

Rutherford County



COPYRIGHT 1976 IN U.S.A. BY
RICHARD C. SHACKLETT

Safety Program

TABLE OF CONTENTS

PURPOSE AND SCOPE	3
RIGHTS AND RESPONSIBILITIES DEPARTMENTS 1.1	5
MANAGEMENT & SAFETY COORDINATOR 1.2.....	6
COMMITTEES & EMPLOYEES 1.3.....	7
POLICY AND PROCEDURE	8
GENERAL INFORMATION 2.1	9
SITE INSPECTION AND INVESTIGATION 2.2.....	14
ON THE JOB INJURY PROGRAM 2.3	17
SAFETY PROGRAMS	19
FALL PROTECTION 3.1.....	20
FIRE PREVENTION 3.2	25
GHS HAZARD COMMUNICATION 3.3	28
HEARING CONSERVATION 3.4.....	33
HEAT STRESS 3.5.....	35
LADDER SAFETY 3.6	36
LOCKOUT/TAG OUT PROCEDURE 3.7.....	40
PERSONAL PROTECTIVE EQUIPMENT 3.8.....	44
RESPIRATORY PROTECTION 3.9.....	47
APPENDIX AND RESOURCES	52
QUICK CHECKLIST FOR LOCKOUT/TAGOUT	54
RESPIRATOR MEDICAL EVALUATION FORM	55
RESPIRATOR USE –NOT MANDATORY CHART	64
PPE HAZARD ASSESSMENT WORKSHEET	65
HOUSEKEEPING INSPECTION WORKSHEET	74
TOSHA TRAINING REQUIREMENTS AND STANDARDS	76

Purpose & Scope

RCG SAFETY PROGRAM-PURPOSE AND SCOPE

Rutherford County Government, to the fullest extent practical, will safeguard our employees, the general public and our property by preventing and minimizing hazards in our work environment. We will meet or exceed the requirements of health, safety and environmental regulations issued by federal, state and local agencies. Where existing laws and regulations do not ensure adequate protection for public health and safety, we will establish and meet our own quality standards.

The provisions of this manual apply to each and every employee in each and every department of our organization. **'Department'** for purposes of this document, refers to **all Rutherford County General** departments and **all Rutherford County Board of Education** schools and departments. Rutherford County Government (RCG, henceforth in this document) is committed to providing a healthy and safe work environment for our employees. Our vision is to achieve a work environment which is free from injuries and unsafe conditions. We develop and maintain a well-trained and competent workforce by defining clear rules, instructing through training and offering proper equipment to perform each job. Each RCG department shall participate in and abide by the Safety Program.

All work performed by RCG employees will be conducted according to the procedures in this manual and in conjunction with each department's set Standard Operating Procedures. It is the position of RCG that all jobs and services will be performed within the bounds of safe work behavior regardless of circumstances. Employees are expected to work in a safe and conscientious manner at all times. Together, we make RCG a safe place to work.

Every RCG employee has personal responsibility to:

- Use good judgment at all times.
- Know and follow safety rules, policies, and procedures for the work area.
- Maintain the safe work area by removing self and others from risk.
- Know the hazards of materials and equipment for the work area and follow specified precautions.
- Use all the work area's safety equipment properly.
- Report work related injuries, illnesses, or unsafe conditions to supervisor immediately.

The provisions of our Safety Program apply to each and every employee of RCG. This manual shall be readily available to all employees. This manual will be reviewed yearly and revised as needed reflecting operations changes or regulatory requirements.



Ernest Burgess, Rutherford County Mayor

RIGHTS AND RESPONSIBILITIES-RCG DEPARTMENTS

RCG departments shall abide by our Safety program along with establishing written Standard Operating Procedures of safety rules and regulations pertinent to their site specific operations. These Standards shall comply with all TOSHA regulations. Departments shall review procedures and provide revisions to the Safety Coordinator on an annual basis as required by TOSHA.

Departments are encouraged to maintain a standing safety committee which meets quarterly or more often as the department deems fit. It is recommended that members are comprised of different strata of staff and management levels to ensure wide-ranging representation of the specific site. Safety committee meetings are open to any employee who wishes to attend in accordance to the established procedures. Each department accepts responsibility to uphold safety rules and regulations of RCG's Safety program in addition to their own department's Standard Operating Procedures. Violations of safety rules will not be condoned. Appropriate supervisory personnel shall review each violation.

New employees shall be granted access to departmental standard operating procedures on their first working day and have rules fully explained. Existing employees shall be granted access to their departmental standard operating procedures and have rules fully explained.

RIGHTS AND RESPONSIBILITIES-DEFINED DUTIES

DIRECTORS, PRINCIPALS AND/OR SUPERVISORS

- Ensures overall health and safety of the environment and all employees under his/her supervision.
- Verifies all employees under his/her supervision conduct work in a safe and conscientious manner according to established policies under all times and conditions.
- Confirms all employees under his/her supervision know the safe work practices in addition to all associated hazards in their work area.
- Certifies all employees under his/her supervision complete annual TOSHA required training and maintains documentation.
- Authorizes all employees under his/her supervision access to medical examinations and personal protective equipment as necessary for the work area.
- Administers disciplinary actions as warranted to employees under his/her supervision that violate RCG Safety program or Department's Standard Operating Procedures.

SAFETY COORDINATOR

- Assists directors, principals, supervisors and employees in defining hazardous operations, designing safe practices and selecting appropriate effective personal protective equipment.
- Collaborates with directors, principals, and supervisors in developing and reviewing rules and procedures for safe work practices providing consultation and recommendations on health and safety compliance.
- Works with directors, principals, and supervisors in structuring safety training programs, conducting training and supplying safety resources as needed.
- Distributes health/safety notices posting as required by Federal, State or Local regulations.
- Evaluates and modifies techniques and procedures in relation to the overall health and safety
- Administers On-the-Job Injury program as well as managing the remaining workers compensation claims. All related records and statistics are maintained and reported.
- Surveys each departmental work area evaluating site specific housekeeping inspections. Advises directors, principals, and/or supervisors on necessary corrective measures.
- Partners with departmental safety committees developing site specific inspection plans and safety rules as requested.
- Conducts safety training as requested.

RIGHTS AND RESPONSIBILITIES-DEFINED DUTIES, CONTINUED

PUBLIC SAFETY COMMITTEE

- Promotes occupational health and safety for each and every department of RCG.
- Reviews, evaluates and advises on health and safety policies and/or complaints.
- Appoints members from various RCG departments to ensure wide-ranging representation of our diverse organization.
- Holds quarterly meetings to discuss current issues, report required tracking and convey training obligations.

DEPARTMENTAL SAFETY COMMITTEE

- Meets at regularly scheduled intervals outlined by the department.
- Appoints members comprised of many staff levels to ensure wide representation of the department.
- Holds open meetings to which any employee may attend in accordance to established procedures.
- Reviews any and all accidents and injuries occurring in the department.
- Conducts monthly housekeeping inspections identifying possible unsafe situations.
- Recommends effective solutions modifying procedures as needed.
- Investigates and expeditiously handles any health and safety related complaints.
- Recommends improvements for occupational health and safety of department employees.
- Notifies Safety Coordinator of any modifications made to the procedures.
- Departmental Safety Rules To be established by each department's Safety Committee

EMPLOYEES

- Abides by the RCG Safety Program as well as their Department's Standard Operating Procedures.
- Anticipates hazards and utilizes all safeguards in their work area.
- Alerts director, principal, supervisor, and/or safety coordinator to potentially hazardous situations.
- Have right to file complaints regarding health and safety concerns without fear of termination or discrimination due to the filing.

Policies & Procedures

GENERAL SAFETY POLICIES AND PROCEDURES

Rutherford County Government, to the fullest extent practical, will safeguard our employees, the general public and our property by preventing and minimizing hazards in our work environment. We will meet or exceed the requirements of health, safety and environmental regulations issued by federal, state and local agencies. Where existing laws and regulations do not ensure adequate protection for public health and safety, we will establish and meet our own quality standards. Safety is a cooperative responsibility. We require participation by every employee, supervisor, and principal and director. Each of us will abide by the following guidelines.

AN RCG EMPLOYEE MUST:

- Use good judgment and be responsible for own safety at all times.
- Know and follow safety rules, policies, and procedures for the work area. Employee is responsible to comply with RCG Safety Program and Standard Operating Procedures applicable to the department.
- Maintain the safe work area by exercising care to prevent injury in addition to removing self and others from known risk.
- Know the hazards of materials and equipment for the work area and follow specified precautions.
- Utilize or wear properly safety equipment as assigned for specific job task.
- Understand instructions fully before starting any job task.
- Use good judgment when operating equipment at all times. Seek assistance and direction when using any unfamiliar piece of equipment or tool.
- Report any and all work related injuries, illnesses, or incidents to supervisor immediately regardless of how minor they seem at the time.
- Report any and all unsafe conditions or equipment to supervisor immediately.

AN RCG EMPLOYEE MUST NOT:

- Do not sacrifice safety for the sake of work.
- Do not refuse to wear safety equipment. This is forbidden and subject to disciplinary action.
- Do not operate any equipment known to be in an unsafe working condition.
- Do not use a cell phone around flammable material. This is forbidden and subject to disciplinary action.
- Do not take part in inappropriate or dangerous behavior. Horseplay, fighting and practical jokes are shall not be tolerated.
- Do not use or possess intoxicating beverages, drugs, unauthorized firearms or other weapons on the job. This is forbidden and subject to disciplinary action.

OFFICE SAFETY

This policy establishes safe work practices for all offices and administrative areas.

AN RCG EMPLOYEE MUST:

- Practice good housekeeping. Keep floors free from slip, trip, and fall hazards.
- Keep doors free of obstructions at all times to permit a clear outlet in case of an emergency.
- Clean spills immediately to prevent slipping accidents.
- Use only safety step stools or ladders for climbing.
- Keep file and desk drawers closed when not in use to prevent tripping accidents.
- Open only one drawer at a time to prevent filing cabinets from tipping.
- Avoid overloading top drawers to prevent filing cabinets from tipping.
- Use proper equipment for the job at hand (e.g. a staple remover to remove staples).
- Keep tacks and other sharp containers in closed containers.
- Use a cable cover to prevent tripping if a cable cord runs across the floor.
- Unplug any office machine that smokes, sparks or delivers an electrical shock.
- Report any defects or damages immediately to the Maintenance department for repair. This includes, but is not limited to electrical cords, broken switches, loose connections, bare wires, loose tiles, broken steps, loose railings, etc.

AN RCG EMPLOYEE MUST NOT:

- Do not stand in or on a swivel chair
- Do not use chairs as step stools.
- Do not lean too far back in chairs.
- Do not overload electrical outlets.
- Do not plug multiple outlet strips or extension cords with multiple electrical receptacles into another multiple outlet strip.
- Do not run electrical cords under chair mats, carpeting or through doors. Repeated pinching or crushing of the cord may cause cracked insulation which creates both fire and electrical hazards.
- Do not cover air vents or obstruct air flow from registers.
- Do not place furniture, equipment or material that blocks air movement around thermostats.
- Do not mix water or dampness with electricity or electrical equipment.

OFFICE SAFETY – CONTINUED, CORRIDORS AND OUTSIDE WALKWAYS

Policy is established for safe use of corridors in buildings occupied by County employees. Corridors and outside walkways will remain free and clear of obstruction. No equipment or material shall be placed or stored in a way that impedes access to doorways, other exits, telephones, electrical panels, fire extinguishers or fire alarm boxes. Neither will hazardous material or hazardous wastes be placed or stored in corridors or outside walkways. Sidewalks should be used at all times. Mark items intended for disposal clearly as “TRASH”. If it is necessary to place such items in corridors, do so at the shift end.

SAFE LIFTING AND CARRYING

Policy is established for prevention of strain/sprain injuries that can result from lifting, pushing, pulling, carrying, lowering, holding and restraining. The County prevents back injury risks through job process assessments and training. Employees may suggest job process improvements to their supervisor. Extra care is needed when lifting or lowering heavy loads to or from ground levels. This lift is the riskiest. When lifting from ground, correct posture is straight back with bent knees holding load close to the body. Lift with leg muscles, support forearms with knees and support load with the body. When lowering to ground, correct posture is straight back holding load close to the body. Lower with leg muscles and bent knees, supporting forearms with knees when possible. Do not bend at or with the back.

Safe Lifting Tips

- Plan the lift
- Warm up before lifting and carrying any load
- Take short breaks when repeating lifts
- Use provided mechanical aids to lower injury risks
- Never carry a load on shoulders.

COUNTY VEHICLE OPERATION

This policy establishes for the safe use of County vehicles. The vehicle shall be operated in a safe manner conforming to traffic laws and road conditions. This includes but is not limited to speed limits, parking, tail gaiting, traffic signs, flashing signals, and overtaking and passing another vehicle (including school buses).

