Blair-Dumond, Inc.

Safety Manual

Revised 4/28/2020

I. Management Commitment & Employee Involvement

1.Safety Policy Statement

Safety is everyone's responsibility. It is the desire of **Blair-Dumond Inc.** to help provide a safe working environment for all employees.

To accomplish this, management will provide reasonable safeguards to help insure safe working conditions and support the safe and efficient development of all work activities.

The need also exists for recognizing that ***no job is so important and no order is so urgent that we cannot take time to perform our work safely.***

Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety shall be observed. Safety equipment shall not be destroyed or abused.

The joint cooperation of employees and management in observance of this policy will help provide safe working conditions, help reduce work related accidents and will be to the mutual advantage of all. Therefore, I ask your cooperation and support to help make all our jobs safe.

Chris Saltonstall

President

2.Safety Director

A safety director is the key person in any program designed to create and maintain interest in safety because this person is responsible for coordinating the program, supplying the ideas and inspiration, while enlisting the wholehearted support of management, supervisors, and employees.

Duties of the Safety Director

- Develop written safety policies and procedures;
- Coordinate activities with safety committee;
- Inform management of proposed safety and health recommendations;
- Compile and distribute safety and health information to employees;
- Provides safety training for employees, supervisors, and managers;
- Arrange for training of new employees;
- Conduct routine workplace safety inspections;
- Complete and analyze accident investigation reports;
- Monitor and evaluate the effectiveness of safety and health programs;
- Assure compliance with government regulations; and
- Prepare progress reports on programs for management and safety committee.

Safety Director Announcement

I am pleased to announce that Harlan Williamson, Operations Manager, has been appointed to the position of Safety Director for Blair-Dumond, Inc.

We are asking the Safety Director to give you all the assistance possible to help provide a safe environment for all employees and the general public. The Safety Director has full authority to implement our safety program, so please refer any questions or comments regarding the safety program to this person.

We will expect all employees to abide by the guidelines of the safety program and to cooperate with the Safety Director in all safety related matters.

Chris Saltonstall

President

3. Safety Committee Standard Operating Procedure

1) Member Positions
    a. Safety Committee – a group of five (5) participants who meet at least once a month to discuss safety issues and identify solutions for improving Blair-Dumond, Inc.
    b. Production Manager will oversee safety committee to ensure it is meeting regulatory requirements and is effectively carrying out its responsibilities.
    c. Safety Coordinator – a person who is performing certain safety activities for the company. Some of the duties include conducting safety inspections, conducting incident investigations, and being a safety resource for employees to ask questions.
2) Purpose
    a. All employees are entitled to a safe and healthful work environment. Blair-Dumond, Inc. pledges its efforts to attain and maintain this objective. Recognizing that the safety and health of all employees is the highest priority. Blair-Dumond, Inc. will maintain full compliance with all applicable lawful regulations, notices and orders issued by OSHA.
    b. The purpose of the Safety Committee meetings is to provide a formal means for employees to effectively participate with management in safety and health problem identification and resolution.
    c. To inform and educate employees about health and safety issues, new standards, research findings, etc.
3) Scope
    a. The Safety Committee is an internal organization for Blair-Dumond, Inc. employees and management to discuss safety issues and concerns. The Safety Committee members will work with all employees to improve the safety at Blair-Dumond, Inc. to include the reduction of hazards, identification of corrective action, and the improvement of the safety standards.
4) Composition of the Committee
    a. The Safety Committee will be composed of five (5) members consisting of one management employee and four non-management employees appointed by the president of Blair-Dumond, Inc. Members will be selected for appointment based on qualification such as experience, training, and a demonstrated interest in serving.
    b. A minimum of four members, one management and three non-management members must be present for a quorum of the Safety Committee meeting to be formed.
    c. All Safety Committee activities, including Safety Committee meetings, field inspections, and authorized training will be during normal work hours. Every effort will be made to conduct all Safety Committee activities within the regular working hours of all members to avoid incurring overtime. Overtime to perform committee business must be authorized and approved in advance by president of Blair-Dumond, Inc.
5) Safety Coordinators
    a. Member position changes month to month
    b. Required to complete specialized training modules each year.
    c. Assisting or performing workplace inspections.
    d. Conduct accident/incident investigation to help identify root cause and recommend corrective actions.
    e. Submit service request to fix unsafe conditions.
    f. Follow up on closed safety related work orders to ensure issues were resolved properly.
    g. Assist in employee safety meetings.
    h. Other additional safety duties for support.
6) Safety Committee Meetings
    a. Safety Committee meeting will be held to provide guidance to Safety Coordinator with Risk Management scheduling and coordinating safety meetings for all employees.
    b. Meetings will cover the following topics:
        i. Safety training/certifications for all employees
        ii. Develop safety emphasis topics to ensure all members are working toward the same objectives
        iii. Report out on safety issues or best practices
        iv. Chose topic for next employee safety meeting
7) Member responsibilities
    a. Alternate leader for the monthly safety committee meeting

b. Assist in developing the agenda for the monthly meetings
c. Identify the need for specialized OSHA training
d. Maintain important documentation and records
e. Perform presentation regarding committee status and performance on a rotational basis
f. Ensure effective communication of Committee activities to employees and management.

8) Safety Committee Responsibilities
   a. Safety Committee members will provide training in occupational health and safety. A training plan will be developed by the Safety Committee. All training will be conducted at the facility.
   b. Meet first Thursday of every month
   c. Prepare and make available written records of all the issues discussed at committee meetings. Confidential information will not be shared.
   d. Review results of investigation of occupational accidents resulting in occupational injury, illness, or exposure to hazardous substances.
   e. Submit suggestions to management for the prevention of future incidents where appropriate.
   f. Evaluate and make recommendations for safety recognition.
   g. Award quarterly for safe working habits: gift certificate and reward for employee.
      i. Acknowledge safe worker in safety meetings with award.
   h. Review and make recommendations on any new or revised safety policy.
   i. Annually evaluate the effectiveness of the safety and health program to determine what changes are needed to improve safety and health protection. The Safety Committee will prepare a written report of the findings of the evaluation to be submitted prior to the next meeting.

9) Recordkeeping
   a. All records concerning Safety Committee activities, i.e., inspections, findings, recommendation and actions, will be maintained in the office. Safety Committee members will have access to all Safety Committee records.

Blair-Dumond, Inc.
Safety Committee Minutes

Date:		Time Opened:	11:00AM	Time Closed:	11:30AM	Location:	Conference Room

A.	Sign in Name	Signature	Position
1.			
2.			
3.			
4.			
5.			

B. Old Business (Minutes from Last Meeting and their Current Status)

C. Accident/Incident Reporting (Report any Accidents/Incidents since Last Meeting)

D. Inspection Report Review (Review Monthly/Quarterly Inspections)

E. Risk Assessment Progress (Review program and identified problems/solutions/risks)

F. New Business (Work Procedures, Company Policies, Training, Safety and Health Suggestions)

G. Suggestion Box Response/Department Suggestions

Suggestion Lock Box:

H. Next Meeting Date: _____ Location: Conference Room

Signed: _____ Position: Operations Manager

4. Responsibilities and Duties

Management

Responsibilities:

- Safety begins with management commitment and participation.
- We will set goals, establish accountability and become involved.
- A poor safety record is a management problem.
- Establish, implement and maintain the company safety program.

Duties:

- Communicate safety commitment and policy.
- Attend company safety functions.
- Review accident reports and safety activity.
- Make needed appropriations.
- Set a good example.

Safety Director

Responsibilities:

- Someone must be responsible for the program.
- In some cases a safety committee will be used to schedule a block of time to devote to safety activity.

Duties:

- Develop written safety policies and procedures;
- Coordinate activities with safety committee;
- Inform management of proposed safety and health recommendations;
- Compile and distribute safety and health information to employees;
- Provide safety training for employees, supervisors, and managers;
- Arrange for training of new employees;
- Conduct routine workplace safety inspections;
- Complete and analyze accident investigation reports;
- Monitor and evaluate the effectiveness of safety and health programs;
- Assure compliance with government regulations; and
- Prepare progress reports on programs for management and safety committee.

Supervisors

Responsibilities:

- Supervisors have a direct responsibility for a working group.
- They will help build safety into the work process and be alert for safety and health problems.

Duties:

- Train new employees.
- Re-train present employees.
- Make department inspections.
- Prepare accident reports.
- Enforce safety rules.
- Make daily safety contacts.
- Correct unsafe acts and conditions.

Employees

Responsibilities:

- Workers must learn the hazards of their jobs and abide by safety rules.
- The program requires the wholehearted support of those it was designed to protect.

Duties:

- Abide by safety rules. Report hazardous conditions or concerns.
- Communicate safety to fellow employees.
- Make suggestions to help improve safety.

5. Accountability

In order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits or conditions.

If an accident occurs, and if it has been determined that the accident could have been avoided, the means of holding employees accountable should be made more severe after each consecutive offense.

Examples:

1. First Offense - Verbal warning
2. Second Offense - Verbal and written warning with a copy of the written warning becoming a part of the employee's file.
3. Third Offense - One day off work with no pay
4. Fourth Offense - Possible employment termination.
5. Serious offenses may result in immediate termination.

The purpose of holding employees accountable is to help employees conform to company policy and work safely. It is not designed to end employment and, therefore, employees should be given the opportunity to start over with a clean slate periodically.

Blair-Dumond, Inc.
Warning / Disciplinary Report

Name		Department	
Date of Incident		Section	
Time of Incident		Probationary Employee:	
Action taken:	Warning	Suspension	Dismissal

This report is to be made part of the official record of the above mentioned employee

Nature of incident:

		Unexcused Absence		Housekeeping		Fighting on company premises
		Tardiness		Improper conduct		Leaving work without permission
		Drinking while on duty		Reporting under the influence of alcohol		Substandard work
		Insubordination		Violation of safety rules		Violation of company rules of conduct
		Dishonesty		Carelessness		Theft (Company or Personal property)
		Use of illegal drugs while on duty		Destruction of company property		Not Following Company Policy
		Failure to follow instructions		Defective and improper work		Other

Supervisor's remarks:

Witnesses and Statements:

Employee's remarks:

Signature of Supervisor	Date	Signature of Employee*	Date

*Before signing, read and make sure you understand this report, make any comments you wish to make in the "Employee's remarks" section. If you wish to speak to your Department Manager prior to signing this report, an appointment will be made for you, the issuer of this Disciplinary Action Report and the Department Manager to meet to discuss it.

The above offenses have been noted and are made a part of the above employee's personnel file as of this date					
Offense number:		Date of last Offense:		Action taken:	
Additional Comments:					
Signature of Department Manager				Date	

II. Workplace Analysis

1.Hazard Recognition

This section provides guidance in the development of checklists for inspections done to help control identified hazards. The objective is to try eliminating the hazards from the work place or to develop methods to manage the risk.

In practical terms, a hazard is associated with a condition or activity that, if left uncontrolled, can result in an injury, an illness, or other adverse events. A survey of the work place should be done to identify the hazards or potential hazards which are easily recognized without intensive analysis.

The first step is usually a deliberate check around the inside, outside, and around the operations for hazards, or the potential for harm. Focus on the type of occupancy, operations, machines, processes and activities that are necessary to perform all aspects of the business. Make a note of your findings when a recognizable or potential hazard is found. Gather the information and consider the possibility of a critical error or mishap and what impact it could have. Establish priorities and develop plans for what is needed to control situations that might have unacceptable consequences.

Review the following to determine if there is a pattern of mishaps, and injury or illness where other safeguards may be needed.

- First aid log or reports
- Workers Compensation claim reports
- OSHA 300 Injury and Illness Log
- Company loss workday incident rate
- Insurance claims for property, liability, and other insured losses
- Public, customer, or employee complaint log or reports
- Vulnerability assessment results
- Process hazard analysis results
- Job hazard analysis reports

Special knowledge may be needed to evaluate how well your business has prepared for special programs that may be required for your operations. Hazards associated with chemicals could need further investigation to review what could go wrong and what safeguards must be implemented to prevent releases of hazardous chemicals stored or used in a process.

Emergency response operations often have special consideration for the safety of people, property, and sometimes the environment. You should determine the level of emergency response employees are intended to engage in, before the response is needed.

Develop rules and requirements to deal with the hazards. A checklist provided for employees to use helps to standardize the process. Employee training and safety meeting activity can also be developed along with the worksite inspections to help assure the recognized hazards are communicated.

Remember, the sample job site inspection forms provided in this section must be tailored to your specific operations. Your checklist should have clear objectives with specific expectations for each item. Involve the user in the development of the checklist to make sure it fits with the flow of work.

A. Job Hazard Analysis

A more formal analysis may be needed for some jobs or tasks. A job hazard analysis, or sometimes called a job safety analysis, focuses on job tasks as a way to identify hazards before they occur. This approach focuses on the relationship between the worker, the task, the tools, and the work environment. The results of this type of analysis can be used to develop standard operating procedures.

First, select the job to analyze in the workplace. A job hazard analysis can be conducted on many jobs. Priority should go to the following types of jobs:
Jobs with the highest injury or illness rates
Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents
Jobs in which one simple human error could lead to a severe accident or injury
Jobs that are new operations or have undergone changes in processes and procedures
Jobs complex enough to require written instructions

A person with the technical knowledge related to the job being evaluated should be involved in looking at the worksite and its current condition. Breakdown the job and develop a description of the tasks and/or operations that will be performed. Then, identify the hazards associated along with the possible consequences for those tasks and operations. Hazards can include physical, chemical, biological, behavioral conditions. It is good to involve an employee in the job hazard analysis to provide realistic feedback and insight.

Ideally, the company will take steps to eliminate or reduce hazards to an acceptable risk level.
Determine the type of controls used for protection from the hazards. Controls can include substitution or engineering the hazard out, administrative programs, and behaviors or practices when the hazard is present.

The physical capacity needed to do the job may also be identified and could be helpful in developing a job description used by a medical professional before making a determination for returning an injured employee back to work.

Blair-Dumond, Inc.
Job Hazard Analysis Form

Job or Task Title:		Job or Task Location:	
Completed By:		Date Evaluated:	

#	Task or Step	Task Hazard	Hazard Control Method
1			
2			
3			
4			
5			
6			

An additional special program is required where personal protective equipment (e.g. protective eyewear, respirators, hearing protection) is used as a method to control hazards.

2. Accident Investigation

Thousands of accidents occur throughout the United States every day. The failure of people, equipment, supplies, or surroundings to behave or react as expected causes most of the accidents. Accident investigations determine how and why these failures occur. By using the information gained through an investigation, a similar or perhaps more disastrous accident may be prevented. Conduct accident investigations with accident prevention in mind. Investigations are NOT to place blame.

An accident is any unplanned event that results in personal injury or in property damage. Investigate all accidents regardless of the extent of injury or damage, AND near misses. All of these incidents provide critical information for the improvement of our safety efforts.

Accident Prevention

Accidents are usually complex. An accident may have 10 or more events that can be causes. At the lowest level, an accident results only when a person or object receives an amount of energy or hazardous material that cannot be absorbed safely. This energy or hazardous material is the DIRECT CAUSE of the accident. The direct cause is usually the result of one or more unsafe acts or unsafe conditions, or both. Unsafe acts and conditions are the INDIRECT CAUSES or symptoms. In turn, indirect causes are usually traceable to poor management policies and decisions, or to personal or environmental factors. These are the BASIC CAUSES.

In spite of their complexity, most accidents are preventable by eliminating one or more causes. Accident investigations determine not only what happened, but also how and why. The information gained from these investigations can prevent recurrence of similar or perhaps more disastrous accidents.

Investigate Procedures

The actual procedures used in a particular investigation depend on the nature and results of the accident. The agency having jurisdiction over the location determines the administrative procedures. In general, responsible officials will appoint an individual to be in charge of the investigation. The investigator uses most of the following steps:

1. Define the scope of the investigation.
2. Select the investigators. Assign specific tasks to each (preferably in writing).
3. Present a preliminary briefing to the investigating team, including:
    a. Description of the accident, with damage estimates.
    b. Normal operating procedures.
    c. Maps (local and general).
    d. Location of the accident site.
    e. List of witnesses.
    f. Events that preceded the accident.
4. Visit the accident site to get updated information.
5. Inspect the accident site.
    a. Secure the area. Do not disturb the scene unless a hazard exists.
    b. Prepare the necessary sketches and photographs. Label each carefully and keep accurate records.
6. Interview each victim and witness. Also interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a tape recorder if desired and if approved.
7. Determine
    a. What was not normal before the accident?

   b. Where the abnormality occurred.
   c. When it was first noted.
   d. How it occurred.
8. Analyze the data obtained in step 7. Repeat any of the prior steps, if necessary.
9. Determine
   a. Why the accident occurred.
   b. A likely sequence of events and probable causes (direct, indirect, basic).
   c. Alternative sequences.
10. Check each sequence against the data from step 7.
11. Determine the most likely sequence of events and the most probable causes.
12. Conduct a post-investigation briefing.
13. Prepare a summary report, including the recommended actions to prevent a recurrence. Distribute the report according to applicable instructions.

An investigation is not complete until all data are analyzed and a final report is completed. In practice, the investigative work, data analysis, and report preparation proceed simultaneously over much of the time spent on the investigation.

Fact-Finding

Gather evidence from many sources during an investigation. Get information from witnesses and reports as well as by observation. Interview witnesses as soon as possible after an accident. Inspect the accident site before any changes occur. Take photographs and make sketches of the accident scene. Record all pertinent data on maps. Get copies of all reports. Documents containing normal operating procedures, flow diagrams, maintenance charts, or reports of difficulties or abnormalities are particularly useful. Keep complete and accurate notes in a bound notebook. Record pre-accident conditions, the accident sequence, and post-accident conditions. In addition, document the location of victims, witnesses, machinery, energy sources, and hazardous materials.

In some investigations, a particular physical or chemical law, principle, or property may explain a sequence of events. Include laws in the notes taken during the investigation or in the later analysis of data. In addition, gather data during the investigation that may lend itself to analysis by these laws, principles, or properties. An appendix in the final report can include an extended discussion.

Interviews

In general, experienced personnel should conduct interviews. If possible, the team assigned to this task should include an individual with a legal background. In conducting interviews, the team should:

1. Appoint a speaker for the group.
2. Get preliminary statements as soon as possible from all witnesses.
3. Locate the position of each witness on a master chart (including the direction of view).
4. Arrange for a convenient time and place to talk to each witness.
5. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
6. Listen, let each witness speak freely, and be courteous and considerate.
7. Take notes without distracting the witness. Use a tape recorder only with consent of the witness.
8. Use sketches and diagrams to help the witness.
9. Emphasize areas of direct observation. Label hearsay accordingly.
10. Be sincere, and do not argue with the witness.

11. Record the exact words used by the witness to describe each observation. Do not "put words into a witness' mouth."
12. Word each question carefully, and be sure the witness understands the question.
13. Identify the qualifications of each witness (name, address, occupation, years of experience, etc.).
14. Supply each witness with a copy of his or her statements. Signed statements are desirable.

After interviewing all witnesses, the team should analyze each witness's statement.
They may wish to re-interview one or more witnesses to confirm or clarify key points. While there may be inconsistencies in witnesses' statements, investigators should assemble the available testimony into a logical order. Analyze this information along with data from the accident site.

Not all people react in the same manner to a particular stimulus. For example, a witness within close proximity to the accident may have an entirely different story from one who saw it at a distance. Some witnesses may also change their stories after they have discussed it with others. The reason for the change may be additional clues.

A witness who has had a traumatic experience may not be able to recall the details of the accident. A witness who has a vested interest in the results of the investigation may offer biased testimony. Finally, eyesight, hearing, reaction time, and the general condition of each witness may affect his or her powers of observation. A witness may omit entire sequences because of a failure to observe them or because their importance was not realized.

Problem Solving Techniques

Accidents represent problems that must be solved through investigations. Several formal procedures solve problems of any degree of complexity. This section discusses two of the most common procedures: Change Analysis and Job Safety Analysis.

Change Analysis

As its name implies, this technique emphasizes change. To solve a problem, an investigator must look for deviations from the norm. Consider all problems to result from some unanticipated change. Make an analysis of the change to determine its causes. Use the following steps in this method:

1. Define the problem (What happened?).
2. Establish the norm (What should have happened?).
3. Identify, locate, and describe the change (What, where, when, to what extent).
4. Specify what was and what was not affected.
5. Identify the distinctive features of the change.
6. List the possible causes.
7. Select the most likely causes.

Job Safety Analysis

Job safety analysis (JSA) is part of many existing accident prevention programs. In general, JSA breaks a job into basic steps, and identifies the hazards associated with each step. The JSA also prescribes controls for each hazard. A JSA is a chart listing these steps, hazards, and controls. Review the JSA during the investigation if a JSA has been conducted for the job involved in an accident. Perform a JSA if one is not available. Perform a JSA as a part of the investigation to determine the events and conditions that led to the accident.

Report of Investigation

As noted earlier, an accident investigation is not complete until a report is prepared and submitted to proper authorities. Special report forms are available in many cases. Other instances may require a more extended report. Such reports are often very elaborate and may include a cover page, a title page, an abstract, a table of contents, a commentary or narrative portion, a discussion of probable causes, and a section on conclusions and recommendations.

The following outline has been found especially useful in developing the information to be included in the formal report:

1. Background Information
    a. Where and when the accident occurred
    b. Who and what were involved
    c. Operating personnel and other witnesses
2. Account of the Accident (What happened?)
    a. Sequence of events
    b. Extent of damage
    c. Accident type
    d. Agency or source (of energy or hazardous material)
3. Discussion (Analysis of the Accident - HOW; WHY)
    a. Direct causes (energy sources; hazardous materials)
    b. Indirect causes (unsafe acts and conditions)
    c. Basic causes (management policies; personal or environmental factors)
4. Recommendations (to prevent a recurrence) for immediate and long-range action to remedy:
    a. Basic causes
    b. Indirect causes
    c. Direct causes (such as reduced quantities or protective equipment or structures)

Claims Reporting Policy

All accidents, especially those involving injuries, should be reported to the safety director, store manager, or other person responsible for reporting to your insurance carrier. Each provider of insurance coverage has differing standards for claim reporting and guidelines should be followed to ascertain promptness in reporting. Forms for each coverage should be included in this manual and should be labeled for each coverage provided. The claims department of your insurance carrier will provide sample forms for this purpose.

Property & Casualty Claims Office: Federated Service Insurance Company
PO Box 486, Owatonna MN 55060-0486
Telephone: 1-888-333-4949, pcclaims@fedins.com

Workers Compensation Claim: Virginia Worker's Compensation Commission
1000 DMV Drive Richmond Virginia 23220
Telephone: 1-877-664-2566

First Report of Injury

The form is from the Virginia's Worker's Compensation Commission webpage.
http://www.vwc.state.va.us/content/first-report-injury

Blair-Dumond, Inc.

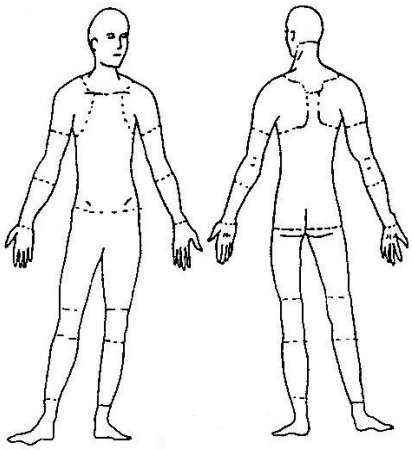
Incident Investigation Report

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness*.)

This is a report of a: ☐ Death ☐ Lost Time ☐ Dr. Visit Only ☐ First Aid Only ☐ Near Miss	
Date of incident:	This report is made by: ☐ Employee ☐ Supervisor ☐ Team ☐ Other_____

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: ☐ Male ☐ Female	Birthdate: Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply)	Nature of injury: (most serious one) ☐ Abrasion, scrapes ☐ Amputation ☐ Broken bone ☐ Bruise ☐ Burn (heat) ☐ Burn (chemical) ☐ Concussion (to the head) ☐ Crushing Injury ☐ Cut, laceration, puncture ☐ Hernia ☐ Illness ☐ Sprain, strain ☐ Damage to a body system: ☐ Other_____	This employee works: ☐ Full time ☐ Part time ☐ Seasonal ☐ Temporary Months with the employer:_____ Months doing this job: _____



Step 2: Describe the incident

Exact location of the incident:			Exact time:
What part of the employee's workday? ☐ Entering or leaving work ☐ Doing normal work activities ☐ During a meal period ☐ During a break ☐ Working overtime ☐ Other_____		Names of witnesses (if any):	
Number of attachment:	Written witness statements: ☐ Yes ☐ No	Photographs: ☐ Yes ☐ No	Maps/drawing: ☐ Yes ☐ No
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			

Step 3: Why did the incident happen?

Unsafe workplace conditions: (Check all that apply)

- ☐ Inadequate guard
- ☐ Unguarded hazard
- ☐ Safety device is defective
- ☐ Tool or equipment defective
- ☐ Workstation layout is hazardous
- ☐ Unsafe lighting
- ☐ Lack of needed personal protective equipment
  Lack of appropriate equipment/tools
- ☐ Unsafe clothing
- ☐ No training or insufficient training
- ☐ Other _____

Unsafe acts by people: (Check all that apply)

- ☐ Operating without permission
- ☐ Operating at unsafe speed
- ☐ Servicing equipment that has power to it
- ☐ Making a safety device inoperative
- ☐ Using defective equipment
- ☐ Using equipment in an unapproved way
- ☐ Unsafe lifting
- ☐ Taking an unsafe position or posture
- ☐ Distraction, teasing, horseplay
- ☐ Failure to wear personal protective equipment
- ☐ Failure to use the available equipment/tools
- ☐ Other_____

Why did the unsafe conditions exist?

Why did the unsafe acts occur?

Is there a reward (such as "the job can be done more quickly", or "the product is less likely to be damaged") that may have encouraged the unsafe conditions or acts? Yes / No If yes, describe:

Were the unsafe acts or conditions reported prior to the incident? Yes / No

Have there been similar incidents or near misses prior to this one? Yes / No

Step 4: How can future incidents be prevented?

What Changes do you suggest preventing this incident /near miss from happening again?

- ☐ Stop this activity
- ☐ Guard the hazard
- ☐ Train the employee(s)
- ☐ Redesign task steps
- ☐ Redesign work station
- ☐ Write a new policy/rule
- ☐ Enforce existing policy
- ☐ Routinely inspect for the hazard
- ☐ Personal Protective Equipment

What should be (or has been) done to carry out the suggestion(s) checked above?

Step 5: Who completed and reviewed this form? (Please Print)

Written by:	Title:
Department:	Date:
Names of investigation team members:	
Reviewed by:	Title:
	Date:

First Report of Injury

First Report of Injury

Virginia Workers' Compensation Commission
1000 DMV Drive Richmond Virginia 23220
1-877-664-2566

SEE INSTRUCTIONS ON REVERSE SIDE

www.vwc.state.va.us

Reason for filing: _____
VWC Jurisdiction Claim #: (If assigned) _____
Claim Administrator File#: _____

Employer

Employer's Legal Name	Federal Employer Identification Number (FEIN)
Blair-Dumond, Inc.	54-1428352

Employer's Mailing Address
2605 Cofer Road
Richmond VA 23224

Name/FEIN of Entity on Policy	Nature of Business
Blair-Dumond, Inc.	Cabinetry, Casework, Millwork
Name and Address of Insurer or Self-Insurer for this Claim	Policy Number
Federated Service Insurance Company PO Box 486 Owatonna MN 55060-0486	0765287

Time and Place of Accident

Location where accident occurred	Date of injury	Hour of injury ☐ a.m. ☐ p.m.
Date injury or illness reported	If fatal, give date of death	If fatal, give marital status ☐ Single ☐ Divorced ☐ Married ☐ Widowed
	If fatal, give number of dependent children	

Injured Worker

Name of Injured Worker	Phone Number	Injured Worker ID Number
Injured Worker's mailing address		Type of ID ☒ Social Security No. ☐ Employment Visa ☐ Green Card ☐ Passport No. ☐ Unknown
Occupation at time of injury or illness	Date of birth	Sex ☐ Male ☐ Female

Nature and Cause of Accident

Machine, tool, or object causing injury or illness

Describe fully how injury or illness occurred

Describe nature of injury, occupational disease, or illness, including body parts affected

Signatures

Submitter (name, signature, title)	Date	Phone number
		804-359-2090

Submitter's Address
2605 Cofer Road, Richmond VA 23224

VWC Form #3
Rev. 10/08

3. Employee Reporting and Communication System

It is important for employees to notify management of unsafe acts or conditions and to receive a timely and appropriate response to such communication. Such employee insight provides management a greater perspective of possible unsafe acts or conditions while actively involving employees in safety and health issues.

In a credible program, management should give a timely response to address any problems identified and a timely explanation of why particular actions were or were not taken. An example of an "employee reporting and communication" form is provided to you as part of this safety program. You may tailor it to your particular needs.

Blair-Dumond, Inc.

Safety Suggestion/Hazard Report Form

To be completed for any safety related issue (hazard, difficult task, idea for a better or safer way to do a task). Complete and give to your supervisor or safety committee member.

Name: _____ Date: _____

Location: _____

Hazard/Concern: _____

_____

_____

_____

_____

_____

_____

Ideas/Recommended Actions: _____

_____

_____

_____

_____

_____

The following section is to be completed by the supervisor or Safety Committee Member and then posted.

Action to Be Taken: _____

_____

_____

_____

Person Responsible to Correct: _____ Correction Date: _____

Signature after Corrected: _____

III. Hazard Prevention and Control

1. General Safety Guidelines

1. Follow the established safe job procedures. You are to perform only those jobs you have been assigned and properly instructed to perform.
2. Wear the protective equipment required for your job as established by your supervisor through job instruction. It is your responsibility to see that protective equipment should be in good repair. Damaged equipment should be reported to your supervisor immediately.
3. Report unsafe acts or unsafe conditions to your supervisor without delay.
4. Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.
5. Keep all mechanical safeguards in position during operation.
6. Put main switch in "off" position whenever making adjustments, when setting up jobs or when machine is to remain idle for any length of time. Don't allow machinery to operate unattended.
7. Use only the machinery, equipment and tools you are qualified and authorized to use by the supervisor.
8. Horseplay, such as scuffling, practical jokes, or throwing articles at each other will not be tolerated.
9. No employee is permitted to make repairs on any electrical device or equipment unless authorized to do so. Electrical equipment is not to be tampered with in any way.
10. Machine master switches are to be tagged or locked open when major repair, oiling and greasing or maintenance is being performed.
11. The covers on switch boxes and fuse stations are to be kept closed at all times.
12. All employees are requested to walk - not run while they are within the work area.
13. No employee will be permitted to remove any guard installed over the point of operation, power transmission, or moving parts without permission from the supervisor and then only after proper safety procedures have been followed.
14. Compressed air should never be used for cleaning clothes, cooling or practical jokes. Violation of this rule can result in serious injury or death.
15. Fire extinguishers, sprinklers or fire exits are not to be blocked by supplies, stock or parts at any time.
16. No worker will be permitted to use flammable solvents in an open container. Flammables must be stored and handled in approved safety containers.
17. First aid will be administered only by the First Aid Department or specifically authorized personnel. Under no circumstances shall any employee attempt to remove foreign objects from the eyes or ears of a fellow employee.
18. Riding hand trucks and hitching rides on forklifts is prohibited.
19. The use of any tools, machinery or equipment for the personal use of any employee, whether on company time or shall not be permitted.
20. Only qualified maintenance persons authorized by supervision are permitted to repair machinery and equipment.
21. Safety equipment such as brushes, safety glasses, shields, safety shoes, etc., shall be used whenever the operation or job requires them.

Employees who violate these safety guidelines may be subject to disciplinary action.

