distance off the ground when traveling with a load.
- \_\_\_\_\_ 3. A safe operator knows the limitations of a pallet truck, carries his load correctly and understands and follows all safety rules.
- \_\_\_\_\_ 4. An operator must understand the functions of the pallet truck's controls
- \_\_\_\_\_ 5. It is unsafe to carry loads that exceed the rated capacity of your lift truck.
- \_\_\_\_\_ 6. It is safe to walk under a raised load.
- \_\_\_\_\_ 7. It is the electric pallet truck operator's responsibility to see that all overhead obstructions are clear before driving through an area.
- \_\_\_\_\_ 8. When in a "stand-up " pallet truck, the operator should keep all of his body parts within the protected area of the truck
- \_\_\_\_\_ 9. It is best to walk to the side of a "walk-behind" pallet truck
- \_\_\_\_\_ 10. Riders are never allowed on electric pallet trucks.
- \_\_\_\_\_ 11. Protective footwear does not need to be worn when using a "walk-behind" pallet truck
- \_\_\_\_\_ 12. Operators should pay attention to the floor surface when operating an electric powered pallet truck.
- \_\_\_\_\_ 13. Carrying loads that weigh more than the rated capacity of the pallet truck is not permitted.
- \_\_\_\_\_ 14. Loads should be centered on the forks and positioned against the mast.
- \_\_\_\_\_ 15. When transporting, it is a good practice to tilt the load slightly to the rear.
- \_\_\_\_\_ 16. An operator should make slow and smooth starts, stops and turns

**ELECTRIC POWERED PALLET TRUCK (FORKLIFTS & PALLET JACKS)  
OPERATOR CERTIFICATION TRUE AND FALSE QUIZ (Cont.)**

- \_\_\_\_\_ 17. The same weight can be safely lifted with the tips of the forks as can be lifted with the forks positioned all the way under the load.
- \_\_\_\_\_ 18. Sudden movements can cause a load to shift or the vehicle to turn over
- \_\_\_\_\_ 19. If an operator has trouble getting his electric powered pallet truck started, it is okay to get assistance from a qualified supervisor to get the pallet truck operational
- \_\_\_\_\_ 20. When going up a steep ramp with an electric powered pallet truck, always drive forward to avoid spilling your load.
- \_\_\_\_\_ 21. Other workers may stand at a safe distance to help guide you when you are stacking a load.
- \_\_\_\_\_ 22. An operator should never attempt to “drive “ a “walk-behind” pallet truck by riding on it.
- \_\_\_\_\_ 23. If something goes wrong with the pallet truck you are operating, you should immediately try to fix it yourself.
- \_\_\_\_\_ 24. Working around a loading dock is always safe and does not require any caution from the operator.
- \_\_\_\_\_ 25. There is no reason to know floor strength when you are working inside most warehouses.
- \_\_\_\_\_ 26. If the lift mechanism of your pallet truck makes an unusual noise, you should wait until the end of your shift to report it.

**ELECTRIC POWERED PALLET TRUCK (FORKLIFTS & PALLET JACKS)  
OPERATOR CERTIFICATION TRUE AND FALSE QUIZ KEY**

**KEY**

- |                  |                  |
|------------------|------------------|
| <u>1. TRUE</u>   | <u>14. TRUE</u>  |
| <u>2. TRUE</u>   | <u>15. TRUE</u>  |
| <u>3. TRUE</u>   | <u>16. TRUE</u>  |
| <u>4. TRUE</u>   | <u>17. FALSE</u> |
| <u>5. TRUE</u>   | <u>18. TRUE</u>  |
| <u>6. FALSE</u>  | <u>19. TRUE</u>  |
| <u>7. TRUE</u>   | <u>20. TRUE</u>  |
| <u>8. TRUE</u>   | <u>21. TRUE</u>  |
| <u>9. TRUE</u>   | <u>22. TRUE</u>  |
| <u>10. TRUE</u>  | <u>23. FALSE</u> |
| <u>11. FALSE</u> | <u>24. FALSE</u> |
| <u>12. TRUE</u>  | <u>25. FALSE</u> |
| <u>13. TRUE</u>  | <u>26. FALSE</u> |

## **FORKLIFT OPERATOR'S AGREEMENT**

I certify that I have received instruction in forklift operation, and that I fully understand the safe operation of the equipment. It is understood that, if qualified, I will receive an operator's license that will certify me as a qualified operator of a forklift. I further understand that violations of forklift safety and operational rules may cause suspension of this license and/or termination of my employment.

---

**Name (Please Print Clearly)**

---

**Signature**

---

**Date**

# **FORKLIFT INSPECTION**

## **GENERAL REQUIREMENTS**

1. Forklifts should be inspected before and after every use. All forklift inspections should be documented on the "Forklift Inspection Form" found in this section.
2. If at any time a forklift is damaged or otherwise in need of any repair, the forklift should be removed from service and not used again until the necessary repairs have been made.
3. Maintenance and repairs to all forklifts shall be within the manufacturers specifications.
4. All replacement parts for forklifts shall be at least the equivalent of the original parts in terms of safety.

## FORKLIFT PRE-OPERATIONAL DAILY INSPECTION FORM

Check each item before the shift starts. Put a check in the box if the item is OK. Explain any unchecked items at the bottom and report them to a supervisor. Do not use an unsafe forklift! Your safety is at risk.

<b>Forklift Serial Number:</b>	
<b>Operator:</b>	<b>Type: LPG / Gas / Diesel / Electric</b>
<b>Hour Meter Reading:</b>	<b>Date:</b>

<input checked="" type="checkbox"/>	<b>Visual Check:</b>
	Tires are inflated and free of excessive wear or damage. Nuts are tight.
	Forks and mast are not bent, worn, or cracked.
	Load back rest extension is in place and not bent, cracked, or loose.
	Overhead guard is in place and not bent, cracked, or loose.
	Attachments (if equipped) operate OK and are not damaged.
	Forklift body is free of excessive lint, grease, or oil.
	Engine oil is full and free of leaks.
	Hydraulic oil is full and free of leaks.
	Radiator is full and free of leaks.
	Fuel level is OK and free of leaks.
	Battery connections are tight.
	Covers over battery and other hazardous parts are in place and secure.
	Load rating plate is present and readable.
	Warning decals and operators' manual are present and readable.
	Seat belt or restraint is accessible and not damaged, oily, or dirty.
	Engine runs smooth and quiet without leaks or sparks from the exhaust.
	Horn works, Mirrors are adjusted.
	Turn signal (if equipped) operates smoothly.
	Lights (head, tail, and warning) work and are aimed correctly.
	Gauges and instruments are working.
	Lift and lower operates smoothly without excess drift.
	Tilt operates smoothly without excessive drift or "chatter".
	Control levers are labeled, not loose or binding and freely return to neutral.
	Steering is smooth and responsive, free of excessive play.
	Brakes work and function smoothly without grabbing. No fluid leaks.
	Parking brake will hold the forklift on an incline.
	Backup alarm (if equipped) works.
	Battery charge level is OK while holding full forward tilt.
	Fire Extinguisher is mounted and in good condition.

**Corrective Action Needed:**


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**RESPIRATOR USE WHEN NOT REQUIRED BY - 1910.134**

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# MANDATORY INFORMATION FOR EMPLOYEES USING RESPIRATORS

## WHEN NOT REQUIRED UNDER THE STANDARD - 29 CFR 1910.134

### APPENDIX D

Many times, employees decide to use respirators in areas that do not require the use of respirators because the hazardous substance falls below the limits set by OSHA standards.

Example: An employee wears a dust mask for sweeping in an area with no hazardous substances. The employee simply utilizes the dust mask on a voluntary basis for personal protection from the non-hazardous dust.

***NOTE: When a dust mask is chosen as the proper respiratory device to protect against the contaminant of concern, it shall be the heavy duty Industrial type equipped with the double elastic bands.***

The employee should take certain precautions to be sure that the respirator itself does not present a hazard. These precautions include:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. 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.
3. 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.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.
5. When not in use, respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, and excessive moisture. Respirators shall be cleaned and stored in the manufacturer supplied storage receptacle or in another approved container such as a plastic bag. At no time shall respirators be stored in any of the following manners:
  - Suspended by the strap(s) from a nail or other protruding object while exposed or potentially exposed to the effects listed above.
  - Left lying exposed on a workbench, shelf, floor, or stored in a cabinet or drawer unprotected.

---

**ASSURED EQUIPMENT GROUNDING CONDUCTOR  
PROGRAM**

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## **ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM**

The Assured Equipment Grounding Conductor Program is designed to assure that all electrical power cords which have a third prong grounding plug are properly inspected and identified, and those cords which are not up to specifications are repaired or discarded. Each job-site shall have a written policy for administering this program, and a person shall be designated a "Competent Person" responsible for the inspection of power cords and record-keeping of the program.

This program is established to conform to the Federal Register of OSHA dated December 21, 1976 (Vol. 41, No. 246, Pages 55695-55704) paragraph (h) of Section 1926.400 as revised. Any construction job-site not in compliance with a GFCI Program (Ground Fault Circuit Interrupter) shall comply with this written program.

## PROGRAM ADMINISTRATION

### MATERIALS/ EQUIPMENT NEEDED:

1. Program manual.
2. Test Instruments.
3. Rolls of tape for designating inspections of equipment and power cords.
  - a. First quarter (January, February, and March)  
Color code is **WHITE TAPE**
  - b. Second quarter (April May, and June)  
Color code is **GREEN TAPE**
  - c. Third quarter (July, August, and September)  
Color code is **RED TAPE**
  - d. Fourth quarter (October, November, and December)  
Color code is **BLUE TAPE**
  - e. Repair  
Color code is **BLACK TAPE** for orange and yellow cords  
Color code is **YELLOW TAPE** for black or brown cords  
If irreparable - **IMMEDIATELY** remove from service

### MECHANICS OF THE PROGRAM:

1. Assure that all cords and/or electrical equipment are identified with a **Direct Service USA** identification number. If there is no identification number on the cords or tools, then use an engraver to place the numbers on them. In identifying cord sets with a numbered sequence, it is advisable that the numbers be etched on the female connector plug. To add reading clarity, use rubbing ink or paint on the engraved numbers. If there is no serial number on multiple receptacle cord boxes, then etch a number on the female end (plate cover).
2. The program sheet outlines the steps for inspecting and color-coding power cords and equipment. The frequency of the tests is outlined under #6 of the "Program Requirements" section.
3. Record-keeping requirements are to be kept on the "Assured Equipment Grounding Conductor Program Test Record" form (page 5 of this program).
4. The "Competent Person" form letter is outlined on page 4, and is titled "Competent Person Designation".
5. The Federal Regulations outline is enclosed and begins on page 6.
6. The picture illustrating the two types of test instruments and describing their use is shown on page 7.
7. Any questions concerning this program can be referred to the safety department for assistance in the administrative or practical application requirements of this program.

## PROGRAM REQUIREMENTS

Each job superintendent will designate one or more competent persons to implement and carry out this program that will include the following requirements:

1. The written description of the program will be available at the job-site(s).
2. All cord sets and/or receptacles which are not part of the permanent wiring of a building or structure and any equipment connected by cord or plug (except cord sets and receptacles which are fixed and not exposed to damage) shall be visually inspected before each day's use for external defects like deformed or missing pins, insulation damage, or possible internal damage.
3. Equipment found damaged or defective may not be used until repaired. Damaged items must be tagged "**DO NOT USE**" and removed from service until repaired and tested. If irreparable - **IMMEDIATELY** remove from service.
4. Tests shall be performed on all cord sets and receptacles except those that are a part of the permanent wiring of a building or structure. Cord-and-plug connected equipment are required to be grounded as follows:
  - a. All equipment grounding conductors shall be electrically continuous.
  - b. Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment grounding conductor and its proper terminal.
5. These tests can be performed with the use of an electrical tester when the electrical current to the cord or piece of equipment is shut off. Various electrical test instruments are available for use. The "Electrical Tester Set" by GB Electrical, Inc. is battery powered while Sears provides a "plug-in" electrically powered model.
6. All tests shall be performed:
  - a. Before the cord's or tool's first use.
  - b. Before equipment is returned to service following any repairs
  - c. After any incident where damage to the cord is suspected (i.e., when the cord is run over and the insulation cut).
  - d. At intervals not to exceed three months, except for cord sets and receptacles that are fixed and not exposed to damage which shall be inspected at intervals not exceeding six months.
7. No cord set or piece of equipment shall be used until it has met and passed all of the required electrical tests.
8. All required electrical tests shall be recorded, and the record of the latest test shall be kept at the job site for inspection by any affected employees and the Assistant Secretary.
9. The record shall identify each receptacle, cord set, and cord-and-plug connected equipment that passed the electrical test and will also indicate the cord's or equipment's identification number.
10. Any item tested at the shop and sent to the job-site shall have the latest indicated on the job-site log (giving evidence of compliance).
11. In addition to the above program, all employees shall be instructed in the recognition and avoidance of unsafe conditions and the regulations applicable to his/her work environment that help to control and eliminate any hazards associated with illness and/or injury.

# ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM

## COMPETENT PERSON DESIGNATION

In order to comply with OSHA regulation 1926.32(f), the following employee:

\_\_\_\_\_ has been designated a "competent person" for the purpose of electrical equipment inspection including required record-keeping.

The following persons are designated as job-site "Competent Persons" to aid in the compliance to this program in the event the primary Competent Person is removed from the job-site.

1. \_\_\_\_\_
2. \_\_\_\_\_

Superintendent: \_\_\_\_\_

Job-Site: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: The designation of "Competent Person" on this form is not to be mistaken for the competent person designation related to asbestos or other competent person designations. It is possible to maintain other competent person classifications; records and documentation should reflect these classifications.

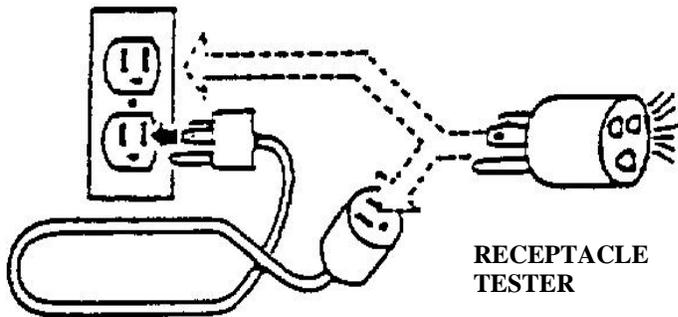


# ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM

## WRITTEN PROGRAM DESCRIPTION

Site: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Person Implementing Procedure: \_\_\_\_\_

### RECEPTACLES

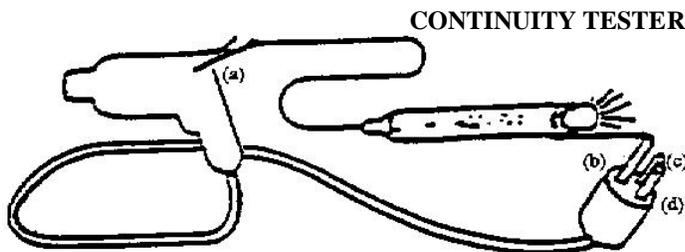


Employees shall be allowed to use only that equipment which meets these procedures.

**TESTED** by designated competent person(s) as follows:

plugs in to show if terminals are correctly connected to **ground** . . . and if wire is continuous (without breaks).

### EXTENSION CORDS



checks if **ground** is continuous from metal frame "(a)" thru cord to 3rd prong "(b)". Also, touch tester contact to "(c)" then "(d)" prongs to detect possible **ground** fault.

### PLUG-TYPE EQUIPMENT



**TEST RECORD** is maintained.

**COLOR CODE** shows month tested.

Tests are made:

- \* before first use,
- \* after any repair or after a suspected damage incident,
- \* within three month standard schedule.

Month Tested	Color
January.	White
April	Green
July	Red
October	Blue

**INSPECTION** before day of use.

Cord-supplied equipment shall be visually inspected for **ground** problems. Defective equipment or practices shall not be used.

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# **LADDER INSPECTION PROGRAM**

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## **LADDER INSPECTION OVERVIEW**

Ladders are to be visually inspected by the user before each use. Any ladder which is damaged shall be tagged and repaired, or discarded. Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use. The inspection format outlined on the following pages will be used for scheduled ladder inspections.

## LADDER INSPECTION FORM

### STEP LADDERS

	YES	NO	N/A
1. Are all rungs (steps) in good repair?	[ ]	[ ]	[ ]
2. Are spreaders in good repair?	[ ]	[ ]	[ ]
3. Are side rails in good repair?	[ ]	[ ]	[ ]
4. Is the cross-bracing in good repair? (if applicable on this step ladder)	[ ]	[ ]	[ ]
5. Are the feet in good repair?	[ ]	[ ]	[ ]
Indicate type:			
A. Rubber Pads	[ ]		
B. Spikes	[ ]		
C. Aluminum Skid Mounts	[ ]		
D. Other: _____	[ ]		
6. If the ladder is used near electrical lines or power sources, is the ladder made of fiber-glass? (wooden ladders can conduct electricity)	[ ]	[ ]	[ ]
7. If the ladder is a step ladder work platform, is the rear platform in good repair?	[ ]	[ ]	[ ]

**NOTE:** If you answered "NO" to any of the above, tag the ladder "Out of Service" and remove it from service use until repairs can be performed. If this is the routine quarterly inspection, then make inspection comments on the "Ladder Inspection Form". Paint a small section at the top of the ladder a designated color to show that the ladder has been inspected for the present quarter. Indicate the inspection color on the inspection form. The quarterly color codes are as follows:

First Quarter	(January - March)	White
Second Quarter	(April - June)	Green
Third Quarter	(July - September)	Red
Fourth Quarter	(October - December)	Blue
Repair		Yellow

# LADDER INSPECTION FORM

## STRAIGHT LADDERS - NON-EXTENSION

	YES	NO	N/A
1. Are rungs (steps) in good repair?	[ ]	[ ]	[ ]
2. Are the side-rails in good repair?	[ ]	[ ]	[ ]
3. Are the feet in good repair?	[ ]	[ ]	[ ]
Indicate type:			
A. Rubber Pads	[ ]		
B. Spikes	[ ]		
C. Aluminum Skid Mounts	[ ]		
D. Other: _____	[ ]		
4. Are the top 36" of the ladder painted safety yellow to allow for the OSHA required three-foot extension past the landing area.	[ ]	[ ]	[ ]
5. If the ladder is used near electrical lines or power sources, is the ladder made of fiber-glass? (wooden ladders can conduct electricity)	[ ]	[ ]	[ ]

**NOTE:** If you answered "NO" to any of the above, tag the ladder "Out of Service" and remove it from service use until repairs can be performed. If this is the routine quarterly inspection, then make inspection comments on the "Ladder Inspection Form". Paint a small section at the top of the ladder a designated color to show that the ladder has been inspected for the present quarter. Indicate the inspection color on the inspection form. The quarterly color codes are as follows:

First Quarter	(January - March)	White
Second Quarter	(April - June)	Green
Third Quarter	(July - September)	Red
Fourth Quarter	(October - December)	Blue
Repair		Yellow

# LADDER INSPECTION FORM

## EXTENSION LADDERS

	YES	NO	N/A
1. Are the rungs (steps) in good repair?	[ ]	[ ]	[ ]
2. Are the side-rails in good repair?	[ ]	[ ]	[ ]
3. Are the locking mechanisms in good repair?	[ ]	[ ]	[ ]
4. Are the feet in good repair?	[ ]	[ ]	[ ]
Indicate type:			
A. Rubber Pads	[ ]		
B. Spikes	[ ]		
C. Aluminum Skid Mounts	[ ]		
D. Other: _____	[ ]		
5. Are the top 36" of the ladder painted safety yellow to allow for the OSHA required three-foot extension past the landing area?	[ ]	[ ]	[ ]
6. If equipped with ropes, is the rope and pulley system in good repair?	[ ]	[ ]	[ ]
7. If the ladder is used near electrical lines or power sources, is the ladder made of fiber-glass? (wooden ladders can conduct electricity)	[ ]	[ ]	[ ]

**NOTE:** If you answered "NO" to any of the above, tag the ladder "Out of Service" and remove it from service use until repairs can be performed. If this is the routine quarterly inspection, then make inspection comments on the "Ladder Inspection Form". Paint a small section at the top of the ladder a designated color to show that the ladder has been inspected for the present quarter. Indicate the inspection color on the inspection form. The quarterly color codes are as follows:

First Quarter	(January - March)	White
Second Quarter	(April - June)	Green
Third Quarter	(July - September)	Red
Fourth Quarter	(October - December)	Blue
Repair		Yellow



## LADDER SAFETY GUIDELINES

Ladder safety cannot be over emphasized due to the possibility of slip and fall accidents. Your cooperation is expected in using ladders properly and assuring that they are maintained in good condition.

1. Ladders are to be visually inspected by the user before each use.
2. Any ladder, either step, straight or extension ladder, that is noted to have visible damage, shall be removed from service immediately to prevent injury from a fall type accident. Any ladder which is damaged shall be tagged and repaired, or discarded.
3. Ladders shall be placed on stable, level surface. Never use bricks or other loose materials that may become unstable to level the feet of the ladder.
4. Ladders shall not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement. Slip-resistant feet shall not be used as a substitute for care in placing, lashing, or holding a ladder that is used upon slippery surfaces including, but not limited to, flat metal or concrete surfaces that are constructed so they cannot be prevented from becoming slippery.
5. Stepladders must have their spreader bars properly secured and the legs well positioned to lessen the chance of tipping over.
6. Employees shall refrain from climbing above the second step from the top of a stepladder. Never stand on top platform of the stepladder.
7. Refrain from using a metal ladder in close proximity to electrical wiring.
8. When working in and around electrical wiring, use an approved non-conductive ladder (fiberglass ladder) to lessen chance for an electrical shock. Even wooden ladders have been known to hold enough moisture to provide a source of conduction for electrical shock.
9. Straight ladders shall be equipped with rubber, spike or other slip proof feet on the base.
10. As a rule of thumb, a straight ladder may be placed safely one foot from the vertical wall, for each four feet of ladder length. This is known as the 1 to 4 rule in ladder safety.
11. When using a ladder for access to the top of a flat roof or structure, be sure that the ladder extends a minimum of 3 feet above the flat surface that is to be climbed on to.
12. Anytime that you notice a ladder in poor repair, take it from service and if practical have it repaired. If it is not cost effective to repair then get rid of it and purchase a new one.
13. When using extension ladders be sure that the locks are engaged before attempting to climb it.
14. Always use a tool bucket or bag to lift tools up to the workman on the ladder. Never carry tools or materials up a ladder as you climb.
15. Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond the manufacturer's rated capacity.
16. Ladders shall be used only for the purpose for which they were designed.
17. When climbing a ladder be sure that your footwear is clean and in good repair. One slip could be fatal.
18. Three point contact should be made when climbing a ladder at all times, two arms and one foot then two feet and one arm.
19. When descending a ladder, face the ladder and secure good footing and grip while doing so.
20. Never attempt improper repairs on a broken ladder. Repair properly or take out of service.

## **LADDER SAFETY GUIDELINES**

21. Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use.
22. Ladder rungs must not be over 12" apart and shall be parallel to one another.
23. Side rails on ladders must have a minimum of 16" between them to permit a person to stay within the rails.
24. The proper angle of a straight ladder from vertical is 75° to 90° (Fixed ladder only) A fixed ladder is a ladder such as one that is installed on the side of a building or structure that must be frequently climbed. The proper angle for a non-fixed ladder is based upon the 1 to 4 rule. Example: A 12-foot ladder must have the base of the ladder placed a minimum of 3 foot from the vertical wall against which it is positioned.
25. Ladders placed in any location where they can be displaced by workplace activities or traffic, such as in passageways, doorways, or driveways, shall be secured to prevent accidental displacement, or a barricade shall be used to keep the activities or traffic away from the ladder.

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# **SCAFFOLDING SAFETY PROGRAM**

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# INDEX

## SCAFFOLDING SAFETY PROGRAM

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VIII.	Sample Safety Meeting Roster	Page 9

## PROGRAM OVERVIEW

With the necessity to erect and dismantle scaffolding becoming more dominant in all types of industry, the following procedure has been prepared to assist workers in the proper use, building, dismantling, and inspection of scaffolding.

This procedure will describe, in detail, proper erection and dismantling procedures and will explain the importance of completion of inspection tags and maintenance of scaffold records. It will also detail the responsibilities for supervisors, employees and all other parties involved in the scaffolding procedure.

**Any defects found during the inspection process will be noted with mandatory tags. Example is provided on page 5 (red tag).**

The basic purpose of this program is to assure that scaffolding is properly inspected during erection, upon completion, and during dismantling in order to make certain that all safety standards are met. The program will also address the user's responsibilities and training requirements prior to performing any work from scaffolds.

There are five basic points for this program:

1. The "tag" system to be used when erecting or dismantling scaffolding.
2. Mandatory selection, erection, and dismantling requirements.
3. Safety training of employees.
4. Supervisory responsibility concerning scaffolding work.
5. Record-keeping requirements.

## PROGRAM MECHANICS

1. The scaffold supervisor is required to inspect the proposed location where the scaffolding will be constructed in order to determine the proper type of scaffolding needed for the prospective job.
2. The physical location will be viewed by the scaffolding supervisor/foreman and the crew to discuss methods of erecting the scaffolding.
3. During the actual erection of the scaffolding, when the work is not completed during one shift or more, a tag shall be attached to the scaffold noting that the scaffold is not complete or safe at this time. The tag shall have all information slots completed and should be signed by the supervisor or foreman. This type of tag will be red to denote "danger" (an example of same is on page 5 of this manual). Besides filling out a red tag, the supervisor/foreman must also complete (and sign the bottom) all information slots on the **SCAFFOLD INSPECTION FORM**.
4. When the scaffold is properly completed, the danger tag shall be removed, and a safety tag shall be attached to the scaffolding noting that it is complete and ready for use. This tag shall be green and will denote a "safe" or "work-ready" scaffold. In addition to filling out a green tag, the **SCAFFOLD INSPECTION FORM** shall be signed and have all information slots completed. The green or "safe" tag must stay attached to the scaffolding until dismantling begins. Once work crews begin dismantling the scaffolding, a red or "danger" tag must be re-affixed to the scaffold.
5. Scaffold inspection tags will be in the office of the supervisor responsible for erecting the scaffolding.
6. The competent person/supervisor, who conducted the initial scaffold inspections, will conduct periodic inspections, looking for any changes in ground condition, or other possible hazardous conditions that could affect the safety of the scaffolding system.
7. Safety training will be conducted by a designated competent person who is knowledgeable and has the experience and authority to conduct such training.

**Competent Person/Supervisor:** \_\_\_\_\_

**Safety Trainer:** \_\_\_\_\_

## SCAFFOLD CREW SAFETY MEETINGS

Scaffold crews will be trained in the safe manner of erecting and dismantling scaffolding. Each employee who is involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold will be trained by a competent person to recognize any hazards associated with the work in question. The training shall include the following topics, as applicable:

- The nature of scaffold hazards;
- The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold in question;
- The design criteria, maximum intended load-carrying capacity and intended use of the scaffold;
- Any other pertinent requirements of 29CFR1926 Subpart L - Scaffolds.

This training will include visual aid presentations and on the job training with new employees working under close observation with more experienced workers.

In addition to training mentioned above, the supervisor will meet with the crew to discuss requirements for working with scaffolding both from a scaffold safety standpoint and a personal safety standpoint. Every employee who performs work while on a scaffold will be trained by a qualified person in order to better recognize and understand the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training shall include the following areas, as applicable:

- The nature of any electrical hazards, fall hazards and falling object hazards in the work area;
- The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the fall protection systems and falling object protection systems being used;
- The proper use of the scaffold, and the proper handling of materials on the scaffold;
- The maximum intended load and the load-carrying capacities of the scaffolds used; and
- Any other pertinent requirements of 29CFR1926 Subpart L - Scaffolds.

Those working on scaffolds will be trained in all potential hazards, such as, but not limited to: falling objects, electrical hazards, personal fall protection, weather conditions, load capacities, scaffold rating systems, general scaffold use, etc.

Employees will be made aware, through safety meetings, that only qualified, competent and authorized employees are allowed to make modifications to the scaffolding systems. Any employee not trained in proper scaffold assembly will not be allowed to make these changes. Severe disciplinary actions, up to and including termination, will result from any unauthorized employees making any such modifications.

Employees will also be instructed in proper understanding of the tagging system: incomplete scaffold tag, defective scaffold tag, and complete (safe to use) scaffold tag. See examples of tags on page 5 of this program.

Any changes that are made, or any inadequacies that are corrected will also be addressed through additional employee training. When there is reason to believe that an employee lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, the employee will be retrained so that the necessary knowledge is regained. Retraining is required in at least the following situations:

- Where changes at the worksite present a hazard about which an employee has not been previously trained; or
- Where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained; or
- Where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

# SAMPLE SCAFFOLD INSPECTION TAGS

□

**INCOMPLETE OR DEFECTIVE / DO NOT USE  
SCAFFOLD INSPECTION TAG**

**INSPECTION DATA:**      **TAG #:** \_\_\_\_\_

**1. SCAFFOLD TYPE:**  
( ) Light Duty  
( ) Medium Duty  
( ) Heavy Duty

**2. SCAFFOLD MANUFACTURER:** \_\_\_\_\_  
\_\_\_\_\_

**3. DATE OF INSPECTION:** \_\_\_\_\_

**4. LOCATION OF SCAFFOLD:** \_\_\_\_\_  
\_\_\_\_\_

**5. REJECTED FOR:** \_\_\_\_\_  
\_\_\_\_\_

**6. SPECIAL REQUIREMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**7. REQUIRED SIGNATURES:**  
Erection Foreman/Supervisor: \_\_\_\_\_  
Receiving Party: \_\_\_\_\_

**EXPLAIN REASON INCOMPLETE OR DEFECTIVE ON BACK**

**(Red Tag)**

□

**COMPLETE / SAFE TO USE  
SCAFFOLD INSPECTION TAG**

**INSPECTION DATA:**      **TAG #:** \_\_\_\_\_

**1. SCAFFOLD TYPE:**  
( ) Light Duty  
( ) Medium Duty  
( ) Heavy Duty

**2. SCAFFOLD MANUFACTURER:** \_\_\_\_\_  
\_\_\_\_\_

**3. DATE OF INSPECTION:** \_\_\_\_\_

**4. LOCATION OF SCAFFOLD:** \_\_\_\_\_  
\_\_\_\_\_

**5. ERECTED FOR:** \_\_\_\_\_  
\_\_\_\_\_

**6. SPECIAL REQUIREMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**7. REQUIRED SIGNATURES:**  
Erection Foreman/Supervisor: \_\_\_\_\_  
Receiving Party: \_\_\_\_\_

**(Green Tag)**

## ERECTION AND DISASSEMBLY OF SCAFFOLDING

The procedure for erecting and dismantling scaffolding is outlined in each of the manufacturer's supply manuals on scaffolding. In lieu of repeating the numerous pages of safety rules, procedures, and systems outlined in the manuals, the scaffolding supervisor will read the requirements noted in the manual prior to assembly or disassembly of that particular scaffold.

### **NOTE:**

Scaffolding components are not, **under any circumstances**, to be inter-mixed with components from other types of scaffolding. For example, tubular scaffolding should not be mixed with wooden built-up scaffolding or any other scaffolding components except those "parts" expressly intended for building tubular scaffolds.

**Use only those scaffold components that are designed and provided by the scaffold supply company that you have selected to use.**

Again, **never** mix different types of scaffolding equipment.

## SCAFFOLD SUPERVISOR RESPONSIBILITIES

The scaffold supervisor has the principal responsibility for selecting, erecting, dismantling, and removal of the scaffold as well as the safety of the crew members.

1. The scaffold supervisor is responsible for the completion of required paperwork and record-keeping associated with scaffold inspection.
2. The supervisor is responsible for tagging each scaffold from the building, completion, and dismantling stages.
3. Each scaffold supervisor will have a Scaffolding Safety Program that gives a step-by-step procedure for inspection and record-keeping requirements.
4. Several copies of the Scaffold Inspection Form are to be kept in the safety manual for record-keeping purposes.
5. The scaffold erection and disassembly is to be closely supervised by the scaffold foreman, and all inspection tags shall be affixed as required.
6. If a scaffold is to take several days to complete and a RED tag has been affixed on the first day of scaffold-construction, it is not necessary to place a new tag on the scaffold everyday. The only time another RED tag needs to be placed on the scaffold is if the original has been destroyed before the completion of the erection of the scaffolding or when the scaffolding is being dismantled.
7. The scaffold supervisor is responsible for conducting safety-training meetings prior to any scaffolding work. These meetings are to be documented in writing, giving the date, time, place and subject matter covered.
8. The scaffold supervisor will make routine and random checks from one area to another while the scaffold work is in progress. He will also assure that employees are working in a safe manner.
9. Fittings, rails, decks, and scaffold components will be checked during all phases by the scaffold supervisor to assure that none are defective or improperly fitted.

**NOTE:** If there is a question about the safety of a particular type of scaffolding or component, contact the safety department.



# SCAFFOLD TRAINING AND SAFETY MEETING ROSTER

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Subject Material Covered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## ATTENDANCE ROSTER

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

Type of Meeting:            Tool Box ( )            Supervisory ( )            Combined ( )

Conducted By: \_\_\_\_\_

Comments/Recommendations: \_\_\_\_\_

\_\_\_\_\_

Handout Materials: \_\_\_\_\_

Slides/Films/Videos: \_\_\_\_\_

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# **TRENCHING & SHORING PROGRAM**

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# RESPONSIBILITIES / PROGRAM OVERVIEW

## RESPONSIBILITIES

**Direct Service USA** maintains responsibility in the development and oversight of the *Trenching & Shoring Program*. The **Company Safety Coordinator** is responsible for all facets of this program including full authority in decision making, purchasing necessary equipment, and implementation and operation of the program. The **on-site Competent Person** (Designated on Page 21) is responsible for program implementation and oversight on the job-site.

### Competent Person

The competent person on each jobsite is responsible for ensuring that procedures described in this program are followed including employee training, personal protective equipment, site inspections, tests, and recordkeeping. The **on-site Competent Person** is responsible for program implementation and oversight on the job-site.

### Employees

Each employee has the responsibility to follow established procedures, enter an excavation only after receiving training, and must demonstrate a complete understanding of the safe work practices to be followed while working in an excavation. Employees must wear required personal protective equipment in accordance with the Personal Protective Equipment Program.

## PROGRAM OVERVIEW

A trench can be defined as an excavation in which the depth is greater than the width, although the depth is no greater than fifteen feet.

OSHA requires that any ditch, trench, or excavation which exceeds five feet in depth be sloped, shored, sheeted, braced or otherwise supported. Even for those trenches, ditches or excavations which are shallower than five feet and which have unstable soil conditions, OSHA law demands that the sides be sloped, shored or otherwise secured.

To determine the preventable measures to take when working near any type of excavation, there are seven basic conditions to consider. These include:

1. Traffic conditions immediately surrounding the excavation site.
2. Proximity of other structures.
3. Soil condition.
4. Ground condition.
5. Water table.
6. Overhead and underground utilities.
7. Weather conditions.

Before any supervisor or foreman is charged with the responsibility of determining trenching and shoring procedures he/she should be fully aware of the regulations contained in the OSHA 2226 “Manual on Excavations and Trenching Operations.”

## DEFINITIONS

**Accepted engineering practices** means those requirements which are compatible with standards of practice required by a registered professional engineer.

**Aluminum Hydraulic Shoring** means a pre-engineered shoring system comprised of aluminum hydraulic cylinders (crossbraces) used in conjunction with vertical rails (uprights) or horizontal rails (wales). Such system is designed specifically to support the sidewalls of an excavation and prevent cave-ins.

**Bell-bottom pier hole** means a type of shaft or footing excavation, the bottom of which is made larger than the cross section above to form a belled shape.

**Benching (Benching system)** means a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.

**Cave-in** means the separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or other wise injure and immobilize a person.

**Competent Person** means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

**Cross braces** mean the horizontal members of a shoring system installed perpendicular to the sides of the excavation, the ends of which bear against either uprights or wales.

**Excavation** means any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

**Faces or sides** means the vertical or inclined earth surfaces formed as a result of excavation work..

**Failure** means the breakage, displacement, or permanent deformation of a structural member or connection so as to reduce its structural integrity and its supportive capabilities.

**Hazardous atmosphere** means an atmosphere which by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic, or otherwise harmful, may cause death, illness, or injury.

**Kickout** means the accidental release or failure of a cross brace.

**Protective system** means a method of protecting employees from cave-ins, from material that could fall or roll from an excavation face or into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection.

**Ramp** means an inclined walking or working surface that is used to gain access to one point from another, and is constructed from earth or from structural materials such as steel or wood.

## DEFINITIONS

**Registered Professional Engineer** means a person who is registered as a professional engineer in the state where the work is to be performed. However, a professional engineer, registered in any state is deemed to be a “registered professional engineer” within the meaning of this standard when approving designs for “manufactured protective systems” or “tabulated data” to be used in interstate commerce.

**Sheeting** means the members of a shoring system that retain the earth in position and in turn are supported by other members of the shoring system.

**Shield (Shield system)** means a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees within the structure. Shields can be permanent structures or can be designed to be portable and moved along as work progresses. Additionally, shields can be either pre-manufactured or job-built in accordance with 1926.652(c)(3) or (c)(4). Shields used in trenches are usually referred to as “trench boxes” or “trench shields.”

**Shoring (Shoring system)** means a structure such as a metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

**Sloping (Sloping system)** means a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

**Stable rock** means natural solid mineral material that can be excavated with vertical sides and will remain intact while exposed. Unstable rock is considered to be stable when the rock material on the side or sides of the excavation is secured against caving-in or movement by rock bolts or by another protective system that has been designed by a registered professional engineer.

**Structural ramp** means a ramp built of steel or wood, usually used for vehicle access. Ramps made of soil or rock are not considered structural ramps.

**Support system** means a structure such as underpinning, bracing, or shoring, which provides support to an adjacent structure, underground installation, or the sides of an excavation.

**Tabulated data** means tables and charts approved by a registered professional engineer and used to design and construct a protective system.

**Trench (Trench excavation)** means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet (4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

**Trench box** See Shield. **Trench shield** See Shield.

**Uprights** means the vertical members of a trench shoring system placed in contact with the earth and usually positioned so that individual members do not contact each other. Uprights placed so that individual members are closely spaced, in contact with or interconnected to each other, are often called “sheeting.”

**Wales** means horizontal members of a shoring system placed parallel to the excavation face whose sides bear against the vertical members of the shoring system or earth.

# EXCAVATION REQUIREMENTS

## I. SURFACE ENCUMBRANCES

All surface encumbrances that are located so as to create a hazard to employees shall be removed or supported, as necessary, to safeguard employees.

## II. UNDERGROUND INSTALLATIONS

1. The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.
2. Utility companies or owners shall be contacted within established or customary local response times, advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours (unless a longer period is required by state or local law), or cannot establish the exact location of these installations, the employer may proceed, provided the employer does so with caution, and provided detection equipment or other acceptable means to locate utility installations are used.
3. When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.
4. While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.

## III. ACCESS AND EGRESS

### Structural Ramps

1. A **Competent Person** shall design structural ramps that are used solely by employees, as a means of access or egress from excavations. Structural ramps used for access or egress of equipment shall be designed by a **Competent Person** qualified in structural design, and shall be constructed in accordance with the design.
2. Ramps and runways constructed of two or more structural members shall have the structural members connected together to prevent displacement.
3. Structural members used for ramps and runways shall be of uniform thickness.
4. Cleats or other appropriate means used to connect runway structural members shall be attached to the bottom of the runway or shall be attached in a manner to prevent tripping.
5. Structural ramps used in lieu of steps shall be provided with cleats or other surface treatments on the top surface to prevent slipping.

### Means Of Egress From Trench Excavations

A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees.

# EXCAVATION REQUIREMENTS

## IV. EXPOSURE TO VEHICULAR TRAFFIC

Employees exposed to public vehicular traffic shall be provided with, and shall wear, warning vests or other suitable garments marked with or made of reflective or high-visibility material.

## V. EXPOSURE TO FALLING LOADS

No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped, in accordance with 29 CFR 1926.601(b)(6) [*All haulage vehicles, whose pay load is loaded by means of cranes, power shovels, loaders, or similar equipment, shall have a cab shield and/or canopy adequate to protect the operator from shifting or falling materials.*], to provide adequate protection for the vehicle operator during loading and unloading operations.

## VI. WARNING SYSTEM FOR MOBILE EQUIPMENT

When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator does not have a clear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.

## VII. HAZARDOUS ATMOSPHERES

### Testing And Controls

1. In addition to the requirements set forth in subparts D and E (29 CFR 1926.50 – 1926.107) to prevent exposure to harmful levels of atmospheric contaminants and to assure acceptable atmospheric conditions, the following requirements shall apply:
  - a. Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet in depth.
  - b. Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or ventilation in accordance with subparts D and E (29 CFR 1926.50 – 1926.107).
  - c. Adequate precaution shall be taken such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of the lower flammable limit of the gas.
  - d. When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.

# EXCAVATION REQUIREMENTS

## VII. HAZARDOUS ATMOSPHERES (Cont.)

### Emergency Rescue Equipment

1. Emergency rescue equipment, such as breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during work in an excavation. This equipment shall be attended when in use.
2. Employees entering bell-bottom pier holes, or other similar deep and confined footing excavations, shall wear a harness with a lifeline securely attached to it. The lifeline shall be separate from any line used to handle materials, and shall be individually attended at all times while the employee wearing the lifeline is in the excavation.

## VIII. PROTECTION FROM HAZARDS ASSOCIATED WITH WATER ACCUMULATION

1. Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline.
2. If water is controlled or prevented from accumulating by the use of water removal equipment, the water removal equipment and operations shall be monitored by a **Competent Person** to ensure proper operation.
3. If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains will require an inspection by a **Competent Person**.

## IX. STABILITY OF ADJACENT STRUCTURES

1. Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of employees.
2. Excavation below the level of the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees shall not be permitted except when:
  - a. A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure; or
  - b. The excavation is in stable rock; or
  - c. A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity; or
  - d. A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.

## EXCAVATION REQUIREMENTS

### IX. STABILITY OF ADJACENT STRUCTURES (Cont.)

3. Sidewalks, pavements and appurtenant structure shall not be undermined unless a support system or another method of protection is provided to protect employees from the possible collapse of such structures.

### X. PROTECTION OF EMPLOYEES FROM LOOSE ROCK OR SOIL

1. Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection shall consist of scaling to remove loose material; installation of protective barricades at intervals as necessary on the face to stop and contain falling material; or other means that provide equivalent protection.
2. Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least 2 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

### XI. INSPECTIONS

1. Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a **Competent Person** for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the **Competent Person** prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard-increasing occurrence. These inspections are only required when employee exposure can be reasonably anticipated.
2. Where the **Competent Person** finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

### XII. FALL PROTECTION

Where employees and/or equipment cross over a trench, walkways shall be constructed to the following specifications:

1. Planking used as the walking surface shall have a strength equaling that of scaffold-grade.
2. Only planks, which are securely affixed to the shoring structure, shall be used as walkways.
3. A guardrail with support posts shall be erected along the entire length of the walkway. The guardrail shall have a height of 36-42 inches above the walking surface.
4. A mid-rail shall also be constructed at a point midway between the guardrail and the walking surface and shall run the entire length of the walkway.
5. The guardrail, mid-rail, and support posts shall be made of sufficient material so as to be capable of withstanding a compressive force of 200 pounds in any direction.
6. Employees shall take care to keep spoils at least two feet from the entry and exit to the walkway. They shall also make certain that the soles of their shoes are cleaned of any debris that could result in a slipping incident on the walkway.