AN RCG AUTHORIZED DRIVER MUST:

- Maintain a valid TN driver's license.
- Use vehicle to conduct official County business only.
- Drive vehicle directly home after work and leave parked until needed.
- Ensure driver and passengers wear seat belts at all times with no more than three people in the front seat of vehicle at any one time.
- Turn off motor when the car is left unattended.
- Refrain from cell phone use while driving unless equipped with hands free operation.
- Allow no one to ride on running boards, fenders, hoods, tailgates or rear racks of vehicle.
- Allow no transport of persons other than County employees in vehicle unless the transport on official County business, law enforcement, and ambulatory matters or authorized by a Supervisor.
- Assure any transported items (equipment, property, supplies, etc.) are properly secured to prevent shifting or falling from vehicle.
- Assure any transported items (equipment, property, supplies, etc.) when loaded does not obstruct view ahead, right, left, and/or interferes with driver's control of the driving mechanism of vehicle.
- Avoid opening the vehicle's door toward moving traffic unless and until it is reasonable safe to do so.
- Avoid leaving the vehicle's door open toward moving traffic for any period longer than necessary to load or unload passengers.

INSPECTION AND INVESTIGATION

AUTHORITY TO INSPECT

The Safety Coordinator has authorized entry to inspect at any reasonable time, any RCG work site to confirm adherence to the RCG Safety Program. Directors, principals, and/or supervisors shall cooperate with the Safety Coordinator.

GENERAL SAFETY INSPECTION

Notice of Inspection General Safety inspections are conducted periodically with scheduled notice in order to provide an efficient and effective assessment of the work area. However, the Safety Coordinator holds the right to conduct surprise inspections at any time without notice.

Opening Conference Inspections begin with the Safety Coordinator explanation to directors, principals, and/or supervisors the inspection's purpose, which is to determine departmental compliance with the RCG Safety Program.

Inspection Safety rules, training records, and injury records will be examined for compliance. Work areas will be studied for any recognized health and/or safety hazards. Safety Coordinator holds the right to converse with employees in regard to job processes and may do so as deemed necessary.

Closing Conference Upon completion, the Safety Coordinator communicates to directors, principals, and/or supervisors about any conditions and/or processes that may pose health or safety hazards.

Inspection Reports Within one week of inspection, the Safety Coordinator will report any hazard or violation results to the directors, principals and/or supervisors. Together, they will develop corrective measures to any violations.

Action Timeline Any violation that may cause imminent danger or death shall be corrected immediately. Five days are granted to completely remedy any serious violation. Twenty days are granted to completely remedy any non-serious violation. Each department shall be required to complete said remedies on the allotted timetable.

Complaints Any employee may file a complaint of unsafe working conditions or hazards to the Safety Coordinator by verbal or written statement. The Safety Coordinator will communicate any results or corrective actions resulting from the findings to the employee.

PENALTIES

Civil or criminal penalties shall not be issued against any employee for failure to comply with the safety rules or regulations of this program. Any employee who willfully and/or repeatedly violates the safety rules or regulations shall be subject to disciplinary action. Directors, principals, and/or supervisors hold the right to administer disciplinary action as appropriate and warranted by their department's policies and procedures. These may include verbal and written reprimands, work suspension, or termination.

COMPLIANCE WITH OTHER LAWS NOT EXCUSED

Compliance with any other law, statute, resolution or executive order that regulates health and safety in employment and places of employment, does not excuse any employee from being in compliance with RCG's Safety Program.

ACCIDENT INVESTIGATION

Accidents are categorized as either serious or non-serious. Non-serious accidents (paper cuts, minor scratches, abrasions, or system failures that have minor consequences) do not cause lost workdays. Serious accidents (twisting ankle or receiving electrical shock) may or may not cause lost workdays. All serious accidents shall be investigated by the supervisor with the assistance of the safety coordinator.

Together, the supervisor and safety coordinator will develop corrective measures to any violations. The purpose of the investigation is to review what transpired and to determine what, if any preventative or corrective measures can be taken to stop recurrence. The investigation will look beyond causes of human error and carelessness to consider if underlying problems exist in the workplace. Equipment, materials, and job processes may be reviewed to see if they contributed to the accident.

GENERAL INVESTIGATION

<i>Gathering Information-</i>	Investigate as soon as possible after the occurrence. Identify witnesses. Review conditions as they were as close to the time of the incident as possible.
<i>Analyzing Information-</i>	Determine what and how the incident transpired. Ascertain any underlying problems in the work area, such as the equipment, materials, job processes, or management procedures that may have contributed to the error.
<i>Drawing Conclusion-</i>	Consider why the incident happened.
<i>Making Recommendation-</i>	Suggest possible preventative, corrective measures to take.
<i>Remedying Situation-</i>	In order to prevent accidents and make a safer workplace, causes and circumstances that lead to serious accidents must be identified and corrected in order to prevent recurrence.

ON-THE-JOB INJURY PROGRAM, WORK-RELATED INJURIES, ILLNESS & ACCIDENTS

Employees shall report any and all accidents, injuries or illnesses to their supervisors within one hour or as soon as possible after the occurrence. If the accident involves loss of life, loss of consciousness, loss of a body part, broken bones, or third degree burns, the director, principal, and/or supervisor must be notified immediately. **The director, principal, and/or supervisor hold the responsibility to notify the Safety Coordinator immediately.**

Upon notification, the Safety Coordinator will inform TOSHA of any work-related fatalities or in-patient hospitalization as well as track all recordable injuries on the OSHA 300 Log. The OSHA 300 Log will be maintained by the Safety Coordinator for a minimum of five years.

REPORTING AND RECORDKEEPING

Recording and reporting of any and all accidents, injuries and illnesses shall be according to the following instructions:

1. Report incident within the current working shift or as soon as possible after the occurrence to director, principal, and/or supervisor. Supervisors will report incident of possible On-the-Job Injury (OJI) within one working day.
2. Complete and submit OJI Claim Report and Employee Injury Statement to supervisor.
3. Select an authorized physician from the Panel of Physicians on the OJI Claim Report. Complete and submit the form. Keep a copy for records.
4. Seek medical treatment if desired from the SELECTED physician chosen from the Panel of Physicians. Employees are not authorized to seek treatment from physicians outside the Panel and utilize the OJI benefit. **Non-authorized treatment will result in loss of OJI benefits.** Employees have seven (7) days from the day of the injury to seek treatment from the selected Physician from the Panel.
5. Notify employee's supervisor of employee's condition and when the physician recommends employee return to work.

Avoid out of pocket expense for prescriptions by contacting Risk Management for a "First Fill Card" to present to authorized pharmacies. Employees should not use their health insurance plan or present their health insurance card.

EMERGENCY ROOM VISITS PROTOCOL

Emergency room visits are not protocol unless there is a dire need (broken bones, profuse bleeding, etc). Employees may utilize the ER if a work related injury occurs after hours, during the week or the weekend – *provided the supervisor is aware of the injury.*

RETURN TO WORK (RTW) PROCEDURE

- The injured employee should notify their supervisor of the status of their injury.
- If light or restricted duty is physician recommended and the supervisor is able to accommodate with a job duty within the restrictions, then the employee MUST report to work. Failure to report will terminate OJI benefits.
- The supervisor shall complete the Return to Work Agreement by listing job duties available within the restrictions. The supervisor shall also explain the restrictions to the employee. The employee shall sign an acknowledgement agreement confirming understanding of the restrictions.
- If restrictions change over the period of light duty, the supervisor shall update the agreement each time a restriction change takes place.
- If no light duty available, the employee will be out of work and paid through the OJI Program.

Safety Programs

FALL PREVENTION/FALL PROTECTION PROGRAM

The purpose of the Fall Prevention/Fall Protection program addresses fall hazards by elimination and control. Most of following contain interpretation and requirements of OSHA 1910 and 1926 standards.

FALL PROTECTION-TERMS

Attend – one whose job is to watch and warn others of hazards. For example, using an attendant to monitor temporary floor holes or openings is optional for fall prevention instead of guarding with standard railing. Or, an attendant can keep an area off limits when a portable ladder is used rather than setting up barriers.

Competent Person –one capable of identifying existing and predictable hazards in and around the work area that has authorization to promptly correct and eliminate any conditions which are unsanitary or hazardous.

Fall Prevention –same level barrier to hazards positioned to prevent falls. Examples are guard rails, covers, walls, floors, or scaffolds.

Fall Protection –back-up plan to protect one where fall hazards exist. This typically is PPE such as arrest systems of anchorage, body harness and connectors.

Floor Hole – an opening that measures at least one (1) but no more than twelve (12) inches wide. Floor holes are large enough for materials but not people, to fall through.

Floor Opening –an opening measuring twelve (12) inches or more through which a person may fall.

Low Slope Roofs –flat roofs and roofs with a slope less than four (4) in twelve (12) vertical to horizontal.

Ladder Stand Platform (portable, platform) –fixed height self-supporting unit having one or more standing levels, providing means of access or egress to the platform. Assembly may include handrails and guardrails.

Lanyard –a flexible line of webbing, rope or cable that may be 2, 4 or 6 feet long, used to secure a full body harness to a lifeline or an anchorage point.

Lanyard, Retractable – 5-20 feet long which allows unrestricted vertical movement paying out automatically. If the user falls (4 ft/sec), an internal locking device engages.

Lanyard, Shock Absorbing –flexible line of webbing, rope or cable used to secure a full body harness to a lifeline or an anchorage point that has an integral shock absorber.

Lifeline, Horizontal –rail, rope, wire or synthetic cable installed between two anchorages and used for attachment for a worker's lanyard for more mobility in working. These lifelines **MUST** be engineered.

Lifeline, Retractable – 20-320 feet in length and allows vertical movement paying out. If the user falls (4.5 ft/sec), the device automatically locks to arrest the fall.

FALL PROTECTION-TERMS CONTINUED

Maximum Arresting Force (MAF) –peak force exerted on the fall arrest system or employee when stopping a fall. OSHA’s limit on a person is 1800 pounds in a full body harness.

Qualified Person –one who successfully demonstrates ability to problem solve in relation to the subject matter or the project by possession of recognized degree, certificate, professional standing, extensive knowledge, training or experience.

Roof Hole –a hole in a roof that is two (2) inches or more in its least dimension.

Roof Work –repair, maintenance or construction. For employees making inspection, investigation or assessment of roof work area conditions prior to the start or after work has been completed is not considered ‘roof work’

Safety Monitor –a designated, competent person who monitors safety of others by recognizing fall hazards, warning employees of fall hazards or halting any unsafe working behavior. The monitor must be on the same walking/working surface, in visual sight of monitored employees and close enough to verbally communicate with employees. The monitor shall have NO other responsibilities while monitoring and may only be used if granted approval from supervisor and appropriate department manager.

Standard Railing –vertical barrier to prevent falls of persons. Existing top railing height must be 42 inches with an intermediate rail mid-height. Top rail must withstand a 200 pound minimum requirement of applied pressure within 2 inches of the top edge or the rail in any downward or outward direction not deflecting to less than 39” height. The intermediate rail shall be capable of withstanding a force of at least 150 pounds applied in any downward or outward direction. No more than 21 inches shall exist between intermediate rail and the top rail or the top of the toe board.

Steep Slope Roof –roof with slope greater than four (4) in twelve (12) vertical to horizontal.

Toe Board – 4 inch nominal vertical barrier secured with no more than one-quarter inch clearance above floor or platform level to prevent falls of people or materials to level below.

TEMPORARY HOLES/FLOOR OPENINGS (*NOT ON ROOFS*)

Implementing preventative measures must be done by persons creating floor holes or openings.

Use fall protection to work inside guarded area with floor holes or openings greater or equal to six feet. Address temporary floor holes and openings in any walking/working surface for all excavations by one or more of these in this order of priority:

- Eliminate –temporary cover shall be capable of carrying two times the maximum intended load and shall be secured to prevent displacement by wind, equipment or other employees.
- Guard -with standard railing.
- Attend -Have a competent person attend.

TEMPORARY DIFFERENT LEVEL FALL HAZARDS GREATER OR EQUAL TO SIX FEET

All temporary different level fall hazards greater or equal to six feet (i.e. climbing) shall be addressed using one or more of the following in this order of priority:

- Eliminate
- Use fall protection

WALKING/WORKING SURFACES

- Eliminate or guard by standard railing any permanent walking/working surface exposed to a different level fall hazard greater or equal to four feet.
- Maintain any walking/working surface to be free from trips, slips, and other recognized hazards.
- Assure walking/working surfaces are free of inadequate housekeeping, improper material storage or surface disrepair. If any of these are identified, they must be corrected or reported immediately. Jobs shall not be considered complete until the work area is clean.

EXCEPTIONS

Some situations present other hazards in addition to fall exposure. These include but are not limited to, falling into open chemical tanks, machinery, and protruding object hazards. When a person is exposed to such a fall from any height, the hazard shall be addressed by eliminating, guarding with standard railing or use of fall protection. RCG states **chains only** are **NOT** adequate fall prevention at the top of ladders, edge of work platforms or floor openings.

SECURING SHUT DOWN/ABANDONED EQUIPMENT CONTAINING FALL HAZARDS

All floor holes and openings located in shut down or abandoned equipment must be covered or guarded. Other fall hazards created by shut down or abandoned equipment should be addressed using one or more of the following *in this order of priority*:

- Eliminate
- Guard all fall hazards within the area with standard railing or covers.
- Restrict area access with standard railing and signs. Signs should depict “authorized personnel only” as well as hazard description and contact information of responsible party.