2. Fleet Safety Guidelines

1. Anyone who operates a licensed vehicle owned or controlled by their company must maintain a current driver license as required by Federal and/or State regulations.
2. Transportation of non-employee passengers is prohibited. Use of company vehicles by non-employees or unqualified employees is prohibited, unless permission has been given by an authorized official of the company.
3. All drivers are required to inspect their vehicle at the beginning of each work day. A vehicle check list will be provided to all drivers. Vehicles must be kept clean.
4. Obey all traffic laws. All fines are the responsibility of the driver. Traffic citations are to be reported to your supervisor in writing. Repeated violations are cause for disciplinary action, which may include suspension and/or dismissal.
5. Seat belts will be worn by all occupants, at all times.
6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked.
7. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting for work or while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.
8. All incidents involving damage to company property, property of others, personal injury of employee or to others must be reported to the safety director or supervisor immediately. Failure to report any accident involving a company vehicle is grounds for termination.
9. No radar equipment will be permitted in any company vehicle.
10. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for your company.
11. All drivers should use good Defensive Driving Techniques while operating company vehicles.
12. Any employee that is in charge of a truck is also responsible for all tools and equipment assigned to that truck.
13. All vehicles should be equipped with an appropriate fire extinguisher and a first aid kit.

Employees who violate these safety guidelines may be subject to disciplinary action.

IV. Safety and Health Planning

Toolbox Topic Meetings

A Toolbox Talk is an informal safety meeting that focuses on safety topics related to the specific job, such as workplace hazards and safe work practices. Meetings are normally short in duration and are generally conducted at the job site prior to the commencement of a job or work shift. It is one of the very effective methods to refresh workers' knowledge, cover last minute safety checks, and exchange information with the experienced workers. Toolbox Talks are also intended to facilitate health and safety discussions on the job site and promote your organization's safety culture. Toolbox talks/meetings are sometimes referred to as tailgate meetings or safety briefings.

Blair-Dumond, Inc. conducts their plant toolbox topics once a week, at the beginning of the work shift at 7:00am. It is mandatory that all plant personnel are present and sign off on the Weekly Toolbox Sign In Sheet.

Attachment 1: Weekly Toolbox Topics Meeting Attendance Sheet

Blair-Dumond, Inc. covers many topics in the weekly toolbox meeting. We provide only a few here in this section.

Blair-Dumond, Inc.

Weekly Toolbox Topics Meeting Attendance Sheet

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving the training.

Topic:_____ Date: _____

Trainer:_____ Trainer Signature:_____

Please sign in below: **Name** **Signature**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

1. Backs

Have you ever given much thought to your back? It's there when you need it, but only if you don't abuse it. The back is made up of four major parts: spine, nerves, muscles, and the spinal cord. There are thirty-three bones in the spine and thirty-one pairs of nerves branching out from the spinal cord. All of them must work together. If they don't, you could end up with anything from a strain to a ruptured disk, fractured vertebrae, and/or a debilitating disease like arthritis.

To help prevent a back injury you should exercise, practice good posture, eat the right foods, and watch your weight. Check with your doctor for muscle strengthening exercises for the back.

Other things you can do to prevent back injuries include using work-saving devices -- hand trucks, forklifts, wheelbarrows, and dollies can assist you. When you have an object to lift that is too heavy or bulky get help! Ask a co-worker for their assistance. Remember, two backs are stronger than one.'

Now, what can you do when you have to do some lifting? Check out the object to be lifted. Think about how you are going to grasp the load and make sure there is a clear path of travel so you won't stumble. Before you lift, stand close to the object, bend down at the knees and straddle it, get a good grip, and lift with your legs while keeping your back straight. The secret is to let your legs do the work.

It doesn't have to be a heavy load -- even a small, very light object lifted incorrectly can trigger a back injury.

Back injuries can be painful, disabling, paralyzing, and sometimes even fatal. Protect your back by following the guidelines above. You're here today -- we want you BACK tomorrow.

AVOID THE MISERY OF A SORE BACK THINK BEFORE YOU LIFT - THEN DO IT CORRECTLY.

Credit: toolboxtopics.com
Link: http://www.toolboxtopics.com/Construction/Oldies/Backs.htm

2. Confined Space

A confined space does not necessarily mean a small, enclosed space. It could be rather large, such as a ship's hold, a fuel tank or a pit.

One of the first defining features of a confined space is its large enough to allow an employee to enter and perform work. The second defining feature is it has limited means of entry or exit. Entry may be obtained through small or large openings and usually there is only one way in and out. The third defining feature is that confined spaces are not used for continuous or routine work.

Permit or not

All confined spaces are categorized into two main groups: non-permit and permit-required. Permit-required confined spaces must have signs posted outside stating that entry requires a permit. In general, these spaces contain serious health and safety threats including:

- Oxygen-deficient atmospheres
- Flammable atmospheres
- Toxic atmospheres
- Mechanical or physical hazards
- Loose materials that can engulf or smother

Although the danger in a confined space is obvious, the type of danger often is not. For example, a confined space with sufficient oxygen might become an oxygen-deficient space once a worker begins welding or performing other tasks.

These are some of the reasons confined spaces are hazardous:

- Lack of adequate ventilation can cause the atmosphere to become life threatening because of harmful gases.
- The oxygen content of the air can drop below the level required for human life.
- Sometimes a confined space is deliberately filled with nitrogen as a fire prevention technique. Nitrogen cannot sustain human life, so you must use respiratory protection.
- Many gases are explosive and can be set off by a spark.
- Even dust is an explosion hazard in a confined space. Finely-ground materials such as grain, fibers and plastics can explode upon ignition.
- Confined spaces often have physical hazards, such as moving equipment and machinery.
- Tanks and other enclosed confined spaces can be filled with materials unless the flow process for filling it is controlled.

Before entering any confined space you must test the atmosphere to determine if any harmful gases are present. There must also be radio contact with an attendant outside the confined space and a rescue team at the ready in case of an emergency.

3. Eye Protection

Let's take a short elementary test. Can you tell me how many basic senses there are and can you name them? Taste, smell, hearing, touch and sight. Of the five, which is the one that we depend upon the most? You guessed it -- its sight. Everything we do involves the use of our eyes and we have only two. How many times have you said or heard -- "He should have worn his safety glasses." -- Or -- "If I had been wearing my safety glasses I wouldn't have injured my eye." -- Too many times!

Eye protection begins with the ability to recognize those times that eye protection is needed, and then, to seriously commit to wear the protection whenever necessary. Anytime you're working where there is the potential for flying particles eye protection is required. When using a saw, drill, pouring concrete, chipping, blasting or handling chemicals just to name a few. Dirt, dust, rust, rock, bits of concrete, etc. are all potential dangers in construction work.

Should a member of your crew get something in their eye seek proper medical attention right away. The longer it stays in the worse it gets. No one but a professional should attempt to remove a foreign body from the eye. Cover the eye lightly with a clean pad and either wait for medical help to arrive or take the employee to a doctor.

Don't forget that eye protection is also needed when using chemicals. Make sure you're using chemical goggles and a splash shield. You may need to flush the eyes should they come in contact with the chemical. Emergency first aid procedures are discussed in the Safety Data Sheet for the particular chemical. Let's wrap up what we've learned. Eyesight is precious -- and -- irreplaceable. Don't take chances with your vision -- wear eye protection!

WEAR SAFETY GOGGLES AT HOME, TOO, WHEN USING POWER TOOLS, PAINTING, CHOPPING WOOD, ETC.

Credit: toolboxtopics.com
Link: http://www.toolboxtopics.com/Construction/Oldies/Eyeprotection.htm

4. Fall Prevention

Has this thought ever crossed your mind? The only way to be safe from fails is to avoid them! Avoidance is the key word. Let's explore just a few of the factors contributing to falls and their serious results. Here are some to think about.

Scaffolds - Never erect a temporary scaffold. Even if the job will only last a very short time, the scaffold should be erected as if you were going to use it indefinitely. Make sure you install all I the cross braces both vertically and horizontally, be sure the scaffold is built on a level surface and fully decked, and don't forget to provide proper access.

Ladders - Select the right ladder for the job. Is it the right size, did you tie it off, did you inspect it prior to use? Always face the ladder when you climb and avoid carrying tools in your hands when climbing -- one slip could send you down -- use a hand line or pouch for the tools. Never stand on the top two steps.

Floor Openings - Any floor opening measuring 12 inches across or larger must be covered or protection provided by a standard guard rail with toe board. A cover must be large enough and strong enough to prevent failure and be marked so that everyone on the job will be aware of its purpose. Guard rails must meet minimum strength requirements (See OSHA Standard 1926.500). Toe boards will prevent tools or materials from falling through the opening and injuring workers below.

Stairways - Slow down -- don't run up or down. Avoid carrying objects that block your view of the steps. To help eliminate falls on stairways take your time, look where you step, and use the handrail. Keep stairways free of clutter to prevent tripping.

Housekeeping - A secure footing is a positive step in avoiding falls and good housekeeping is essential to secure footing. Debris, trash, oil and water left to accumulate on stairs, walkway etc. will lead to certain falls. A clean worksite is a safer worksite.

Watch your step! Stay alert! Avoidance and prevention is your first line of defense.

BE ON THE LOOKOUT FOR SLIPPERY SURFACES AND WALKWAYS. WINTER'S FROST, SNOW & ICE INCREASE YOUR CHANCES OF SLIPPING.

Credit: toolboxtopics.com
Link: http://www.toolboxtopics.com/Construction/Oldies/FallCauses.htm

5. Fire Extinguishers

In the event of a fire, the correct use of a portable fire extinguisher could mean the difference between suffering a minor loss or a major one. Portable fire extinguishers, if used properly, can make that difference. But there are several things to consider in using fire extinguishers. For instance, you must know the *class* of fire involved and the correct *type* of fire extinguisher to use.

CLASSES OF FIRES AND FIRE EXTINGUISHERS:

- *Class A* Involves ordinary combustibles such as paper, wood, cloth, rubber or plastics. The common extinguishing media is water or dry chemical.
- *Class B* Flammable liquids, grease or gases are covered under this category. Common extinguishing media are foam, carbon dioxide or dry chemical.
- *Class C* Live electrical fires are class C fires. CO2 or dry chemical extinguishers should be used. However, the actual burning product may be class A items.
- *Class D* Burning materials include combustible metals such as magnesium and sodium. Special extinguishing agents, approved by recognized testing laboratories, are needed when working with these metals.

Responding to Fires:
Sound the fire alarm and call the local fire department immediately if a fire breaks out, Follow your company's procedures on responding to fires. But attempt to fight the fire only if, (1) you know the type of combustible material burning, (2) you have been trained to use the fire extinguisher correctly, and (3) if the fire is still in the incipient (beginning) stage. If the fire gets too large or out of control, evacuate immediately.

REMEMBER P-A-S-S WHEN USING AN EXTINGUISHER:

P - Pull. Pull the locking pin before using the fire extinguisher.
A - Aim. Aim the fire extinguisher at the base of the fire. Not at the flames or smoke.
S - Squeeze. Squeeze the lever of the fire extinguisher to operate and discharge.
S - Sweep. Sweep the fire extinguisher back and forth at the *base* of the fire to extinguish.

(Most extinguishers will only allow about 10-seconds of extinguishing media.)

Prevention is the key when it comes to firefighting. Good housekeeping, proper storage procedures and safe work practices will go a long way toward reducing the likelihood that a fire will destroy valuable property or injure either you or a fellow employee.

Discussion Questions:

- What is your company's policy on sounding an alarm and contacting the fire department?
- What kinds of flammables are most likely to create a fire danger at your jobsite?
- What type of fire extinguisher should be used on those flammables or combustibles?

Credit: toolboxtopics.com
Link: http://www.toolboxtopics.com/Gen%20Industry/Using%20Portable%20Fire%20Extinguishers.htm

6. Flammable/Combustible Liquids

A 'Flammable Liquid' is defined as any liquid having a flash point below 140'F and having a vapor pressure not exceeding 40 psi at 100^0F. A liquid with a flash point at or above 140^0F (60^0c) and below 200^0F (93.4^0C) is a 'Combustible Liquid'. You will find both of these liquids on most construction sites. Two of the most common liquids we use are gasoline and diesel fuel. Each has a flash point of less than 140^0F and therefore is classified as a flammable liquid. For easy reference -- the flash point of a liquid is the temperature at which it gives off sufficient vapor to form an ignitable mixture with air, near the surface of the liquid or within a vessel.

Here are a few safety guidelines that you should remember when handling flammable or combustible liquids. Store and handle them in APPROVED containers. NEVER smoke around these liquids. Post 'NO SMOKING' signs on liquid petroleum tanks. While in storage, fuel gas cylinders and oxygen cylinders must be separated by a minimum distance of 20 feet, or with fire resistant barriers. Fuel storage tanks must be guarded to prevent damage from vehicular traffic. Fire extinguishers need to be properly distributed around the worksite and kept free from obstructions.

Are you trained in the use of each type of extinguisher? Do you use safety cans when dispensing flammable and combustible liquids? Do you have a plan to clean up spills properly and promptly? Plastic milk cartons and glass bottles are not approved containers for these liquids. Are all flammable or combustible liquids you use in approved, closed containers when not in use?

OSHA requirements state that "no more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet." Further, "no 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." Does storage of these liquids on your jobsite measure up?

In closing, flammable and combustible liquids can be used safely. If you follow the guidelines above no problems should arise -- if you don't, you may go up in smoke!

ONLY FOOLS SMOKE AROUND FLAMMABLES OR COMBUSTIBLES. PRIOR TO LIGHTING UP, CHECK YOUR AREA CAREFULLY.

Credit: toolboxtopics.com
Link: http://www.toolboxtopics.com/Construction/Oldies/Flamcombliquids.htm

7.Footwear

Today we are going to talk about protective footwear. You may or may not have given this much thought. Dressing right for work is similar to dressing right for sports -- no professional football player would take the field wearing dress shoes. Wearing the right shoes will help you do a better job; and do it more safely. The first thing to think about is the type of foot protection you are going to need. Construction work requires you to walk, stand, bend, stoop and climb; therefore it is imperative that you wear sturdy, comfortable footwear. Leather shoes and boots provide the best protection. Tennis shoes, sandals and flip-flops are not acceptable footwear on a construction site. Remember, your feet and toes are made up of many small bones, and just one object dropped on your foot can cause a serious, painful injury.

Another potential jobsite injury ran occur by stepping on a nail or other sharp object. A protruding nail YAII puncture the top, side or sole of your boot in a split second I you are not careful. Safety boots come equipped with steel toes, heavy duty leather uppers and steel shanks to help prevent puncture wounds. Your footwear should fit your feet snugly and give your ankles adequate support. Good support will help prevent you from turning or twisting an ankle while moving around the job site.

Take a look at your feet right now. Are you wearing the right footwear for the job you are doing today? If you are working around protruding nails or other sharp objects, you should be wearing leather work boots with good soles. Are you working in concrete? If so, you need to be wearing rubber boots. Wet concrete on your feet will cause concrete turns. Make sure you wash your feet and put on a pair of clean socks if your feet come in contact with wet concrete. In cold weather it is important to keep your feet warm. Wear a comfortable pair of warm socks and keep a second pair available in case your feet get wet during the day. Get the message? Your feet take a beating every day. Make their job a little easier by wearing the right footwear

SAFETY FOOTWEAR HELPS YOU AT WORK; DON'T FORGET TO PROTECT YOUR FEET OFF THE JOB AS WELL.

Credit: toolboxtopics.com
Link: http://www.toolboxtopics.com/Construction/Oldies/Footwear.htm

8. Hand Protection

Here's a test to see how fast you can untie your shoes. You can use both hands, but you can't use your thumbs. Not so easy, is it? And, yet, do you realize that 25% of all disabling injuries involve hands and fingers?

Common Causes of Hand Injuries

What are some of the common causes of injuries to hands and fingers, most of which usually are preventable? They include struck by hammers, pinched between objects being moved, cut by sharp objects, pierced by splinters and slivers, burned by hot objects or chemicals, and caught in moving machinery.

Gloves – A prime means of protection

As long as your skin remains unbroken, it can keep germs out. Once it's opened by a scrape or cut, however, germs can get in and infection can result unless you get proper treatment. And, no matter how rugged you think your hands may be, they aren't tough enough to stop splinters, slivers, or to resist punctures. That's why gloves are important. They're like an extra layer of skin. The nail that rips your glove would have injured you if your hand had been bare. Wear gloves whenever you are handling rough or sharp material. Use rubber gloves when working with chemicals, solvents, or other material that can irritate your skin. Wear gloves that fit properly. Also, remember that gloves shouldn't be worn when there is a possibility they can get caught in moving machinery.

Guards are Hand Savers

Guards on power saws and other equipment sometimes seem like a nuisance, always getting in the way. But they're on the equipment to protect you against injury. By removing guards or otherwise making them ineffective, you increase your chances of getting hurt. Tie one hand behind your back for a day and you'll appreciate what the consequences of working without a guard can be.

Other Dangers

Many hand injuries occur even when you are wearing gloves or using guards. Be alert to these dangers, too. Such injuries can result from the unexpected shifting of material, getting hands caught in pinch points, grabbing moving parts of the machinery, or holding work in the hands that should be held in a vise or securely clamped.

Credit: toolboxtopics.com
Link: http://www.toolboxtopics.com/Construction/Generic/Save%20your%20Hands.htm

9. Lifting Guidelines

Most back injuries are the result of improper lifting techniques. The worst lifting situations occur when the body is extended over the load. Keep the back straight to shift the weight of the load being lifted onto powerful leg muscles, thus reducing the lever effect caused when the body is extended over the load.

- Keep in good physical condition. Difficult lifting tasks should not be attempted if not accustomed to vigorous exercise.
- Think before lifting. Make certain there is adequate space and clear aisle ways. Also, plan for a place to set the load down.
- Maintain a good grip on the load by using the palms of the hands.
- Lift with the load close to the body. The closer the load is to the spine, the less force it exerts on the back. This is one of the most important rules in lifting.
- Test the load before handling it. If it appears to be too heavy or bulky, get help or some type of mechanical aid.
- Place the feet close to the load. The feet should be far enough apart for stability, have one foot slightly ahead of the other and pointed in the direction of movement.
- Tighten stomach muscles. Abdominal muscles support the spine when lifting, offsetting the force it exerts on the back.
- Lift with your legs. The stronger leg muscles are better suited for lifting than the weaker back muscles.
- Keep the back straight, head up whether lifting or putting down the load. Avoid twisting, it can cause injury.

Think Before You Lift

- **Mental Lifting** - Lift the load **twice**, by first lifting the load mentally.
- **Find a Better Way** - Mechanical help can be used to avoid heavy loads, twisting motions, repetitive motions, bulky loads, vertical lifting and uneven surfaces. Pushcarts, conveyors, two wheeled carts, hoists, or forklifts are good examples of material handling devices that can be used.
- **Push, Don't Pull** - Twice as much can be pushed than pulled, while running less risk of back injury.
- **Watch Your Footing** - Wear proper footwear, take small steps, go slowly and clear a proper pathway free from tripping hazards.

Hand Safety When Lifting

- Inspect materials for slivers, jagged or sharp edges, burrs, and rough or slippery surfaces.
- Grasp the object with a firm grip.
- Keep fingers away from pinch and shear points, especially when setting down materials.
- When handling pipe, lumber or other long objects, keep hands away from the ends to help prevent them from being pinched.
- Wipe off greasy, wet or dirty objects before trying to handle them.
- Keep hands free from oil and grease.

10. Machine Safety

It's tough to imagine modern society without machines hard at work all around us. New and improved machinery leads to increased productivity, higher quality, and more affordable production. But misused machines can be as harmful as they are helpful. Machines that cut metal can cut off fingers. Machines that punch through steel can punch through flesh. Such injuries can cause career-ending disabilities as well as severe pain and suffering.

Be alert to these areas when working around or operating machinery:

The point of operation: That is where the work of the machine takes place. It's where the pressing, cutting, punching and boring takes place. It's a place where no part of the body should be. If any part of the body is in the way at the point of operation, the force of the machine can cause a serious injury. The point of operation may also produce sparks or fragments that can fly toward the operator. Safety glasses are important for this type of work.

The power train: That is where energy is transferred through moving parts like gears, shafts, belts, cables, hydraulic or pneumatic cylinders. No body parts should be in these areas either. When working on this type of machinery, always follow the lockout/tagout procedures and replace all guards when repairs are complete. Employees should report any missing guards to their supervisor before operating this equipment.

Workers must control machines carefully. In addition to avoiding the power train and point of operation, employees should always:

- Make sure machines are anchored securely to prevent "walking," tipping, excessive vibration or other movement that could be hazardous.
- Never reach blindly into areas that may contain energized parts.
- Be sure there is enough lighting to clearly see all points of operation.
- Keep conductive items -- watches, rings, steel wool, belt buckles -- away from exposed electrical parts.
- Never plug or unplug electrical equipment with wet hands.
- Follow all lockout/tagout procedures.
- Always wear the proper protective equipment for each job.

Material handling equipment: Power lifts, forklift trucks, etc. are not considered to be production machinery, but their points of operation and power train can be just as hazardous. Employees must be properly trained in the operation of this type of equipment before they are allowed to use it.

Mechanical hazards may come from many different areas and have potential for serious injury.

Beware of the *danger zones* located within your operation and respect the power of machinery.

Credit: toolboxtopics.com
Link: http://www.toolboxtopics.com/Gen%20Industry/BASIC%20MACHINE%20SAFETY.htm

11. Material Handling Guidelines

- Aisles and doorways should provide adequate clearances.
- Aisles and doorways should be designated, permanently marked and kept clear to allow unhindered passage.
- Hand operated and motorized vehicles should be adequate for the load and operation.
- All dock plates and loading ramps should be constructed and maintained with sufficient strength to support the required load.
- Maintain hand operated and motorized vehicles in a safe operating condition.
- Pallets should be of the proper size and strength to the imposed load.
- Shelving should be maintained and of proper strength to support the required load.
- Hooks with safety latches should be used when hoisting materials.
- Securing chains, ropes and slings should be adequate to support the required load.
- Keep floors clean, dry and free of oil.
- Practice proper lifting techniques.
- Use hand operated or motorized vehicles to move heavy loads.
- Employees should be trained in the proper operation of material handling equipment.

12. Paint Safety

1. **Many People Take Paint Safety for Granted**
    - Paint is a common everyday material, so it's easy to forget that there are health and safety hazards associated with its use.
    - Although OSHA does not have a specific standard for paint, many of the chemical ingredients in paint are covered under OSHA's Hazard Communication, Air Contaminants, Ventilation, and Respiratory Protection Standards.
    - Some paints are flammable or combustible, and inhaling paint vapors or spray mists can result in health effects so you should never take paint safety for granted.
2. **Read the Label and SDS for Paint Products**
    - Before beginning any paint job, always read the label on the paint can and consult the Safety Data Sheet (SDS).
    - The label and SDS will tell you everything you need to know to use the product safely, including the physical hazards, possible health hazards, what PPE to wear, what safety precautions to take, what to do if someone is overexposed to the product, and how to dispose of it safely.
3. **Stay Alert to the Physical Hazards Associated With Paint**

    Paints can pose a number of physical hazards:
    - **Fire Hazard**—from inadequate ventilation or exposure to a heat source.
    - **Explosion Hazard**—especially when stored at high temperatures in closed containers.
    - **Reactivity Hazard**—when mixed with other substances, including water.
4. **Know the Health Hazards of Paint**

    Overexposure to some of the ingredients in paints can cause the following health effects:
    - Rashes and swelling from short-term skin contact.
    - Headache, dizziness, and nausea as well as eye, skin, nose, and throat irritation from short-term inhalation exposure.
    - Liver, kidney, digestive, or central nervous system damage from long-term or massive exposure.
    - Skin or respiratory sensitization to all future exposures.
5. **Follow These Paint Handling Precautions**
    - Check container labels and SDSs.
    - Avoid contact with eyes, skin, and clothing.
    - Wear the required PPE, including goggles, gloves, and respirator, if necessary.
    - Use protective skin cream when appropriate.
    - Ventilate the paint area.
    - Use water-based paints whenever possible.
    - Keep paints away from ignition sources such as heat, sparks, and flame.
    - Use grounded equipment and non-sparking tools.
    - Keep containers tightly closed and sealed when not in use.
    - Store paint away from incompatible materials.
    - Wash thoroughly before eating or smoking.
    - Contain and clean up any spills quickly and completely.
6. **Avoid These Paint Handling Mistakes**
    - Don't smoke in paint areas.

- Don't paint from an unlabeled container.
- Don't mix paints with other substances without prior approval.
- Don't use solvents or thinners to remove paint from your skin—follow the manufacturer's recommendations for paint removal.

7. **Know Emergency First-Aid Procedures for Overexposure**
   it's important to know what to do if someone is overexposed to paint. The proper response depends on the route of exposure.
   - **Inhalation:** Move inhalation victims to fresh air immediately. Give oxygen or artificial respiration, if necessary. If breathing difficulty continues, get medical help right away.
   - **Eye Contact:** Flush eyes with warm water for a minimum of 15 minutes. Get medical attention immediately.
   - **Skin Contact:** Remove the affected clothing and wash skin thoroughly with soap and water.
   - **Ingestion:** Follow the instructions on the label and call a poison control center.
8. **Follow Safe Disposal Guidelines**
   - Solvent-based paints and oil-based paints should never be thrown out with the regular trash.
   - Follow company guidelines when disposing of hazardous wastes.

13. Spray Painting Guidelines

- Conduct all spray painting operations according to NFPA Standard No. 33 "Standard for Spray Applications Using Flammable and Combustible Materials."
- Conduct all spray painting operations in a factory built approved spray painting booth.
- Construct the walls, floors, ceiling and doorways of steel concrete, masonry or other noncombustible material.
- All electrical wiring and equipment should be approved for Class I, Division 1 hazardous locations.
- No open flame or spark producing equipment should be located within the spray area.
- Heat should be ducted into the booth, with no heat sources inside the booth.
- Keep only one days supply of flammable or combustible liquids stored inside the booth.
- Mechanical ventilation, adequate to remove flammable or combustible vapors, mists, residues, dusts or deposits to a safe location, should be provided and must be in operation while spray painting.
- The mechanical ventilation exhaust motor should be located outside the path of escaping vapors.
- The mechanical ventilation system should also be located within 18 inches of floor level.
- Replace filters and clean the ventilation system frequently. Remove overspray from the spray area and mechanical ventilation system on a regular basis.
- Maintain good housekeeping practices at all times.
- Personal protective equipment should be worn by all employees engaged in spray painting operations.
- Know and understand the SDS available to you.
- **"No Smoking"** signs shall be posted in the spray painting area.

14. Portable Hand Tools

Keep all hand tools in good condition. Check to be sure that safety devices are in place and in proper working order. Lubricate your tools on a regular schedule. Keep them sharp and they will help you perform your job safely.

Typical hand tools include hammers, wrenches, screwdrivers, hand saws, axes, hacksaws, shovels, rakes, come-a-longs, picks, sledge hammers, wheelbarrows, levels, knives, punches, chisels, pliers, etc. You have probably used most of these at one time or another.

Each hand tool has a particular job to do and it's your responsibility to use the tool as the manufacturer designed it. Short cuts using the wrong tool will often cause an accident. A perfect example of this is using a screwdriver to pry with when the right tool is a pry bar. Or think about the time you may have used a crescent wrench as a hammer because you didn't have a hammer handy. A very poor safety practice and not too good for the misused tool either.

When using hand tools remember to wear the proper personal protective equipment. If there is any potential for an eye injury, safety glasses are a must. Protect your hands by wearing gloves. Watch out for sharp pointed tools as well as sharp edges on saws -- both will cause a nasty cut if handled improperly. If you have any question about what to wear ask your supervisor.

After you're done with a hand tool return it to the place it belongs. This may be your own tool box or belt, or it may be back in the tool trailer or gang box. When you return it, place it properly so that the next person can pick it up without the possibility of injury. Should a tool get damaged take it out of service for repairs, and if it can't be repaired, dispose of it. Defective tools are dangerous and should not be used. Taking a chance with one last use of a defective tool could be your last chance, period.

Hand tools make your job much easier. Care for them properly and use them wisely.

REPLACE SPLINTERED HANDLES AT ONCE. USE CAUTION WHEN WORKING AROUND ELECTRICAL CIRCUITS.

Credit: toolboxtopics.com
Link: http://www.toolboxtopics.com/Construction/Oldies/HandTools.htm

15. Power Tool Safety

Power tools present greater injury potential than hand tools. The most frequent injuries involving power tools are cuts, punctures, electric shock, burns and eye damage. Follow these general safety rules for power tools:

1) Know your power tool - Learn the applications and the limitations of the tool as well as the potential hazards specific to the tool.

2) Ground all tools - If a tool has a three prong plug, it should be plugged only into a three prong receptacle. If an adapter must be used to accommodate a two prong receptacle, the adapter wire must be attached to a known ground. Never remove the third prong.

3) Keep guards in place and in working order.

4) Avoid dangerous environments - Do not use power tools in damp or wet locations without proper grounding protection. Keep your work areas well lighted.

5) Do not force tools - Do not force a small tool or attachment to do the job of a heavy duty tool.

6) Wear proper clothing - Loose clothing or jewelry can get caught in moving parts. Proper gloves and footwear are recommended.

7) Wear safety glasses when working with power tools - Wear appropriate eye, face and respiratory protection if cutting operations produce dust.

8) Do not abuse cords - Never carry a tool by its cord or yank the cord to disconnect the tool from the receptacle. Keep the cord away from heat and sharp edges.

9) Secure the work - Use clamps or a vise to hold the work. It is safer than using your hands and it frees both hands to operate the tool.

10) Avoid accidental starting - Do not carry a plugged in tool with your finger on the switch.