# EXCAVATION REQUIREMENTS / PROTECTIVE SYSTEMS REQUIREMENTS

## XIII. PROVISIONS FOR IMMEDIATE PERSONNEL REMOVAL

In the event of the development or existence of any of the following hazards, the designated **Competent Person** shall evacuate personnel from trenching operations. No one may re-enter the trench until all hazards have been thoroughly abated.

### **Hazardous Conditions Requiring Immediate Evacuation:**

1. Failure of any trenching equipment including cross-braces, walers, sheeting, uprights, cleats, and trench boxes.
2. Development of potential hazardous atmospheres, as verified by atmospheric testing performed daily or as conditions warrant more frequent testing.
3. Water accumulation in the bottom of the trench.
4. Traffic conditions where vibrations has loosened or threatened the integrity of the shielding system.
5. Spoils, back-fill, or machinery that is within two feet of the leading edge of the trench.

### **Methods Of Evacuation:**

1. Per OSHA regulations, means of egress will be available at all trenching operations. All employees shall utilize the effective means of egress when exiting the trench during emergency evacuations.
2. Employees will be notified by the on-site **Competent Person** or person in charge when evacuation is necessary. Voice communication will be the principal form of notification to evacuate.

When necessary, injured employees shall be lifted from a trench by a harness and life-line. When hazardous atmospheric conditions are present only trained rescue workers shall be permitted to enter the trench. At these emergencies, professional assistance will be summoned.

## PROTECTIVE SYSTEMS REQUIREMENTS

### I. PROTECTION OF EMPLOYEES IN EXCAVATIONS

1. Each employee in an excavation shall be protected from cave-ins by an adequate protective system designed in accordance with this section except when:
  - a. Excavations are made entirely in stable rock; or
  - b. Excavations are less than 5 feet in depth and examination of the ground by a **Competent Person** provides no indication of a potential cave-in.
2. Protective systems shall have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system.

# PROTECTIVE SYSTEMS REQUIREMENTS

## II. DESIGN OF SLOPING AND BENCHING SYSTEMS

The slopes and configurations of sloping and benching systems shall be selected by the **Competent Person** and shall be constructed in accordance with following:

1. **Option (1) - Allowable Configurations And Slopes.**
  - a. Excavations shall be sloped at an angle not steeper than one and one-half horizontal to one vertical (34 degrees measured from the horizontal), unless the employer uses one of the other options listed below.
  - b. Slopes shall be excavated to form configurations that are in accordance with the slopes shown for Type C.
2. **Option (2) - Determination Of Slopes And Configurations Using 29 CFR 1926 Subpart P Appendices B - Sloping And Benching.** Maximum allowable slopes, and allowable configurations for sloping and benching systems, shall be determined in accordance with the conditions and requirements set forth in 29 CFR 1926 Subpart P Appendices A and B.
3. **Option (3) - Designs Using Other Tabulated Data.**
  - a. Designs of sloping or benching systems shall be selected from and in accordance with tabulated data, such as tables and charts.
  - b. The tabulated data shall be in written form and shall include all of the following:
    1. Identification of the parameters that affect the selection of a sloping or benching system drawn from such data;
    2. Identification of the limits of use of the data, to include the magnitude and configuration of slopes determined to be safe;
    3. Explanatory information as may be necessary to aid the user in making a correct selection of a protective system from the data.
  - c. At least one copy of the tabulated data, which identifies the registered professional engineer who approved the data, shall be maintained at the jobsite during construction of the protective system. After that time the data may be stored off the jobsite, but a copy of the data shall be made available to the Secretary upon request.
4. **Option (4) - Design By A Registered Professional Engineer.**
  - a. Sloping and benching systems not utilizing Option (1) or Option (2) or Option (3) shall be approved by a registered professional engineer.
  - b. Designs shall be in written form and shall include at least the following:
    1. The magnitude of the slopes that were determined to be safe for the particular project;
    2. The configurations that were determined to be safe for the particular project;
    3. The identity of the registered professional engineer approving the design.
  - c. At least one copy of the design shall be maintained at the jobsite while the slope is being constructed. After that time the design need not be at the jobsite, but a copy shall be made available to the Secretary upon request.

## PROTECTIVE SYSTEMS REQUIREMENTS

### III. DESIGN OF SUPPORT SYSTEMS, SHIELD SYSTEMS, & OTHER PROTECTIVE SYSTEMS

Designs of support systems, shield systems, and other protective systems shall be selected by the **Competent Person** and shall be constructed in accordance with following:

1. **Option (1) - Designs Using 29 CFR 1926 Subpart P Appendices A, C And D.** Designs for timber shoring in trenches shall be determined in accordance with the conditions and requirements set forth in 29 CFR 1926 Subpart P Appendices A and C. Designs for aluminum hydraulic shoring shall be in accordance with Option (2) of this section, but if manufacturer's tabulated data cannot be utilized, designs shall be in accordance with 29 CFR 1926 Subpart P Appendix D.
2. **Option (2) - Designs Using Manufacturer's Tabulated Data.**
  - a. Design of support systems, shield systems, or other protective systems that are drawn from manufacturer's tabulated data shall be in accordance with all specifications, recommendations, and limitations issued or made by the manufacturer.
  - b. Deviation from the specifications, recommendations, and limitations issued or made by the manufacturer shall only be allowed after the manufacturer issues specific written approval.
  - c. Manufacturer's specifications, recommendations, and limitations, and manufacturer's approval to deviate from the specifications, recommendations, and limitations shall be in written form at the jobsite during construction of the protective system. After that time this data may be stored off the jobsite, but a copy shall be made available to the Secretary upon request.
3. **Option (3) - Designs Using Other Tabulated Data.**
  - a. Designs of support systems, shield systems, or other protective systems shall be selected from and be in accordance with tabulated data, such as tables and charts.
  - b. The tabulated data shall be in written form and include all of the following:
    1. Identification of the parameters that affect the selection of a protective system drawn from such data;
    2. Identification of the limits of use of the data;
    3. Explanatory information as may be necessary to aid the user in making a correct selection of a protective system from the data.
  - c. At least one copy of the tabulated data, which identifies the registered professional engineer who approved the data, shall be maintained at the jobsite during construction of the protective system. After that time the data may be stored off the jobsite, but a copy of the data shall be made available to the Secretary upon request.
4. **Option (4) - Design By A Registered Professional Engineer.**
  - a. Support systems, shield systems, and other protective systems not utilizing Option 1, Option 2 or Option 3, above, shall be approved by a registered professional engineer.
  - b. Designs shall be in written form and shall include the following:
    1. A plan indicating the sizes, types, and configurations of the materials to be used in the protective system; and
    2. The identity of the registered professional engineer approving the design.
  - c. At least one copy of the design shall be maintained at the jobsite during construction of the protective system. After that time, the design may be stored off the jobsite, but a copy of the design shall be made available to the Secretary upon request.

# PROTECTIVE SYSTEMS REQUIREMENTS

## IV. MATERIALS AND EQUIPMENT

1. Materials and equipment used for protective systems shall be free from damage or defects that might impair their proper function.
2. Manufactured materials and equipment used for protective systems shall be used and maintained in a manner that is consistent with the recommendations of the manufacturer, and in a manner that will prevent employee exposure to hazards.
3. When material or equipment that is used for protective systems is damaged, a **Competent Person** shall examine the material or equipment and evaluate its suitability for continued use. If the **Competent Person** cannot assure the material or equipment is able to support the intended loads or is otherwise suitable for safe use, then such material or equipment shall be removed from service, and shall be evaluated and approved by a registered professional engineer before being returned to service.

## V. INSTALLATION AND REMOVAL OF SUPPORT

### General

1. Members of support systems shall be securely connected together to prevent sliding, falling, kickouts, or other predictable failure.
2. Support systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the support system.
3. Individual members of support systems shall not be subjected to loads exceeding those which those members were designed to withstand.
4. Before temporary removal of individual members begins, additional precautions shall be taken to ensure the safety of employees, such as installing other structural members to carry the loads imposed on the support system.
5. Removal shall begin at, and progress from, the bottom of the excavation. Members shall be released slowly so as to note any indication of possible failure of the remaining members of the structure or possible cave-in of the sides of the excavation.
6. Backfilling shall progress together with the removal of support systems from excavations.

### Additional Requirements For Support Systems For Trench Excavations

1. Excavation of material to a level no greater than 2 feet below the bottom of the members of a support system shall be permitted, but only if the system is designed to resist the forces calculated for the full depth of the trench, and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the support system.
2. Installation of a support system shall be closely coordinated with the excavation of trenches.

# PROTECTIVE SYSTEMS REQUIREMENTS

## VI. SLOPING AND BENCHING SYSTEMS

Employees shall not be permitted to work on the faces of sloped or benched excavations at levels above other employees except when employees at the lower levels are adequately protected from the hazard of falling, rolling, or sliding material or equipment.

## VII. SHIELD SYSTEMS

### General

1. Shield systems shall not be subjected to loads exceeding those which the system was designed to withstand.
2. Shields shall be installed in a manner to restrict lateral or other hazardous movement of the shield in the event of the application of sudden lateral loads.
3. Employees shall be protected from the hazard of cave-ins when entering or exiting the areas protected by shields.
4. Employees shall not be allowed in shields when shields are being installed, removed, or moved vertically.

### Additional Requirement For Shield Systems Used In Trench Excavations

Excavations of earth material to a level not greater than 2 feet below the bottom of a shield shall be permitted, but only if the shield is designed to resist the forces calculated for the full depth of the trench, and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the shield.

## SAFETY PRECAUTIONS

The following rules are a brief guideline for consideration when planning or working in or near any trench/excavation.

1. Prior to starting the job, all utilities and underground services must be notified and located. Determine before any digging begins if any conduit or piping will be unearthed or potentially exposed. Have someone on the work crew aware of the location of the conduit/piping.
2. When work is finished for a shift, cover each trench with plywood, metal, or grating when possible.
3. When covering is impractical, use barricade tape to surround the excavation (thus serving as a warning of an "open hole").
4. Never leave an excavation/trench "open" with no warning apparatus or barricade protection for unsuspecting passers-by. Even a hole the size of a man's foot can cause an accident.
5. Remove all fill dirt from the immediate area surrounding the excavation/trench. Spoils should be kept at least two feet from the edge of the trench/excavation.
6. Predetermine the trench's/excavation's size and shape. "Mapping" the trench on the ground when possible is an excellent idea.
7. When the trench's/excavation's depth approaches five feet make certain that shoring materials are present and accessible, and arrange to have a "look-out" occasionally check the depth of the excavation/trench.
8. Make certain that workers inside the excavation/trench have a quick means of escape in the event of an emergency. Steps, a slope, or a ladder is mandatory for any excavation/trench four feet or greater in depth. Ladders shall be located no more than 25 feet from the working areas. Ladders must be in good condition and be positioned at a minimum of one foot out from the vertical for each four feet horizontal (1/4 Rule), tied off and secured, and shall extend not less than 3 feet above the top of the trench.
9. Employees cannot under any circumstances work in the dig zone or swing area of heavy equipment (the "dig zone" is that place or area where the heavy equipment is digging in the excavation/trench).
10. Never allow water to accumulate in the bottom of an excavation/trench. Any amount of standing water is not acceptable.
11. All employees required to work in an area where they may be exposed to passing vehicular traffic will be provided with and shall be expected to wear reflective clothing (i.e., orange reflective vests).
12. Prior to beginning work in any trench where there is potential for the existence or development of any hazardous atmosphere, a **Competent Person** shall perform an atmospheric test for oxygen levels and flammability and toxicity hazards.
13. When lifting and/or digging equipment is in operations at a trench, employees shall maintain a clear distance from the machine in all directions. Also, employees shall not work under suspended loads. If employees must work in an area where a piece of heavy equipment would be positioned over them, then the equipment will first be moved before any employee begins to perform said work. The job-site **Competent Person** is charged with ensuring that affected employees be reminded of and protected from the dangers associated with heavy earth-moving machinery.

For more detailed safety precautions relating to excavations/trenches, see the OSHA 2226 "Manual on Excavations and Trenching Operations."

# SOIL CLASSIFICATIONS AND REQUIREMENTS

## TYPES OF SOIL

According to 29 CFR 1926.652 Appendix A to Subpart P, the classes of soil are as follows:

- “Stable Rock” Means:** A natural solid mineral matter that can be excavated with vertical sides and remain intact while exposed.
- “Type A Soil” Means:** Cohesive soils with an unconfined compressive strength of 1.5 ton per square foot (tsf) (144 kPa) or greater. Examples of cohesive soils are: clay, silty clay, sandy clay, and, in some cases, silty clay loam and sandy clay loam. Cemented soils such as caliche and hardpan are also considered Type A. However, no soil is Type A if:
- (i) The soil is fissured; or
  - (ii) The soil is subject to vibration from heavy traffic, pile driving, or similar effects; or
  - (iii) The soil has been previously disturbed; or
  - (iv) The soil is part of a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:1V) or greater; or
  - (v) The material is subject to other factors that would require it to be classified as a less stable material."
- “Type B Soil” Means:**
- (i) Cohesive soil with an unconfined compressive strength greater than 0.5 tsf (48 kPa) but less than 1.5 tsf (144 kPa); or
  - (ii) Granular cohesion-less soils including: angular gravel (similar to crushed rock), silt, silt loam, sandy loam, and in some cases silty clay loam and sandy clay loam.
  - (iii) Previously disturbed soils except those which would otherwise be classified as Type C soil.
  - (iv) Soil that meets the unconfined compressive strength or cementation requirements for Type A, but is fissured or subject to vibration; or
  - (v) Dry rock that is unstable; or
  - (vi) Material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical (4H:1V), but only if the material would otherwise be classified as Type B."
- “Type C Soil” Means:**
- (i) Cohesive soil with an unconfined compressive strength of 0.5 tsf (48kPa) or less; or
  - (ii) Granular soils including gravel, sand, and loamy sand; or
  - (iii) Submerged soil or soil from which water is freely seeping; or
  - (iv) Submerged rock that is not stable; or
  - (v) Material in a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:1V) or steeper."

## SOIL CLASSIFICATION REQUIREMENTS

1. Each soil and rock deposit shall be classified by a **Competent Person** as Stable Rock, Type A, Type B, or Type C.
2. The classification of the deposits shall be made based on the results of at least one visual and at least one manual analysis. Such analyses shall be conducted by a **Competent Person** using tests described below, or in other recognized methods of soil classification and testing such as those adopted by the American Society for Testing Materials, or the U.S. Department of Agriculture textural classification system.

## SOIL CLASSIFICATIONS REQUIREMENTS

### SOIL CLASSIFICATION REQUIREMENTS (Cont.)

3. The visual and manual analyses is designed and conducted to provide sufficient quantitative and qualitative information as may be necessary to identify properly the properties, factors, and conditions affecting the classification of the deposits.
4. In a layered system, the system shall be classified in accordance with its weakest layer. However, each layer may be classified individually where a more stable layer lies under a less stable layer.
5. If, after classifying a deposit, the properties, factors, or conditions affecting its classification change in any way, the changes shall be evaluated by a **Competent Person**. The deposit shall be reclassified as necessary to reflect the changed circumstances.

### Acceptable Visual And Manual Tests

#### Visual Tests

Visual analysis is conducted to determine qualitative information regarding the excavation site in general, the soil adjacent to the excavation, the soil forming the sides of the open excavation, and the soil taken as samples from excavated material.

1. Observe samples of soil that are excavated and soil in the sides of the excavation. Estimate the range of particle sizes and the relative amounts of the particle sizes. Soil that is primarily composed of fine-grained material is cohesive material. Soil composed primarily of coarse-grained sand or gravel is granular material.
2. Observe soil as it is excavated. Soil that remains in clumps when excavated is cohesive. Soil that breaks up easily and does not stay in clumps is granular.
3. Observe the side of the opened excavation and the surface area adjacent to the excavation. Crack-like openings such as tension cracks could indicate fissured material. If chunks of soil spall off a vertical side, the soil could be fissured. Small spalls are evidence of moving ground and are indications of potentially hazardous situations.
4. Observe the area adjacent to the excavation and the excavation itself for evidence of existing utility and other underground structures, and to identify previously disturbed soil.
5. Observed the opened side of the excavation to identify layered systems. Examine layered systems to identify if the layers slope toward the excavation. Estimate the degree of slope of the layers.
6. Observe the area adjacent to the excavation and the sides of the opened excavation for evidence of surface water, water seeping from the sides of the excavation, or the location of the level of the water table.
7. Observe the area adjacent to the excavation and the area within the excavation for sources of vibration that may affect the stability of the excavation face.

# SOIL CLASSIFICATIONS REQUIREMENTS

## Acceptable Visual And Manual Tests (Cont.)

### Manual Tests

Manual analysis of soil samples is conducted to determine quantitative as well as qualitative properties of soil and to provide more information in order to classify soil properly.

1. **Plasticity.** Mold a moist or wet sample of soil into a ball and attempt to roll it into threads as thin as 1/8-inch in diameter. Cohesive material can be successfully rolled into threads without crumbling. For example, if at least a two inch length of 1/8-inch thread can be held on one end without tearing, the soil is cohesive.
2. **Dry Strength.** If the soil is dry and crumbles on its own or with moderate pressure into individual grains or fine powder, it is granular (any combination of gravel, sand, or silt). If the soil is dry and falls into clumps which break up into smaller clumps, but the smaller clumps can only be broken up with difficulty, it may be clay in any combination with gravel, sand or silt. If the dry soil breaks into clumps which do not break up into small clumps and which can only be broken with difficulty, and there is no visual indication the soil is fissured, the soil may be considered unfissured.
3. **Thumb Penetration.** The thumb penetration test can be used to estimate the unconfined compressive strength of cohesive soils. (This test is based on the thumb penetration test described in American Society for Testing and Materials (ASTM) Standard designation D2488 - "Standard Recommended Practice for Description of Soils (Visual - Manual Procedure).") Type A soils with an unconfined compressive strength of 1.5 tsf can be readily indented by the thumb; however, they can be penetrated by the thumb only with very great effort. Type C soils with an unconfined compressive strength of 0.5 tsf can be easily penetrated several inches by the thumb, and can be molded by light finger pressure. This test should be conducted on an undisturbed soil sample, such as a large clump of spoil, as soon as practicable after excavation to keep to a minimum the effects of exposure to drying influences. If the excavation is later exposed to wetting influences (rain, flooding), the classification of the soil must be changed accordingly.
4. **Other Strength Tests.** Estimates of unconfined compressive strength of soils can also be obtained by use of a pocket penetrometer or by using a hand-operated shearvane.
5. **Drying Test.** The basic purpose of the drying test is to differentiate between cohesive material with fissures, unfissured cohesive material, and granular material. The procedure for the drying test involves drying a sample of soil that is approximately one inch thick (2.54 cm) and six inches (15.24 cm) in diameter until it is thoroughly dry:
  - a. If the sample develops cracks as it dries, significant fissures are indicated.
  - b. Samples that dry without cracking are to be broken by hand. If considerable force is necessary to break a sample, the soil has significant cohesive material content. The soil can be classified as an unfissured cohesive material and the unconfined compressive strength should be determined.
  - c. If a sample breaks easily by hand, it is either a fissured cohesive material or a granular material. To distinguish between the two, pulverize the dried clumps of the sample by hand or by stepping on them. If the clumps do not pulverize easily, the material is cohesive with fissures. If they pulverize easily into very small fragments, the material is granular.

## SOIL DEFINITIONS

**Cemented soil** means a soil in which the particles are held together by a chemical agent, such as calcium carbonate, such that a hand-size sample cannot be crushed into powder or individual soil particles by finger pressure.

**Cohesive soil** means clay (fine grained soil), or soil with a high clay content, which has cohesive strength. Cohesive soil does not crumble, can be excavated with vertical side slopes, and is plastic when moist. Cohesive soil is hard to break up when dry, and exhibits significant cohesion when submerged. Cohesive soils include clayey silt, sandy clay, silty clay, clay and organic clay.

**Dry soil** means soil that does not exhibit visible signs of moisture content.

**Fissured** means a soil material that has a tendency to break along definite planes of fracture with little resistance, or a material that exhibits open cracks, such as tension cracks, in an exposed surface.

**Granular soil** means gravel, sand, or silt (coarse grained soil) with little or no clay content. Granular soil has no cohesive strength. Some moist granular soils exhibit apparent cohesion. Granular soil cannot be molded when moist and crumbles easily when dry.

**Layered system** means two or more distinctly different soil or rock types arranged in layers. Micaceous seams or weakened planes in rock or shale are considered layered.

**Moist soil** means a condition in which a soil looks and feels damp. Moist cohesive soil can easily be shaped into a ball and rolled into small diameter threads before crumbling. Moist granular soil that contains some cohesive material will exhibit signs of cohesion between particles.

**Plastic** means a property of a soil which allows the soil to be deformed or molded without cracking, or appreciable volume change.

**Saturated soil** means a soil in which the voids are filled with water. Saturation does not require flow. Saturation, or near saturation, is necessary for the proper use of instruments such as a pocket penetrometer or shear vane.

**Soil classification system** means, for the purpose of this subpart (29 CFR 1926 Subpart P), a method of categorizing soil and rock deposits in a hierarchy of Stable Rock, Type A, Type B, and Type C, in decreasing order of stability. The categories are determined based on an analysis of the properties and performance characteristics of the deposits and the characteristics of the deposits and the environmental conditions of exposure.

**Submerged soil** means soil which is underwater or is free seeping.

**Unconfined compressive strength** means the load per unit area at which a soil will fail in compression. It can be determined by laboratory testing, or estimated in the field using a pocket penetrometer, by thumb penetration tests, and other methods.

**Wet soil** means soil that contains significantly more moisture than moist soil, but in such a range of values that cohesive material will slump or begin to flow when vibrated. Granular material that would exhibit cohesive properties when moist will lose those cohesive properties when wet.

## EXCAVATION / TRENCH SAFETY INSPECTION FORM

	YES	NO
1. Prior to starting the job, were utilities notified and underground services located?	[ ]	[ ]
2. If necessary to use a pump, is it placed downwind from the excavation?	[ ]	[ ]
3. Is the excavation/trench deep enough to require shoring (greater than five-feet in depth)?	[ ]	[ ]
4. Are dirt and spoils removed from the danger zone at the edges of the excavation /trench (at least two-feet)?	[ ]	[ ]
5. If the excavation/trench is provided with a "bridge" for crossing, does the crossover board have mid- and guardrails?	[ ]	[ ]
6. Is the excavation/trench protected by a fence or some other barricade that will protect an employee or unsuspecting visitor from falling into it?	[ ]	[ ]
7. Is the excavation/trench deeper than twenty-feet?	[ ]	[ ]
If yes, has a professional engineer designed the excavation/trench?	[ ]	[ ]
8. If the excavation/trench is four feet or more in depth, is a ladder, ramp or are steps provided?	[ ]	[ ]
Are they located to require no more than 25 feet of lateral travel for workers?	[ ]	[ ]
Are ladders in good condition and placed at a minimum of one foot out from the vertical for each four feet horizontal (1/4 Rule)?	[ ]	[ ]
Do the ladders extend from the floor of the excavation/trench to at least three feet above the top of the excavation/trench surface and are tied off?	[ ]	[ ]
9. If the excavation/trench is near a high traffic area, are there sufficient warning devices/barricades to direct the flow of traffic away from the excavation/trench?	[ ]	[ ]
10. Are there any signs of damage or of potential cave-in? If yes, then describe:	[ ]	[ ]
11. Is heavy equipment far enough removed from the excavation/trench so that a cave-in from the weight of the equipment is impossible?	[ ]	[ ]
12. Are worker housekeeping practices such that a clear walking/working surface is always prevalent (free from tripping and slipping hazards)?	[ ]	[ ]
13. Are employees made aware of all known and potential safety and health hazards (through a safety meeting)?	[ ]	[ ]

## EXCAVATION / TRENCH SAFETY INSPECTION FORM (Cont.)

- |  | YES | NO  |
|--|-----|-----|
| 14. If lifts are made near the excavation/trench, is there a lookout present to help guide the heavy equipment operator and warn nearby workers of any swing dangers?      | [ ] | [ ] |
| 15. If overhead power lines are close to heavy equipment operation, have operators been warned of the lines' proximity?  | [ ] | [ ] |
| 16. When employees are working in the excavation/trench, is there a lookout available at the top of the excavation/trench?   | [ ] | [ ] |
| 17. If the excavation/trench is open for more than one day, does the supervisor visually inspect the excavation/trench for any changes in the hole's safety or conditions? | [ ] | [ ] |
| 18. Indicate which types of personal protective equipment that are needed:   |     |     |
| a. Hard hats   | [ ] | [ ] |
| b. Reflective work vests   | [ ] | [ ] |
| c. Hard-toed boots/shoes   | [ ] | [ ] |
| d. Gloves  | [ ] | [ ] |
| e. Rubber boots (hard-toed)  | [ ] | [ ] |
| f. Eye and face protection   | [ ] | [ ] |
| g. Other (list): _____   | [ ] | [ ] |
| _____  | [ ] | [ ] |
| _____  | [ ] | [ ] |
| 19. Have employees been trained in the proper use, care, storage, capabilities, and limitations of their personal protective equipment?                                    | [ ] | [ ] |
| 20. Does the excavation/trench require any of the following:   |     |     |
| a. Shoring   | [ ] | [ ] |
| b. Sloping   | [ ] | [ ] |
| c. Shieldin  | [ ] | [ ] |
| g  | [ ] | [ ] |
| d. Boxing  | [ ] | [ ] |
| e. Other (list): _____   | [ ] | [ ] |
| _____  | [ ] | [ ] |
| _____  | [ ] | [ ] |
| 21. Does this excavation/trench meet all safety requirements?<br><u>If "no", then work inside the trench may not begin.</u>  | [ ] | [ ] |

Company: \_\_\_\_\_

Site Inspector (Print): \_\_\_\_\_ Sign: \_\_\_\_\_

Date of Inspection \_\_\_\_\_ Time of Inspection: \_\_\_\_\_ AM/PM

Location of Inspection: \_\_\_\_\_

# COMPETENT PERSON DESIGNATION FORM

## COMPETENT PERSON - DEFINED:

As defined by the OSHA standard, a “**Competent Person**” is "one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them."

In order to comply with OSHA regulation 1926.650(i) and 1926.651(d), the following employee,

\_\_\_\_\_ has been designated a "**Competent Person**" for the purpose of excavation site inspection including all required training and record-keeping procedures.

The following people are designated as secondary "**Competent Persons**" to aid in excavation/trenching inspections and work operations in the event that the above named individual is removed from the job-site.

1. \_\_\_\_\_
2. \_\_\_\_\_

Job Site: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor (signature): \_\_\_\_\_

**NOTE:** The designation as a "**Competent Person**" on this form is for excavation/trenching purposes only. Other work operations (i.e., lead removal, asbestos abatement, etc.) will require a separate "**Competent Person**" designation.

## APPENDIX - SLOPING AND BENCHING

### Maximum Allowable Slopes for Excavations Less Than 20 Feet

Soil or Rock Type	Maximum Slope (H:V)	Maximum Slope (Degrees)
Stable Rock	Vertical	90
Type A	.75:1	53
Type B	1:1	45
Type C	1.5:1	34

*Footnote(1) Numbers shown in Max Slope (degrees) are angles expressed in degrees from the horizontal. Angles have been rounded off.*

*Footnote(2) A short-term maximum allowable slope of 1/2H:1V (63 degrees) is allowed in excavations in Type A soil that are 12 feet (3.67 m) or less in depth. Short-term maximum allowable slopes for excavations greater than 12 feet (3.67 m) in depth shall be 3/4H:1V (53 degrees).*

*Footnote(3) Sloping or benching for excavations greater than 20 feet deep shall be designed by a registered professional engineer.*

### Actual slope

The actual slope must not be steeper than the maximum allowable slope.

The actual slope must be less steep than the maximum allowable slope, when there are signs of distress. If that situation occurs, the slope must be cut back to an actual slope which is at least 1/2 horizontal to one vertical (1/2H:1V) less steep than the maximum allowable slope.

When surcharge loads from stored material or equipment, operating equipment, or traffic are present, a competent person must:

- determine the degree to which the actual slope must be reduced below the maximum allowable slope, and
- assure that such reduction is achieved.

Surcharge loads from adjacent structures must be evaluated in accordance with this program.

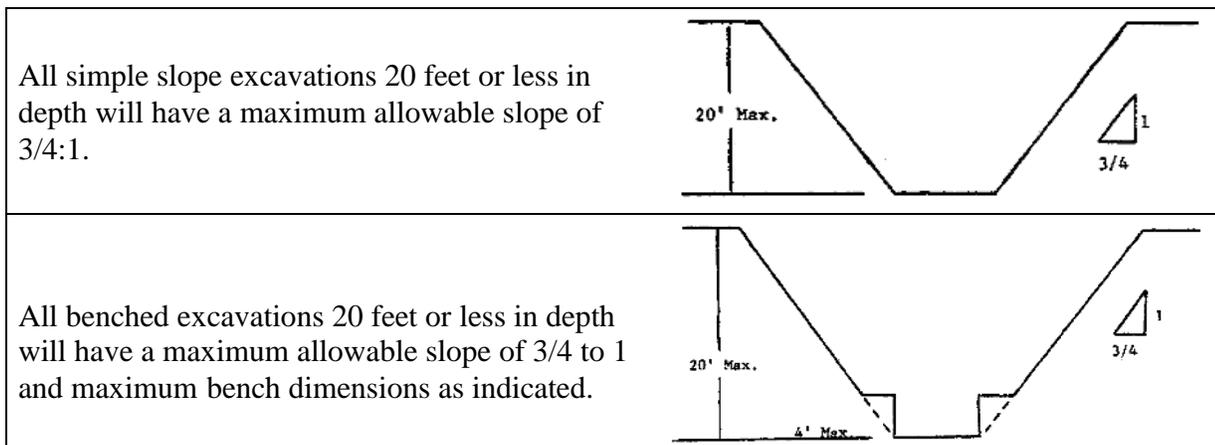
### Configurations

Configurations of sloping and benching systems must be in accordance with the table and figures below.

### Figures: Slope Configurations

All slopes stated below are in the horizontal to vertical ratio.

#### *Excavations made in Type A soil*



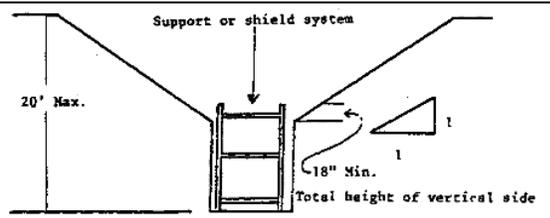
<p>All benched excavations 20 feet or less in depth will have a maximum allowable slope of 3/4 to 1 and maximum bench dimensions as indicated.</p>	
<p>All excavations 8 feet or less in depth which have unsupported vertically sided lower portions will have a maximum vertical side of 3 1/2 feet.</p>	
<p>All excavations more than 8 feet but not more than 12 feet in depth with unsupported vertically sided lower portions will have a maximum allowable slope of 1:1 and a maximum vertical side of 3 1/2 feet.</p>	
<p>All excavations 20 feet or less in depth which have vertically sided lower portions that are supported or shielded will have a maximum allowable slope of 3/4:1. The support or shield system must extend at least 18 inches above the top of the vertical side.</p>	

All other simple slope, compound slope, and vertically sided lower portion excavations will be in accordance with the other options described in Sloping and Benching Systems.

**Excavations Made in Type B Soil**

<p>All simple slope excavations 20 feet or less in depth will have a maximum allowable slope of 1:1.</p>	
<p>All benched excavations 20 feet or less in depth will have a maximum allowable slope of 1:1 and maximum bench dimensions as indicated.</p>	

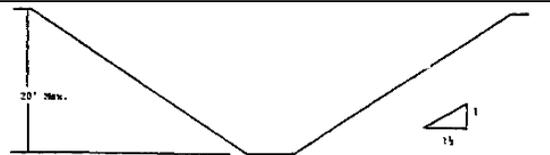
All excavations 20 feet or less in depth which have vertically sided lower portions will be shielded or supported to a height at least 18 inches above the top of the vertical side. All such excavations will have a maximum allowable slope of 1:1.



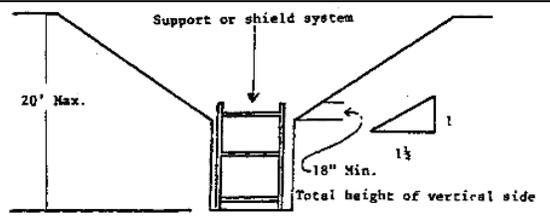
All other sloped excavations must be in accordance with the other options permitted in Sloping and Benching Systems.

**Excavations Made in Type C Soil**

All simple slope excavations 20 feet or less in depth will have a maximum allowable slope of 1 1/2:1.



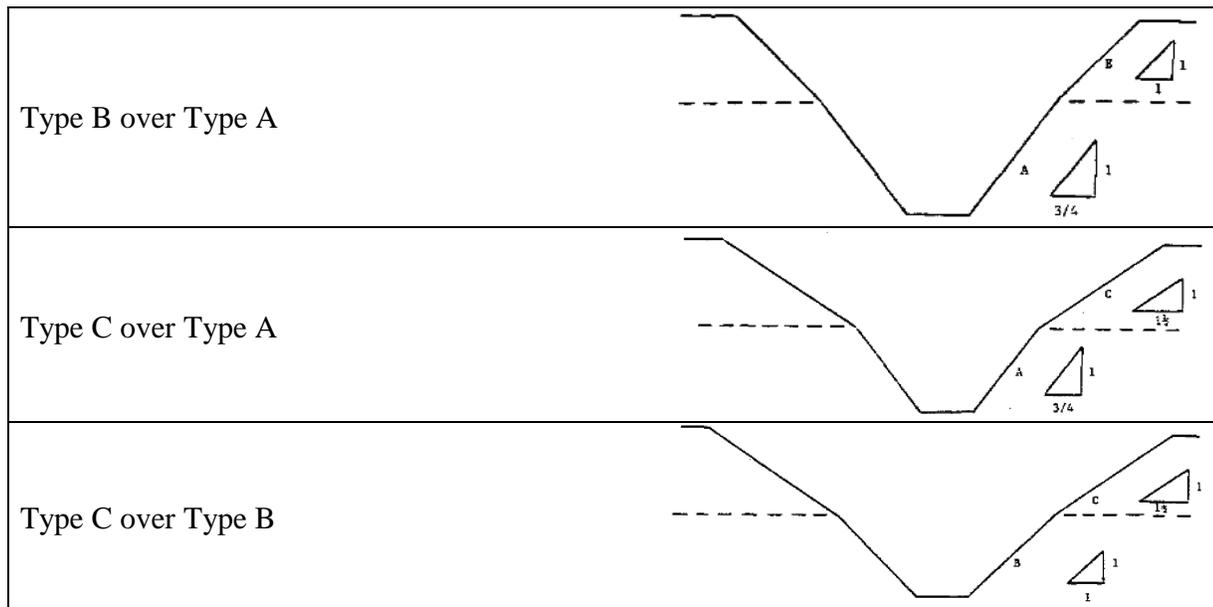
All excavations 20 feet or less in depth which have vertically sided lower portions will be shielded or supported to a height at least 18 inches above the top of the vertical side. All such excavations will have a maximum allowable slope of 1 1/2:1.

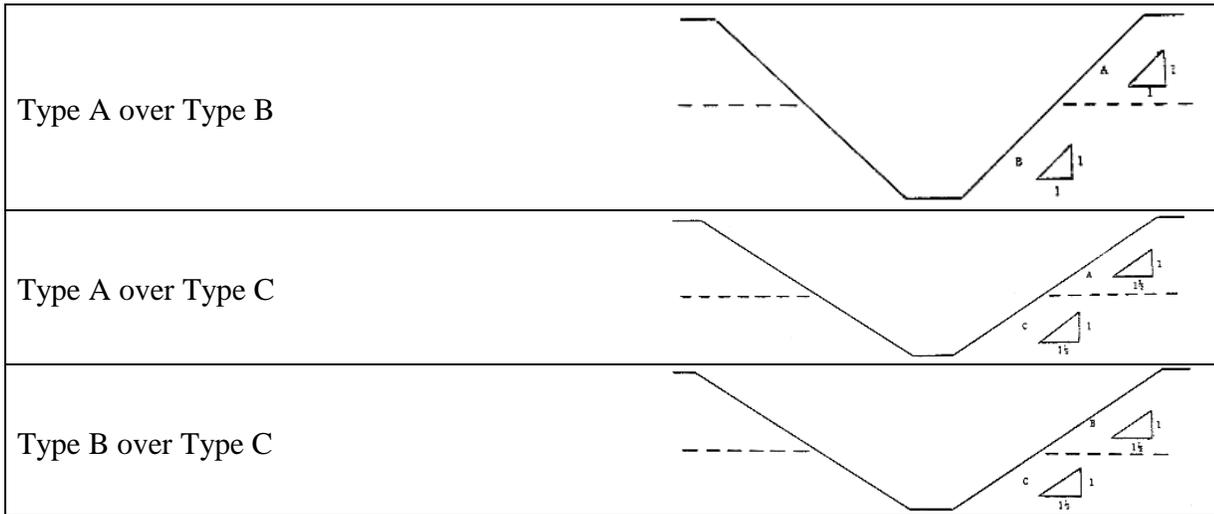


All other sloped excavations must be in accordance with the other options described in Sloping and Benching Systems.

**Excavations Made in Layered Soils**

All excavations 20 feet or less in depth made in layered soils will have a maximum allowable slope for each layer as set forth below.





All other sloped excavations must be in accordance with the other options described in Sloping and Benching Systems.

## SITE INSPECTION

### Surface Conditions

- Cracks or Cracking
- Spoil piles set back **2 feet** from edge
- No equipment or materials stored near edge
- No standing water in excavation
- No sources of vibration

### Banks and Sides of Slope or Bench

- Cracks or Cracking
- Spalling
- Change in soil type
- Slope adequate for soil

### Shoring and Shielding

- In place and functioning properly
- No leakage from hydraulic cylinders
- Wedges tight

### Access and Egress

- Access every 25 feet
- Stairs, ladders, and ramps set properly

### Existing Utilities

- Support adequate
- Loose materials
- Utilities identified and protected

### Weather

- Overnight freezing
- Rain

### Personal Protective Equipment

- Reflectorized vests in vehicular areas
- Hard hats, steel-toe shoes, etc. being used as specified

---

### OSHA Technical Manual Site Assessment Questions:

1. Is the cut, cavity, or depression a *trench* or an *excavation*?
2. Is the cut, cavity, or depression more than 4 ft in *depth*?
3. Is there *water* in the cut, cavity, or depression?
4. Are there adequate means of *access* and *egress*?
5. Are there any *surface encumbrances*?
6. Is there exposure to *vehicular traffic*?
7. Are *adjacent structures* stabilized?
8. Does *mobile equipment* have a *warning system*?
9. Is a *competent person in charge* of the operation?
10. Is *equipment operating* in or around the cut, cavity, or depression?
11. Are procedures required to monitor, test, and *control hazardous atmospheres*?
12. Does a competent person *determine soil type*?
13. Was a *soil testing device* used to determine soil type?
14. Is the *spoil* placed 2 ft or *more from the edge* of the cut, cavity, or depression?
15. Is the *depth* 20 ft or *more* for the cut, cavity, or depression?
16. Has a *registered professional engineer* approved the procedure if the depth is more than 20 ft?
17. Does the procedure require *benching* or *multiple benching*? *Shoring*? *Shielding*?
18. If provided, *do shields extend at least 18 in above* the surrounding area if it is sloped toward the excavation?
19. If shields are used, is the depth of the cut *more than 2 ft below the bottom of the shield*?
20. Are any required *surface crossings* of the cut, cavity, or depression the *proper width and fitted with hand rails*?
21. Are means of *egress* from the cut, cavity, or depression *no more than 25 ft from the work*?
22. Is *emergency rescue equipment* required?
23. Is there *documentation of the minimum daily excavation inspection*?

## TRENCHING & SHORING SAFETY MAGIC NUMBERS

There are many important distances and numbers to be aware of when dealing with trench safety. The following is a list of significant numbers that should be considered when planning any trenching operations.

- **18 Inch Rule:** All excavations 20 feet or less in depth that have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side.
- **2 Foot Rule:** The minimum distance that the extracted soil (spoil) should be stored from the leading edge of the trench
- **3 Foot Rule:** The minimum distance that a ladder should extend above the upper level of a change in elevation (upper walking/working surface).
- **4 to 1 Rule:** Unless secured at bottom and top, straight ladders and extension ladders that are used to gain access to another level should follow the 4 to 1 rule. That is, for every 4 foot of height, the base of the ladder should be positioned 1 foot away from the wall/structure to create the proper angle.
- **4 Foot Rule:** At this trench depth, employees shall be provided a means of exit from the trench (such as a ladder, sloped or stepped back soil).
- **5 Foot Rule:** At this depth, all trenches must be protected from cave-in hazards. They must be sloped, stepped back or shored.
- **6 Foot Rule:** The height or depth at which fall protection must be implemented to protect workers from the hazards of falling (i.e.: handrail around open pits).
- **10 Foot Rule:** This minimum distance that machine operators and employees should stay clear of overhead power lines.
- **20 Foot Rule:** The depth at which all trenches must be certified by a registered professional engineer.
- **25 Foot Rule:** The minimum distance that any employee in the trench would have to travel to reach a means of exit (ladder, sloped/stepped back area).

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# **CONFINED SPACE ENTRY PROGRAM**

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## OBJECTIVE / SCOPE / DEFINITIONS

### OBJECTIVE:

It is the objective of **Direct Service USA** to provide a safe and healthy work environment for all of its employees through the prevention of occupational injuries and illnesses. Therefore it is the objective of this procedure to outline the minimum health and safety requirements for work performed in or around confined spaces. This procedure outlines the measures specified in the OSHA permit required confined spaces standard (29 CFR 1910.146) and ANSI safety requirements for confined spaces (ANSI Z117.1-1989).

### SCOPE:

This procedure is applicable to all employees and of **Direct Service USA** who will be required to enter confined spaces to perform any functions.

### DEFINITIONS:

**Authorized Attendant** - An individual stationed outside one or more permitted confined spaces who is trained to monitor and provide support to the authorized entrants as required by the employer's permit space program.

**Authorized Entrant** - An employee who is properly trained and is authorized by the employer to enter a permit required confined space.

**Blanking/Blinding** - The absolute closure of a pipeline or duct by inserting and securing a barrier to withstand and prevent leakage of a material into a confined space.

**Confined Space** - An enclosed area that has the following characteristics: (1) its primary function is something other than human occupancy, (2) has restricted entry and exit routes, (3) is large enough and so configured that a person can bodily enter. Examples include, but are not limited to: storage tanks, boilers, sewer & drainage tunnels, pits, furnaces, excavations, vessels, etc.