ROOF SAFETY RULES

- A checklist shall be used prior to starting any work.
- At least two people are required on roofs at all times.
- Provisions shall be made to protect people below from falling objects.
- No employee shall go on roofs under any of the following conditions:

Lightning Heavy rain High winds Ice Hail Dense fog

FLAT OR LOW-SLOPE ROOFS

All roof work on flat or low-slope roofs shall be protected by a designated work area around the work area and by roof access that is six feet or more from the roof's edge and/or fall protection. Exceptions are made for inspections, investigations, assessments or those outlined in OSHA standard 1926.500(a).

When performing roof work 6 feet or less from the roof's edge, one or more is required:

- Guard with standard railing
- Fall protection

STEEP-SLOPE ROOFS

All roof activities on steep-slope roofs shall be protected by one or more of the following:

- Standard railing with toe boards
- Fall protection

CAPACITY OF FALL PROTECTION EQUIPMENT

The manufacturer standard certification capacity of Fall Protection Equipment is 310 pounds. This includes a person's weight plus any tools or equipment being carried.

BODY HARNESS AND CONNECTOR (*LANYARD*) INSPECTION

Body harnesses and lanyards must be inspected every six (6) months by a competent person other than the user. A qualified vendor or supervisor can be identified as the competent person for inspection, cleaning and testing. Retractable lanyards, retractable lifelines and tie-off adapters must be inspected annually by a competent person other than the user. All equipment must be visually examined by user before each use.

EQUIPMENT PRE-USE INSPECTION

- Examine for cuts, cracks, tears, enlarged eye holes and signs of wear that may affect strength.
- Examine stitching for breaks, ragged strands, and loose or rotted threads.
- Examine stitching and materials for degradation and evidence of corrosive attack due to contact with acids, caustics, welding holes, splatter, etc.
- Examine metal hardware for breaks, cracks, fractures, loose anchorage and corrosion.

BODY HARNESS

- Connect all straps while in use.
- Tuck all loose ends while in use.
- Have the pre-use inspection.
- Have six (6) month inspection by a competent person other than the user.
- Use ONLY the D-ring on the harness for fall protection.
- Use the frontal D-ring ONLY for ladder climbing devices, emergency descent devices and work positioning.
- NEVER use frontal D-ring for fall protection. If a fall occurs, severe injury may result.

CONNECTORS (*LANYARDS*)

- Have pre-use inspection.
- Have six (6) month inspection by a competent person other than the user.
- Connect to hardware always while in use
- NEVER hook lanyard back into its cable or webbing.

INTERIM CLEANING OF HARNESSES AND CONNECTORS (*LANYARDS*)

- Interim cleaning, between each six (6) month cleaning and inspection can be:
- Wipe off surface dirt with sponge dampened in plain water.
- Squeeze sponge dry.
- Dip sponge in a mild solution of water and commercial soap or detergent.
- Work up thick lather with vigorous back and forth motion.
- Wipe dry with a clean cloth.
- Hang freely to dry – away from excessive heat, steam or long periods of sunlight.

DO NOT PUT HARNESSES AND LANYARDS IN A WASHING MACHINE!

FREE FALL DISTANCE

The free fall arrest system lanyard should be connected to limit potential free fall to less than three feet where practical. When using a shock absorbing lanyard, the maximum total fall distance allowed is 9.5 feet, as the shock absorbing portion can expand up to 3.5 feet. Lanyard length and lanyard tie off position to anchor point should be taken into account to limit the free fall distance to no more than six (6) feet in any case.

FIRE PREVENTION PROGRAM

This program provides guidelines and requirements for fire prevention and protection. This includes safe and proper use of portable fire extinguishers and other fire protection equipment.

FIRE PREVENTION-TERMS

Affected Employee -one working nearby flammable, combustible materials & hot work activities.

Combustible liquids -liquids having flashpoints at or above 100o F (37.8o C).

Combustion -self-sustaining process of rapid oxidation of a material, producing heat and light.

Flammable liquids -liquids having a flash point below 100o F (37.8o C).

FLAMMABLE /COMBUSTIBLE LIQUIDS STORAGE REQUIREMENTS

- Store, label, dispense and use flammable, combustible liquids or materials properly.
- Remove all possible ignition sources when storing and using flammable combustible materials.
- Store any flammable liquids (gasoline, solvents or thinners) in properly labeled, approved safety cans unless materials are stored in an approved storage cabinet or storage room.
- Store flammable liquids and flammable propellant aerosol cans in tightly closed containers in an approved storage cabinet
- Ground flammable cabinets properly at all times. A maximum of three cabinets, containing less than fifty-five gallons each, can be stored in one area (165 gallons).
- Post "**DANGER-NO SMOKING, NO OPEN FLAMES**" in areas where flammable and combustible liquids are stored.

USAGE REQUIREMENTS

- Observe NO SMOKING rule at all times when using flammable/ combustible liquids.
- Avoid transporting any open containers of flammable liquids by vehicle. Fire extinguishers must be on any vehicle where flammable liquids are transported.
- Keep paint cans, isopropyl alcohol, acetone or other flammable liquid containers tightly closed when not in use.
- Dispense flammable liquids with proper bonding and grounding procedures.

- Keep dispensing containers of flammable and combustibles at a safe distance from open flames or other ignition sources.

COMPRESSED AND LIQUIFIED GASES

- Move cylinders properly. They shall not be dragged or rolled at any time.
- Use a handcart or truck specially designed for transferring cylinders.
- Store cylinders upright and secure them to wall or bench tops during storage and use.

COMPRESSED AND LIQUIFIED GASES-CONTINUED

- Store in dry, cool, well-ventilated area.
- Protect from weather and other flammable materials.
- Post NO SMOKING sign in a conspicuous location within an approved storage area.
- Separate fuel and oxidizing gas cylinders by at least 20 feet or a firewall.
- Place cylinder caps on cylinders when not in use or without a regulator.
- Avoid changes, modifications, repairs, or tampering with pressure relief devices on cylinders.

FIRE PREVENTION/PROTECTION RULES

- Keep emergency aisles and doors clear, unobstructed and operating at all times.
- Use of portable heaters should be discouraged.
- Dispose of flammable and combustible debris immediately and properly. Never allow flammable and combustible debris to accumulate in unauthorized areas or containers.
- Avoid stacking wooden pallets no higher than six (6) feet from grade.
- Avoid allowing trash to accumulate in areas where ignition sources are present.

FIRE CLASSIFICATIONS & EXTINGUISHERS

Fire Classification:

- Class A** Fire involving ordinary combustible materials such as wood, cloth and paper, and some rubber and plastics.
- Class B** Fire involving flammable or combustibles liquids, flammable gasses, greases and similar materials, and some rubber and plastics.
- Class C** Fire involving energized electrical equipment where safety to the employee requires the use of electrically nonconductive extinguishing media.
- Class D** Fire involving combustible metals such as magnesium, titanium, zirconium, sodium or potassium.

Extinguisher Types:

- Class A** Pressurized water, foam, or multi-purpose Dry chemicals such as sodium bicarbonate, monoammonium phosphate, potassium bicarbonate, or potassium chloride.
- Class B** Carbon dioxide (CO₂), foam, or dry chemicals such as sodium bicarbonate, monoammonium phosphate, potassium bicarbonate, or potassium chloride.
- Class C** Carbon dioxide (CO₂) or dry chemicals such as sodium bicarbonate, monoammonium phosphate, potassium bicarbonate, or potassium chloride.
- Class D** Dry powders such as graphite, sand, soda ash, sodium chloride, talc, or dolomite.

INSPECTIONS

Frequency: All fire extinguishers need monthly inspection. Fire Extinguishers are to be hydrostatically tested annually by an authorized Fire Safety Agent.

Criteria:

- Extinguisher shall be fully charged and operational. If not fully charged or the extinguisher has been discharged, immediately remove from service and contact the Fire Safety Agent.
- Inspection tag and pull tie shall be affixed and in good condition. The tie shall be placed through the pull pin.
- Pull pin shall be in proper position through the handle to prevent accidental or inadvertent discharge of extinguisher contents.
- The qualified person shall sign off inspection tag after each monthly visual inspection.
- Ensure fire extinguishers are mounted so that the top of the extinguisher is not more than five feet from the floor or bottom of the working platform.
- Ensure fire extinguishers are visible by using locator signs or markings.

GLOBAL HARMONIZING SYSTEM-HAZARD COMMUNICATION PROGRAM

OSHA's Hazard Communication Standard have brought regulations in line with international standards with the implementation of the Global Harmonizing System (GHS). Implementing GHS helps ensure improved quality and consistency in the classification and labeling of all chemicals, which in turn improves an employee's ability to quickly understand critical safety information. This program is designed to help employees understand the three elements of the GHS: Hazard Classification, Container Labeling, and Safety Data Sheets.

This program applies to all work areas where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work areas shall participate in the Hazard Communication Program. The Hazard Communication Program is available for review by any RCG employee.

HAZARD COMMUNICATION-TERMS

Chemical agent-An organic or inorganic substance present in the workplace potentially associated with adverse health effects. (e.g. Potassium hydroxide, welding fume, carbon monoxide).

Commercial product-material manufactured for sale to customers (alloys, castings, ceramics, etc).

Consumer products-Household janitorial, office and maintenance supplies sold in retail markets.

Container-Any bag, barrel, bottle, box, can, cylinder, drum, vessel, chamber, storage tank or the like which contains a material. For our purposes, pipes, hoses and vehicular operating systems (fuel tanks, engines, etc) are not considered to be containers.

Exposure assessment-evaluation of the health risks associated with workplace exposures to chemical, physical or biological agents. The health risks for a Similar Exposure Group are judged to be either, insignificant, significant, unacceptable or uncertain.

Hazard-An exposure associated with an unacceptable risk for illness or disease.

Hazard Classification-process of assigning a chemical or mixture to a hazard or danger category based on its health and physical hazards.

Health Hazards-determined by the properties of a substance or mixture that can cause illness or injury to the skin, eyes, lungs, other organs and body parts.

Material-A chemical or mixture of chemicals, including raw materials, process additives, products, by-products, waste materials, maintenance related materials, and laboratory chemicals.

Occupational Exposure Limit (OEL)-criterion for differentiating acceptable from unacceptable exposures. For example, the OELs for carbon monoxide are 25 ppm as an eight hour time-weighted average, and 200 ppm as a Short Term Exposure Limit.

Physical Hazards- are the properties of a gas, liquid or solid that could adversely affect employee or the workplace in a physical way, such as a fire or explosion.

HAZARD COMMUNICATION-TERMS

Safety Data Sheet (SDS)-document addressing Risk Management aspects of a material such as the material's chemical constituents, associated exposure limits, physical properties (e.g. vapor pressure), physical hazards (e.g. flammability, corrosively, reactivity), health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures.

Similar Exposure Group - A group of workers having the same general exposure profile for the environmental agent being assessed because of the similarity and frequency of the tasks they perform, the materials and processes with which they work, and the similarity of the way they perform the tasks. A Similar Exposure Group is commonly identified by the job, task and environmental agent.

RESPONSIBILITIES

The Safety Coordinator administers, coordinates and holds overall responsibility for the Hazard Communication Program. This includes reviewing and updating the program, management of the materials inventory and Safety Data Sheets, as well as reviewing labeling procedures on an annual basis.

The Director, Principal, or Supervisors maintain the Material Inventory list for the department. This includes acquiring Safety Data Sheets for each and every material in the Materials Inventory. If the same material is purchased from more than one manufacturer, a SDS is acquired from each manufacturer. Supervisors must ensure employees handle hazardous materials in accordance with safe job procedures.

The RCG employees are responsible for knowing what hazardous materials are in use in their work areas and the associated hazards, how to recognize and respond to leaks or spills, and where to obtain SDSs for additional information.

SAFETY DATA SHEETS

Required by OSHA's original Hazard Communications Standard, Material Safety Data Sheets have been a comprehensive source of safety information about specific chemicals. However, these valuable documents came in a wide variety of styles and formats making them hard to read and understand quickly. As part of GHS system, they have been updated to "Safety Data Sheets" (SDS) These sheets have a uniform format that allows employees to obtain concise, relevant and accurate information quickly.

All SDS's have 16 sections, in a specific order, so RCG employees know which section will provide which data no matter the chemical. The Safety Coordinator is responsible for establishing and

monitoring the SDS program. If an SDS for a new product is not received at the time of initial shipment, the Supervisor will call to inquire about the SDS. The material will not be used until the Safety Data Sheet has been received and reviewed.

RCG employees are provided convenient access to Safety Data Sheets through one or more binders located within the department. When newly acquired SDSs are received they will be checked against the department SDS file. If a newly acquired SDS is a newer version than the SDS in the department binder, the SDS file will be replaced. SDS binders will be readily available to all employees during each work shift and in each work area. If an SDS is not available, contact the Supervisor. If further action is needed, the Supervisor shall contact the Safety Coordinator.