FOLLOW ALL SAFETY RULES AND REDUCE THE CHANGES OF AN ACCIDENT WITH POWER TOOLS

Credit: toolboxtopics.com
Link: https://www.toolboxtopics.com/PowerTools.htm

16. Workplace Violence

The potential for workplace-related violence is usually greater if employee's jobs involve:

- Face to face contact with the public
- Exchange of money with the public
- Delivery of passengers, goods, or services
- Working alone or in small numbers
- Working late at night or during early morning hours
- Working in high-crime areas
- Working with unstable or volatile persons
- Guarding valuable property or possessions

Reducing the Potential for Workplace Violence

The following may help reduce the potential for robberies or other acts of workplace violence:

- Establish a violence prevention program for your company. It should include:
  - ✓ Written statement expressing corporate policy of zero tolerance for threats, harassment or acts of violence (all employees should receive a copy)
  - ✓ Screening applicants for jobs (check references, work record of prospective employees)
  - ✓ Fair and prompt procedures for reporting and dealing with grievances
  - ✓ Procedures for employees to report threats, harassment, acts of violence or "unusual" behavior. It is desirable to also provide a means for confidential (anonymous) reporting of such incidents.
  - ✓ Mechanism for assessing and responding to threats or acts of violence (examples: verbal confrontation between employees, workplace entered by unauthorized person, employee brandishing weapon in workplace)
  - ✓ Procedures for documenting threats, acts of violence
  - ✓ Written procedures for disciplinary action, termination of employees who threaten or harass other employees, or commit acts of workplace violence
  - ✓ Training for new employees, refresher training as needed (corporate workplace violence policy, procedure for reporting threats, what to do, or not do, if a robbery occurs, conflict avoidance/resolution, other pertinent topics)
- Implement cash control procedures (keep minimal amount of cash in registers during evenings and late night hours, use drop safes or other devices to limit readily available cash, post signs informing public amount only limited amount of cash is available and that employees do not have keys to safes)
- Adopt work practices that limit opportunities for robbery or other acts of violence (admit no one to building after closing time, no removal of trash from building after dark, do make bank deposits at same time daily, etc.)
- Physically separate workers from customers (counters, bullet-resistant barriers or enclosures)
- Control non-employee access to workplace (visitor sign-in policies, use of employee identification badges, car-key access systems)
- Monitor workplace and parking lots for presence of unauthorized persons, "unusual" activity (closed circuit cameras, two-way mirrors, other security devices)
- Provide good lighting inside and outside building
- Provide a clear, direct line of view through windows into stores (not obstructed by signs, displays, merchandise)
- Escort employees to/from parking lots

V. Special Programs

OSHA Compliance Calendar

OSHA Standards			Activity	Frequency	Documentation Required (Yes (Y) / No (N))
1910.132	Personal Protective Equipment	**1910.132 (d)(1)**	PPE Hazard Assessment	New process/equipment	**Y**
1910.132	Personal Protective Equipment	**1910.132 (d)(2)**	PPE Hazard Assessment - CERTIFICATION	New process/equipment	**Y**
1910.132	Personal Protective Equipment	**1910.132 (f)**	PPE Training	New process/equipment	**Y**
1910.147	Lockout/Tagout	**1910.147 (c)(6)**	Inspection	Yearly	**Y**
1910.147	Lockout/Tagout	**1910.147 (c)(7)**	Training - New procedures /equipment	Variable	**Y**
1910.157	Portable Fire Extinguishers	**1910.157 (e)(2)**	Visual Inspection	Monthly	**Y**
1910.157	Portable Fire Extinguishers	**1910.157 (e)(3)**	Maintenance	Yearly	**Y**
1910.157	Portable Fire Extinguishers	**1910.157 (e)(4)**	Hydrostatic testing	6 Years	**Y**
1910.157	Portable Fire Extinguishers	**1910.157 (g)(1)**	Educational Training for Fire Extinguishers	Yearly	**Y**
1910.178	Powered Industrial Trucks	**1910.178 (l)(2)**	Forklift Training	New employee	**Y**
1910.178	Powered Industrial Trucks	**1910.178 (l)(4)**	Forklift Evaluation	Every 3 years	**Y**
1910.107	Spray Booths	**1910.107**	Filter changes	per manufacturer	**N**
1910.134	Respiratory protection	**1910.134 (e)**	Medical Evaluation	before resp. use	**Y**
1910.134	Respiratory protection	**1910.134 (e)**	Fit testing	before use, annually & any changes	**Y**
1910.134	Respiratory protection	**1910.134 (k)**	Respiratory training	at hire / annually	**Y**
1910.151	First Aid /CPR	**1910.151 (b)**	Retraining and certification	every 3 years	**Y**
1910.151	Eyewash fixture(s)	**1910.151 (c)**	Weekly flow verification /Monthly inspection	weekly / monthly	**Y**
1910.1030	Bloodborne Pathogens	**1910.1030(g)**	BBP training (for First Aiders)	at hire / annually	**Y**
1910.1200	Hazcomm	**1910.1200(h)**	Hazcomm training	at hire / change in process	**Y**

1. Blood Borne Pathogens Exposure Control Plan

Introduction

This written exposure control program has been developed to eliminate or minimize employee exposure to blood or other potentially infections materials. It is intended to comply with the requirements of OSHA standard 29 CFR 1910.1030, Blood Borne Pathogens, as applicable to the exposures reasonably anticipated during the delivery of first aid care in a manufacturing facility.

The operations manager for Blair-Dumond, Inc., has been designated as the exposure control program coordinator and will be responsible for enforcement, review (annually or more frequently when determined necessary), and maintenance of this program. The definitions of terms applicable to this program are provided in Appendix E.

Method of Implementation

The following procedures will be used by first aid providers to minimize or prevent exposure to blood borne pathogens:

1. Universal Precautions: Universal Precautions are mandatory. These precautions require that all human blood and certain human body fluids be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
2. Work Practices: The following work practice controls will be used when providing first aid:
3. Personal protective equipment (PPE) will be provided and used as applicable to the first aid rendered. Use of the following PPE is mandatory:
    - Latex gloves (or equivalent)
    - Safety glasses
4. The following supplementary PPE will be provided and must be used if its use will reasonably prevent exposure to blood or other infectious bodily fluids:
    - Surgical mask
    - Face shield
    - Protective gown
    - One-way CPR mouthpiece
5. Disposable PPE will be decontaminated, if necessary, following use and discarded. Reusable PPE, such as face shields and safety glasses, will be decontaminated prior to storage. PPE will be stored in the following area(s):
    - Shop Cabinet
6. Employees MUST wash their hands and any other exposed skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
7. Employees MUST wash their hands immediately after removal of gloves or other personal protective equipment.
8. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.
9. Contaminated surfaces will be cleaned as soon as possible. No employee except a first aid responder trained in blood borne pathogens control will clean blood from any contaminated surface. For cleaning, a 1 to 10 bleach to water solution, or an equivalent EPA registered disinfectant, will be used.
10. Training: All first aid responders will participate in a training session that will be provided at the time of initial assignment, and every year thereafter.

11. Bio-Hazardous Waste: Any waste contaminated with blood, for example rags or gauze, will be decontaminated on-site by thorough soaking in a solution of one part bleach to 10 parts water prior to disposal. Alternatively, the waste may be placed in a red, or biohazard labeled bag, and disposed of as a bio-hazardous waste, in accordance with applicable hazardous waste regulations.
12. Hepatitis B Vaccination: The Hepatitis B vaccine shall be made available, cost-free and within 10 working days, to all employees assigned first aid responsibilities. Employees who decline the vaccination will be required to sign the declination statement.
13. Post-Exposure Evaluation: Any time an exposure incident occurs during the administration of first aid, employees must contact the program coordinator to ensure the proper evaluation and follow-up.
14. Record keeping: A confidential file containing the information will be maintained for each covered employee.

Training

As required by the OSHA standard, training will be conducted by an individual qualified in infection control and will address the following topics:

1. An explanation of the blood borne pathogens standard (29 CFR 1910.1030) and the fact that a copy of the text of this standard will be accessible to employees at all times.
2. A general explanation of the epidemiology and symptoms of blood borne diseases.
3. An explanation of the modes of transmission of blood borne pathogens.
4. An explanation of the company's exposure control plan and the means by which employees can obtain a copy of the written plan.
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. An explanation of the use and limitations of methods that will prevent or reduce exposure including engineering controls, work practice, and personal protective equipment.
7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
8. An explanation of the basis for selection of personal protective equipment.
9. Information on the hepatitis B vaccine and a statement that the vaccine will be offered free of charge.
10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
12. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
13. An explanation of the signs and labels and/or color coding that is used in the facility.
14. An opportunity for interactive questions and answers with the person conducting the training session.

Determination of Employee's Exposure

Employees listed below are assigned to perform first aid duties and are reasonably anticipated to be exposed to blood and other potentially infectious bodily fluids. Their inclusion in all provisions of this exposure control program is mandatory.

Person(s) Trained:

Blair-Dumond, Inc.

Employee Certified Training | **Date: 4/21/2020**

Last Name	First Name	Job Title	First Aid	CPR	BBP	License Expiration Date
Hicks	Irvin	Purchasing	X	X	X	8/10/2020
Kern	Ellis	Installer	X	X	X	8/10/2020
DeLooze	Jim	Training Mgr	X	X	X	8/10/2020
Shelly	Larry	Installer	X	X	X	8/10/2020

Exposure Control Training Record

Date(s) of Training: 07/13/2018 & 8/10/18

Company/Description: American Safety Health Institute - Certified Company in CPR/First Aid/BBP

Name: Harry Simpkins Qualifications: Health/Emergency Care Instructor

Summary of Training: All employees took the online blended training course, and then the instructor did onsite training for the practical portion at the office to perform the necessary training to certify the employees listed in CPR/AED/First Aid and Blood Borne Pathogens.

Post-Exposure Evaluation and Follow-up

Post exposure medical evaluation and follow up will include the following:

1. Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual, unless infeasible or prohibited by state or local law. If consent is obtained (where required), the source individual's blood shall be tested and the results documented. If the source individual is known to be infected with HIV or HBV, this shall be documented without a repeat test.
3. Results of the source individual's testing shall be made available to the exposed employee, along with applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
4. The exposed employee's blood shall be tested as soon as feasible after consent is obtained.
5. If the employee consents to baseline blood collection but does not give consent at that time for HIV serologic testing, the sample shall be preserved for 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
6. When medically indicated, Post-exposure prophylaxis will be provided, as recommended by the U.S. Public Health Service.
7. Counseling will be made available to the employee upon request.
8. Evaluation of reported illnesses.

   Within 15 days of completion a copy of the evaluating healthcare professional's written opinion shall be obtained by the Safety Trainer and provided to the employee. This opinion will be limited to the following information:

1. That the employee has been informed of the results of the evaluation.
2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment (OTHER FINDINGS OR DIAGNOSES SHALL REMAIN CONFIDENTIAL AND NOT BE INCLUDED IN THE WRITTEN REPORT).
9. The Safety Trainer is responsible for providing the following information to the healthcare professional following an exposure incident and prior to medical evaluation:

- A copy of 29 CFR 1910.1030.
- A description of the exposed employee's duties as they relate to the exposure incident.
- Documentation of the route(s) of exposure and circumstances under which exposure occurred.
- Results of the source individual's blood testing, if available.
- All medical records relevant to the appropriate treatment of the employee including vaccination status.

Recordkeeping for the Exposure Control Plan

The Safety Trainer is responsible for maintaining records regarding the exposure control plan at Blair-Dumond, Inc., and for ensuring that all medical records are kept confidential. The following records will be kept on file:

1. Potentially infectious materials including the name and social security number of the employee, a copy of the employee's hepatitis-B vaccination status, any medical records relative to the employee's ability to receive vaccinations.
2. A copy of all results of examinations, medical testing and follow-up procedures following and exposure incident.
3. The employer's copy of the healthcare professional's written opinion regarding post-exposure evaluation and follow-up.
4. A copy of the information provided to the healthcare professional regarding post-exposure evaluation and follow-up.

The above records will not be disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by the blood borne pathogens standard or by law. Additionally, these records will be maintained for at least the duration of employment plus thirty (30) years.

Definition of Terms

Biohazard Symbol: Indicates that contents are potentially infectious due to presence of blood or other potentially infectious materials

Blood: Human blood, human blood components, and products made from human blood

Blood Borne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV)

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface

Contaminated Laundry: Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps

Contaminated Sharps: Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires

Decontamination: The use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious articles and the surface or item is rendered safe for handling, use or disposal

Engineering Controls: Controls (e.g. sharps disposable containers, self-sheathing needles) that isolate or remove the blood borne pathogens hazard from the workplace

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties

Occupational Exposure: Reasonably anticipated 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

Other Potentially Infectious Materials: (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions; and blood, organs, or other tissue from experimental animals infected with HIV or HBV.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions

Personal Protective Equipment: Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment

Regulated Waste: Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials

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

Work Practice Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g. prohibiting recapping of needles by a two-handed technique)

Attachments:

Attachment 1: Hepatitis B Vaccine Declination Form

Attachment 2: Exposure Incident Report

Blair-Dumond, Inc.
Hepatitis B Vaccine Declination Form

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline 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 be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____
Name

_____
Signature

_____
Date

Blair-Dumond, Inc.
Exposure Incident Report

(To be completed by the coordinator)

Date _____

Name of exposed employee(s) _____

_____

_____

Explain in detail how exposure occurred. (What body fluids were involved, which body part was exposed, what was size of exposure, etc?)

_____

_____

_____

Explain the source of exposure:

_____

Did the exposed employee(s) use PPE? _____ Yes _____ No If no, please explain.

_____

_____

_____

Individuals who witnessed the exposure:

_____ _____

_____ _____

Did the exposed employee wash the exposed area as soon as feasible after the exposure?

_____ Yes _____ No If no, please explain.

_____

_____

Was the employee(s) sent to the clinic to receive their confidential medical evaluation including the post exposure vaccination within 24 hours?

_____ Yes _____ No If no, please explain.

_____

_____

What clinic did the employee(s) attend? _____

Who was the attending health care provider? _____

Did anyone accompany the employee(s) to the clinic? _____ Yes _____ No

Was there any regulated wasted that needed to be disposed of? _____ Yes _____ No

If yes, please explain how this was accomplished.

_____

_____

_____ _____

Signed Date

2. Emergency Action Plan

Policy Purpose

An effective Occupational Health and Safety Program provide many workplace benefits, some of which include increased productivity, high employee morale, and reduced absenteeism and illness. Despite the best prevention efforts, emergencies do occur. This program outlines procedures for best preparing for these emergencies such that the losses are minimized.

Policy Statement

Management has the responsibility for the facility's Emergency Action Plan. To ensure the safety of our employees and protection of property, this plan will be reviewed, updated and revised as needed. Our primary focus will be on PREVENTION of emergencies. The program will be reviewed with each new, whenever the employee's responsibilities or designated actions under this plan have changed, and when this plan is updated, revised or changed in any way. A sufficient number of employees will be trained to assist in the safe and orderly emergency evacuation of employees. This plan is kept in readily accessible locations throughout the facility for employees to review. Any questions regarding this plan should be directed to the operations manager.

Plan Elements

This plan includes, but is not limited to, the following elements:

• Emergency escape procedure and emergency escape assignments
• Procedures for employees responsible for critical facility operation prior to evacuation
• An accounting procedure for all employees after an evacuation
• Rescue and medical duties for authorized employees
• The preferred method of reporting all emergencies
• Names or position titles of persons designated with responsibilities and duties

A. Alarm System

The alarm system for notifying employees to evacuate the facility consists of the ringing alarm which can be detected over all facility operations and is distinctive enough to draw the attention of all employees. Special methods will be devised for those employees with vision or hearing impairment. Each employee will be trained in the preferred method of sounding the alarm. This system will be tested annually.

B. Facility Evacuation

Total and immediate evacuation of all employees will take place when the alarm sounds. The evacuation will be deemed necessary by management when notified of an emergency event and its degree of hazard. Evacuations can be ordered for such emergencies as:

- Fire, other than a small incipient fire (such as a small trash can fire)
- Explosion
- Hazardous Materials Spill
- Structural Damage (i.e., roof collapse)
- Terrorism and Sabotage
- Flood

Depending upon the degree of hazard, employees will be instructed to either evacuate or remain in the facility. As a general rule, employees will remain in the facility during these emergencies:

Earthquakes
Storms
Ice Storms
Snow
Thunderstorms
Tornadoes
Hurricanes
Wind Storms

C. Emergency Escape Routes

Emergency escape routes and maps are posted throughout the facility and all copies are included in this plan under Attachment 1

D. Meeting Locations after Evacuating

Exact locations (Safe Assembly Areas) where employees are to meet after immediately leaving the facility are included in the evacuation maps under Attachment 1. The primary assembly point is in the parking lot, as far away from building as possible.

E. Employee Training

Employees will be trained as to when to initiate an alarm, who to notify, and how to initiate the alarm in the event of an emergency. All employees will be trained to:
• Evacuate the facility in a safe and orderly fashion.
• Move away from exit doors of the facility after exiting.
• Avoid congregation close to the building.
• Recognize fire hazards of the materials and processes to which they are exposed.
• Testing of the alarm system and review of the evacuation procedures will take place at least once per year to ensure the outlined procedures are followed and employees are adequately trained.
Designated employees will be trained annually and authorized to operate a portable fire extinguisher and fight an incipient fire (ONLY).

F. Evacuation Procedures

Employees are to first notify their immediate supervisor, and if unavailable a Safety Committee member or management representative. If an imminent hazard is noted (e.g., a fire involving flammables, or severely ill or injured person) immediately contact:

911

Supervisors and Leads are responsible for acting as evacuation wardens. Their duties include:
• Swiftly moving their employees from a danger location to a safe location, and assembly point
• Overseeing their employees
• Providing guidance and instruction to employees
• Knowing all escape routes, including primary and secondary evacuation points and assembly points
• Being familiar with the layout of the facility
• Providing extra assistance to impaired employees
• Recognizing and avoiding hazardous areas in an emergency
• Checking all rooms, enclosed areas or spaces where employees could be trapped or are otherwise unable to evacuate

• After evacuation, take a headcount of all assigned employees, keeping them in the safe area, and be ready to report as to "all present"; IMMEDIATELY report those not present to the Senior Management Person on-site. He or she will then report to the responding officials.
• Re-entry into the facility for rescue purposes will be carried out by the Fire Department Personnel. This is to be done only after the Head Count has been completed.

First Aid/CPR providers will administer first aid at the safe area. Evacuation of all employees will take place first, unless an injured employee cannot be moved without first providing basic first aid. The trained first aid/CPR providers are under Attachment 5.

G. Fire Prevention and Hazards

1. Hot Work (grinding, welding, and cutting) Safety Procedures include:

- Assure that welding equipment (including ground source, electrode lead cables, connectors, hoses, fittings valves, regulators, gauges etc.) are routinely inspected and in good condition and free from leaks, rust, wear, and deteriorated parts.
- Assure that flash back arresting devices are in place.
- Assure that oxygen and acetylene cylinders are stored separately (20' separation, or 5' fire wall); assure that cylinder caps are in place, and cylinders are kept in an upright position.
- Keep "no smoking/ignition sources" signs posted in cylinder storage area
- Keep proper and fully charged fire extinguisher in storage and use area.
- Eliminate combustibles/flammables from area, and cover non-removable materials with fire resistant covers; use purging, cleaning procedures as needed to prevent fires and/or explosions.
- Protect areas below hot work areas.
- Make sure electrodes are removed from holders when not in use.

2. Flammable and Combustible Liquid Handling:

- Use grounding/bonding for storage/transfer.
- Eliminate all ignition sources from area.
- Post area as "no smoking/ignition sources."
- Do frequent clean-up of all combustible residues.
- Dispose of all waste materials properly, and rags in approved metal self-closing, labeled container.
- Store materials in approved and designated area (e.g., flammable storage building, metal cabinets) and provide for spill containment.
- Use only approved and labeled metal cans for storage and wastes.
- Spray application of flammables is to be done in an approved and well maintained spray booth; change filters when indicated by gauge.

Attachments:

Attachment 1: Emergency Escape Routes and Maps

Attachment 2: Emergency Action Plan Exit Survey & Fire Extinguisher Check

Attachment 3: Fire Extinguisher Location List Template

Attachment 4: Roll Call Sheet

Attachment 5: Employee Certified Training

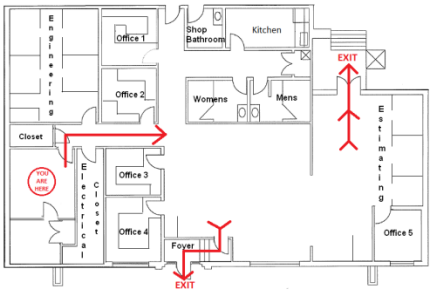
Attachment 6: Fire Extinguisher Training

Blair-Dumond, Inc.
Emergency Escape Routes and Maps

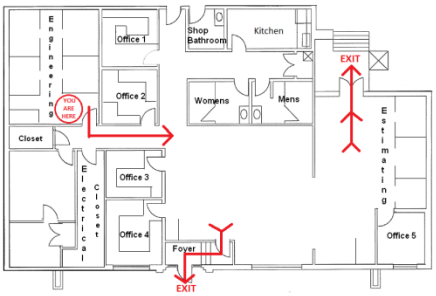
Map Locations:

- Main room next to hallway
- Engineering Room next to door
- Conference Room next to door
- Main Office at Back Door

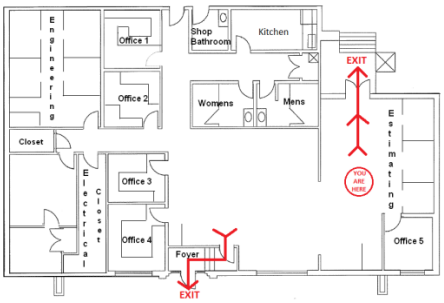
Engineering Office Evacuation



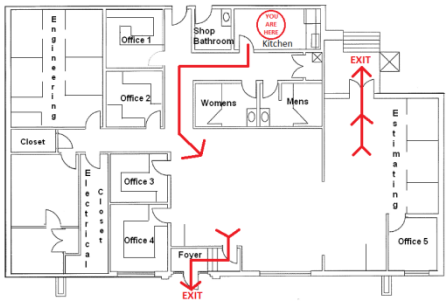
Engineering Office Evacuation



Office Evacuation



Kitchen Evacuation



Blair-Dumond, Inc.
Emergency Action Plan Exit Survey & Fire Extinguisher Check

Date:		**Conducted By:**	

Exit Signs

Exit and Exit signs visible?	
Exit location Exit sign in contrast (different) from surroundings?	
Signs or arrows leading to exit in place and visible?	
Exit sign illuminated by reliable light source not less than 5 foot candles and will remain "on" in the event of a power failure?	
All "non-exits" marked "Not an Exit" or identified appropriately?	

Fire Extinguishers

All Fully Charged?	
All numbered?	
Proper type and Operable condition?	
Mounted properly and identified?	
Blocked by debris?	
Accessible from all directions?	
Is it within 25 feet or next fire extinguisher?	

Blair-Dumond, Inc.
Roll Call Sheet

Date:		Drill/Actual Event?	

(To be completed at the Safe Area Site)

	Name of Persons Present	First Aid Provided?
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

	Name of Persons Missing	Area/Department
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Blair-Dumond, Inc.
Employee Certified Training

These are the designated employees that are trained and authorized to perform essential facility operations, First aid or CPR during an emergency. A copy of this document is hung by the back door of the office and by the door in plant. It is updated regularly.

Blair-Dumond, Inc.
Employee Certified Training

Date:

Last Name	First Name	Job Title	First Aid	CPR	BBP	License Expiration Date

Emergency Evacuation Procedure and Training

POLICY:
In the event that the emergency fire alarm system is activated, all employees are to evacuate the building by following the procedures below.

PROCEDURES:
1. In the event of a fire alarm test or fire drill, an appropriate announcement will be made prior to the test/drill over the intercom system.
2. If no announcement was made, you must assume the fire alarm was sounded for an actual emergency. In all emergency or drills, when the fire alarm sounds, all employees should immediately stop whatever they are doing and quickly, yet safely, exit the building.
3. Supervisors/Management responsibility will be to see that all employees leave the building promptly and safely.
4. All employees should exit the building by way of the nearest exit that will be marked with a lighted red exit sign and follow these signs, exiting to the outside. If the nearest exit is blocked by smoke use another exit. Blair-Dumond, Inc. will make every attempt to create prior arrangements with a staff for individuals with disabilities as needed to assist them in the event of an evacuation.
5. People who exit the building first must position themselves far enough away from the building to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.
6. Before leaving the building, the Supervisor, Management and/or his designate(s), if possible, will call the Fire Department and leave all doors unlocked to allow the Fire Department easy access.
7. Once outside the building, management should designate someone to:
    1) Confirm with the Management, that the Fire Department has been called (911).
    2) Congregate all employees in the parking lot, and confirm that all employees and visitors are out of the building.
    3) Designate someone to meet the Fire Department at the front entrance to provide additional information.
8. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid. Appropriate aid should then be given.
9. Once outside, do not re-enter until the building is declared safe by the Fire Department and you are informed to do so by management.
10. Practice drills will be conducted on at least an annual basis.

Attachments:
Attachment 1: Emergency Telephone Numbers
Attachment 2: Bomb Threat Checklist

Blair-Dumond, Inc.
Emergency Telephone Numbers

2605 Cofer Road, Richmond VA 23224	
804-359-2090	
Facility Manager: Harlan Williamson	Alt Manager: Irvin Hicks
Dept/Location: Plant	Dept/Location: Office
Work Phone: 804-359-2090x203	Work Phone: 804-359-2090x206
Fire/Police/Emergency **911**	**Utility Companies:**
	Gas Company: City of Richmond
	Electric Company: Dominion
Poison Control 800-222-1222	Water Co.: City of Richmond
In-House Phone Numbers:	**Other Numbers:**
Fire Marshal: 804-646-6640	NonEmergency Police 646-5100
Risk Mgmt: 804-646-5829	Critical Services: 804-646-HELP
Emergency Svcs: 804-674-2407	Dominion 1-866-366-4357
ERT Mgr: 804-828-9000	Utilities 644-3000
Emergency Locations and Addresses:	
Patient First: Cary Street - (804) 359-1337, 8-10 pm	
Concentra: (804) 275-7200 - 9211 Burge Ave, Richmond, 8-5 pm	
Hospital Emergencies:	
MCV Hospital - (804) 828-9000 - 1213 East Clay St., Richmond	

Patient First and Concentra Authorization & Map forms available in BDI Forms
(It's called Emergency3-Patient First Form 01 Authorization for Exam 629_Fillable
& Emergency3-ConcentraEmployerAuthorizationForm-0309)

Blair-Dumond, Inc.
Bomb Threat Checklist

Instructions: Be Calm and Courteous.
Listen, Do Not Interrupt the Caller.

Name of Operator:_____

Time: _____ **Date:** _____

Caller's Identity: Male Female Adult Juvenile

Origin of Call: Local Long Distance Booth Internal

A. Keep caller talking if the caller is agreeable to further conversation.

B. Ask questions like:

- When will the bomb go off?
- What is the location of the bomb?
- What kind of bomb?
- What is your present location?
- What is your name and address?
- How do you know so much about the bomb?

C. Did the caller appear familiar with the facility or building by his description of the bomb location?

D. After the call is taken, notify at once a member of the emergency control committee.

Blair-Dumond, Inc.
3. Exposure Control Plan
Exposure Control Plan for the Removal of Lead-Containing Paint, Using Hand Tools

Removing lead-containing paint without proper controls can generate lead dust. Lead enters the body when the dust is inhaled or ingested (swallowed). Once it is in the bloodstream, lead can be carried throughout the body. Lead exposure can cause a number of health effects, including weakness, headaches, stomach cramps, muscle and joint pain, and memory problems

Health hazards from lead exposure

- Lead interferes with many body processes and is poisonous to most organs and tissues, including the bones, intestines, kidneys, nervous system, and reproductive organs.
- Acute lead poisoning (high exposure over a short period of time) can cause fatigue, anemia, constipation, and damage to the nervous system.
- Chronic lead poisoning (exposure over a longer period of time) can cause fatigue, joint pain, and weakness.
- Lead poisoning can damage the fetus in pregnant female workers, and impair fertility in male workers.
- Workers are exposed to lead when they inhale lead-containing dust or ingest lead residue from their hands (for example, when eating, chewing gum, or smoking).
- Lead is a suspected human carcinogen and has been shown to cause cancer in laboratory animals.

Purpose and responsibilities

- Blair-Dumond, Inc. has a duty to protect our workers from lead exposure during the removal of lead-containing paints and coatings. Studies show that these operations generate airborne lead dust well in excess of safe levels. Effective controls are available to protect workers from harmful exposure.
- A combination of control measures will be required to achieve this objective. We commit to being diligent in our efforts to select the most effective control technologies available, and to ensure that the best practices, as described in this exposure control plan (ECP), are followed at our worksites.
- The work procedures we establish will protect not only our workers but also any other workers on-site who are not involved in these operations.

The employer is responsible for the following:

- Ensuring that the materials (for example, tools, equipment, personal protective equipment [PPE]), and other resources (for example, worker training) are readily available to fully implement and maintain this ECP.
- Ensuring that supervisors and workers are educated in the hazards of lead exposure, and trained to work safely during the removal of lead-containing paints and coatings.
- Ensuring that workers follow the requirements of the Occupational Health and Safety Regulation and the *Workers Compensation Act.*
- Maintaining written records of training (for example, proper use of respirators), fit-test results, crew talks, and inspections (for example, of equipment).
- Conducting an annual review (or more often if conditions change) of the effectiveness of the ECP. This includes a review of available control technologies to ensure that these are selected and used when practicable.

- Coordinating work with the prime contractor and other employers to ensure a safe work environment.
- Initiating immediate investigations into incidents/accidents and reporting these to management.

Supervisors are responsible for the following:

- Providing adequate instruction to workers on the hazards of lead exposure.
- Selecting and implementing the appropriate control measures.
- Ensuring that workers using respirators have been properly trained and fit-tested, and that the results are recorded.
- Ensuring that work is conducted in a manner that minimizes and adequately controls the risk to workers and others. This includes ensuring that workers use appropriate engineering controls and wear the necessary PPE.
- Immediately correcting unsafe acts and conditions.

Workers are responsible for the following:

- Participating in all required health and safety education and training.
- Using the assigned protective equipment in an effective and safe manner.
- Following established work procedures as directed by the supervisor.
- Reporting any unsafe conditions or acts to the supervisor.
- Reporting to the employer any exposure incidents or any signs or symptoms of lead illness.

Hazard identification and risk assessment

- Lead-containing paints can contain anywhere from 0.009% to 50% lead by weight. Studies have shown that removal of paint with a lead content as low as 0.06% can generate airborne concentrations of lead that approach the occupational exposure limit.
- Removing lead-containing paint without the use of proper controls and PPE can expose workers to levels of airborne lead dust that are above the exposure limit listed in the Regulation.
- Unprotected workers or other persons may be exposed to the hazards of lead. All lead work locations will be enclosed by barriers or barrier tape and identified with signs or placards.

Exposure limit

The occupational exposure limit (OEL) for inorganic lead is 0.05 milligrams per cubic metre (mg/m^3).
Because lead is a suspected human carcinogen and linked with cancer in animals, workplace exposures must be reduced to levels that are As Low As Reasonably Achievable (ALARA) below the OEL.

Lead dust controls

- The Regulation requires employers to select lead dust controls based on the following hierarchy:
  1. Engineering controls (for example, barriers, enclosures, general ventilation, local exhaust ventilation)
  2. Administrative controls (for example, wash stations, separate eating and changing areas, and limiting the time workers are exposed to lead)
  3. Personal protective equipment (such as respirators and disposable coveralls)
- Respirators will be used in conjunction with other controls to reduce worker exposure to lead, unless air monitoring information suggests otherwise.
- A HEPA vacuum will be used for cleanup and decontamination.

Acceptable control methods for removing lead-containing paint

The work methods in the following table are acceptable, provided that the respirator selection, dust suppression, and other controls are adhered to.

The following control options will be used to eliminate or reduce the risk to workers from the hazards of lead dust exposure, unless air monitoring information suggests otherwise.

Work activity	Dust suppression	Other controls	Respirator type
Manual (hand) sanding or scraping	• Peeling paint will be misted with water before scraping. • Debris will be misted before sweeping or vacuuming. • A HEPA vacuum will be used to remove debris.	• Disposable drop sheets will be placed below the work area. • Barriers (for example, a tape barrier) will be installed to restrict access to the work area. • Signs will be posted at every entrance to the work area. • Workers will use disposable coveralls.	• NIOSH-approved single-use N95, N99, or P100 respirator • Half-face respirator with HEPA P100 series filters
Manual scraping using heat guns	• The heat gun temperature must be kept as low as practicable. • Debris will be misted before sweeping or vacuuming. • A HEPA vacuum will be used to remove debris.	• Disposable drop sheets will be placed below the work area. • Barriers (for example, a tape barrier) will be installed to restrict access to the work area. • Partial or full enclosures will be constructed around work areas where significant removal will take place. • Where full enclosures are required, they will be equipped with HEPA-filtered mechanical ventilation. • Signs will be posted at every entrance to the work area. • Workers will use disposable coveralls.	• Half-face respirator with HEPA P100 series filters
Manual scraping using a chemical stripper	• Debris will be misted before sweeping or vacuuming. • A HEPA vacuum will be used to remove debris.	• Disposable drop sheets will be placed below the work area. • Barriers (for example, a tape barrier) will be installed to restrict access to the work area. • Signs will be posted at every entrance to the work area. • The work area will be ventilated with a continuous supply of fresh air for the workers.	• Half-face respirator with HEPA P100 series/organic vapor cartridges • Additional respiratory protection may be required as recommended by the SDS for the

Work activity	Dust suppression	Other controls	Respirator type
		continued on next page • Partial or full enclosures will be constructed around work areas where significant removal will take place. • Where full enclosures are required, they will be equipped with HEPA-filtered mechanical ventilation. • Workers will use disposable coveralls. • Methylene chloride products will not be used. • Additional PPE (for example, gloves and goggles) may be required as recommended by the MSDS for the chemical stripper.	chemical stripper
Removing paint using powered hand tools	• Tools equipped with a HEPA-filtered dust collection system will be used. • Debris will be misted before sweeping or vacuuming. • A HEPA vacuum will be used to remove debris.	• Disposable drop sheets will be placed below the work area. • Barriers (for example, a tape barrier) will be installed to restrict access to the work area. • Signs will be posted at every entrance to the work area. • Workers will use disposable coveralls.	• NIOSH-approved single-use N95, N99, or P100 respirator • Half-face respirator with HEPA P100 series filters
	• Tools without a dust suppression system will be used. • Debris will be misted before sweeping or vacuuming. • A HEPA vacuum will be used to remove debris.	• Disposable drop sheets will be placed below the work area. • Partial or full enclosures should be constructed around work areas where removal will take place. • Where full enclosures are required, they should be equipped with HEPA-filtered mechanical ventilation. • Workers will use disposable coveralls.	• Full-face elastomeric respirator equipped with P100 HEPA cartridges, or • Powered air-purifying respirator (PAPR) equipped with P100 HEPA cartridges

Safe work planning

- Select one or more of the methods described in the table on pages 62 and 63.
- Establish a barrier or full enclosure around the work zone to restrict access by unprotected workers (full enclosures may require negative-pressure ventilation through a HEPA filter).
- Inspect all dust control equipment and tools to make sure they are in good working order.
- Use and maintain all tools and equipment as specified by the manufacturer. For example, test the effectiveness of HEPA filters using dioctyl phthalate (DOP) testing or similar means at least annually, and any time a HEPA filter is replaced in a vacuum cleaner or ventilation system.
- When working on a multiple-employer site, provide the general contractor with a copy of the lead exposure control plan and safe work procedures. Review the procedures and work schedule with the general contractor to determine whether additional measures are required to reduce worker exposure to lead.
- Ensure that workers inspect their respirators before start-up.