**Double Block And Bleed** - A method used in closing off a section of duct or pipe between two locked/closed valves. The blocked pipe is then opened to the atmosphere by a vent valve.

**Emergency** - An occurrence of equipment failure or events internal or external to the confined space that endangers the health or safety of entrants.

**Entry** - Entry into the confined space occurs when the plane of the confined space is broken by any part of the entrant's body.

## DEFINITIONS

### DEFINITIONS (Cont.):

**Engulfment** - The surrounding and capture of a person by liquid or finely divided particulate matter that can cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

**Entry Permit** - A written or printed document generated by the supervisor-in-charge that contains the information obtained from the hazard identification and evaluation for the confined space entry. A completed and signed entry permit must be located on site before any entry can be initiated.

**Flammable Atmosphere** - An atmosphere containing flammable gasses or vapors or at a concentration equal to or greater than 10% of the lower explosive limit (LEL).

**Hazardous Atmosphere** - An atmosphere that may be, or is injurious to occupants by reason of: oxygen deficiency or enrichment; flammability or explosivity; or toxicity by reason of containing a toxic airborne concentration greater than the pel.

**High Hazard Confined Space** - A confined space that has been found to contain or has the following: (1) a known or high potential for a hazardous atmosphere, (2) a material which could potentially engulf entrants, (3) an internal configuration such that an entrant could be trapped or asphyxiated by walls or a floor and ceiling which converge or taper to a smaller cross-section, (4) contains any other recognized serious and unacceptable health or safety hazard.

**Hot Work** - Work performed within a confined space that produces arcs, sparks, flames, heat, or other sources of ignition.

**Immediately Dangerous To Life Or Health (IDLH)** - Any condition which poses an immediate threat of loss of life; may result in irreversible or immediate severe health effects; may result in eye damage, irritation or other conditions which could impair escape from the confined space.

**Isolation** - A process of physically interrupting pipes, lines and energy sources which could be a serious hazard for confined space entrants.

**Lockout/Tagout** - The placement of a lock/tag on the energy isolating device in accordance with an established procedure, indicating that the energy isolating device will not be operated until removal of the lock/tag in accordance with an established procedure.

**Non-Permit Confined Space** - A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

**Oxygen Deficient Atmosphere** - An atmosphere that contains less than 19.5% oxygen.

**Oxygen Enriched Atmosphere** - An atmosphere that contains greater than 23.5% oxygen.

**PEL** - An acronym for "permissible exposure limit" which is the allowable air contaminant level established by the U.S. Department of labor - Occupational Safety & Health Administration (OSHA).

## DEFINITIONS

### DEFINITIONS (Cont.):

**Permit Required Confined Space** - A confined space that has one or more of the following characteristics:

- (1) contains or has the potential to contain a hazardous atmosphere,
- (2) contains a material that has the potential for engulfing an entrant,
- (3) has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section,
- (4) contains any other recognized serious safety or health hazard.

**Purging** - The method by which gases, vapors, or other air-borne impurities are displaced from a confined space. This may involve such measures as mechanical ventilation, steam ventilation, or introducing another gas such as nitrogen or carbon dioxide to inert flammable vapors.

**Qualified Person** - A person who by reason of training, education and experience is knowledgeable in the identification, evaluation, control and air monitoring techniques as related to confined space operations.

**Retrieval Line** - A line or rope secured at one end to a worker's chest or body harness, or wristlets, with the other end secured to an anchor point or lifting device located outside the entrance of the confined space. Retrieval lines must be of sufficient strength to remove an entrant when necessary.

**Wench** - A retrieval device to assist in removal of personnel from a confined space. Only manually operated wenchers are permissible.

## **RESPONSIBILITIES**

All confined space entry will be coordinated by the safety supervisor on the jobsite. The supervisor will serve as the confined space coordinator for all activities that involve work in, about, and in connection with confined spaces, and is responsible for the following:

- (1) supporting the supervisor-in-charge with the authorization and implementation of the entry permit.
- (2) ensure that all known or potential confined spaces are reviewed to determine the type and level of hazards associated with the space.
- (3) enforce the confined space procedures.
- (4) ensure that all personnel have received proper training in confined space entry procedures and proper use of safety retrieval and emergency equipment.
- (5) perform hazard identification and evaluation of the hazards associated with activities to be undertaken in the confined space by conducting or supervising air monitoring or other evaluations as required by the entry permit.
- (6) assist and provide insight to the supervisor-in-charge and the entrants and attendants regarding all health and safety concerns.

### **SUPERVISOR-IN-CHARGE**

The supervisor-in-charge has general authority for the implementation of the confined space entry program, and is responsible for ensuring that the confined space operations are in compliance with relevant OSHA regulations. Supervisors are responsible for:

- (1) completing and signing a confined space entry permit and ensuring it is authorized by the confined space coordinator or designated representative.
- (2) ensuring confined space entry permits are posted and that confined space attendant is present during all entry activities.
- (3) ensuring all necessary safety retrieval equipment for confined spaces is on-site, operational and properly used
- (4) ensuring site is properly posted and flagged.
- (5) conducts an on-site pre-entry briefing with all entrants and attendants prior to the start of the job.
- (6) ensures that appropriate communications for summoning emergency/rescue personnel are located prior to entry.
- (7) canceling the permit whenever the activity is finished or a condition that is not allowed by the permit arises in or near the space.
- (8) knowing the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- (9) verifying by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that the procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.

## **RESPONSIBILITIES**

### **AUTHORIZED ATTENDANT**

The attendant is to be stationed outside the confined space and monitor all entrants located inside the confined space. Attendants shall have the following duties:

- (1) remains in constant two-way communication with entrants either by verbal or visual contact, or through verbal radio communication.
- (2) provides standby assistance to occupants when entering or exiting the confined space.
- (3) directs occupants to immediately evacuate the confined space when:
  - a. conditions arise that are outside the scope of the entry permit, or present unacceptable levels of hazard
  - b. unauthorized personnel enter the area.
  - c. behavioral changes are detected in the entrant.
  - d. Air-monitoring equipment detects unacceptable oxygen, flammable or toxic levels.
  - e. the attendant must leave the work area.
  - f. the attendant detects or suspects a breakdown in communication with the entrants.
  - g. if an emergency signal or alarm sounds.
- (4) initiates emergency response procedures in the event that an entrant must be rescued from the confined space, and provides emergency rescue personnel with pertinent information related to the emergency situation to facilitate rescue of the entrants.
- (5) monitors for internal and external conditions that could adversely effect the continued operations inside the confined space.
- (6) maintains an ongoing accounting of all entrants in the confined space by maintaining a sign in roster (see attachment). Attendant must cross-check each entrant with permit to ensure they are listed as authorized entrant.
- (7) controls entry into the confined work and support areas through the use of barrier flags and signs, and informs authorized entrants and the supervisor-in-charge if an unauthorized person enters the confined space.
- (8) remains at the entry point unless relieved by another authorized attendant.
- (9) reviews the confined space entry permit with the supervisor-in-charge prior to entry into the confined space.

### **AUTHORIZED ENTRANTS**

The authorized entrants are responsible for the following:

- (1) reviews and is knowledgeable of the provisions in the confined space entry permit.
- (2) understand the hazards associated with the confined space, and know control methods and the signs and symptoms associated with exposure to these hazards.
- (3) maintains effective continuous contact with the attendant.
- (4) understands the proper use of personal protective equipment, safety equipment, retrieval systems, and other hazard control methods.
- (5) evacuates the confined space when prompted by the attendant or when additional hazards are noticed.
- (6) reviews the entry permit with the attendant and supervisor-in-charge to resolve and concern or questions.
- (7) communicates with the authorized attendant to enable the attendant to monitor entrant status and working conditions within the permitted space.
- (8) signs in and out on the sign-in roster upon entering and exiting the confined space.

## PERMIT-REQUIRED CONFINED SPACE ENTRY PROCEDURES

**HAZARD IDENTIFICATION** - Before entry of personnel into a possible confined space, a survey of the premises and job task must be performed for identification of chemical and physical hazards. Hazard identification shall be conducted by a qualified person and shall include, but not limited to, a review of the following:

- (1) possible oxygen deficient/enriched, toxic, or flammable atmospheres.
- (2) possible physical, mechanical or biological hazards.
- (3) the possibility of liquids, gases, or solids being admitted during occupancy.
- (4) past and current uses of the confined space that may adversely affect the atmosphere of the confined space.
- (5) possible entry or exit hazards.
- (6) physical characteristics, configuration, and location of confined space.

**HAZARD EVALUATION** - Prior to completion of the entry permit, the supervisor-in-charge shall ensure that the identified hazards are evaluated for their potential to affect the workers during the confined space operations. This evaluation shall be performed by a qualified person, who is able to make recommendations for controlling any known or potential hazards.

**REQUIREMENTS FOR ATMOSPHERIC TESTING** - Before entry into a confined space, testing shall be conducted for hazardous atmospheres by a qualified person. Testing sequence should be oxygen, flammability and toxicity. Testing shall be conducted prior to and after ventilation is turned on. During occupancy, the frequency of testing shall be set forth in the confined space entry permit. Test equipment and the results for each agent shall be listed on the confined space entry permit. The following considerations shall be taken in regards to air monitoring:

- (1) testing of confined spaces shall be conducted throughout the entire portion of the space to be occupied.
- (2) spaces that are deep, have odd shapes, or remote areas may require that a probe or extension be added to the sampling equipment or occupants taking sampling equipment into the confined space to test.
- (3) proper personal protective equipment (ppe) should be worn that addresses the hazards that may be encountered during testing.
- (4) in addition, for horizontal travel inside a confined space, entrants shall wear a personal LEL/Oxygen meter and an emergency escape air pack.
- (5) introduction of chemicals into or adjacent to space or vacating of space for more than 30 minutes shall require re-testing prior to entry.

**ACCEPTABLE AIR SAMPLE LIMITS** - The atmosphere of the space shall be within acceptable limits when the following conditions are maintained:

- (1) oxygen - 19.5% to 23.5%
- (2) flammability - less than 10% of the lower explosive limit (LEL).
- (3) toxicity - less than recognized exposure limits. However, if tests show concentrations above the pel, occupants shall exit the confined space and the hazard shall be re-evaluated.

## **PERMIT-REQUIRED CONFINED SPACE ENTRY PROCEDURES**

**ISOLATION OF PHYSICAL HAZARDS** - A confined space shall be isolated to prevent entry of materials and hazardous contaminants by:

- (1) blanking or binding of pipes, lines, or ducts.
- (2) removal or misalignment of pipe, line, or duct sections.
- (3) double block and bleed of pipes, lines, or ducts.
- (4) de-energizing and lockout/tag out of external energy sources.

**VENTILATION** - before employees are allowed to enter a permitted space, the space shall be mechanically ventilated if deemed necessary by the qualified person or the supervisor- in-charge. Ventilation normally consists of a pre-entry purge of several air changes, then continuous introduction of fresh air during occupancy.

Ventilation shall be maintained during the occupancy if there is a potential for the atmospheric conditions of the confined space moving out of the acceptable range. When necessary, the confined space shall be mechanically ventilated to prevent accumulation of:

- (1) oxygen deficient or enriched atmospheres.
- (2) flammable gases or vapors in the atmosphere at concentrations above 10% of the LEL.
- (3) toxic contaminants in the atmosphere above the PEL.

If the confined space is ventilated with an electrical air blower, it shall be used with a ground-fault circuit interrupter, and be approved for use within a hazardous atmosphere natural ventilation may be acceptable if it can achieve the same results as the mechanical ventilation.

Ventilation shall not be used as a means to justify reclassification of the space.

Low hazard confined spaces may be entered without the use of ventilation at the discretion of the qualified person.

**LABELING AND POSTING** - all confined spaces shall be posted and flagged so as to minimize the potential for unauthorized personnel entering the area.

The confined space entry permit shall be posted as close to the point of entry as possible, and shall remain in that location for the duration of the job.

All entry points to any confined space shall be posted. Barricades or caution flagging should be used in addition to posting of signs. Signs shall include, but not necessarily be limited to, the following information:

**DANGER  
CONFINED SPACE  
ENTER BY PERMIT ONLY  
AUTHORIZED PERSONNEL ONLY**

Specific work hazards shall also be posted by warning signs to inform workers of specific control measures, such as, but not limited to:

- (1) respirator required
- (2) high noise area

## PERMIT-REQUIRED CONFINED SPACE ENTRY PROCEDURES

**RETRIEVAL EQUIPMENT** - Appropriate retrieval equipment or methods shall be used whenever a person enters a permitted confined space.

All authorized entrants shall wear a chest or body harness, which are attached to a lifeline when entering a permitted confined space unless the use of such equipment increases the hazards of the job or would not contribute to the rescue of the entrant.

**NOTE:** wristlets may be used in lieu of the chest or full-body harness if the employer can demonstrate that the use of a chest or full-body harness is not feasible or creates a greater hazard and the use of wristlets is the safest and most effective alternative.

A manually operated mechanical device shall be available to retrieve personnel from confined spaces with vertical depths of greater than five feet.

**ELECTRIC EQUIPMENT** - Electrical equipment used in hazardous locations shall meet the appropriate requirements of article 500 of the national electric code (NFPA-70).

To eliminate the potential for electrical shock, appropriate electrical equipment or systems shall be used. This would include protection such as ground-fault circuit interrupters (GFCI), assured grounding systems, double insulated tools, separately derived systems, and low voltage systems.

When temporary lighting is used in confined spaces, the following requirements shall be met:

- (1) all lighting shall be "explosion proof" approved for use in class I, division I, groups a, b, c and d atmospheres.
- (2) extension cords used for temporary lighting or other electrical equipment shall be equipped with connectors or switches approved for hazardous locations.
- (3) temporary lighting shall be equipped with adequate guards to prevent accidental contact with bulbs.
- (4) electrical cords shall be kept clear of working spaces and walkways or other locations in which they may be exposed to damage and present safety hazards such as tripping, etc.
- (5) temporary lighting and electrical cords shall be inspected regularly for signs of damage to insulation and wiring

**COMPRESSED GAS/FLAME PRODUCING EQUIPMENT** - Cylinders of compressed gas of any type will not be taken into confined spaces. Self-contained breathing apparatus (SCBA) equipment is the only exception.

Welding equipment is not to be used in confined space containing or potentially containing flammable gases, vapors, combustible dusts, or other combustible materials.

Confined space entrants are not to carry matches or cigarette lighters into spaces containing or potentially containing flammable atmospheres.

When work activities (i.e.: painting, cleaning with solvents, etc.) create a flammable atmosphere inside a confined space, the space shall be properly ventilated and continuously monitored during occupancy.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** - All entrants shall wear the ppe set forth in the confined space entry permit when entering a confined space. The level of ppe shall be determined by the confined space coordinator and based on the presence of known or potential hazards.

## **PERMIT-REQUIRED CONFINED SPACE ENTRY PROCEDURES**

**EMERGENCY RESCUE** - The authorized attendant shall immediately initiate the following steps when rescue of one or more entrants becomes necessary:

- (1) the authorized attendant will be responsible for initiating the emergency response plan.
- (2) when possible, the authorized attendant shall initiate rescue operations from outside the confined space utilizing the wench and the retrieval lines attached to the authorized entrants.
- (3) at no time does the attendant enter the confined space to attempt rescue
- (4) upon arrival at the emergency site, the emergency rescue squad will receive a situation report from the authorized attendant.
- (5) the emergency rescue squad will enter the confined space with fully equipped life support equipment to conduct the rescue.
- (6) the nearest fire department, rescue squad, ambulance service and other rescue personnel to be used in an emergency are set forth in the confined space entry permit.

**TRAINING REQUIREMENTS** - All personnel assigned to work in confined spaces shall be trained in accordance with the requirements set forth in the attachment. Also, the confined space coordinator shall maintain current documentation of training.

**MEDICAL SURVEILLANCE** - All employees involved with work in, about, or around a permit-required confined space must obtain medical clearance. Contents of medical exam should be in accordance with ANSI z117.1 - 1989.

## **NON-PERMIT REQUIRED CONFINED SPACE**

A confined space may be classified/reclassified as a non-permit required confined space under the following conditions:

- (1) the confined space poses no actual or potential atmospheric hazards.
- (2) all non-atmospheric hazards can be eliminated without entering the space.
- (3) testing and inspections are performed during an entry demonstrate that all hazards within the space have been eliminated.
- (4) a qualified person has evaluated and verified that all conditions for a non-permit space have been met.
- (5) the basis for determining that all hazards in the space have been eliminated has been documented through a certification that contains the date, location of the space, and the signature of the qualified person making the determination.
- (6) the space will be evacuated if any hazards arise. The space will then be re-evaluated to determine if it must be re-classified as a permit-required confined space.

Even if a space is classified as a non-permit required confined space, the employer shall still train personnel to recognize changing conditions which may require that the space be re-evaluated.

### **EXTERNAL INTERFACE:**

The company requires completion of the confined space entry permit for all confined space entries. In addition, any sub-contractors will be required to complete a confined entry permit.

### **RECORDS:**

The confined space entry permit is used to authorize work for specific dates, to record air monitoring results and document safety equipment requirements. These permits shall be maintained by the company and subsidiaries as a quality assurance record for at least one year to facilitate the review of the permit-required confined space program.

Records of medical surveillance will be maintained as quality assurance records.

Direct Service USA

CONFINED SPACE ENTRY PERMIT

NOTE: This confined space entry permit covers pre- and post-entry requirements. Please complete this form in its entirety.

Supervisor in Charge: \_\_\_\_\_

Location of Confined Space: \_\_\_\_\_

Work to be Performed: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_

INITIAL ATMOSPHERIC CHECK:

Date: \_\_\_\_\_

Time: \_\_\_\_\_ AM/PM

Oxygen: \_\_\_\_\_

19.5% is the minimum acceptable reading.

Explosive \_\_\_\_\_

Must be less than 10% of the L.E.L.

Toxicity \_\_\_\_\_

Must be less than 10PPM for Hydrogen Sulfide

SECONDARY ATMOSPHERIC CHECK:

Date: \_\_\_\_\_

Time: \_\_\_\_\_ AM/PM

Oxygen: \_\_\_\_\_

19.5% is the minimum acceptable reading.

Explosive \_\_\_\_\_

Must be less than 10% of the L.E.L.

Toxicity \_\_\_\_\_

Must be less than 10PPM for Hydrogen Sulfide

EQUIPMENT CHECKLIST:

	YES	NO
Oxygen, Explosion, Toxicity meter/monitor	_____	_____
Type _____	_____	_____
O.E.T meter/monitor	_____	_____
Hoisting equipment	_____	_____
Explosion proof electrical equipment	_____	_____
Required communication apparatus	_____	_____

	YES	NO
Safety Harness with Lines/Lineyards:	_____	_____
Air-fed respirator:	_____	_____
SCBA for stand-by persons:	_____	_____
Escape pack:	_____	_____
Other required protective clothing:	_____	_____
Class I, Division I non-sparking tools:	_____	_____
Confined space training complete:	_____	_____

NOTE: If any of the above spaces are checked "NO", entry into the confined space cannot be approved. This permit is void if any of the above slots are not completed. All employees who must work/enter confined spaces must be properly trained.

Permit Prepared By: \_\_\_\_\_

Checklist Prepared By: \_\_\_\_\_

Permit Approved By: \_\_\_\_\_

Supervisor in Charge: \_\_\_\_\_

Signature

Signature

Employees to work in confined space (signatures of employees):

\_\_\_\_\_  
\_\_\_\_\_

---

## **ALCOHOL MISUSE PLAN**

---

## ALCOHOL MISUSE PLAN

Realizing that workers who misuse alcohol while on the job put themselves, their co-workers, and the general public at grave risk, **Direct Service USA** will make every attempt to make certain that its employees are alcohol free. As part of this effort, **Direct Service USA** has put into place an **Alcohol Misuse Plan** designed to both educate our employees concerning the dangers of alcohol abuse and dissuade alcohol use in the work place.

## GENERAL REQUIREMENTS

### I. GENERAL REQUIREMENTS

- A. Employees affected by this program include drivers, heavy equipment operators, mechanics, and any other job titles listed on page 7 and will be referred to as "covered employees" through the rest of this plan.
- B. Covered employees may not under any circumstances perform their covered functions with a blood-alcohol concentration of 0.04 or greater.
- C. Covered employees may not use alcohol while performing their covered functions.
- D. Covered employees may not use alcohol within four hours of reporting to work. Any covered employee who is found to have used alcohol within four hours of reporting to work will be relieved of duty for that work shift.
- E. Covered employees who refuse to submit to an alcohol test will be immediately removed from performing their covered functions and will be subject to disciplinary action up to and including termination of employment.

### II. REQUIRED TESTING

#### A. POST-ACCIDENT:

As soon as the surviving employee(s) involved in an accident are treated/stabilized, an alcohol test must be administered. All employees involved in the accident must be given an alcohol test if their actions contributed to or cannot be definitively ruled out as a cause of the accident.

A covered employee involved in an accident and who leaves the scene or in any other way fails to remain readily available for alcohol testing will be considered to have refused to submit to testing and will be subject to disciplinary action up to and including termination of employment.

If the alcohol test required by this section is not administered within two-hours, a written statement must be prepared and filed which explains the reason(s) why the test was delayed. If the alcohol test is not administered within eight hours of the accident, attempts to perform the test will be terminated, and an explanation of why the test was not performed will be written and filed.

#### B. REASONABLE SUSPICION:

A covered employee must submit to an alcohol test when a supervisor trained in alcohol misuse makes specific observations about the employee's appearance, behavior, speech, or body odors, which indicate that the employee may have been using alcohol.

## GENERAL REQUIREMENTS

### II. REQUIRED TESTING

#### B. REASONABLE SUSPICION (Cont.):

A covered employee can be subjected to reasonable suspicion testing under the following circumstances:

- while the employee is performing his/her covered functions,
- just before the employee is to perform covered functions, and
- just after the employee is to perform covered functions.

A trained supervisor who suspects a covered employee of alcohol misuse must remove that employee from his/her job duties. The employee may not resume his/her duties until:

- an alcohol test is administered and the employee's alcohol concentration measures 0.02 or less, or
- the start of his/her next regularly scheduled work period, though not less than eight hours following the determination of reasonable suspicion.

If the alcohol test required by this section is not administered within two-hours, a written statement must be prepared and filed which explains the reason(s) why the test was delayed. If the alcohol test is not administered within eight hours of the accident, attempts to perform the test will be terminated, and an explanation of why the test was not performed will be written and filed.

#### C. RETURN-TO-DUTY:

Before any covered employee is allowed to return to work after using alcohol in a manner prohibited by this program, he/she must undergo a return-to-duty alcohol test. The resulting blood alcohol concentration must be less than 0.02.

#### D. FOLLOW-UP TESTING:

If it is determined that an employee is in need of assistance in resolving problems with alcohol misuse, the employee will be subject to unannounced follow-up alcohol testing.

For a covered employee who has a blood alcohol level between 0.02 and 0.04 at the time of an alcohol test, return-to-work testing is mandatory if the employee is to return to work within eight hours of the original alcohol test.

For an employee who has a blood alcohol level of 0.04 or greater, the company will remove that employee from his/her job function and reserves the right to either:

- temporarily terminate said employee until he/she visits a substance abuse professional who can determine if said employee must undergo alcohol misuse counseling,
- or immediately terminate said employee.

## GENERAL REQUIREMENTS / RECORD KEEPING

### II. REQUIRED TESTING

#### D. FOLLOW-UP TESTING (Cont.):

The course of action against the employee depends upon the severity of the employee's infraction, the completion of any treatment(s) recommended by a substance abuse professional, and successfully passing any subsequent alcohol tests. The company will provide a list of Employee Assistance Programs, which the employee can contact; the financial burden of the E.A.P. will be borne by the offending employee.

### III. RECORD-KEEPING

A. The following records will be retained for a period of at least five years:

1. Alcohol test results indicating a blood alcohol level of 0.02 or greater.
2. Documentation of refusals to take required alcohol tests.
3. Calibration documentation.
4. Employee evaluation and referrals.
5. Any management information systems (MIS) reports completed and sent to the DOT Research and Special Programs Administration (RSPA) per their request.

B. The following records will be retained for a period of at least two years:

1. Records related to the collection process (except calibration of evidential testing devices).
2. Training records.

C. The following records will be retained for a period of at least one year:

1. All alcohol test results below 0.02.

D. Types of records to be maintained:

#### 1. Collection Process Documentation:

- a. collection log books, if used.
- b. calibration documentation for evidential breath testing devices, if and when used.
- c. documentation of breath alcohol technician training.
- d. any documents generated in relation to decisions made to administer reasonable suspicion alcohol tests.
- e. any documents generated as a result of decisions made because of post-accident tests.
- f. documents which verify the existence of a medical explanation as to the inability of a covered employee to provide adequate breath for testing.

# RECORD KEEPING

## III. RECORD-KEEPING (Cont.)

D. Types of records to be maintained:

### 2. Test Results Documentation:

- a. the company's copy of the alcohol test form, including the results of the test.
- b. any documents related to a covered employee's refusal to submit to an alcohol test.
- c. any documents presented by a covered employee that dispute the results of an alcohol test.

### 3. Covered Employee Evaluation Documentation:

- a. any records generated by a substance abuse professional concerning a covered employee's need of alcohol misuse counseling or any other related assistance.
- b. any records concerning the covered employee's compliance to any recommended treatment(s) or assistance programs as recommended by a substance abuse professional.

### 4. Training and Education Documentation:

- a. materials used for raising awareness of alcohol misuse, including a copy of the company's Alcohol Misuse Program.
- b. any documentation related to written requests from tested employees or any city, state, and/or federal regulatory agency that has the authority to ask for the records/documentation related to this program.
- c. materials used for and documentation of training provided to supervisory personnel for the purpose of qualifying a supervisor as capable of determining reasonable suspicion.

### 5. MIS Documentation:

- a. if requested by DOT's Research and Special Programs Administration (RSPA), a management information systems document may be generated. If this document is created then it will be filed.

### 6. Miscellaneous:

- a. any other records related to any other violation of this program.

## REPORTING / TRAINING

### IV. ALCOHOL TEST RESULT REPORTING

- A. As a small operator (less than 50 covered employees), **Direct Service USA** will submit a Management Information Systems report to the RSPA Administrator per \_\_\_\_\_ that official's request.
- B. Should any covered employee be under the jurisdiction of more than one DOT alcohol-testing rule, then that employee will be listed as such, and any subsequent test results will be sent to the appropriate agency upon request.

### V. EMPLOYEE TRAINING

- A. All covered employees will be trained as to how the Alcohol Misuse Plan affects their job functions as well as their rights and responsibilities as outlined in this program. Each covered employee will receive a copy of this plan once the plan is enacted or as an employee transfers into a covered position.
- B. The training session for covered employees will review the following items:
  - 1. The designated company representative(s) to explain/review the Alcohol Misuse Plan:

Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
  - 2. The category of employees considered "covered":
    - a. Truck Drivers
    - b. Heavy Equipment Operators
    - c. Mechanics
    - d. \_\_\_\_\_
    - e. \_\_\_\_\_
  - 3. Adequate information about the employee's job functions that are considered covered under the plan.
  - 4. Behavior considered prohibited under the plan, including:
    - a. the use of alcohol while performing covered job functions,
    - b. the use of alcohol four hours prior to reporting to work.

## TRAINING

### V. EMPLOYEE TRAINING (Cont.)

5. A covered employee will be considered to have refused to submit to an alcohol test under the following circumstances:
  - a. if he/she blatantly refuses a trained supervisor's request to submit to an alcohol test.
  - b. if he/she is involved in an accident where his/her actions may be considered a contributing factor or cannot be ruled out as a contributing factor and he/she leaves the accident scene or in any other way makes himself/herself unavailable to take an alcohol test.
  - c. if any employee refuses to submit to an alcohol test, that employee will be assumed to have violated the Alcohol Abuse Plan and will be subject to termination of employment pending the written results of the accident/incident investigation.
  
6. The person/clinic responsible for administering the alcohol test:  
  
Clinic Name: \_\_\_\_\_ Phone: \_\_\_\_\_
  
7. The consequences of "positive" alcohol test results:
  - a. for results less than 0.02, the employee is considered "negative".
  - b. for results between 0.02 and 0.04, the employee will be suspended from performing covered functions for a period of not less than eight hours, and he/she must pass a subsequent breath alcohol test before returning to work.
  - c. for results greater than 0.04, the employee may be either permanently or temporarily terminated depending on the discretion of company management. Company management reserves the right to ascertain the severity of the accident or incident before making such a judgment. If the employee is temporarily terminated, then he/she must visit a substance abuse professional and complete any recommended treatment(s). The offending employee will bear the cost of the Employee Assistance Program. Subsequent re-hire is not guaranteed and depends upon the judgment of company management and successful completion of recommended any treatment programs (if applicable).

## TRAINING

### V. EMPLOYEE TRAINING (Cont.)

8. The effects of alcohol misuse on the individual, including:
  - a. **Impaired Eyesight** - blurred, double or multiple vision; difficulty tracking objects; poor peripheral or side vision.
  - b. **Slower Reaction Time** - significantly slower reflexes.
  - c. **Lessened Concentration** - inability to focus on a task long enough or carefully enough to complete it.
  - d. **Poor Judgment** - overconfidence and/or and inability to determine consequences.
  - e. **Poor Coordination** - decreased ability to perform simple tasks; poor balance and motor skills.
  - f. **Decrease Of Work Performance, Including:**
    1. loss of productivity,
    2. lesser quality work,
    3. less cooperation with co-workers,
    4. poorer concentration and judgment,
    5. lower motivation, and
    6. theft.
  - g. **The Hazards Of Impaired Skills, Including:**
    1. motor vehicle accidents
    2. falls
    3. injuries from hazardous chemicals/materials
    4. fires
    5. injuries form improper use of tools or machinery
9. The Employee Assistance Programs available in the area (attached to this plan).

### VI. SUPERVISORY TRAINING

- A. Supervisors will be trained in methods of identifying covered employees who may be suspected of alcohol misuse.
- B. Supervisors will also be required to read and have a complete understanding of this program.

---

# **FLEET SAFETY PROGRAM**

---

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# PROGRAM OUTLINE

## I. PROGRAM OUTLINE

### A. FLEET SAFETY PROGRAM POLICY STATEMENT

**Direct Service USA** has implemented a multi-faceted fleet safety program utilizing state of the art training techniques while conforming to DOT requirements and endeavoring to keep its losses to a minimum.

Operation of motor vehicles is a necessary part of business operations. Operation of motor vehicles exposes the company to many types of losses, including: financially through damaged property, injury to employees and/or injury to members of the general public, and damage to the company's reputation. In order to help eliminate the losses associated with vehicular accidents **Direct Service USA** has implemented the following Fleet Safety Program. The program described in the following pages is endorsed by company management as part of our commitment to operate all company vehicles in the safest manner possible.

### B. AUTHORIZED DRIVERS

Only those specifically authorized by management to operate company vehicles for company business will be allowed to operate company vehicles. This includes drivers of company vehicles, employees operating personal vehicles on company business, and any authorized family members.

Drivers are selected from applicants through an on-going process of checkpoints. Each driver is screened by use of MVR records. These records are checked using an approved state program.

Following selection, these drivers are required to perform a behind-the-wheels test for **Direct Service USA's** driving instructor.

### C. ACCIDENT INVESTIGATION/REPORTS/RECORDS MAINTENANCE

1. A form for accident investigations has been formulated for the company. Supervisors and drivers are required to complete the accident form and file it as part of the company's permanent safety record.
2. Accidents that are required to be reported to the DOT are filed as soon as all necessary information can be gathered. All applicable records shall be maintained as required by the DOT.

## PROGRAM OUTLINE

### II. PROGRAM OUTLINE (Cont.)

#### D. VEHICLE INSPECTION

1. Preventative maintenance inspections are conducted.
2. Pre-trip inspections by drivers are conducted and recorded
3. Routine maintenance records are maintained. This includes all routine and scheduled maintenance.
4. DOT records of am, pm, and driver inspections are kept.

#### E. INDIVIDUAL DRIVER TRAINING

1. Drivers will attend periodic safety training meetings conducted by qualified in-house personnel and/or outside consulting groups.
2. Drivers will receive information related to driving safety are provided as changes in regulations and rules are implemented. These may include handout materials to the drivers as well as notifications on driver bulletin board.
3. Safety meetings include written tests, video presentations or films, slide programs and other audio-visual aids. Subjects are selected on an as-need basis. (i.e., Commercial Driver's License training and DOT programs.)

### II. MOTOR VEHICLE RECORDS

- A. Motor Vehicle Records (MVR's) will be obtained and evaluated annually based on established criteria by management before any employee or designated person is allowed to operate a company vehicle or a private vehicle on company premises.
- B. The following MVR evaluation criteria (on or off the job violations) will disqualify all persons as qualified drivers:
  1. Three (3) or more **moving** violations within the preceding 36 months.
  2. Driving under the influence of drugs or alcohol.
  3. Hit and run accident.
  4. Operating a vehicle under a suspended or revoked license.
  5. Homicide, assault or a felony arising from the operation of a motor vehicle.
  6. Reckless driving/speed contest/racing.





## DRIVING SAFETY RULES

1. Consumption or transportation of alcoholic beverages or controlled substances in a company vehicle is prohibited.
2. Possession or transportation of firearms or illegal weapons in company vehicles is prohibited.
3. Drivers and passengers shall wear seat belts in company owned vehicles and in vehicles operated on company business.
4. Drivers are expressly forbidden to use a company vehicle in any illegal activity.
5. All accidents should be reported to the police and company management immediately.
6. There will be no personal use of company owned vehicles without the written consent of management.
7. All company drivers must have a valid driver's license on file with the company and have a good driving record. Company management will verify a driver's record through an MVR.
8. Drivers should obey all traffic laws at all times and drive in a safe manner. The driver (not the company) will be responsible for any traffic citations issued while driving a company vehicle.
9. After an accident, it is the driver's responsibility to gather as much information about the accident as possible and complete an accident report. Accident investigation is intended for all accidents, no matter how minor they may seem.
10. Drivers are responsible for their conduct as well as the conduct of their passengers.
11. Drivers should immediately report any mechanical defects or failures that would hinder safe operation of a company vehicle. Drivers should also report missing or out of date insurance cards, inspection stickers, and tag renewals.
12. Drivers must report all traffic citations and/or accidents to management that could affect their driving record. This applies to company and private vehicles.
13. Drivers shall never pick up hitchhikers in company vehicles.
14. Failure to comply with the above requirements will disqualify any driver who operates or who is assigned to operate a company owned vehicle.

By my signature below, I certify that I have read and understood the above **Driving Safety Rules** and I agree to abide by these rules at all times. I further understand that violation of these rules in whole or in part will result in disciplinary action up to and including termination of employment.

---

Driver's Signature

---

Date

## **FLEET DRIVER'S COMMITMENT**

My signature on this commitment form indicates that I understand my responsibilities as a **Direct Service USA** fleet driver. I have received and read a copy of the **Driving Safety Rules** and agree to fulfill my responsibilities as listed there in. These include but are not limited to:

- ❖ Adhering to all policies and procedures governing the operation of my vehicle.
- ❖ Through scheduled and routine inspections, help to ensure all preventative maintenance is performed on my vehicle in accordance with the manufacturer's guidelines.
- ❖ Maintaining a professional appearance and safe operation of the vehicle at all times.
- ❖ Submitting any accident reports and a copy of my current driver's license upon request.
- ❖ Prohibiting use of my assigned vehicle by anyone not authorized to drive company vehicles.

Failure to comply with the conditions listed above can result in disciplinary action up to and including termination of employment.

---

**Employee Signature**

---

**Date**

---

**Company**

# VEHICLE ACCIDENT REPORT FORM

Employee (Driver) \_\_\_\_\_ Phone \_\_\_\_\_  
Address of Driver \_\_\_\_\_ City \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Company Vehicle/Tractor: Year: \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

V.I.N.: \_\_\_\_\_ License #: \_\_\_\_\_ Unit #: \_\_\_\_\_

Trailer License #: \_\_\_\_\_ Trailer Unit #: \_\_\_\_\_ Make: \_\_\_\_\_

Rent Vehicle Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Accident Location: \_\_\_\_\_ Place \_\_\_\_\_  
(Street, route, Hwy) (City, State)

Date: \_\_\_\_\_ Time of Accident: \_\_\_\_\_ AM/PM

## DESCRIPTION OF DAMAGE TO COMPANY VEHICLE:

\_\_\_\_\_  
\_\_\_\_\_

Is vehicle operable? YES \_\_\_\_\_ NO \_\_\_\_\_ o

Was vehicle towed? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, where? \_\_\_\_\_

Any mechanical defects? YES \_\_\_\_\_ NO \_\_\_\_\_ o

Witness to Accident: Name \_\_\_\_\_ Phone # \_\_\_\_\_

Witness Address: \_\_\_\_\_

If Accident Involved Property Damage, List Damages: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List Names of Those Injured/Killed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List Names of Those Taken from the Scene and Where Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Police Summoned? Yes No

Police Report? Yes No

Officers Name: \_\_\_\_\_ Badge #: \_\_\_\_\_

# VEHICLE ACCIDENT REPORT FORM (Cont.)

## "OTHER VEHICLE" INFORMATION

Did Other Vehicle have Insurance Coverage? YES \_\_\_\_\_ NO \_\_\_\_\_  
Was vehicle towed? YES \_\_\_\_\_ NO \_\_\_\_\_

### Insurance Company/Agent

Name of Insurance Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Insurance Company: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_  
Make of Vehicle: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
Color of Vehicle: \_\_\_\_\_  
V.I.N.: \_\_\_\_\_ License Plate #: \_\_\_\_\_

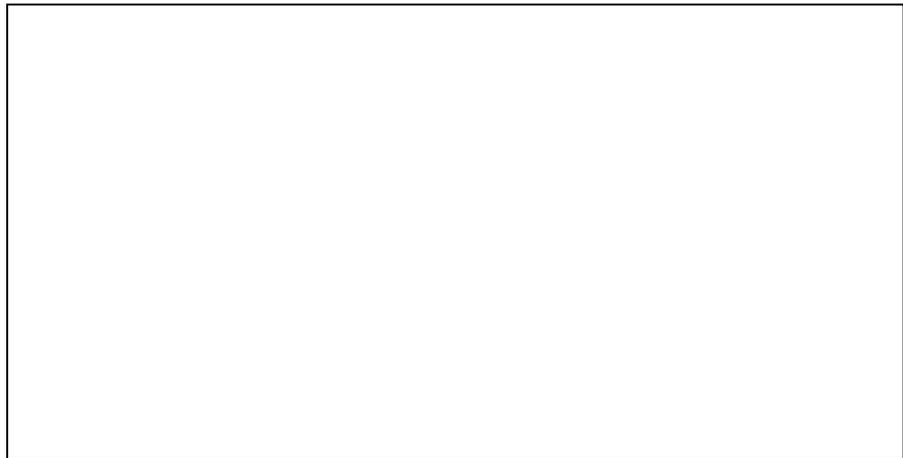
### Other occupants: (list name, address and phone #)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Description of Accident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Diagram Instructions:

Show travel before accident with a solid line. Show travel during/after accident w/dotted line. vehicle is #1. Other vehicles are #2, #3



Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MAINTENANCE CHECKS

1. Check the overall structure of the truck
  - a. The condition of bed or floor of truck
  - b. The step into the truck cab to assure that the step is secure and not broken or damaged. A fall from this step could result in a serious injury.
  - c. Check the running lights. Be sure that signal and all required running lights are in working condition.
  - d. Check the windows of the vehicle and be sure they are clean and in good condition.
  - e. Check the windshield wipers to make certain that they work properly.
  - f. Check the door latches to assure a good latch when closed.
  - g. If you have a retainer wall in the truck or retainer straps, check them for securing the load.
  
2. Check the inside of the cab
  - a. Check all gauges and make certain they function properly.
  - b. Check the floor of the cab for clutter; clean out any trash ensuring easy access to floor pedals.
  - c. Check the inside of the windshield and other windows, and clean if needed.
  - d. Check for loose wiring both under the dash and overhead. Secure any wiring harness that has come loose or is in need of repair.
  - e. Check safety equipment, particularly the flares and fire extinguishers. If the extinguisher is under-charged, recharge it as soon as possible. Do not delay.
  - f. Check the condition of seat.
  - g. Use good housekeeping practices to assure that food, trash and other debris doesn't accumulate in the cab.
  - h. Check for safety belt access.
  
3. Complete the vehicle inspection form at least weekly.

**NOTE:** For more detailed inspection guidelines see the **Vehicle Inspection Form**.

# VEHICLE INSPECTION FORM

Company: \_\_\_\_\_ Vehicle #: \_\_\_\_\_

Date: \_\_\_\_\_ Mileage: – Begin: \_\_\_\_\_ -End: \_\_\_\_\_

Driver: \_\_\_\_\_

**Place a check for only those items that need attention/repair.**

**Safety Items**

Fire Extinguisher [ ]  
 Accident Report Form [ ]  
 Vehicle Registration [ ]  
 Flags/Cones/Flares [ ]  
 Fuses [ ]  
 Lights/Bulbs [ ]  
 Insurance Card [ ]

**Steering**

Hard Steering [ ]  
 Shimmy [ ]  
 Wander [ ]  
 Free Play [ ]

**Electrical**

Head Lights [ ]  
 Tail Lights [ ]  
 Stop Lights [ ]  
 Battery [ ]  
 Turn Signals [ ]  
 Switches [ ]  
 Wiring [ ]

**Cab**

Mirrors [ ]  
 Windshield Wipers [ ]  
 Horn [ ]  
 Windows [ ]  
 Doors [ ]  
 Exterior Condition [ ]  
 Interior Condition [ ]  
 Other [ ]

**Brakes**

Balanced Action [ ]  
 Parking Brake [ ]  
 Front Brakes [ ]  
 Air Leakage [ ]  
 Rear Brakes [ ]  
 Tractor/Trailer Comb. [ ]

**Fuel**

Fuel Line [ ]  
 Fuel Pump [ ]  
 Fuel Tank [ ]  
 Fuel Filter [ ]  
 Other: \_\_\_\_\_ [ ]

**Instruments**

Speedometer/Odometer [ ]  
 Oil Pressure Gauge [ ]  
 Air Pressure Gauge [ ]  
 Eng. Temperature Gauge [ ]  
 Miscellaneous Switches [ ]

**Transmission**

Hard Shifting [ ]  
 Jumps out of Gear [ ]  
 Noisy [ ]  
 Fluid Leak [ ]  
 Alignment [ ]

**Exhaust System**

Manifold [ ]  
 Pipes [ ]  
 Mufflers [ ]  
 Miscellaneous Leaks [ ]  
 Other: \_\_\_\_\_ [ ]

**Engine**

Oil Usage/Leak [ ]  
 Oil Pressure Loss [ ]  
 Hard Starting [ ]  
 Loss of Power [ ]  
 Misses, "Lopes" [ ]  
 Knocks, "Noisy" [ ]

**Axles**

Tire Wear [ ]  
 Wheel Balance [ ]  
 Alignment [ ]  
 Other: \_\_\_\_\_ [ ]

**Tires/Wheels**

Lug Nuts [ ]  
 Fifth Wheel [ ]  
 Alignment [ ]  
 Tread Wear [ ]  
 Not Matched [ ]

**Cooling System**

Radiator Leak [ ]  
 Water Pump Leak [ ]  
 Hoses [ ]  
 Overheating [ ]

**Clutch**

Poor Release [ ]  
 Grabbing [ ]  
 Chattering [ ]  
 Other: \_\_\_\_\_ [ ]

**Springs/Struts**

General Condition [ ]  
 Excessive Wear [ ]

## VEHICLE INSPECTION FORM (Cont.)

**DRIVER:** The driver is ultimately responsible for the safe operation of his/her vehicle, and any items in need of corrective action should be duly noted and brought to the attention of a mechanic or supervisor. The first page of this form must be completed prior to filling in this page.