MATERIALS INVENTORY

A list of all known hazardous chemicals used by employees shall be attached to this plan. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Further information on each chemical may be obtained from the Safety Data Sheet. When new chemicals are received, this list shall be updated (including date the chemicals were introduced) within 30 days.

CONTAINER LABELING

Container labels will provide information on the relevant hazard classifications of the chemical. The labels which conform to GHS may be quite different from the traditional labels employee may be accustomed to seeing, so it is important to become familiar with them and the important information they deliver.

- Pictograms are standardized graphics, sometimes called harmonized hazard symbols, which are assigned to a specific hazard class or category. Pictograms on GHS label may convey health, physical or environmental hazard information.
- There are five pictograms displayed on GHS labels to represent physical hazards of a chemical, (exploding bomb, flame, flame over circle or oxidizer, gas cylinder, and corrosion).
- Health Hazard and Environmental pictograms, in addition to corrosion, include the skull and crossbones, the exclamation point and one when a substance poses acute or chronic hazards to the aquatic environment.
- There are also two signal words that appear on GHS container labels. The words “Danger” or “Warning” are used to emphasize hazards and indicate the relative level of severity of the hazard.

The Supervisor shall verify that all containers received for use are clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address. The Supervisor shall ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning.

EMPLOYEE TRAINING AND INFORMATION

Everyone, including new RCG employees, who work with or is potentially exposed to hazardous chemicals, will receive initial training on the hazard communication standard before starting work.

- An overview of the OSHA hazard communication standard
- Hazardous chemicals present in the work area
- Physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps that RCG has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and SDSs to obtain hazard information
- Location of the SDS binder and written Hazard Communication program

Prior to introducing a new chemical hazard into any work area, each employee in that area will be given information and classroom training as outlined above for the new chemical hazard.

PERSONAL PROTECTIVE EQUIPMENT

Always wear the proper protective equipment specified by the container label or SDS. This often includes wearing gloves, protective clothing and goggles. Respiratory protection may also be required to avoid breathing in hazardous fumes. RCG employees may verify what PPE is required for any chemical by reading the label, SDS, or stopping work and discussing with the supervisor. A copy of this program will be made available, upon request, to RCG employees and their representatives.

HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Prior to starting work on such projects, each affected employee will be given information about the hazardous chemicals that may be encountered during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps RCG takes to reduce hazards, including ventilation, respirators, presence of another employee (monitoring), and emergency procedures.

INFORMING CONTRACTORS

It is the responsibility of Director, Principal, or Supervisor to provide contractors with information about hazardous chemicals that their employees may be exposed to in the work area as well as suggest precautions for employees. The Director, Principal, or Supervisor will also provide any necessary SDS sheets to the contractor. The Director, Principal, or Supervisor is responsible for obtaining information about hazardous chemicals used by contractors to which the employees of his/her department may be exposed.

CHEMICALS IN UNLABELED PIPES

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact the Supervisor for information regarding:

- The chemical in the pipes
- Potential hazards
- Required safety precautions.

HEARING CONSERVATION PROGRAM

The Hearing Conservation Program establishes hearing conservation practices if an employee group is identified to have noise exposures equal to or exceeding an 8-hour time-weighted average (TWA) sound level of 85 decibels (dBA).

WORKPLACE NOISE LEVEL MONITORING

Work areas where the continuous noise levels are suspected to be above 85 dBA will be monitored. The monitoring will be performed according to TOSHA guidelines. RCG employees, who are exposed to noise at an 8-hour time-weighted average at or above 85 dBA, will be placed in the hearing conservation and audiometric testing program. Monitoring shall be repeated when a change in process, equipment or controls increases noise exposures to the extent that additional employees may be exposed to or above the noise action level or hearing protection used may no longer provide adequate protection for the noise exposure. Monitoring records shall be retained for two years.

AUDIOMETRIC TESTING

- Every employee who is exposed to noise levels at or above an 8-hour time weighted average (TWA) of 85 dBA will be offered an annual audiometric test.
- New employees will have a baseline audiogram.
- Annual audiometric testing will be arranged and the department will be notified with its time.
- All testing procedures will be in accordance with TOSHA and ANSI requirements.
- Audiometric testing cost will be covered at the department's expense.
- Audiometric test results will be maintained in the employee's medical file at the medical facility performing the test.
- Audiometric test records will be retained for the duration of the employee's employment.
- Each affected employee's annual audiogram will be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. This evaluation will be performed by the facility administering the test.
- If the test indicated a standard threshold shift, the County shall arrange a retest of the affected employee within thirty (30) days.
- If the final test results show that an employee has suffered a standard threshold shift, the employee will be notified by the administering facility within 21 days of the determination.
- A physician will determine whether a standard threshold shift is work related or possibly aggravated by occupational noise exposure. When a standard threshold shift occurs, the following steps will be taken:

Employee will be fitted with hearing protectors, trained in PPE, and required to use. For employees already using these: refitted, retrained in proper use, and provided hearing protectors offering greater attenuation if necessary.

SUPPLY AND USE OF HEARING PROTECTORS

- Each affected department shall make hearing protectors available to employees exposed to an 8-hour time-weighted average of 85 decibels or greater. The hearing protectors must reduce the employee exposure to or less than an 8-hour time-weighted average of 85 decibels.
- Employees will be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided. Employees will be ensured of a proper initial fitting. Hearing protectors will be replaced as necessary.
- All employees who are exposed to an 8-hour time weighted average of 85 decibels or greater **will** wear hearing protectors. Hearing protectors **must** also be worn by employees who enter into areas designated as a noise hazard area.
- Employees will be trained on the correct use of all hearing protectors.
- Changes in any process or operation, hearing protection will be re-evaluated through a PPE assessment.

TRAINING

All employees who are exposed to noise at or above an 8-hour time-weighted average of 85 dBA will receive annual training. The training will be documented and kept on file by the Safety Coordinator. The training will cover, at a minimum, the following aspects of the Hearing Conservation Program:

- Effects of noise on hearing.
- Purpose of hearing protectors.
- Advantages, disadvantages and attenuation of various types.
- Selection, fitting, use and care instructions.
- Purpose of audiometric testing and an explanation of the test procedures.
- Results of any work area monitoring.

RECORDKEEPING

All records of employee exposure measurements including the results of all surveys, audiometric tests and training will be retained by the Safety Coordinator. Records will be provided upon request to employees, former employees, designated representatives, and to any authorized TOSHA representative.

HEAT STRESS

The heat stress program provides employees guidelines and recommendations to prevent adverse effects of high heat conditions. Each person should be aware of adverse effects of high heat conditions, possible effects of medications, the importance of proper diet, and physical conditioning. The goal of the program is to reduce heat-related illnesses in our workplace. This program, however, cannot take into account all factors contributing to heat stress and therefore is only intended as a guideline.

APPLICABILITY

This program is intended to protect all workers, even those who are not in the best physical shape. High-risk occupations include but are not limited to: Highway, Maintenance, Custodians, and any other employee deemed to be at high risk.

RESPONSIBILITY

Department supervisors are responsible for implementation of the program among their group of employees. Employees are responsible for to stay hydrated by drinking water, wear proper clothing and maintain personal hygiene. Employees must also follow instructions and take scheduled rest and water breaks. As well as report any heat stress problems immediately to the supervisor. The heat stress program provides employees with guidelines and recommendations to prevent adverse effects of high heat conditions. Each person should be aware of the adverse effects of high heat conditions, how the medications they may be taking worsen the effects and the importance of proper dietary and physical conditioning. The goal of the program is to reduce the number of heat-related illnesses in the workplace. This program, however, cannot take into account all factors contributing to heat stress and should be used only as a guideline.

TRAINING

Employees and supervisors shall be trained in the following areas:

- Ways to prevent or control heat stress
- Different types of heat-related illnesses
- Causes, signs, symptoms and first aid procedures for each type of heat illness
- Factors that increase the risk of heat illnesses
- Drinking Water Information

Dehydration is the primary cause of heat illness. In fact, replacing body fluids lost in sweat is the single most important way to control heat stress and prevent heat illness. On a hot day, the body can lose as much as three gallons of perspiration. Body fluids lost from sweating must be replaced with drinking water during breaks. Thirst is not a good indicator of how much water employees need to drink. Quenching thirst does not mean that body fluids have been replaced. Employees need to be reminded constantly of their need to drink clean water.

LADDER SAFETY PROGRAM

All ladders in use throughout RCG shall be identified with a maximum load capacity rating. In the interest of employee safety, the maximum load capacity shall not be exceeded. Therefore, any employee who is required to use a ladder shall observe and honor this requirement. Employees are responsible to alert supervisors anytime they feel a potential hazard exists. **The maximum load capacity should exceed the employee's weight plus the weight of any tools and equipment involved.**

LADDER SELECTION

- Avoid the use of a ladder that is too short or too long, as this will force overreach, which will adversely affect balance.
- Metal ladders should not be used on any electrical work, or in the presence of energized overhead electrical lines.
- All ladders shall have their 'Maximum Load Capacity' clearly indicated on the ladder.
- All ladders must be stored in an approved storage area when not in use.
- For any overhead work, use the proper type of ladder. DO NOT use makeshift ladders, such as boxes, barrels, chairs, etc.
- Ladders should be inspected for defects: missing cleats cracked rungs, broken spreaders, etc., before use. Defective ladders should be tagged and not used for any reason.
- Straight ladders should have safety feet, spurs, grippers or cleats. They should be secured at the top and blocked at the bottom.
- Do not paint wooden ladders with solid color paints. This may mask the cracks in the wood and make them hard to see. Clear wood preservatives can be used to protect bare wood.

LADDER PLACEMENT

- Always treat ladders with caution because they can become conductors of electricity.
- Never attempt to reposition the ladder while it is in use.
- There shall be only one person on the ladder at a given time.
- Do not overreach. Move the ladder as the work progresses. Do not jump or slide the ladder while employees are on it. Descend and move the ladder over.
- Ensure the footing support is firm, level and free from debris or other materials. A ladder should not be used if a slippery condition exists unless equipped with a means of slip resistance.
- Avoid placing the ladder in front of a door. If this condition is unavoidable, lock the door, or have someone stand guard until the task is complete and the ladder is moved.
- If there is a danger of the ladder moving – tie it. If there is a danger of being struck, place warning signs or barricades around it.

LADDER SECURING

- Ensure both side rails make contact with a fixed resting point.
- The ladder is to be secured close to the top resting point.
- Rope shall be tied to both side rails directly below a rung, be sure there is no slack in the rope. The rope shall be of substantial material such as ½" or greater, preferably nylon.
- If the ladder is not secured as described above; it must be blocked or held against movement at the bottom.
- Slip resistant feet shall not be used as a substitute for care in placing, tying off or holding a ladder that is on slippery surfaces.
- Extend the ladder at least three feet above the top support, if using the ladder as an access to a platform.
- Angle the ladder so the distance from the bottom to the wall equals one-fourth the ladder's working length.
- Do not leave ladders unattended unless they are securely anchored.
- Position an extension ladder before extending it.
- Do NOT stand on or above the third rung from the top of a straight or extension ladder.
- Ladders are not to be moved, shifted or extended while occupied.
- Maintain three point contacts while climbing. Keep between side rails when working. Do not overreach. As a minimum, fall protection is required when use of both hands are required for a task and the work is above six (6) feet, or if the task requires working outside the side rails.
- Tools or other articles, which are too large to be carried in pockets or belts, are to be lifted and lowered by hand line.

LADDER CLIMBING

- Always face in the direction of the ladder and use both hands while ascending or descending the ladder.
- Never mount or dismount a ladder from the side or back.
- Maintain a level of constant awareness while using the ladder ensuring each movement is done deliberately and with care.
- Maintain body alignment with the center of the steps/rungs to avoid extreme reaching or side loading.
- Postpone outdoor ladder work during stormy, wet or windy days.

STEP LADDERS

- Ensure that all four legs of the ladder are in contact with the footing support. The ladder is to be used only on stable and level surfaces unless secured to prevent accidental displacement.
- At no time shall a stepladder be closed and leaned against something with the intent to use it in this position. **Step ladders are not to be used as a straight ladder.**
- The rear braces of the ladder shall not be used as steps. The top and the top step are not to be used as a step.
- Ensure that the spreaders are locked in the fully opened position.
- Stepladders more than 10 feet high should be held by another person.

EXTENSION AND STRAIGHT LADDERS

- Use a ladder with a length that will allow the work to be done without having to overreach while maintaining the proper ladder angle.
- No alterations shall be made to the ladder, such as tying two ladders together, or using boxes and other objects as a base in the attempt to achieve additional height.
- The ladder length shall be adjusted only when the user is standing on the ground to ensure engagement of the locks.
- The base of the ladder shall be a distance approximately one quarter the working length of the ladder.
- Straight ladders must be equipped with safety feet.