Respiratory protective equipment

- Each worker will be fit-tested if a respirator is required.
- If a worker is required to wear a respirator that requires an effective seal with the face for proper functioning, the worker must be clean-shaven where the respirator seals with the face.
- When the worker notices a notable resistance to breathing, the respirator filters must be replaced.
- Respirators will be used, cleaned, and stored in accordance with the respiratory protection program.

Other personal protective equipment and hygiene

- Workers should change from street clothes to work clothes (including footwear) at the beginning of their work shift.
- Street clothes should be kept separate from work clothes.
- Washing (and shower, if required) facilities should be located between “clean” changing areas and “dirty” work areas.
- Workers should remove contaminated outer work clothing and thoroughly wash their hands and faces before eating, drinking, or smoking.
- No eating, drinking, smoking, chewing gum, or nail biting should be allowed in the work area.
- No food, gum, cigarettes, or other personal items should be stored in the work area.
- Coffee and lunch breaks should be taken in a clean area separate from the work area.
- Workers should remove all work clothes and shoes at the end of the work day and leave them at work.
- Workers should wash (or shower) before leaving work to ensure that any potential contamination is removed before they go home.
- Workers should not take any contaminated items home, as this may expose family members to lead.

Housekeeping procedures

- Dry sweeping and the use of compressed air are prohibited for removing dust and debris containing lead. Work areas and equipment covered by dust will be cleaned at the end of every shift using a HEPA-filtered vacuum.
- Wet cleanup may also be used to remove dust.
- Waste material will be placed in a dumpster, and will be removed at least weekly. The location and method used to store waste will not allow lead-containing dust to re-enter the workplace.
- Supervisors are responsible for ensuring that work areas are free from dust at the end of each shift.

Worker training for lead exposure

- Training will be performed by the employer or the employer’s designate.

- Records of attendance, dates of training, and training material will be documented and retained.
- Additional training or reference material on lead exposure will be made available to employees upon request.
- Training topics:
    - Health hazards of lead exposure
    - Engineering controls and safe work practices used to protect workers
    - The importance of proper equipment control and maintenance
    - Housekeeping procedures
    - Proper use of respirators and the respirator program
    - Personal hygiene procedures to reduce exposures
    - The details of the exposure control program for lead

Health surveillance

A health monitoring program (including the collection and analysis of blood samples) will be implemented, under the supervision of an occupational physician, for projects more than one week in duration.

Annual review

This ECP will be reviewed at least annually and updated as necessary by the employer, in consultation with the workplace health and safety committee or the worker health and safety representative.

4. Fire Extinguisher Policy

Blair-Dumond, Inc. provides portable fire extinguishers for employees to use to extinguish incipient fires. The extinguishers are mounted and located so that they are easily identified and readily accessible to employees without subjecting the employees to potential injury.

Authority and Scope

Authority: 29 CFR 1910.157 (Portable Fire Extinguishers)

Scope: This Plan covers the placement, use, maintenance, and testing of portable fire extinguishers to extinguish incipient fires at the workplace.

Safety Coordinator:

Develop and revise, when necessary, the Fire Extinguisher Plan
Provide relevant training to personnel who are authorized to use fire extinguishers.
Develop and implement fire extinguisher maintenance and update schedule
Take corrective action when needed

Production Manager:

Ensure that all employees are trained to use fire extinguishers

Plan Review and Update

The Plan will be reviewed annually. It will be revised when:
New fire hazards are introduced to the workplace
The regulations change
Operations at the facility change that affect accessibility and use of fire extinguishers
Near misses or accidents demonstrate a failure of the Plan

Definitions

Incipient fire—a fire in its beginning stage that can be controlled or extinguished with a portable fire extinguisher without the need for protective clothing or breathing apparatus.
Portable fire extinguisher—a manually operated, pressurized container that contains an agent that when discharged can extinguish an incipient fire.

Portable Fire Extinguisher Use

All employees will be trained and authorized to use portable fire extinguishers to fight incipient fires.

Selection, Types and Locations of Portable Fire Extinguishers

Selection: Portable fire extinguishers have been selected and distributed at the facility by the purchasing manager on the basis of the types of anticipated workplace fires and on the size and degree of hazard that would affect their use.

Types and Ratings

This facility maintains approved extinguishers for the following types of potential fires:
Type A—ordinary combustibles such as wood, cloth, paper, rubber and many plastics
Type B—flammable liquids, such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable gas
Type C—energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances
Type D—combustible metals such as magnesium and potassium (uncommon)

Locations

Portable fire extinguishers are located in or in close proximity to all fire hazard areas. Following is the maximum employee travel distance to any extinguisher in the facility:
Type A–75 feet from a hazard area
Type B–50 feet from a hazard area

Type C–Applicable Type A or B distance
Type D–75 feet from the combustible metalworking area

Fire Extinguisher Operating Procedures
Authorized and trained employees will implement the pull-aim-squeeze-sweep (PASS) system for extinguishing incipient fires. Each employee will determine whether he or she is capable of fighting a fire on a case-by-case basis.

Following are the basic required conditions under which an employee may fight an incipient fire:
The fire is small and at its beginning stage
Heavy smoke is not present
An appropriate fire extinguisher is readily available
There is an unblocked exit immediately available for evacuation

One or more employees are authorized to get hold of the nearest appropriate extinguisher(s), move to a position upwind of the fire if the air is moving, and operate the extinguisher following the **PASS** procedure:
P—Pull the pin located in the extinguisher's handle.
A—Aim the nozzle at the base of the fire.
S—Squeeze the lever or handle.
S—Sweep from side to side at the base of the fire until the fire is out or the canister is empty.

Safety Precautions
Employees will evaluate the risks of fighting an incipient fire before attempting to extinguish it.

Escape if the fire grows. If employees elect to put out a fire and it grows too large to control, they will immediately escape through the nearest exit, and close—but NEVER LOCK—the door behind them if possible.

Keep away from hazardous substances. When hazardous substances are involved, smoke and gases released from a fire can be toxic, so employees should never attempt to put out a fire if they have any doubts about their own safety and health. If they have any doubts, employees will evacuate the area and wait for emergency responders who have the proper equipment and are trained in fire-fighting procedures.

Inspection, Maintenance, and Testing
All portable fire extinguishers will be maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

Inspection and Maintenance
The maintenance manager will visually inspect all portable fire extinguishers once a month according to the following guidelines:

- Extinguishers must be located in their designated location, secured properly and the proper type for the hazard area.
- Access to extinguishers is not obstructed.
- Extinguishers are examined for obvious physical damage, corrosion, leakage, or clogged nozzles.
- Legible operating instructions are on the extinguisher nameplate facing outward.
- Seals and tamper indicators are not broken or missing.
- Pressure-gauge readings or indicators are in the operable ranges.
- Inspection tags must be initialed and dated

VA Sprinkler System will conduct a maintenance check at least annually according to the following guidelines:
Conduct all monthly inspection checks.

- Inspect the hose and nozzle for cracks, blockages, or other damage.
- Inspect the extinguisher shell for corrosion, dents, or other damage.
- Weigh carbon dioxide extinguishers to ensure no weight deviation greater than 10%.

Corrective Actions
Defective extinguishers will be removed, marked or tagged with information about the defect, and placed in a designated location until repair and/or recharging is performed.

The inspector will replace extinguishers when portable fire extinguishers are removed from service for maintenance and recharging.

Recordkeeping
The Safety Coordinator will retain a record of the annual inspection and maintenance date for each extinguisher for at least one year after the last entry or the life of the extinguisher shell, whichever is less.

Records of inspections and maintenance procedures performed under contract by outside vendors must be submitted to the safety coordinator at the end of each contract year.

Hydrostatic Testing
All portable fire extinguishers will be hydrostatically tested at regular intervals and whenever they show evidence of corrosion or mechanical damage.

VA Sprinkler System will ensure that portable extinguishers are hydrostatically tested at the intervals listed:
The unit has been repaired by soldering, welding, brazing, or use of patching compounds
The cylinder or shell threads are damaged
There is corrosion that has caused pitting, including corrosion under removable name plate assemblies
The extinguisher has been burned in a fire
A calcium chloride extinguishing agent has been used in a stainless steel shell

Extinguishers subject to the exceptions described above will be tested or replaced immediately upon discovery of damage.

An internal examination of cylinders and shells will be made prior to the hydrostatic tests.

Extinguisher hose assemblies. Hydrostatic tests will be performed on extinguisher hose assemblies which are equipped with a shut-off nozzle at the discharge end of the hose. The test interval will be the same as specified for the extinguisher on which the hose is installed.
Recordkeeping
Safety Coordinator will retain a certified record of hydrostatic testing for each portable extinguisher according to the time intervals. Each record will include the date of the test, the signature of the person who performed the test, and the serial number, or other identifier, of the fire extinguisher that was tested. Such records will be kept until the extinguisher is hydrostatically retested at the specified time interval, or until the extinguisher is taken out of service, whichever comes first.

Training
The production manager will provide employees authorized to use portable fire extinguishers with an educational program upon initial employment and annually thereafter to familiarize them with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.

Attachments:
Attachment 1: Annual VSC Fire & Security Portable Fire Extinguisher Report
Attachment 2: Fire Extinguisher Training Attendance Sign in Form

Rev 2-20-20

Job # 18056878

VSC Fire & Security

FIRE · SECURITY

10343 Kings Acres Road
Ashland
VA
23005-8059
(804) 459-2200
www.VSCFire.com

***Important**: Deficiencies, comments and explanations of any **FAIL** or **NEGATIVE** responses are indicated on the **Work Acknowledgment** attachment for this Inspection/Test.*

Frequency: Annual | Inspection Type: Portable Fire Extinguisher Inspection
In Accordance with: The NFPA 10 Standard, applicable Year Edition
Technician's Name: Mark Burgwin | Inspection Date: 4/8/2020

LOCATION

Location Name: Blair Dumond 01022B0795 0202999
Street Address: 2605 Cofer Road
City: Richmond | State: VA | Zip Code: 23224

BILLING

Billing Name: Blair Dumond 01022B0795
Street Address: 2605 Cofer Road admin@blairdumond.com
City: Richmond | State: VA | Zip Code: 23224

CONTACT INFORMATION

Name: Irvin Hicks | Phone: (804) 359-2090
Email: ihicks@blairdumond.com

NOTIFICATIONS

✓ *NOTE: If checked, this Inspection test does not require disabling/restoring a Fire System and/or notifying a Monitoring Service.*

Date(s) put on test: N/A | Time(s) put on test: N/A
Date(s) restored: N/A | Time(s) restored: N/A
Monitoring Company and Operator Name(s) notified of test and restoral: N/A
Name(s) of Owner, Owner's Rep., Occupants and/or Tenants notified of test, restoral and any deficiencies:
N/A
Local Emergency Services, AHJ, or Insurance Rep. notified of test, restoral or any impairments, if required:
N/A

ID # / Area / Location	Manufacturer	Model	Extinguisher Type	Size	Serial Number	Manuf. Date	6 Yr Maint Last Date	Hydro Test Last Date	Inspection Pass	Fail	N/I
#2. Warehouse, column fixture	Ansul	A10H	ABC	10 lb	N 108362	01/2010	01/01/2017	12/31/2010	✓		
# 1 Warehouse, middle column hard wood at moulder	Buckeye	5HISA40	ABC	5 lb	D06320268	01/2017	01/01/2017	01/01/2017	✓		
# 3 Warehouse column fixtures	Buckeye	10HISA80	ABC	10 lb	D 06434233	01/2017	01/01/2017	01/01/2017	✓		
# 4 Warehouse column hard wood at rip saw	Buckeye	10HISA80	ABC	10 lb	D 06434215	01/2017	01/01/2017	01/01/2017	✓		
# 7 Warehouse column case assembly	Buckeye	10HISA80	ABC	10 lb	Z 529927	01/2011	06/01/2017	06/01/2011	✓		
# 9 Warehouse, Tops Area	Buckeye	10HISA80	ABC	10 lb	C97984540	01/2017	01/01/2017	01/01/2017	✓		
# 10 Warehouse, front column.	Buckeye	10HISA80	ABC	10 lb	ZZ 057828	01/2008	06/01/2017	06/01/2017	✓		
# 19 Office By Copier	Buckeye	5HISA40A	ABC	5 lb	B10765795	01/2016	06/01/2016	06/01/2016	✓		
# 6 Warehouse, column at panel storage	Amerex	B456	ABC	10 lb	XL597014	01/2005	06/01/2017	06/01/2017	✓		
# 24 Warehouse, column shipping dock	First Alert	FE3A40GR	ABC	5 lb	F65425432	2019	01/01/2019	01/01/2019	✓		
# 8 Warehouse ,column pinch roller	Buckeye	10HISA80	ABC	10 lb	Z 529074	01/2011	06/01/2017	06/01/2011	✓		
# 12 Office break room.	First Alert	FE-3A40GR	ABC	5 lb	B-09129073.	1/1/15	01/15/2015	01/15/2015	✓		
# 20 Office at engineering office.	Buckeye	10HISA80	ABC	10 lb	D 06484524	01/2017	01/01/2017	01/01/2017	✓		
#14 Spare	Buckeye	5HISA40	ABC	5 lb	B-10765786	12/2016	12/31/2016	12/31/2016	✓		
# 25 Maintenance shop spare	First alert	FE3A40GR	ABC	5 lb	F65425433	2019	01/01/2019	01/01/2019	✓		
# 18 Loading Dock Door	Buckeye	5HISA40A	ABC	5 lb	B10765786	2016	01/01/2016	01/01/2016	✓		
# 21 Maintenance shop Welder	First Alert	FE3A40GR	ABC	5 lb	F65425455	01/2019	01/01/2019	01/01/2019	✓		
# 22 At electrical panel PH04	First Alert	FE3A40GR	ABC	5 lb	C89418488	01/2016	01/01/2016	01/01/2016	✓		
# 23 Case Area at Infeed	First Alert	FE3A40GR	ABC	5 lb	C97090281	01/2017	01/01/2017	01/01/2017	✓		

A. Fire Extinguisher Training

Incipient Stage Fire Extinguisher Education

29 CFR 1910.157

Outline

- OSHA definitions
- Fire Extinguisher Training
- Fire Extinguisher Selection
- Categories of Fire
- Types of Fire Extinguishers
- Fire Extinguishers Distribution
- Fire Extinguishers Ratings
- PASS Method
- Monthly Inspection

Definitions

"Education"

- **1910.157(g)(1)**Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

Definitions

"*Incipient stage fire*" means:

- A fire which is in the **initial or beginning stage** and which can be controlled or extinguished by portable fire extinguishers;
- Without the need for protective clothing or breathing apparatus (*OSHA*).

Purpose of a Fire Extinguisher

Two functions:

1. To control or extinguish small or **incipient (early) stage fires** and,
2. To **protect evacuation routes** that a fire may block directly or indirectly with smoke or burning/smoldering materials.

1910.157 (d) Selection and Distribution

1910.157(d)(1)
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 which would affect their use.

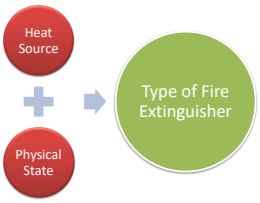
What to do….
1) Review your job, materials, task, equipment and tools.
2) Understand the type of fire that could start.

What type of Fire do I have?

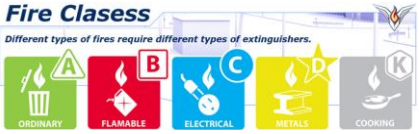
Fire requires 3 Elements

1. **Heat:** Without sufficient *heat*, a fire cannot begin, and it cannot continue.
2. **Fuel:** Without fuel, a fire will stop.
3. **Oxygen**: Without sufficient *oxygen*, a fire cannot begin, and it cannot continue.

Match your Fire Extinguisher to the Type of Fire you are anticipating



5 Categories of Fires



5 Categories of Fires

Class A Fires: Ordinary combustible materials such as wood, cloth, paper, rubber and many plastics.

Class B Fires: Flammable Liquids, combustible liquids, petroleum greases, tars, oils, paints, solvents, lacquers, alcohols and flammable gases.

Class C Fires: Involve electrical equipment.

Class D Fires: Involve combustible metals, such as magnesium, titanium, zirconium, sodium, lithium and potassium.

Class K Fires: Involve cooking appliances that involve combustible cooking media (vegetable or animal oils/fats)

Types of Fire Extinguishers

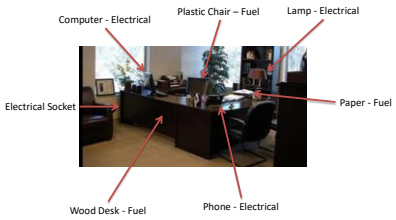
1. Fire Extinguishers should be appropriately matched to work environment;
2. Using wrong type could make the situation worse;
3. Check the label for rating;
4. Use the symbols to quickly identify the Type of Fire Extinguisher.

Types of Fire Extinguishers

Symbols found on fire extinguishers to show what they mean	Water	Foam spray	ABC powder	Carbon dioxide	Wet chemical
A Wood, paper & textiles	✓	✓	✓	✗	✓
B Flammable liquids	✗	✓	✓	✓	✗
C Flammable gases	✗	✗	✓	✗	✗
Electrical contact	✗	✗	✓	✓	✗
F Cooking oils & fats	✗	✗	✗	✗	✓

Learn to become aware of your surrounding…what's in the room?

Most Occupancies have Electricity



Fire Extinguishers Distribution

- **Class A**- maximum travel distance **75 ft**.
- **Class B**- maximum travel distance **50 ft**.

Fire Extinguisher Rating

Ratings are based on tests conducted at Underwriters' Laboratories, Inc.

Class A: 1-A, 2-A, . . . 40-A
Class B: 1-B, 2-B, . . . 640-B

A 20 ABC Fire Extinguisher → Larger size 25 to 35 sec.

General Procedures for Responding To a Fire

1. **SOUND THE FIRE ALARM** and call the fire department, if appropriate.
2. **IDENTIFY A SAFE EVACUATION PATH** before approaching the fire.
   – Do not allow the fire, heat, or smoke to come between you and your evacuation path.
3. **SELECT** the appropriate type of fire extinguisher.
4. **DISCHARGE** the extinguisher within its effective range using the **P.A.S.S.** technique (pull, aim, squeeze, sweep).
5. **BACK AWAY** from an extinguished fire in case it flames up again.
6. **EVACUATE IMMEDIATELY** if the fire extinguisher is empty and the fire is not out.
7. **EVACUATE IMMEDIATELY** if the fire progresses beyond the incipient stage.

When it is Safe to Fight a Fire

FIRE	
Is the Fire too Big?	Fire has not spread Beyond point of origin. Flames are not higher than your head and you can safely approach the FIRE (room temperature is only slightly increased).
AIR	
Is the AIR safe to Breath?	Smoke may be accumulating on the ceiling, but you can see the fire clearly. Respiratory Protection is not needed.
EVACUATION PATH	
Is there a Safe Evacuation Path?	You have a clear, unobstructed path behind you as you fight the fire. You know where you are and how to safely EXIT the building.

When it is NOT Safe to Fight a Fire

FIRE	
Is the Fire too Big?	The Fire has spread beyond its point of origin, is hidden behind walls or a ceiling, or can not be reached from a standing position.
AIR	
Is the AIR safe to Breath?	You can not see the FIRE due to rapidly accumulating smoke. The air is difficult to breath and can not be fought without respiratory protection.
EVACUATION PATH	
Is there a Safe Evacuation Path?	You are not familiar with your surroundings. You do not have a Safe EXIT Path, or you do not have an EXIT behind you. The FIRE is not contained and is spreading.

How to Extinguisher a Small Fire PASS Method

1. **"P"ULL**... Pull the pin. This will also break the tamper seal.
2. **"A"IM**... Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

   Note: Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.
3. **"S"QUEEZE**... Squeeze the handle to release the extinguishing agent.
4. **"S"WEEP**... Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.

If you have the slightest doubt about your ability to fight a fire....EVACUATE IMMEDIATELY!

Pick up the Fire Extinguisher with your least favorite hand. Support the bottom with your strong hand.

Quickly Check the Pressure Gauge

Pull the Pin (straight out)

Know what you are looking for....

A fully charged Fire Extinguisher has the arrow in the green section...

Remove the nozzle from the clip.

Hold the nozzle with your strong hand.

Carry the Extinguisher with your opposite hand.

Squeeze the handle gently to test the Extinguisher.

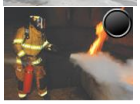
Begin your approach from a Safe Distance

Know the Limitations.....what you can and can not do.

- Horizontal Range
- Time of Discharge
- **What to do**
  Read the directions on the extinguisher

Extinguishing Agent	Method of Operation	Capacity	Horizontal Range of Stream	Approximate Time of Discharge
Water	Stored-pressure	6 L	30 to 40 ft	40 sec
	Stored-pressure or pump	2½ gal	30 to 40 ft	1 min
	Pump	4 gal	30 to 40 ft	2 min
	Pump	5 gal	30 to 40 ft	2 to 3 min

Aim at the Base of the Fire



Sweep Back and Forth to cover the width of the fire

CLASS D FIRES (METAL)

Direct the nozzle so the agent falls directly onto the burning metal.

Close the nozzle valve to produce a soft, heavy flow and move closer to cover the fire area.

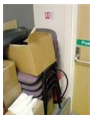
Do not disturb the agent and fire until it has cooled.

1910.157 (e)
Inspection, maintenance and testing.

- 1910.157(e)(1)The employer shall be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace.
- 1910.157(e)(2)Portable extinguishers or hose used in lieu thereof under paragraph (d)(3) of this section shall be visually inspected monthly.

Monthly Inspection

1. Is the Fire Extinguisher in its designated place?
2. No obstruction to access or visibility?
3. Pressure gauge reading or indicator in operable range or position?



Monthly Inspection

Cylinder Shell

1. Corrosion
2. Mechanical Damage (dent abrasion)
3. Paint Condition
4. Presence of repairs (welds, soldering)
5. Damaged Threads
6. Broken Hanger attachment
7. Broken Handle Lug

Monthly Inspection

Name Plate, Instructions and Pull Ring

1. Illegible Wording
2. Corrosion or loose plate
3. Verifying operating instructions on nameplates are legible and face outward.
4. Broken, missing safety seals and tamper indicators.

Monthly Inspection

Nozzle or Horn

1. Deformed, Damaged or Cracked
2. Blocked opening
3. Damaged threads
4. Hose obstruction
5. Hydrostatic test date

Monthly Inspection

Pressure Indicating Device

1. Immovable, jammed, missing pointer
2. Deformed, or broken crystal
3. Illegible or faded dial
4. Corrosion
5. Dented case or crystal retainer
6. Immovable or corroded pressure indicating stem

Annual Maintenance Check

Annually

1. Utilize a 3rd party for Annual maintenance check.
2. Ensure you have adequate protection when fire extinguishers are removed for maintenance or recharging.

Hydrostatic Testing

1. Refer to Table L-1 for hydrostatic testing interval dates.
2. Testing must be performed by someone with suitable testing and equipment facilities.
3. Retain certification record for all testing.

QUESTIONS????

Blair-Dumond, Inc.

Fire Extinguisher Training Attendance Sign In Form

This form documents that the training specified below was presented to the listed participants. By signing below, each participant acknowledges receiving the training.

Topic: Fire Extinguisher _____ Date: _____

Trainer: _____ Trainer Signature: _____

Please Sign Below:	Name	Signature
1.		
2.		
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5. First Aid Program

Purpose

Blair-Dumond, Inc. is dedicated to the protection of its employees from on-the-job injuries and illnesses. However, when injuries or illnesses do occur, we are prepared to immediately respond to the needs of the injured or ill.

This written First Aid Program is intended to ensure that Blair-Dumond, Inc. meets the requirements of 29 CFR 1910.151, Medical Services and First Aid.

Administration

The Safety Coordinator is responsible for establishing and implementing the written First Aid Program. This person has full authority to make necessary decisions to ensure the success of this program. We encourage all suggestions because we are committed to the success of this written program.

First Aid Personnel

Worksite Supervisory personnel are designated as being required to attend a recognized first aid training course and become proficient in providing first aid in the event of injury or illness. It is to be understood that such care is basic and follow up attention, including, but not limited to, activation of the local emergency services system is appropriate. Dialing 911 is considered an appropriate action, however, all Blair-Dumond, Inc. employees should be aware that work within many of the facilities requires adherence to that location's established reporting system.

Hazard and Medical Assessment

The Safety Coordinator has assessed Blair-Dumond, Inc. work operations for hazards to determine whether any pose the risk of injury or illness including those which may lead to life-threatening or permanently disabling injury or illness. Provisions for first aid care shall be made prior to each work assignment. As such each worksite shall have a trained care provider, from a recognized agency such as the American Red Cross, available at all times to render immediate, initial care.

Serious injuries or illnesses which require medical attention beyond first aid shall be treated at the nearest hospital, clinic, or infirmary, whichever is closest to the worksite. Life threatening or similar emergencies require the summoning of the local emergency medical services through the 911 system or the system established by the facility in which the work is being done.

First Aid Supplies and Equipment

It is important that our first aid supplies and equipment meet the specific needs of our workplace and on our worksites.

The Safety Manager has ensured that for each work assignment adequate first aid supplies, in accordance with ANSI Z308.1-2009, are current, properly protected, and readily available.

The Safety Manager insures that checks are performed of the first aid supplies periodically for expiration and readiness. Supplies are replaced promptly when expended. In the event that a work assignment extends beyond a week, the kits shall be inspected every seven days.

It is reasonably anticipated that employees will be exposed to blood or other potentially infectious materials while rendering first aid, personal protective equipment is provided as outlined in our written Exposure Control Program (Bloodborne Pathogens). Flushing solution is available with each first aid kit for any unexpected contact with body fluids or eye exposure.

Emergency Number Posting

To help those responding to a medical emergency, we have posted emergency telephone numbers at each worksite. Emergency contact numbers are required to be known in the areas where work is being performed.

Training

Training is the heart of our First Aid Program. Employees who are qualified to render first aid have completed a training program recognized by Blair-Dumond, Inc. as a nationally accepted program.

Training Certification

A professional trainer is hired and they will determine whether the employee can safely perform first aid. The Safety Coordinator is responsible for keeping records verifying certification of each employee who has successfully completed training. Each certificate (card) is a valid certificate in first-aid training, and includes the name of the employee, the date(s) of the training, and the signature of the person who performed the training and evaluation.

Retraining

Trained employees are retrained in accordance with established agency timelines to keep their knowledge and skills current.

Incident Reporting

After the immediate needs of an injury or illness emergency have been met, we require our employees to report the event to their supervisor. Extremely minor injuries, like a small bruise, do not need to be reported. However, those injuries and illnesses involving professional treatment, time away from work, or a near miss of a more serious accident, must be reported to an employee's supervisor. Even injuries that do not become apparent until after the cause must be reported. For example, back pain that develops over a period of time must be reported.

Recordkeeping

The Safety Coordinator is responsible for maintaining the training records and documentation relating to first aid, injuries, illnesses, and accidents.

Program Evaluation

By having the Safety Coordinator thoroughly evaluate and, as necessary, revise our program, we ensure our program's effectiveness and prevent or eliminate any problems. Program evaluation is performed at least annually.

First Aid Guidelines for Injuries

All employees should know:

- What to do in the event of an injury until help arrives.
- Name of the person who is trained in first aid.

These basic first aid procedures are not a substitute for medical advice, and do not replace comprehensive first aid training. Injuries common to an occupational setting are considered. Your first aid procedures and policies may differ from those listed.

Amputations

- Control bleeding by applying direct pressure. Elevate extremity.
- Contact emergency medical service immediately.
- Recover and clean amputated body part by rinsing with water.
- Wrap amputated body part with sterile gauze or a dry, clean cloth, put in a waterproof container, such as a plastic bag, and place on a bed of ice. Transport to hospital with victim.

Bleeding

- Control bleeding by gently applying direct pressure with a dry, sterile dressing. If it becomes saturated, do not remove it. Add another dressing.
- If possible, wear latex gloves or use other methods to protect against transmission of infection.
- Do not remove any impaled objects. Immobilize the object instead.
- Seek medical attention immediately.

Burns (Minor)

- Eliminate cause of the burn and cool the area.
- Avoid use of neutralizers, ointments, butter or other substances unless directed by a medical professional.
- Thermal burn- rinse area without scrubbing, apply cool water then dry and cover.
- Chemical burn- use directions from specific Safety Data Sheet.
- Electrical burn- avoid any contact with live current. Make sure breathing and heartbeat are regular. Check where electricity entered and exited the body, and then treat as a thermal burn.

Fractures

- Symptoms: swelling, deformity, pain and tenderness, loss of use.
- Avoid moving the injured body part if at all possible. Check for symptoms of shock.
- If the victim must be moved, "splint" the injured area.
- Control bleeding, but do not attempt to push protruding bones back beneath the skin.
- Seek medical attention immediately.

Neck and Spinal Injuries

- Symptoms: Painful movement of the arms and/or legs, numbness, tingling, or weakness in arms or legs, loss of bowel or bladder control, paralysis to arms or legs, deformity of head and neck.
- Check heart rate and breathing; administer CPR if necessary, but do not use head tilt.
- *Do not move victim* unless the victim is in immediate danger.
- Stabilize victim to prevent any movement. Immobilize head and neck by placing objects on either side.
- Protect victim against shock or hypothermia.
- *Do not attempt to splint a victim.* Await professional EMS help.

Shock (Electrical)

- Where the victim is unable to break away from an energized circuit, be careful not to touch the victim with your body or with any conducting material.
- If possible de-energize the circuit.
- If de-energize the circuit is not possible, use a dry stick, rope, piece of cloth, leather belt, or other nonconductor to free the victim.
- After freeing the victim, check for pulse and initiate chest compression CPR or AED if appropriate.
- Seek immediate emergency medical help.

Shock (Injury Trauma)

Symptoms: cold, clammy, pale skin; quick, weak pulse; rapid, shallow breathing; nausea or vomiting.

- Contact emergency medical service immediately.
- Speak calmly to the injured employee.
- Check possible allergy and if victim has an epinephrine pen.
- Ask the employee to lie down.
- Check for head, neck, spine and abdominal injuries.
    - If there is none, raise the employee's feet a few inches off the ground by placing a blanket or pillow under their feet.
    - If there is none, and the employee has vomited, turn the employee on their side and clear their mouth.
- Keep the employee warm, but not hot.
- To make breathing easier, loosen tight clothing.
- Keep the employee calm. Reassure them that they will be OK and that help is on the way.
- Seek medical attention immediately.