List any comments that may clarify items noted on the first page:

---

---

---

---

---

Overall vehicle condition:

Good [  ]      Needs Attention: [  ]

Describe: \_\_\_\_\_

---

---

Overall vehicle appearance:

Good [  ]      Needs Attention: [  ]

Describe: \_\_\_\_\_

---

---

Driver's Signature: \_\_\_\_\_

Mechanic's Signature: \_\_\_\_\_

---

**CONTROLLED SUBSTANCE TESTING PROGRAM  
FOR DRIVERS**

---

## **PROGRAM OVERVIEW**

Effective December 21, 1990, all companies with 50 or fewer drivers shall have in place a controlled substance testing program that includes the following steps:

1. A written program
2. A medical review officer
3. Testing to include:
  - a) New hires (upon initial hire, the prospective employee will be required to pass an employment drug screen.)
  - b) Reasonable cause testing
  - c) Periodic testing (bi-annual testing)
  - d) Random testing
  - e) Post-accident testing
4. An employee assistance program
5. A description of qualifications of drivers
6. After-care monitoring program for drivers returning to work following a disqualification period.

### **WRITTEN PROGRAM**

The testing program of the company complies with the DOT testing program as outlined in Subpart H of the Federal Register. It meets all of the above points and is effectively in place.

Each employee has been involved in training that outlines the program. They also are shown a video that addresses substance abuse and testing of employees.

Employees have been given an opportunity to ask questions about the program and are assured of the program being one above any doubt. The chain of custody of the samples has been explained in detail, and a NIDA-approved lab is being used for the testing results.

### **MEDICAL REVIEW OFFICER**

A medical review officer has been selected by the company for drivers to have their samples taken, and for drivers to discuss with the officer anything pertaining to the test, the results, or any related problems.

The Medical Review Officer is: \_\_\_\_\_

Location of Officer: \_\_\_\_\_

Phone number: \_\_\_\_\_

## PROGRAM OVERVIEW

### TESTING OF DRIVERS

Drivers may be subject to one or more of the following types of tests:

1. **New hires** are prospective drivers whose employment is contingent upon their passing an initial drug screen. If the results are positive, they are immediately dismissed from the company.
2. **Reasonable cause tests** are tests that shall be performed on any driver who shows a reasonable cause to be tested. Examples: Employee's pupils dilated, or driving incoherently.
3. **Periodic testing** is done as outlined in the CFR, and is defined as each driver being tested at least once during a two-year period.
4. **Random testing** is a selection of a representative sample (25%) of all drivers during a one-year period. All drivers' names are entered into a "hat", "fish bowl", or other similar drawing apparatus and driver's names are "drawn out" until the 25% sample is attained.
5. **Post accident testing** occurs within 32 hours of any accident that results in a driver receiving a ticket.

These testing techniques exceed the minimums outlined by the Department of Transportation and are kept under strict confidence, with only the MRO and a designated company official knowing the test results.

To ensure that the test is guaranteed positive, there are two (2) tests conducted on each test that turns out positive. The exception to this rule is the "new hire" test where only one test is run.

Each employee who tests positive shall be given an opportunity to discuss the results with the MRO prior to turning his test results to the company.

### EMPLOYEE ASSISTANCE PROGRAMS

If an employee test is positive and he/she admits their substance abuse problem, every effort shall be made to assist that employee in securing help for the problem

An EAP, which includes employee education by video presentation and counseling, is offered to the employee with the problem.

Supervisors shall receive training in this area also to assist the employee in the problem.

## **PROGRAM OVERVIEW**

### **DISQUALIFICATION OF DRIVERS**

A driver can be disqualified from driving for one year for the following reasons:

1. If a driver has been involved in a fatal accident and refuses to give a urine sample, he/she may be disqualified for one year. A letter shall be issued for disqualification.
2. If a driver submits to a urine sample following a fatal accident and the test proves positive, he/she shall be disqualified for a period of one year. A letter shall be issued for disqualification.

### **AFTER CARE MONITORING OF DRIVERS**

Once a driver has been reinstated, he/she shall be monitored to assure that continuation in a substance abuse program is being maintained. The driver shall continue with after care monitoring for a period of 5 years (60 months.)

### **MISCELLANEOUS INFORMATION**

Substances being tested for include:

1. Cocaine
2. Marijuana
3. Amphetamines
4. Opiates
5. Phencyclidine (PCP)

If a driver is taking medication at the time of his/her test, it is imperative that the testing agency be aware of the medication. It is advisable to have a sample of the medication available for the testing agency at the time of the test.

A copy of the Federal Register, pertaining to the Substance Testing Program, is included in this booklet for your information.

Please address any questions to the company through: \_\_\_\_\_

Thank you for your compliance with this program.

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# **SILICA EXPOSURE PREVENTION PROGRAM**

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# PURPOSE / RESPONSIBILITY / DESCRIPTION OF SILICOSIS

## I. PURPOSE

It is the goal of **Direct Service USA** to significantly reduce employee exposure to silica, a serious health hazard that affects the respiratory system and can lead to chronic illness and possible death.

**Direct Service USA** will ensure that all potential sources of silica exposure within our facility and jobsites are evaluated. This program is intended to address comprehensively the issues of; evaluating and identifying potential sources of silica exposure, evaluating the associated potential hazards, communicating information concerning these hazards, and establishing appropriate procedures, and protective measures for employees.

## II. RESPONSIBILITY

The **Company Safety Officer, Derek Ross** is responsible for implementation and oversight of this program and has full authority to make necessary decisions to ensure success of the program. The **Company Safety Officer** is the sole person authorized to amend these instructions and is authorized to halt any operation of **Direct Service USA** where there is danger of serious personal injury.

Effective implementation of this program requires support from all levels of management. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

### Company Commitment:

The issue of preventing silicosis and deaths caused by work-related silica exposure is important to **Direct Service USA**. By initiating a special emphasis program to prevent or reduce silica exposures in our industry, **Direct Service USA** is fully committed to addressing and eliminating the cause of silica-related respiratory diseases that can lead to death.

### Related Safety Programs:

The following safety programs are used in consonance with this program:

- Respiratory Protection When Not Required By 1910.134 (1910.134 App D)
- Personal Protective Equipment Program
- Hazard Communication Program
- Access to Employee Exposure and Medical Records

## III. DESCRIPTION OF SILICOSIS

When workers inhale silica particles the lung tissue reacts by developing fibrotic nodules and scarring around the trapped silica particles. This fibrotic condition of the lung is called silicosis. If the nodules grow too large, breathing becomes difficult and death may result. Silicosis victims are also at high risk of developing active tuberculosis.

Sandblasting operations is among one of the leading causes of Silicosis. The silica sand used in abrasive blasting typically fractures into fine particles and becomes airborne. Inhalation of such silica appears to produce a more severe lung reaction than silica that is not freshly fractured. This factor may contribute to the development of acute and accelerated forms of silicosis among sandblasters.

## DESCRIPTION OF SILICA

### IV. DESCRIPTION OF SILICA

Silica is one of several chemicals included in the larger classification of silicon dioxide (SiO<sub>2</sub>). Silicon dioxide is a chemical compound that includes crystalline silica (sand, quartz), amorphous silica (noncrystalline), and silicates (aluminum silicate). Crystalline silica is the basic component of sand, quartz, and granite rock. This form of silica is obtained from the earth's crust through mining. Crystalline silica can be processed into other materials including silica flour. Silica flour is produced through the milling of crystalline silica into a fine powder.

**Crystalline silica is present in several forms, including quartz, tridymite, and cristobalite.**

**Quartz** is the most common mineral in the earth's crust and is recognized by its colorless crystals or white powders that are also odorless and tasteless. Other common names for quartz include crystallized silicon dioxide and quartz silica. Tripoli is an unusual type of quartz that is characterized by the presence of micro-crystals of quartz.

**Tridymite** is the most potent form of the crystalline silicas. Tridymite is formed from the heating of quartz and is most often found in conjunction with cristobalite. Both of these forms of crystalline silica are transparent, tasteless crystals.

**Cristobalite** is formed when quartz or amorphous silica is heated. It is also formed when diatomaceous earth is calcined (heated strongly with limestone) in the presence of an alkaline flux and converted to cristobalite. Calcined diatomaceous earth can contain from <1 percent up to 74 percent cristobalite.

**Amorphous silica** is a form of noncrystalline silica that can be annealed or melted into a fused compound; various names for the end product of these processes are fused quartz, fused silica, quartz glass, vitreous glass, and vitreous silica.

**Diatomaceous earth** is a form of amorphous silica that can form cristobalite when calcined.

**Tripolite** is another common name for diatomaceous earth.

**Silicates** are compounds that contain silicon dioxide and elements such as aluminum, iron, potassium, magnesium, and/or calcium. Silicates exist in fibrous and nonfibrous forms. Examples of nonfibrous forms include Portland cement, talc, mica, soapstone, and clays. (Asbestos is an example of a fibrous silicate, but is dealt with as a separate health risk.) Of the silicon dioxides, crystalline silica is the most hazardous to workers because exposure to this type of silica can cause silicosis, a pneumoconiosis associated with the inhalation of crystalline silica particles. Amorphous silica may still cause adverse physiological reactions in the respiratory system, but is far less toxic than crystal-line silica. Exposures to nonfibrous silicates can also lead to pneumoconiosis, but the progression is slower than that of crystalline silica and is often times non-disabling.

# WORK ACTIVITIES AT RISK / HEALTH HAZARDS OF SILICA EXPOSURE

## V. WORK ACTIVITIES AT RISK

Workers in sandblasting, various manufacturing, construction, and agricultural processes are exposed to respirable crystalline silica. High exposures have been found, or are anticipated, when employees are working in the following industries or performing the following work activities:

### Manufacturing

- Various metal casting foundries
- Glass manufacturing
- Clay refractory manufacturing
- Asphalt paving material manufacturing
- Cut stone and stone products manufacturing
- Pottery and ceramic products manufacturing
- Abrasives and abrasive products manufacturing
- Paint and rubber manufacturing, where powdered silica flour is used
- Food and beverage preparation, where calcined diatomaceous earth is used as a filtering media
- Construction
- Chipping, hammering, and drilling of rock
- Crushing, loading, hauling, and dumping of rock
- Abrasive blasting using an abrasive containing silica or sand
- Abrasive blasting of/on concrete (regardless of the abrasive used)
- Sawing, hammering, drilling, grinding, and chipping of concrete or masonry
- Demolition of concrete and masonry structures
- Dry sweeping or pressurized air blowing of concrete, rock, or sand dust (NIOSH 1996)

### Agriculture

- Onion harvesting, topping, sorting, grading, and bagging operations
- Potato harvesting, sorting, grading, washing, and bagging operations

## VI. HEALTH HAZARDS ASSOCIATED WITH SILICA EXPOSURES

When workers inhale particles of crystalline silica, the smaller particles can become deposited in the lower lungs. Crystalline silica has a toxic effect that leads to the development of fibrotic nodules and scarring around the deposited silica particles. This fibrotic condition of the lungs is called silicosis. The National Institute for Occupational Safety and Health (NIOSH) estimates that there are more than one million American workers at risk of developing silicosis.

**Symptoms** - Silicosis is a disabling, progressive, and sometimes fatal disease. Silicosis (especially the acute form) is characterized by shortness of breath, fever, and cyanosis (bluish skin); it may often be misdiagnosed as pulmonary edema (fluid in the lungs), pneumonia, or tuberculosis. Severe mycobacterial or fungal infections often complicate silicosis and may be fatal in many cases. Fungal or mycobacterial infections are believed to result when the lung scavenger cells (macrophages) that fight these diseases are overwhelmed with silica dust and are unable to kill mycobacteria and other organisms. About half of the mycobacterial infections are caused by *Mycobacterium tuberculosis*, with the other half caused by *M. kansasii* and *M. avium-intracellulare*. *Nocardia* and *Cryptococcus* may also cause lung infections in silicosis victims. Investigations usually show the lungs to be filled with silica crystals and a protein material.

# HEALTH HAZARDS OF SILICA EXPOSURE / PREVENT SILICA EXPOSURES

## VI. *HEALTH HAZARDS ASSOCIATED WITH SILICA EXPOSURES (Cont.)*

### There are three types of silicosis that a worker can develop:

- **Chronic silicosis**, which usually occurs after 10 or more years of exposure to crystalline silica at relatively low concentrations.
- **Accelerated silicosis**, which results from exposure to high concentrations of crystalline silica and develops five to 10 years after the initial exposure.
- **Acute silicosis**, which occurs where exposure concentrations are the highest and can cause symptoms to develop within a few weeks to four or five years after the initial exposure.

The development of silicosis depends on several factors, including the amount and kind of dust inhaled; the percentage of free silica in the dust; the form of silica; the size of the particles inhaled; the duration of exposure; the resistance capacity of the individual; and, the presence or absence of complications, such as infection. Smoking may also increase the rate at which the symptoms of silicosis occur. In addition to silicosis, exposure to respirable crystalline silica dust can lead to chronic airway obstruction and bronchitis, tuberculosis, and possibly lung and/or stomach cancer.

A worker's exposure to any airborne contaminant is determined by conducting personal sampling of the air in the worker's breathing zone. Crystalline silica exposures that can lead to silicosis are found in the respirable fraction of dust produced during certain work activities. The respirable fraction (< 10  $\mu$ m) are those particles that are small enough to penetrate the lower lungs when a worker inhales. To determine a worker's exposure to crystalline silica, a sample of the respirable fraction of dust is collected while the employee is performing the work activity. Once the air sample is collected, it is taken to a lab where it is weighed to determine the amount of respirable dust present. The sample is then analyzed to determine the percentage of free silica. The permissible exposure level (PEL) for respirable dust containing crystalline silica is determined by calculating the maximum respirable dust concentration permissible in the worker's breathing zone based on the percent of free silica present. The higher the percentage of free silica present in the sample, the lower the permissible exposure level to respirable dust.

## VII. **PREVENT OR REDUCE SILICA EXPOSURES**

The National Institute of Occupational Safety and Health (NIOSH) recommends the following measures be taken to reduce exposures to respirable crystalline silica.

1. Recognize when silica dust may be generated and plan ahead to eliminate or control the dust at the source. Awareness and planning are keys to the prevention of silicosis.
2. Do not use silica sand or other substances containing more than 1 percent crystalline silica as abrasive blasting materials. Substitute less hazardous materials.
3. Use engineering and administrative controls and containment methods to control the hazard and protect adjacent workers from exposures (e.g., local exhaust ventilation, wet methods, blast-cleaning machines and cabinets, etc.).
4. Routinely maintain dust control systems to keep them in good working order.
5. Practice good personal hygiene to avoid unnecessary exposure to silica dust and other worksite contaminants.

## PREVENT OR REDUCE SILICA EXPOSURE

### VII. *PREVENT OR REDUCE SILICA EXPOSURES (Cont.)*

6. Wear disposable or washable protective clothes at the worksite.
7. Shower (if possible) and change into clean clothes before leaving the worksite to prevent contamination of cars, homes, and other work areas.
8. Use respiratory protection when source controls cannot keep silica exposures below the NIOSH PEL.
9. Conduct air monitoring to measure worker exposures to respirable crystalline silica and ensure that controls are providing adequate protection to workers.
10. Provide periodic medical examinations for all workers who may be exposed to respirable crystalline silica.
11. Provide workers with training that includes information about health effects, work practices, and protective equipment for crystalline silica.
12. Post warning signs to mark the boundaries of work areas contaminated with respirable crystalline silica.
13. Post signs to warn workers about the hazard and to inform them about required protective equipment.
14. Report all cases of silicosis to State health departments and to OSHA.

#### **Engineering Controls:**

**Direct Service USA** will implement and maintain engineering controls where possible and feasible to eliminate or reduce the amount of silica in the work area and to reduce build-up of dust on equipment and machinery surfaces. Preventative maintenance will be conducted as a high priority to ensure effectiveness of the Engineering Controls. Where possible controls will include, but are not limited to:

- Wet Cutting when cutting operations are in effect.
- Wet Drilling when drilling operations are in effect.
- Water sprays for dust reduction.
- Enclosed cabs for workers.

#### **Administrative Controls:**

Where Engineering Controls are not feasible Administrative Controls will be attempted where possible to eliminate or reduce the amount of silica or environmental dusts each worker is exposed to. Where possible controls will include, but are not limited to:

- Policies and procedure development.
- Job-specific training programs.
- Regular job inspections and review.
- Job rotation.
- Employee feedback reviews.

## PREVENT OR REDUCE SILICA EXPOSURES

### VII. *PREVENT OR REDUCE SILICA EXPOSURES (Cont.)*

#### **Personal Protective Equipment:**

Where Administrative Controls are not feasible PPE will be selected and used through the Job Hazard Analysis Program. Supervisors will ensure that equipment selected will meet the following requirements:

- It will be appropriate for the particular hazard.
- It will be maintained in good condition.
- It will be properly stored when not in use, to prevent damage or loss.
- It will be kept clean, fully functional and sanitary.

Protective clothing and PPE can present additional safety hazards. Supervisors will ensure workers wear appropriate clothing and PPE. These items will be worn so as not create additional hazards.

**Types of PPE** - Where required, PPE will include, but are not limited to:

- Gloves
- Appropriate Respiratory protection /Approved Dust Masks
- Non-slip and steel-toed shoes
- Full eye protection
- Hard hats

**Respiratory Protection** – *Approved Dust Masks should not be used as the only means of preventing or minimizing exposures to airborne contaminants.* Effective source controls such as wet cutting and drilling, water sprays for dust reduction, and good work practices should be implemented to minimize worker exposure to silica dust. NIOSH prefers such measures as the primary means of protecting workers. However, when source controls are not possible, controls should be supplemented with the use of approved respiratory protection during possible silica exposures. For this reason **Direct Service USA** will provide NIOSH 42 CFR part 84 (standard for filtering extremely fine dust particles--at least 95% of particles as fine as .5 microns) approved Dust Masks for certain non-oil hazard work include grinding, sanding, sweeping, dry cutting and other dusty operations.

# EMPLOYEE TRAINING

## VIII. EMPLOYEE TRAINING

All employees subject to silica exposure shall be provided information about the adverse health effects and work practices, including HazCom, Access To Employee Exposure & Medical Records (1910.1020), Respiratory Protection, and the use and care of Personal Protective Equipment.

**Types of Training - Direct Service USA** 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 degree of silica or environmental dusts exposure hazards associated with the individual job.

**Initial Training** - Prior to job assignment, **Direct Service USA** shall provide training to ensure that the hazards associated with workplace hazards are understood by employees and that the knowledge, skills and personal protective equipment required are acquired by employees. The training shall as a minimum include the following:

- Each affected employee shall receive training in the recognition of applicable hazards involved with the particular job and job site, as well as the methods and means necessary for safe work including information about the importance of engineering controls, personal hygiene, and work practices in reducing crystalline silica exposure.
- The specific nature of the operation, which could result in exposure to silica or environmental dusts.
- HazCom training including the right to have access and understand the Material safety data sheets for hazardous materials.
- The purpose, proper selection, fitting, use and limitation of Personal Protective Equipment (PPE)
- Information about the potential adverse health effects associated with excessive silica exposure.
- The engineering controls, administrative controls and work practices associated with the employee's job assignment, including training of employees to follow relevant good work practices.
- The contents of any compliance plan in effect.
- The employee's right of access to records under 29 CFR 1910.1020.

**Refresher Training** - Scheduled refresher training will be conducted on an annual basis to all affected employees unless deemed necessary to be covered sooner by any of the following conditions:

- Whenever there is a change in job assignments.
- Whenever there is a change in personal protective equipment.
- Whenever there is a change in equipment that presents a new hazard.
- Whenever there is a change in processes that presents a new hazard.
- Whenever their work takes them into hazardous areas.
- Whenever safety procedure fails resulting in a near-miss, illness, or injury.

**Additional Retraining** - Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever **Direct Service USA** has reason to believe, that there are deviations from or inadequacies in the employee's knowledge of known hazards, or use of equipment or procedures. The retraining shall reestablish employee proficiency and introduce new equipment, or revised control methods and procedures, as necessary.

## **APPLICABLE OSHA STANDARDS**

### **IX. STANDARDS THAT MAY BE CITED AS PART OF SILICA ENFORCEMENT**

OSHA standards that may be cited as part of crystalline silica enforcement include:

- 1.** 29 CFR 1910.1200 or 1926.59, Hazard Communication
- 2.** 29 CFR 1910.134 or 1926.103, Respiratory Protection
- 3.** 29 CFR 1910.145 or 1926.200, Accident Prevention and Warning Signs
- 4.** 29 CFR 1910.94 or 1926.28, 1926.55, 95, 1926.100-103 and 1926.300, Abrasive Blasting, Breathing Air, Enclosures, Controls
- 5.** 29 CFR 1910.141 or 1926.27 and 1926.51, Sanitation, as it pertains to personal hygiene
- 6.** 29 CFR 1910.132 or 1926.28, 1926.95 and 1926.100-105, General PPE
- 7.** 29 CFR 1926.20, Safety and Health Program
- 8.** 29 CFR 1926.21, General Training
- 9.** 29 CFR 1910.20 or 1926.33, Access to Employee Exposure and Medical Records
- 10.** 29 CFR 1910.244, Portable Tools and Equipment
- 11.** 29 CFR 1910.1000, Air Contaminants
- 12.** 29 CFR 1910.94, Ventilation

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# **WORKING CRANES NEAR ELECTRICAL LINES**

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## WORKING CRANES NEAR ELECTRICAL LINES

Using cranes near electrical lines is inherently hazardous, and all operators and support workers should receive at least general awareness training explaining the dangers associated with these types of operations.

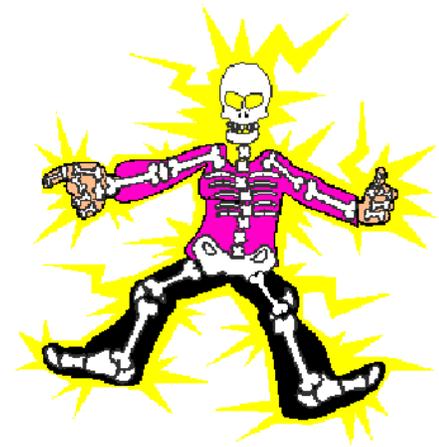
The following rules and explanations are to serve as a guide when heavy equipment is used near power lines:

1. Any lift, digging operation, or other activity which comes within a ten-foot distance of any power line is prohibited unless the power line is de-energized.
2. An observer on the ground must be present in order to aid the operator when the machine being used is in relative proximity to the power line(s).
3. For specific limits, refer to the Construction Standard of the Code of Federal Regulations, 1926.550(a)(15), quoted below:
  - (15) Except where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work or where insulating barriers, not a part of or an attachment of the equipment or machinery, have been erected to prevent physical contact with the lines, equipment or machine shall be operated proximate to power lines only in accordance with the following:
    - (i) For lines rated 50KV or below, minimum clearance between the lines and any part of the crane shall be 10 feet;
    - (ii) For lines rated over 50 KV, minimum clearance between the lines and any part of the crane or load shall be 10 feet plus 0.4 inches for each 1 KV over 50 KV or twice the length of the insulator, but never less than 10 feet;
    - (iii) In transit with no load and boom lowered, the equipment clearance shall be a minimum of 4 feet for voltages less than 50 KV and 10 feet for voltages over 50 KV up to and including 345 KV, and 16 feet for voltages up to and including 750 KV;
    - (iv) A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means;
    - (v) Cage type boom guards, insulating links, or proximity warning devices may be used on cranes, but the use of such devices shall not alter the requirements of any regulations of this part even if such a device is required by law or regulation;
    - (vi) Any overhead wire shall be considered an energized line unless and until the person owning such line or the electrical utility authorities indicate that it is not an energized line and it is visibly grounded.
    - (vii) Prior to work near transmitter towers, where an electrical charge can be induced in the equipment or materials being handled, the transmitter shall be de-energized or tests shall be made to determine if an electrical charge is induced on the crane. The following precautions shall be taken when necessary to dissipate induced voltages.
      - (a) The equipment shall be provided with an electrical ground directly to the upper rotating structure supporting the boom; and
      - (b) Ground jumper cables shall be attached to materials being handled by boom equipment when an electrical charge is induced while working near energized transmitters. Crews shall be provided with nonconductive poles having large alligator clips or other similar protection to attach the ground cable to the load.
      - (c) Combustible and flammable materials shall be removed from the immediate area prior to operations.

***NOTE:*** Pre-planning shall be conducted for every job-site where electrical lines present a potential hazard. Appropriate written procedures shall be outlined before work on the job-site may begin.

## OVERHEAD POWER LINE SAFETY

Electrocutions are the fourth leading cause of fatalities in construction, including highway operations. Depending on the voltage of overhead lines, a minimum of 10 feet of clearance between all parts of the equipment and the power lines must be maintained.



### BEFORE YOU BEGIN CONSTRUCTION WORK:

- **LOOK UP!** Survey the site for overhead power lines.
- Consider all overhead lines as energized until the electric utility indicates otherwise, or an electrician verifies that the line is not energized and has been grounded.
- In construction work, an overhead power line safety component should be part of your overall safety and health program.
- If overhead lines are present, call the utility company and find out what voltage is on the lines. Ask if the utility company can shut off the lines while you are working near them.
- If overhead lines cannot be shut down, ask the utility company if they can install insulation over the lines during the time you will be working near them.
- If the lines cannot be shut down and/or insulation applied, a minimum safe distance of 10 feet must be established. Have a brief job site meeting to discuss the planned work as it relates to the power lines. Discuss topics such as the use of long-handled tools, and equipment (raised dump trucks, back hoes, etc.) that could come in contact with the lines. Consider the need for a designated person to monitor activities around the lines.

The following clearances must be maintained when working near electrical lines.

### Clearance Table:

Voltage	Minimum Clearance Distance	Crane Clearance Boom Lowered And No Load
to 50 kV	10 feet	4 feet
50 to 345 kV	10 feet + 0.4 inch per kV over 50kV	10 feet
346 to 750 kV	10 feet + 0.4 inch per kV over 50kV	16 feet

- If the minimum clearances cannot be maintained, contact your safety supervisor and have him/her contact the appropriate offices to have the lines insulated, de-energized, or a safety line installed.
- When using tag lines near electrical wires, the tag lines must be made of polypropylene.
- If the minimum clearances are barely being met and are sometimes in question, appoint a safety monitor to overlook operations and let workers know when they are getting too close to the lines.
- When a mobile piece of equipment contacts a power line, the ground crews are the most likely to be affected. If contact is made with the electrical lines, remember the following:
  - ✦ The operator should stay on the equipment until the lines are de-energized – UNLESS THERE IS AN EXTREME EMERGENCY (such as a fire)
  - ✦ Secure the area and Call 911
  - ✦ Other personnel shall stay as far away as possible from the area.
  - ✦ If possible the operator shall try to move the equipment away from the contacted lines.
  - ✦ If the operator must dismount the equipment, such as in the event of a fire, tell him/her to jump clear (do not make contact with the energized equipment and the ground at the same time!) and shuffle his/her feet to a safe area.
  - ✦ DO NOT go near the energized worker or equipment until the power has been de-energized by the utility or another reliable competent source.

Remember that you have a very important role in preventing the tragic results of an electrical contact accident. Read and study this toolbox talk and learn your company's safety rules. The life you save might be your own! If you have any questions, ask your supervisor.

**Working near overhead power lines can be *Electrifying*... Stay Away! - Stay Alive**

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## **HEAVY AND CRITICAL LIFTS**

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## HEAVY AND CRITICAL LIFTS

Heavy and critical lifts involve special attention to specific details and procedures, and if performed improperly, these types of lifts can result in catastrophic accidents. In preparing for heavy and critical lifts, all personnel must do their parts to assure that the area surrounding the lift location is secure, that the material or object to be lifted is stable, and that the lift itself is performed safely. The weight of the object to be lifted must not exceed the rated lifting capacity of the lift equipment. The supervisor must assure that the operators and flagman/men are well-qualified and capable of performing the type of lift in question. To assure that all lifts are performed safely, the following items must be checked:

1. Site Check:

- The delivery site must be inspected prior to elevating the load in order to ensure that the object can be set down safely.
- The lift site must be secured by barriers, barrier tape or other warning devices.
- Clear and unobstructed visibility is critical for the operator, flagman, and those people responsible for setting the load.

2. Material To Be Lifted:

- The material or object to be lifted must have substantial structure to attach cables or chains to assure a secure attachment.
- The material or object to be lifted and the set area must be of comparable size.
- The structural strength of the object must be strong enough to support the force of the lift.
- In the event the object to be lifted is on a platform or pallet, the platform or pallet must be secured to the lifting mechanism in a fashion that does not permit disengagement.

3. Lift Equipment:

- The crane or other type lifting equipment used must have a rated lifting capacity large enough to make the lift safely.
- The condition of the crane or lifting device must be found acceptable by a competent person.
- All safety devices on the crane or lifting device equipment must be in good operational condition.
- All hooks, cables and slings must be in good condition and must be inspected prior to, during and following the lift.
- All lift equipment should be inspected, and documentation of inspections should be maintained.

4. Personnel Involved In Lifting:

- Equipment operators involved in making any lift must be certified equipment operators for the type equipment they are to operate.
- Flagman/men must be competent flagmen with a good, safe working knowledge of the lift that is to be made. They must be trained in the use of all assistance equipment (such as a radio) to assure good communications with the operator and the man at the "top" of the lift. The crane or equipment operator may also be required to use a radio in the event of a need for simultaneous communication.

## HEAVY AND CRITICAL LIFTS

### 5. Additional Information:

- Once the lift is started and until its completion (including securing the load at the "set" position), there will be no movement of personnel or equipment in the critical area. The critical area includes the lift yard area which shall be designated prior to the lift.
- Once the lift is in the secure position at the "top" and secured, the lifting mechanism will be removed and lowered to the ground.
- There will be a pre-lift planning meeting to assure the outline of the lift and this meeting will include all parties involved in the lift. A written procedure outlining the lift will be made during this meeting.
- There will be input from all persons involved in the lift.

### 6. Signals

Crane operators require skilled assistance in order to perform a job safely. An operator and the signalmen can make a great safety team if they communicate and work together. Proper hand signals, a positive and alert attitude, and a good eye for procedures can lessen the risk of accidents or injuries to co-workers. The signalmen should always watch the load and the crane operator should watch the signalmen. Make sure the load does not pass above workers and if applicable keep the crane at least 20 feet away from power lines.

When operations are required to be controlled by signals, a designated signalman should be assigned to work with the crane. Signals between the crane operator and the designated signalmen should be discernible, audibly or visually, at all times. The operator should not respond unless signals are clearly understood. The designated signal person should:

- a. Be qualified by experience with the operations and knowledgeable of the standard hand signals.
- b. Be in clear view of the operator to ensure that their signals can be seen. Their position should give them a clear view of the load, crane, personnel, and area of operation. If the operator's view of the primary signalmen is obstructed, an additional signal person should be provided.

#### A. Common Signals

1. **Hoist:** With forearm vertical, forefinger pointing up, move hand in small horizontal circles.
2. **Lower:** With arm extended downward, forefinger pointing down, move hand in small horizontal circles.
3. **Move Slowly:** Use one hand to give any motion signal and place your other hand motionless in front of the hand giving the motion signal.
4. **Raise Boom:** Arm extended, fingers closed, thumb pointing upwards.
5. **Lower Boom:** Arm extended, fingers closed, thumb pointing downward.
6. **Swing:** Arm extended, point with finger in direction of swing of boom.
7. **Emergency Stop:** Both arms extended, palm down, move hand rapidly up and down.
8. **Dog Everything - Stop:** Clasp hands in front of body.

#### B. Special Signals

For operations not covered in the standard hand signals for controlling crane operations, or for special conditions, additions or modifications to the recommended standard signals may be required. In such cases, these special signals should be agreed upon in advance by the operator and the designated signal person and should not be in conflict with, or have the potential to be confused with, standard signals. If it is desired to give instructions to the operator other than those provided by the established signal system, the crane motion should be stopped.

## STANDARD HAND SIGNALS



**Hoist:** With forearm vertical, forefinger pointing up, move hand in small horizontal circles.



**Lower:** With arm extended downward, forefinger pointing down, move hand in small horizontal circles.



**Move Slowly:** Use one hand to give any motion signal and place your other hand motionless in front of the hand giving the motion signal.



**Raise Boom:** Arm extended, fingers closed, thumb pointing upwards.



**Lower Boom:** Arm extended, fingers closed, thumb pointing downward.



**Swing:** Arm extended, point with finger in direction of swing of boom.



**Emergency Stop:** Both arms extended, palm down, move hand rapidly up and down.



**Dog Everything - Stop:** Clasp hands in front of body.

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**CHAIN (SLING), WIRE ROPE, AND WEB (SLING)  
INSPECTION**

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## PROGRAM OVERVIEW

Chains, wire rope, and web slings are an integral part of material handling. When routinely inspected, used properly, and promptly repaired or replaced, these tools are an asset to all types of industry. To aid in compliance to OSHA regulations, **Direct Service USA** has implemented the following safety guidelines for routine use, inspection and maintenance.

1. Rigging equipment for material handling shall be inspected prior to use on each shift and as necessary during its use to ensure that it is safe.
2. "Inspections." Each day before being used, the sling and all fastenings and attachments shall be inspected for damage or defects by a competent person knowledgeable in this program. Additional inspections shall be performed during sling use, where service conditions warrant.
3. Damaged or defective slings or rigging equipment shall be immediately removed from service.
4. Rigging equipment shall not be loaded in excess of its recommended safe working load. Make sure that chains, hooks, slings, cables and ropes are strong enough to carry the load.
5. Never use a stretched or twisted chain or a hook that has started to straighten.
6. Splicing chains, or shortening chains with bolts, knots, or with any other means is prohibited.
7. Rigging equipment, when not in use, shall be removed from the immediate work area so as not to present a hazard to employees. When chain slings, hooks, dogs, or other hookup equipment is not in use return them to the proper storage or rack.
8. Special custom design grabs, hooks, clamps, or other lifting accessories, for such units as modular panels, prefabricated structures and similar materials, shall be marked to indicate the safe working loads and shall be proof-tested prior to use to 125 percent of their rated load.
9. Welded alloy steel chain slings shall have permanently affixed durable identification stating size, grade, rated capacity, and sling manufacturer.
10. Hooks, rings, oblong links, pear-shaped links, welded or mechanical coupling links, or other attachments, when used with alloy steel chains, shall have a rated capacity at least equal to that of the chain.
11. Avoid point loading of hooks.
12. Latches must be in place on all hooks, eliminating the hook throat opening. Hooks on overhaul ball assemblies, lower load blocks, or other attachment assemblies shall be of a type that can be closed and locked, eliminating the hook throat opening. Alternatively, an alloy anchor type shackle with a bolt, nut and retaining pin may be used.
13. Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, etc., or other such attachments, shall not be used.
14. Wire rope shall not be used if, in any length of eight diameters, the total number of visible broken wires exceeds 10 percent of the total number of wires, or if the rope shows other signs of excessive wear, corrosion, or defect.
15. Slings shall not be shortened with knots or bolts or other makeshift devices.
16. Sling legs shall not be kinked.
17. Slings shall be padded or protected from the sharp edges of their loads.

## PROGRAM OVERVIEW

18. Hands or fingers shall not be placed between the sling and its load while the sling is being tightened around the load.
19. A sling shall not be pulled from under a load when the load is resting on the sling.
20. Tag lines shall be used unless their use creates an unsafe condition. Use tag lines to guide a load instead of your hands.
21. Keep in the clear so that you will not be struck if the load swings or slips. Loads not sitting level often move when slack is removed.
22. If you are in doubt about any lift consult your supervisor.
23. Keep your eyes on the load during and after the hooking or unhooking operation until your position is safe.
24. All employees shall be kept clear of loads about to be lifted and of suspended loads.
25. Hooks to be hoisted following their removal from a load should be held clear of the load and the heels of the hooks turned toward the load. Then, if the hooks slip from your hands there is less danger of their catching the load and upsetting it. When unhooking wide plates or loads when hooks cannot be held by hand, place the hooks in the clear on top of the plates or load and stand clear before signaling the crane operator to hoist.
26. When lowering loads make sure the floor is clear of obstructions. Never set loads on magnets, chains, dogs, or other hookup equipment.
27. When turning or positioning suspended loads of more than one piece in a sling load on a magnet use a 2"x2" wooden stick or safety pusher pole. Do not use your hands.
28. When it is necessary to climb up or down from a job, use caution. Make sure of your footing and avoid jumping down.
29. Do not attempt to place blocks under a load that is in motion. Stop the load before positioning the blocks and make sure that your fingers are on the side of the block when you are positioning it.
30. Do not handle chains with magnets. Magnetized chains will pick up small metal particles which could cause damage to the chain from abrasive action or could injure you.
31. Separator blocks, short lengths of steel or other objects must not be carried loosely on top of loads or magnets.
32. When piling material, it must be properly placed and blocked so that it will not slip or over balance. See that all loads are properly balanced before unhooking them to be sure that they will not tip or roll. Make sure blocking is the same size when blocking or separating plates or other flat material in a pile. When piling pipe and cylinders, each one in the bottom row must be blocked. Do not place blocks so that they will stick out beyond side of piles crating a tripping hazard.
33. Stand in the clear when loads are being placed in or taken out of broad gauge cars or trailers.
34. Equipment on the crane hook shall be limited to that necessary to make a lift.
35. It is the crane operator's responsibility to see that no one rides on loads or hooks.
36. When placing the ring of sling chains on the crane hook make sure your fingers are in the clear to prevent them from being caught between the hook and the ring.

# CHAIN INSPECTION

## CHAIN INSPECTION OVERVIEW:

Chains should be inspected, with formal documentation, at least monthly (*see the Chain Inspection Form on page 6*), and should be visually inspected monthly. For proof of each monthly inspection, a section of the chain shall be spray painted a designated color for that particular month (for a list of these colors see the identification chart below). A chain identification number shall also be assigned to each chain, and this identification number shall be listed each time the chain is inspected.

## MONTHLY INSPECTION COLORS:

January:	May:	September:
February:	June:	October:
March:	July:	November:
April:	August:	December:

Note: six colors may be used for the entire year as long as the colors are used in the same order in both halves of the year.

## CHAIN INSPECTION GUIDELINES:

The fundamentals of chain inspection will be detailed in the following pages. In short, the principal conditions which chain inspectors must look for include:

1. Wear
2. Nicks and gouges
3. Stretch
4. Localized bending and shearing

## WEAR:

Wear can occur in any portion of a link that is subject to rubbing contact with another surface. For all practical considerations, wear to a chain link is confined to two areas: a) at the bearing points of inter-link contact, and b) on the outsides of the straight side barrels which may suffer wear from dragging chains along hard surfaces or out from under loads.

## CHAIN INSPECTION

### WEAR (Cont.):

Excessive wear can best be identified by simply collapsing a section of chain to separate each chain link from its neighbor. Once an inspector observes wear, he/she must ascertain if the amount of wear should be considered normal or excessive. This dilemma can be quickly resolved by making a caliper measurement across the worn section and comparing this with the chains designated minimum allowable dimension. Minimum allowable dimensions are specified in tables published by the chain manufacturer. If a section of chain is found to be excessively worn, then it should be removed from service and either repaired or discarded.

### NICKS AND GOUGES:

The outsides of the link barrels are exposed to contact with foreign objects, and this contact often results in link damage. Fortunately, these problem areas for nicks and gouges are not subject to severe tensile stress (*tensile strength is that force required to rupture a given material when pulled in the direction of the material's length*).

Thus, the problem areas for chain links from nicks and gouges include those areas subject to tensile stress which includes the *inter-link connections* and on the *inside* of the straight barrels. Therefore, the usual locations of nicks and gouges are those areas on a chain link which are under compressive stress thus reducing their potentially harmful effects. Despite the fact that most nicks and gouges usually occur in low risk areas on chain links, they should be examined carefully especially if they are located near areas of tensile stress and/or if they run perpendicular to the direction of stress.

As a rule, longitudinal nicks which occur in or around the "3 and 9 o'clock" positions can be deemed as "not harmful", though they should be filed out. Nicks in the 1,5,6,7,11, and 12 o'clock positions are subject to maximum shear and tensile forces and should be filed out immediately. If filing the nicks results in a chain link that is excessively worn (as mentioned in the *Wear* section of this program), then the chain should be removed from service and either repaired or replaced.

### STRETCH:

Chain link stretch can only occur from overloading. The most important preventative measure for stretching is using a proper size chain. There are various formulas, which give the maximum allowable stretch before a chain must be considered unsafe, and oftentimes this is expressed in an allowable increase in the percentage of chain length.

It is often the case that just a very small portion of the chain has stretched, and when overall length increase is factored, the percentage of stretch may be within the allowable limit. This may not necessarily mean that the chain is fit for use. If even one of the chain links is *dangerously elongated*, the chain must be immediately removed from service.

The most effective way of determining unacceptable stretch is a link-by-link inspection. This type of inspection is the only safe way of ensuring that overloaded chains are fit for use.

# CHAIN INSPECTION

## LOCALIZED BENDING AND SHEARING:

To prevent excessive damage, a simple and necessary precaution is to never overload a chain. All chain manufacturers publish working load ratings for a variety of operations: single chain slings in straight tension, and for double-, triple-, and quad-branch slings when used at various angles.

Single strand slings are often rigged, in part, like a double branch slings resulting in sharp angles of loading and unnecessary stress on the chain. This practice often results in severe chain damage because the overload is focused in the lower portion of the sling near the load. ***This is an unacceptable practice. Rigging which causes any part of the chain to bear a load greater than the recognized maximum stress rating as determined by the chain's manufacturer is expressly forbidden.*** Single strand slings may only be used when their stress rating is not exceeded. As a rule, rigging shall consist of sling hooks safely connected to eye bolts or clevises with all portions of the chain in straight tension.

Since the chain sections subject to the most damage are those areas where workmen come into close contact with the chain during the process of making hitches, it is paramount to instruct all workers to report any suspected chain damage immediately. It is important to note that the chance for chain damage increases when the same size load is picked up repeatedly; when the same links are put into contact with the load or grab hook, the chance for deterioration increases significantly. Always attempt to vary chain link contact and hook locations.

## FITTINGS:

End fittings such as sling or grab hooks are exposed to a variety of potential hazards, and they too must be inspected. Among the things to look for include: bending at right angles to the plane of the hook, bending in the plane of the hook (throat opening), wear at the bearing points in the eye and saddle, and nicks and gouges. All of these conditions and any others shall be duly noted on the Fittings Inspection form (see page 7).