MOBILE LADDER STANDS & MOBILE LADDER STAND PLATFORMS (PORTABLE STAIRS)

- All mobile ladder stands and platforms must be in compliance with ANSI A14.7-1991 and OSHA 1910.29.
- Mobile ladder stands and platforms shall be inspected prior to each use.
- The maximum work level height is not to exceed four (4) times the minimum or least base dimension. Where the basic mobile unit does not meet this requirement, suitable outrigger frames is to be employed.
- The minimum step width is 16 inches.
- Damaged or defective mobile ladder stands and platforms are not to be used and should be tagged out of service.
- Occupied mobile ladder stands and platforms should not be moved.
- Mobile ladder stands and platforms are not to be loaded beyond rated loads.
- Materials and equipment is not to be stored on the steps or platform.
-

MOBILE LADDER STANDS & MOBILE LADDER STAND PLATFORMS (PORTABLE STAIRS)

- Additional height should not be gained by the addition of any type of extension or an object being placed on the unit.
- Foreign materials, such as mud or grease, should be removed from a person's shoes prior to ascending a unit.
- Handrails are to be used while ascending or descending the unit.
- The user is to face the ladders when ascending or descending a unit except when the slope of the ladder is 50 degrees or less above the horizontal.
- Users are cautioned to take proper safety measures when units are used in areas where electrical lines or sources exist.
- Occupied units should not be placed in front of a door unless the door is secured in an open position, locked, attended or barricaded.
- Overreaching, while on a unit, could cause instability and result in a fall. Always keep the unit in close proximity to the work. Descend and relocate the unit to prevent overreaching.
- Mobile ladder stands and platforms are to be used only on a level surface.
- Access or egress to or from any step or platform from any other elevated surface is prohibited unless the unit has been positively secured against movement.
- Fall protection is not required if these provisions are met.

INSPECTIONS

The supervisor or a designee shall inspect the ladders used or stored in their area of responsibility on a monthly basis. Any defective ladders will be tagged and taken out of service. Inspection Checklists will be maintained by the supervisor, as evidence that inspections are being conducted. They will be maintained for a period of a year.

LOCKOUT/TAGOUT PROCEDURES FOR RCG

Serious injuries and deaths occur every year when workers are repairing or servicing machines which are accidentally activated. These machines can be activated by timers, automatic controls, malfunctioning controls or other workers who are not aware that the machines are being serviced. The lockout/tagout regulation addresses this safety hazard which has caused thousands of injuries and approximately 120 deaths each year.

No one is exempt from this Occupational Safety and Health Administration (OSHA) regulation. All RCG personnel will comply with these lockout/tagout procedures which control hazardous energy. The preferred method of isolating equipment from energy or power sources is to physically lock the controls in the "off" position. In some cases, this locking procedure is not possible; therefore, warning tags must be placed on the controls while the machine is being serviced.

This written procedure is provided for use in developing lockout/tagout programs which meet the requirements of the OSHA standard. This procedure may be used where there are limited numbers or limited types of machines or where there is a single power source. For more complex systems, a more comprehensive procedure will need to be developed, documented and utilized.

PURPOSE

This procedure is to establish the minimum requirements for the lockout or tagout of energy isolating devices. It will be used to insure that the machine or equipment is isolated from all potentially hazardous energy, and is locked out or tagged out before employees perform any servicing or maintenance activities where the inadvertent activation of the machine, or its components, could cause injury. Inadvertent activation includes unexpected energization, start-up or release of stored energy from springs, compressed gases, pressurized fluids or elevated parts.

RESPONSIBILITY

Employees responsible for servicing and/or maintaining equipment will be instructed in the safety significance of the lockout/tagout procedure. Each new employee, transferred employee or other employee, whose work operations are or may be in the area, shall be instructed in the purpose and use of the lockout/tagout procedure. New or transferred employees must receive training on the lockout/tagout procedures prior to assignment.

Lockout/tagout devices must be provided by the employer. Lockout/tagout devices must be standardized as to color, size and shape. Each authorized person must be assigned his/her individual lockout devices. Locks must be individually keyed.

It shall be the responsibility of the employees performing the maintenance or repair to implement the lockout/tagout procedure before work begins.

DISCIPLINARY ACTION REQUIRED FOR BY-PASSING LOCKOUT/TAGOUT DEVICES:

The only person authorized to remove the lockout/tagout devices is that person who installed the devices. The purpose of the lockout/tagout procedure is to prevent injuries caused by a machine being activated while someone is servicing or repairing it; therefore, unauthorized removal or by-passing the lockout/tagout device procedure compromises the worker's safety. Any person who by-passes a lockout/tagout device and energizes, starts or otherwise activates a machine or who removes a lockout/tagout device without authorization shall be disciplined according to County policies and procedures. Disciplinary action shall be taken whether or not injury or damage occurs.

PREPARATION FOR LOCKOUT/TAGOUT

Make a survey to locate and identify all isolating devices to be certain which switches, valves or other energy isolating devices apply to the equipment to be locked out or tagged out. More than one energy source (electrical, mechanical or others) may be involved.

SEQUENCE OF LOCKOUT/TAGOUT SYSTEM PROCEDURE

Notify all affected employees that a lockout or tagout system is going to be utilized and the reason for utilizing the lockout/tagout system. The authorized employee to use the lockout/tagout system shall know the type and magnitude of energy that the machine or equipment utilizes and the hazards that exist with the energy source.

If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).

Operate the switch, valve or other energy isolating device so that the equipment is isolated from its energy source. Stored energy (such as in springs, elevated machine parts, hydraulic pressure, air pressure, rotating flywheels or other types) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down or other appropriate methods.

Lockout/tagout the energy isolating device with the assigned individual locks or tags.

After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the machine's normal operating controls to make certain the equipment will not operate.

CAUTION: Return operating controls to "neutral" or to the "off" position after the test.

The equipment is now locked out or tagged out.

RESTORING MACHINES TO NORMAL PRODUCTION OPERATIONS

- Remove all tools, loose parts, etc., from the machine.
- Replace all guards or shields.
- Check the area around the machine or equipment to ensure that no one is exposed to danger after servicing or repairing is completed and that the equipment is ready for normal operation.
- Remove all lockout/tagout devices.
- Operate the energy isolating devices to restore energy to the machine or equipment.

PROCEDURE INVOLVING MORE THAN ONE PERSON

If more than one person is involved in the service or repair of a machine, each individual will place his/her personal lockout or tagout device on all energy isolating devices. When an energy isolating device cannot accept multiple locks or tags, a multiple lockout device (a hasp) may be used.

If lockout is used, a single lock may be used to lockout the machine or equipment, but the key to that lock must be placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his/her lockout protection, that person will remove his/her own lock from the lockout device or from the lockout box.

PROCEDURE INVOLVING MORE THAN ONE SHIFT OR GROUP OF WORKERS

There may be occasions when a lockout or tagout device must remain in place for more than one work shift or after other personnel changes. The procedure depends on whether or not employees on the incoming shift will be working on the locked out or tagged out equipment.

SERVICE OR REPAIR WORK WILL BE CONTINUED BY THE NEXT SHIFT:

Employees leaving the work place will remove their locks and incoming employees will connect their locks under the direct observation of their supervisors. The supervisors for both shifts will be present for the transfer of the lockout/tagout.

SERVICE OR REPAIR WORK WILL NOT BE CONTINUED BY THE NEXT SHIFT:

The lockout/tagout devices will remain in place and the incoming personnel will be notified of the lockout/tagout in effect. Supervisors of both shifts are responsible for ensuring the information is made available to the incoming personnel.

UPGRADE OF ENERGY ISOLATING DEVICES REQUIRED

Energy isolating devices designed to accept lockout devices must be installed when:

- A. any major replacement, repair, renovation or modification of machine/equipment is performed.
- B. new machines or equipment are installed.

CORD AND PLUG CONNECTED ELECTRIC EQUIPMENT

Electric equipment connected by a cord and plug is not covered by the lockout/tagout rules when the cord is under the exclusive control of the person performing the repair or maintenance and the cord is unplugged during servicing.

HOT TAP OPERATIONS

Work involving transmission and distribution systems for substances such as gas, steam, water or petroleum can be performed on pressurized pipeline systems if:

- Employer can demonstrate that the continuity of service is essential.
- Shut down of the system is not practical and documented procedures are followed.
- Special equipment is used that will provide effective protection for employees.

AUDIT/INSPECTION OF THE LOCKOUT/TAGOUT PROCEDURE

The lockout/tagout program will be audited or inspected on a periodic basis to ensure that the procedure and requirements of the OSHA standard are being followed. Included in the audit will be documentation of review training for employees. Any deviations found in following these procedures will be corrected.

*SEE APPENDIX FOR QUICK CHECKLIST FOR LOCKOUT/TAGOUT

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM

RCG takes our obligation seriously to provide a hazard free environment to our employees. Any employee encountering hazardous conditions must be protected. Protective clothing and equipment (PPE) shields and isolates employees from chemical, physical, biological, or other possible hazards in the work area. (See appendix PPE.) Establishing a written program detailing how employees use PPE helps ensure proper use and documents our efforts to reduce hazards.

PURPOSE

The basic element of any PPE program is an in depth evaluation of the equipment needed to protect against the hazards of the work area. Our two basic objectives are to protect the employee from incorrect use and/or malfunction of PPE. The purpose of this Personal Protective Equipment (PPE) Program is to document the hazard assessment, put protective measures in place, and list PPE in use at Rutherford County Government. PPE devices are not to be relied on as the only means to provide protection against hazards, but are used in conjunction with guards, engineering controls, and sound manufacturing practices. If possible, hazards will be abated first through engineering controls, with PPE to provide protection against hazards that cannot reasonably be abated otherwise. Hazard Assessments will be conducted throughout RCG to identify possible hazard exposures that need to be controlled through proper use of personal protective equipment. Please utilize the Hazard Assessment Worksheet to complete assessment.

EMPLOYEE TRAINING

Training includes: What and when PPE is necessary, how to wear assigned PPE, limitations of PPE, and proper care, maintenance, useful life, and disposal of assigned PPE. Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment. Employees are *prohibited* from performing work without donning appropriate PPE to protect from the hazards they will encounter in the course of that work. If RCG has reason to believe an employee does not have an understanding or the skill required for the PPE, the employee must be retrained. Circumstances where retraining may be required include changes in the work processes, changes in PPE types used, and/or inadequacies in an affected employee's knowledge or use of assigned PPE.

EMPLOYEE TRAINING-CONTINUED

Progressive Discipline Outline- Failure to comply with RCG's PPE policy can result in OSHA citations and/or employee injury. Those who do not comply will be disciplined according to our established progressive discipline procedures.

Cleaning and Maintenance-All PPE must be cleaned and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection. Dirty or fogged lenses may impair vision. PPE shall be inspected, cleaned, and maintained by employees at regular intervals as part of their normal job duties so the PPE provides the requisite protection. If PPE is in need of repair or replacement, it is the employee's responsibility to report it to the supervisor immediately. It is against work rules to use PPE that is in disrepair or not able to perform its intended function. Contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

EYE AND FACE PROTECTION - GOGGLES AND FACE SHIELDS

It is the policy of Rutherford County that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear ANSI approved goggles/face shields to help prevent eye and face injuries, including those resulting from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation, for example.

- OSHA CFR 1910.133-Eye protection shall be worn by all employees and visitors exposed to flying particles, chips, etc.
- Individuals who do not follow the County's safety standards will be asked to leave the restricted area immediately and not to return without appropriate PPE. Supervisors are responsible to report any PPE infractions, in writing, to management.
- Employees who fail to follow the County's safety standards will be subject to disciplinary action. Supervisors are responsible to report any PPE infractions, in writing, to management.
- Safety Glasses: All individuals are required to wear County approved safety glasses when entering areas that are clearly posted. The wearing of safety glasses includes individuals in the posted area while on "break".
- Goggles must be worn when operating abrasive sanding, grinding or deburring machinery, performing grinding or stripper operations and where added eye protection is needed to prevent debris or liquid from flying into eyes. Goggles are to be periodically cleaned to ensure proper personal hygiene and to ensure that vision is not impaired. They will fit over prescription safety glasses.
- In addition to safety glasses, employees involved in air blast cleaning, chipping, chiseling, equipment wash-down, grinding, handling and using chemicals shall wear a full-face shield.

Welders must wear an appropriate full-face shield/hood. All employees wearing full face shields or hoods must also wear safety glasses under the shield/hood.

Eye and face protective devices shall conform to the requirements of ANSI Z87.1 -1979. Eye and face protective devices shall be reasonably comfortable, yet fit snugly and not unduly interfere with the movement of the wearer. Be kept clean and in good repair. Management will, with the appropriate technical support shall post signs identifying eye and face protection requirements, determine required PPE, and shall designate individuals responsible for the issuance, care and control of each type of eye and face protective devices. If any eye/face PPE is damaged, the employee shall immediately notify his/her supervisor or designated person in that department. The supervisor is responsible for ensuring that the employee is issued repaired or replaced PPE before returning to his/her work area. All employees who work in designated work areas and/or job assignments are responsible for wearing RCG provided goggles/face shields to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge. All employees required to wear goggles/face shields must routinely inspect and properly care for their goggles/face shields.

FOOT PROTECTION-SAFETY SHOES

It is the policy of Rutherford County that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear safety shoes to help prevent foot injuries, ankle injuries, slips, and falls.