First Aid Guidelines for Eye Injuries

All employees should know:

- What to do in the event of an injury until help arrives.
- Name of the person who is trained in first aid.

These basic first aid procedures are not a substitute for medical advice, and do not replace comprehensive first aid training. Your first aid procedures and policies may differ from those listed.

Small particles, specks or dust

- Don't rub the eye. Hold eye open and flush with water at nearest eyewash station. Can also try pulling upper lid out and down over lower lid, causing the eye to tear and particle to wash out.

Blow to the eye

- Apply an ice cold compress for 15 minutes in order to reduce pain and swelling. Have a doctor examine the eye as soon as possible to make sure there is no internal injury.

Chemical splash

- Flush immediately with water at nearest eyewash station or shower for at least 15 minutes. Do not rub or squeeze eye shut. Seek medical attention immediately.

Object embedded in eye

- Do not try to remove the object. Cover both eyes to help prevent movement of injured eye. If object is large and protruding, cover it with a paper cup or something similar. Seek medical attention.

Light burns

- Symptoms include redness, swelling, light sensitivity and a gritty feeling in the eyes. Symptoms may not be apparent until 3-12 hours after injury. Keep eyes closed and seek medical attention immediately.

First Aid Guidelines for Insect, Rodent, and Snake Bites

All employees should know:

- What to do in the event of an injury until help arrives.
- Name of the person who is trained in first aid.

These basic first aid procedures are not a substitute for medical advice, and do not replace comprehensive first aid training. Your first aid procedures and policies may differ from those listed.

Insects

- Check for anaphylactic shock risk and allergic response. If allergic signs or symptoms appear, be prepared to perform basic life support measures. Seek immediate medical assistance.
- If the stinger is present, remove by scraping with a knife or fingernail. Do not squeeze venom sac on stinger; more venom may be injected.
- Remove all jewelry from affected part, if applicable, to avoid complications with swelling.
- Wash the area.
- Apply ice or freeze pack, if available.
- Treat bites and stings with over-the-counter products that relieve pain and prevent infection.

Spiders

- Clean the bite area with soap and water.
- Apply ice to the bite area to slow absorption of the venom.
- Elevate and immobilize the bitten extremity.
- Capture the spider, if at all possible, for identification purposes.
- Seek medical attention. Hospitalization may be needed with underlying heart conditions.

Ticks

- Remove unattached ticks promptly.
- Attached ticks are promptly removed using fine pointed tweezers:
  - The mouth parts of the tick are grasped with the tweezers as close to the skin as possible;
  - Apply firm steady pressure upward until the tick releases - do not jerk, twist, squash or squeeze the tick;
  - Clean the wound and the tweezers with an antiseptic.
  - Do not use petroleum jelly or nail polish remover, or prick or burn the tick, these actions can cause infected secretions to enter the wound.

Rodents and Wild or Stray Animals

- Cleanse the wound thoroughly with soap.
- Flush it well with water.
- Cover it with a sterile dressing.
- If unable to capture or kill the animal, note any information that will help identify it.
- Get medical attention immediately.

Snakes

- Treat all snake bites as if they are poisonous.
- If bitten, note the color and shape of the snake's head to help with treatment.
- Lay the person down so that the bite is below the level of the heart, and cover the bite with a clean, dry dressing. DO NOT elevate a bitten limb above the level of the heart.
- Keep bite victims still and calm to slow the spread of venom in case the snake is poisonous.
- Apply a constricting band or bands (not a tourniquet).
- DO NOT cut the wound or attempt to suck out the venom.
- Seek medical attention as soon as possible.

6. Fleet Management Program

Purpose: To help
Reduce vehicle accidents
Reduce employee injuries
Protect the public
Increase profit by decreasing losses

Fleet Safety Supervisor:

Appoint a fleet safety supervisor. This may be the owner, office manager or one of the senior drivers. This specific individual should be designated to be in charge of fleet safety. The fleet safety supervisor should possess knowledge and understanding of safe driving so that he or she can educate and train new and experienced drivers. The fleet safety supervisor should also be able to communicate well with drivers and management on matters related to fleet safety.

Underage Drivers:

Commercial trucks should not be driven by any person under age 21. Truck tractor units must not be driven by any person under age 25. Experience shows that youthful operators of these types of units are more prone to be involved in motor vehicle accidents than older, more experienced operators.

Driver Selection:

Decision making strategies to avoid accidents depend on hiring drivers who have the skills and behaviors critical to safe driving. Awareness is possibly the most important single factor separating good drivers from others. There are several aspects to awareness, including situational awareness and awareness of one's own capabilities and limitations. Situational awareness refers to the immediate driving environment, which includes weather and road conditions, and other factors that can cause sudden changes in the situation. Those drivers who have good situational awareness are usually able to anticipate probable actions of others and choose potential escape paths. A good driver might be defined as one who avoids dangerous situations, a distinction that may be based on strategic decision making done outside the driving environment. Try to determine, during an interview, if the prospective driver has behaviors such as impulsiveness or anger.

Hiring:

A motor vehicle report should be obtained on all prospective drivers and the employer should personally interview these applicants. In this interview, the employer should ask questions regarding previous work experience, educational background, knowledge of basic working rules, and past driving records. A schedule to reorder motor vehicle reports should be maintained. Unless each driver is continuously monitored with some form of reporting to management, annual reorders should be considered.

Training:

Institute a program to properly train all new employee drivers. Statistics show that properly trained drivers are less likely to become involved in accidents than those with little or no training.

A. All new drivers of commercial vehicles with gross vehicle weights of over 10,000 lbs. should be accompanied by either the fleet safety supervisor or by an experienced driver for a minimum of three days of driving.

B. When an employee driver changes from driving a single rear axle unit to a dual rear axle unit or to a truck tractor unit, the driver should be accompanied by the fleet safety supervisor or an experienced driver for at least one day.

Counseling Employees:

Employee evaluation should be conducted by the fleet safety supervisor. The supervisor should recognize those drivers who establish good driving records. An employee whose record reveals violations and/or at fault accidents approaching the maximum allowed by the company driving policy should be counseled by the fleet safety supervisor.

Any driver with an impaired driving charge should immediately be counseled by the fleet safety supervisor. That employee should not be allowed to drive a company vehicle for at least three years and until proper and adequate counseling (defensive driving, alcohol or drug rehabilitation) has been completed.

Leasing or Loaning Vehicles:

Leasing or loaning business vehicles to anyone under the age 25 is not allowed, including:

- Under age 25 child of an employee
- Under age 25 customer unless accompanied by an employee (such as a demonstration drive)

Safety Meetings:

The fleet safety supervisor should periodically hold meetings with all drivers to discuss new issues or problems that are being encountered.

Negligent Entrustment

- Involves negligent hiring, supervision, and retention of employees.
- Is directly related to the severity of risk to a third party by an incompetent employee.
- Focuses of pre-employment investigation into an employee's background and exhibited behaviors while employed.
- Business owners have a responsibility to ensure that employee drivers are competent to operate vehicles.
- Expensive judgments and punitive damages have been awarded that far exceed insurance coverages.
- A logical method to limit liability is to review motor vehicle records regularly.
- Checking records gives the employer a defense: "We ran the MVR. The driver has a good record. How could we have known? What else could we have done?"

Motor Vehicle Record (MVR) Policy

It is the policy of **Blair-Dumond, Inc.** to obtain and review the Motor Vehicle Record (MVR) on each prospective driver* before an offer for employment is extended to the individual. Management will review the Motor Vehicle Record to ascertain the applicant or employee holds a valid license and their driving record is within the parameters set by company driving policy.

* A “driver” is someone who could not perform the duties assigned to them without driving a vehicle.

Management will conduct an annual review of each employee’s driving performance, where driving is a part of his or her job. Based upon the outcome of the annual review, the driving exposure, and the losses experienced during the past year, MVRs may then be ordered and reviewed. As a company policy MVRs are checked each three years on all employees where driving is part of their job description, annually on drivers under the age of 25, and annually on drivers identified during a previous review as needed closer supervision. If the employee's driving record does not meet the criteria set by management, driving privileges may be revoked, or other disciplinary action may be taken.

Driving Policy

Blair-Dumond, Inc. has made a commitment of safety, service, and quality to both our employees and customers. Blair-Dumond, Inc. mandates that both our employees and non-employees operate all vehicles owned by or used by Blair-Dumond, Inc. in a safe and economical manner. The following summarizes policy guidelines:

1. Vehicles are not to be operated unless in a safe operating condition.
2. Drivers must be physically and mentally able to drive safely.
3. Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions.
4. Respect the rights of other drivers and pedestrians. Courtesy is contagious.
5. Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle.

Accidents

All accidents are to be reported to management of Blair-Dumond, Inc. within twenty-four (24) hours after the accident occurs. All accidents will be reviewed and determination made as either preventable or non-preventable.
A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.

MVR Standards

Motor Vehicle Records (MVRs) will be checked periodically on all employees where driving is a part of their job. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by company management. MVR checks which reveal:

1. Three (3) or more traffic violations and/or at fault accidents over a three (3) year period for drivers age 25 and older, two (2) traffic violations and/or at fault accidents for drivers age 18 through 24, or one (1) traffic violation and/or at fault accident for drivers 17 and under; or

2. One or more of the following type of serious traffic convictions within the past 3 years:
- Driving while under the influence or while disabled by use of drugs;
- Refusal to submit to test for alcohol (e.g., Failure to take a Chemical Test, Blood Test, or Breath Analyzer Test);
- Leaving the scene of an accident without reporting it;
- Homicide, assault, or criminal negligence resulting from the operation of a vehicle;
- Driving while license is suspended or revoked;
- Reckless or dangerous driving, which results in injury to a person;
- Racing; and/or
- Passing a stopped school bus;

will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of Blair-Dumond, Inc..

Violations include seat belt violations, but do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

All current drivers of Blair-Dumond Inc. must have a signed copy of the following on file with management:

- Mobile Device Policy
- Distracted Driving Policy
- Vehicle Usage Policy

Driver Qualification Policy

Requirements

In order to become a certified driver and maintain driving privileges, the following requirements must be met:

A. Initial and annual Defensive Driver Training must be completed. Driver training is to consist of the following:
   a. Pre-trip inspection procedures as per DOT and specific vehicle requirements
   b. Driver preparation
      i. Driving with lights on for safety
      ii. Seat belt and shoulder strap use
      iii. Cab cleanliness
      iv. Windows and mirror cleaning
      v. Mirror adjustment
      vi. Route planning
      vii. Communication
      viii. Driver's condition: well rested, physically fit, and without any interfering medications or safety related problems
      ix. Vehicle readiness
   c. Lane changing procedures
   d. Following distance, including adjustments for adverse traffic, weather, and visibility
   e. Speed control, including adjustments for adverse traffic, weather, and visibility
   f. Stress and anger management and dealing with offensive people
   g. Driver attentiveness
      i. Knowing at all times what is around the vehicle
      ii. Mirror checks
      iii. Never doing anything other than driving
   h. Vehicle placement selection and set up on customer's site
      i. Placement considering terrain, traffic patterns, etc.
      ii. Coning procedures
      iii. Chocking procedures
      iv. Safety vests
      v. Dock procedures
   i. Accident and emergency situation procedures
   j. Post-trip vehicle inspections and reporting procedure
   k. Key control and vehicle security
   l. Backing Procedures
   m. Successful road-test by management

B. Ride-behind evaluations for all drivers will be performed monthly. Drivers must obtain a minimum score of 95 on the driving section of the ride-behind to maintain driving privileges.

C. If drivers lose driving privileges; they must reduce their point base to become re-eligible and then be re-certified by going through the entire training program.

D. All employees are required to provide notice of all traffic citations they receive, both on and off the job. MVRs will be obtained periodically and failure to report incidents will result in, at a minimum, termination of driving privileges.

E. DUI, evading police, or reckless driving results in:
   a. Immediate termination of driving privileges
   b. A sit-down meeting with management

    c. Possible employment termination

Point System

The total number of points allowed is an accumulation of 5 points in a twelve month period. If more accumulates, suspension of driving privileges occurs.

1. Speeding results in:
    a. 3 points
    b. A sit-down meeting with management
    c. Possible employment termination
2. Traffic signal offenses results in:
    a. 3 points
    b. A sit-down meeting with management
    c. Possible employment termination
3. Preventable incidents result in:
    a. 5 points
    b. A sit-down meeting with management
    c. Possible employment termination
4. Not following training or procedures results in:
    a. 3 points
    b. A sit- down meeting with management
    c. Possible employment termination
5. At each 3 point accumulation, the following will occur:
    a. Mandatory re-training in the safety process
    b. Scheduled ride-along and ride-behinds
    c. A sit-down meeting with management
    d. Possible employment termination

Prospective Employees

MVR checks are required for all new hires including temporary positions. The total points allowed are 3 points within the previous three years. Zero points are preferred. Every offence is counted.

A. DUI, evading police, or reckless driving prevents hire
B. Speeding up to 15% over the limit results in 3 points
C. Speeding above 15% over the limit prevents hire
D. Speeding in a school zone prevents hire
E. A traffic signal offense results in 3 points
F. Each non-driving offense results in 1.5 points

Mobile Device Policy

Employees are not allowed to talk on mobile phone while driving company vehicles.
All employees driving company vehicles must sign the Mobile Device Policy for Driving.

Attachments:

Attachment 1: Driving Policy
Attachment 2: Operator's Daily Checklist
Attachment 3: Driver Log

Blair-Dumond, Inc.

Driving Policy

Blair-Dumond, Inc. has made a commitment of safety, service, and quality to both our employees and customers. Blair-Dumond, Inc. insists that both our employees and non-employees operate all vehicles owned by or used by Blair-Dumond, Inc. in a safe and economical manner. The following summarizes policy guidelines:

- Vehicles are not to be operated unless in a safe operating condition.
- Drivers must be physically and mentally able to drive safely.
- Drivers must conform to all traffic laws and allowances made for adverse weather and traffic conditions.
- Respect the rights of other drivers and pedestrians. Courtesy is contagious.
- Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle.

Accidents

All accidents are to be reported to management of Blair-Dumond, Inc. within twenty-four (24) hours after the accident occurs. All accidents will be reviewed and a determination made as either preventable or non-preventable which result from factors outside of a driver's control.

A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.

MVR Standards

Motor Vehicle Records (MVRs) will be checked periodically on all employees where driving is a part of their job. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by company management. MVR checks which reveal the following will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of Blair-Dumond, Inc.:

1. Three (3) or more traffic violations and/or at fault accidents over a three year period for drivers age 25 and older, two (2) traffic violations and/or at fault accidents for drivers age 18 through 24, or one (1) traffic violation and/or at fault accident for drivers 17 and under; or
2. One or more of the following type of serious traffic convictions within the past 3 years will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of Blair-Dumond, Inc.:
   - Driving while under the influence or while disabled by use of drugs
   - Refusal to submit to test for alcohol (e.g., Failure to take a Chemical Test, Blood Test, or Breath Analyzer Test)
   - Leaving the scene of an accident without reporting it
   - Homicide, assault, or criminal negligence resulting from the operation of a vehicle
   - Driving while license is suspended or revoked
   - Reckless or dangerous driving, which results in injury to a person
   - Racing
   - Passing a stopped school bus

Violations include seat belt violations, but do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

Distracted Driving and Mobile Devices

We deeply value the safety and well-being of all employees. Due to the increasing number of accidents resulting from distracted driving and the use of mobile devices, it is our company policy that you not engage in activities that cause you to become distracted when driving, including, but not limited to:

- Sending or reading text messages
- Using a hand held mobile device for either outgoing or incoming calls

- Using a hands free device for either outgoing or incoming calls
- Using cell phones and other devices for social media and other forms of entertainment
- Adjusting or programming controls of audio or navigation systems
- Searching for and/or reaching for items in the vehicle
- Eating or drinking beverages
- Reading maps or other printed material

The above restrictions apply anytime the vehicle is in motion. It is our company policy that, in all circumstances, you pull the vehicle over to a safe area prior to engaging in these activities. Employees are also expected to follow all state laws regarding mobile device usage.

Vehicle Usage

Your primary responsibility when driving a motor vehicle for our organization is driving the vehicle safely. Blair-Dumond, Inc. has developed the following expectations for you as a driver to help ensure company-owned vehicles and/or those used by company employees will be operated in a safe and economical manner.

- Seat belts must be worn at all times when the vehicle is in motion.
- Defects and needed repairs of any company vehicle will be reported to management so necessary repairs can be made.
- Cargo must be secured and doors locked while en route and when company vehicles are parked.
- All accidents must be reported to the manager consistent with Blair-Dumond, Inc.'s Accident Reporting Policy. You, the employee, are responsible for reimbursing Blair-Dumond, Inc. for all damages to the vehicle(s) not covered by insurance, provided that Blair-Dumond, Inc.'s accident review shows a preventable type accident.
- All traffic violations received will be paid by you, the employee.
- No permission may be given for any other person, including family members, to drive company vehicles. Specific permission must be obtained from company management for any personal use of a company vehicle.
- The use of radar detectors is forbidden in all vehicles owned or used by the company. Use of a radar detector will result in revoked driving privileges.
- Hitchhikers and passengers, other than company employees or authorized persons, are not permitted in company vehicles.

Company consequences for failing to follow company policy:

- Employees may be transferred to a non-driving position.
- Employees may be given warnings prior to being terminated for violation of the policy.
- Employees who violate this policy may be subject to disciplinary action.
- Employees who violate this policy may be subject to disciplinary action including termination.

All current drivers of Blair-Dumond, Inc. must have a signed copy of Blair-Dumond, Inc.'s Driving Policy retained in a management file.

Your signature below certifies your agreement to comply with this policy, and you are willing to accept the consequences of failing to do so.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Blair-Dumond, Inc.
Operator's Daily Checklist

Operator's Daily Checklist	Mon _____/_____			Tues _____/_____			Wed _____/_____			Thur _____/_____			Fri _____/_____			Sat _____/_____			Sun _____/_____		
2005 Chevy Silverado																					
Year: _____ Operator:																					
Current Insurance Card:																					
Current Registration:																					
Fuel Level:																					
ENGINE OFF CHECKS	Initials	OK	Failed	Initials	OK	Failed	Initials	OK	Failed	Initials	OK	Failed	Initials	OK	Failed	Initials	OK	Failed	Initials	OK	Failed
Mirrors																					
Windshield																					
Tires - Condtion and Pressure																					
Back - up Alarm																					
Seat Belt - Functioning Smoothly																					
Leaks-Fuel,Engine Oil, Radiator Coolant																					
All Engine Belts - Check Visually																					
Engine Oil Level - Dipstick																					
Transmission Fluid Level - Dipstick																					
Brake Fluid Level																					
Radiator Coolant - Check Level																					
Battery - Check Water/Electrolyte Level																					
Engine Air Cleaner																					
ENGINE ON CHECKS																					
Accelerator Pedal - Functioning Smoothly																					
Service Brake - Functioning Smoothly																					
Steering Functioning Smoothly																					
Horn and Lights - Functioning																					
Cab - Heater, Deafroster, Wipers																					
Gages:Ammeter, Engine Oil Pressure, Fuel Level																					
Temperature Guage Functioning																					

Issue Requiring Maintenance :

Blair-Dumond, Inc.
Driver Log

Name: _____ Date: _____

Destination: _____

Vehicle Type: _____

Odometer Out: _____ In: _____

Time Out: _____ In: _____

Each NEW driver must inspect the following each time you take control of the vehicle.

Cab - Interior							
Cleanliness:							
Abnormalities:							
Cab - Exterior							
New Damage:							
General Appearance:							
Box - Exterior							
New Damage:							
General Appearance:							
Lock on Rear Door:							
Box - Interior							
Cleanings:							
Damages:							
Appearances:							

Blair-Dumond, Inc.
Auto Accident Report Form

Keep In Your Glove Box

When an accident occurs:

First Steps	Do Not Say	While Still At the Scene
• Remain calm • Get to a safe place • Check for injuries • Administer First Aid • Call police/EMT	• It's all my fault, (even if it is). • My insurance will pay for everything. • It's OK, I have full coverage.	• Get as much information as possible on this report. • Take Pictures • When the police come, cooperate and tell them what you know.

Accident Details

Day/Date/Time AM/PM	
Weather/Road Conditions	
Location of Accident	
Accident Details	

Damage Descriptions

Your Vehicle	Other Vehicle
Towing Company Name & Phone	Towing Company Name & Phone

Other Driver/Vehicle Information

Owner's Name:	
Owner's Address:	
Owner's Phone:	
Vehicle Make:	
Vehicle Model & Year:	
Vehicle Color:	
License Plate Number	
Insurance Company:	
Agent Name & Phone:	
Other Drivers Name:	
Other Drivers Address:	
Other Drivers Phone:	

Passengers/Injuries:

Your Vehicle	Other Vehicle
# Passengers:	# Passengers:

Police Information

Officer Name:	
Department:	
Phone:	
Badge Number:	
Other Info:	

Witness Information

Name:		Name:	
Address:		Address:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	

Sketch The Accident Scene:

7. Forklift Training Policy

This forklift, or industrial lift-truck, training program bases the amount, type, degree, and sufficiency of training on the current knowledge of the trainee, and the ability of the vehicle operator to acquire, retain, and use the knowledge, skills, and abilities necessary to safely operate the truck. Each experienced forklift operator will be provided with remedial or refresher training based on unsafe operation, an accident or near miss, and/or deficiencies found in periodic operator evaluations.

OSHA training regulations for forklifts, as found in 29 CFR 1910 General Industry Standards, gives the employer the responsibility for selecting methods used in training operators. Potential drivers must be trained unless it can be demonstrated by the employer that some of the topics are not needed for safe operation. The training program should include a classroom phase (lecture, discussion, video, and/or conference) and a practical phase (demonstrations and practical exercises by the trainee). The employer should select those elements of training necessary for the type of vehicle to be used, and the workplace in which the vehicle will be operated.

Classroom training should include the following:

1. General safety rules applying to forklifts and their operation
2. Characteristics, operation, and limitations of the vehicles the employees will be authorized to operate
3. Hazards due to characteristics of the workplace in which these vehicles operate

Practical training consists of a thorough review of the equipment employees will be authorized to operate with exercises to demonstrate competence.

Employees should be trained on the following truck related topics:

1. All operating instructions, warnings, and precautions for the types of trucks the operator will be authorized to operate
2. Similarities to and differences from the automobile
3. Controls and instrumentation: location, what they do, and how they work
4. Power plant operation and maintenance
5. Steering and maneuvering
6. Visibility (including restrictions due to loading)
7. Fork and attachment adaptation, operation, and limitations of their utilization
8. Vehicle capacity
9. Vehicle stability
10. Vehicle inspection and maintenance
11. Refueling or charging/recharging batteries
12. Operating limitations
13. Any other operating instruction, warning, or precaution listed in the operators manual for the type of vehicle that the employee is being trained to operate

Employees should be trained on the following workplace related topics:

1. Surface conditions where the vehicle will be operated
2. Composition of probable loads and load stability
3. Load manipulation, stacking, un-stacking
4. Pedestrian traffic
5. Narrow aisles and other restricted places of operation
6. Operating in locations classified as hazardous
7. Operating the truck on ramps and other sloped surfaces affecting the vehicle stability
8. Other unique or potentially hazardous environmental conditions that exist or may exist in the workplace
9. Operating the vehicle in closed environments and other areas where insufficient ventilation could cause a buildup of carbon monoxide or diesel exhaust.

Evaluation

Supervisors should have a continued awareness for the safe operations of facility trucks. Refresher training may be needed if the operator has been observed to operate the vehicle in an unsafe manner.

At a minimum, an evaluation of each powered industrial truck operator's performance should be conducted at least once every three years. This evaluation enables the employer to determine if the employee has retained and is applying the knowledge, skills, and abilities necessary for safe forklift operation.

Certification

It is only after successful completion of the classroom phase and a practical demonstration the knowledge gained has been retained that a certificate of completion should be issued. The employer is required to certify that each operator has received the training, been evaluated as required, and demonstrated competency in the performance of their duties. The certificate must include the name of the trainee, the date of training and the signature of the person performing the training and evaluation. Verification that training was conducted must be retained, and such verification includes:

1. Documentation of both classroom and practical training
2. Production and retention of lesson plans
3. Attendance roster
4. The issuance of training certificates

Forklift Guidelines

Forklifts can haul and dump tubs of material, catty containers of molten metal and transport pallets of heavy products. A forklift can be adapted for almost any lifting and transporting task. Forklifts can be dangerous to people and property when operated incorrectly. Most forklift accidents result from operator error, increasing the importance of operator training. Suggested requirements for drivers are: satisfactory vision, hearing and health to perform the job safely, a mature attitude, a good vehicle driving record, a positive safety attitude, and a completion of a forklift operator training course.

- Follow manufacturer's instructions. Do not modify or extend the forks unless approved by the manufacturer.
- When carrying a load drive up a ramp or grade. Never drive down when you are carrying a load. Never make a turn while your forklift is on the ramp. Lower the forks to keep the center of gravity low.
- Always use a proper dock board when loading a vehicle from the dock. Keep the forklift away from the edge of the loading dock.
- Make sure the parking brake is set and the wheels are chocked on the vehicle being loaded.
- Place the forks all the way under the load. Space forks apart so they fit the load being lifted. This will help to maintain proper balance and prevent the load from falling. Never lift a load that appears to be unstable. Use belts to secure the load onto the forks.
- Center the forks beneath the load being lifted. Lifting an un-centered load can cause the load to fall. Tilt the uprights slightly back when raising and carrying a load.
- Do not carry any riders unless the truck is specifically designed for them. Always keep hands and feet inside.
- Never speed or allow unauthorized persons to drive a forklift.
- Never smoke when refueling or when checking the battery of a forklift. Always turn off the engine when refueling.
- Use a properly secured safety platform when the truck is to be used as a lifting device.
- Never carry loads that obstruct your view.
- When the forklift is parked, fully lower the forks, put the controls in neutral, turn off the engine, set the parking break and remove the key.
- When turning, reduce your speed and maneuver carefully.
- Stay a safe distance away from other forklifts. Never drive side by side.
- At blind corners, stop the forklift and sound the horn.
- Know where low clearances, pipes, sprinklers or low doorways are located.
- A complete inspection of the forklift should be made prior to any operation of the unit.

If you find anything wrong, report it to your supervisor or maintenance department.

Attachment:

Attachment 1: Operator's Daily Checklist for Fork Lift

Forklift Training Manual

Introduction

According to the rules contained in the Occupational Safety and Health Act (OSHA), "the only trained and authorized operators shall be permitted to operate a powered industrial truck [lift truck]. Methods shall be devised to train operators in the safe operation of powered industrial trucks." [Title 29 (Labor), Section 1910 178, Code of Federal Regulations]

The forklift and the operator plan important part in day to day operations. Any use of the forklift without proper training can be harmful to employees as well as the efficient operation of the branch. The forklift should work for you – not against you.

The Forklift Truck Operator Training Program is designed to help the new or inexperienced forklift truck operator improve their ability to operate the powered forklift truck safely and professionally. As part of your training, you will:

- Learn Forklift Parts
- Learn Preventive Maintenance Techniques
- Learn Operational Procedures
- Learn Safety Procedures
- View a video entitled "Forklift Operations and Maintenance" (21.04)
- Take a written examination
- Receive "Field" training
- Take an operational examination
- Receive a certificate upon passing all examinations
- Receive an operator's identification card

Safety – Responsibilities of Management and Employees

Safety doesn't just happen. It is a direct result of the commitment and interest in the safety programs by all employees. Management and employees each have responsibilities for their role in SAFETY. <u>For one cannot work without the help and support of the other.</u> Their responsibilities are as follows:

Management:

- Become familiar with our company as well as its purpose. Ensure that all hazard control rules, regulations, procedures and policies are enforced.
- Perform formal investigations of all vehicle accidents and take necessary measures to prevent recurrence of similar accidents.
- Ensure all individuals operating a forklift have been properly trained and certified, *prior to operating a forklift*, as required by OSHA, and understand hazards as well as safe practices of their job.
- See that *Operator's Daily Check List* is completed by *employees* and unsafe forklifts are removed from operation and repaired.
- Encourage employees to actively participate in and support the safety program.

Employee:

- Become familiar with our company's safety rules.
- Perform the jobs according to safe operating procedures established by the company.
- Operate the assigned forklift in a safe manner at all times.
- Report all unsafe conditions.
- Report to the supervisor all forklift accidents and/or work injuries in which the employee is involved, *immediately*, no matter how minor.
- Perform and complete the Operator's Daily Check List form and submit to supervisor.
- Report all unsafe activities to fellow employees.

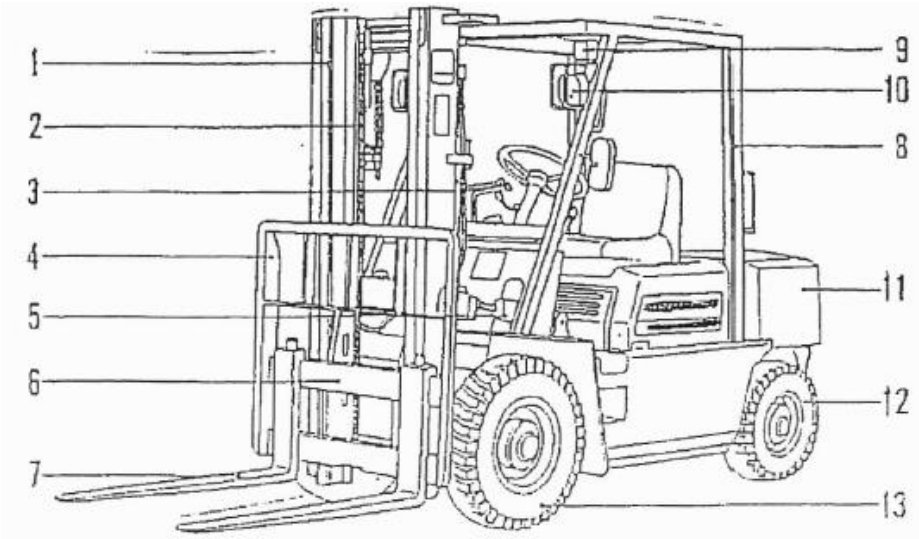
The Forklift

The forklift truck is an expensive and dangerous piece of equipment and the operation of the forklift should never be taken lightly. When handled properly, it is a cost-efficient and time-saving way of handling building materials and it has become indispensable in lifting, transporting and unloading in a company's operation.

As stated in the introduction, only trained personnel may operate the forklift. Because of requirements established by OSHA, once you are trained and receive your Operator's identification card, you must carry it with you at all times when using the equipment.

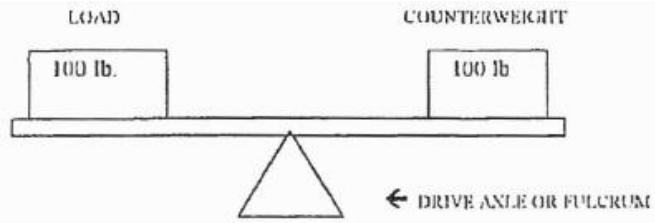
Forklift Diagram

1. Mast
2. Lift Chain
3. Lift Cylinder
4. Backrest
5. Tilt cylinder
6. Fork Carriage
7. Forks
8. Overhead guard
9. Turn signal lamp
10. Head lamp
11. Counterweight
12. Rear Wheel
13. Front Wheel

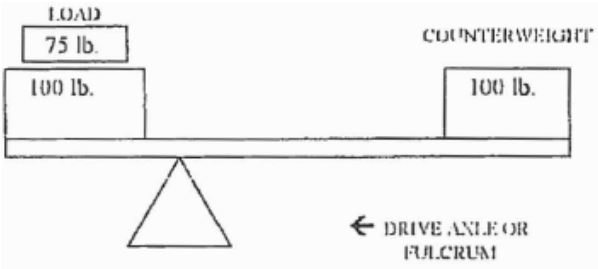


There are different makes and models of forklift. The production manager will have the manufacturer's operational manual for each of the forklift trucks. You should read these manuals carefully.