Wear, nicks and gouges shall be inspected for and treated in the same manner as on the body chain and coupling links. Bending at right angles to the plane of a hook is a sure sign of overload on the hook; if this condition is present in grab hooks, it is usually an indication of chain overloading. If any abnormality is observed on chain fittings, they should be recorded, and the chain should be taken out of service and repaired or replaced.





# WIRE ROPE INSPECTION

## WIRE ROPE INSPECTION OVERVIEW:

A new wire rope requires careful installation and a slow beginning cycle of operation. When in operation, the rope should turn freely, and particular attention should be paid to all working parts including sheaves, drums, and rollers ensuring that there are no binds or other obstructions which impede safe operation. Routine inspections will aid in ascertaining any defective wire ropes; once a defect has been discovered the finding shall be documented and the wire rope and any other defective parts shall be removed from service for repair or replacement. For proof of each monthly inspection, a section of the wire rope shall be spray painted a designated color for that particular month (for a list of these colors see the identification chart below). A wire rope identification number shall also be assigned to each chain, and this identification number shall be listed each time the wire rope is inspected.

## MONTHLY INSPECTION COLORS:

January:	May:	September:
February:	June:	October:
March:	July:	November:
April:	August:	December:

Note: six colors may be used for the entire year as long as the colors are used in the same order in both halves of the year.

## WIRE ROPE INSPECTION GUIDELINES:

There are eleven basic critical factors to consider when conducting wire rope inspections, including: abrasion, rope stretch, reduction in rope diameter, kinks, corrosion, "bird caging", penning, scrubbing, fatigue fracture, broken wires, and electric arc. These hazards are explained in the following pages, and if any of these conditions exist to such a degree that a wire rope becomes unfit for use, then the rope shall be removed from service.

## ABRASION:

Rope will abrade as it moves over rough surfaces including drums and sheaves. If the outer wires of a rope have been reduced by 1/3 of its original diameter, then the rope should be removed from service.

# WIRE ROPE INSPECTION

## **ROPE STRETCH:**

While all ropes should be expected to stretch when loads are first applied, the constant wear and fatigue of continued use will eventually cause the rope to become unfit for use. There are three distinct phases of rope stretch:

- Phase 1 Includes the initial stretch of a new rope during the early period of service caused by rope adjustments to the operating conditions (constructional stretch).
- Phase 2 Includes the greatest part of the rope's service life during which only a slight stretch takes place over an extended period of time.
- Phase 3 When the rope begins to stretch noticeably, it is past its valuable service life and has entered into a stage of deterioration. This last phase is a result of prolonged use, and at this stage, the rope will be subject to rapid wear and abrasion. When a rope begins to stretch rapidly, it should be removed from service.

## **REDUCTION IN ROPE DIAMETER:**

Any marked reduction in rope diameter indicates degradation which could be a result of any of the following exposure conditions: excessive external abrasion, internal or external corrosion, loosening or tightening of rope lay, inner wire breakage, rope stretch, and ironing or milking of strands.

Evaluations of rope diameter must be based upon a comparison to the original measurement or listing of rope diameter. Rope diameter shall be recorded originally when the rope is under a specified load. Future measurements of rope diameter shall be taken under as close to identical load conditions as is possible to replicate. As a rule, an initial reduction in diameter should be expected when the rope is first used; subsequently, diameter measurements should stabilize with small decreases throughout the service life of the rope.

## **KINKS:**

Kinks are permanent distortions caused by loops drawn too tightly. Ropes with kinks must be removed from service.

## **WIRE ROPE INSPECTION**

### **CORROSION:**

Corrosion may be difficult to evaluate because it often occurs internally before it is ever evident externally. It is usually the result of a lack of lubrication, and it is much more serious than abrasion. Usually, if there is only a slight discoloration because of rusting, then the rope need only be lubricated. If however, pitting of wires is evident, then the rope should be removed from service.

Severe rusting is a very serious condition which can lead to premature fatigue failure in wires. When a rope shows more than one wire failure (especially at terminal fittings) it should be removed immediately. To prevent corrosion, all ropes shall be lubricated on a regular basis.

### **"BIRD CAGING":**

Bird caging is a result of misuses of a rope such as sudden stops, pulling the rope through tight sheaves, or winding the rope on too small a drum. Bird caging is serious enough that if it occurs, the rope should be removed from service unless the affected section can be removed.

### **PENNING:**

When a rope continuously strikes against an object such as a structural part of a machine or when it continuously pounds against a roller, it is subject to damage from penning action. When penning damage is a potential problem, inspections should be conducted once daily.

### **SCRUBBING:**

Scrubbing refers to the displacement of wires and strands as a result of a rope constantly rubbing against another object. Corrective measures will be taken immediately if this condition is observed.

### **FATIGUE FRACTURE:**

Wires that break with square ends with little surface wear have usually failed as a result of fatigue. Such fractures typically occur in one of two areas: on the crown of the strands or in the valleys between the strands where adjacent strand contact is evident. In almost all cases, these failures are related to bending stresses or vibration.

## **WIRE ROPE INSPECTION**

### **BROKEN WIRES:**

The number of broken wires on the outside of a wire rope are generally an indication of its general condition and a warning that it should be inspected for possible removal from service. Ropes should be replaced as soon as wire breakage reaches the specifications outlined in the table on the following page.

### **ELECTRIC ARC:**

Rope that has either been in contact with a live electrical line or has been used as a ground in an electric welding circuit will have wires that are fused, discolored, and/or toughened. If any wire rope is subject to these hazards, it should be inspected and removed from service.

## REPLACING WIRE ROPE (BASED UPON # OF BROKEN WIRES)

		Number of Broken Wires In Running Ropes			Number of Broken Wires In Standing Ropes	
ANSI Standard	Equipment	In One Lay	In One Strand	Rope	In One Rope Lay	In One Connection
B30.2	Overhead & Gantry Cranes	12		4	<i>Not Specified</i>	<i>Not Specified</i>
B30.4	Portal, Tower & Pillar Cranes	6		3	3	2
B30.5	Crawler, Locomotive, & Truck Cranes	6		3	3	2
B30.6	Derricks	6		3	3	2
B30.7	Base Mounted Drum Hoists	6		3	3	2
B30.8	Floating Cranes & Derricks	6		3	3	2
B30.16	Overhead Hoists	12		4	<i>Not Specified</i>	<i>Not Specified</i>
A10.4	Personnel Hoists	6*		3	2*	2
A10.5	Material Hoists	6*		<i>Not Specified</i>	<i>Not Specified</i>	<i>Not Specified</i>

\* Also remove for one (1) valley break.

# WIRE ROPE INSPECTION

## WIRE ROPE INSPECTION SUMMARY:

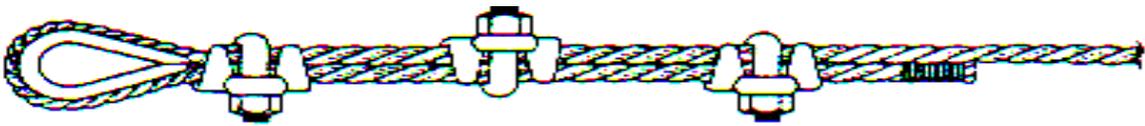
Any wire rope which has broken wires, deformed strands, variations in diameter, or any significant change from its normal appearance, must be inspected and considered for possible replacement. Sections of wire rope may break without any visible warning typically at terminal connections (for proper U-bolt attachment see Figure 1; for other end fitting guidelines see Figure 2 on page 15) and at points where the rope enters or leaves the sheave boom of hoists, suspension systems, or other semi-operational systems. Preventive maintenance is vital for the elimination of unnecessary safety risk from damaged or worn wire rope. Routine inspection shall be a part of a preventive maintenance plan; for a guide to the modes, symptoms, and possible causes for damage to wire rope see the chart on the next page.

## U-BOLT ATTACHMENT:

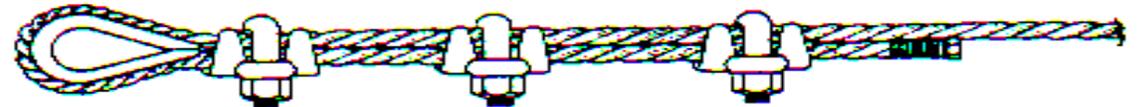
**IMPORTANT:** *Failure to make a proper u-bolt terminations and/or failure to periodically check and re-tighten to the recommended torque will result a loss in efficiency rating and will present a significant safety hazard.*



**CORRECT WAY: MAXIMUM ROPE STRENGTH**



**WRONG WAY: CLIPS STAGGERED**



**WRONG WAY: CLIPS REVERSED**

The correct way to attach U-bolts is shown at the top; the "U" section is in contact with the rope's dead-end and is clear of the thimble.

**Figure 1**

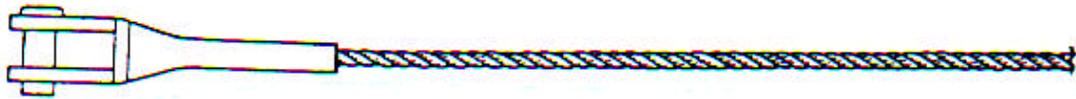
## DIAGNOSTIC GUIDE TO COMMON WIRE ROPE DEGRADATION

<b>Mode</b>	<b>Symptoms</b>	<b>Possible Causes</b>
<b>Fatigue</b>	Wire break is transverse - either straight across or Z-shaped. Broken ends will appear grainy.	Check for rope bent around to small a radius; vibration or whipping; wobbly sheaves; rollers too small; reverse bends; bent shafts; tight grooves; corrosion; small drums and sheaves; incorrect rope construction; improper installation; poor end terminations.
<b>Tension</b>	Wire break reveals a mixture of cup and cone fracture and shear breaks.	Check for overloads; sticky, grabby clutches; jerky conditions; loose bearing on drum; fast starts, fast stops, broken sheave flange; incorrect rope size and grade; poor end terminations.
<b>Abrasion</b>	Wire break mainly displays outer wires worn smooth to knife-edge thinness. Wire broken by abrasion in combination with another factor will show a combination break.	Check for change in rope or sheave size; change in load; overburden change; frozen or stuck sheaves; soft rollers, sheaves, or drums; excessive fleet angle; misalignment of sheaves; kinks; improperly attached fittings; grit and sand; objects imbedded in rope; improper grooving.
<b>Abrasion plus Fatigue</b>	A reduced cross-section is broken off "square" thereby producing a chisel shape.	A long term condition normal to the operating process.
<b>Abrasion plus Tension</b>	A reduced cross-section is "necked down" as in a cup and cone configuration. A tensile break produces a chisel shape.	A long term condition normal to the operating process.
<b>Cut, Gouged, or Rough Wire</b>	Wire ends are pinched down, mashed, and/or cut in a rough diagonal shear-like manner.	Review all of the above described conditions for mechanical abuse or either unusual or accidental forces during installation.
<b>Torsion or Twisting</b>	Wire ends show evidence of twist and/or cork screw effect.	Review all of the above described conditions for mechanical abuse or either unusual or accidental forces during installation.
<b>Mashing</b>	Wires are flattened and spread at broken ends	Review all of the above described conditions for mechanical abuse or either unusual or accidental forces during installation.
<b>Corrosion</b>	Wire surfaces are pitted with break showing evidence either of fatigue tension or abrasion.	Indicates improper lubrication or storage or a corrosive environment.

## TYPES OF WIRE ROPE END FITTINGS



WIRE ROPE SOCKET - POURED SPELTER OR RESIN



WIRE ROPE SOCKET - SWAGED



MECHANICAL SPLICE - LOOP OR THIMBLE



WEDGE SOCKET



CLIPS - NUMBER OF CLIPS VARIES WITH ROPE SIZE AND CONSTRUCTION



LOOP OR THIMBLE SPLICE - HAND TUCKED

End fittings (or terminations) are available in many designs many of which are designed for specific applications; the ones shown above are some of the most common.

Figure 2



# WEB SLING INSPECTION

## WEB SLING INSPECTION OVERVIEW:

Synthetic web slings are useful for lifting objects which need their surfaces protected from scratches or other types of surface damage. Because the priority of use for these types of slings is principally load protection (and not service life), web slings are more easily cut and damaged than other slings.

For this reason web slings will be monitored closely during their service lives with documented monthly inspections, and will be removed from service immediately if they have incurred any potentially serious degradation. For proof of each monthly inspection, a section of the web sling shall be spray painted a designated color for that particular month (for a list of these colors see the identification chart below). A web sling identification number shall also be assigned to each chain, and this identification number shall be listed each time the web sling is inspected.

## MONTHLY INSPECTION COLORS:

January:	May:	September:
February:	June:	October:
March:	July:	November:
April:	August:	December:

Note: six colors may be used for the entire year as long as the colors are used in the same order in both halves of the year.

## WEB SLING INSPECTION GUIDELINES:

1. The minimum breaking threshold for synthetic web slings is required by law to be five times the rated capacity. No web sling shall be used if it does not meet this requirement.
2. Every synthetic web sling shall have the following information identified on it: the name or identification of the manufacturer, the sling's code number, the rated load capacities for usable types of hitches, and the type of material (nylon, polyester, etc.).
3. When two slings (or one sling in a basket hitch) are used to lift a load from one crane hook, the sling's capacity is reduced. The load-carrying capacity of the sling is determined by applying the appropriate factor times the hitch's capacity.
4. Sling must be made in such a manner that they are uniform in thickness and width, and selvage areas (those areas on the edge of the sling designed to prevent unraveling) must not be split from the webbing's width.

## WEB SLING INSPECTION

### WEB SLING INSPECTION GUIDELINES (Cont.):

5. Fittings must be free of all sharp edges that could damage the webbing and have a minimum breaking strength equal to that of the sling.
6. Slings not listed in the OSHA figure N-184-6 must not be used in excess of the capacity specified and within accordance to all of the manufacturer's recommendations.
7. Synthetic web slings should not be exposed to fumes, vapors, sprays, mists or liquids of the following chemicals: acids and phenolics (incompatible with nylon), and caustics (incompatible with polyesters, polypropylene, or slings with aluminum fittings).
8. Nylon and polyester slings must not be used at temperatures exceeding 180 degrees Fahrenheit. Polypropylene slings must not be used at temperatures exceeding 200 degrees Fahrenheit.
9. Repairs to slings must be performed by the manufacturer or other certified group. The proof test must have a result of twice the rated capacity of the sling, and a certificate of the test must be maintained for record. Temporary repairs ("quick-fixes") on slings are not permitted.
10. Picking up objects which exceed the rated lifting capacity of a sling is expressly forbidden.

### WEB SLINGS - CAUSES FOR REMOVAL FROM SERVICE:

1. Acidic or caustic burns on the fabric or fittings.
2. Melting or charring of any part of the sling.
3. Snags, punctures, tears, or cuts of the sling fabric.
4. Broken or torn stitches.
5. Distortion of the fittings.
6. Extreme stretching of the fabric or knotting of materials.

**NOTE** - Most newer slings are manufactured with a red inner thread (commonly referred to as a "tattle tale"). When this thread becomes exposed, it is time to replace the sling. The thread is a designed to alert users so that it can be removed from service before it becomes a safety hazard.



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# **WELDING, CUTTING, HOT WORK PROGRAM**

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# GENERAL OVERVIEW / FIRE WATCH

## I. WELDING, CUTTING AND BRAZING

### A. General

#### 1. Program Responsibilities

- a. The Program Administrator, **Derek Ross**, shall have full authority over this program and shall maintain all required records relating to this program and worker proficiency and assignments. Any necessary documentation of proficiency shall be maintained at the corporate office.
- b. The Job Site Supervisor will inspect all proposed job-site work areas before welding, cutting and brazing operations begin in order to make certain that the requirements as outlined in this program are met. The Job Site Supervisor shall grant authorized welding and cutting operations only after performing an inspection(s) **and** documenting that the inspection has taken place on the *Hot Work Permit* attached as *Appendix E* in this program. Completed forms shall be kept on the job-site at all times while welding, cutting, and brazing operations continue.

#### 2. Program Training

- a. All **Direct Service USA** workers who serve as fire watch, welder, cutter and including the Job Site Supervisor shall be suitably trained and shall demonstrate the safe operation of welding, cutting, and brazing equipment.
- b. Further all **Direct Service USA** employees will be required to read this *Welding, Cutting, Hot Work Program* in whole and complete any necessary training. All training will be documented on the *Welding, Cutting, Hot Work Program Training Roster* included within this program.

### B. Fire Watch

#### 1. Assignment

The Job Site Supervisor is responsible for the assignment of a fire watch. The fire watch may be any qualified laborer, welder, cutter, supervisor or any other **Direct Service USA** employee who has completed the training as outlined in this program. A fire watch shall be assigned whenever welding or cutting is to be performed in work locations which include including any of the following conditions:

- a. A situation or condition where other than a minor fire might develop;
- b. an appreciable amount of combustible material, in building construction or contents, closer than 35 feet to the point of welding or cutting operations;

# FIRE WATCH

## I. WELDING, CUTTING AND BRAZING (Cont.)

### B. Fire Watch (cont.)

#### 1. Assignment (cont.)

- c. an appreciable amount of combustible materials are more than 35 feet away but are easily ignited by sparks;
- d. when wall or floor openings within a 35-foot radius to the welding or cutting operation expose combustible materials in adjacent areas (including concealed spaces in walls or floors).
- e. When combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to ignited by conduction or radiation.

#### 2. Training

Assigned fire watchers shall receive training on the proper selection and use of fire extinguishing equipment and local fire alarm and emergency response notification procedures. *Appendix A – Fire Watch Training Guide* shall be used to satisfy the requirement of this training; all handout materials including a signed roster, the fire watch quiz, and the *Record of Training* form shall be kept both at the corporate office and on file at the job-site for review. In field operations, where **Direct Service USA**'s employees are contract workers, the emergency alarm and notification system(s) of the company which **Direct Service USA** works for shall be included in *Appendix A* of this program and reviewed during training sessions. As examples, emergency notification may include: notification by radio (c.b., two-way, “walkie-talkie”), manual pull station(s), and calling in-house emergency response and/or outside emergency response (or, fire and rescue services).

#### 3. Fire Extinguishers

Fire extinguishers shall be available and maintained in a state of readiness for instant use throughout the duration that a fire watch is on duty. Such equipment may consist of pails of water, buckets of sand and portable extinguishers depending upon the type(s) of fire hazard. Listed below are the classifications of fires and acceptable extinguishing agents:

- a. Class A – ordinary combustibles such as wood, paper and plastics. Water, sand, or a dry chemical fire extinguisher are acceptable for use on these types of fires

# FIRE WATCH

## I. WELDING, CUTTING AND BRAZING (Cont.)

### *B. Fire Watch (cont.)*

#### 3. Fire Extinguishers (cont.)

- b. Class B – flammable and combustible gases and liquids. Water is not an acceptable extinguishing agent for these types of fires. Dry chemical and carbon dioxide extinguishers are best suited for extinguishing these types of fires.
- c. Class C – commonly referred to as electrical fires. Because of the potential of electrocution, water is not an acceptable extinguishing agent for these types of fires. Dry chemical and carbon dioxide fire extinguishers are best suited for extinguishing these types of fires.

#### 4. Length of Duty

A fire watch shall remain at his/her post for a ½ hour (.5 hour) after all welding and cutting operations in the hazard area have ceased.

### *C. Fire Prevention*

- 1. If the object to be welded or cut cannot readily be moved, all moveable fire hazards in the vicinity shall be taken to a safe place. Combustible materials which can be moved shall be relocated at least 35 feet from the work site.
- 2. If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards shall be used to confine the heat sparks and slag and to protect the immovable fire hazards.
- 2. If the requirements of items 1 & 2 above cannot be followed, welding and cutting operations shall not be performed.

### *D. Working in Confined Spaces*

#### 1. General

As used in this program, a confined space means a relatively small or restricted space such as but not limited to a tank, boiler, pressure vessel, or small compartment of a ship.

# WORKING IN CONFINED SPACES

## I. WELDING, CUTTING AND BRAZING (Cont.)

### D. Working in Confined Spaces (cont.)

#### 2. Ventilation

##### a. Air Replacement

All welding and cutting operations carried on in confined spaces shall be adequately ventilated to prevent the accumulation of toxic materials or possible oxygen deficiency. This applies not only to the welder but also to helpers and other personnel in the immediate vicinity. All air intended to replace that which has been withdrawn shall be clean and respirable.

##### b. Airline Respirators

In circumstances where it is impossible to provide ventilation, airline respirators or hose masks approved by the Mine Safety and Health Administration (MSHA) and the National Institute of Occupational Safety and Health (NIOSH) shall be used.

##### c. Self Contained Units

In work areas immediately dangerous to life and health (IDLH), hose masks with blowers or self-contained breathing equipment shall be used. The breathing equipment shall be approved by the Mine Safety and Health Administration (MSHA) and the National Institute for Occupational Safety and Health (NIOSH).

##### d. Outside Helper

Where welding operations are performed in confined spaces and where welders and helpers are provided with hose masks, hose masks with blowers or self-contained breathing equipment approved by the Mine Safety and Health Administration (MSHA) and the National Institute for Occupational Safety and Health (NIOSH), a worker shall be stationed on the outside of such confined spaces to insure the safety of those working within.

##### e. Oxygen for Ventilation

Oxygen shall *never* be used for ventilation.

# WORKING IN CONFINED SPACES

## I. WELDING, CUTTING AND BRAZING (Cont.)

### D. Working in Confined Spaces (cont.)

#### 3. Securing Cylinders and Machinery

- a. When welding or cutting is being performed in any confined spaces the gas cylinders and welding machines shall be left on the outside.
- b. Before operations are started, heavy portable equipment mounted on wheels shall be securely blocked to prevent accidental movement.

#### 4. Lifelines

- a. Where a welder must enter a confined space through a manhole or other small opening, a means of retrieval will be provided for quickly removing him in case of emergency. When safety harnesses and lifelines are used for this purpose, they shall be so attached to the welder's body that his body cannot be jammed in a small exit opening.
- b. An attendant with a pre-planned rescue procedure shall be stationed outside to observe the welder at all times and be capable of putting rescue operations into effect. These procedures are described in *Appendix B Working in Confined Spaces – Rescue Procedure*. These procedures shall be reviewed when the initial job-site training session concerning this program is performed; documentation verifying this training shall be included on the *Welding, Cutting, Hot Work Program Training Roster*.

#### 5. Electrode Removal

When arc welding is to be suspended for any substantial period of time, such as during lunch or overnight, all electrodes shall be removed from the holders and the holders carefully located so that accidental contact cannot occur and the machine disconnected from the power source.

#### 6. Gas Cylinder Shut-Off

In order to eliminate the possibility of gas escaping through leaks of improperly closed valves, when gas welding or cutting, the torch valves shall be closed and the fuel-gas and oxygen supply to the torch positively shut-off outside the confined area whenever the torch is not to be used for a substantial period of time, such as during lunch hour or overnight. Where practicable, the torch and hose shall also be removed from the confined space.

# WORKING IN CONFINED SPACES

## I. WELDING, CUTTING AND BRAZING (Cont.)

### D. *Working in Confined Spaces (cont.)*

#### 7. Warning Signs

After welding operations are completed, the welder shall mark the hot metal or provide some other means of warning other workers. Types of warning devices may include but are not limited to barricades, a sign with a written warning, colored markers or flags.

### E. *Possible Evolution of Hazardous Fumes, Gases or Dusts*

1. **Direct Service USA's** workers are not expected to weld or burn any materials which contain any lead base metals, zinc, cadmium, mercury, beryllium or exotic metals or paints.
2. In the event that such metals or paints are to be welded or burned the ventilation guidelines described in item *I. D. 2.* above or as outlined in *29 CFR 1910.252(c)(5) – (12)* shall be followed.

### F. *First-Aid*

1. A first aid kit equipped with those items appropriate for the types of injuries which could be reasonably be expected in welding and burning operations shall be available at all times. Items in this type of kit may include (but is not limited to): bandages, gauze, burn ointments, minor burn topical creams and/or jellies, eye wash solutions, and self-activating ice packs.
2. All injuries, no matter how minor they may appear, shall be reported to the Job Site Supervisor as soon as possible.
3. No **Direct Service USA** worker will serve as a designated emergency medical responder, but workers are required to notify in-plant emergency medical services and/or local emergency medical service and should and can also assist in rendering first aid to the injured worker.

# WELDING AND CUTTING

## II. OXYGEN FUEL WELDING AND CUTTING

### A. *Training*

Workers in charge of oxygen or fuel-gas supply equipment (including distribution of piping systems and generators) shall be instructed in the *Welding, Cutting, Hot Work Program* and shall receive training over the guidelines in *Appendix C Using, Transporting, and Storing Compressed Gas Cylinders* (they will be required to sign and turn in a copy of *Appendix C*). At a minimum, oxygen cylinders shall be stored in an upright, secured position 20 feet from any flammable gases or petroleum products.

### B. *Verification of Competence*

Workers in charge of oxygen or fuel-gas supply equipment shall be required to successfully complete the quiz attached at the end of *Appendix C*. Successful completion shall be a score of 100% correct responses. Training rosters, handout materials and completed quizzes shall be kept on file.

## III. ARC WELDING AND CUTTING

### A. *General*

Workers assigned to operate arc welding equipment shall be properly instructed and qualified to operate such equipment. Workers shall be made aware of the requirements of 29 CFR 1910.252 (a) – (c) as described in this *Welding, Cutting, Hot Work Program*, 29 CFR 1910.254 Arc Welding and Cutting (d) Operation and Maintenance as outlined below, *Recommended Safe Practices for Gas-Shielded Arc Welding A-6-1966*, *American Welding Society*, and *Appendix D* of this program: *Arc Welding and Cutting – Safety Rules*. The *Welding, Cutting, Hot Work Program* training roster shall be used to document all necessary training; a signed copy of *Appendix D* will be required of all workers who undergo this training.

### B. *Operation and Maintenance*

#### 1. Machine Hook Up

- a. Before starting operations, all connections to the machine shall be checked to make certain they are properly made.
- b. The work lead shall be firmly attached to the work; magnetic work clamps shall be freed from adherent metal particles of spatter on contact surfaces.
- c. Coiled welding cable shall be spread out before use to avoid serious overheating and damage to insulation.

# WELDING AND CUTTING

## III. ARC WELDING AND CUTTING (Cont.)

### *B. Operation and Maintenance (cont.)*

#### 2. Grounding

Grounding of the welding machine frame shall be checked. Special attention shall be given to safety ground connections of portable machines.

#### 3. Leaks

There shall be no leaks of cooling water, shielding gas, or engine fuel. If a leak should occur, operations shall cease, the leak reported to maintenance personnel who shall repair the machine according to the manufacturers specifications.

#### 4. Switches

Proper switching equipment for shutting down the machine shall be provided as installed or recommended by the manufacturer.

#### 5. Manufacturer's Instructions

The manufacturer's printed rules and instructions covering the operation of the equipment shall be strictly followed.

#### 6. Electrode Holders

When not in use, electrode holders shall be so placed that they cannot make electrical contact with persons, conducting objects, fuel, or compressed gas tanks.

#### 7. Electric Shock

- a. Cables with splices within 10 feet of the holder shall not be used.
- b. The welder should not coil or loop welding electrode cable around parts of his body.

#### 8. Maintenance

- a. The operator should report any equipment defect or safety hazard to his supervisor and the use of the equipment shall be disconnected until its safety has been assured. Repairs shall only be made by qualified personnel.
- b. Machines which have become wet shall be thoroughly dried and tested before being used.

# WELDING AND CUTTING

## III. ARC WELDING AND CUTTING (Cont.)

### *B. Operation and Maintenance (cont.)*

#### 8. Maintenance (cont.)

- c. Cables with damaged insulation or exposed bare conductors shall be replaced. Joining lengths of work and electrode cables shall be done by the use of connecting means specifically intended for the purpose. The connecting means shall have insulation adequate for the service conditions.

# APPENDIX A

## FIRE WATCH TRAINING GUIDE

### I. Responsibilities

- A. It is the responsibility of the Job Site Supervisor to ensure the fire watch reads this appendix and completes the attached *Fire Watch Training Quiz* before assigned to fire watch responsibilities.
- B. The fire watch shall read and become thoroughly familiar with these guidelines. As a fire watch your primary responsibilities include:

- 1. To prevent the ignition of any flammable or combustible materials.
- 2. In the event of a fire, notify the following authorities:
  - a. **Direct Service USA** Job Site Supervisor.
  - b. If other than an easily extinguishable fire, in-facility emergency response team or fire and rescue services:

**Name of Fire/Rescue Service:** \_\_\_\_\_

**Name of Fire/Rescue Service:** \_\_\_\_\_

- 3. Strictly adhere to the requirements and provisions as outlined on the completed *Hot Work Permit*.
- 4. Stop the “job-in-progress” if you observe any condition which you consider to be unsafe or potentially hazardous.
- 5. For field service operations, awareness of the following emergency alarm and notification system(s):

**Facility/Company Name:** \_\_\_\_\_

### Types of Emergency Alarms

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## APPENDIX A

### FIRE WATCH TRAINING GUIDE

#### II. Safety Guidelines and Requirements

##### A. General Safety Rules

1. All fire watch personnel will be required to wear an orange or brightly colored vest as identification at ALL times while on duty.
2. Be alert at all times watching carefully for any safety hazards.
3. You are the eyes and ears of your work crew. They may not see the entire work area as well as you can.
4. Observe all warning alarms, and alert other workers if an alarm should sound.
5. Be alert for possible leaks or unusual odors in the work area.
6. Make certain that a proper fire extinguisher is available for immediate use.
7. Do not wash flammable materials into drains.
8. Do not wash slag into drains
9. While it may be necessary to keep the ground around a work area damp, never flood an area with water.
10. NEVER leave your post for ANY reason unless there is a trained, properly identified replacement or if you are instructed to leave your post by the Job Site Supervisor or if a plant alarm sounds.

##### B. Assignment

The Job Site Supervisor is responsible for the assignment of a fire watch. The fire watch may be any qualified laborer, welder, cutter, supervisor or any other **Direct Service USA** employee who has completed the training as outlined in this program. A fire watch shall be assigned whenever welding or cutting is to be performed in work locations which include including any of the following conditions:

1. A situation or condition where other than a minor fire might develop;
2. An appreciable amount of combustible material, in building construction or contents, closer than 35 feet to the point of welding or cutting operations;

## APPENDIX A

### FIRE WATCH TRAINING GUIDE

#### II. Safety Guidelines and Requirements (cont.)

##### B. Assignment (cont.)

3. An appreciable amount of combustible materials are more than 35 feet away but are easily ignited by sparks;
4. When wall or floor openings within a 35-foot radius to the welding or cutting operation expose combustible materials in adjacent areas (including concealed spaces in walls or floors).
5. When combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to ignited by conduction or radiation.

##### C. Fire Extinguishers

Fire extinguishers shall be available and maintained in a state of readiness for instant use throughout the duration that a fire watch is on duty. Such equipment may consist of pails of water, buckets of sand and portable extinguishers depending upon the type(s) of fire hazard. Listed below are the classifications of fires and acceptable extinguishing agents:

1. Class A – ordinary combustibles such as wood, paper and plastics. Water, sand, or a dry chemical fire extinguisher are acceptable for use on these types of fires
2. Class B – flammable and combustible gases and liquids. Water is not an acceptable extinguishing agent for these types of fires. Dry chemical and carbon dioxide extinguishers are best suited for extinguishing these types of fires.
3. Class C – commonly referred to as electrical fires. Because of the potential of electrocution, water is not an acceptable extinguishing agent for these types of fires. Dry chemical and carbon dioxide fire extinguishers are best suited for extinguishing these types of fires.

##### D. Length of Duty

A fire watch shall remain at his/her post for a 1/2 hour (.5 hour) after all welding and cutting operations in the hazard area have ceased.

## APPENDIX A

### FIRE WATCH TRAINING GUIDE

#### Fire Watch Training Quiz

---

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. T F A principal function of the fire watch is to prevent the accidental ignition of flammable or combustible materials.
2. T F The fire watch does not have the authority to stop work in progress even if he observes a hazardous condition.
3. T F A Class A fire is comprised any of items like wood, paper, and cloth.
4. T F A Class C fire is commonly known as an electrical fire.
5. T F An example of a Class B fire is burning liquids like diesel fuel.
6. T F Water may be used on Class A, B, and C fires.
7. T F A dry-chemical tri-class fire extinguisher can be used on Class A, B, and C fires.
8. T F A fire watch must remain at his post one and a half (1 ½) hours after hot work operations have ceased.
9. T F The fire watch should know how to notify emergency personnel in the event of an accident involving an injury or a large fire.

**APPENDIX A**

**FIRE WATCH TRAINING GUIDE**

**Record of Training**

---

I, \_\_\_\_\_, have received training in the duties and responsibilities of a fire watch. I fully understand all instructions as contained in the *Fire Watch Training Guide* and within the *Welding, Cutting Hot Work Program* as they have been presented to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

## APPENDIX B

### Direct Service USA WORKING IN CONFINED SPACES – RESCUE PROCEDURE

NOTE: THIS NOTICE SHALL BE COMPLETED AND POSTED PRIOR TO THE COMMENCEMENT OF WORK ON THE JOB-SITE.

#### Emergency Rescue Equipment:

Appropriate retrieval equipment or methods shall be used whenever a person enters a confined space.

All authorized entrants shall wear a chest or body harness, which are attached to a lifeline when entering a permitted confined space unless the use of such equipment increases the hazards of the job or would not contribute to the rescue of the entrant.

**Note:** wristlets may be used in lieu of the chest or full-body harness **ONLY** if it has been clearly demonstrated that the use of a chest or full-body harness is not feasible or creates a greater hazard and the use of wristlets is the safest and most effective alternative.

A manually operated mechanical device shall be available to retrieve personnel from confined spaces with vertical depths of greater than five feet.

In the event that an employee of **Direct Service USA** becomes incapacitated when working within a confined space and the employee cannot be safely removed from the confined space by the use of the retrieval equipment, the authorized attendant shall notify the local fire and emergency rescue service and/or the facility emergency rescue service. Under no circumstances shall an employee of **Direct Service USA** enter into the confined space in an effort to rescue the downed worker.

Local emergency rescue service phone number: **911**

Facility emergency rescue service phone number (if none exists, write "N/A") :

Name/Facility: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## APPENDIX C

### USING, TRANSPORTING, AND STORING COMPRESSED GAS CYLINDERS

1. Oxygen cylinders shall be stored in an upright secured position 20 feet from any flammable gases or petroleum products.
2. When cylinders are hoisted, they shall be secured on a cradle, sling board, or pallet. They **shall not be** hoisted or transported by means of magnets or choker slings.
3. When cylinders are transported by powered vehicles, they shall be secured in a vertical position.
4. A suitable cylinder truck, chain, or other steadying device shall be used to keep cylinders from being knocked over while in use.
5. When work is finished, when cylinders are empty, or when cylinders are moved, at any time, the cylinder valve shall be closed, and the protective cap shall be put in place.
6. Compressed gas cylinders shall be secured in an upright position at all times.
7. Oxygen cylinders in storage shall be separated from fuel, gas cylinders, or combustible materials by a minimum distance of twenty feet or by a non-combustible barrier at least five feet high having a fire resistance rating of at least ½ hour.
8. Cylinders shall be kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them. When such separation is not possible, fire resistant shields shall be utilized.
9. Cylinders shall be placed where they cannot become part of an electrical circuit. Electrodes **shall not be** struck against a cylinder to strike an arc.
10. Cylinders containing oxygen or acetylene or other fuel gas **shall not be** taken into confined spaces.
11. Oxygen, acetylene, argon, or inert gas hoses **shall not be** left in a confined space during shift change, lunch, breaks, or unattended for extended periods of time.
12. Cylinders **shall not be** used as rollers or supports.
13. No damaged or defective cylinders shall be used.
14. The cylinder valve shall always be opened slowly to prevent damage to the regulator.
15. For quick closing, valves on fuel gas cylinders **shall not be** opened more than 1 ¼ turns.
16. Before a regulator to a cylinder valve is connected, the valve shall be opened slightly and then closed immediately. This action is generally termed “cracking” and is intended to clear the valve of dust/dirt that might have entered the valve. The person cracking the valve shall stand to one side of the outlet and not directly in front of it. The valve of a fuel gas cylinder **shall not be** cracked where the gas would reach a possible source of ignition.

## APPENDIX C

### USING, TRANSPORTING, AND STORING COMPRESSED GAS CYLINDERS

17. When a special wrench is required for opening or closing the valve, the wrench should be left in position on the stem of the valve while the cylinder is in use so that the fuel gas can be shut off quickly in case of emergency.
18. Fuel gas hose and oxygen hose shall be easily distinguishable from each other. The hoses **shall not be** interchanged.
19. All hoses in use carrying oxygen, acetylene, or any gas or substance which may ignite or enter into combustion, or be harmful to workers, shall be inspected at the beginning of each shift.
20. Defective hoses shall be removed from service.
21. Hoses, cables, and other equipment shall be kept clear of passageways, ladders, and stairways.
22. Boxes used for storing gas hoses shall be ventilated.
23. Flashback arresters shall be in place within the oxygen and fuel line systems.
24. Hose splices and repairs shall be made with approved splicing kits and fittings.
25. Regulators shall have functional gauges on both the high and low pressure sides.
26. Do not exceed 15 p.s.i. on the fuel gas on the low pressure side of the regulator.
27. Never use compressed gas to clean clothing, blow out cinch anchor holes, or otherwise clean your work area.
28. Approved burning goggles shall be worn with at least a #3 filter lens and side-shields.
29. Torches shall be lighted by friction lighters or other approved devices and not by matches or from hot work.
30. If conditions warrant a hot work permit, the permit shall be obtained before hot work operations begin.

I, \_\_\_\_\_, have read and fully understand the instructions and rules concerning using, transporting and storing compressed gas cylinders. I also understand that other rules may be enacted as is made necessary by job conditions. I agree to fully comply to these above rules as well as other additional safety measures introduced by management or supervisory personnel.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX C

### USING, TRANSPORTING, AND STORING COMPRESSED GAS CYLINDERS

#### Using, Transporting, & Storing C.G.C.'s – Training Quiz

---

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. T F Oxygen cylinders must be stored in a secured, upright position, at least twenty feet from any flammable gases or petroleum products.
2. T F Compressed gas cylinders may be stored in a horizontal (“laying down”) position if there is no danger of them “rolling.”
3. T F Cylinders shall be kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them. When such separation is not possible, fire resistant shields shall be utilized.
4. T F Cylinders containing oxygen, acetylene, or other fuel gases may be taken into and used within confined spaces.
5. T F Oxygen, acetylene, argon, or inert gas hoses **shall not be** left in a confined space during shift change, lunch, breaks, or unattended for extended periods of time.
6. T F Cylinders may be used as rollers or supports as long as the weight of the object being supported is less than 100 pounds.
7. T F “Cracking” refers to the quick opening and closing of a cylinder valve in order to clear any dirt/dust that may have accumulated in the valve.
8. T F Compressed oxygen may be used to clean dust/dirt from clothing.
9. T F Matches may be used to light cutting torches.

## APPENDIX D

### ARC WELDING AND CUTTING – SAFETY RULES

1. Only manual electrode holders which are specifically designed for arc welding and cutting and are of a capacity capable of safely handling the maximum rated current shall be used.
2. Any current carrying parts passing through the portion of the holder which the arc welder or cutter grips in his/her hand and the outer surfaces of the jaws on the holder shall be fully insulated against the maximum voltage encountered to ground.
3. Only cable free from repair or splices for a minimum distance of 10 feet from the cable end to which the electrode holder is connected shall be used.
4. Ground cable shall not be attached to any pipe or piping system that contains flammable liquid or gases.
5. When possible leads shall be hung overhead; leads lying on the ground or in designated aisles are tripping hazards.
6. When electrode holders are to be left unattended, the electrode shall be removed. Holders shall be placed/protected so they cannot make electrical contact with employees or conducting objects.
7. Hot electrode holders **shall not be** dipped in water; to do so may expose a worker to electrical shock.
8. Welding machines shall be shut off when not in use or when unattended during worker breaks, lunches, or at the end of a shift.
9. Any faulty or defective equipment shall be reported to a supervisor to be tagged and taken out of service.
10. Whenever practicable, all arc welding and cutting operations shall be shielded by non-combustible or flame-proof screens which will protect workers and other persons in the area from the direct rays of the arc. If shields cannot be used, the other workers in the immediate area must wear the same eye protection as the welder.
11. Arc welding cables shall be kept clear of traffic aisles and **shall not be** exposed to vehicle traffic unless protected from potential damage.
12. Welding or burning shall not be performed on closed vessels or tanks that have not been decontaminated, vented, purged or otherwise made safe for hot work operations.
13. Each welder is responsible for containing sparks and slag and/or removing combustibles from his/he work area.
14. Welders are responsible for his/her welding equipment (e.g., oil levels, coolant, etc.).
15. An approved welding hood shall be worn with a #9 lens of better. Safety glasses with hard side shields shall be worn under the welding hood.

I, \_\_\_\_\_, have read and fully understand the instructions and rules concerning arc welding and cutting. I also understand that other rules may be enacted as is made necessary by job conditions. I agree to fully comply to these above rules as well as other additional safety measures introduced by management or supervisory personnel.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# APPENDIX E

## HOT WORK PERMIT

### Direct Service USA

Person Issuing: \_\_\_\_\_ \_\_\_ Regular \_\_\_ Special

Emergency Ambulance: 911

ISSUE TO: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ TIME START: \_\_\_\_\_

WORK TO BE DONE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CIRCLE ALL EQUIPMENT TO BE USED:

Gas Torch      Welding      Grinder      Impact Wrench  
Air Drill      Vehicle      Other: \_\_\_\_\_

	N/A	YES	NO
1. Has person in charge of area made an inspection in preparation of work?	[ ]	[ ]	[ ]
2. If permit is for open flame or welding, has safety inspection been conducted?	[ ]	[ ]	[ ]
3 a. Have all connections been blanked off or broken out?	[ ]	[ ]	[ ]
b. Has blinding list been used?	[ ]	[ ]	[ ]
c. Have blinds been double checked	[ ]	[ ]	[ ]
4. Have breakers to electrically operated equipment been locked out?	[ ]	[ ]	[ ]
5. Is equipment free and clean of all flammables?	[ ]	[ ]	[ ]
6. Have all surrounding conditions been inspected, and are they such as to permit safe work operation?	[ ]	[ ]	[ ]
7. List special precautions and protective equipment:			
_____			
_____			

8. Has equipment been flushed with inert gas?

### VAPOR TESTS TO BE MADE IMMEDIATELY PRIOR TO START OF WORK:

	N/A	YES	INITIAL RESULTS	TIME	BY
1. Explosion	[ ]	[ ]	_____	_____	_____
2. Oxygen	[ ]	[ ]	_____	_____	_____
3. Other _____			_____	_____	_____

### SUBSEQUENT TESTS (12 Hour Minimum):

Type	Results	Time	By
_____	_____	_____	_____
_____	_____	_____	_____

Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**TABLE 1****EYE SHADE REQUIREMENTS FOR WELDER'S HELMETS AND GOGGLES  
(29 CFR 1910.252)**

Welding Operations	Shade No.
-----	-----
Shielded metal-arc welding: 1/16, 3/32, 1/8, 5/32-inch electrodes	10
Gas-shielded arc welding (nonferrous): 1/16, 3/32, 1/8, 5/32-inch electrodes	11
Gas-shielded arc welding (ferrous): 1/16, 3/32, 1/8, 5/32-inch electrodes	12
Shielded metal-arc welding: 3/16, 7/32, 1/4-inch electrodes	12
5/16, 3/8-inch electrodes	14
Atomic Hydrogen Welding	10-14
Carbon Arc Welding	14
Soldering	2
Torch Brazing	3 or 4
Light Cutting, up to 1 inch	3 or 4
Medium Cutting, 1 inch to 6 inches	4 or 5
Heavy Cutting, 6 inches and over	5 or 6
Gas welding (light) up to 1/8-inch	4 or 5
Gas welding (medium) 1/8-inch to 1/2-inch	5 or 6
Gas welding (heavy) 1/2-inch and over	6 or 8
-----	-----

Note: In gas welding or oxygen cutting where the torch produces a high yellow light, it is preferred to use a filter or lens that absorbs the yellow or sodium line in the visible light of the operation.