HAND PROTECTION - GLOVES

It is the policy of Rutherford County that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear gloves to help prevent hand injuries, including cuts, burns, and chemical exposure.

*SEE APPENDIX FOR PPE HAZARD ASSESSMENT WORKSHEETS

RESPIRATORY PROTECTION PROGRAM

The Respiratory Protection Program is directed to ensure employees are protected from hazardous atmosphere through a comprehensive program of recognition, evaluation, engineering, administrative controls, work practice controls, and personal protective equipment. Hazard elimination and engineering, along with work practice controls, shall be employed to control employee exposure to within allowable exposure limits as much as possible. Respirators and other personal protective equipment (PPE) shall be provided to affected employees under this program. (See appendix Respiratory docs)

SCOPE

This program applies to all county employees who need to wear a respirator to perform assigned duties. In addition, any employee who voluntarily wears a respirator when one is not required is subject to the medical evaluation, cleaning, maintenance and storage elements of this program, and will be provided with necessary training. **Employees who voluntarily wear dust masks are not subject to the medical evaluation, cleaning, storage and maintenance provisions of this program.**

HAZARD ASSESSMENT AND RESPIRATOR SELECTION

- Respirators shall be selected based on the workplace hazards and in accordance with the TOSHA Respiratory Protection Standard.
- Employees will be given the opportunity to select their respiratory protection from a variety of suitable respiratory protection. All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification.
- A hazard assessment shall be conducted in each work area where airborne contaminants may be present in routine operations or during an emergency. The assessment shall be updated as needed – i.e., any time work process changes may potentially affect exposure. The hazard assessment shall include:
 - Identification and development of a list of hazardous substances used in the workplace, by department or work process.
 - Review of work processes to determine where potential exposures to these hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.
 - Exposure monitoring to quantify potential hazardous exposures.

HAZARD ASSESSMENT AND RESPIRATOR SELECTION - CONTINUED

If an employee feels that respiratory protection is needed during a particular activity, the employee is to contact their immediate supervisor. If it is determined that respiratory protection is necessary, all other elements of the respiratory protection program will be in effect for those tasks and the respiratory program will be updated accordingly. The County shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of medical evaluations. These employees will be provided a copy of Appendix D of the OSHA Respiratory Protection Standard 1910.134).

MEDICAL EVALUATION

Employees, who are required to wear a respirator, 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. A licensed physician will provide the medical evaluations. Medical evaluation procedures are as follows:

- The medical evaluation will be conducted using the questionnaire provided in Appendix C of the respiratory protection standard.
- To the extent feasible, the County will assist employees who are unable to read the questionnaire. When this is not possible, the employee will be sent directly to the physician for medical evaluation.
- All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the physician. Employees will be permitted to complete the questionnaire on company time.
- Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the evaluating physician.
- All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
- The evaluating physician shall be provided a copy of this Respiratory Protection program, a copy of the TOSHA Respiratory Protection Standard, the list of hazardous substances by work area, and the following information about each employee requiring evaluation:
 - The employee's work area or job title
 - Proposed respirator type and weight
 - Length of time required to wear respirator
 - Expected physical work load light, moderate or heavy
 - Potential temperature and humidity extremes
 - Any additional protective clothing required

MEDICAL EVALUATION - CONTINUED

- Positive pressure air purifying respirators will be provided to employees as required by medical necessity.
- After an employee has received clearance to wear the respirator, additional medical evaluations will be provided under the following circumstances:
 - The employee reports signs and/or symptoms relating to their ability to use a respirator, such as shortness of breath, dizziness, and chest pains or wheezing.
 - The evaluating physician or supervisor informs the Safety Coordinator of the need to be reevaluated;
 - Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
 - A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

All examinations and questionnaires remain confidential between employee and physician.

FIT TESTING

Employees who are required to wear respirators will be fit-tested:

1. Prior to being allowed to wear a respirator with a tight-fitting face piece;
 2. Annually; or
 3. When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc)
- Employees will be fit-tested with the make, model and size of the respirator that they will actually wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit.
 - The fit test will be conducted in accordance with Appendix A of the TOSHA Respiratory Protection Standard 1910.134.
 - The fit testing shall be documented and kept on file by the Safety Coordinator. The documentation shall include the type, model and size of respirator for each employee.

GENERAL RESPIRATOR USE, CLEANING, MAINTENANCE, STORAGE AND REPAIRS

- Employees will use their respirators under conditions specified in this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
- All employees shall conduct user seal checks each time they wear their respirators. Employees shall use either the positive or negative pressure check (depending on which test works best for them) as specified in the OSHA Respiratory Protection Standard.
- All employees shall be permitted to leave the work area to go to the locker room to maintain their respirator for the following reasons:
 1. To clean their respirator if the respirator is impeding their ability to work;
 2. To change filters, cartridges or to replace parts; or
 3. To inspect the respirator if it stops functioning as intended.

Employees should notify their supervisor before leaving the area.

- Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures that would prevent a proper seal. Employees are not permitted to wear headphones, jewelry, or other items that may interfere with the seal between the face and the face piece.
- Before and after each use of a respirator, the employee must make an inspection of tightness or connections and the condition of the face piece, headbands, valves, filter holders and filters. Respirators that are defective or have defective parts shall be taken out of service immediately.
- Respirators are to be regularly cleaned and disinfected. Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary.
- Respirators are to be properly maintained at all times in order to ensure that they function properly and protect employees adequately. Maintenance involves a thorough visual inspection for cleanliness and defects.
- Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer.
- After inspection, cleaning and necessary repairs, respirators shall be stored appropriately to protect against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.
- Respirators must be stored in a clean, dry area and in accordance with the manufacturer's recommendations.
- Respirators shall not be placed in places such as lockers or tool boxes unless they are in carrying cartons.

*SEE APPENDIX FOR RESPIRATOR PROGRAM FORMS

TRAINING

Employees required to use respirators and their supervisors shall be trained on the contents of the County's Respiratory Protection Program, their responsibilities under it and on the TOSHA Respiratory Protection Standard. Employees will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators. The training will cover the following topics:

- The County Respiratory Protection Program;
- The OSHA Respiratory Protection Standard (29 CFR 1910.134);
- Respiratory hazards encountered within the respective departments and their health affects;
- Proper selection and use of respirators;
- Limitations of respirators;
- Respirator donning and user seal (fit) checks;
- Fit testing;
- Emergency use procedures;
- Maintenance and storage;
- Medical signs and symptoms limiting the effective use of respirators.

Employees will be trained annually or as needed – i.e., if they change departments and need to use a different respirator. Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. The training shall be documented and kept on file by the Safety Coordinator.

DOCUMENTATION AND RECORDKEEPING

A written copy of this program and the TOSHA Respiratory Protection Standard shall be kept in the Safety Coordinator's office and made available to all employees who wish to review it. The Safety Coordinator shall maintain copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training and as new fit tests are conducted. For employees covered under this Respiratory Protection Program, the Safety Coordinator shall maintain copies of the physician's written recommendation regarding each employee's ability to wear a respirator. The completed medical questionnaires and evaluating physician's documented findings will remain confidential in the employee's medical records at the location of the evaluating physician's office.

Appendix & Resources

APPENDIX

Lockout / Tagout Quick Checklist
Respirator Medical Evaluation Questionnaire
Respirator When Use Is Not Mandatory
Respirator Medical Certification
PPE Hazard Assessment Worksheet
Monthly Housekeeping Inspection Sheet
TOSHA Training Requirements
Primary TOSHA Standards

QUICK CHECKLIST FOR LOCKOUT/TAGOUT

STEPS FOR SHUTDOWN:

- Prepare -- Before beginning, verify:
 - all types of energy involved.
 - hazards presented by energy.
 - how to control the energy.
- Shutdown -- Turn off the machine or equipment.
- Isolate -- Isolate the machine or equipment from the energy source (i.e., turn off the main circuit breaker).
- Lockout -- Apply employee's lock. Be sure that it holds the isolating device in the "off" or "safe" position.
- Release -- Release stored energy. Relieve, disconnect, restrain, block, or otherwise ensure that all energy sources (such as electrical, mechanical, hydraulic, compressed, or others) are de-energized.
- Verify -- Try the on-off switch or other controls to be sure the machine will not start. Return the switch to the "off" position.
- Employee's lockout is complete.

STEPS FOR RESTART:

- Inspect -- Inspect the equipment to be sure that:
 - all tools and other material are removed.
 - machines are fully reassembled.
 - guards and other safety devices are reinstalled.
- Notify -- Notify to be sure that:
 - all employees are safely positioned.
 - all affected employees are notified of the restart.
- Remove -- Remove lockout devices. Remember ONLY the person who put the lock on the machine may remove it.



Rutherford County Government

OSHA Respirator Medical Evaluation Questionnaire

Can employee read (circle one): Yes or No

Supervisors must allow employees to answer this questionnaire during normal working hours, or a time and place convenient to the employee. To maintain employee's confidentiality, the supervisor must not look or review completed forms. It is RCG's responsibility to tell employees how to submit this questionnaire to the medical care professional for review.

Part A-section 1

Mandatory *please print*

Every employee selected to use **ANY** type of respirator must answer the following

Name	Today's Date
Job Title	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Age	Height ___ ft ___ in Weight ___ lbs
Phone Number ()	Best time to reach you?
Do you have the contact information of the medical professional reviewing this questionnaire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you worn a Respirator? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," list the type(s) of respirator you have worn.
Check the type of respirator you will use (check all that apply): ___ N, R or P disposable respirator (filter-mask, non-cartridge type only). ___ Other type (for example, half- or full face piece, powered-air purifying, supplied-air, self-contained breathing apparatus).	

Part A –section 2**Mandatory** *please print:*Every employee selected to use **ANY** type of respirator must answer the following:

Do you currently smoke or have smoked tobacco in the last month?	YES	No
Do you currently have or have ever had any of the following conditions?		
Seizures	Yes	No
Trouble smelling odors	Yes	No
Diabetes	Yes	No
Claustrophobia (fear of closed spaces)	Yes	No
Allergic reactions that interfere with breathing	Yes	No
Have you experienced any of the following conditions in the past or currently?		
Asbestosis	Yes	No
Asthma	Yes	No
Chronic bronchitis	Yes	No
Emphysema	Yes	No
Pneumonia	Yes	No
Tuberculosis	Yes	No
Silicosis	Yes	No
Pneumothorax (collapsed lung)	Yes	No
Lung cancer	Yes	No
Broken ribs	Yes	No
Any chest injuries or surgeries	Yes	No
Any other lung problems	Yes	No
Do you currently have any of the following symptoms?		
Shortness of breath	Yes	No
Shortness of breath when walking fast on level ground	Yes	No

Shortness of breath when walking up a slight hill or incline	Yes	No
Shortness of breath when walking with others on level ground ordinary pace	Yes	No
Shortness breath when walking at own pace on level ground	Yes	No
Shortness of breath when washing or dressing	Yes	No
Shortness of breath that interferes with work	Yes	No
Coughing that produces phlegm (thick sputum)	Yes	No
Coughing that wakes you early in the morning	YES	NO
Coughing that occurs mostly when lying down	YES	NO
Coughing up blood in the last month	YES	NO
Wheezing	YES	NO
Wheezing that interferes with work	YES	NO
Chest pain when deep breathing	YES	NO
Any other lung conditions?	YES	NO
Have you ever had any of the following heart conditions?		
Heart attack	YES	NO
Stroke	YES	NO
Angina	YES	NO
Heart failure	YES	NO
Swelling in legs or feet (not caused by walking)	YES	NO
Heart arrhythmia (irregular heart beat)	YES	NO
High blood pressure	YES	NO
Any other heart conditions?	YES	NO
Have you experienced any of the following symptoms in the past or currently?		
Frequent pain or tightness in chest	YES	NO
Pain or tightness in chest during physical activity	YES	NO
Pain or tightness in chest that interferes with work	YES	NO

Skipped or missed heart beats in the past two years	YES	NO
Heartburn or indigestion not related to eating	YES	NO
Any other symptoms that may be related to heart or circulatory problems?	YES	NO
Are you currently taking medication for any of the following conditions?		
Lungs	YES	NO
Heart	YES	NO
Blood pressure	YES	NO
Seizures	YES	NO
Have you ever experienced any of the following problems while using a respirator? If you have not used a respirator, proceed to the next question.		
Eye irritation	YES	NO
Skin allergies or rashes	YES	NO
Anxiety	YES	NO
General weakness or fatigue	YES	NO
Any other problems that interferes with use of a respirator	YES	NO
Would you like to talk to the medical professional reviewing this questionnaire about your answers?	YES	NO

Part A –section 3 Mandatory

Employees selected to use **full face respirator** or **self-contained breathing apparatus (SCBA)** respirator must answer the following section. Answering Part A-section 3 voluntary for employees selected to use other types of respirators.