The forklift truck operates on the same principle as that of a seesaw or teeter-totter. When looking at the forklift, the front wheels are the center (or fulcrum) of the forklift. So just like a seesaw, a load must be counterbalanced by the counterweight and the weight of the truck itself.



A load may be increased if it is moved closer to the fulcrum. Lift trucks are designed so that the load to be carried and the drive axle (fulcrum) are close together.



The load capacity will decrease as the distance from the center of your load to the drive axle increases. Lift trucks are rated to their capacity in pounds at a certain load center or the distance from the center of gravity of the load being carried to the face of the mast face.

Components

The engine supplies power to the hydraulic system by driving the hydraulic pump. The engine and power tram supply power to the drive wheel through a transmission and differential. The three most common types of engines now are powered by:

1. Gasoline – fuel is ignited by an electric spark (transmitted by a spark plug)
2. Diesel – combustion is attained by heat of compression
3. LPG – gas engines adapted to use liquefied petroleum gas

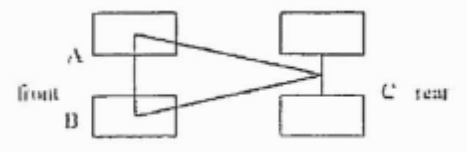
Standard transmissions have a clutch (single-plate clutch) similar to that in a car, while lifts with a manual shift transmission provide the gear reduction that fixes the ratio of wheel speed to engine speed. Lift trucks also have a forward and reverse transmission enabling the lift truck to operate in reverse just as well as in forward.

The hydraulic system transmits engine power to the hoist and tilt mechanism, which moves the load up and down and tilts the load forward and backward.
There are five components of the hydraulic system:

1. Reservoir → stores and cools the hydraulic fluid
2. Pump → puts the fluid in motion
3. Valve → controls and directs the flow of fluid
4. Cylinder → translates hydraulic pressure into mechanical motion
5. Lines and fillings

The heavy duty drive wheels, steering wheels, axles and suspension are all parts of the running gear and the body and frame consists of heavy welded plate steel.

Though a forklift has four wheels, it is suspended at only three points and for this reason a load raised too high or tilted too far back can tip the truck. An operator should always be aware of *side stability*, or this tipping feature.



The frame fastens at A and B on the drive (front) axle. There is only one point of suspension, at C, or the steering (rear) axle.

To avoid tipping: check the nameplate for load capacity and know your lift's load center, see page 3. With this knowledge, you will be able to balance your load and that is the key to safe operations.

Not only is most of the weight over the rear wheels, but you steer with the rear wheels, so an overloaded lift may result in lost control of your lift truck and load.

Controls and Instruments of the Forklift

Mechanical	Throttle, parking brake, steering wheel, clutch (manual), choke, gear selection lever
Hydraulic System	Service brakes, hoist control, tilt control, clutch (automatic), steering wheel *if forklift is equipped with power assisted steering*
Electrical	Ignition switch, horn, lights and switches
Indicator Gauges	Fuel gauge, oil pressure gauge, hour meter, engine power (RGM) meter

Maintenance and Refueling for Forklifts

Preventive Maintenance

It is valuable employee who recognizes that a daily check of the forklift prior to operation is as ***important*** as proper safety procedures. Daily inspection will:

1. Save hours of lost production time
2. Reduce repair costs
3. Increase the life of the equipment
4. Ensure the forklift will perform better and more efficiently

Without proper maintenance, equipment may malfunction and that can result in accidents!

Operator's Responsibility for Preventative Maintenance

It is YOUR responsibility to use the Operator's Daily Check List to record any problems with your forklift and submit the form to your supervisor prior to the operation that day. As part of your field training, your instructor will review the form with you.

If at any time a forklift is found to be in need of repair, is defective, or is in any way unsafe, the forklift will be taken out of service until it has be restored to safe operating condition. Do not try to make any repairs yourself, because all repairs must be made by authorized personnel.

In addition to the daily check, be on the lookout during the day and at the end of your shift for the following:

1. Unusual mechanical noises
2. Fluid, oil, or fuel leakage under your equipment
3. Body damage that my hinder operation
4. Loose bolts, parts, etc.

Remember, you may share the driving responsibilities with another person, but when you are behind the wheel, you are the sole operator. Do no assume prior operator has reported a problem.

Refueling

Lift trucks must be refueled only at the proper refueling stations, on or off the work site, as designated by your branch. Please exercise extreme caution when refueling the truck because the danger of fire is always present.

Gasoline or Diesel – Powered Trucks

- Proper fire extinguisher must be convenient
- Turn off ignition! Failure to do so may result in a fire or explosion.
- The ground strap should be properly connected to avoid the danger of static electricity build up during the fueling process.
- No one is to sit on truck while refueling.
- Smoking is NOT permitted in the refueling area at any time.
- Use gasoline for gas trucks AND diesel in diesel trucks. Do not put gas in diesel trucks and vice versa.
- Do not overfill tanks and avoid spilling the fuel.
- Always replace cap and clean up spilled fuel before restarting engine.
- Properly dispose any materials used in cleaning up spillage.

LPG (Liquefied Petroleum Gas) Powered Trucks

- Proper fire extinguisher must be convenient. (It should be periodically check to ensure that it is properly charged)
- Smoking is NOT permitted in the refueling area at any time.
- Turn off valve on the cylinder to be removed and allow the truck engine to idle until all fuel in the system is used.
- Turn off ignition.
- Remove empty cylinder, replace with a full one, and secure all connections before opening the valve on the new cylinder.
- Clamp tank securely to truck.
- Store empty cylinder in a rack and receptacle designed for empties.
- After fueling is complete and connections made, inspect the cylinder and truck for leakage before starting.

Starting a Forklift Truck

Standard Transmission:

Before beginning the starting process, be sure the foot brake is set and all controls are in neutral.

Place gearshift levers in neutral.
Pull choke button halfway out.

Turn ignition switch on.
Push clutch pedal all the way down.
Push gas pedal slightly.
Press starter button but do not hold it on for more than 20 seconds at a time.
Check gauge for oil pressure when engine starts.
Warm up engine at low speed.
Perform pre-operational inspection of controls and gauges.

If you engine does not start immediately, find out what the trouble is before you drain the battery or burn out the starter. If you cannot determine the cause of the problem in starting, see your supervisor.

Automatic Transmission:

(The starting procedures will be very similar to that of a standard transmission)
Place gearshift lever in neutral or the forklift will not start.
Turn the ignition switch on.
Press gas pedal slightly, not more than halfway.
Press starter button but do not hold it on for more than 20 seconds at a time.
Check gauge for oil pressure. If there is no pressure, immediately shut off engine.
Perform pre-operational inspection of controls and gauges.

Special Automatic Transmission:

(Single pedal or lever controls engine speed, gear shifting and direction of travel)
Refer to manufacturer's starting and operating instructions that should be posted on forklift's instrument panel or read manual.
Check with your supervisor prior to operation.

Helpful Starting Tips

If you should experience any problems starting your engines, it may be for one of the following reasons:
The Choke – when starting a cold engine, close the choke as soon as possible. Excessing choking may cause serious wear and dilute the lubricating oil.
If truck has been idle for a long time (cold weather) – allow the engine and hydraulic system oil to warm up and circulate freely before resuming normal operations.
The Gear Shift – Is it in "park" or "neutral"?
The Fuel Tank Valves – on LPG trucks – are the valves open before starting?

Operating With a Load

Most lift trucks use the same lever control for the hoist and tilt mechanism and operate almost the same as the gear shift of a car with a manual transmission. The four control positions are arranged in an "H" pattern. One side is for lifting and lowering, while the other side is for tilting forward and back.

The lifting speed is controlled by the speed of the engine and the amount you pull the control lever. Do not "race" the engine as this will not increase the speed of lifting but may result in excessive engine wear.

First and foremost, check the load limit of the forklift truck you are operating. The load capacity will be on the nameplate of your forklift.

- Size up your load.
- If the load is within your limits, proceed with loading.

Loading Techniques

- Approach the load slowly and carefully and position truck in front of the load.
- Maneuver the forklift until it is at right angles to the load.
- Space the forks to distribute the weight.
- Lower the forks, then insert them at equal distances from the load's center of gravity.
- Drive forward until the load is fully against the carriage.
- Place shift in neutral, disengage the clutch, then lift load slowly.
- When load is properly placed, tilt mast back to stabilize load.

(If load tilts, lower it and position forks closer to the center of gravity.)

Pallets

Space forks as widely as possible. Keep them level and off the floor and insert fully. You may check position of the drive wheels, when the pallet is engaged, using drive wheels as a guide for positioning the pallet.

Round Objects

Tilt mast forward until fork tips touch the floor. Slide them under load, then tilt the mast back as much as the load will allow. You may need to use a special attachment.

Loading Rules

- Never operate with a load that raises the rear wheels off the ground.
- Use extreme care when tilting a raised load forward or backward.
- Don't tilt forward when forks are raised unless picking up a load.
- Distribute weight evenly and cross tie if possible for extra security.
- Ensure the pallet is in good shape to support the load before hoisting.
- Inspect load before picking up for loose material or poor balance.
- Check contents to see if materials require some special handling.
- Don't carry improperly loaded skids or load too heavy for lift.
- Use a wedge to separate boards, etc. when lifting partial loads.

Traveling With Your Load

The number one rule is: IF YOU CAN'T SEE, DON'T GO! For this reason, loads should be carried just high enough to clear the surface you are driving on. Never travel with your forks fully raised.

- Starting and stopping should be slow and gradual.
- Travel at a safe distance and speed.
- Heavy or bulky loads should be handled with extra care.
- Reduce size of load if you have to travel over a rough surface.
- Avoid bumps, pot holes, puddles, inclines, sand or loose gravel if possible.
- Never attempt to travel over obstructions in your path.
- Travel in reverse if you cannot see in front of you.
- When carrying a load, travel forward up an incline and travel in reverse when coming down an incline. *With no load, travel forward when going up or down an incline, but be careful the forks do not hit the surface at the bottom of the incline.*
- Travel with your forks no more than six inches off the ground, loaded or unloaded.
- Do not raise or lower your forks while traveling.
- Turn slowly to avoid tipping over. Remember the steering wheels are located in the rear.

Unloading

To unload, maneuver the forklift slowly into position at a right angle to drop area. Watch out for rear-end swing.

- Tilt mast to vertical only when directly over unloading spot.
- Place shift in neutral.
- Disengage the clutch.
- Lower load and back away slowly without dragging the forks.

Unloading Trailers

- Ensure trailer wheels are properly blocked and the trailer brakes are set.
- If trailer is disconnected from the tractor, be sure jacks are securely in place.
- Check the floor of trailer to ensure it can support the weight of the forklift.

Unloading Railcars

Ensure railcar wheels are properly blocked.
Check the floor of railcar to ensure it can support the weight of the forklift.

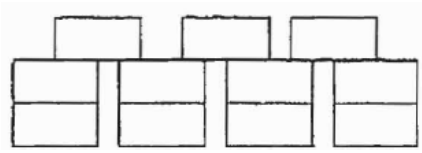
Stacking

Stacking is very difficult because there is very little room for error. Careful planning AND patience are necessary, but this will pay off with well-placed loads. *Always know maximum height to which materials can be stacked safely.*

Position forklift at right angle to stack stop slightly short of the desired unloading location
Raise the load 5” to 10” above the unloading level.
Tilt the mast until it is vertical and drive slowly forward until the load is aligned with the stack.
Lower the load onto the stack and back away carefully.

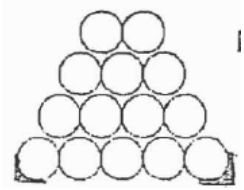
Pallets

If the pallets are loaded with cases, cartons, sacks, etc. stagger the top tier to “tie” them into place. Keep rows straight and square.



Used to “tie” down rows
Proper stacking means efficient use of space. Careless stacking can result in damage to inventory or injuries.

Round



Place the bottom tier tightly together and secure each roll with wedges for security.

Use extreme care when loading, carrying, or stacking long lengths of lumber. These loads are frequently unstable and extend a considerable distance on each side of the forks. When unloading railcars or trucks that have been unit-loaded, be especially careful.

Miscellaneous

Operating Areas

All lay outs of the Roper Lumber branches are designed differently. Your supervisor will inform you of any areas that are OFF LIMITS to forklifts.

Where Forklifts Are Housed

As with the operating areas, each branch has a designated area for forklifts when they are not in use. Your supervisor will inform you of those locations.

Lighting Considerations

Most of the warehouses in which forklifts would be used are huge and open where there is plenty of light, however, if you should encounter an area where visibility is reduced, use a forklift that has headlights. When forklifts are used on the yard, there is plenty of natural light.

Noxious Gases and Fumes

There should be no danger of inhaling harmful fumes as long as operations are performed outside as all of the forklifts are open. However, it is very important to be cautious when working in a closed in area of a warehouse. Especially take care when operating an LPG powered forklift. Ensure that all connections are secure before operating.

Hazardous Materials

If you should come into contact with any hazardous materials, refer to the manual containing the SDS (Safety Data Sheets) located next to shop door. Any fuel is hazardous, so take precautions in refueling your forklift.

General Operational Procedures and Additional Safety Tips for Forklifts

Operational

1. Only qualified operators shall be permitted to operate forklift trucks. A qualified operator is one who has learned the operating and general mechanism of the forklift truck and has been approved by the employer's representative for operation of the truck. All operators of lift trucks should carry their operators identification card with them at all times.
2. Manufacturers' operating instructions must be understood by the operator.
3. Operation of the controls must be explained and their functions demonstrated.

Operational – Carrying Loads

4. Loaders and/or operators must check the maximum load capacity on the forklift nameplate. A forklift must never be used to lift a load which is beyond its capacity. *Overloading will increase the risk that a forklift will tip over and reduce the ability to control it.*
5. Lifted loads must be neatly piled and cross tied, if possible, and centered on the lift forks.
6. Carry the load high enough to avoid raised or uneven surfaces.
7. Do not raise of lower a load while the forklift is moving, else the operator's attention is distracted from driving.
8. Drive the forklift in reverse if bulky items obstruct the front view, except when going up an incline.
9. Easy and gradual starts and stops help prevent loads from shifting.
10. Exercise caution on incline. Always drive with the load pointed uphill (whether ascending or descending)
11. A forklift may be used to elevate workers only if proper precautionary measures are taken.
    a. A safety platform with guard rails must be firmly secured to the forks to keep the worker from falling.
    b. The person being lifted must have some way of shutting off the power to the forklift in case of emergency.

Operational – Driving, Parking, Stopping

12. Forks should always be positioned near the ground when the truck is in motion and placed on the ground when the truck is parked.
13. Do not use reverse for gear braking (except for electric truck which is acceptable)
14. Drive slowly over railroad tracks and other rough surfaces. Cross tracks at an angle whenever possible.
15. A forklift must not be parked closer than eight (8) feet to a railroad track.
16. When the operator must leave the forklift unattended, turn off the lift truck, set its brake, and place control levers in neutral. An additional safety precaution is to remove the keys.
17. When an operator is dismounted and is within 25 feet of the vehicle and is in view of the vehicle, the load engaging mechanism must be fully lowered, controls must be neutralized, and the brakes must be set.
18. Wheels must be blocked if the forklift is parked on an incline.
19. At the end of your shift, return your truck to its assigned parking place, turn off the ignition, set the parking brake, lower the forks to the floor or ground, place the shift in neutral position, and remove the keys for proper storage.

Safety

1. Fuel tanks must not be filled while the engine is running and replace fuel cap and clean up all spilled fuel before restarting engine.
2. A forklift must not be operated if there is a leak in the fuel system. The leak must first be repaired.
3. Never turn the truck while on an incline.
4. The operator must always drive slowly enough to make a turn without tipping the forklift and to stop safely for pedestrians.
5. Should your truck begin to tip over, brace yourself with the overhead guard and stay within the boundaries of the truck. However, if you do jump from the truck, be sure to ***jump away from the direction of overturn so the truck will not fall on you.***
6. Wet or slippery driving surfaces require a slower than ordinary speed.
7. A forklift must be kept behind any other vehicle by at least three times the length of the forklift.
8. The operator must not pass another vehicle at intersection, blind spots, or other dangerous location. Keep to the right whenever possible.
9. The Operator must slow down and sound the horn at cross aisles and other locations where vision is obstructed.
10. Always be alert. Be aware to the possibility of accidents. Be aware of your surroundings, of where your fellow workers are, and of any dangerous situations that may develop. Keep your mind on your work – *do not daydream*.
11. The operator must never drive directly toward anyone.
12. Never operate the lift truck in an unsafe manner. “Hot rodding” or similar types of “horseplay” will not be tolerated under any circumstances at any time.
13. Protection from falling objects must be provided in accordance with particular conditions.
14. No one can be allowed to sand or pass under the lift portion of any forklift, whether loaded or empty, because injury may result from mechanical failure or falling objects.
15. Before moving or stacking materials, the operator must survey the path of travel. If you can’t see, don’t go.
16. Know the overhead and side clearances of your truck to avoid striking obstructions.
17. Be especially careful going downhill, so the forklift can be brought to an emergency stop.
18. Never unload or park the forklift so as to block or obstruct fire aisles, fire equipment, or means of egress.
19. When loading highway trucks, properly secure the dock board, and then drive over it carefully and without an overload.
20. Keep forklifts well back from the edge of loading docks and other open-sided floors.
21. Set the brakes of a highway truck and check the rear trailer wheels so that the highway truck will not move. Do that before boarding the highway trucks with the forklift.
22. Immediately upon uncoupling a semitrailer from its tractor, inspect the landing gear to ensure its ability to support the imposed load.
23. Check the flooring of highway trucks, trailers, and railroad card for breaks and other signs of weakness before boarding with the forklift.
24. If a semitrailer is not coupled to a tractor, fixed jacks may be needed to support the trailer and prevent its upending during loading or unloading.

25. During loading or unloading operations, and before and while dock boards or bridge plates are in position, use wheel stops, hand brakes, or other approved positive protection to prevent railroad cars from moving.
26. Watch out for obstacles. Do not drive over obstacles. Remove them or drive around them. Watch out for banding, and spilled materials.
27. Never run into materials that are easily damaged such as gypsum such as gypsum board or siding.
28. Never allow anyone to ride on the truck and (this includes the forks).
29. Do not drive with wet, oily or greasy hands.
30. Be aware of and be cautious with the "swing" when handling long loads.
31. Avoid bumping into objects, especially in backing.
32. Check bridge/dock plates frequently to be sure they are secure.
33. Never drive a forklift into a railcar or trailer without first checking for obstructions inside and that the floor can support the weight of the lift truck and its load.
34. Never drive a forklift truck into or on a trailer or railcar unless their wheels have been securely blocked.
35. Use your machine only for its intended purposes. Never tow railcars or any other suck items.
36. Keep feet, legs and arms within the outlines of the vehicle. Always concentrate on the job at hand, do not be distracted.
37. Never reach through the mast uprights for any purpose.
38. Never operate the truck with anyone between the truck and a stationary object.
39. Do not work in dark or semi-dark building or at night without proper equipment such as headlight or ample flood lights.
40. Use the fire extinguisher promptly in case of fire. Keep papers and other potential fire hazards away from motor cover and air intake.
41. **ALWAYS WEAR YOUR SEAT BELT!!!!**

Operator's Daily Checklist for Forklifts

	Operator's Daily Checklist - Internal Combustion Engine Industrial Truck (Gas/LPG/Diesel)												Year_____		
Truck # CAT	HR Meter			HR Meter			HR Meter			HR Meter			HR Meter		
Model # C500	Mon			Tues			Wed			Thur			Fri		
Serial # AT9000930	Date:			Date:			Date:			Date:			Date:		
Fuel : Propane	Operator:			Operator:			Operator:			Operator:			Operator:		
ENGINE OFF CHECKS	Initials	OK	Failed	Initials	OK	Failed	Initials	OK	Failed	Initials	OK	Failed	Initials	OK	Failed
Leaks- Fuel, Hydraulic Oil , Engine Oil or Radiator coolant															
Tires- Condition and Pressure															
Forks, Top Clip Retaining Pin and Heel - Check Condition															
Hydraulic Hoses, Mast Chains, Cables and Stops															
Overhead Guard - Attached															
Propane Tank-Rust Corrosion Damage															
Safety Warnings - Attached															
Battery - Check Water/ Electrolyte level and Change															
All Engine Belts															
Hydraulic Fluid Level															
Engine Oil Level															
Transmission Fluid Level															
Engine Air Cleaner															
Fuel Sedimentor (Propane)															
Radiator Coolant															
Operator's Manual - In Container															
Nameplate :															
Seat Belt - Functioning Smoothly															
Hood Latch -Securely Fastened															
Brake Fluid - Level															
Engine ON Checks -															
Accelerator or Direction Control Pedal - Functioning Smoothly															
Service Brake - Functioning Smoothly															
Steering Operation - Functioning Smoothly															
Drive Control-Forward/Reverse-Functioning Smoothly															
Tilt Control - Forward and Back - Functioning Smoothly															
Hoist and Lowering Control - Functioning Smoothly															
Fork Attachment Control-Operation															
Horn and Lights															
Gages: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level,															
Temperature, Instrument Monitors - Functioning															

Issue Requiring Maintenance :

8. Hand Tool Safety

Applicability

This procedure applies to operations involving the use of hand tools and/or power equipment, including chain saws, brush cutters, powder-actuated tools, and similar high-hazard implements.

Purpose and Scope

The purpose of this standard is to provide guidelines for the safe use and handling of hand tools and power equipment.

Implementation

Implementation of this procedure is the responsibility of the management.

Requirements

General

1. Keep hand and power tools in good repair, and use only for the task for which they were designed.
2. Remove damaged or defective tools from service.
3. Keep surfaces and handles clean and free of excess oil to prevent slipping.
4. Do not carry sharp tools in pockets.
5. Clean tools and return to the toolbox or storage area upon completion of a job.
6. Wrenches must have a good bite before pressure is applied.
7. Brace yourself by placing your body in the proper position so that in case the tool slips you will not fall.
8. Make sure hands and fingers have sufficient clearance in the event the tool slips.
9. Always pull on a wrench - never push.
10. When working with tools overhead, place tools in a holding receptacle or secure when not in use.
11. Do not throw tools from place to place, from person to person, or drop from heights.
12. Use non-sparking tools in atmospheres with fire or explosive characteristics.
13. Inspect all tools prior to start-up or use to identify any defects.
14. Powered hand tools should not be capable of being locked in the on position.
15. Require that all power-fastening devices be equipped with a safety interlock capable of activation only when in contact with the work surface.
16. Do not allow loose clothing, long hair, loose jewelry, rings and chains to be worn while working with power tools.
17. Do not use cheater pipes.
18. Make provisions to prevent machines from automatically restarting upon restoration of power.

Grinding Tools

1. Inspect work rests and tongue guards for grinders.
    a. Work rest gaps should not exceed 1/8 inch (3 mm).
    b. Tongue guards gap should not exceed 1/4 inch (6 mm).
2. Do not adjust work or tool rests while the grinding wheel is moving.
3. Inspect the grinding wheel for cracks, chips or defects. Remove from service if any defects are found.
4. Wear goggles when grinding. A clear full-face shield may be worn with the goggles.
5. Do not use the side of a grinding wheel unless the wheel is designed for side grinding.
6. Always stand to the side of the blade, never directly behind it.
7. Use grinding wheels only at their rated speed.
8. Grinding aluminum is prohibited.

Power Saws

1. Require that circular saws be fitted with blade guards.
2. Remove damaged, bent or cracked saw blades from service immediately.
3. Require that table saws be fitted with blade guards and a splitter to prevent the work from squeezing the blade and kicking back on the operator.
4. Require guards that cover the blade to the depth of the teeth on hand held circular saws. The guard should freely return to the fully closed position when withdrawn from the work surface.

Wood Working Machinery

1. Do not use compressed air to remove dust, chips and from wood working machinery.
2. Locate the on-off switch to prevent accidental start up. The operator must be able to shut off the machine without leaving the workstation.
3. Guard planers and joiners to prevent contact with the blades.
4. Use a push stick when:
    a. The cutting operation requires the hands of the operator to come close to the blade.
    b. Small pieces are being machined.
5. Adjust saw blades so they only clear the top of the cut.
6. Automatic feed devices should be used whenever feasible.

Pneumatic Tools and Equipment

1. Require that pneumatic tools have:
    a. Tool retainers to prevent the tool from being ejected from the barrel during use.
    b. Safety clip or tie wire to secure connections between tool/hose/compressor if they are of the quick connection (Chicago fittings) type.
2. Do not lay hose in walkways, on ladder or in any manner that presents a tripping hazard.
3. Never use compressed air to blow dirt from hands, face or clothing.
4. Compressed air exhausted through a chip-guarded nozzle shall be reduced to less than 30 psi. Proper respiratory, hand, eye and ear protection must be worn.
5. Never raise or lower a tool by the air hose.

Powder Actuated Fastener Tools

1. Use powder-actuated tools that comply with the requirements of the American National Standards Institute (ANSI) Standard A 10.3 - 1970.
2. Use only individuals that have been trained by a manufacturer's representative and possess the proper license to operate, repair, service and handle powder-actuated tools.
3. Never use a powder-actuated tool in a flammable or explosive atmosphere.
4. Require the use of goggles or a full-face shield as well as safety glasses during operation of powder-actuated tools.
5. Powder-actuated tool must not be able to be fired unless the tool is pressed against the work surface.
6. The tool must not be able to fire if the tool is dropped when loaded.
7. Firing the tool should require two separate operations, with the firing movement being separate from the motion of bringing the tool to the firing position.
8. Never fire into soft substrate where there is potential for the fastener to penetrate and pass through, creating a flying projectile hazard.
9. Do not use powder-actuated tools in reinforced concrete if there is the possibility of striking the re-bar.
10. Does not use on cast iron, glazed tile, surface hardened steel, glass block, and live rock or face brick.
11. Never load and leave a powder-actuated tool unattended. It should only be loaded prior to intended firing.

12. Test tools each day prior to loading by testing safety devices according to manufacturer's recommended procedure.

Chain Saws

1. Inspect the saw prior to each use and periodically during daily use.
2. Operate the chain saw with both hands at all times.
3. Never cut above chest height.
4. Require that the idle be correctly adjusted on the chain saw. The chain should not move when the saw is in the idle mode.
5. Start cutting only after a clear escape path has been made.
6. Shut the saw off when carrying through brush or on slippery surfaces. The saw may be carried no more than 50 feet (15 meters) while idling.
7. Require applicable protective gear. This may include, but is not limited to
    a. Hard hat.
    b. Safety glasses
    c. Steel-toed boots
    d. Protective leggings
    e. Hearing protection
8. Inspect saws to require that they are fitted with an inertia break and hand guard.
9. *Never operate* a chain saw when fatigued.
10. Do not allow others in the area when chain saws are operated.
11. Make sure there are no nails, wire or other imbedded material that can cause flying particles.
12. Do not operate a chain saw that is damaged, improperly adjusted, or is not completely and securely assembled. Always keep the teeth sharp and the chain tight. Worn chains should immediately be replaced.
13. Keep all parts of your body away from the saw chain when engine is running.

Hand Operated Pressure Equipment

1. Pressure equipment such as grease guns, paint and garden sprayers shall be directed away from the body and other personnel in the area. The person operating any equipment such as this, which has a potential for eye injury, must wear protective goggles.
2. The noise produced when using certain types of pressure equipment may require the use of hearing protection.
3. Never allow the nozzle of a pressurized tool to come in contact with any body parts while operating. There is potential for injection of a chemical directly into the user's body, resulting in severe injury or death.

Gasoline Powered Tools

1. Never pour gasoline on hot surfaces.
2. Never fuel around open flame or while smoking.
3. Shut down the engine before fueling.
4. Provide adequate ventilation when using in enclosed spaces.
5. Use only OSHA approved safety cans to transport flammable liquids.

Inspection

Inspect all hand tools on a regular basis. Defective tools shall be immediately removed from service, tagged or destroyed to prevent further use.

Documentation Summary

File the Training rosters and send copy to Safety Coordinator.

1. Site briefings regarding tool use.
2. Provide records of tools removed from service.
3. Provide copies of powder-actuated tool licenses (as applicable).
4. Provide tool inspection documentation.

9. Haz Com Plan – Hazard Communication Program

Introduction

Blair-Dumond, Inc. is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These chemicals may be physical or health-related. This written hazard communication plan is available at the following two locations for review by all employees: production manager office in center of plant and at the front desk in main office.

Hazardous Chemical Identification

Blair-Dumond, Inc. will acquire and review Safety Data Sheets from chemical suppliers, with employees in order to determine chemical hazards in the work place.

Identifying Hazardous Chemicals

A list is attached to this plan that identifies all hazardous chemicals with a potential for employee exposure at this workplace. Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its Safety Data Sheet.

Labeling

1. The Production Manager will be responsible for labeling all containers.
2. All Labels shall be checked for:
    a. Identity of the chemical contained (Common or trade name)
    b. Hazard warnings
    c. Name and address of chemical manufacturer or other responsible party
3. Each employee shall be responsible for labeling chemical containers filled with chemicals transferred from their original containers to other, typically smaller containers used in their work areas. This should include identity and hazard warnings.

Safety Data Sheets (SDS)

1. The Purchasing Manager will be responsible for compiling the master SDS file. It will be kept in front office.
2. Copies of SDS for all hazardous chemical to which employees may be exposed will be kept on a file in the shop. The yellow SDS binder will be kept inside the shop floor room, hung on a yellow rack next to entrance door from office.
3. SDS will be available for review to all employees during each work shift. Copies will be available upon request to their supervisor.

Training Employees about Chemical Hazards

1. The Production Manager shall coordinate and maintain records of training conducted for Blair-Dumond, Inc.
2. Before starting work, each new employee will attend a safety class. In that class, each employee will be given information on:
    a. An overview of the requirements in OSHA's Hazard Communication Standard
    b. Chemicals and their hazards in the workplace.
    c. How to lessen or prevent exposure to these chemicals.
    d. What the company has done to lessen or prevent workers' exposure to these chemicals.
    e. Procedures to follow if they are exposed.
    f. How to read and interpret labels and SDSs.
    g. Where to locate SDSs and from whom they may obtain copies.
3. The employee will be informed that:

    a. The employer is prohibited from discharging, or discriminating against an employee who exercises the rights regarding information about hazardous chemicals in the workplace.
    b. Measures the company has taken to lessen the hazards, including ventilation, respirators, the presence of another employee, and emergency procedures
4. Attendance will be taking at training sessions. These records will be kept in Blair-Dumond, Inc. Safety manual.
5. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety class.

Hazardous Non-Routine Tasks

1. On occasion, employees are required to do work in hazardous areas. Prior to starting work in such areas, each employee will be given information about the hazards involved in these areas by the Production Manager. This information will include:
    a. Specific Chemical hazards.
    b. Protection/safety measure the employee is required to take to lessen risks.

Informing Contractors

1. It is the responsibility of the job supervisor to provide any other contractors with employees exposed to our chemicals with the following information.
    a. Hazardous chemicals with which they may come in contact.
    b. Measures the employees would take to lessen the risk.
    c. Where to get SDS for all hazardous chemicals.
2. It is the responsibility of the job supervisor to obtain chemical information from contractors when they will expose our employees to hazardous chemicals that they may bring into the workplace.

Haz Com – Jobsite Inspection Checklist

Hazard Identification

Identifying workplace hazards is critical to loss prevention efforts. Hazards are conditions that either by themselves or in conjunction with other factors might result in accidents leading to injury or lost time. Hazards generally fall into two general categories: unsafe acts and unsafe conditions.