# TRAINING ROSTER

**Direct Service USA**

**Job-Site:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CHECK THOSE ITEMS BELOW COVERED IN THIS TRAINING SESSION**

- \_\_\_\_\_ **Welding, Cutting, Hot Work Program**
- \_\_\_\_\_ **Appendix A Fire Watch Training Guide** (attach completed quiz(zes) and *Record of Training* form behind this roster)
- \_\_\_\_\_ **Appendix B Working in Confined Spaces – Rescue Procedure**
- \_\_\_\_\_ **Appendix C Using, Transporting, and Storing Compressed Gas Cylinders** (attach completed quiz(zes) and signed copies of this appendix behind this roster)
- \_\_\_\_\_ **Appendix D Arc Welding and Cutting – Safety Rules** (attach signed copies of this appendix behind this roster)
- \_\_\_\_\_ **Appendix E Hot Work Permit**
- \_\_\_\_\_ **Table 1 Eye Shade Requirements For Welder’s Helmets And Goggles**
- \_\_\_\_\_ **Other List:** \_\_\_\_\_

## ATTENDEES

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

Comments:

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# **HEAVY EQUIPMENT PROGRAM**

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# SCOPE / RESPONSIBILITIES / PROGRAM OVERVIEW

## SCOPE

It is imperative that all operators of heavy equipment are properly trained and authorized to use the equipment in a safe and efficient manner. This includes both rented and purchased heavy equipment. **Direct Service USA** has developed this Heavy Equipment Safety Program as a guideline in order to help eliminate, reduce, or make employees aware of the hazards associated with heavy equipment usage. Everyone who uses the heavy equipment must learn to recognize the hazards associated with the different types of equipment and the safety precautions necessary to prevent those hazards.

## RESPONSIBILITIES

**Direct Service USA** maintains responsibility in the development and oversight of the Heavy Equipment Program. The **Company Safety Officer, Derek Ross**, is responsible for all facets of this program including full authority in decision making, purchasing necessary equipment and supplies, and implementation and operation of the program.

## PROGRAM OVERVIEW

This safety program is intended to point out some of the basic safety situations that may be encountered during the normal operation and maintenance of heavy equipment machinery and to suggest possible ways of dealing with these conditions. This program is not a substitute for the manufacturer's manual(s). Additional precautions may be necessary, or some instructions may not be applicable, depending on the equipment, attachment devices, and conditions at the worksite or in the service area. The manufacturer of each piece of equipment has no direct control over machine application, operation, inspection, lubrication, or maintenance. Therefore, it is the operator's and the company's responsibility to use good safety practices in these areas.

The information provided in this program supplements the basic information about heavy equipment machinery that is contained in the manufacturer's manual(s). Other information that may affect the safe operation of your machine may be contained in safety codes including local, State, and Federal laws, rules, and regulations, and in safety signs and labels such as:

**DANGER**



This signal word indicates an imminently hazardous situation, which, if not avoided, will result in death or serious injury.

**WARNING**



This signal word indicates a potentially situation which, if not avoided, could result in death or serious injury.

**CAUTION**



This signal word indicates a potentially hazardous situation exists which, if not avoided, may result in minor or moderate injury.

These words on signs and labels are intended to alert the viewer to the existence and relative degree of a hazard. Contact the manufacturer of your equipment to answer any questions about safe operation that remain after studying the manufacturer's manual(s) and this safety program.

The company should always secure a copy of the operations manual from the equipment supplier, manufacturer, or leasing company. **Important:** If a manufacturer's manual(s) for your particular machine is missing, get a replacement manual from the equipment dealer, or from the manufacturer of your machine. Keep the manufacturer's manual(s) with the machine at all times. Operators of the equipment should read and understand the manufacturer's manual(s) that is with each machine.

# GENERAL PRECAUTIONS

## GENERAL PRECAUTIONS

**Protect Yourself:** Do not wear loose fitting clothing, flopping cuffs, dangling neckties or scarves, or rings and wrists watches or other articles that can catch in moving parts. Employees engaged in site clearing shall be protected from hazards of irritant and toxic plants and properly instructed in the first aid treatment available. Employees must wear all or the required PPE issued to them or called for by job conditions and locations. This may include but not limited to:

- A hard hat
- Safety shoes or boots (steel toe)
- Safety glasses, goggles, or face shield
- Heavy gloves
- Hearing protection
- Reflective clothing / vests
- Wet weather gear

**Be Alert!** Know where to get assistance. Know where to find and how to use a first aid kit and fire extinguisher.

**Be Aware!** Take advantage of training programs offered and get assistance from you supervisor on any concerns that you may have.

**Be Careful!** Human error is caused by many factors: carelessness, fatigue, overload, preoccupation, drugs, and alcohol to name a few. Damage to the machine can be fixed in a short period of time, but injury, or death, has a lasting effect. For your safety and the safety of others, work safely and encourage your fellow workers to act safely.

**Operate Safely!** For safe operation of heavy equipment machinery, you must be a qualified and authorized operator. To be qualified, you must understand the written instructions supplied by the manufacturer, have training, including actual operation of this machine and know the safety rules and regulations for the jobsite. On the job, an operator must not use or be under the influence of drugs or alcohol, which can impair his alertness or coordination. An operator on prescription or over-the-counter drugs needs medical advice regarding whether or not he can safely operate machines. **Direct Service USA's** Management and Supervisors must be made aware of any medication that is being taken by the operator in order to provide safety to the operator and coworkers.

**Know The Rules!** All company rules governing operation and maintenance of equipment must be followed. Before you start work at a new location, check with your supervisor or the safety coordinator. Ask about rules you may be expected to obey. These are some of the rules that the operator must work by:

- Know the capacity and operating characteristics of the machine.
- Never modify or remove any part of the machine (except for service by a qualified technician).
- Fasten your seat belt/restraint before you start.
- Never allow riders on your equipment under any conditions.
- Keep others away from your operation and always be on the look out for others.
- Carry the load as low as possible.
- Whenever you leave your machine, always lower the loader bucket, blade or other attachments. Engage the parking brake, stop the engine, cycle the hydraulic controls, and remove the key.

Make sure you understand the rules covering traffic at your jobsite. Know what all signs, flags, and markings mean. Understand hand, flag, horn, whistle, siren, and alarm signals.

**Know Your Equipment!** Know your machine. Know how to operate all equipment on your machine. Know the purpose of all the controls, gauges, and indicators. Know the rated load capacity, speed range, and indicators.

# GENERAL REQUIREMENTS

## GENERAL REQUIREMENTS

1. **Unattended Equipment:** All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the equipment location.
2. **Parking Procedure:** Whenever the equipment is parked, the parking brake shall be set. Equipment parked on inclines shall have the wheels chocked and the parking brake set.
3. **Power Lines:** All equipment when working or being moved in the vicinity of power lines or energized transmitters shall comply with the following:
  - a. Except where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work or where insulating barriers, not a part of or an attachment to the equipment or machinery, have been erected to prevent physical contact with the lines, equipment or machines shall be operated proximate to power lines only in accordance with the following:
    - i. For lines rated 50 kV. or below, minimum clearance between the lines and any part of the crane or load shall be 10 feet;
    - ii. For lines rated over 50 kV., minimum clearance between the lines and any part of the crane or load shall be 10 feet plus 0.4 inch for each 1 kV. over 50 kV., or twice the length of the line insulator, but never less than 10 feet;
    - iii. In transit with no load and boom lowered, the equipment clearance shall be a minimum of 4 feet for voltages less than 50 kV., and 10 feet for voltages over 50 kV., up to and including 345 kV., and 16 feet for voltages up to and including 750 kV.
    - iv. A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means;
    - v. Cage-type boom guards, insulating links, or proximity warning devices may be used on cranes, but the use of such devices shall not alter the requirements of any other regulation of this part even if such device is required by law or regulation;
    - vi. Any overhead wire shall be considered to be an energized line unless and until the person owning such line or the electrical utility authorities indicate that it is not an energized line and it has been visibly grounded;
    - vii. Prior to work near transmitter towers where an electrical charge can be induced in the equipment or materials being handled, the transmitter shall be de-energized or tests shall be made to determine if electrical charge is induced on the crane. The following precautions shall be taken when necessary to dissipate induced voltages:
      1. The equipment shall be provided with an electrical ground directly to the upper rotating structure supporting the boom; and
      2. Ground jumper cables shall be attached to materials being handled by boom equipment when electrical charge is induced while working near energized transmitters. Crews shall be provided with nonconductive poles having large alligator clips or other similar protection to attach the ground cable to the load.
      3. Combustible and flammable materials shall be removed from the immediate area prior to operations.
4. **Cab Glass:** All cab glass shall be safety glass, or equivalent, that introduces no visible distortion affecting the safe operation of any machine.
5. **Fire Extinguisher:** A charged fire extinguisher should be mounted on every machine.

## GENERAL REQUIREMENTS

### GENERAL REQUIREMENTS (Cont.)

6. **Heavy Equipment Requirements:** All scrapers, loaders, crawler or wheel tractors, bulldozers, off-highway trucks, graders, agricultural and industrial tractors, excavating and other similar equipment shall meet the following requirements:
  - a. **Seat belts** shall be provided on all ride on equipment that has rollover protective structure (ROPS) or adequate canopy protection and shall meet the requirements of the Society of Automotive Engineers. Seat belts as required for the operators when seated in the normal seating arrangement for tractor operation, even though backhoes, breakers, or other similar attachments are used on these machines for excavating or other work.
  - b. **Access Roadways And Grades:** No employee shall move or cause to be moved construction equipment or vehicles upon any access roadway or grade unless the access roadway or grade is constructed and maintained to accommodate safely the movement of the equipment and vehicles involved.
  - c. **Emergency Access Ramp And Berms** if used shall be constructed to restrain and control runaway vehicles.
  - d. **Brakes** on all earthmoving equipment shall have a service braking system capable of stopping and holding the equipment fully loaded, as specified in Society of Automotive Engineers. Brake systems for self-propelled rubber-tired off-highway equipment shall meet the applicable minimum performance criteria set forth in the Society of Automotive Engineers Recommended Practices.
  - e. **Fenders:** Pneumatic-tired earth-moving haulage equipment (trucks, scrapers, tractors, and trailing units) whose maximum speed exceeds 15 miles per hour, shall be equipped with fenders on all wheels to meet the requirements of Society of Automotive Engineers.
  - f. **Rollover Protective Structures (ROPS):** All mobile equipment shall be equipped with rollover protective structures which meet the minimum performance standards prescribed in 29 CFR 1926.1001 and 1926.1002, as applicable. All equipment used in site clearing operations shall be equipped with rollover guards. *See 29 CFR 1926 Subpart W for requirements of rollover protective structures.*
  - g. **Overhead Protection:** All rider-operated equipment shall be equipped with an overhead and rear canopy guard meeting the following requirements:
    - ✦ The overhead covering on this canopy structure shall be of not less than 1/8-inch steel plate or 1/4-inch woven wire mesh with openings no greater than 1 inch, or equivalent.
    - ✦ The opening in the rear of the canopy structure shall be covered with not less than 1/4-inch woven wire mesh with openings no greater than 1 inch.
    - ✦ The overhead protection may be constructed of a solid material
    - ✦ *See 29 CFR 1926 Subpart W and 29 CFR 1926.1003 for requirements of overhead protection.*
  - h. **Audible Horn:** All bi-directional machines, such as rollers, compacters, front-end loaders, bulldozers, and similar equipment, shall be equipped with a horn, distinguishable from the surrounding noise level, which shall be operated as needed when the machine is moving in either direction. The horn shall be maintained in an operative condition.
  - i. **Backup Alarm:** All bi-directional machines shall be equipped with a backup alarm (reverse signal alarm), distinguishable from the surrounding noise level, which shall be operated when the machine is moving in reverse direction. The alarm shall be maintained in an operative condition.
  - j. **Scissor Points:** Scissor points on all front-end loaders, which constitute a hazard to the operator during normal operation, shall be guarded.
  - k. **Fire Extinguisher:** A charged fire extinguisher should be mounted on every machine.

# GENERAL REQUIREMENTS / HEAVY EQUIPMENT SAFE PRACTICES

## GENERAL REQUIREMENTS (Cont.)

7. **Slow Moving Vehicle Warning:** A fluorescent yellow-orange triangle with a dark red reflective border shall be used on vehicles which by design move slowly (25 m.p.h. or less) on the public roads.
8. **Batteries:** The use, care, and charging of all batteries shall conform to the requirements of 29 CFR 1926.441. When batteries are being charged, the vent caps shall be kept in place to avoid electrolyte spray. Vent caps shall be maintained in functioning condition.
9. **Tire Servicing:** A safety tire rack, cage, or equivalent protection shall be provided and used when inflating, mounting, or dismounting tires installed on split rims, or rims equipped with locking rings or similar devices.
10. **Equipment Repair & Maintenance:** Heavy machinery, equipment, or parts thereof, which are suspended or held aloft by use of slings, hoists, or jacks shall be substantially blocked or cribbed to prevent falling or shifting before employees are permitted to work under or between them. Bulldozer and scraper blades, end-loader buckets, dump bodies, and similar equipment, shall be either fully lowered or blocked when being repaired or when not in use. All controls shall be in a neutral position, with the motors stopped and brakes set, unless work being performed requires otherwise.

## HEAVY EQUIPMENT SAFE PRACTICES

When heavy equipment is in operation, construction jobsites are dangerous places. Noisy equipment, dust, earth vibrations, swinging buckets, booms, forks, back-up alarms, and heavy-duty truck traffic all add to the clamor. Dangerous does not have to mean unsafe. Ear plugs, proper ventilation, signaling, barricades, warning signs, alert workers, safety monitors, and well marked right of ways all contribute to making a noisy, active job-site safe. While operators must take many other safety precautions, this overview provides basic guidelines for safe equipment operations. Each piece of equipment has been designed and built with your safety in mind; however, its safe operation is entirely in your hands. Accidents don't just happen, they are caused, which is why they can be prevented. Some primary causes of injuries when working on and around heavy equipment include:

- Injuries resulting from accidents occurring during repair and maintenance of equipment.
- Leaving earth-moving equipment unattended in dangerous positions.
- Sudden movement of a power unit while being attached to earth-moving equipment.
- Uncontrolled heavy equipment traffic through the work area.
- Unexpected violent tipping of the equipment.
- Striking individuals with the equipment, particularly the blade, boom, or hoe.
- Failure of lifting mechanisms or unexpected cave-ins.

Observe these general operating precautions to keep safe when working around Heavy Equipment:

- ❖ Obtain all proper work permits and notify the proper agencies prior to beginning work.
- ❖ Only those qualified by training or experience shall operate heavy equipment or machinery.
- ❖ Be familiar with the manufacturer's performance specifications and rated load capacities for the equipment you're using.
- ❖ Be sure the unit's maintenance requirements have been accomplished and perform the pre-operational inspection procedure.
- ❖ Make sure no grease, oil, or other litter is on the operator's deck or station before buckling your seat belt.
- ❖ Before putting the equipment to work, take it for a spin and get a feel for it's maneuvering characteristics. Get familiar with the unit's operating controls and instrumentation; these are different on each piece of equipment.

# HEAVY EQUIPMENT SAFE PRACTICES / TYPES OF HEAVY EQUIPMENT

## HEAVY EQUIPMENT SAFE PRACTICES (Cont.)

- ❖ When leaving the immediate work-zone, comply with the recognized travel ways and observe pedestrian right-of-ways.
- ❖ Watch out for overhead obstructions such as trees and power lines.
- ❖ Avoid operating equipment close to excavations, on unstable ground, or in a position that may cause it to tip over.
- ❖ Never allow employees to work in a trench, or excavation, or around heavy equipment during operation.
- ❖ Machines should be operated at a speed and manner consistent with conditions on the job.
- ❖ Never allow anyone other than the operator to “ride” on the equipment.
- ❖ Do not leave equipment unattended while the motor is running.
- ❖ Always lower blades, buckets, lifts, and other articulating devices to ground level after completing work.

## TYPES OF HEAVY EQUIPMENT

### BACKHOES

Backhoes are one of the most versatile and common pieces of heavy equipment used for excavating operations. Backhoes are built by several different manufacturers and come in a wide range of styles and sizes. The equipment most common is the standard wheeled tractor with a front-end loader and a hoe attachment with outriggers. These machines are relatively small, powerful, and quick. A Backhoe’s multi-purpose flexibility makes it the best choice for many jobs in the industry. Like any powerful piece of heavy equipment, it is important to follow safety procedures when operating Backhoes, or working around them. Safety of the operator as well as all personnel in the immediate work-zone depends on the operators’ skills and judgment. Backhoes are an excellent laborsaving piece of equipment! However, careless operation may result in mistakes costing time, money, or even life and limb. Follow these Backhoe operating guidelines to perform digging operations efficiently and safely:

- ❖ Operator should be trained and familiar with the specific piece of equipment to be used.
- ❖ Equipment and systems must be inspected and checked for proper operation at the start of each shift.
- ❖ Never refuel when the engine is running. Do not smoke while filling the fuel tank or servicing the fuel system.
- ❖ Before starting the engine, always check the service brakes and the parking brake to ensure they are in proper working condition.
- ❖ Never attempt to start or operate the backhoe except from the operator’s station.
- ❖ Backhoes must be equipped with rollover projection system (ROPS) and seat belts must be used.
- ❖ Backhoes must be equipped with an operating automatic backup alarm and with a manually operated warning device (horn).
- ❖ Backhoes must have working headlights and taillights for night operation.
- ❖ Keep all trash accumulation removed from the engine and the operator’s station.
- ❖ Keep hands, floors, and controls free of water, grease, and mud to ensure non-slip control.
- ❖ Because of the danger of being caught in moving parts, loose jackets, shirts, sleeves, or other loose items of clothing should be avoided.
- ❖ Dust suppression and control is required where dust seriously limits visibility. Wear breathing protection when needed such as a dust mask.

# TYPES OF HEAVY EQUIPMENT

## **BACKHOES** (*Cont.*)

- ❖ All cab windows must be kept clean for maximum visibility.
- ❖ Prior to transporting or “roading” a backhoe, pin or otherwise secure backhoe implement. Check local government regulations and use required escorts and accessory lighting to provide adequate warning for other drivers.
- ❖ Wherever equipment operations encroach on a public thoroughfare, a system of traffic controls must be used.
- ❖ Flaggers are required at all locations where barricades or warning signs cannot control moving traffic.
- ❖ Always keep the Backhoes in gear when going down steep grades or slopes.
- ❖ Never dig while employees are working under or around the backhoes path of travel / swing radius. Most injuries involving Backhoes do not occur to the operator, but are inflicted on ground personnel working in or around the vicinity of moving machines. Always be aware of the location of persons working near your machine.
- ❖ Do not operate the Backhoe around personnel at speeds that would prevent the immediate stopping of any implement if needed.
- ❖ Do not carry ground workers anywhere in or on the machine. No passengers are allowed under any conditions.
- ❖ Never drive too close to the edge of ditches or excavations.
- ❖ Never use the front-loading bucket as a man-lift.
- ❖ When traveling, keep loads centered and close to the ground. Slow down before turning, especially when loaded.
- ❖ Do not leave the engine running while making any adjustments or repairs unless specifically recommended by manufacture such as proper procedure for checking fluid levels.
- ❖ Keep hands, feet, and clothing away from power-driven parts. Make sure all the guards are in place.
- ❖ General repairs must not be made to powered equipment until workers are protected from movement of equipment or it’s parts.
- ❖ Before repairs are made, workers must comply with lock-out/block-out requirements.

## **TRACTORS**

There are an estimated 800 fatalities a year involving tractors and another 9,000 injuries. Rollovers accounted for nearly 50 percent of the tractor fatalities. The majority of these fatalities could have, and should have, been prevented by following the safety rules below:

- ❖ The engine shut-off must be within reach of the operator when seated in the normal operating position.
- ❖ Windshields and windows must be safety glass that meets the requirements for vehicles.
- ❖ Replace defective glass that impairs the vision of the operator. Replace broken or shattered glass that could cause injury.
- ❖ There must be steps, handholds, or grab bars on tractors for safe access. Steps must have slip-resistant surfaces.
- ❖ Use safe entry and exit procedures when climbing on equipment. Three point limb contact must be maintained at all times when climbing, two arms and one foot then two feet and one arm, making sure to always face the equipment that your climbing. Do not jump on or off of tractors or while the tractor is still moving.
- ❖ Tractors must be equipped with adequate rollover protection and seat belts.

## TYPES OF HEAVY EQUIPMENT

### TRACTORS (*Cont.*)

- ❖ The operator's platform must have a slip-resistant floor.
- ❖ The operator's cab and work platforms on all tractors must have guardrails or fall protection when any of the following conditions exist:
  - The operator is standing or not protected from falling by the framework, body, or design of the equipment.
  - The floor of the operator's station is more than 22 inches above the adjacent floor or ground level.
  - The operator's station, regardless of height, is located so that a worker could fall into the path of equipment or moving parts.
- ❖ Levers controlling hoisting or dumping devices must have a latch or other device that prevents accidental tripping of the mechanism.
- ❖ Brakes must be in safe working condition
- ❖ Tractors must have brakes that can control the tractor while fully located on any grade.
- ❖ Parking brakes must be able to hold the loaded tractor on any grade on which it may park.
- ❖ Tractors operated at night must have sufficient light at the operator's station.
- ❖ Equipment and systems must be inspected and checked for proper operation at the start of each shift. Check the tractor as often as needed to assure that it is in safe operating condition and free of damage.
- ❖ Fix defects that effect the safe operation of the tractor immediately.
- ❖ Block or crib machinery, equipment, or elevated parts to prevent falling or shifting before employees work under or between the tractor parts.
- ❖ All controls must be in neutral with motors off and brakes set to perform work or maintenance, unless the work requires otherwise.
- ❖ Stop tractor engines while fueling, *except diesels if company policy allows*. Do not fuel tractors within 35 feet of any open flame or other sources of ignition.
- ❖ Tractors must have an audible warning device (horn) that can be clearly heard above the surrounding noise near the vehicle.
- ❖ Tractors with obstructed view to the rear must have a backup alarm audible above the surrounding noise level.
- ❖ Only the operator may ride on tractors unless there are safe riding facilities (additional seat and seat belt) for additional riders.
- ❖ Do not drive a tractor up to anyone who is in front of a stationary object.
- ❖ The operator must look in the direction of travel, and have a clear view of the path of travel, unless guided by a signal person.
- ❖ Do not stand, walk, or work under in elevated part of a tractor whether loaded or empty unless it is blocked or cribbed.
- ❖ Do not overload any tractor. Keep loads stable and well balanced. Do not drive a tractor with an unstable or insecure load.
- ❖ Block the wheels and set the brakes when loading tractors that might move.
- ❖ Do not put arms or legs between working parts or outside the running lines of tractors.
- ❖ If the operator of a tractor cannot see workers on a piece of equipment which is being towed, the operator and workers must have a way to communicate with each other.
- ❖ Tractors designed to run less than 25 mph must display a "slow moving vehicle" emblem when operated on a public thoroughfare.

# TYPES OF HEAVY EQUIPMENT

## FRONT-END LOADERS (Wheel Loader / Tractor)

Front-end Loaders are a common piece of heavy equipment found on many jobsites. They are used wherever moving or loading large amounts of earth, aggregate material, or debris. Front-end Loaders are quick, versatile machines that are often operated in areas where ground personnel and vehicular traffic are present. Front-end Loaders are large, extremely powerful machines that may be operated safely by following the general safety requirements for front-end Loader operations:

- ❖ General Repairs must not be made to powered equipment until workers are protected from movement of equipment or it's parts.
- ❖ Before repairs are made, workers must comply with Lockout/Block-out/Tagout requirements when applicable.
- ❖ Whenever Front-end Loader operations encroach on a public thoroughfare, a system of traffic controls must be used.
- ❖ Front-end Loaders must be equipped with operable service, emergency, and parking brakes.
- ❖ Front-end Loaders must be equipped with adequate rollover protection and seat belts.
- ❖ Front-end Loaders must be equipped with an operating automatic backup alarm of sufficient volume to be heard over usual jobsite noise.
- ❖ Equipment and systems must be checked for proper operation and condition at the start of each shift.
- ❖ Front-end Loaders must be equipped with a manually operated warning device (horn).
- ❖ Dust control measures are required where dust limits visibility. Dust masks may be needed.
- ❖ All cab windows must be kept clean for maximum visibility. Any cracked or broken windows must be replaced.
- ❖ Turn off engine and allow cooling before re-fueling.
- ❖ Any pinch points which pose a threat to the operator during normal operation must be guarded.
- ❖ Do not perform any repairs or maintenance on a loader with the bucket raised unless it is properly blocked.
- ❖ Ensure all controls are in the neutral position before starting the machine. Keep the machine clean and the operators cab free of clutter. Any tools or personal equipment carried in the cab must be secured. Keep all controls free of dirt, oil, and grease.
- ❖ Keep tires properly inflated, improper inflation may cause the machine to tip over under load.
- ❖ Keep load as low as possible while traveling, always reduce speed when making a turn. Keep speeds low on rough terrain.
- ❖ Check for overhead lines or obstructions before raising the bucket.
- ❖ Do not load trucks, bins, or equipment with personnel in close proximity.
- ❖ Never use loader bucket for a man-lift. Do not carry personnel anywhere on the loader or in the cab.
- ❖ Do a walk around to make sure the area is clear before moving the loader.
- ❖ Do not allow the tires to spin while picking up or pushing a load.
- ❖ Do not walk, work, or allow personnel under the bucket of the loader.
- ❖ Do not use the loader as a battering ram. Raise and lower the bucket smoothly, slow the bucket's travel before stopping.
- ❖ Use extreme caution on slopes; do not raise the bucket unless the loader is facing directly up slope.
- ❖ When raising the bucket up-slope, do not completely fill the bucket as material may spill over the back of the bucket directly into the cab.

# TYPES OF HEAVY EQUIPMENT

## **FRONT-END LOADERS (Wheel Loader / Tractor) (Cont.)**

- ❖ When operating around ground personnel or vehicle traffic, the bucket, after filling, should be struck by tipping the load slightly forward than sharply back to the stop to settle and seat the load and dislodge any loose or excess material that may be dropped during travel.
- ❖ Use extreme caution when operating near an excavation, the weight of the machine, especially under load, may cause the bank to slough-off.
- ❖ Do not under-cut a bank which is higher than the machine.

## **BULLDOZERS (Crawler Tractor)**

Bulldozers are among the most powerful pieces of heavy equipment used in construction and excavation. Bulldozers are designed and built for one purpose, cutting and pushing large quantities of material. When in the hands of a skilled, knowledgeable operator bulldozers are extremely efficient at fulfilling that purpose. However, if operated carelessly or if ignorant of the capabilities and characteristics of these machines, they can be extremely dangerous and destructive. Follow these guidelines for safe bulldozer operations:

- ❖ Only qualified, trained personnel should be allowed to operate a bulldozer.
- ❖ Equipment and systems must be checked for proper operation at the start of each shift.
- ❖ General repairs must not be made to powered equipment until workers are protected from movement of the equipment or its parts.
- ❖ Before repairs are made, workers must comply with lockout/block-out requirements.
- ❖ Wherever mobile equipment operations encroach on a public thoroughfare, a system of traffic controls must be used.
- ❖ Flaggers are required at all locations where barricades and working signs cannot control traffic flow.
- ❖ Bulldozers must be equipped with operable service, emergency, and parking brakes.
- ❖ Bulldozers must have two operable headlights and taillights for night operation.
- ❖ Bulldozers are required to have a seat belt and rollover protection (ROPS).
- ❖ The engine must be shut off for refueling.
- ❖ Dust control is required when dust seriously limits visibility. Dust masks may be needed.
- ❖ Bulldozers must be equipped with a manual warning device (horn) in addition to an automatic back-up alarm of sufficient volume to be heard over general jobsite noise.
- ❖ Read the operators manual and operate the machine only if trained and considered competent to do so.
- ❖ Do not climb on the machine where hand and foot holds have not been provided.
- ❖ Never make adjustments or repairs to any part of the machine while the engine is running unless specifically required by the manufacturer.
- ❖ Start machines only while sitting in the operator's seat and all personnel are clear.
- ❖ Do not use a bulldozer on structures which are taller than the machine without overhead protection sufficient to withstand the debris likely to impact the cab.
- ❖ Use extreme caution when approaching or operating near excavations, the weight of the machine or vibration may cause the edges to collapse.
- ❖ Cables or chains used to tow, haul, pull, or as a trip or snag line for cable-clearing by the dozer should be rated in excess to the job intended.
- ❖ Make sure all personnel are well clear of any such operation before placing stress on the line.
- ❖ Be careful to avoid immovable objects such as stumps.

# TYPES OF HEAVY EQUIPMENT

## **BULLDOZERS (Crawler Tractor) (Cont.)**

- ❖ Do not use a bulldozer as a battering ram.
- ❖ Use low speeds over rough terrain.
- ❖ In light turns, make sure the machine had clearance in front and rear if equipped with rear implements.
- ❖ Always lower front and rear implements when parking the machine.
- ❖ Do not place any part of your body under the blade of a dozer at any time unless it is properly blocked.
- ❖ Keep operator's compartment free of clutter and all controls free of oil and grease, any tools or personal equipment carried in the operator's compartment must be secured.
- ❖ Because of the incredible power, sensitive steering, and the uncovered tracks which commonly throw mud, rocks, and debris, bulldozers should not be operated in close proximity to unprotected personnel. If this is unavoidable, the machine should be operated at the slowest speed possible to perform the task with throttle control set to a lower setting than during normal operations.

## **MOTOR-GRADERS**

Motor-Graders (blades) are the machine of choice for any leveling or grading of earth or aggregate materials on roadway construction, or large sites, where precise elevations must be carried over extended distances. The dangers inherent in operating any large, extremely powerful piece of equipment are minimized by following these basic rules specific to Motor-Grader operations:

- ❖ Operator should be trained and familiar with the piece of equipment to be used.
- ❖ Equipment and systems must be inspected and checked for proper operation at the start of each shift.
- ❖ Never refuel when the engine is running. Do not smoke while filling the fuel tank or servicing the fuel system.
- ❖ Before starting the engine, always check the service brakes and the parking brake to ensure they are in proper working condition.
- ❖ Never attempt to start or operate grader except from the operator's station.
- ❖ Motor-Grader must be equipped with rollover protection system (ROPS) and seat belts must be used.
- ❖ Motor-Grader must be equipped with an operating automatic backup alarm and with a manually operated warning device (horn).
- ❖ Keep all trash accumulation removed from the engine and the operator's station.
- ❖ Keep hands, floors and controls free of water, grease, and mud to ensure non-slip control.
- ❖ Because of the danger of being caught in moving parts, loose jackets, shirts, sleeves, or other loose items of clothing should be avoided.
- ❖ Dust suppression and control is required where dust seriously limits visibility. Wear a dust mask when needed.
- ❖ All cab windows must be kept clean for maximum visibility.
- ❖ Prior to transporting or "roading" a Motor-Grader, check local government regulations and use required escorts and accessory lighting to provide adequate warning to for other drivers.
- ❖ Whenever equipment operations encroach on a public thoroughfare, a system of traffic controls must be used.
- ❖ Flaggers are required at all locations where barricades or warning signs cannot control moving traffic.
- ❖ Always keep the grader in gear when going down steep grades or slopes. When operating on an incline greater than 15 degrees always turn/slant your wheels into the slope and push materials down-slope.

## TYPES OF HEAVY EQUIPMENT

### **MOTOR-GRADERS** (*Cont.*)

- ❖ Never drive too close to the edge of ditches or excavation.
- ❖ Do not leave the engine running while making adjustments or repairs unless specifically recommended by the manufacturer.
- ❖ Keep hands, feet, and clothing away from power-driven parts.
- ❖ General repairs must not be made to powered equipment until workers are protected from movement of equipment or its parts.
- ❖ Before repairs are made, workers must comply with lock-out/block-out requirements.
- ❖ Most injuries involving graders do not occur to the operator, but are inflicted on ground personnel working in or around the vicinity of moving machines. Always be aware of the location of persons working near your machine.
- ❖ Finish grading operations frequently require the aid of ground personnel who should be thoroughly familiar with the procedures of your operation and the capabilities of the machine; usual operating procedures should not be changed without first notifying ground personnel.
- ❖ Never assume that your assigned ground workers will watch out for themselves. Always know your ground personnel's location, if they are not visible to you, do not move the machine or any implements until you know for sure that the area is clear.
- ❖ Never operate equipment at speeds which would cause ground help to work in a careless manner. Remember, they are depending on your skill and judgment, as are all personnel in the immediate work-zone.
- ❖ Motor-Graders have more controls for operation than any other piece of heavy equipment commonly used in construction and different manufacturers place standard controls in different places. Be thoroughly familiar with all controls in the particular machine you are operating. Hunting for a control, while the machine is moving, is a common way to cause an accident.
- ❖ High speed and rough surfaces do not mix when moving a grader. Never move the machine with a rider mounted externally or even in the cab unless proper seating and restraints are provided. Many crushing accidents have occurred as a result of the disregard for this rule.
- ❖ Read the operator's manual for your machine and be familiar with its operation and hazards.
- ❖ Stay alert to your surroundings and use common sense. Do not operate the machine under conditions that you know to be unsafe.

### **SCRAPERS - EARTH MOVERS**

Scrapers (Earth Movers) are an efficient way to excavate, grade, load, haul, and unload material. Using one scraper for all of these tasks eliminates the need for additional equipment, and the burden of coordinating support equipment which cause downtime for the whole job if the equipment fails. These scrapers, although exceptionally useful, must be operated skillfully to ensure productivity and safety. Following are guidelines for the safe operation of scrapers:

- ❖ Employers must ensure that personnel who operate scrapers are properly trained and qualified.
- ❖ Scraper equipment and systems must be checked at the start of each shift.
- ❖ Before repairs are made, workers must comply with Lockout/Block-out/Tagout requirements. General repairs must not be made to powered equipment until workers are protected from movement of the equipment or its parts.
- ❖ Wherever mobile equipment operations encroach on a public thoroughfare, a system of traffic controls must be used.

# TYPES OF HEAVY EQUIPMENT

## SCRAPERS - EARTH MOVERS *(Cont.)*

- ❖ Flaggers are required to all locations were barricades and warning signs cannot control traffic flow.
- ❖ Machines must be equipped with operable service, emergency, and parking brakes.
- ❖ Machines must have two operable headlights and taillights for night operation.
- ❖ Machines are required to have a seat belt and rollover protection (ROPS).
- ❖ The engine must be shut off for refueling.
- ❖ Dust control is required when dust seriously limits visibility. Dust masks may need to be used.
- ❖ Scrapers must be equipped with a manual warning device (horn) in addition to an automatic back-up alarm of sufficient volume to be heard over general jobsite noise.
- ❖ Read the operators manual and operate the machine only if trained and considered competent to do so.
- ❖ Do not climb on the machine where hand and foot holds have not been provided. Use a three point climbing technique whenever entering, exiting, or servicing the machine. Face the machine when either mounting or dismounting.
- ❖ Start the scraper only while sitting in the operator's seat with the seat belt fastened, and all personnel clear.
- ❖ Never make adjustments or repairs to any part of the machine while the engine is running unless specifically required by the manufacturer.
- ❖ Use extreme caution when approaching or operating near excavators. The weight of the machine or vibration may cause the edges to collapse.
- ❖ Use low speeds over rough terrain or on steep slopes.
- ❖ Always lower the hopper when parking the machine.
- ❖ Do not leave the operator's seat while the elevators are engaged.
- ❖ Do not place any part of your body under the blade of a scraper at any time unless it is properly blocked.
- ❖ Keep operator's compartment free of clutter and all controls free of dirt, oil and grease. Any tools or personal equipment carried in the operator's compartment must be secured.
- ❖ Rip tight soil before scraping to improve speed and efficiency.
- ❖ Always load scrapers down grade to increase the speed of operation, lessen wear on equipment, and reduce the need for a push tractor.
- ❖ Pre-wet soil to make loading easier and aid in dust control.

## SKID STEER LOADERS

Skid steering loaders are a common piece of heavy equipment found on many jobsites. They are capable of being equipped with a multitude of implements operated from the host machine's hydraulic system. Skid steer loaders are quick, versatile machines that are often operated in areas where ground personnel and vehicular traffic are present. Skid steer loaders are small, powerful machines that may be operated safely by following the general safety requirements for heavy equipment and some rules specific to skid steer loader operations.

- ❖ General repairs must not be made to powered equipment until workers are protected from movement of equipment or parts.
- ❖ Before repairs are made, workers must comply with Lockout/Block-out/Tagout requirements when applicable.
- ❖ Whenever equipment operations encroach on a public thoroughfare, a system of traffic controls must be used.

## TYPES OF HEAVY EQUIPMENT

### SKID STEER LOADERS (*Cont.*)

- ❖ Skid steering loaders must be equipped with operable service, emergency, and parking brakes.
- ❖ Skid steering loaders must be equipped with rollover protection (ROPS) and seat belts.
- ❖ Skid steering loaders must be equipped with an operating automatic backup alarm of sufficient volume to be heard over usual jobsite noise.
- ❖ Equipment and systems must be checked for proper operation and condition at the start of each shift.
- ❖ Skid steering loaders must be equipped with a manually operated warning device (horn).
- ❖ All cab windows must be kept clean for maximum visibility. Any cracked or broken windows must be replaced.
- ❖ Turn off engine and allow it to cool before re-fueling.
- ❖ Any pinch points which pose a threat to the operator during normal operation must be guarded.
- ❖ Supervisors must ensure that operators of skid steering tractors are properly trained in safe operations of the equipment before allowing operators to work unsupervised or in the vicinity of ground personnel.
- ❖ Do not perform any repairs or maintenance on a loader with the bucket raised unless it is properly blocked.
- ❖ Ensure all controls are in the neutral position before starting the machine. Keep the machine clean and the operator's cab free of clutter. Any tools or personal equipment carried in the cab must be secured. Keep all controls free of dirt, oil and grease.
- ❖ Keep tires properly inflated. Improper inflation may cause the machine to tip over under load.
- ❖ Keep load as low as possible while traveling; always reduce speed when making a turn. Keep speeds low on rough terrain, or when operating equipment around personnel.
- ❖ Stop the machine slowly and smoothly to keep from inadvertently reversing the direction of travel which may tip the machine, or dislodge the load.
- ❖ Do not load trucks, bins, or equipment with personnel in close proximity. Check for overhead lines or obstructive before raising the bucket.
- ❖ Never use loader bucket for a man-lift. Do not carry personnel anywhere on the loader or in the cab.
- ❖ Do a walk around to make sure the area is clear and that the machine is safe to operate before moving the loader.
- ❖ Do not allow the tires to spin while picking up or pushing a load.
- ❖ Do not walk, work, or allow personnel under the bucket of the loader.
- ❖ Do not use the loader as a battering ram. Raise and lower the bucket smoothly; slow the bucket's travel before stopping.
- ❖ Use extreme caution on slopes. Do not raise the bucket unless the loader is facing directly up-slope.
- ❖ When raising the bucket up-slope, do not completely fill the bucket as material may spill over the back of the bucket directly into the cab.
- ❖ When operating around ground personnel or vehicle traffic, the bucket, after filling, should be struck by tipping the load slightly forward then sharply back to the stop position to settle and seat the load and dislodge any loose or excess material that may be dropped during travel.
- ❖ Use extreme caution when operating near an excavation. The weight of the machine, especially under load, may cause the bank to slough-off.
- ❖ Do not under-cut a bank which is higher than the machine.

# TYPES OF HEAVY EQUIPMENT

## DUMP TRUCKS

Dump trucks are designed for one purpose, hauling large amounts of material relatively long distances and unloading the material quickly by dumping it. Dump trucks are often used on the jobsites similar to heavy equipment, but the driver must also operate and maneuver the dump truck on the highway and avoid highway hazards. As far as safety is concerned, dump trucks have more in common with heavy equipment than highway vehicles in their weight and destructive capabilities. Dump truck operators should have the same level of training and should possess the same skill level with their equipment as other heavy equipment operators. Follow these guidelines for safe dump truck operation:

- ❖ Dump bed must be either fully lowered or properly blocked when doing repairs on it or under it. All controls must be in neutral with engine off unless the work being done requires on it or under it.
- ❖ All dump trucks must have a service, parking, and emergency brake system. Whenever the dump truck is parked, the parking brake must be set and dump trucks parked on an incline must also have the wheels chocked.
- ❖ All cab glass must be safety glass with no distortion or cracks which presents a hazard to safe operation. Cracked or broken windows must be replaced.
- ❖ All vehicles must have operable brake lights regardless of light conditions.
- ❖ All vehicles must have a manually operated warning device (horn) at the driver's station in working condition.
- ❖ All dump trucks must be equipped with a windshield with power wipers. Dump trucks operating in areas or under conditions that cause fogging or frosting of the windshield must have operable defrosting equipment. Keep all windows, mirrors, and wiper blades clean.
- ❖ All dump trucks must have a cab shield or canopy to protect the driver from shifting or falling materials.
- ❖ Operating levers controlling hoisting or dumping devices on haulage bodies must be equipped with a latch or other device that will prevent accidental starting or tripping of the mechanism.
- ❖ Trip handles for tailgates of dump trucks must be arranged so that while dumping, the operator will be in the clear.
- ❖ All vehicles must have seat belts provided for the driver any passengers. Do not allow riders anywhere on the dump truck unless it is designed for riders.
- ❖ All drivers should be properly licensed to operate commercial vehicles of the weight designation assigned.
- ❖ Supervisors should ensure that drivers are competent to operate the vehicle assigned.
- ❖ Use hand holds and steps when getting in or out of the dump truck.
- ❖ Always check to the rear before backing, use an observer when available.
- ❖ Wear clothing and your personal protective equipment appropriate for the job.
- ❖ Keep a charged fire extinguisher secured in the dump truck cab.
- ❖ Always be aware of personnel working in the areas.
- ❖ Do not overfill material in the dump-bed so that I may "fly-out" of the bed while driving on the freeway. Make sure the load is properly distributed and covered if necessary; check bed rails and dump-bed apron for loose material.
- ❖ Keep dump truck speed appropriate for load, weather, road, and traffic conditions.
- ❖ Be aware of overhead lines and obstructions before raising bed or spreading material.
- ❖ Use caution when dumping on unlevelled terrain.