Have you ever lost vision in either eye (temporarily or permanently)	YES	NO
Do you currently have any of these vision conditions?		
Wear contact lenses	YES	NO
Wear glasses	YES	NO
Color blind	YES	NO
Any other eye or vision problem	YES	NO
Have you experienced an injury to your ear, like a broken ear drum?	YES	NO
Do you currently have any of the following hearing conditions?		
Difficulty hearing	YES	NO
Wear a hearing aid	YES	NO
Any other hearing or ear condition	YES	NO
Have you experienced a back injury?	YES	NO
Do you currently have any of the following musculoskeletal conditions?		
Weakness of arms, hands, legs, or feet	YES	NO
Back pain	YES	NO
Pain or stiffness when leaning forward or backward at the waist	YES	NO
Difficulty moving head up or down	YES	NO
Difficulty moving head side to side	YES	NO
Difficulty bending at the knees	YES	NO
Difficulty squatting to the ground	YES	NO
Climbing a flight of stairs or a ladder carrying more than 25-lbs	YES	NO
Any other muscle/skeletal conditions that interferes with using a respirator?	YES	NO

Part B –section 1

The medical professional reviewing this questionnaire has the right to request answers to any of the following questions and other questions not listed.

Do you work at high altitudes over 5,000 feet or in a place with lower than normal oxygen?	YES	NO
If yes, do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when working under these conditions?	YES	NO
Have you ever been exposed to hazardous solvents, hazardous airborne chemicals (gases, fumes or dust) or had skin contact with hazardous chemicals?	YES	NO
If yes, what chemicals?		
Have you ever worked with any of the materials or the conditions listed below?		
Asbestos	YES	NO
Silica	YES	NO
Tungsten/cobalt (e.g. grinding or welding this material)	YES	NO
Beryllium	YES	NO
Aluminum	YES	NO
Coal (for example, mining)	YES	NO
Iron	YES	NO
Tin	YES	NO
Dusty environments	YES	NO
Other hazardous exposures	YES	NO
If yes, describe exposures		
List second jobs or side businesses		
List previous occupation		
List hobbies		
Have you served in the military services?	YES	NO
If yes, were you exposed to biological or chemical agents in training or combat?	YES	NO
Have you ever worked on a HAZMAT team?	YES	NO

Are you taking medications prescriptions or over-the-counter other than medications previously listed in this questionnaire?	YES	NO
If yes, list medications.		
Will you use any of the following with the respirator(s)?		
HEPA filters	YES	NO
Canisters (for example, gas masks)	YES	NO
Cartridges	YES	NO
How often are you expected to use the respirator(s) - check all that apply		
Escape only (no rescue)	YES	NO
Emergency rescue only	YES	NO
Less than 5-hours per week	YES	NO
Less than 2-hours per day	YES	NO
2 to 4 hours per day	YES	NO
Over 4-hours per day	YES	NO
While using the respirator, is your work effort:		
Light - <i>sitting</i> while writing, typing, drafting, or performing light assembly work or <i>standing</i> while operating drill press 1-3 pounds or controlling machines	YES	NO
If yes, how long does this period last during the normal work day?	HRS	MINS
Moderate - <i>sitting</i> while nailing or filing; <i>driving</i> truck or bus; <i>standing</i> while drilling, nailing, performing assembly work or transferring load of about 35 pounds at trunk level; <i>walking</i> on a level surface about 2 miles per hour or down a 5° grade about 3 miles per hour or <i>pushing</i> a wheelbarrow with a heavy load of about 100 pounds on a level surface.	YES	NO
If yes, how long does this period last during the normal work day?	HRS	MINS
Heavy - <i>lifting</i> a heavy load of about 50 pounds from the floor to employee's waist or shoulder; working on a loading dock; <i>shoveling</i> ; <i>standing</i> while bricklaying or chipping castings; <i>walking</i> up an 8° grade about 2 miles per hour; <i>climbing</i> stairs with a heavy load of about 50 pounds.	YES	NO

If yes, how long does this period last during the normal work day?	HRS	MINS
Will you be using other protective clothing and/or equipment with the respirator?	YES	NO
If yes, describe the protective clothing and/or equipment		
Will you be working under hot conditions (temperature exceeding 77°F)	YES	NO
Will you be working under humid conditions	YES	NO
Describe the work you will do while using the respirator		
Describe any hazardous conditions you may encounter when using the respirator		
Provide known information for substances you may exposed to when using the respirator:		
Name of toxic substance		
Estimated maximum exposure level per shift	Duration of exposure per shift	
Name of toxic substance		
Estimated maximum exposure level per shift	Duration of exposure per shift	
Name of toxic substance		
Estimated maximum exposure level per shift	Duration of exposure per shift	
Describe other responsibilities you will have while using respirator that may affect the safety and well-being of others (rescue, security).		

I certify that above answers are herein true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to disciplinary action – up to and including termination.

Employee's Signature

Date



OSHA RESPIRATOR MEDICAL CERTIFICATION

NAME	TODAY'S DATE
SUPERVISOR	DEPARTMENT

- Employee is medically approved for respirator use without restrictions.
- Employee is NOT medically approved for respirator use.
- Employee is medically approved for respirator use with the following restrictions:

Other comments:

This certification is valid for two years. Employees must notify their supervisor if potentially relevant health problems or accidents arise before then.

Physician's Signature

Physician (Print name)

Medical Facility

Rutherford County Government-OSHA Respirator

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not required Under the Standard

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

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Employee's Signature

Date

PERSONAL PROTECTIVE EQUIPMENT (PPE) HAZARD ASSESSMENT WORKSHEETS

This tool serves as written Certification you have completed a hazard assessment for personal protective equipment.

Instructions:

1. Identify any activities that could possibly cause a hazard. Review activities listed in the first column, and mark the activities performed in the work area or job/task.
The first column activities list is not all inclusive. You may add other activities to the list as needed based on the work area.
2. Identify any hazards that could possibly cause an injury. Review activities listed in the second column, and mark the hazards to which employees may be exposed while performing job task or in the work area.
(e.g. work activity: chopping wood; hazard: flying particles).

The second column hazards list is not all inclusive. You may add other hazards to the list as needed based on the work area.
3. Determine if the hazard can be eliminated. If not, indicate which type(s) of personal protection equipment is required for employees.

The third column PPE list is not all inclusive. You may add other PPE to the list as needed based on the work area.

Personal Protection Equipment (PPE)
Hazard Assessment Worksheet

Name task or work area:		
EYES		
Task/Work Area:	HAZARD(s):	Can hazard be eliminated without using PPE?
<input type="checkbox"/> abrasive blasting	<input type="checkbox"/> airborne dust	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> sanding	<input type="checkbox"/> flying particles	If no, use:
<input type="checkbox"/> chopping	<input type="checkbox"/> blood or other potentially infectious material splashes	<input type="checkbox"/> Safety glasses
<input type="checkbox"/> sawing	<input type="checkbox"/> hazardous chemicals	<input type="checkbox"/> Safety goggles
<input type="checkbox"/> cutting	<input type="checkbox"/> intense light (lasers, welding)	<input type="checkbox"/> laser safety glasses
<input type="checkbox"/> grinding	<input type="checkbox"/> cryogenic liquids	<input type="checkbox"/> welding shield/helmet (shade#) see appendix F
<input type="checkbox"/> drilling		
<input type="checkbox"/> hammering		
<input type="checkbox"/> welding		
<input type="checkbox"/> lab work	Name other hazard:	Name other PPE:
<input type="checkbox"/> press operations		
<input type="checkbox"/> yard work		
<input type="checkbox"/> machining		
<input type="checkbox"/> laser use		<input type="checkbox"/> No PPE Required

Personal Protection Equipment (PPE)
Hazard Assessment Worksheet

Name task or work area:		
FACE		
Task/Work Area:	HAZARD(s):	Can hazard be eliminate without using PPE?
<input type="checkbox"/> cleaning	<input type="checkbox"/> hazardous chemicals	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> lab work	<input type="checkbox"/> extreme heat/cold	If no, use:
<input type="checkbox"/> welding	<input type="checkbox"/> potential irritants	<input type="checkbox"/> Face shield
<input type="checkbox"/> furnace operations	<input type="checkbox"/> flying particles	<input type="checkbox"/> Welding shield/helmet (shade#) see appendix F
<input type="checkbox"/> mixing		Name other PPE:
<input type="checkbox"/> yard work	Name other hazard:	
<input type="checkbox"/> painting		
<input type="checkbox"/> pouring molten metal		
<input type="checkbox"/> dip tank operations		<input type="checkbox"/> No PPE Required

Personal Protection Equipment (PPE)
Hazard Assessment Worksheet

Name task or work area:		
HEAD		
Task/Work Area:	HAZARD(s):	Can hazard be eliminated without using PPE?
<input type="checkbox"/> building maintenance	<input type="checkbox"/> overhead beams	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> confined space operations	<input type="checkbox"/> overhead pipes	If no, use:
<input type="checkbox"/> construction	<input type="checkbox"/> exposed electrical wiring or components	
<input type="checkbox"/> electrical wiring	<input type="checkbox"/> falling objects	<input type="checkbox"/> Type E (up to 2,200 volts)
<input type="checkbox"/> walking/working under crane loads	<input type="checkbox"/> machine parts (ex. Entanglement)	<input type="checkbox"/> Type G (up to 20,000 volts)
<input type="checkbox"/> utility work		<input type="checkbox"/> Type C (no electrical protection)
	Name other hazard:	<input type="checkbox"/> Bump cap (not ANSI-approve)
		<input type="checkbox"/> Hair net or soft cap
	Name other PPE:	
		<input type="checkbox"/> No PPE Required

Personal Protection Equipment (PPE)
Hazard Assessment Worksheet

Name task or work area:		
HANDS/ARMS		
Task/Work Area:	HAZARD(s):	Can hazard be eliminated without using PPE?
<input type="checkbox"/> animal handling	<input type="checkbox"/> blood or other potentially infectious material splashes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> material handling	<input type="checkbox"/> hazardous chemicals	If no, use:
<input type="checkbox"/> cooking	<input type="checkbox"/> tools or materials that could bruise, scrape, cut, or puncture	<input type="checkbox"/> Gloves
<input type="checkbox"/> sanding	<input type="checkbox"/> extreme heat/cold	<input type="checkbox"/> chemical resistance
<input type="checkbox"/> grinding	<input type="checkbox"/> electricity	<input type="checkbox"/> liquid/leak resistance
<input type="checkbox"/> sawing		<input type="checkbox"/> temperature resistance
<input type="checkbox"/> welding	Name other hazard:	<input type="checkbox"/> abrasion/cut resistance
<input type="checkbox"/> hammering		<input type="checkbox"/> slip resistance
<input type="checkbox"/> working with glass		<input type="checkbox"/> voltage rated
<input type="checkbox"/> yard work		<input type="checkbox"/> protective sleeves
<input type="checkbox"/> using knives		<input type="checkbox"/> long sleeve shirt
<input type="checkbox"/> health care services		Name other PPE:
		<input type="checkbox"/> No PPE Required

Personal Protection Equipment (PPE)
Hazard Assessment Worksheet

Name task or work area:		
FEET/LEGS		
Task/Work Area:	HAZARD(s):	Can hazard be eliminated without using PPE?
<input type="checkbox"/> building maintenance	<input type="checkbox"/> objects that can roll over feet	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> construction	<input type="checkbox"/> hazardous chemicals	If no, use:
<input type="checkbox"/> demolition	<input type="checkbox"/> material handling	<input type="checkbox"/> safety shoes or boots
<input type="checkbox"/> food processing	<input type="checkbox"/> exposed electrical wiring or components	<input type="checkbox"/> toe protection
<input type="checkbox"/> animal handling	<input type="checkbox"/> heavy equipment (ex. forklift, pallet jack)	<input type="checkbox"/> metatarsal protection
<input type="checkbox"/> logging (ex. chainsaw)	<input type="checkbox"/> slippery surfaces	<input type="checkbox"/> electrical protection
<input type="checkbox"/> plumbing	<input type="checkbox"/> tools	<input type="checkbox"/> heat/cold protection
<input type="checkbox"/> trenching		<input type="checkbox"/> puncture resistance
<input type="checkbox"/> welding	Name other hazard:	<input type="checkbox"/> chemical resistance
		<input type="checkbox"/> anti-slip soles
		<input type="checkbox"/> leggings or chaps
		<input type="checkbox"/> long pants
		<input type="checkbox"/> closed toe shoe
		Name other PPE:
		<input type="checkbox"/> No PPE Required