Unsafe Acts

Unsafe acts are actions committed by individuals that can result in an injury or accident. Most unsafe acts are the result of inexperience or inappropriate behavior. Common examples include the following:

- Improper use of equipment, tools, materials, etc.
- Failure to use issued and required personal protective equipment.
- Intentional removal or disabling of safety devices.
- Unsafe work habits or methods.
- Improper lifting techniques.
- Horseplay on the job site.
- Substance abuse by employees.
- Exceeding one's technical or physical abilities.

Unsafe Conditions

Unsafe conditions are situations that, if left uncorrected, can result in an injury or accident. Common examples of unsafe conditions include the following:

- Poorly maintained equipment and tools.
- Poorly guarded equipment and tools.
- Lack of proper equipment and tools.
- Improper staging of materials.
- Unsafe electrical conditions.

- Exposure to hazardous environmental conditions.

Supervisors and employees should be encouraged to look for and report unsafe actions and conditions. Each employee should be empowered to correct serious hazards as they are discovered. A management review of workers' compensation claims and required reporting of "near miss" accidents will help identify problem areas and patterns.

Jobsite Inspections

Many experienced workers and supervisors develop the ability to scan a work area and immediately recognize unsafe conditions. Job site inspections are a big part of hazard identification. Every day a supervisor or designated safety representative should survey the job site for obviously or potentially hazardous acts and conditions.

Management can determine whether an informal or formal inspection is best to evaluate job site conditions and monitor on-site compliance with the company's safety program. A safety conscious supervisor will informally inspect the worksite on a continual basis. This approach is usually sufficient on a smaller operation, but as projects become more complex and extensive, control measures might become more formal, perhaps including the use of an inspection checklist to document conditions and actions at the site.

There are many advantages to conducting a formal job site inspection. The checklist technique creates consistency, ensuring that the same conditions are evaluated from job to job. Potential hazards are identified, controlled, and/or eliminated prior to exposing workers to dangerous situations. An OSHA inspector might consider the existence of a completed checklist or supervisor's daily report as evidence of a formal safety program. Documentation also serves as a basis for disciplinary action against employees who violate company policies, as well as in identifying problem areas and the possible need for additional training. When an inspection uncovers a hazard, the recommended solutions include the following:

- Remove or abate the hazard immediately, if possible.
- Guard against the hazard if it cannot be eliminated.
- Train employees to recognize the hazard.
- Provide employees with personal protective equipment and enforce its use.
- Isolate hazardous conditions through coordination of subcontractors.

Attachment:

Attachment 1: Hazcom – Hazardous Substance List for Work Area

Blair-Dumond, Inc.

Hazcom - Hazardous Substance List for Work Area

Chemical Identity Label/Special Information	CAS # or Serial #	Vendor	Location
Assembly 50	2212700	Lansco	Flammable Cabinets
Assembly 65	2211700	Lansco	Flammable Cabinets
Care Lacquer Retarder	C1611	Wurth Wood Group	Flammable Cabinets
Choice Brands Adhesives (Contact Adhesive)	150RED	Central Wholesale	Flammable Cabinets
Choice Brands Adhesives (Contact Adhesive)	F-140 Clear	Central Wholesale	Flammable Cabinets
Choice Brands Adhesives (Contact Adhesive)	F-200, F-200G, F-200R	A&M	Flammable Cabinets
Clear Conversion Coating	UL-0210	VA Paint	Flammable Cabinets
Corian Joint Adhesive (Component A)	D11970751	Central Wholesale	Lock Storage Room
Corian Joint Adhesive (Component B)	D11970751	Central Wholesale	Lock Storage Room
Corian Solid Surface Material	80-62-6 & 141-32-2	Central Wholesale	Warehouse (Plant)
Denatured Alcohol	PS1006	Central Wholesale	Flammable Cabinets
Hi Performance Lacquer		Wurth Wood Group	Flammable Cabinets
Hi Solids Lacquer Sealer	HSS-0100	VA Paint	Flammable Cabinets
High Performance Water White Precat	MC122242	Wurth Wood Group	Flammable Cabinets
Hybond Adhesive	CF-23, CF-23R, CF-23G	Central Wholesale	Lock Storage Room
KRYSTAL Hi Solids Catalyzed Varnish	C14512	Wurth Wood Group	Flammable Cabinets
Lacquer Primer (ML Campbell)		Central /Wurth	Flammable Cabinets
Lacquer Thinner	SOL-0500	VA Paint	Flammable Cabinets
MAGNAMAXTM Precatalyzed Lacquer	C14813	Wurth Wood Group	Flammable Cabinets
MAGNAMAXTM Precatalyzed Lacquer	C14814	Wurth Wood Group	Flammable Cabinets
Paint Thinner	PS0909	Central Wholesale	Flammable Cabinets
Phenoseal Vinyl Adhesive Caulk	112954	Central Wholesale	Lock Storage Room
PP Sat Clear 12oz 6UC	407.00844236.076		Flammable Cabinets
Quick Dry Vinyl Sealer	C10189	Wurth Wood Group	Flammable Cabinets
Reducer Care	C1621	Wurth Wood Group	Flammable Cabinets
RooClear			Flammable Cabinets
Silicone	516-100	Central Wholesale	Lock Storage Room
Spray Adhesive	SIA655	Central Wholesale	Lock Storage Room
Stain, Misc, Gemini	Various	VA Paint	Flammable Cabinets
Standard Lacquer Thinner	C16036	Wurth Wood Group	Flammable Cabinets
Titebond White Glue	15026	Central Wholesale	Lock Storage Room
Titebond II Wood Glue (Yellow)	5006	Central Wholesale	Lock Storage Room
Titebond PROvantage Construction Adhesive	5251	Central Wholesale	Lock Storage Room
TruSil 100 Silicone Sealant (White)	TS-100MRW, TS-100MRTW	Central Wholesale	Flammable Cabinets

Vintage Alkyd Glaze	N22030	Wurth Wood Group	Flammable Cabinets
Woodsong II Stain Base and Pre-Stain	WS2B10	Wurth Wood Group	Flammable Cabinets
Woodsong II Stain Base and Pre-Stain	WS2M300	Wurth Wood Group	Flammable Cabinets

A. Hazcom Training

Institute of Occupational Safety and Health

Introduction to the Global Harmonization System, GHS

FY-13 OSHA Susan Harwood Grant Program

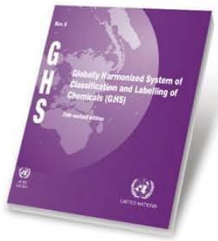
This material was produced under grant number **SH-23563-12-60-F-12** from OSHA. It does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

Objectives: Participants will:

- Define the background of the Global Harmonization System, GHS
- Explain how the GHS will be applied
- Describe OSHA's modifications to the Hazard Communication Standard, HCS
- Identify OSHA's timeline for GHS implementation
- Compare, Contrast & Identify OSHA GHS Labeling and Warning systems
- Distinguish the differences between the MSDS & the GHS Safety Data Sheet, SDS

What is the GHS?

- "Globally Harmonized System of Classification and Labeling of Chemicals," commonly referred to as The Purple Book.



What is the GHS?

- Based on major existing worldwide systems, including the OSHA HAZCOM
  - Harmonized classification criteria for health, physical, and environmental hazards of chemicals
  - Standardized labelling
  - Signal words, pictograms, precautionary statements
  - A standardized order of information for safety data sheets, SDS

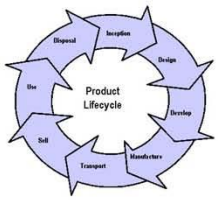
How is the GHS to be applied?

- Are all chemical covered under the GHS?

Figure 2.1

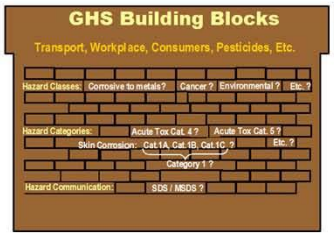
How is the GHS to be applied?

- Will all hazardous chemicals require a GHS label and Safety Data Sheet?



How is the GHS to be applied?

- How will the GHS impact existing regulations?
- GHS building blocks



How is the GHS to be applied?

- To gain a better understanding of the building block approach, it is helpful to look at the specific sectors/target audiences
  - Transport
  - Workplace
  - Consumer
  - Pesticides

Revised OSHA HAZCOM Standard, HCS

- Why did OSHA decide to modify the Hazard Communication Standard to adopt the GHS
  - Improve safety and health of workers through effective communications on chemical hazards
    - Reduce confusion by enforcing a **standardized approach** to include:
      - Global classification
      - Measures to determine of chemical hazards
      - SDS
      - Labels

Major changes to the Hazard Communication Standard

Three major change are:

1. Hazard classification:
   - Definitions of hazards will provide criteria for:
     - Health & physical hazards
     - Classification of mixtures
2. Labels:
   - Manufacturers & importers will provide labels to include signal word, pictogram, and hazard statement for hazard class & category.
   - Precautionary statements
3. Safety Data Sheets: Specified 16-section format

HCS Pictograms and Hazards

- Pictogram: symbol & other graphics, such as a border, pattern, or color that should convey facts about the hazard
- Signal words: indicate the relative level of severity of the hazard and alert the reader to a potential hazard on the label
- Hazard Statement: describes the nature of the hazard of a chemical, including, where appropriate, the degree of hazard.
- Precautionary Statement: recommended measures to be taken to minimize or prevent adverse effects

HCS Pictograms and Hazards

Health Hazard	Flame	Exclamation Mark
• Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	• Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	• Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder	**Corrosion**	**Exploding Bomb**
• Gases under Pressure	• Skin Corrosion/ burns • Eye Damage • Corrosive to Metals	• Explosives • Self-Reactives • Organic Peroxides
Flame over Circle	**Environment (Non Mandatory)**	**Skull and Crossbones**
• Oxidizers	• Aquatic Toxicity	• Acute Toxicity (fatal or toxic)

Updating Label Information

- Chemical manufacturers, importers, distributors, or employers who become newly aware of hazard information shall revise the labels for the chemical within **six months**
- If the chemical is not currently produced or imported, the same group shall add the data to the label before the chemical is shipped or taken to into the workplace

Safety Data Sheet (SDS) changes under the revised Hazard Communication Standard

Section 1	Identification	**Section 9**	Physical and chemical properties
Section 2	Hazard(s) identification	**Section 10**	Stability and reactivity
Section 3	Composition/information on ingredients	**Section 11**	Toxicological information
Section 4	First-Aid measures	**Section 12**	Ecological information
Section 5	Fire-fighting measures	**Section 13**	Disposal considerations
Section 6	Accidental release measures	**Section 14**	Transport information
Section 7	Handling and storage	**Section 15**	Regulatory information
Section 8	Exposure controls/personal protection	**Section 16**	Other information

HCS Pictograms and Hazards Quiz

1. What does this stand for?	**2. What does this stand for?**	**3. What does this stand for?**
Name a hazard	Name a hazard	Name a hazard
4. What does this stand for?	**5. What does this stand for?**	**6. What does this stand for?**
Name a hazard	Name a hazard	Name a hazard
7. What does this stand for?	**8. What does this stand for?**	**9. What does this stand for?**
Name a hazard	Name a hazard	Name a hazard

Estimated Impact by the Revised HCS

- OSHA estimates over 5 million workplaces in the United States would be affected
- The revised Hazard Communications Standard's (HCS) total cost, an estimated $201 million a year for the entire United States
  1. Classifying chemical hazards: $22 million
  2. Training: $94 million
  3. Management familiarization: $59 million
  4. Printing packaging & labels: #24 million

Estimated benefits attributable to the revised Hazard Communication Standard

- Increased safety and health:
  - OSHA estimates that the revised HCS will result in the prevention of **43 fatalities** and **585 injuries** and **illnesses**
- **How?**
  - Enable employees exposed to workplace chemicals to more quickly obtain and understand information about chemical hazards
  - Expected to improve the use of correct exposure controls and work practices

Summary

- Define the background of the Global Harmonization System, GHS
- Explain how the GHS will be applied
- Describe OSHA's modifications to the Hazard Communication Standard, HCS
- Identify OSHA's timeline for GHS implementation
- Compare, Contrast & Identify OSHA GHS Labeling and Warning systems
- Distinguish the differences between the MSDS & the GHS Safety Data Sheet, SDS

OSHA Contact Numbers

To report Unsafe Working Conditions, Safety and Health Violations Contact OSHA @:

- 1-800-321-OSHA (6742) / TTY1-877-889-5627

To File a Complaint Form:

To file an OSHA-7 report online, see how to file a complaint with OSHA (www.osha.gov)

For more information regarding your rights, see Worker Rights

Reference List

- GHS: The Purple Book, Retrieved from:
  - https://www.osha.gov/dsg/hazcom/ghs.html
- Modification of the Hazard Communication Standard (HCS) to conform with the United Nations' (UN) Globally Harmonized System of Classification and Labeling of Chemicals (GHS), Retrieved from:
  - https://www.osha.gov/dsg/hazcom/hazcom-faq.html

Institute of Occupational Safety and Health

Questions & Answers

Emergency

Let's not meet again . . . by **accident**!

10. Hearing Conservation Program

Applicability

This procedure applies to facilities and field operations where personnel may encounter noise exposures that may exceed 85 dBA.

Purpose and Scope

The purpose of this procedure is to protect employees from hazardous noise exposures and to prevent hearing loss.

Implementation

Shop Locations: Implementation of this program is the responsibility of the Shop Manager/Foreman.
Field Activities: Implementation of this program is the responsibility of the Manager.

Requirements

General

Require the use of hearing protectors in any location where powered or motorized equipment or any other noise source could reasonably be expected to exceed 85 dBA. Use of hearing protectors may only be discontinued when noise levels are verified to be less than 85 dBA through a properly conducted noise survey.

Hearing Protectors

1. Require that at least three (3) types of hearing protectors are available to employees, preferably a plug and muff type.
2. Minimum Noise Reduction Ratings (NRR) Hearing protectors issued to or used by personnel must have the following minimum NRR:

Ear Plugs	Muffs
29 dB	27dB

3. Require that hearing protectors are used properly and thus effectively protect hearing.
4. Hearing protection attenuation will be calculated using the OSHA Hearing Conservation procedures.
    - Actual NRR = [Rated NRR - 7 dBA / 2] = dBA

Noise Surveys

1. Noise surveys must be conducted in a manner that reasonably reflects the exposure of the affected employees. Surveys must be conducted under supervision of the Safety Manager.
2. Sound level meters and audio dosimeters used to determine employee exposure to noise sources must be Type II (accurate to within +/- 2dB), operated in "slow" response, on the "A" scale, and be calibrated to factory guidelines (including periodic factory re-calibration).
3. Samples must be taken with adequate duration to be representative of employee's' exposures. Monitoring is to be done whenever new equipment or processes are introduced to the work area.

Noise and Administrative Controls

Eliminate noise sources to the extent possible through engineering or administrative controls. Examples of controls that must be considered follow:

1. Rotation of people to lower exposed positions
2. Addition or replacement of mufflers on motorized equipment
3. Addition of mufflers to air exhausts on pneumatic equipment

4. Following equipment maintenance procedures to lubricate dry bearings
5. Isolation of loud equipment such as machinery, compressors and generators from employee work areas.
6. Replacement of older noisy equipment with newer and quieter models

Audiometric Exams

Verify that permanent employees and project employees who are required to wear hearing protection for at least six months have had audiometric tests (annually).

Training

Verify that each employee who must work in a noisy environment is current on the required Hearing Conservation Training. Training must include the following topics:

1. The effects of noise on hearing
2. The purpose of hearing protectors
3. The advantages and disadvantages of various types of hearing protectors
4. The attenuation of various types of hearing protection
5. The selection, fitting, care and use of hearing protectors
6. The purpose of audiometric testing
7. An explanation of the audiometric testing procedure

Documentation Summary

A. File these records in the Shop Safety Filing System:
    1. Types of hearing protectors and associated NRRs
    2. Noise surveys, when applicable
    3. Hearing Conservation Program Medical Clearances
    4. Training records
B. File these records in the Project Safety File.
    1. Types of hearing protectors and associated NRRs
    2. Noise surveys, when applicable
    3. Hearing Conservation Program Medical Clearances
    4. Training records

11. Hot Work

Applicability

This procedure applies to projects involving welding, torch cutting, grinding, and other spark or heat producing operations.

Purpose and Scope

The purpose of this procedure is to establish safe hot work practices to reduce/eliminate personal injury and potential fire and explosion hazards.

Implementation

Implementation of this procedure is the responsibility of the management.

Requirements

A. General

1. Verify that planned hot work operations conform to client hot work procedures and permit requirements.
2. Issue Hot Work Permit for all hot work operations where client permits are not provided. See Attachment 1.
3. Perform housekeeping in hot work areas to *remove* or *cover* all combustible or flammable materials.
4. *Cover* all wood planking, scaffolds, wooden forms, and other combustible material that cannot be *removed* with fire blankets or other suitable material.
5. Provide a fire watch when performing hot work in areas where fires might develop. Continue the watch for 30 minutes after completion of hot work.
6. Contain slag and sparks with fire blanket or sheet metal.
7. Require that at least one 10 pound BC fire extinguisher is available at each hot work location.
8. Positions weld screens or shields to protect workers and passers-by from welding arc rays.
9. Provide metal buckets or containers for disposal of electrode stubs.
10. Check for explosive vapors and, if necessary, purge before welding or cutting closed containers or pipelines.
11. Refer to "Confined Space Entry" for ventilation and other requirements for hot work in confined spaces.

B. Personal Protective Equipment

Require the provision and use of the following personal protective equipment for hot work operations:

1. Proper eye protection, e.g. welding hood with proper shade lens; cutting or burning goggles for torch cutting; full face shields for grinding. See “Personal Protective Equipment" program for proper lens shades.
2. Safety glasses must be worn under hoods and face shields.
3. Appropriate gloves for task being performed.
4. Fire resistant welding jackets or leathers.
5. High top boots.
6. Clothing free of oil and grease, and preferably non-synthetic fiber.

C. Torch Cutting Operations

1. Inspect torches and hoses at the beginning of each shift for leaking *shutoff* valves, damaged hose and couplings, and tip connections.
2. Tag defective torches and remove from service until properly repaired.
3. Require that oxygen and fuel gas regulators and valves be in proper working order.

4. Light torches with strikers or other approved means, never with matches or lighters.
5. Keep oxygen cylinders and fittings free of oil and grease.
6. Require that oxygen and fuel gas hoses are easily distinguishable from each other and are not interchangeable. Do not use a single hose having more than one gas passage.
7. Provide flashback arrestors/check valves on all oxygen and fuel gas torches.
8. Remove hose that shows evidence of flashback or damage from service and repair or discard.
9. Do not cover more than 4 inches out of 12 inches (10 cm out of 30 cm) of hose with tape when taping parallel lengths of hose to prevent tangling.
10. Uses only hose couplings that cannot be unlocked or disconnected by means of a straight pull.
11. Require that the boxes used to store hose be ventilated.
12. String hoses overhead using non-metallic hangers or otherwise position them to keep clear of walkways, ladders, and stairways.
13. Provide proper ventilation and respiratory equipment when cutting zinc coated, cadmium coated, chromium bearing, mercury bearing, or other toxic material containing metals (See "Respiratory Protection).
14. Shut off cylinder valves and bleed regulators and hoses when leaving cutting rigs unattended and at the end of each shift.

D. Cylinder Handling
1. Secure cylinders in an upright position at all times.
2. Replace and secure valve safety caps when cylinders are not in use.
3. Close valves, remove regulators, and replace valve safety caps before moving cylinders.
4. Move cylinders by tilting and rolling them on their bottom edges by use of a bottle cart, or with motorized equipment. Never lay cylinders on their sides and roll them.
5. Do not use magnets, chokers, or slings to hoist cylinders. Use a cradle or bottle rack designed and constructed for hoisting purposes.
6. Use only warm, not boiling, water to thaw cylinders and valves.
7. Provide bottle carts, chains, or other steadying devices to keep cylinders from being knocked over while in use.
8. Stencil, stamp, or label cylinders with either the chemical or trade name of the contents.

E. Cylinder Usage and Storage
1. Never use cylinders as rollers or supports, whether empty or full.
2. Do not attempt to refill or mix gases in a cylinder.
3. Require all cylinders to be equipped with a handle or wrench so that they can be turned off immediately if necessary.
4. Stand to the side of the outlet and open valve slightly and close immediately prior to connecting a regulator to a cylinder. Never crack a valve near ignition sources.
5. Position cylinders where they will not be struck by sparks, slag, or flame, and where they cannot become part of an electrical circuit.
6. Never take gas cylinders into confined spaces.
7. Do not strike an electrode against a cylinder to strike an arc.
8. Do not use hammers or wrenches to open cylinders having fixed hand wheels.
9. Do not use acetylene at a pressure in excess of is-psi gauge pressure, or 30 psi absolute.
10. Store cylinders in a location where they will not be subjected to sources of artificial heat.
11. Separate oxygen cylinders in storage from fuel gas cylinders and combustible materials by at least 20 feet, or by a noncombustible barrier at least 5 feet high having a fire resistance rating of at least one-half hour.
12. Provide proper signs at storage areas, such as "DANGER - FLAMMABLE No Smoking or Open Flames".
13. Keep storage areas free of vegetation, trash, and other combustible materials.

14. Remove regulators and replace valve safety caps when storing cylinders or when cylinders will be left unattended.

F. Welding Operations

1. Use only electrode holders that are specifically designed for arc cutting and welding and are of a sufficient capacity to safely handle the maximum rated current required by the electrodes.
2. Require that electrode holders be properly insulated.
3. Remove electrodes from the holders and placeholders so they cannot make contact with people or conducting objects when leaving holders unattended.
4. Require that the welding machine frame be properly grounded.
5. Shut off the welding machine at the end of each shift or when the machine is to be moved.
6. Require that the welding/cutting/ground cables meet the following requirements:
    a) Cables must be completely insulated, flexible, and capable of handling the maximum current requirements of the work in progress.
    b) Cables must be free from repair or splices for a minimum distance of 10 feet from the electrode holder, except when standard insulated connectors or splices with insulating value equal to the cable are used.
    c) Insulated connectors of a capacity at least equal to that of the cable should be used for splices. If connecting lugs are used, they must be completely and substantially insulated.
    d) A ground cable must have a safe current carrying capacity at least equal to the maximum output capacity of the unit or units that it services.
    e) Never attach a ground cable to a pipeline containing gases or flammable liquids.
    f) String all cables overhead with non-metallic hangers or otherwise position to keep clear of walkways, ladders, and stairways.
    g) Immediately remove all damaged and worn cable from service until properly repaired.

Documentation Summary

File the Hot Work Permits and send copy to Safety Coordinator.

Attachments:

Attachment 1: Cutting – Welding – Hot Work Permit

Attachment 2: Danger Form

Attachment 3: Hot Work Permit

Blair-Dumond, Inc.

Cutting – Welding – Hot Work Permit

IMPORTANT: Precautions on the next page must be followed without fail.

Date: _____ Floor/Dept./Area: _____

Time Started: _____ Completed: _____

Work to be done: _____

_____

_____

_____

_____

_____

_____

_____

_____

Items 1, 2, 3, and 4 of the required precautions listed on the reverse side have been completed. Arrangements have been made for Item 5. Permission is therefore granted for this work.

This permit expires _____ or end of shift, whichever is first.

If fire occurs, phone _____ or use alarm box located at _____

Name (Print): _____

Signature: _____ Date: _____

File in Safety Policies behind Safety Management Standard.

Danger

***Do* not cut, weld, or use other open flame or spark producing equipment until the following precautions have been taken.**

Check each item:

_____ 1. The location where work is to be done has been personally inspected.

   A. Sprinklers, where provided, are in commission.

   B. There is no flammable dust, vapors, or liquids, un-purged tanks or equipment previously containing such materials in the area.

   C. This work will be confined to the area or equipment specified in the permit.

_____ 2. The following safeguards have been provided:

   A. Floors and surroundings have been swept clean and wet down.

   B. Ample portable extinguishing equipment has been provided.

_____ 3. If the work involves cutting, welding, or other spark producing equipment, the following additional safeguards have been provided:

   A. All combustibles have been located 30 feet from the operation and the remainder protected with fire blanket, metal guards, or flame proofed covers (not ordinary tarps).

   B. All floor and wall openings within 40 feet of the operations have been tightly covered.

   C. Fire watches have been assigned to watch for dangerous sparks in area, as well as floors above and below.

_____ 4. Flame or spark producing equipment to be used has been inspected and found in good repair.

_____ 5. Arrangements have been made for a patrol of the area, including floors above and below, during any lunch or rest period and for at least one half hour after work has been completed.

Blair-Dumond, Inc.

Hot Work Permit

This Hot Work Permit is required for any operation involving open flames or heat/spark producing tasks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing, and Welding.

Instructions:	Required Precautions Checklist
A. Verify precautions listed at right are taken or do not proceed with the work B. Complete and retain Permit C. Issue Permit to person doing job	☐ Review Government Forms: I-9, W-4, VA-4 ☐ Hot Work equipment in good repair... fittings, hoses, etc.
	Requirements Within 35 ft. (11 m) of Work
Hot work being done by: ☐ Employee ☐ Contractor	☐ Flammable liquids, dust, lint and oily deposits removed ☐ Explosive atmosphere in area eliminated ☐ Floors swept clean ☐ Combustible floors wet down, covered with damp sand or fire-resistive sheets ☐ Remove other combustibles (paper, wood products, etc.) where possible. Otherwise protect with fire-resistive tarpaulins or metal shields ☐ All wall and floor openings covered ☐ Fire-resistive tarpaulins suspended beneath work
Date: Job No.	
Location:	
Nature of Job:	
	Work on Walls or Ceilings
	☐ Construction is noncombustible and without combustible covering or insulation ☐ Combustibles on other side of walls moved away
	Work on Enclosed Equipment
	☐ Enclosed equipment cleaned of all combustibles ☐ Containers purged of flammable liquids/vapors and inerted if needed; Confined Space Permit issued
Name of Person Doing Hot Work:	
	Fire Watch/Hot Work Area Monitoring
I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.	☐ Fire watch will be provided during and for 60 minutes after work, including any coffee or lunch breaks ☐ Fire watch is supplied with suitable charged extinguishers ☐ Fire watch is trained in use of this equipment and in sounding alarm ☐ Alarm available ☐ Fire watch required for adjoining areas, above, and below ☐ Monitor Hot Work area periodically for 4 hours after job is completed
Signed/Site Safety Representative:	
Permit Expires [Date/Time]	

12. Housekeeping

Applicability

This procedure applies to all operations.

Purpose and Scope

Proper housekeeping in office locations, on construction sites, and fixed work facilities is essential to prevent fires as well as injuries resulting from slips, trips and falls.

Implementation

Implementation of this procedure is the responsibility of the management.

Requirements

A. Maintain the cleanliness of the site.
    i. Require tools and equipment to be stowed at the end of the day.
    ii. Store supplies in locations away from walkways and in a manner that will not trip workers.
    iii. Keep weeds and vegetation away from stockpiled materials and walkways.
    iv. Maintain flooring and walkways in a clean, dry, smooth condition.
    v. Dispose of construction debris in a timely manner.
B. Regularly inspect the work area for slip and trip hazards.
C. Office/shop locations inspect work areas at least semi-annually. Utilize the check sheet provided as Attachment 1.
D. Construction sites inspect sites at least monthly. Utilize the check sheet provided as Attachment 1.
E. Thoroughly investigate all injuries resulting from slips, trips and falls on site. Correct conditions contributing to injuries.

Documentation Summary

File Completed Housekeeping Inspection Sheets (Attachment 1), and send copy to Safety Coordinator.

Attachments:

Attachment 1: Housekeeping Inspection Sheet

Blair-Dumond, Inc.

Housekeeping Inspection Sheet

Building or Location:		**Date:**		
Inspection Conducted by:				
	General Site Housekeeping	**Yes**	**No**	**N/A**
1	No blocking of exits or emergency equipment.			
2	Equipment or materials are not left lying on the ground.			
3	Storage areas are free from the accumulation of materials that constitute trip hazards.			
4	Work area is kept free of scrap material and other debris.			
5	Combustible scrap and debris is removed by safe means at regular intervals.			
6	Oily rags are stored in metal cans with tight fitting lids. Oily rags are removed at the end of the day.			
	Visibility	**Yes**	**No**	**N/A**
7	Halls, stairways and walkways are well lit.			
8	Well-designed light switches are present in areas where walkways are not always lighted.			
9	Dust, smoke or steam does not create poor visibility.			
10	Glare from floodlights or windows do not create poor visibility in work areas.			
	Stairs	**Yes**	**No**	**N/A**
11	Handrails are tight and at the proper level.			
12	Handrails extend past the top and bottom step.			
13	White or yellow stripes are painted on the first and last step for better visibility. (Not an OSHA requirement - recommendation only.)			
14	Steps are not rough or defective.			
15	Stair treads are wide enough and risers consistently spaced.			
16	Stairs are free of obstructions.			
	Floor Conditions	**Yes**	**No**	**N/A**
17	Floors of every workroom are clean, and so far as possible, in a dry condition.			
18	Floors are not oily or overly waxed or polished.			
19	Where wet floors or processes are present, proper drainage is provided and false floors, mats, or other dry standing places are provided.			
20	Floor surfaces are finished with non-slip coatings where spills are likely.			
21	Floors and passageways are free from protruding nails, splinters, holes, or loose boards.			
22	Floors are free of holes and depressions.			
23	Aisles or pathways are wide enough for easy passage and for carrying objects (48 inches is recommended).			
24	Ramps are covered with non-slip surfaces or matting.			

25	Carpets or rugs do not have loose or frayed edges that may catch boots or shoes.			
26	Walkways are free from extension cords, air hoses and cables.			
27	Boxes, containers, machine parts or other tripping hazards do not lie in pathways.			
Ground Conditions		**Yes**	**No**	**N/A**
28	Trip hazards are not present.			
29	Fall hazards are not present.			
30	Holes or changes in ground elevation are either filled or guarded.			
31	Muddy walkways are filled with gravel to reduce slipping.			
32	All employees who work in wet or greasy conditions wear slip resistant footwear.			
Equipment		**Yes**	**No**	**N/A**
33	Vehicle steps are of adequate size, surface placement for safe dismounting.			
34	Handgrips or ladders are adequate for getting in and out of equipment.			
35	Ladders have been checked for damage and removed from service if found unsafe.			

I certify that the above inspection was performed to the best of my knowledge and ability, based on the conditions present.

Name (Print): _____

Signature: _____ Date: _____

13. Lockout/Tagout Procedure

1. Prepare for shutdown

Know what type of energy (electrical, air, hydraulic, stored energy) the machine uses. Identify its potential hazards. Find the switches, valves, or devices that control energy and need to be locked out.

2. Notify affected employees

This is anyone in the immediate area where work is being done, especially where the equipment or material from a piece of equipment could move to another area automatically, if locked out equipment is started up after repair or maintenance.

3. Turn off equipment

4. Locate and isolate all energy sources.

Get rid of any stored energy, as in springs, hydraulic systems, or air pressure. You should be able to operate the switches, valves that normally operate the machine to dissipate any stored energy. If not you may have to block, bleed, vent, etc. to release any remaining stored energy.

Always be aware of surroundings when performing this task. Releasing stored energy can lead to unexpected movement of parts and sometimes at an accelerated rate. This can cause parts that are not being repaired to move or relax. You need to be aware of the entire system you are trying to control with a lockout.

5. Lock out the switches or other energy controls.

Attach a lock that holds the switches or other energy controls in the "Off' or "Safe" position. If more than one person is performing the work on the machine than all persons involved need to have their locks on the machine.

If this maintenance is going to be performed between two separate crews of employees then the "Hand-off' will be as follows. The crew taking over responsibility for the maintenance needs to repeat the lock out procedure to the point of locking out the machine. This crew will have to double check the energy has been turned off or released. Only after the second crew has determined the energy sources have been isolated can the first crew remove their locks and have them replaced by the second.

6. Test the operating controls.

Be sure no one is in the area of any of the moving equipment parts and the area has been cleared of all but necessary personnel. Put all controls in the “on" position make sure the power doesn't go on and that the equipment won't operate. This test is a necessary part of the procedure to ensure that the switches, valves etc. are the correct ones to turn off the energy to the equipment in question.