# TYPES OF HEAVY EQUIPMENT

## TRENCHERS

Trenchers are the fastest way to excavate a trench for relatively shallow and narrow trenches. However the trenchers speed and method of excavating pose many hazards to operators and associated personnel.

Trenchers use a chain to cut soil on the same principle as a chain saw cutting wood. Trenchers will easily saw through most utility lines and pipes, as well as any body part exposed to contact with the chain. Follow the manufacturer's guidelines and safety rules, and use common sense while operating trenchers. Following these safety rules will greatly reduce the chance of death, amputation, or serious injury.

- ❖ Always check for underground utilities before digging, call utility locators and the utility company at least 48 hours before beginning an excavation.
- ❖ Read the operators manual. Be sure personnel are competent to operate the machine, and familiar with all controls, design limits, and operating characteristics of the machine.
- ❖ Inspect equipment for loose, missing or broken parts, and fluid leaks; make sure all safety devices, including machine guards, are in place and operable.
- ❖ Fuel the machine with engine stopped and cool.
- ❖ Dress properly for the job; avoid loose clothing; wear steel-toed safety boots, hardhat, gloves, and eye protection.
- ❖ Be aware that hydraulic oil is hot and under extreme pressure and may be forced under the skin causing burns and severe injury. Use a piece of wood or cardboard to check for pinhole hydraulic leaks while the machine is running, never use your hand.
- ❖ Use hand and foot holds when mounting or dismounting a riding trencher.
- ❖ Always check the controls to ensure they are in the neutral or "off" position before starting the machine.
- ❖ Use the seat belt and adjust the seat to comfortable position. Never allow riders on the trencher. Start and operate trenchers only from the operator's seat.
- ❖ Warn all personnel near the trencher before starting the machine.
- ❖ Lower the trencher boom to within a few inches of the soil before engaging the chain. Engage the chain at a slow speed; lower the boom slowly and steadily to correct digging depth.
- ❖ Keep clear of the digging chain and augers at all times. Never attempt to adjust or free a jammed chain while the machine is running, stop the engine first.
- ❖ Use caution while operating on slopes; the machine will want to move downhill and downward pressure on the boom may lift the machine clear of the ground.
- ❖ Augers can easily draw in feet or loose clothing. Do not allow personnel other than the operator and trained workers in the immediate vicinity of an operating trencher.
- ❖ Do not attempt to make sharp turns while digging; lift the boom free of soil, make the turn, then resume digging.
- ❖ When raising the boom, disengage the chain as it clears the soil.
- ❖ When approaching underground utilities stop the trencher and locate utilities by hand, make sure you are well clear of all lines before resuming digging with the machine.
- ❖ When shutting down the machine, lower boom and all implements to the ground, stop engine, and cycle all hydraulic controls to relieve any pressure in lines.
- ❖ Do not leave the machine unattended while the engine is running.
- ❖ Operate trenchers only in well-ventilated areas; exhaust fumes can be deadly.

# TYPES OF HEAVY EQUIPMENT

## MOWING AND BRUSH-CUTTING EQUIPMENT

Mowing and brush-cutting equipment comes in many different sizes and types for an assortment of applications. This type of equipment has many sharp parts that can be extremely dangerous if operated in a careless manner. It is vital that all operators of such equipment are fully trained for the safe operation and use of the equipment that will be used. Mowing and cutting implements are either PTO-driven (drive shaft) or hydraulic motor driven. Careful inspection of the equipment must be done prior to use to ensure that shrouds and shields are in place and that all reciprocating assemblies are intact and secure. Open cutting equipment such as the sickle bar and the reel must be operated without obstructions or spectators. If operated in a careless manner machinery of this type can cause serious injury. Follow these guidelines for safe mowing and brush-cutting operations:

- ❖ Machines must be started and operated only by authorized personnel.
- ❖ Machine operators must start and operate machines only from the operator's station.
- ❖ Operators must receive instruction and comply with the manufacturer's recommendations for machine operation, maintenance, safe work practices, and site operating procedures.
- ❖ Before starting or moving any machine, the operator must determine that personnel are in the clear.
- ❖ Operators must inspect their machines each day before starting work.
- ❖ Machine operations must be sufficient distance from personnel and other machines to not create a hazard for any person.
- ❖ No person, other than the operator, may ride on a machine unless seated and seat belts must be provided.
- ❖ Never operate machines with defective steering, braking, or other parts/components that are necessary for safe operation.
- ❖ Defective hydraulic hoses, lines and fittings that affect the safe operation of the machine must be immediately replaced.
- ❖ Machines must be kept free of excess flammable and combustible material that may create a fire (Clean any fuel spills prior to operation).
- ❖ Never operate machines until all guards are properly installed, safety devices reactivated, and equipment removed after adjustments or repairs are made.
- ❖ Before dismounting, the machine operator must apply the parking brake, brake locks, or other equivalent means to hold the machine stationary.
- ❖ Blades or cutting implements must be turned off and lowered to the ground if the operator leaves the workstation.
- ❖ If a hydraulic or pneumatic storage device can move machine elements, such as, but not limited to blades, sickle bars, or shears, after the machine is shut down, the pressure or stored energy from the element must be discharged as specified by the manufacturer.
- ❖ Machine decks, drums and other surfaces where workers walk or stand must be constructed of or covered with a non-slip material.
- ❖ Guards must be provided on machines to protect employees from flying chunks, chips, bark, limbs and other material.
- ❖ All exposed moving parts, such as shafts; pulleys, belts, conveyers and gears on machinery and equipment must be properly guarded. Guard the mesh or nip points of all power driven gears, belts, chains, sheaves, pulleys, sprockets, and idlers with protective shield. Guard all power take-off shafts with a master shield or by other protective guarding.
- ❖ Guard all revolving shafts, including projections such as bolts, keys, or setscrews to protect against employee contact with rotating parts.

# TYPES OF HEAVY EQUIPMENT

## MOWING AND BRUSH-CUTTING EQUIPMENT (*Cont.*)

- ❖ Tractors must have a master shield or guard strong enough to support the operator if they get on or off the tractor using the shield as a step.
- ❖ Equipment driven by a power take-off must be guarded to protect against employee contact with rotating parts of the power drive system. Where power take-off driven equipment requires removal of the tractor master shield, ensure the equipment includes protection from that portion of the tractor power take-off shaft that protrudes from the tractor. There must be signs on tractors and power take-off driven equipment to remind operators to keep safety shields in place.
- ❖ In case of jamming, the cutting assembly must be fully shrouded or shielded, according to manufacturer's specifications, before commencing operations.
- ❖ All machine engines must be off during inspection or repair except where necessary for adjustment or checking fluids. When a moving machinery part presents a hazard during servicing or maintenance, stop the engine, disconnect the power source, and wait for all machine movement to stop before proceeding.

## ASPHALT ROLLERS

Asphalt rollers are used to compact and finish asphalt. Rollers vary in design from the wheel pneumatics, to dual steel drums, to a combination of pneumatic tire and steel drum rollers. Rollers range in size and corresponding weight from two ton machines for smaller residential jobs, to twelve ton machines and higher for commercial and highway work. These machines appear deceptively slow; however they can move quickly and can easily cause injuries. The vibratory feature on these rollers increases the compaction force of the machine beyond its actual weight. Following are guidelines for the safe operation of asphalt rollers:

- ❖ Employers must ensure that personnel who operate rollers are properly trained to operate the machine safely and are knowledgeable in the hazards associated with asphalt paving operations.
- ❖ General repairs must not be made to powered equipment until workers are protected from movement of equipment or its parts.
- ❖ Before repairs are made, workers must comply with Lockout/Block out/Tagout requirements.
- ❖ Whenever equipment operations encroach on a public thoroughfare, a system of traffic controls must be used.
- ❖ Machines must be equipped with operable service, emergency, and parking brakes.
- ❖ Modern asphalt rollers use hydraulics to drive the wheels or drums (hydrostatic drive). These drives rely on shutting the hydraulic drive control to a neutral position for their service brakes. Operators must be aware that this type of control allows the roller to stop or start all movement quickly, and that this control is normally sensitive to any slight movement of the lever.
- ❖ Equipment and systems must be checked for proper operation and condition at the start of each shift.
- ❖ The machine must be equipped with a manually operated warning device (horn).
- ❖ Do not fuel the roller while running or when the engine is hot.
- ❖ Any pinch points that pose a threat to the operator during normal operation must be guarded. Do not work or stand in the articulating area of a roller any time the machine is running.
- ❖ Because of the design and nature of asphalt rollers, rollover protection is not required under normal operating conditions.
- ❖ Ensure that all controls are in the neutral, stop, or off position before starting the roller.
- ❖ Ensure that the area is clear of all personnel before moving the roller.
- ❖ Check water spraying or drip systems before operating the machine on asphalt.

## TYPES OF HEAVY EQUIPMENT

### ASPHALT ROLLERS *(Cont.)*

- ❖ Do not engage the vibratory mechanism until the machine is traveling.
- ❖ Be prepared for quick starts and stops.
- ❖ Always set the parking brake when leaving the operators station while the engine is running. Do not rely on the hydraulic direction control to hold the machine at a stop since the vibration may shift the control to drive.
- ❖ Keep speed low when traveling over rough grade.
- ❖ Never place any body part directly in front of or behind the paving machine when personnel are on the street.
- ❖ Stop the roller slowly, evenly, and completely before reversing direction.
- ❖ Do not operate the roller too close behind the paving machine when personnel are on the screed.  
*(Screed: A strip of metal placed on the surface as a guide for the even application of material. A layer or strip of material used to level off a horizontal surface such as a floor. A smooth final surface of a substance, such as concrete, applied to a floor.)*
- ❖ Ensure that all coworkers are aware of the roller when operating near personnel (noise levels during paving operations are typically loud enough to conceal the sound of your roller approaching). Never assume a person is aware of your presence.
- ❖ Always be aware of traffic movement and position when operating the roller in areas not closed to traffic.
- ❖ Do not operate the roller too close to vehicles, curb work, or structures, use a hand compactor to finish tight areas.
- ❖ Do not operate the roller in vibratory mode in the vicinity of excavations without first notifying the supervisor of the excavation operations.

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# **ENVIRONMENTAL WASTE REMOVAL PROCEDURE**

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## ENVIRONMENTAL WASTE REMOVAL PROCEDURE

It is the policy of **Direct Service USA** to use outside contractors for all Hazardous Waste Operations. Any removal of hazardous waste will be handled by a competent sub-contractor and not by **Direct Service USA** employees.

This outside contractor will follow safety procedures which adhere to OSHA, EPA and DOT regulations. Any actions which reflect otherwise will result in that contractor being removed from the bid list and/or jobsite.

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# **HAND & POWER TOOL SAFETY PROGRAM**

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# WORKPLACE HAZARDS FROM HAND & POWER TOOLS

## WORKPLACE HAZARDS FROM HAND & POWER TOOLS

When we think of workplace hazards, the first things that often come to mind are complex machines or chemicals. We often overlook some of the potentially biggest hazards in general industry - hand and portable power tools. These simple, everyday tools can be very helpful in getting a job done faster. At the same time, hand and portable power tools can be one of the biggest hazards employees may encounter and can cause serious injury if not used and maintained properly. Failing to properly use and maintain hand and power tools causes thousands of injuries each year. **Direct Service USA** has developed this comprehensive Hand and Portable Power Tool Safety Program in order to reduce or eliminate many of the hazards associated with hand or power tool usage. Everyone who uses these tools must learn to recognize the hazards associated with the different types of tools and the safety precautions necessary to prevent those hazards.

### A. **Falling Hazards**

Hand and portable power tools are frequently used in hard-to-reach places. If you are working off of a ladder, a scaffold or similar elevated location, falling hazards need to be considered. Securing tools deeply into a tool belt, ensuring that toe boards are present on scaffolds and keeping the work area beneath you clear and free of other workers are just a few of the ways to help minimize falling hazards. Additionally, wearing a hard hat in areas where fall hazards are likely may help you to prevent severe injury.

### B. **Flying Objects**

Flying hazards result from the motion of hand and power tools. A poorly struck nail, a worn wire brush or using a circular saw or grinder can all send particles or fragments into flight. These "flying" objects travel at high rates of speed and can easily penetrate skin or eyes. To help reduce the generation of hazardous flying objects, ensure that guards are present and not modified and utilizing proper shielding. Keeping the work area clear of other workers may also help to mitigate flying hazards. Additionally, make sure that all affected employees are wearing proper skin, hand and eye protection.

### C. **Cuts and Abrasion Hazards**

Knives, chisels, snips, saws or simply any hand or power tool with a sharp edge can result in a severe cut or abrasion if handled improperly. To reduce the chance for cuts, keep sharp edges pointed and operated away from your body. Inspecting your tools for un-designed sharp edges or burrs may also help to reduce cut injuries. Unintentional contact with a grinding wheel, electric sander or even a hand file can cause abrasions to your skin. Ensuring that guards are present and not modified may help to alleviate both cut and abrasion hazards. Wearing cut-resistant skin and hand protection may provide additional protection.

### D. **Respiratory Hazards**

Respiratory hazards can exist whenever a hand or power tool is used to remove material that you are working on. Grinding, sawing, sanding and drilling are examples of hand or power tool activities that may generate nuisance or hazardous dusts or fumes. Providing proper ventilation or particle removal at the source should help to reduce exposure to breathing hazards. You should become familiar with the materials being generated as the result of your hand or power tool activity and wear respiratory protection appropriate for the hazard if required by the MSDS for the material in use.

# WORKPLACE HAZARDS / PERSONAL PROTECTION

## *WORKPLACE HAZARDS FROM HAND & POWER TOOLS (Cont.)*

### **E. Electrical Burns & Shocks**

Since many power tools utilize a corded power source, the possibility of electrical burns or shocks exists. Always inspect the cord or connection prior to use. Do not use damaged electrical cords or connections, look for these items before each use and immediately remove from service until properly repaired or replaced. Do not use electric-powered tools in damp or wet locations. The use of a ground fault circuit interrupters (GFCI) will help to reduce the risk of shock. Most of electric tools are provided with ground/earthling on third wire connections, they must be connected at all times. Use extreme caution when drilling, cutting or sawing into "blind" locations. Electrical sources may be present and, if cut into, may cause electrical burns and/or shocks. Electrical tools must be disconnected from source of supply when changing attachments, making minor adjustments or repairs.

### **F. Slips, Trips & Falls**

Keeping workshop and storage spaces clean and dry can help prevent many accidents. Good housekeeping in the working area may also help to prevent slips, trips and falls while working with hand and power tools. Routing electrical cords or air hoses out of traffic areas or routing them overhead may also help to prevent tripping injuries. When using ladders, place a ladder at an angle so the horizontal distance between the foot of the ladder and the support where it has been placed is one-quarter the length of the ladder from the top point of support to its base. Ladders should extend 3 feet above the top of the roof contact area. Do not place ladders in front of doors unless the door is blocked open or locked. Use a barrier and place warning signs conspicuously to prevent people from walking into the ladder. Keep in mind that proper fall protection is required when working at heights above six feet. When working on ladders or scaffolding, rest power tools on a flat surface or in a bin secured to the ladder itself. A falling tool can seriously injure a co-worker or bystander. Never carry heavy power tools up and down ladders.

## **PERSONAL PROTECTION**

Employees shall be trained in the proper use of safety equipment and shall use this equipment on a mandatory basis to assure the prevention of injuries. Depending on the area you are working in, specific safety equipment for that area may be required. In such event, employees will be trained in the use of such equipment. Safety equipment requirements may include:

- a. Safety Glasses, Safety Goggles, and Face Shields
- b. Hard Hats
- c. Gloves
- d. Safety Shoes/boots with steel toe
- e. Hearing Protection
- f. Body Harness Fall Protection
- g. Specialty safety equipment as required such as a Respirator, etc.

**NOTE:** If your work area requires specific safety equipment, then its use is mandatory and will be enforced.

Do not wear gloves when working with tools that have moving parts because the glove could get caught and pull your hand into the equipment causing a severe injury. Always wear eye protection when working with metal. Do not wear sandals, open-toed or canvas shoes when working with tools. Avoid loose-fitting clothes that might become entangled in a power tool. Remove rings, watches, necklaces and other jewelry before working with hand and power tools.

# **USING POWER TOOLS / REPAIRING & CLEANING / WORK AREAS**

## **BEFORE USING POWER TOOLS**

When buying power tools to be used, take into consideration the weight, shape, size and use of the tool. Hold the power tool as it would be used and think about problems and accidents that could arise. Note the hand and wrist positions and forces or effort required to use the tool. Ask if the tool can be used in either hand. Consider the handle position, balance and center of gravity, along with the weight of the tool. Make sure all guards; automatic brakes and safety devices are in place.

Read the owner's manual before using any tool. Never use a tool unless trained to do so. Inspect it before each use and replace or repair if parts are worn or damaged. Repair tools only if you are trained to do so. Inspect screws, nuts, bolts and movable parts to make sure they are tightened. Make sure the cord will not become caught or tangled. The cord should be flexible, but not easy to knot. Clean the cord regularly and inspect the grounding connections. Use a ground fault circuit interrupter when working with power tools. Use the correct tools for the job. Do not use a tool or attachment for something it was not designed to do. Select the correct bit, cutter or grinding wheel for the material with which you are working. This saves time and improves the quality of work and reduces the risk of mishap. If necessary, consult the instruction or shop manual, or call a dealer or an expert on tool use.

## **REPAIRING AND CLEANING POWER TOOLS**

Unplug or lockout tools when not in use. Follow proper Lockout & Tagout procedures for tools that are damaged or out of service while being repaired. Unplug tools by pulling directly on the plug, jerking on the cord can cause damage to the tool. Do not leave tools, hardware and other materials out when not in use. Always turn off and unplug a power tool before:

- adjusting, oiling, cleaning or repairing it;
- attaching an accessory; or
- changing bits, blades or grinding wheels.

## **WORK AREAS**

Keeping work areas and storage spaces clean and dry can help prevent many accidents. Sparks can ignite scraps, sawdust and solvents. Water can conduct electricity. Do not stand in water, on damp floors or in the rain when working with electrical tools. Keep hands and tools dry. Make sure workshops and storage areas have the proper electrical wiring and outlets needed to run power tools. Install adequate wiring to handle the electrical load required. All outlets should have three-pronged plugs or be double-insulated. Any outlets that may come in contact with water should have ground fault circuit interrupters. Never use indoor tools outside. Use only approved outdoor extension cords. Use one long extension cord instead of several short ones. Do not damage or cut extension cords. Stop working and turn off the power tool you are working with if distracted by something or someone. Never look away from your work when operating a power tool. Cutting tools can be particularly dangerous. If one stalls, switch off the power and unplug the tool before trying to restart it. Never use your hands to clear the scraps from a sawing work table. Use a long stick instead. When working with metal, secure the metal materials with clamps or in a machinist's vise to keep it from moving. Take extra care when working with hazardous materials. Handle fiberglass with care. Its particles can irritate the skin, eyes and respiratory system. When soldering, remember that lead solder is toxic. Avoid operating power tools in locations where sparks could ignite flammable vapors. Keep your shop well ventilated and flammable materials properly stored.

# SAFETY MEASURES

## SAFETY MEASURES

Keep a first aid kit at hand, and if possible, a telephone with a list of emergency numbers at each phone. Employees shall immediately report any illness, injury or incident to their supervisor. This will enable the company to provide the proper care and expedite the solution to the problem. Employees are advised to point out any unsafe acts to their supervisor to assist in corrective action and to prevent injury to employees. Employees shall report any unsafe equipment that may have become out of repair to their supervisor immediately. Again, this will allow the company to expedite the solution to the problem. When working with machinery, never wear loose shirts, jewelry, or other items that could get caught in machinery. It's a good idea to avoid wearing jewelry even if not directly working with machinery since it could get caught on racks, doorways, etc., and cause an accident. Never remove a mechanical guard from any power saw, drill, compressor, or other tool that is equipped with a guard. When making any adjustment, be sure that the electrical power cord is disconnected. Fire extinguishers should be located in close proximity to potential fire hazards. Used rags, especially oily and greasy ones, should be kept in a covered metal container. Rags should be a safe distance from hot work operations.

## SAFETY FOR SPECIFIC POWER TOOLS

### A. Saws:

**Portable Electric Hand Saws:** All electric handsaws are to be equipped with a fixed guard over the upper half of the blade and a moving guard under the bottom half of the blade and both of those guards must be kept in place. Do not clamp or wedge the guard in the open position. Saw blades must be checked regularly and kept in good condition. The blades must be of those recommended for the material being cut. Operators exposed to harmful dusts, when cutting concrete tile, lead, stone, etc., should wear approved respiratory protection. When using a power saw, let the saw reach full speed before cutting and support the work firmly so it won't shift. Do not work in wet areas unless standing on a dry surface and make certain the saw is properly grounded. Keep your finger off the trigger when carrying the saw. Do not cut the power cord. Wait until the blade stops before laying down the saw. When finished, unplug the saw and return it to its proper storage area.

**Cross Cut And Rip Saws:** Circular cross cut saws and rip saws must be provided with a hood that covered the saw at all times to at least the depth of the teeth. The hood should adjust itself automatically to the thickness of and should remain in contact with, the material being cut. A fixed guard may be used, providing the space between the bottom of the guard and the material being cut does not exceed 10 mm at any time.

**Table or Bench Saws:** The operating table and surrounding areas must be kept clean and clear of all debris. Operators must wear safety goggles and kick-back apron. A push stick must always be used. Saws should be switched off when not in use. All machines must have an effective stopping device so placed as to readily accessible to the operator. Adjust the table saw blade to project about 1/8 inch above the wood. Make certain the work piece is out of contact with the blade when starting or stopping the saw. Keep the body out of the way. Lower the saw blade below the table top when work is finished.

**Radial Arm Saws:** When cross-cutting wood, lay the stock solidly on the table and against the back guide. The saw blade should rotate downward as viewed by the operator. Pull the saw with one hand while the stock is held with the other hand. Never reach across the line of cut. When making miter cuts, secure the locking devices to prevent the saw from changing angles or digging in. Return the saw to the rear position after completing a cut.

## SAFETY MEASURES

### SAFETY FOR SPECIFIC POWER TOOLS (Cont.)

#### A. *Saws:*

**Circular Saw Machine:** Circular saws must be guarded below the bench table as well as above and be fitted with an adjustable riving knife. The riving knife is to be as close to the saw as practicable, so that the distance between knife edge and teeth of the saw does not exceed 12 mm.. An adjustable top guard with two-side flange must be fitted and adjusted as close as practicable to the material being cut. The minimum diameter of saw blade, which may be used, for dividing materials should be stated on a Notice fixed to the machine. A wooden stick must be available and at a circular saw bench, to remove cut material from between saw blade and fence.

**Band Saws:** Keep the saw blade set evenly and with the correct tension. Push the stock through the blade with the hands on both sides of the line of cut.

**Saber Saws:** Select the proper blade for the job. Make sure it is sharp, undamaged and securely tightened in place. Do not turn on the saw when the blade is in contact with the work piece. Hold the saw firmly with one hand and steady the work with the other. Keep your hand and other objects clear of the blade.

**B. Wood Working Machines:** Machines should be fitted with an extractor fan or to be coupled to an extractor system, to clear dust and chips as they are formed. Dust, chips, etc., must not be allowed to accumulate on or around the machine, but must be cleared away, regularly removed from the shop and disposed off in an approved and safe manner. Every precaution must be taken to prevent fire, and effective fire-fighting equipment must be readily available. Where dust and flying particles are unavoidable, goggles and, if needed, appropriate respiratory protection should be worn. No persons should do any work at a machine unless trained and instructed in its correct use, dangers, and safeguards. Cutters of woodworking machines must be closed with a substantial guard to the maximum extent practicable, unless the cutters are safely installed and housed within the machine. Guards and wooden sticks must be properly maintained. Guards and similar protective devices must be properly secured adjusted, and be always in position. No guard or part of a machine should be adjusted when cutters are in motion. Efficient starting and stopping devices, convenient to operate must be provided for every machine.

**C. Drills:** Use hand drills or battery powered drills in muddy or wet locations if possible. If not, stand on something dry and avoid contact with a grounded object. Use double-insulated or properly grounded drills. Use only good quality bits. The correct bit for materials being drilled must be used. Select the proper size and type of bit for the job. Make sure it is sharp and not damaged. A "starter" mark for the drill point should always be made. Do not over-force the drill into hard material as the bit might break. If the speed can be varied, operate the drill at the correct speed, and do not lock the switch of a hand-held drill in the on position. Care must be taken to prevent sleeves, other clothing and long hair being wound around the drill.

**D. Sanders:** Operators must be equipped with eye shields or goggles and with suitable respiratory protection, which should be worn as required by the job in hand. Sanders when being used should be operated with a motion away from the body. Dust may create an explosion hazard and should be extracted. Open flames and sparks should be guarded against. Dust collection bags should be emptied regularly.

## SAFETY MEASURES

### *SAFETY FOR SPECIFIC POWER TOOLS (Cont.)*

- E. Grinders:** Never operate grinders without protecting your eyes with safety glasses, goggles, or a face shield. If the material being worked on will produce a lot of dust or other particles, wear a dust mask or filter respirator. Make sure the grinder has guard housing. Place the tool rest 1/8 from the wheel on bench-mounted units. The tool rest should not be adjusted with the grinder in motion. Before starting a portable grinder, look to see where the sparks might fall. Clean the work area if necessary. Allow the wheel to reach full speed before stepping into the grinding position. Grind on the face of the wheel unless otherwise designed. Use vise-grip pliers or a clamp to hold small pieces. Move the work piece slowly across the wheel face. Allow the wheel to stop naturally when turning it off. Periodically check for soundness of grinding wheels. Grinding stones must be inspected and dressed regularly. Replace badly worn, cracked or out-of-round wheels. Persons carrying out bench grinder operations must wear eye shields and such other bodily protection as required by the work in hand.
- F. Abrasive Wheels:** A notice specifying the Makers maximum working speed, or speeds for variable speed spindles, must be fixed to all power driven abrasive wheels. Therefore, supervisors in charge of such equipment, (whether it is fixed or portable) must take such steps as necessary to ensure maximum speeds are not exceeded. If wheels are air driven, the spindles should have a device to prevent overspending. Where practicable, all wheels in motion should be protected by suitable guards. On bench mounted wheels, the wheel rest should be adjusted as close as practicable to the wheel, and be of strong, firmly secured construction. All persons using abrasive wheels must wear properly fitting eye protectors or suitable transparent face shields. Where the use of abrasive wheels causes dust, respiratory protection must be worn.
- G. Pneumatic Tools:** A variety of tools, including hammer, drill, saw, and vibrators, are powered by compressed air, usually provided by a mobile or fixed compressor. Proper fire precautions must be observed in connection with the operation of compressors. Air supply lines should be protected from damage by vehicles, materials, etc., and should be carried across roads and walkways in protected channels. Supply hose and couplings must be inspected regularly and damaged items promptly replaced or repaired. As it is not advisable to depend on air hose to provide its own support over a long span, it should be carried overhead or vertically supported on a messenger cable or bridging.
- H. Portable Electric Equipment:** Do not raise or lower equipment using the cord. Do not use staples to fasten a cord. Do not damage the equipment's casing or the cord insulation. Inspect before use and check for external and internal defects. Remove damaged equipment from service, attach a "do not use" sign, and give to your supervisor. Guards shall be used on all hand and power tools that are designed to accommodate such guards.
- I. Hand Tools:** All tools must be maintained in a safe condition. All tools should be kept clean and protected against corrosion and damage. Moving and adjustable parts should be lubricated to prevent wear and misalignment. Cutting edges must be kept sharp. All damaged or worn tools should not be used and should be immediately repaired. Temporary and makeshift repairs to tools are not permissible. Tools that cannot be repaired should be withdrawn from service and destroyed. The right tool, it's weight and size should be selected to fit the job in hand. All handles must be tightly fitted, wood handles checked carefully and tightened with wedges when necessary. Most hand tools are conductors of electricity and extreme caution should be used when working around electrical circuits.

# SAFETY MEASURES

## SAFETY FOR SPECIFIC POWER TOOLS (Cont.)

### I. *Hand Tools:*

**Wrenches And Spanners:** The use of socket spanners, ringed spanners, tubular spanners, open end spanners, should be made in preference to wrenches. If wrenches must be used, the right type and size for the job should be selected. Wrenches should always be placed on nuts with the jaw opening facing the direction the handle will move. Never use a pipe wrench as a wrench handle extension. Too much leverage can ruin a tool and cause injury. To avoid sudden slips stand in a balanced position and always pull on the wrench instead of pushing against the fixed jaw.

**Centre Punches:** Points of centre punches should be accurately ground at all times. Punches should be straight and should be suitable and heavy enough for work in hand. The head should never be allowed to 'mushroom' causing sharp edges.

**Screwdrivers:** Screwdrivers should not be used as a chisel the tip ground properly, squared across, and with square rather than tapered sides. A screwdriver should fit the screw which is being driven. Handles should fit shank tightly, and the shank kept directly over the screw when being driven. Most screwdrivers are not designed to be used on electrical equipment. Use an insulated screwdriver. Do not hold an object in the palm of one hand and press a screwdriver into it, place it on a bench or a table. Never hammer with a screwdriver. Check for broken handles, bent blade, etc.

**Files:** Files should be equipped with handles of proper size for file long. The handle must not be driven on to the file with a hammer. When small objects are filed, they must be clamped securely or a vice used.

**Saws:** Saws should be of the proper shape and size with correct teeth for the size of the cut and material being sawn. Teeth and blades must be properly set and the teeth protected when not in use. If long pieces are being cut, a helper or support bench should be used to prevent pinching at the cut. Hacksaw blades should be of the correct type for the material to be cut the blade teeth should point forward, the blade should be rigid and the frame should be properly aligned.

**Pliers:** Pliers should be used only when no other tool will do the job. Pliers should not be used as wrenches. Approved insulated pliers must be used for electrical work. Do not use pliers as a substitute for hammers or wrenches. Use insulated pliers when doing electrical work. Inspect installation frequently to make certain that it is free of breaks or cracks.

**Picks:** Pick handles should be free of splinters, splits and cracks. The head should be firmly affixed to the handle. When in use, it must be ascertained that the area at rear and to the sides is clear when swinging the pick.

**Hammers:** Use the correct hammer for the type of work to be done. Have an unobstructed swing when using a hammer and watch for overhead interference. Check for defects before using.

**Chisels:** Always wear safety goggles or a face shield when using a chisel. Drive wood chisel outward and away from your body. Do not use chisels to pry. Keep edges sharp for most effective work and protect when not in use.

**Knives:** Always cut away from the body. Keep hands and body clear of the knife stroke. Keep blades sharp.

## ACCIDENT CONTROL MEASURES

Improper handling and poor maintenance of equipment are the leading causes of the majority of power and hand tool accidents. Accidents can be greatly reduced by giving attention to good housekeeping and maintenance of equipment. Only authorized and competent persons are permitted to operate power tools. The following guidelines should be followed to help minimize accidents:

- a. No persons should use any tools or equipment unless they have been trained and instructed in its correct use, dangers, and safeguards. If in doubt always ask questions, never use any tools that you're not familiar with.
- b. Choose the right tool for the job. Screwdrivers should only be used as intended and should not be used as a chisel or pry bar. A screwdriver should fit securely the screw that is being driven. Pliers should be used only when no other tool will do the job. Pliers should not be used as wrenches.
- c. Always use safe electrical tools and equipment. All extension cords MUST be grounded and all power tools must be either grounded or self-insulated (double insulated).
- d. If in doubt about the safety of a piece of equipment with an electric power source, take it out of service and have it inspected before using it again.
- e. All tools must be maintained in a safe condition. All tools should be kept clean and protected against corrosion and damage. All damaged or worn tools should not be used and should be immediately repaired. Temporary and makeshift repairs to tools are not permissible. Tools that cannot be repaired should be reported and taken out of service.
- f. Make sure that all guards are in place before a piece of equipment is turned on. Always replace the guards after machine maintenance or repairs. Never remove or bypass a machine guard.
- g. When working with power tools make sure to keep the work area free of anything flammable that could cause a fire.
- h. Check that insulation on electrical cords is in good condition. Only use approved extensions cords with proper grounding, no splices, no frays, no exposed wires and no taped areas.
- i. Be sure hands are dry before handling electrical tools. Never mix water and electricity. Do not run power cords through standing water.
- j. Any tools or equipment that smokes, smells, sparks, or cause any type of shock; tingling or other electrical mal-function must be taken out of service immediately. Do not use until necessary repairs have been made.
- k. Always position an extension cord out of the way of pedestrian traffic and lift truck or pallet jack traffic. Assure the cord cannot be damaged by items falling on it or equipment running over it.
- l. Electrical tools must be disconnected from source of supply when changing attachments, making minor adjustments or repairs.
- m. Grinder tool rests and tongue guards and protective shields must be kept firmly in place and should be used and adjusted correctly. Adjustments should not be made with the grinder in motion.
- n. Pay attention to workers around you. Alert them if necessary to watch out for flying objects from your operation.
- o. Keep tools you're not using in a safe place where they won't be a tripping hazard or get turned on accidentally.

## **HAND & POWER TOOLS - GENERAL SAFETY RULES**

- Keep the work area clear of clutter.
- Keep work area well-lighted.
- Maintain and keep tools sharpened, oiled and stored in a safe, dry place.
- Wear ear and eye protection when cutting, sawing, drilling, or grinding.
- Supervisor should instruct everyone using equipment on safe procedures before they use them.
- Inspect tools, cords, and accessories regularly.
- Repair or replace problem equipment immediately.
- Use three-prong (3) electric plugs, double insulated tools, and safety switches.
- Machine guards must be in place and not removed.
- Do not wear jewelry or loose clothing when operating equipment.
- Install and repair equipment only if you are qualified.
- Use the right tool for the job, for instance, do not use a screwdriver as a hammer.
- Carry a sharp tool pointed downward or place in tool belt or tool box.
- Protect a sharp blade with a shield.
- Store tools in drawers or chests with cutting edge down.
- When using power tools, do not wear jewelry or loose clothing, use safety glasses, dust masks, hard hats, etc., as needed.
- All hand-held power-driven tools must be equipped with "dead-man" control, so power will automatically be cut off upon release of the control by the operator.
- Never leave a running tool unattended.
- Train all workers in the proper use of hand and power tools.
- Tools of a non-sparking material must be used if fire or explosion hazards exist.
- All fuel-operated tools shall be stopped and allowed to cool prior to being refueled, serviced, or maintained, and proper venting exercised when used in enclosed spaces.
- Power-grinding machines shall have proper grounding. Work rests must be kept at a distance not to exceed 1/8 inch from the wheel surface.
- All persons using abrasive wheels shall use approved eye-protective devices.
- Avoid repetitive motion, hold tools in neutral position.

# HAND AND PORTABLE POWERED TOOLS CHECKLIST

## Hand Tools and Equipment

	Are all tools and equipment (both company and employee owned) used by employees at their workplace in good condition?
	Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
	Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
	Are worn or bent wrenches replaced regularly?
	Are appropriate handles used on files and similar tools?
	Are employees made aware of the hazards caused by faulty or improperly used hand tools?
	Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
	Are jacks checked periodically to ensure they are in good operating condition?
	Are tool handles wedged tightly in the head of all tools?
	Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
	Are tools stored in dry, secure locations where they won't be tampered with?
	Is eye and face protection used when driving hardened or tempered spuds or nails?

## Portable (Power Operated) Tools and Equipment

	Are grinders, saws and similar equipment provided with appropriate safety guards?
	Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?
	Are portable circular saws equipped with guards above and below the base shoe? Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
	Are rotating or moving parts of equipment guarded to prevent physical contact?
	Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
	Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, and air compressors?
	Are portable fans provided with full guards or screens having openings ½ inch or less?
	Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
	Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?
	Are pneumatic and hydraulic hoses on power operated tools checked regularly for deterioration or damage?

## HAND AND PORTABLE POWERED TOOLS CHECKLIST

### Powder-Actuated Tools

<input type="checkbox"/>	Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?
<input type="checkbox"/>	Is each powder-actuated tool stored in its own locked container when not being used?
<input type="checkbox"/>	Is a sign at least 7 inches by 10 inches with bold face type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
<input type="checkbox"/>	Are powder-actuated tools left unloaded until they are actually ready to be used?
<input type="checkbox"/>	Are powder-actuated tools inspected for obstructions or defects each day before use?
<input type="checkbox"/>	Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

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## **ELECTRICAL SAFETY (QUALIFIED)**

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# OVERVIEW / SAFETY RELATED WORK PRACTICES

## PROGRAM OVERVIEW

Employees of Direct Service USA who face a risk of electric shock that is not reduced to a safe level shall be trained in and familiar with the safety-related work practices that pertain to their respective job assignments. Those employees who have been trained shall be considered as **Qualified Persons** (*those permitted to work on or near exposed energized parts and are familiar with the construction and operation of the equipment and the hazards involved*). Qualified persons shall, at a minimum, be trained in and familiar with the following:

1. The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment.
2. The skills and techniques necessary to determine the nominal voltage of exposed live parts, and
3. The clearance distances specified in 29 CFR 1910.333(c) and the corresponding voltages to which the qualified person will be exposed.

## 1. SAFETY RELATED WORK PRACTICES

Safety-related work practices shall be used to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits that are or may be energized.

### A. De-energized Parts

Live parts to which an employee may be exposed shall be de-energized before the employee works on or near them, unless the employer can demonstrate that de-energizing introduces additional or increased hazards (*i.e. interruption of life support equipment, deactivation of emergency alarm systems, shutdown of hazardous location ventilation equipment, or removal of illumination for an area*) or is infeasible due to equipment design or operational limitations (*i.e. testing of electric circuits that can only be performed with the circuit energized and work on circuits that form an integral part of a continuous industrial process in a chemical plant that would otherwise need to be completely shut down in order to permit work on one circuit or piece of equipment*). Live parts that operate at less than 50 volts to ground need not be de-energized if there will be no increased exposure to electrical burns or to explosion due to electric arcs.

### B. Energized Parts

If the exposed live parts are not de-energized (*i.e., for reasons of increased or additional hazards or infeasibility*), other safety-related work practices shall be used to protect employees who may be exposed to the electrical hazards involved. Such work practices shall protect employees against contact with energized circuit parts directly with any part of their body or indirectly through some other conductive object. The work practices that are used shall be suitable for the conditions under which the work is to be performed and for the voltage level of the exposed electric conductors or circuit parts.

## WORKING ON OR NEAR EXPOSED DE-ENERGIZED PARTS

### 2. WORKING ON OR NEAR EXPOSED DE-ENERGIZED PARTS

A. This section applies to work on exposed de-energized parts or near enough to them to expose the employee to any electrical hazard they present. Conductors and parts of electric equipment that have been de-energized but have not been locked out or tagged shall be treated as energized parts.

#### B. Lockout and Tagging

While any employee is exposed to contact with parts of fixed electric equipment (*equipment fastened in place or connected by permanent wiring methods*) or circuits which have been re-energized, the circuits energizing the parts shall be locked out or tagged or both. **Direct Service USA** has a complete **Lockout / Tagout Program** in compliance with 29 CFR 1910.147 that can be found in a separate section of its own. Please refer to the Program Section Titled **Lockout And Tagout Program (Energy Power Source)** for further information and review of procedures. A written copy of this procedure is maintained and shall be made available for inspection by employees and by the Assistant Secretary of Labor and his or her authorized representatives as requested. As a brief outline of that procedure which applies to this program the following is included and the steps shall be followed in the order in which they are presented.

1. **De-energizing Equipment:** Safe procedures for de-energizing circuits and equipment shall be determined before circuits or equipment are de-energized. The circuits and equipment to be worked on shall be disconnected from all electric energy sources. Control circuit devices, such as push buttons, selector switches, and interlocks, may not be used as the sole means for de-energizing circuits or equipment. Interlocks for electric equipment may not be used as a substitute for lockout and tagging procedures. Stored electric energy, which might endanger personnel, shall be released. Capacitors shall be discharged and high capacitance elements shall be short-circuited and grounded, if the stored electric energy might endanger personnel. Stored non-electrical energy in devices that could reenergize electric circuit parts shall be blocked or relieved to the extent that the circuit parts could not be accidentally energized by the device.
2. **Application Of Locks And Tags:** A lock and a tag shall be placed on each disconnecting means used to de-energize circuits and equipment on which work is to be performed, except under certain conditions outlined below. The lock shall be attached so as to prevent persons from operating the disconnecting means unless they resort to undue force or the use of tools. Each tag shall contain a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag. If a lock cannot be applied, or if the employer can demonstrate that tagging procedures will provide a level of safety equivalent to that obtained by the use of a lock, a tag may be used without a lock. A tag used without a lock shall be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by use of a lock. Examples of additional safety measures include the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device. A lock may be placed without a tag only under the following conditions:
  - a. Only one circuit or piece of equipment is de-energized, and
  - b. The lockout period does not extend beyond the work shift, and
  - c. Employees exposed to the hazards associated with re-energizing the circuit or equipment are familiar with this procedure.

## WORKING ON OR NEAR EXPOSED DE-ENERGIZED / ENERGIZED PARTS

- 3. Verification Of De-energized Condition:** Before any circuits or equipment can be considered and worked as de-energized the following requirements of this paragraph shall be met. A qualified person shall operate the equipment operating controls or otherwise verify that the equipment cannot be restarted. A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are de-energized. The test shall also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage back-feed even though specific parts of the circuit have been de-energized and presumed to be safe. If the circuit to be tested is over 600 volts, nominal, the test equipment shall be checked for proper operation immediately after this test.
- 4. Re-energizing Equipment:** These requirements shall be met, in the order given, before circuits or equipment are re-energized, even temporarily. A qualified person shall conduct tests and visual inspections, as necessary, to verify that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed, so that the circuits and equipment can be safely energized. Employees exposed to the hazards associated with re-energizing the circuit or equipment shall be warned to stay clear of circuits and equipment. Each lock and tag shall be removed by the employee who applied it or under his or her direct supervision. However, if this employee is absent from the workplace, then the lock or tag may be removed by a qualified person designated to perform this task provided that:
  - a.** The employer ensures that the employee who applied the lock or tag is not available at the workplace, and
  - b.** The employer ensures that the employee is aware that the lock or tag has been removed before he or she resumes work at that workplace.

There shall be a visual determination that all employees are clear of the circuits and equipment.

### 3. WORKING ON OR NEAR EXPOSED ENERGIZED PARTS

- A.** This section applies to work performed on exposed live parts (involving either direct contact or by means of tools or materials) or near enough to them for employees to be exposed to any hazard they present.
- B. Work On Energized Equipment:** Only qualified persons may work on electric circuit parts or equipment that have not been de-energized. Such persons shall be capable of working safely on energized circuits and shall be familiar with the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools.

## WORKING ON OR NEAR EXPOSED ENERGIZED PARTS

**C. Overhead Lines:** If work is to be performed near overhead lines, the lines shall be de-energized and grounded, or other protective measures shall be provided before work is started. If the lines are to be de-energized, arrangements shall be made with the person or organization that operates or controls the electric circuits involved to de-energize and ground them. If protective measures, such as guarding, isolating, or insulating, are provided, these precautions shall prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment.