Personal Protection Equipment (PPE)
Hazard Assessment Worksheet

Name task or work area:		
BODY		
<input type="checkbox"/> baking	HAZARD(s): <input type="checkbox"/> chemical splashes	Can hazard be eliminated without using PPE? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> frying	<input type="checkbox"/> extreme heat/cold	If no, use:
<input type="checkbox"/> building maintenance	<input type="checkbox"/> sharp or rough edges	<input type="checkbox"/> High Visibility Clothing
<input type="checkbox"/> battery charging	<input type="checkbox"/> expose electrical wiring or components	<input type="checkbox"/> Fluorescent orange vest & cap
<input type="checkbox"/> construction	<input type="checkbox"/> height of more than 10 feet on scaffold	<input type="checkbox"/> Flame Retardant Clothing
<input type="checkbox"/> dip tank operations	<input type="checkbox"/> height of 6 feet during maintenance /construction activities	<input type="checkbox"/> Coveralls, Body suit
<input type="checkbox"/> utility work	<input type="checkbox"/> traffic control	<input type="checkbox"/> Chemical resistant suit
<input type="checkbox"/> fiberglass installation	<input type="checkbox"/>	<input type="checkbox"/> Are Flash PPE
<input type="checkbox"/> scaffold use		<input type="checkbox"/> Fall arrest/restraint equipment
<input type="checkbox"/> irritating chemicals		<input type="checkbox"/> Apron
<input type="checkbox"/> aerial lift use	Name other hazard:	<input type="checkbox"/> Personal Floatation Device
<input type="checkbox"/> sawing		<input type="checkbox"/> Welding leathers
<input type="checkbox"/> working near water		<input type="checkbox"/> Abrasion/Cut resistance
<input type="checkbox"/> item under pressure		
<input type="checkbox"/> live electrical work		
<input type="checkbox"/> use of highly flammable materials		
	Name other PPE:	<input type="checkbox"/> No PPE Required

Personal Protection Equipment (PPE)
Hazard Assessment Worksheet

Name task or work area:			
EARS/HEARING			
Task/Work Area:	HAZARD(s):	Can hazard be eliminated without using PPE?	
<input type="checkbox"/> generator	<input type="checkbox"/> loud noises	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> grinding	<input type="checkbox"/> loud work environment	If no, use:	
<input type="checkbox"/> ventilation fans	<input type="checkbox"/> noisy machines/tools	<input type="checkbox"/>	Ear Plugs
<input type="checkbox"/> machining	<input type="checkbox"/> punch or brake presses	<input type="checkbox"/>	Ear Muffs
<input type="checkbox"/> motors	<input type="checkbox"/> landscaping equipment (lawn mower, weed whacker,		
<input type="checkbox"/> routers	<input type="checkbox"/> firearms		
<input type="checkbox"/> sanding			
<input type="checkbox"/> sawing	Name other hazard:		
<input type="checkbox"/> pneumatic equipment			
<input type="checkbox"/> punch or brake presses	Name other PPE:		
<input type="checkbox"/> use of conveyors		<input type="checkbox"/>	No PPE Required

Personal Protection Equipment (PPE)
Hazard Assessment Worksheet

Name task or work area:		
LUNGS/RESPIRATORY		
<input type="checkbox"/>	Task/Work Area:	HAZARD(s):
<input type="checkbox"/>	cleaning	<input type="checkbox"/> irritating dust or particulate
<input type="checkbox"/>	pouring	<input type="checkbox"/> irritating or toxic gas/vapor
<input type="checkbox"/>	mixing	<input type="checkbox"/> Pesticides
<input type="checkbox"/>	sawing	
<input type="checkbox"/>	painting	
<input type="checkbox"/>	fiberglass installation	
<input type="checkbox"/>	compressed air or gas operations	
<input type="checkbox"/>	welding	
		Can hazard be eliminated without using PPE? <input type="checkbox"/> Yes <input type="checkbox"/> No
		procedure must be followed with medical evaluation before employees are permitted to utilize a respirator
		If no, use:
		<input type="checkbox"/> dust mask
		<input type="checkbox"/> half mask
		<input type="checkbox"/> full mask
		<input type="checkbox"/> Powered Air Purifying Respirator (PAPR)
		<input type="checkbox"/> Self Contained Breathing Apparatus (SCBA)
	Name other hazard:	Name other PPE:
		<input type="checkbox"/> No PPE Required

MONTHLY HOUSEKEEPING INSPECTIONS

Each department shall use and maintain documentation the following monthly housekeeping checklist. Inspections shall be conducted to identify unsafe conditions and verify housekeeping is maintained. All violations shall be documented in sufficient detail. Any violations that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger shall be immediately reported to the department head and the Safety Coordinator.

*See worksheet on page 75.

MONTHLY HOUSEKEEPING INSPECTION SHEET				
Department:	Inspected by:	Date:		
General Conditions	Pass	Fail	NA	Comments
Light is adequate and maintained in all work areas				
Ventilation is adequate throughout area				
Housekeeping is adequate				
SDS documents are readily available				
First-aid equipment is adequate and properly used				
Tools are properly maintained				
Floors	Pass	Fail	NA	Comments
Floors are clear of trip hazards- <i>cords, boxes, etc...</i>				
Surfaces are non slip				
Temporary/permanent openings are properly guarded				
Stairs, Ramps and Platforms	Pass	Fail	N/A	Comments
Light is adequate and maintained				
Beams and stringers are in safe condition				
Surfaces are unobstructed and non-slip				
Handrails and toe-boards are adequate and secure				
Stairs are free of broken or split treads				
Ramps and platforms are adequate and secure				
Fire Hazards	Pass	Fail	N/A	Comments
Fire extinguishers checked and tagged				
Fire extinguishers are proper types for exposure				
Fire extinguishers are accessible- <i>not blocked or obscured</i>				
Solvents/flammables are properly handled and stored				
Fire escapes routes are adequate, accessible and safe				
Areas are clear of flammable waste and rubbish				
Electrical Equipment/Machine Hazards	Pass	Fail	N/A	Comments
Switchboard, transformers, wiring and controls adequate				
Apparatus marked, grounded and guarded				
Portable tools and equipment are grounded				
All points of operation are properly guarded				
Lock-out devices are adequate				
Unsafe Practices	Pass	Fail	N/A	Comments
Personal protective equipment is used				
Safety rules are followed				
Other areas needing further review:				

TOSHA REQUIRED TRAINING

ANNUAL TRAINING FOR ALL EMPLOYEES	
TOPIC	CONTENTS
Back Safety	Benefits, hazard identification, risk reduction
Bloodborne Pathogens	First Aid, BBP definition, examples, protection, exposure control plan
Emergency Action Plans	Fire prevention, exit routes, portable & fixed fire extinguish
Hazard Communication	GHS-SDS, pictograms, container labeling, TN Right to Know
Housekeeping	Importance responsibility hazard identification & elimination
On the Job Injury	Program benefits, qualifications, reporting procedures, review and appeals process, exclusions
Walking-Working Surfaces ➤ RCG's #1 reported OJI	Slips, trips, falls, sprains, and strains
ANNUAL TRAINING FOR AFFECTED EMPLOYEES	
TOPIC	CONTENTS
Electrical Safety	OSHA standards, electricity basics, hazard protection
General Environmental Controls	Permit-required confined space, Lockout/Tagout
Ladder Safety	Proper use and maintenance, hazard identification, risk reduction
Machine Guarding	Proper use, hazard identification, protection, safeguards
Occupational and Environmental Health	Ventilation, hearing conservation
Personal Protective Equipment	Eye, face, foot, respiratory
UPON JOB ASSIGNMENT/AS NEEDED TRAINING FOR AFFECTED EMPLOYEES	
TOPIC	CONTENTS
Accident Prevention	Ten traps, hazard identification, risk reduction
Driving Safety	Importance, hazards, risk reduction
Ergonomics	Definition, benefits, hazard identification, risk reduction
Materials Handling and Storage	Powered industrial trucks
Portable Powered Tools	Hand-held equipment
Power, Aerial Lifts, and Vehicle-Mounted	Work platforms
Welding, Cutting, and Brazing	Welding types, health effects, exposure reduction

PRIMARY TOSHA STANDARDS

29 CFR 1903.22- GENERAL

Each department shall conduct monthly housekeeping inspection for cleanliness and good physical appearance. All violations shall be documented in sufficient detail. Any safety related violations that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger shall be immediately reported to the department head and the Safety Coordinator. *See appendix for Monthly Inspection Sheet*

29 CFR 1910.24 THRU 1910.27-WALKING-WORKING SURFACES

Every ladder should be inspected prior to being used and on a monthly basis. Any ladder that has been involved in a work-related injury or has a defect that would compromise the safety of the ladder must be taken out of service immediately and marked with a **“Dangerous – Do Not Use”** tag.

29 CFR 1910.38 AND 1910.39- EXIT ROUTES, EMERGENCY ACTION PLANS & FIRE PREVENTION

Each department shall establish an evacuation plan. A copy of the plan shall be posted in a conspicuous place. Evacuation diagrams shall also be posted in appropriate areas. Training shall be conducted annually. The documented training shall be turned in to the Safety Coordinator, who will keep the training sheet on file.

29 CFR 1910.68 - POWERED PLATFORMS, MANLIFTS AND VEHICLE-MOUNTED WORK PLATFORMS

All employees who are required to operate man lifts shall be properly trained to operate the equipment in a safe manner. All departments using man lifts shall ensure the equipment is maintained properly. Equipment, which cannot be operated in a safe manner due to a defect or failure of some part, shall be taken out of service and repaired before the equipment is allowed back in service. Man lifts shall be inspected by the operator prior to use. All defects shall be noted and corrected. Man lifts shall be used only in the manner in which they are intended.

29 CFR 1910.95 - OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROL

All departments having noisy work environments shall have a noise survey conducted to determine the need for a hearing conservation program. Training must be conducted and documented annually. This training shall include the effects of noise; the purposes, advantages, and disadvantages of various types of hearing protectors; the selection, fit and care of protectors; and the purpose and procedures of audiometric testing.

PRIMARY TOSHA STANDARDS

29 CFR 1910.101 THRU 1910.120- HAZARDOUS MATERIALS

Departments dealing with the handling of hazardous materials shall comply with the written program developed outlining the safety measures used to prevent accidents. A hazard assessment shall be done and it shall be documented. All affected employees shall receive training in the program. These employees must demonstrate proficiency in the program. Annual training shall be conducted and documented.

29 CFR 1910.132 THRU 1910.138- PERSONAL PROTECTIVE EQUIPMENT

Job sites shall conduct a hazard assessment to determine existing hazards as well as required personal protective equipment. This assessment shall be documented. Employees shall be trained in the use and care of all required PPE. This training shall be documented.

***SEE APPENDIX FOR HAZARD ASSESSMENT WORKSHEET**

29 CFR 1910.146 - 29 CFR 1910.147- GENERAL ENVIRONMENTAL CONTROLS

This standard requires departments having confined spaces to evaluate whether or not these spaces meet the requirements of a permit-confined space. Departments with permit-confined spaces shall develop a written program with appropriate annual training and documentation. Departments having equipment requiring servicing by departmental employees shall develop a written program detailing lockout/tagout procedures on each type of equipment to be serviced. Locks shall be used on all equipment being serviced unless it is not feasible to use locks. Equipment that cannot be locked out shall be tagged. A specific written procedure for using tags must be developed for each type of equipment. All new equipment shall be capable of being locked out.

29 CFR 1910.151- MEDICAL AND FIRST AID

Departments shall ensure the readily availability of medical personnel for advice and consultation. In the absence of nearby medical facilities for the treatment of injured employees, a person(s) shall be adequately trained in first aid. First aid supplies shall be readily available.

29 CFR 1910.155 THRU 29 CFR 1910.157- FIRE PROTECTION

All employees shall receive training in general fire prevention. Each department shall designate an employee(s) to be responsible for knowing how to operate portable fire extinguishers. Fire extinguishers shall be inspected in accordance with NFPA guidelines.

29 CFR 1910.178 - MATERIALS HANDLING AND STORAGE

All departments using powered industrial trucks (fork lift, tow motors) shall develop a written plan to ensure the equipment is maintained properly. All employees who are required to operate powered industrial trucks shall be properly trained how to operate the equipment in a safe manner. Powered industrial trucks shall be used only in the manner in which they are intended.

PRIMARY TOSHA STANDARDS

29 CFR 1910.212- MACHINERY AND MACHINE GUARDING

Departments having machinery with guards shall develop a written program. Training shall be conducted annually and shall be documented.

29 CFR 1910.241 THRU 1910.244-PORTABLE POWER TOOLS & HANDHELD EQUIPMENT

Departments having employees using hand-held power tools or equipment shall make sure the employees are properly trained to operate the machinery in a safe manner. Training shall be conducted annually. The documented training shall be turned in to the Safety Coordinator, who will keep the training sheet on file.

29 CFR 1910.252- WELDING, CUTTING AND BRAZING

All employees who are required to weld shall be properly trained to operate the equipment in a safe manner. Training shall be conducted annually. The documented training shall be turned into the Safety Coordinator- info kept on file.

29 CFR 1910.301 THRU 1910.307 AND 29 CFR 1910.331 THRU 1910.335- ELECTRICAL

All electrical work will be conducted in a manner consistent with existing regulations and with good standard practices.

29 CFR 1910.1030 - 29 CFR 1910.1200 TOXIC AND HAZARDOUS SUBSTANCES

Departments having employees exposed to blood or other bodily fluids shall develop a written program. All affected employees shall receive training upon initial assignment and shall also receive annual refresher training. All training shall be documented and cover protective methods to include the use of universal protection. All departments shall abide by the Hazard Communication Program as it pertains to the needs of their departments. This program shall be made readily available to all employees of the department. Training on Hazard Communication shall be conducted and documented upon initial assignment to a work area and annually thereafter.