7. Place the operating control back in the "off" or "safe" position.
8. Test all the energy sources to be sure they are not energized (electrical, hydraulic, air, stored energy).
9. Perform necessary service or maintenance.
10. Removal of locks

Only authorized employees can remove locks!
No employee can remove another employee's lock!

1. Notify all employees in the area of the intent to place the machine back in operation. Make sure all employees are a safe distance from equipment.
2. Remove all tools and spare parts from the area of operation.
3. Reinstall all safety guards.
4. Remove lockout devices
5. Turn on energy
6. Make a trial run of operation to assure proper operation.

Air Compressor Lock Out/Tag Out Procedure

1. Notify employees of intent to place machine back in operation.
2. Clear area of employees and debris.
3. Move “Selector” switch to the off position.
4. Disconnect power supply by pulling the handle down on the main power disconnects to the “Off” position. Then place the lock and tag on it.
5. Remove all air from the system by opening the valve labeled “Bleeding Valve”.
6. Do any work that’s needed.

A. Lockout/Tagout Training

Control of Hazardous Energy

Department of Labor and Industry

Marta Fernandes
Health and Safety Consultants

Safety Photo of the Year: "Why Lock-Out, Tag-Out IS Vitally Important??"

Safety Photo of the Year: "Why Lock-Out, Tag-Out IS Vitally Important??"

THE CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

Sacramento, CA - FATAL

A worker climbs on top of a tire shredder to clear a jam. His foot is caught by the in-feed wheels.

The lower part of his body was shredded by the cutters.

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29 CFR SubPart J - 1910.147
THE CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

Who must be trained

Authorized employees – People who lock or tag out machines or equipment to perform servicing

Affected employees – People who use machines or equipment on which servicing is performed under lockout/tagout

Other employees – People who work in the area of locked out machinery or equipment

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29 CFR SubPart J - 1910.147
THE CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

ACCIDENT RELATED FACTORS

- ❑ **Clearing jams, cleaning residue, clearing stock.**
- ❑ **Failing to shut off equipment.**
- ❑ **Lack of proper tools.**
- ❑ **Common practice**
- ❑ **Likelihood / Severity**
- ❑ **Lack of awareness – training?**

Why Do We Need LO/TO?

- **To prevent exposure to hazardous energy.**
- **To prevent accidental starting of equipment.**
- **To prevent employees from using damaged/ out of service equipment.**

Forms of Hazardous Energy

- ❑ **Electrical**
- ❑ **Mechanical**
- ❑ **Hydraulic**
- ❑ **Pneumatic**
- ❑ **Magnetic**
- ❑ **Chemical**
- ❑ **Thermal**
- ❑ **Gravity**
- ❑ **Radiation**
- ❑ **Steam**

TYPES HAZARDOUS ENERGY

Energy Type	Description
Mechanical	Relating to springs, rotating parts etc, produced by machine
Radiation	Energy released from unstable nuclei, nuclear reaction or charged particle acceleration
Magnetic	Energy stored in magnetic fields, found in capacitors & superconducting magnetic storage
Gravity	Found in machine/equipment parts that might descend, slide or fall if left unblocked
Electrical	Present in transmission lines, transformers, circuit breakers or motors- AC or DC
Hydraulic	Involving fluid under pressure, in cylinders, pipes & tanks
Pneumatic	Involving compressed air or gas, in cylinders, lines or pipes
Thermal	Hot or Cold. Heat generated from machine or cooling system (<5 °C & >60 °C)
Chemical	Produced as a result of chemical reaction
Steam	Water vapour kept under pressure

Servicing or Maintenance

- **Workplace activities such as:**
  - Constructing,
  - Installing,
  - Setting up,
  - Adjusting,
  - Inspecting,
  - Modifying, and
  - Maintaining and/or servicing machines or equipment

Control of Hazardous Energy

- **Service and maintenance:**
  - Employee required to **remove** or **bypass** a guard or safety device
  - Employee required to place part of body into area that would be a danger zone during machine operation cycle

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29 CFR 1910.147(b) Definitions

Energy Isolating Device

- A mechanical device that physically prevents the transmission or release or energy

Lock Out

- The placement of a lockout device to block the flow of energy from a power source to a piece of equipment.
- **Any equipment that can be locked out must be locked out.**

Types of Lock-Out Devices

Plug Lock-Out

Multi-lock Device

Circuit Breaker Lock-Out

Lock Out Rules

- All locks to be provided by the employer.
- Authorized employees' responsibility to use locks properly (supervisors to supervise).
- Designated locks never be used to lock tool boxes, storage rooms, etc.
- Assigned locks are not to be borrowed or lent to others.

Tag Out

- The process of attaching a tag to a disconnect switch or other source of energy to warn others (affected employees) not to restore energy to the equipment.

Tags must…

Tags must be standardized by color, shape & size & can be specific…

DO NOT START
DO NOT OPEN
DO NOT CLOSE
DO NOT ENERGIZE
DO NOT OPERATE

Protective Material and Hardware

- **Lockout devices:**
  - Substantial enough to prevent removal without **excessive force or unusual techniques** such as bolt cutters
  - Standardized:
    - Color
    - Shape
    - Size
    - Print/Format

Protective Material and Hardware

- **Tagout devices:**
  - Substantial enough to prevent **inadvertent or accidental** removal
  - Non-reusable attachment means
  - Attachable by hand, self-lockable
  - At least equivalent to nylon cable tie

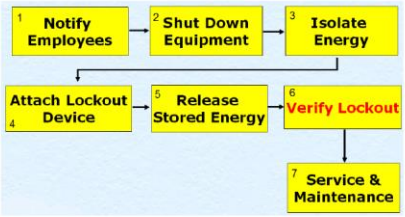
Protective Material and Hardware

- Lockout and tagout devices indicate identity of employee applying devices

Periodic Inspection

- Must be performed annually
- By authorized employee not using the procedure being inspected
- Correct any deviations
- Review employee responsibilities with:
  - each **authorized** employee
  - each **affected or authorized** employee

Lockout/Tagout Procedure – 7 steps



Compressor – Lockout/Tagout Procedure

Air Compressor Lock Out/Tag Out Procedure

1 – Move "Selector" switch to the off position.

2 – Disconnect power supply by pulling the handle down on the main power disconnect to the "Off" position. Then place the lock and tag on it.

3 – Remove all air from the system by opening the valve labeled "Bleeding Valve".

4 – Do any work that is needed.

Outside Personnel - Contractors

- Must exchange information with controlling employer.
- Must use LOTO procedures at least as stringent as OSHA's.
- Must verify that their employees have been appropriately trained.
- On-site employees must be alerted to contractor's use of LO/TO & any new devices.

Multiple Lock Out

- Required when more than one worker is involved.
- Prevents the equipment from being restored until all workers are finished & out of danger.

Shift Changes

- If the equipment is to remain locked out at the end of the shift, the on-coming worker must place his lock on the equipment BEFORE the departing worker removes his lock!

29 CFR 1910.147(f)

Multiple Lock Out

- Each authorized employee affixes personal lockout/tagout device to group lockout device when beginning work
- Each removes personal device when stopping work on this equipment

Documentation

- **Training - must contain employee's name and date of training**
- **Periodic Procedure Inspection - Annual Requirement**
- **Review of Process**

14. Personal Protective Equipment Hazard Assessment

Hazard assessments are required to be completed to determine the risk of exposure to eye and face hazards, including emergency situations. Based on the results, proper controls and eye protection can then be established.

Employees must be provided with eye and face protection when machines or operations present potential eye or face injury from physical, chemical, or radiation agents.

Proper selection of eye and face protection depends on the nature of the hazard.

Safety Glasses are intended to shield the wearer's eyes from impact hazards such as:

- Flying Fragments
- Objects
- Large Chips
- Particles

For people that use prescription glasses, options are available including "over-glasses, safety glasses" that cover the wearers' regular prescription glasses; and prescription safety glasses that are manufactured to common or unique prescriptions and meet ANSI Z87 standards, with integrated side shields.

Workers are required to use Safety Glasses with side shields when there is a hazard from flying objects.

Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with:

- Guards
- Engineering Controls
- Work Practices, and
- Sound Manufacturing Practices

Hazard Type	Common Related Tasks
Impact- Flying objects such as large chips, fragments, particles, sand, and dirt.	Chipping, grinding, machining, masonry work, wood working, sawing, drilling, riveting, sanding, etc.
Heat - Anything emitting extreme heat.	Furnace operations, pouring, casting, hot dipping, welding, etc.
Chemicals- Splash, fumes, vapors, and irritating mists.	Acid and chemical handling, degreasing, plating, and working with blood.
Dust- Harmful dust.	Woodworking, buffing, and general dusty conditions.
Optical Radiation- Radiant energy, glare, and intense light.	Welding, torch-cutting, brazing, soldering and laser work.

Hearing Protection

Don't take your ability to hear for granted. If you are not careful, you CAN lose your hearing. If you are exposed to very loud noises or to moderately loud noise for an extended period, you must take some form of hearing protection precautions.

When must hearing protection be provided and worn?

1. The "Best Practices" approach to hearing protection requires that whenever a worker's noise exposure is at or above an 8-hour average of 85 decibels, hearing protection should be worn.
2. The best defense against hearing loss is to use engineering and work-practice controls to eliminate the excessive exposure wherever possible.
3. If you are exposed to loud noises intermittently - wear protection.
4. Rule of thumb: If you have to raise your voice to talk to someone, you are in an area where the noise level is at or above 85 decibels, and you should be wearing hearing protection.

How can noise exposure be reduced or eliminated through engineering and work practice controls?

1. Periodic rotation of workers to less noisy areas.
2. Adding or replacing mufflers on motorized or pneumatic equipment.

3. Following equipment maintenance procedures to keep bearings and other moving parts lubricated.
4. Isolating loud equipment such as compressors and generators away from work areas.
5. Replacing older, noisier equipment with newer, quieter models.
6. Installing sound absorbing materials on walls and ceilings.

What are the types of hearing protectors?

- Foam plugs: Disposable and cheap with good noise reduction ability. Insert correctly to ensure the plugs expand for maximum hearing protection.
  - Reusable plugs: Provides protection similar to foam plugs, but are made of PVC or a polymer blend. Good for people who are allergic or sensitive to foam plugs.
- Canal caps: Designed to fit into the outer ear and to be held in place by a headband. Good for situations where protection must be removed frequently.
- Ear muffs: Come in a range of noise reduction levels to meet different needs. They are more comfortable than plugs or canal caps.

Be prepared. Know the noise level of the job and how long your exposure will be.
Then use the information provided by your safety supplier to select the best hearing protection for the job.

Personal Protective Equipment Policy

Eye Protection

Proper eye protection must be worn at all times. The moving machinery and particle dust in the air at this facility warrants the use of eye protection at all times. The minimum protection required is an
ANSI approved safety eyewear. These will be provided by the company at no cost to the employee for the first pair. If through normal wear, the eyewear needs to be replaced the second and consecutive pair will be replaced at no cost. If the replacement is due to misuse or loss by the employee they will be charged for the replacement.

Hearing Protection

Hearing protection is required at all times on the plant floor.
The noise levels in this plant are such as to make wearing of hearing protection a necessity to reduce the risk of hearing loss associated with prolonged exposure to loud noises.

Foot wear, gloves and work clothing requirements

The minimum requirement for footwear in this plant is leather works shoe preferably one that is full leather. We will allow the shoe type that is a hiking style shoe with ventilating mesh in the tongue. No athletic style shoes, running shoes, basketball or tennis shoes will be allowed.

We would ask that all employees wear clothing befitting the type of work we do here. Loose fitting clothing is a hazard around moving equipment and can result in entanglement in equipment resulting in loss of limb and possibly life. Keeping shirts tails and sleeves close to the body is a must reducing the risk of entanglement.

The minimum shirt requirement is a Tank top that is close fitting with arms covered at the shoulders with no large openings at the sides. Pants and shorts should be of cotton or other material that provides some protection for the employee's extremities. Shorts when worn should be at least knee length and not extremely loose fitting. In colder months when layers of clothing are worn the clothing should be tight fitting to reduce the risk of becoming entangled in moving equipment.

If you are handling material that can result in exposure to chemicals, splinters or sharp edges that could result in injury to your person, you are required to wear clothing, gloves, and/or dust masks etc. to prevent bodily injury. You will need to speak with plant management when exposed to such hazards to receive the proper PPE and training in wearing such equipment.

15. Respiratory Protection Program

The detailed requirement of the Occupational Safety and Health Administration (OSHA) Respiratory Protection Standard are found in 29 CFR 1910.134 and the included Appendix A, B, C, and D. The application of these requirements in the affected workplaces will promote more effective use of respirators and help provide for the safety and health of employees.

Generally businesses are required to establish a respiratory protection program whenever employees:

- work in situations where the level of oxygen is insufficient, or potentially insufficient,
- are potentially exposed to harmful levels of hazardous gases or vapors, or
- are exposed to other potential respiratory hazards, such as dust, mists, fumes, sprays and other airborne particles.

Engineering and work practice controls should be the primary means used to reduce employee exposure to toxic chemicals, and that respirators should only be used if engineering or work practice controls are infeasible or while they are being implemented. This preference for engineering and work practice controls is stated in a number of OSHA's standards and in the standards establishing permissible exposure limits for a number of harmful air contaminants. Feasible engineering, administrative, or work practice controls should be used in conjunction with respirators even though such controls may not be sufficient to reduce exposure to or below the permissible exposure limit (PEL).
It is imperative for the employer to provide the right type of respirator for the substance and level of exposure involved. The employer is responsible for identifying and evaluating the respiratory hazards in the workplace. This evaluation should be a reasonable estimate of employee exposures to respiratory hazards and an identification of the contaminant's chemical state and physical form. The evaluation can be completed by:

- Identifying the chemicals to which employees are exposed and evaluating the chemical hazards. Where exposure cannot be identified or reasonably estimated, the atmosphere should be considered immediately dangerous to life or health (IDLH). All oxygen-deficient atmospheres (less than 19.5% O2 by volume) are considered IDLH.
- Determining the state and physical form of the chemicals. Are they solids, liquids of gases? Do the liquids and solids give off vapors or do they form dusts or mists?
- Estimating or measuring employee exposures to the hazards.

The employer is then required to select and provide an appropriate respirator based on the respiratory hazards to which the worker is exposed. Note that some chemical substances have very specific criteria that must be used in estimating the exposure.

A written respiratory protection program is required when necessary to protect the health of the employee from workplace contaminants or when the employer requires the use of respirators. A limited written program is also required when respirators (other than filtering face pieces) are being voluntarily worn by employees.

The OSHA published a Small Entity Compliance Guide to help businesses understand the Respiratory Protection Standard. It provides guidance only and does not replace the official Respiratory Protection Standard (29 CFR 1910.134), which must be referred to for compliance. A sample respiratory protection program is provided as a part of the Small Entity Compliance Guide. It is suggested that this program be read, analyzed, and adapted to meet the needs of your program. Keep in mind, however, that there is often more than one way to implement certain requirements of the standard in a particular workplace setting.

Eight Steps for an Effective Respiratory Protection Program

The program must include workplace specific procedures and contain all applicable program elements. Where respirators are required, respirators (and their associated requirements such as fit-testing and maintenance), training, and medical evaluations must be provided at no cost to the employee. If employers allow the voluntary use of respirators other than filtering face pieces, the costs associated with ensuring the respirator itself does not create a hazard, such as medical evaluations and maintenance must be provided at no cost to the employee.

1. **Administration**
   Put one person in charge of the entire program. This person should have knowledge about the respiratory protection standards and methods of hazard control.
2. **Defining Respiratory Hazards**
   Consider the possibility of oxygen deficient atmospheres. Study all the contaminants that could cause trouble for your employees. Determine the permissible exposure limit of the contaminants.
3. **Hazard Assessment**
   Review your entire operation and locate any potential hazards. Sample and test with the proper equipment during operations. Take samples in the work area frequently enough to cover the range of average exposures.
4. **Hazard Controls**
   Engineering controls should be used whenever possible to reduce or eliminate an employee's exposure to contaminants. When this cannot eliminate all exposure, appropriate protection equipment should be provided to all employees.
5. **Selection of Respiratory Protection**
   On the basis of your hazard assessment, select a protective device which gives the desired protection. Respirators are selected according to the type and concentration of airborne contaminant that is present. The selection must use the regulated assigned protection factors. Respirators should have a maximum use concentration indicated to assure it is capable of providing the needed protection.
6. **Training**
   All employees who are required to wear respiratory protection devices should be thoroughly trained on the use of the device, the nature of the hazard, its potential harm, and the limitations of the device. All training should be followed by close field supervision. Annual training is required. Since a person’s facial characteristics may change through time, fit testing should be done annually, as well, and could be done at the same time as the training.
7. **Inspection, Maintenance, and Repair**
   A written, mandatory procedure for the inspection, maintenance, and repair of the protective devices should be developed. This program should include adequate documentation of all work performed. The expected service life for the selected respirators must be determined or a change schedule is needed.
8. **Medical Surveillance**
   Employees who are either required to wear respirators, or who choose to wear an air purifying respirator voluntarily, must pass a medical exam before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use. The voluntary use of a filtering face piece respirator does not generally require medical evaluation. In addition to a regular program of pre-employment medical evaluation, a process of medical monitoring can help determine the success of the respiratory protection program.

A. Training

Employee training is a critical part of a successful respiratory protection program and is essential for correct respirator use. Training must be provided to all employees who are required to wear respirators. Training must address the identification of hazards, the extent of employee exposure to those hazards, and the potential health effects of exposure. The training that is required under the Hazard Communication standard (29 CFR 1910.1200) can help satisfy this requirement for chemical hazards.

Comprehensive training must be repeated at least annually. Employees must understand that proper fit, usage, and maintenance of respirators is critical to ensure that they can perform their protective function. Basic information on the proper use of respirators should be presented to the employee either verbally or in written form, if the employee chooses to wear a respirator but is not required to do so.

For those that are not required to wear a respirator, the company will generally provide employees who voluntarily choose to wear a respirator with a copy of Appendix D of the standard. (Appendix D details the requirements for voluntary use of respirators by employees.)

Appendix D (Mandatory) of the standard covers Information for Employees Using Respirators When Not Required Under the Standard, and states:

"Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide and additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substances does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.
You should do the following:

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 of 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.

B. Inspection and Maintenance

General Guidelines:

Anyone wearing a respirator must inspect it daily whenever it is in use.
Supervisors will periodically spot check respirators for fit, usage and condition.
An end of service life or change schedule must be determined for all cartridge respirators. Reliance on odor thresholds and other warning properties will not be permitted as the primary basis for determining the service life of gas and vapor cartridges and canisters.
A general "rule of thumb" that should only be used with a more precise method of predicting service life for specific contaminants suggests that:

- If the chemical's boiling point is > 70 °C and the concentration is less than 200 ppm you can expect a service life of 8 hours at a normal work rate.
- Service life is inversely proportional to work rate. A faster work pace increases ones breathing rate which decreases the life of a respirator.
- Reducing the contaminant concentration by a factor of 10 will increase service life by a factor of 5.
- Humidity above 85% will reduce service life by 50%.

Respirators not discarded after one shift must be cleaned on a daily basis, in accordance to the manufacturer's recommendations. All cleaning of respirators is to be done by individuals trained in the procedure.
Respirators not discarded after one shift must be stored in a suitable container and located in an area away from contamination.
If a respirator is used by more than one individual it must be properly cleaned between uses. Each area requiring the regular use of respirators will maintain a log book. Employees not discarding respirators after one shift should sign this log to document the inspection and maintenance of their respirator.
The OSHA Standard 1910.134 for respiratory protection Appendix A, describes mandatory fit testing procedures; Appendix B-1 describes mandatory user seal check procedures; and Appendix B-2 describes mandatory respiratory cleaning procedures.

Inspection Procedures

The following procedure is the responsibility of each person using a cartridge respirator; they must be trained before being allowed to use the respirator. The respirator must be inspected before each use to ensure it is in proper operating condition, and any damaged or defective part must be repaired or replaced.

- Check the faceplates for cracks, tears, and dirt. Be certain the faceplate, especially the face seal area, is not distorted. The material must be pliable, not stiff.
- Examine the inhalation valves for signs of distortion, cracking, or tearing. Lift valves and inspect the valve seats for dirt or cracking.
- Determine that the head straps are intact and have good elasticity.
- Examine all plastic parts for signs of cracking or fatigue. Make sure the gaskets are properly sealed.
- Remove the exhalation valve cover and examine the valve and valve seat for signs of dirt, distortion, cracking, or tearing. Replace the exhalation cover.

Assembling and Fitting a Respirator

- To attach the cartridge to the respirator faceplate, remove the retainer cap from the cartridge holder. Make sure the rubber gasket is properly seated in the slot around the base of the holder. If the gasket is twisted or out of its slot, the respirator may leak. Replace or reseat the gasket if necessary.
- Place the filter cartridge into the holder. The high efficiency cartridge must be placed with the large solid center dot facing out away from the respirator.
- If used, place the pre-filer on top of the cartridge. The printed side of the filter should face the cartridge.
- Place the retainer over the filter and rotate it clockwise until tight. Twisting the retainer too tightly can result in distortion and may cause leakage.
- Place the respirator over the mouth and nose. Then pull the head harness over the crown of the head.
- Take the bottom straps, in both hands, place them in back of the neck and hook them together.
- Pull the ends of the head harness and bottom straps to adjust the tightness.

Maintenance and Disassembly

- Cleaning is recommended after each use. Disassemble by removing the cartridge, headbands and other parts.
- Clean and sanitize the masks by immersing them in a warm water solution and scrubbing with a soft brush until clean. Use cleaning solutions recommended by the manufacturer.
- Rinse in fresh, warm water and air dry in an uncontaminated area.
- Respirators components, especially the exhalation valve and seat valve should be inspected with any worn or deteriorated parts being replaced.

Assembly

- Place the exhalation valve on its post, making certain that it seats to the flared top of the post. Fit the valve cover to the hinged end of the seat, and then firmly snap the cover closed.
- Place the valve assembly into the bottom opening of the face piece with the arrow pointing directly at the arrow on the face piece.
- Replace the face piece yoke, making certain that the hole in the yoke engages the rubber button on the face piece. Moisten the rubber button for easier assembly.
- Attach the straps to the yoke by placing the tee-bar into the slot while sliding the tab over the outside of the yoke. Rotate ¼ turn to lock in place.
- Place the cartridge into the side ports of the face piece. Make certain that the arrow on the holder is pointed toward the upper arrow on the inside of the face piece.

Storage

- The respirator must be placed in a clean container and stored at room temperature in a dry and uncontaminated atmosphere.

OSHA Respirator Fit Test and Medical Evaluation Questionnaire (Mandatory) (Sec. 1910.134, Appendix C)

The Fit Test and Medical Evaluation Questionnaire are completed by Concentra Medical Center. There OSHA respirator medical evaluation questionnaire determines if the employee requires a medical examination.

Concentra Medical Center: 9211 Burge Ave, Richmond VA 23237, 804-275-7200

https://www.concentra.com/-/media/project/concentra/dotcom/usa/files/forms/osha-respirator-medical-evaluation-questionaire.pdf?la=en&t=20171020154000&hash=B6DE5667DF9E2E26B14E9175726797DF2B0E2C5F

16. Return-to-Work & Modified Duty Job Program A Guide to Implementation

Wage loss benefits to injured workers make up almost 50 percent of a typical workers compensation claim. These costs result in higher experience modifications which, in turn, result in higher premiums. A systematic method of getting an injured employee back to work as quickly as possible can impact these costs, thus reducing **your** premiums.

How to Institute Return-to-Work & Modified Duty Job Program

Develop a Return-to-Work & Modified Duty Job Policy Statement:

- Put it in writing;
- Communicate the policy to all employees;
- Emphasize your commitment to get injured employees back to productive work as quickly as possible;
- List some of the modified duty jobs that will be made available; and
- Indicate your willingness to provide work that meets the employee's physical limitations.

Designate person(s) responsible for the administration of the program. This person should be responsible for:

- Reporting claims to the insurance company promptly;
- Keeping a supply of forms used:
  - Claims forms
  - Return-to-Work Authorization Form
- Keeping a list of key contact people and telephone numbers:
  - Claims person
  - Designated physician

Designate a company physician.

- Communicate this to all employees;
- In most cases, have a/the supervisor take the injured employee to the physician;
- Have the injured employee bring a Return-to-Work Authorization Form to the physician to be completed and returned to the employer as soon as possible.

Contact your injured employee if he/she does not return to work immediately.

- Explain to the employees that you value them and would like to have them back to work as soon as possible.
- Contact your employee on a regular basis to check on his/her status.
- Stress your commitment to returning the employee to work as soon as possible.
- Explain that you have modified duty and transitional work available that may meet his/her physical limitations.

When the employee returns to work:

- Complete the Return-to-Work Authorization Form with the injured employee;
- Have the employee perform appropriate modified duty or transitional work; and
- Regularly evaluate the employee's physical capabilities.

Attachments:

Attachment 1: Return to Work Authorization Form

Blair-Dumond, Inc.
Return to Work Authorization Form

Employee		Employer Contact Person	
Employer	Blair-Dumond, Inc.	Phone	
Date		Applicable Shift Duration	

* * *

Diagnosis							
Work Related	☐	Submit Claim to:					
Non-Work Related	☐	Submit Claim to:					
Treatment							
Disposition	☐	Return to work date (no limitations):					
	☐	Return to work date (with limitations):		From:		To:	
	☐	Unable to work		From:		To:	
	☐	Return to Clinic on					
Prognosis							
Referral	To Consultant - Doctor		Date & Time				
	Physical therapy		Frequency				

Work Restrictions

Restrictions apply to:	Work ☐	Home: ☐	Leisure ☐				
During the applicable workday, this employee can:	Sit	Hours	Stand	Hours	Walk	Hours	

In terms of an applicable work day, "occasionally" equals 1-33%, "frequently" equals 34-66%, and "continuously" equals 67-100%.

Employee Can:	Never	Occasionally	Frequently	Continuously
Lift and carry:				
up to 10 pounds				
11 - 25 pounds				
26 - 35 pounds				
36 - 50 pounds				
51 - 75 pounds				
76 - 100 pounds				
Reach above shoulder level				
Push / Pull				
Climb				
Crawl				
Squat / Kneel				
Bend / Stoop / Crouch				
Balance				
Twist upper body				
Use hands dexterously				

☐	No operation moving equipment or machinery	
☐	No exposure to chemicals (Specify)	
☐	No static position (Specify)	
☐	Other (Specify)	
Physician/s Comments:		

Physician:		Date:	

Blair-Dumond, Inc.

17. Substance Abuse Policy

Blair-Dumond, Inc. is committed to a work place environment that promotes the safe and efficient performance of job duties and supports the health and wellbeing of all employees. For this reason, the company is striving to maintain a drug and alcohol free work place to safeguard its employees, the quality of its services, and its reputation in the community.

POLICY STATEMENT

It is a violation of company policy for any employee to manufacture, use, possess, sell, purchase, transfer, or distribute alcohol or illegal or unauthorized drugs while on company property or time (this does not prohibit the appropriate use of legally prescribed drugs). Company property includes parking lots, company vehicles, or company approved vehicles to transport employees. Company time includes hours spent on and off company premises during official working hours and four hours previous to start job related functions.

1. It is violation of company policy for any employee to report to work under influence of alcohol or illegal or unauthorized drugs. The employee must also inform management staff if they are using any legal "over-the-counter" medication that may cause impairment.
2. It is a violation of company policy for any employee to have the detectable presence of any unauthorized legal or illegal drug in their system at any time.

Employees who violate any of the provisions of this policy are subject to disciplinary actions up to and including termination for violation of company policies.

SUBSTANCE ABUSE SCREENING PROGRAM - APPLICANTS FOR EMPLOYMENT

All individuals applying for employment shall, upon a conditional offer of employment, be required to undergo testing as a condition of employment. Refusal to test, or a confirmed positive test, will be considered ineligible for hire.

TESTING OF EMPLOYEES

FOR CAUSE/REASONABLE SUSPICION

If management determines that there is reasonable cause to suspect an employee is under the influence of drugs or alcohol, they may require the employee to be tested. Reasonable grounds would include:

1. Inappropriate behavior or performance problems on the job
2. An accident in the workplace or while operating a company vehicle
3. Observable indications of substance use
4. Direct observation of the individual taking drugs or alcohol

POST ACCIDENT

The company reserves the right to require an employee to submit to substance abuse screening within two hours after notifying management of an accident including:

1. Injury involving loss of time on a job
2. Injuring requiring medical attention
3. Accident causing damage to company or customer property
4. Moving traffic violation resulting from the accident on company time
5. Any accident resulting in a fatality

RANDOM TESTING

The company reserves the right to randomly test all employees in order to preserve the safety and wellbeing of both employees and customers. The random selection will be in a manner established by the company and will be non-discriminatory. Employees selected will be tested without notice and are required to report to the testing facility of notification.

RETURN TO DUTY/FOLLOW UP TESTING

The company has the right to require an employee who has tested positive to submit to six (6) unannounced drug and/or alcohol tests within the first 12 months after an employee returns to duty. Payment for these tests will be the responsibility of the employee.

POSITIVE RESULTS PROCEDURES

ALCOHOL: Initial alcohol tests will be performed by either a Breath Control Technician (BAT) using an Evidential Breath Testing device or any DOT-approved Saliva Alcohol Test. A trained, designated employee may administer an Instant Oral Fluid Alcohol Testing. Any positive result will be confirmed by a Breath Alcohol Technician (BAT) using an Evidential Breath Testing Device.

All positive test results confirmed by chromatography/mass spectrometry (GC/MS) will be given to Medical Review Officer (MRO). The doctor will discuss the results with the employee. He will then give a final result to Trident who will report it to the designated employer representative.

CONSEQUENCES OF A POSITVE TEST RESULT

Any employee testing positive for drugs and/or alcohol will be subject to disciplinary action up to and including termination, as decided by the company. In addition, the company reserves the right to require the individual to submit to an evaluation and/or treatment by a Substance Abuse Counselor designated by the company. The employee will be subject to unannounced follow-up testing over the next 12 months.

POLICY VIOLATION

Refusal to be tested is a violation of this policy.

VA LAW/COMPANY POLICY

It is a violation to:

1. Sell, give away, distribute, or transport or market any urine with the intent of using the urine to defeat a drug or alcohol screening test
2. Attempt to defeat a drug or alcohol screening test by the substitution of a sample
3. Adulterate urine or other bodily fluid sample with the intent to defraud a drug or alcohol screening test

All samples that are reported as suspect will subject employee to a second (supervised) retest within 48 hours following receipt of the initial test result. Failure to report as scheduled for a retest will be considered a refusal to be tested. Violators may be terminated for noncompliance with company policies.

LABORATORY

The company reserved the right to select the certified laboratory to perform the testing.

SEARCHES

The company maintains the right to carry out reasonable searches of employees' personal belongings, tool boxes, work area, desks, packages, and vehicle while on company property, and company vehicles at any time and place. The purpose of such searches is to deter the use, possession, transportation or sale of illegal or unauthorized drugs in order to maintain a safe work environment. Such searches may be initiated by the company without prior announcement, and will be conducted at such times and locations as deemed appropriate. An employee's consent to such searches is required a condition of becoming and remaining an employee of this company. Refusal to allow a search by management may result in termination.

SUBSTANCE ABUSE POLICY FORM SIGNATURE (This is **mandatory**. The employee and employer should keep a copy.)
By my signature below, I acknowledge that I have received, read and understand the substance abuse policy and have had an opportunity to have any aspect of the policy that I did not understand that this policy, and my compliance with it, is a term condition of my continued employment and that any violation will result in disciplinary action, up to and including the termination of my employment.

I further agree to adhere to this policy in all respects, without limitation or exception, and agree to hold my employer harmless for any action taken with regard to my employment status as a result of my failure to comply with any portion of this policy.

Name (Print) _____

Signature _____ Date _____