- 1. Unqualified persons:** When an unqualified person is working in an elevated position near overhead lines, the location shall be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than the following distances:
  - a. For voltages to ground 50kV or below - 10 feet (305 cm);
  - b. For voltages to ground over 50kV - 10 feet (305 cm) plus 4 inches (10 cm) for every 10kV over 50kV.

When an unqualified person is working on the ground in the vicinity of overhead lines, the person may not bring any conductive object closer to unguarded, energized overhead lines than the distances given above. *Note: For voltages normally encountered with overhead power line, objects which do not have an insulating rating for the voltage involved are considered to be conductive.*

- 2. Qualified Persons:** When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown in *Table S-5* unless:
  - a. The person is insulated from the energized part (gloves, with sleeves if necessary, rated for the voltage involved are considered to be insulation of the person from the energized part on which work is performed), or
  - b. The energized part is insulated both from all other conductive objects at a different potential and from the person, or
  - c. The person is insulated from all conductive objects at a potential different from that of the energized part.

**TABLE S-5 - APPROACH DISTANCES FOR QUALIFIED EMPLOYEES – AC**

<u>VOLTAGE RANGE (phase to phase)</u>	<u>Minimum Approach Distance</u>
300 V or less	Avoid Contact
Over 300 V, but not over 750 V	1 foot
Over 750 V, but not over 2 kV	1 foot 6 inches
Over 2 kV, but not over 15 kV	2 feet
Over 15 kV, but not over 37 kV	3 feet
Over 37 kV, but not over 87.5 kV	3 feet 6 inches
Over 87.5 kV, but not over 121 kV	4 feet
Over 121 kV, but not over 140 kV	4 feet 6 inches

## WORKING ON OR NEAR EXPOSED ENERGIZED PARTS

- 3. Vehicular And Mechanical Equipment:** Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines shall be operated so that a clearance of 10 ft. (305 cm) is maintained. If the voltage is higher than 50kV, the clearance shall be increased 4 in. (10 cm) for every 10kV over that voltage. However, under any of the following conditions, the clearance may be reduced:
- a.** If the vehicle is in transit with its structure lowered, the clearance may be reduced to 4 ft. (122 cm). If the voltage is higher than 50kV, the clearance shall be increased 4 in. (10 cm) for every 10 kV over that voltage.
  - b.** If insulating barriers are installed to prevent contact with the lines, and if the barriers are rated for the voltage of the line being guarded and are not a part of or an attachment to the vehicle or its raised structure, the clearance may be reduced to a distance within the designed working dimensions of the insulating barrier.
  - c.** If the equipment is an aerial lift insulated for the voltage involved, and if the work is performed by a qualified person, the clearance (between the un-insulated portion of the aerial lift and the power line) may be reduced to the distance given in *Table S-5*.

Employees standing on the ground may not contact the vehicle or mechanical equipment or any of its attachments, unless:

- a.** The employee is using protective equipment rated for the voltage; or
- b.** The equipment is located so that no un-insulated part of its structure (that portion of the structure that provides a conductive path to employees on the ground) can come closer to the line than permitted.

If any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines is intentionally grounded, employees working on the ground near the point of grounding may not stand at the grounding location whenever there is a possibility of overhead line contact. Additional precautions, such as the use of barricades or insulation, shall be taken to protect employees from hazardous ground potentials, depending on earth resistivity and fault currents, which can develop within the first few feet or more outward from the grounding point.

- D. Illumination:** Employees may not enter spaces containing exposed energized parts, unless illumination is provided that enables the employees to perform the work safely. Where lack of illumination or an obstruction precludes observation of the work to be performed, employees may not perform tasks near exposed energized parts. Employees may not reach blindly into areas, which may contain energized parts.
- E. Confined Or Enclosed Work Spaces:** When an employee works in a confined or enclosed space (such as a manhole or vault) that contains exposed energized parts, the employer shall provide, and the employee shall use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. Doors, hinged panels, and the like shall be secured to prevent their swinging into an employee and causing the employee to contact exposed energized parts.
- F. Conductive materials and equipment:** Conductive materials and equipment that are in contact with any part of an employee's body shall be handled in a manner that will prevent them from contacting exposed energized conductors or circuit parts. If an employee must handle long dimensional conductive objects (such as ducts and pipes) in areas with exposed live parts, the employer shall institute work practices (such as the use of insulation, guarding, and material handling techniques), which will minimize the hazard.

## WORKING ON OR NEAR EXPOSED ENERGIZED PARTS

- G. Portable Ladders:** Portable ladders shall have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized parts.
- H. Conductive Apparel:** Conductive articles of jewelry and clothing (such as watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts. However, such articles may be worn if they are rendered nonconductive by covering, wrapping, or other insulating means.
- I. Housekeeping Duties:** Where live parts present an electrical contact hazard, employees may not perform housekeeping duties at such close distances to the parts that there is a possibility of contact, unless adequate safeguards (such as insulating equipment or barriers) are provided. Electrically conductive cleaning materials (including conductive solids such as steel wool, metalized cloth, and silicon carbide, as well as conductive liquid solutions) may not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.
- J. Interlocks:** Only a qualified person following the requirements of this program may defeat an electrical safety interlock, and then only temporarily while he or she is working on the equipment. The interlock system shall be returned to its operable condition when this work is completed.

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# **HYDROGEN SULFIDE SAFETY AWARENESS PROGRAM**

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## SCOPE / POTENTIAL SOURCES / CHARACTERISTICS

### A. SCOPE

Employees of **Direct Service USA** do not perform job activities nor are they near industrial activities where there is potential exposure to hydrogen sulfide. However, **Direct Service USA** employees should be aware of likely exposure sources, the dangers associated with the chemical, and other precautionary information.

### B. POTENTIAL SOURCES OF HYDROGEN SULFIDE

Areas or industrial practices where hydrogen sulfide may be reasonably expected to be found include:

1. Drilling operations
2. Recycled drilling mud
3. Water from sour crude wells
4. Blowouts
5. Tank gauging (tanks at producing, pipeline and refining operations)
6. Field maintenance
7. Tank batteries and wells
8. Sewers and drainage systems

### C. CHARACTERISTICS OF HYDROGEN SULFIDE

1. ***Toxicity***  
Hydrogen sulfide is an extremely toxic chemical which can cause permanent injury and even death after a very short exposure to relatively small quantities.
2. ***Color***  
Hydrogen sulfide is a colorless gas under “normal” conditions. At high pressures and low temperatures, it is a liquid.
3. ***Odor***  
Hydrogen sulfide has an extremely offensive odor. At low concentrations, it has a distinct smell of rotten eggs.
4. ***Flammability***  
Hydrogen sulfide is extremely flammable and may form an explosive mixture when mixed with air. Heat, sparks, or flames may ignite the gas.
5. ***Toxic By-products***  
When heated to decomposition, hydrogen sulfide emits highly toxic fumes of oxides and sulfur. Hydrogen sulfide can react vigorously with oxidizing materials.

## HEALTH EFFECTS / SAFETY PRECAUTIONS

### D. HEALTH EFFECTS OF HYDROGEN SULFIDE

The principal hazard of hydrogen sulfide is death by inhalation. Depending upon the amount of exposure (expressed in parts per million), any of the following symptoms can be expected upon exposure to this chemical:

1. Irritation to the eyes
2. Headache
3. Dizziness
4. Excitement
5. Nausea or gastro-intestinal disturbances
6. Dryness or sensation of pain in nose, throat, and chest
7. Coughing
8. Drowsiness
9. Convulsions

Labored respiration occurs shortly and respiratory paralysis can occur shortly after exposures of 700 parts per million (ppm). Exposures to hydrogen sulfide at 800-1000 ppm can be fatal in as little as thirty minutes, and higher concentrations are instantly fatal. Importantly, one cannot rely on hydrogen sulfide's characteristic "rotten egg" smell as a means of "gas detection." At high concentrations, the gas can instantaneously paralyze a person's ability to smell.

### E. GENERAL SAFETY PRECAUTIONS

1. OSHA's current permissible exposure limit for hydrogen sulfide is 20 ppm. Employees shall be instructed on the use of personal alarms and shall be instructed on the specific facility alarm for hydrogen sulfide should they be required to work in or near an area where there is the potential for hydrogen sulfide exposure.
2. If an alarm sounds (whether personal or area), employees shall vacate the hazard and shall not return to the area until the leak has been contained or until the hazard is otherwise controlled.
3. If an employee must enter an area where there are hazardous levels of hydrogen sulfide, then he or she is required to use a self-contained breathing apparatus or air-fed respirator.
4. While this program outlines general information regarding the characteristics, dangers, and precautions to be taken when in a hazard area, employees shall be made familiar with the owner's site specific contingency plan prior to beginning work in the hazard area.
5. **Direct Service USA's** workers do not perform work in confined spaces. If a job-site will require entry into confined spaces, then a confined space entry program will be developed and implemented, and workers shall receive training concerning the program.

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# **BENZENE SAFETY AWARENESS PROGRAM**

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## SCOPE / APPLICATION / RESPONSIBILITIES

### I. SCOPE AND APPLICATION

The purpose of this program is to protect employees from the hazards associated with benzene and maintain benzene exposures below the regulatory limits. It is **Direct Service USA's** policy to fully comply with the OSHA Benzene standard, Title 29 Code of Federal Regulations 1926.1128, which simply references 29 CFR 1910.1028, by:

- Ensuring that no employee is exposed to benzene at concentrations greater than 1 ppm of air averaged over an eight (8) hour period or the STEL of 5 ppm over 15 minutes.
- Knowing when respirators are used to limit employee exposure as required by paragraph (c) of Section 1910.1028, and all requirements of paragraphs (g) of Section 1910.1028, have been met, employee exposure may be considered to be at the level provided by the protection factor of the respirator for those periods the respirator is worn. Those periods may be averaged with exposure levels during periods when respirators are not worn to determine the employee's daily TWA exposure.

This program applies to all locations that use benzene or benzene-containing solutions. It does not apply to the storage, dispensing, sale or use of gasoline, motor fuels or other fuels containing benzene.

**Note:** This written program shall be furnished upon request for examination and copying to the Assistant Secretary, the Director, affected employees and designated employee representatives.

### II. RESPONSIBILITIES

#### A. The company safety officer is responsible for:

- Monitoring compliance with the OSHA Standard-29 CFR 1910.1028;
- Providing general Benzene Safety training;
- Conducting exposure assessments and evaluating exposure control measures as necessary;
- Coordinating the provision of medical examinations, monitoring exposure, and recordkeeping, as required;
- Investigating accidents;
- Maintaining employee exposure records;
- Developing Standard Operating Procedures that address specific safety measures to be implemented when using benzene;
- Ensuring employees with potential exposure to benzene receive the appropriate training prior to working with the substance;
- Arranging for immediate emergency response, if necessary, for chemical spills, injuries and overexposures;
- Maintaining a MSDS for the benzene products used and all other hazardous chemicals in the work area.

#### B. Employees are required to:

- Know the provisions of the Benzene Safety Program;
- Report accidents, possible overexposures or unsafe conditions to their supervisor;
- Wear Personal Protective Equipment and use engineering controls when recommended and provided.

# HAZARDS

## III. HAZARDS

### A. Health Hazards

Benzene can affect your body through inhalation, skin/eye contact or accidental ingestion. Benzene has a pleasant, sweet odor, but the odor does not provide adequate warning of its hazard.

- **Acute exposure**
  - a. Acute exposure to benzene may act as a central nervous system depressant with headaches, dizziness, nausea, intoxication, or even convulsions depending on the exposure level. Exposure to high concentrations of benzene may cause breathlessness, irritability, euphoria or giddiness. Severe exposures can lead to convulsions and loss of consciousness. It may cause irritation of the eyes, nose and respiratory tract.
  - b. It is also a skin and respiratory irritant. Benzene removes natural oils in the skin upon dermal absorption. The degree of irritation depends on the individual, the concentration, and exposure duration. Contact with benzene may cause irritation of the skin and eyes. Benzene can be absorbed into the skin and cause dermatitis. Eye contact may result in temporary corneal damage.
  - c. Benzene ingestion may cause nausea, vomiting, headache, dizziness and gastrointestinal irritation.
- **Chronic exposure**
  - a. Repeated or prolonged exposure to benzene, even at relatively low concentrations, may result in various blood disorders. Benzene has been shown to cause cancer in humans. Many blood disorders associated with benzene exposure may occur without symptoms.
  - b. Chronic exposure to benzene may lead to hematopoietic toxicity including, but not limited to, aplastic anemia or acute myelogenous leukemia. Benzene is metabolized in the body to a number of metabolites including phenol, catechol, hydroquinone, benzo-quinone, and muconaldehyde. These metabolites are toxic to the bone marrow. As a result of genetic damage to the DNA of developing stem cells in bone marrow, an increased growth of myeloblasts (white blood cell precursor) develop with low counts of red blood cells and platelets. This condition can lead to acute myelogenous leukemia.
  - c. Aplastic anemia refers to a decrease in red blood cells, white blood cells, and platelets in the blood (pancytopenia) and a decrease in stem cells in the bone marrow (hypoplastic bone marrow).
  - d. Benzene is also a known reproductive hazard. It reduces fertility in men and women and has reportedly been associated with menstrual disorders and impotence. It is also a teratogen affecting fetus development.

### B. Physical Hazards

Benzene poses a serious fire and explosion hazard when exposed to heat or flame. Benzene vapor is heavier than air and may collect in low areas. Vapors can also travel for some distance and may come into contact with ignition sources.

- Benzene is a Class IB flammable liquid with a flash point of 12° F.
- Benzene is a moderate explosion hazard. Vapor/air mixtures are explosive.

## EXPOSURE LIMITS / MONITORING

### IV. EXPOSURE LIMITS

OSHA has issued the following guidelines for employee exposures to reduce the potential for adverse health effects:

- **Action Level** - The concentration of a chemical in air, calculated as an 8-hour time-weighted average, which initiates certain required activities such as exposure monitoring and medical surveillance. **The action level for benzene is 0.5 parts per million (0.5 ppm).**
- **Permissible Exposure Limit (PEL)** - The greatest concentration, calculated as an 8-hour time-weighted average, to which nearly all workers may be repeatedly exposed during their 8-hour work schedule without experiencing adverse health effects. **The PEL for benzene is 1 part per million (1 ppm).**
- **Short Term Exposure Limit (STEL)** - The greatest concentration which nearly all workers may be exposed during any one 15-minute period without experiencing adverse health effects. **The STEL for benzene is 5 parts per million (5 ppm).**
- Monitoring requirements become effective if the PEL, STEL, or AL are exceeded in a work area.

### V. EXPOSURE MONITORING

Whenever benzene is used in a work area, **Direct Service USA** will monitor the air to determine employee exposures. Measurements of employee exposures will be representative of a full shift or STEL, and will be taken for each job classification in each work area.

If employee exposures are found to be at or above the action level but below the PEL, **Direct Service USA** will repeat air monitoring annually. If exposures are above the PEL, air monitoring will be conducted every 6 months. If exposures are above the STEL, air monitoring will be conducted at least once per year. Monitoring will continue until exposures can be reduced below these levels by engineering or administrative controls.

Air monitoring will be conducted promptly in a work area if employees are experiencing signs or symptoms of benzene exposure. Air monitoring will be repeated in an area each time there is a change in equipment, processes or controls which may result in additional exposure to benzene.

- To assess airborne exposure to benzene, personal air samples must be collected representative of each potentially exposed work group in each work area. Future monitoring will not be necessary if the results are less than the exposure limits; however, additional monitoring may be required if there are complaints or a change in lab protocol concerning benzene usage.
- If 8-hr sample results are greater than the AL but less than the PEL, annual monitoring is conducted.
- If 8-hr sample results are greater than the PEL and 15-min sample results are greater than the STEL, monitoring is conducted every six months.
- Monitoring may be discontinued if two consecutive sample results collected at least seven days apart are less than the AL.
- Employees must be notified within 15 working days if the personal sampling results exceed the exposure limits. The notification must also include corrective actions to minimize employee exposure.

## REGULATED AREAS / REDUCING EXPOSURE

### VI. REGULATED AREAS

- OSHA defines a regulated area as “any area where airborne concentrations of benzene exceed or can reasonably be expected to exceed, the permissible exposure limits...”
- Access to areas determined to be regulated areas must be restricted to designated personnel so the number of people exposed to benzene is minimized.

### VII. REDUCING EMPLOYEE EXPOSURE TO BENZENE

Exposure to benzene must be avoided to prevent adverse health effects, especially exposure via inhalation and dermal absorption.

#### A. Substitution

When possible, substitution of a less hazardous chemical or process will be used to reduce or eliminate benzene exposures.

#### B. Engineering Controls

When possible, chemical fume hoods and/or local exhaust ventilation will be used to reduce exposures to benzene. Local exhaust is used to capture and exhaust benzene vapors, preventing high exposures in the employee's breathing zone.

#### C. Administrative Controls

If engineering controls cannot be implemented, alteration of work practices will be used to reduce exposures to benzene. This could include limiting the amount of time employees spend working in high exposure areas by rotating personnel.

#### D. Personal Protective Equipment (PPE)

Contact with the eyes or skin with liquids containing benzene will be prevented by the use of protective garments and equipment which are impervious to benzene. The type of Personal Protective Equipment necessary will vary depending on the concentration, amount used and the potential for splashing. It may include goggles, face shields, gloves, gowns, lab coats, aprons and arm sleeves. PPE will be provided to the effected employees free of charge. All Personal Protective Equipment must be inspected by employees prior to each use. Personal Protective Equipment must be stored in a clean and sanitary manner. Respirators should be inspected by supervisors each month to ensure they are being used, stored and cleaned properly.

- **Respirators.** If employee exposures are found to exceed the PEL or STEL, respirators will be provided until feasible engineering or administrative controls can be implemented. Respirator use and type will be determined by **Direct Service USA**, based on air monitoring results. If respirator use is necessary, employees must be medically cleared to wear a respirator, and fit-tested and trained before using a respirator.
- **SCBA** In areas where the benzene concentration is unknown or greater than 1,000 ppm, full body protective clothing and Self-Contained Breathing Apparatus (SCBA) or supplied air respirators are required. This concentration may be encountered during a large quantity spill of benzene. **Currently, no Direct Service USA personnel are trained to handle this type of situation; 911 must be contacted in these situations.**

## REDUCING EXPOSURE / LABELS & SIGNS

### VII. *REDUCING EMPLOYEE EXPOSURE TO BENZENE (Cont.)*

#### E. **Hygiene**

- To prevent the accidental ingestion of benzene, eating, drinking and smoking are prohibited in areas where benzene is used. In addition, employees must wash their hands after using benzene.
- Protective clothing contaminated with benzene must not be taken home by employees. Arrangements must be made by the company to have all reusable protective clothing laundered.

#### F. **Emergency Eyewash and Shower**

If there is a possibility that an employee's skin may be splashed by benzene containing solutions, an emergency shower or drench hose should be provided in the work area. If there is a possibility that an employee's eyes may be splashed by benzene containing solutions, a plumbed eyewash station should be provided in the work area.

Employees must be instructed on the proper use of the eyewash and emergency showers. If an employee's eyes or skin are splashed by benzene containing solutions, the employee must flush them immediately and continue to do so for 15 minutes. Employees should then seek medical attention.

### VIII. **LABELS AND SIGNS**

#### A. **Regulated Areas**

Areas where the airborne levels of benzene are found to exceed the PELs will be designated as regulated areas. Access to these areas will be limited to persons trained to recognize the hazards of benzene. All entrances and access ways will be posted with signs bearing the following information:

**DANGER**  
**Benzene**  
**Cancer Hazard**  
**Flammable-No Smoking**  
**Authorized Personnel Only**  
**Respirator Required**

#### B. **Container Labels**

The Hazard Communication Standard requires chemical containers to be labeled with the chemical identity, hazard warnings, and manufacturer. If a chemical product containing benzene is transferred into a container other than the original, it must be labeled with the following information:

**DANGER**  
**Contains Benzene**  
**Cancer Hazard**

Labeling shall comply with the Hazard communication Program. Refer to the Hazard Communication Program located in the Corporate Safety Manual for more information.

## TRAINING / MEDICAL SURVEILLANCE

### IX. TRAINING

Every employee working with benzene must receive training on its hazards. This training must be conducted whenever a new hazard is introduced into the work area, when the employee transfers to another job, and whenever the employee demonstrates behavior that indicates a lack of understanding of the safe handling of chemicals.

Supervisors are responsible for ensuring that employees with potential exposure to benzene receive the appropriate training *prior* to working with the substance. All training must be documented by the individual presenting the training session and a copy of the training records will be kept on file as permanent record.

#### A. Frequency

- Employees working in areas where benzene is present must be trained when they are initially hired.
- If exposures are above the AL in a particular work area, the employees in that area must be trained annually.

#### B. Contents

- requirements of the OSHA Standard-29 CFR 1910.1028;
- explanation of the Benzene Safety program;
- contents of the Material Safety Data Sheet;
- Container labels
- description of the medical surveillance program;
- description of the health hazards associated with exposure;
- signs and symptoms of exposure;
- instructions to report any signs or symptoms that may be attributable to benzene exposure;
- description of the operations in the work area where benzene is present;
- work practices to reduce exposure, including engineering and administrative controls and Personal Protective Equipment required; and
- instructions for handling spills and emergency procedures.

### X. MEDICAL SURVEILLANCE PROGRAM

Employees found to have benzene exposures that exceed the action level or the STEL will be included in a medical surveillance program. These employees will complete a medical questionnaire annually and receive a physical examination. The physical will include blood tests to determine if any blood disorders exist.

Employees exposed to benzene must receive medical attention under the following circumstances:

- whenever an employee has developed signs or symptoms associated with exposure to benzene; and/or
- whenever an employee is involved in a spill, leak or other occurrence resulting in a possible overexposure to benzene.

It is the intent of **Direct Service USA** to provide a work environment which does not compromise the reproductive health of any employee regardless of gender, or the health of a fetus.

## MEDICAL SURVEILLANCE

### X. **MEDICAL SURVEILLANCE PROGRAM (Cont.)**

**Medical Removal.** If any blood abnormalities are found as a result of blood tests, the employee will be referred to a hematologist. The employee may be removed from areas where benzene exposures exceed the action level or STEL for the duration recommended by the physician and hematologist. If it is determined that the symptoms may be the result of a possible overexposure, **Direct Service USA** will evaluate the work area to determine if further control measures are necessary.

#### A. **General**

- Without cost to the employee, medical surveillance is available for employees exposed to benzene concentrations above the AL or STEL. Employees covered under the standard should have annual exams.
- Examinations are performed by a licensed physician and specimen samples sent to an accredited lab for testing.

#### B. **Initial Examinations**

- Occupational history
  - a. Work exposure to benzene and other hematological agents
  - b. Family history of blood dyscrasias
  - c. History of renal or liver dysfunction
  - d. Medicines routinely taken
  - e. Previous exposure to ionizing radiation
  - f. Exposure to marrow toxins outside of work
  - g. Complete physical exam
- Complete Blood Count
- Any additional tests deemed necessary by the physician
- For workers required to wear respirators, the exam must pay special attention to the cardiopulmonary system and include a pulmonary function test.

#### C. **Periodic Examinations**

- Exams provided annually to covered employees and include:
  - a. List of new exposures to marrow toxins
  - b. Changes in medicinal usage
  - c. Physical signs related to blood disorders
  - d. Complete blood count
  - e. Any other tests deemed necessary by physician
- Exams provided when employee develops signs and symptoms associated with benzene exposure.
- Respirator users must medically qualified
- Exams provided when there has been an emergency related to benzene exposure. A urinary phenol test is performed within 72 hours.

#### D. **Additional Examinations**

- If the complete blood count indicates anything abnormal, it must be repeated within two weeks. If the abnormality persists, the employee is referred to a hematologist.

## **SURVEILLANCE / RECORDKEEPING / SPILLS / DISPOSAL / STORAGE**

### **X. MEDICAL SURVEILLANCE PROGRAM (Cont.)**

#### **E. Other**

- The employer must provide to the physician a copy of 29 CFR 1910.1028, a description of the employee's duties, the determined exposure level, and personal protective equipment used.
- The employer must provide the employee a copy of the physician's written opinion and results within 15 days of the exam. The written opinion from the physician to the employer must pertain only to the employee's ability to work with benzene.

### **XI. RECORDKEEPING**

#### **A. Exposure Results**

- The records must include the results' number, date, duration, analytical method, the procedure performed while samples were collected, and any personal protective equipment worn by person monitored. It must also include the person's name, social security number, and position.
- Air monitoring results are kept on file at least 30 years.

#### **B. Medical Surveillance**

- A record of each employee subject to medical surveillance must be maintained by Health Services.
- The record must include the employee's name and social security number, the physician's written opinion of each exam, test results, employee complaints concerning benzene exposure, and a history of hematotoxin exposure.

### **XII. SPILLS**

Small spills (< 5 milliliters) can be cleaned up with absorbent material. The appropriate Personal Protective Equipment, such as safety glasses and benzene resistant gloves, must be used to prevent skin contact with the benzene. The spill clean-up materials must be double-bagged, tightly closed, labeled and properly disposed according to local, state and federal laws. If you experience any symptoms of exposure while cleaning up the spill, stop immediately and call 911 for assistance. Employees should not attempt to clean up large quantity spills of benzene. In the event of a large spill, evacuate the area and call 911. If an area contains large quantities of benzene, procedures to be followed in the case of an emergency must be included as part the Standard Operating Procedures for benzene in that area.

### **XIII. DISPOSAL**

All chemical waste must be disposed of properly and in accordance with local, state and federal laws.

### **XIV. STORAGE**

Benzene should be stored in a flammable storage cabinet in an unbreakable, chemically resistant secondary container to contain spills. Benzene should not be stored with acids or oxidizing agents.

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# **AERIAL PLATFORMS SAFETY PROGRAM**

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# PURPOSE / SCOPE / DEFINITIONS

## I. PURPOSE

The purpose of this program is to outline the safe operating procedures of aerial platforms, aerial ladders, articulating boom platforms, vertical towers, ladder trucks, or a combination of such devices used to elevate employees to jobsites above ground and to prevent serious accidents from occurring while operating these devices.

## II. SCOPE

This program applies to those employees of **Direct Service USA** who are required to operate high reach equipment. This program has been prepared in accordance with the Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1926.453 governing aerial lift equipment and American National Standard Institute (ANSI) standard A92.2-1990 governing Vehicle Mounted Elevating and Rotating Work Platforms.

## III. DEFINITIONS

1. **Aerial Platform** - A manually propelled, or vehicle mounted device that has an adjustable position platform, supported from ground level by a structure or vehicle.
2. **Authorized Personnel** - Employees certified to operate an aerial platform and assigned to perform a specific type of duty or duties at a specific location or locations at a work site.
3. **Configuration** - All positions in which an aerial platform or any part thereof can be placed within its intended operating limits.
4. **Guardrail System** - A vertical barrier intended to prevent employees from falling to lower levels.
5. **Instability** - the quality or state of being unstable, likely to tip over.
6. **Interlock** - A control or mechanism that, under specific conditions, automatically allows or prevents the operation of another control or mechanism.
7. **Lanyard** - a flexible line or rope, wire rope, or strap which is used to secure the body belt or body harness to a deceleration device, lifeline or anchorage.
8. **Modification/Modified** - to make a change, temporary or permanent, to an aerial platform that affects the operation, stability, safety factors, rated load or safety of the platform in any way.
9. **Operator** - A qualified person who controls the movement of the aerial platform.
10. **Outriggers** - Devices that increase the stability of the aerial platform and that are capable of lifting and leveling the aerial platform.
11. **Platform** - the portion of the aerial platform intended to be occupied by employees with their necessary tools and materials.
12. **Platform Height** - The vertical distance measured from the floor of the platform to the surface upon which the machine is supported.
13. **Qualified Person** - An employee who by reason of knowledge, experience, and training is certified and familiar with the operation to be performed and the hazards involved.
14. **Rated Work Load** - the carrying capacity of the aerial platform as specified by the manufacturer.
15. **Shall** - The word "shall" is to be understood as mandatory.
16. **Stability** - The quality, state of being stable, firmly anchored, not likely to tip over.
17. **Stabilizers** - Devices that increase the stability of the aerial platform but are not capable of lifting or leveling the aerial platform.

## **RESPONSIBILITIES / PRE-OPERATION QUALIFICATIONS**

### **IV. RESPONSIBILITIES**

All employees are expected to comply with the procedures set fourth within this program. Individual responsibilities are outlined below.

#### **1. Supervisors**

- a. Provide training for employees in the safe operation of Aerial lift work platforms.
- b. Maintain training documents and records.
- c. Conduct accident investigation on occurrences and near misses.
- d. Implement disciplinary action for those employees not adhering to the operating rules and procedures of the Aerial Platforms Safety Program or those employees operating aerial lift work platforms when not authorized or trained.
- e. Ensure all Aerial platforms provided for use are in safe operating condition and all safety devices are present and in proper working condition.
- f. Implement an "Out of Service" program for damaged and/or defective equipment.
- g. Ensure no modifications are made to the Aerial platforms, except for those authorized in writing by the equipment manufacturer.
- h. Conduct and document inspections for all Aerial lift work platforms. Any equipment not meeting the inspection criteria shall be immediately removed from service for repair.

#### **2. Employees**

- a. Operate Aerial platforms only after authorized and properly trained by the Company.
- b. Visually inspect all equipment prior to each use for damager or defects. Report any damage and defective equipment, as well as, any missing safety gear on the equipment to management personnel.
- c. Adhere to the rules, requirements and operation instructions established under the Aerial Platforms Safety Program.

### **V. PRE-OPERATION QUALIFICATIONS**

1. Only persons 18 years or older who have been properly trained by the Company, or their designate, shall be authorized to operate Aerial Lift equipment on the company premises.
2. All employees who are eligible for training in the operation of Aerial Lift equipment must meet the following pre-operation qualification requirements prior to being designated as an authorized high reach equipment operator:
  - a. No adverse vision problems that cannot be corrected by glasses or contacts.
  - b. No adverse hearing loss that cannot be corrected with a hearing aid.
  - c. No physical impairment that would impair safe operation of the Aerial Lift equipment.
  - d. No neurological disorders that affect balance or consciousness.
  - e. Is not taking any medication that affects perception, vision or physical abilities.

## PROCEDURE

### VI. PROCEDURE

1. **Only Authorized** (those who have been properly trained and certified) employees shall operate an aerial platform/lift, extensible boom platform, aerial ladders, articulating boom platforms, vertical towers, ladder trucks, tower trucks, or any combination of such devices.
2. **Operating and maintenance manuals** should be obtained from the manufacturer of the aerial platform. A copy of this procedure, the operating manual, maintenance manual, and the log of inspections shall be kept with each aerial platform. These documents are vital to communicate necessary safety information to users and operators.
3. **No aerial platform shall be modified or altered** without the modifications or alterations being approved and certified in writing by the manufacture. Records of all approved modifications and alterations, including written authorization from the manufacturer for the modification or alteration, shall be kept with the aerial platform as part of the operating and maintenance manual. The altering or disabling of interlocks or other safety devices is prohibited.
4. **All Manufacturer's Safety Bulletins** shall be complied with as received from the manufacturer or dealer and copies of them kept with the aerial platform as part of the operating and maintenance manuals.
5. **Maintenance** - A preventive maintenance program shall be established for each aerial platform in use at the university, by the maintenance supervisor responsible, in accordance with the manufacturer's recommendations and based on the environment and the severity of use of the aerial platform.
6. **Frequent Inspections** shall be performed by a trained qualified individual.
  - a. Frequent inspections shall be made every three months or 150 hours of operating time on all aerial platforms.
  - b. An inspection shall be made prior to use if the aerial platform has been out of service for a period longer than three months.
  - c. These frequent inspections shall be made by a person qualified (trained) as a mechanic on the specific make and model of the aerial platform.
  - d. The inspection shall include all items specified by the manufacturer for a frequent inspection and shall include, but not be limited to the following:
    1. All functions and their control for speed(s), smoothness, and limits of motion.
    2. Emergency lowering mechanism.
    3. All chain and cable mechanisms for adjustment and worn or damaged parts.
    4. All emergency and safety devices.
    5. Lubrication of all moving parts, inspection of filter element(s), hydraulic oil, engine oil, and coolant, as specified by the manufacturer.
    6. Visual inspection of structural components and other critical components, such as fasteners, pins, shafts, and locking devices.
    7. Placards, warnings, and control markings.
    8. Items specified by the manufacturer.
    9. Correction of all malfunctions and problems identified and further inspection, if necessary, shall be performed before the aerial platform is returned to service.
    10. Written documentation of all quarterly inspections shall be kept with the aerial platform and a copy forwarded to the Main Office.

## PROCEDURE

7. **Annual Inspections** shall be performed by a trained qualified individual.
  - a. Annual inspections shall be made by a person qualified as a mechanic on the specific make and model of the aerial platform. The inspection shall include all items specified by the manufacturer for an annual inspection. NOTE: This annual inspection is usually a part of the service contract on the aerial platform and is performed by a manufacturer's representative.
  - b. Aerial platforms that are not in proper operating condition shall be removed from service until repaired. A warning tag stating "DO NOT USE" shall be attached to the control panel of the aerial platform.
  - c. Written records of all inspections shall include the deficiencies found, corrective action taken, the date of the inspection and the date of the corrective action along with the name of the person(s) performing the inspection and the corrective action. Written records shall be kept with the aerial platform as part of the operating and maintenance manual and a copy sent to the Main Office.
8. **Maintenance Safety Precautions** - Before adjustments and/or repairs are started on an aerial platform, the following precautions shall be taken as applicable:
  - a. The platform shall be lowered to the full down position, if possible, or otherwise secured by blocking and cribbing to prevent dropping.
  - b. All controls shall be in the "off" position and all operating features secured from inadvertent motion by brakes, blocks, or other means.
  - c. All power controls shall be stopped and "Locked Out" to prevent inadvertent starting.
  - d. Hydraulic oil pressure shall be relieved from all hydraulic circuits before loosening or removing hydraulic components.
  - e. Safety props or latches shall be installed where applicable as described by the manufacturer.
  - f. Any additional precautions specified by the manufacturer shall be followed.
9. **Replacement Parts** - When parts or components are replaced, they shall be identical or equivalent to the original aerial platform parts or components.
10. **Pre-Start Inspection** - Before use each day or at the beginning of each shift, the Supervisor shall visually inspect the aerial platform and conduct a functional test (a check list shall be utilized for this purpose) including but not limited to the following:
  - a. Operating and emergency controls.
  - b. Safety devices.
  - c. Personal protective devices including fall protection.
  - d. Air, hydraulic, and fuel system leaks.
  - e. Cables and wiring harness.
  - f. Loose and missing parts.
  - g. Tires and wheels.
  - h. Placards, warnings, and control markings.
  - i. Outriggers, stabilizers, and other structures.
  - j. Guardrail system.
  - k. Items specified by the manufacturer.

## PROCEDURE

11. **Before Operation** - Before authorizing an operator to operate an aerial platform the supervisor shall:
- a. Ensure that everyone who will be working on the aerial platform has been properly trained on this procedure, the operating manual of the particular type of aerial platform to be used, and that this training has been properly documented.
  - b. Determine that the purpose for which the aerial platform is to be used is within the scope of the intended applications defined by the manufacturer.
  - c. Provide approved fall protection devices and other safety gear for all employees who will be working on the platform.
  - d. Check the area in which the aerial platform is to be used for possible hazards such as, but not limited to:
    1. Drop-offs or holes.
    2. Bumps or floor obstructions.
    3. Debris.
    4. Overhead obstructions and high voltage conductors.
    5. Hazardous locations.
    6. Inadequate surface and support to withstand all load forces imposed by the aerial platform in all operating configurations.
    7. Wind and weather conditions.
    8. Other possible unsafe conditions.
    9. Presence of unauthorized persons.
12. **During Operation** - The aerial platform shall be operated in accordance with this procedure. The supervisor shall direct the operator to ensure the following before each elevation of the platform:
- a. That personal protective equipment (PPE) is required to be worn at all times when operating Aerial Lift equipment. Under no circumstances shall operators put on their safety equipment after they have begun performing their specific task. The PPE specifically required includes:
    1. Safety Glasses
    2. Hardhats
    3. Safety Harness
    4. Any other specific PPE required while at the jobsite.
  - b. That operators shall inspect their PPE for deficiencies such as cracks, deterioration, and/or other abnormalities or conditions of wear before putting it on. Defective equipment shall not be worn and must be replaced immediately.
  - c. That belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.
  - d. That an aerial lift truck shall not be moved when the boom is elevated in a working position.
  - e. That the aerial platform is operated on a surface within the limits specified by the manufacturer.
  - f. That the outriggers, stabilizers, extendable axles, or other stabilizing methods are used as required by the manufacturer.

## PROCEDURE

12. ***During Operation – Cont.***
  - g. That guardrails are installed and access gates or openings are closed per manufacturer's instructions.
  - h. That the load and its distribution on the platform and any platform extension are in accordance with the manufacturer's rated capacity for that specific configuration.
  - i. That there is adequate clearance from overhead obstructions.
  - j. That the minimum safe approach distances (MSAD) to energized power lines and parts are maintained. (Ref. ANSI/SIA A92.3-1990.)
  - k. That all safety precautions defined in this procedure and the Operating and Maintenance Manual for the particular model of aerial platform being used are followed during the operation of the aerial platform.
  - l. That all passengers shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices on the aerial platform for achieving additional height or reach.
  - m. Special precautions shall be taken when other moving equipment or vehicles are present to comply with local ordinances or safety standards established for the workplace. Warnings such as but not limited to: flags, roped off areas, flashing lights, and barricades shall be used.
13. **Reporting Problems Or Malfunctions** - The operator shall immediately report any problems or malfunctions that become evident during operation of the aerial platform to the supervisor. Any problems or malfunctions that affect the safety or operation of the aerial platform shall be repaired prior to continued use of the aerial platform.
14. **Entanglement** - Care shall be taken to prevent rope, electric cords, hoses, etc., from becoming entangled in the aerial platform.
15. **Capacity Limitation** - Aerial platform rated capacities shall not be exceeded when loads are transferred to the platform at any height.
16. **Work Area** - the operator shall ensure that the area surrounding the aerial platform is clear of personnel and equipment before lowering the platform.
17. **Fueling** - The engine shall be shut down while fuel tanks are being filled. Fueling shall be done in a well-ventilated area free of flame, sparks, or other hazards that may cause fire or explosion.
  - a. Oil or fuel spills which occur as the result of refueling operations shall be immediately cleaned-up by trained personnel. The material shall be accumulated into a properly labeled container for removal of the material and proper disposal. Materials contaminated, as the result of the clean-up process, must also be disposed of properly.

## **PROCEDURE / ACCIDENTS / ENFORCEMENT AND DISCIPLINARY ACTION**

18. **Battery Charging** - Batteries shall be charged in a well-ventilated area free of flame, sparks, or other hazards that may cause fire or explosion. Proper personal protective equipment is required to be worn, which includes safety glasses and gloves when handling, checking, filling, recharging or changing batteries. The electrolyte levels within the battery shall only be checked with a non-sparking flashlight or other pre-approved lightening. Open flames shall not be used for checking electrolytes level in storage batteries. When preparing electrolyte, always pour the acid slowly into the water. Never pour the water into the acid.
  - a. Acid spills which occur as the result of the battery charging or changing operations shall be immediately cleaned-up by trained personnel. The acid shall be neutralized using a caustic material and accumulated into a properly labeled container for removal of the material and proper disposal. Materials contaminated, as the result of the clean-up process, must also be disposed of properly.
19. **Platform Positioning** - the aerial platform shall not be positioned against another object to steady the platform.
20. **Misuse As A Crane** - The aerial platform shall not be used as a crane.
21. **Operating Area** - The aerial platform shall not be operated from a position on trucks, trailers, railway cars, floating vessels, scaffolds, or similar equipment, unless the application is approved in writing by the manufacturer.
22. **Travel Conditions** - Under all travel conditions, the operator shall limit travel speed according to conditions of ground surface, congestion, visibility, slope, locations of personnel, and other factors causing hazards of collision or injury to personnel.
23. **Unauthorized Use** - Means shall be used to protect against use by unauthorized person(s).
24. **Shutdown of the Aerial Platform** - The operator shall cease operation of the aerial platform in case of any suspected malfunctions, any hazard, or potentially unsafe condition that may be encountered. The aerial platform and/or the work area shall then be inspected and any malfunction or problem shall be corrected before further operation of the platform.

### **VII. ACCIDENTS**

Operators are required to report all accidents or near misses to their supervisor immediately after the occurrence. The supervisor is responsible for conducting an accident investigation and determining if any disciplinary action is deemed necessary

### **VIII. ENFORCEMENT AND DISCIPLINARY ACTION**

All operators are required to adhere by the requirements set fourth within this program. Failure to follow the requirements contained within this program shall be cause for disciplinary action up to and including discharge, for severe violations. All safety violations shall be documented. Contractors violating this program shall be subject to ejection from the premises and possible cancellation of any existing contracts or agreements with such individuals.

## **TRAINING / RECORD RETENTION**

### **IX. TRAINING**

1. All employees who are scheduled to perform the functions of operators of aerial platforms or maintenance on aerial platforms shall have been trained on this procedure and either on the same model of aerial platform or one having operating characteristics and controls consistent with the one to be used during actual work site operation.
2. Operator and maintenance training shall include, but not be limited to the following before actually operating the aerial platform or performing maintenance on an aerial platform:
  - a. Know the intended purpose and function of each of the controls.
  - b. Read or been instructed on and understand the manufacturer's operating instructions, maintenance manual and safety rules.
  - c. Read or been instructed on all decals, warnings, and instructions displayed on the aerial platform.
3. The operator trainee shall operate the aerial platform in an area free of obstructions under the direction of the qualified person for a time sufficient to determine that the trainee displays proficiency in knowledge and actual operation of the aerial platform.
4. Only properly trained and authorized employees shall be permitted to operate any aerial platform.
5. Only properly trained maintenance employees shall be permitted to perform required maintenance of aerial platforms.
6. Written records of aerial platform training for operators shall include the employee's name, date of training, trainer's name and affiliation, and topics covered.
7. Re-training shall take place whenever a new model aerial platform is acquired or rented or when as employee demonstrates less than proficiency in the operation or maintenance of aerial platforms.

### **X. RECORD RETENTION**

1. The following records shall be maintained:
  - a. Records of the employees trained as operators of each model of aerial platform.
  - b. Records of each employee trained to perform maintenance and inspections on each model of aerial platform.
  - c. Written records of the frequent and annual inspections on each aerial platform owned or rented (if rented for a period of time to require frequent or annual inspection, e.g. 150 hours operation or three months). These records shall include the date of the inspection, model and serial number of the aerial platform, name and affiliation of the person performing the inspection, any deficiencies found, and the corrective action recommended.
  - d. Written records of all repairs accomplished on each aerial platform owned or rented including the date of the repair, a description of the work accomplished, the work order number, model and serial number of the aerial platform, and the identification of the person(s) performing the work.

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**RESERVED**

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