

# **IIPP**

## Injury & Illness Prevention Program

Revised March 2021

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## **I. PURPOSE AND OBJECTIVES**

### **A. Purpose**

The purpose of this Injury and Illness Prevention Program (IIPP) is to maintain a safe and healthful workplace and to develop health and safety awareness on the part of all employees of EMPLOYER California Code of Regulations (CCR) Title 8, General Industry Safety Orders (GISO), Section 3203 requires every employer to maintain an IIPP, which includes, but is not limited to:

- Identification of a person(s) responsible for implementing and maintaining this IIPP.
- A system for identifying, evaluating, and correcting unsafe conditions and work practices.
- Procedures for investigating occupational injuries and illnesses including report formats and instructions.
- Methods and procedures for communicating with employees on occupational health and safety matters.
- A system for ensuring that employees comply with safe and healthful work practices.
- Procedures for providing safety and health orientation and training to employees when newly hired reassigned, or when new hazards are identified.
- A recordkeeping and documentation procedure to support the written IIPP.

In addition, as the cost of employee injuries, illness and litigation continues to escalate, injury and illness prevention is necessary. The most appropriate method of cutting cost is to prevent an incident, injury or illness from ever occurring. The foundation of this program lies in the development of a conscious attitude within employees towards injury and illness prevention. The elimination of unsafe acts and conditions will help control cost and improve the efficiency of EMPLOYER operations.

## **B. Objectives**

EMPLOYER has adopted this IIPP with the following objectives in mind:

- To reduce or minimize occupational injuries and illness and provide a healthful work environmental
- To discover and eliminate unsafe acts through job training, periodic safety training, and raising injury and illness prevention awareness of employees.
- To monitor and correct unsafe work and environmental conditions.

## **II. AUTHORITY AND RESPONSIBILITY**

All employees working for EMPLOYER have a responsibility for health and safety. All employees are required to work in a manner, which will not endanger the life or health of themselves or their co-workers. They are authorized to take reasonable steps to ensure a safe and healthful work environment. A copy of EMPLOYER Goals and Objectives and organizational charts can be found at the end of this section.

### **A. Director / Owner of Operations**

The primary person responsible for ensuring the implementation of this IIPP is the Director of Operations. The Director is responsible for the overall operation and administration of EMPLOYER and has the authority to implement changes as required. He also has the authority to delegate responsibility and authority to other individuals who can allocate resources and implement changes on his behalf.

### **B. Management**

Management has the responsibility and authority to learn and understand all aspects of the IIPP. In addition to implementing the program, management enforces the requirements of the program for all employees to ensure full compliance. It is management's responsibility to monitor effectiveness of this program within their respective areas of jurisdiction. Management shall monitor injury/illness trends and assign staff in work areas to ensure compliance with safety rules and work practices. Corrective action will be taken where required.

Safety training via meetings, classroom and tailgate sessions will be provided to all employees, based on injury/illness trends and job task requirements.

One member of management will be responsible for the implementation of this program at each facility. The responsible person at EMPLOYER will be:

## Director Of Operations

### **C. Supervisor**

The individual who has the primary responsibility concerning injury and illness prevention is the supervisor. The supervisor is generally the most familiar with the various processes, equipment, and work procedures. If a question arises concerning injury and illness prevention on the job site, the supervisor will investigate the problem and if necessary, halt the project to determine the safest possible way to proceed with the project. If the remedial action is beyond the scope of authority given to a supervisor he/she shall confer with a higher level of management.

### **D. Employees**

All employees are responsible for working in a safe and responsible manner and to maintain a clean and safe work area. In addition, they are responsible for participating in all required IIPP training as deemed necessary by their supervisor and management.

If an employee witnesses an unsafe act by a co-worker, the incident should be brought to the attention of the supervisor in order to prevent injury to themselves or others.

All employees have a responsibility to identify unsafe work conditions. A worker should not proceed to work on equipment or in an environmental that is unsafe without first taking the necessary steps to prevent injury or illness.

### **E. Consultants and External Resources**

EMPLOYER utilizes consultants and external resources to provide direction and assist in planning and affective IIPP. These individuals provide appropriate professional and technical resources; review and evaluate EMPLOYER IIPP and makes recommendations for improvement.

## **III. ASSURANCE OF EMPLOYEE COMPLIANCE**

In order to maintain an effective IIPP, EMPLOYER has developed a system to ensure employee compliance with IIPP policies and procedures. The system may include, but is not limited to:

- 1) Recognition and praise
- 2) Performance reviews

- 3) Training
- 4) Job audits
- 5) Disciplinary action

**A. Recognition and praise**

A written memorandum may be issue to employees who demonstrate outstanding safety performance. This memo can be initiated by the employee's immediate supervisor and forwarded through the chain of command to the Personnel Department for inclusion in the employee's personnel file.

**B. Performance Review**

Safety awareness shall be a factor in completing an employee's annual performance review (PR). The level of awareness should be higher for those whose jobs involve exposure to a greater level of hazards. Prior to the annual PR, the supervisor will review the number of accidents, incidents and near-misses if any, that have been reported. The supervisor will review these incidents and take them into consideration when preparing for the employee's PR. If an employee has not had any incidents since his/her last PR that will also be taken into consideration when preparing for the PR.

**C. Training**

Training is a means for ensuring that employees are informed on all safety policies and procedures. All new and current employees will be informed and trained on all aspects of this IIPP. The training may include but is not limited to:

- Procedures for hazard identification
- Disciplinary policy for safety violations
- Procedures for hazard correction
- Each individual's responsibility for injury and illness prevention
- Procedures for reporting unsafe conditions and acts
- Incident reporting

In addition, all employees will be trained in various safety procedures in accordance with the frequencies outlined in the California Code of Regulations, General Industry Safety Orders. Training will consist of classroom, on-the-job training, and special meetings.

Where appropriate, training by outside sources, such as equipment and chemical vendors and consultants will be provided. The training an employee receives is dictated by the job description and determined by the manager or supervisor.

The meeting instructor fills out a "Safety Training Record" form to record Cal/OSHA required information. Completely fill out the form and maintain it on file for three (3) years on site. A sample form is included at the end of the "Employee Safety Training" section or this document (Section V).

Training is discussed in detail in Section V of the IIPP.

#### **D. Safety Audits**

Safety audits may be performed by management, field supervisors, or outside consultants in order to identify unsafe conditions or actions. Audits may include, but are not limited to:

- Evaluation of employee actions
- Condition of equipment
- Adherence to EMPLOYER safety policies and procedures
- Knowledge of emergency procedures

Any discrepancies observed from EMPLOYER policies will be noted on the audit form and the operation or project will be evaluated for method to ensure the IIPP is followed. Safety audits may be planned or unplanned. A safety inspection report is found at the end of Section VI.

#### **E. Disciplinary Action**

Disciplinary action will be taken if an employee fails to follow safety policies and procedures, in accordance with EMPLOYER progressive discipline policy.

EMPLOYER disciplinary action policy is outlined as follows:

- 1) **Verbal Warning** - Verbal warning is given to an employee by his or her immediate supervisor or manager and is documented in the form of a memo. The memo must indicate that it is a verbal warning and will be initialed by the issuing supervisor or manager, the employee, and the Director. This memo will be maintained with the issuing supervisor or manager and a copy provided to the Director for documentation purposes only.

- 2) **Written Warning** – The second occurrence of a violation will result in a formal written warning for an employee. The documentation will include a heading indicating that it is a formal written warning and this report will be forwarded to the personnel department and placed in the employee’s permanent file.
- 3) **Suspension** - A recommendation for suspension can be made to the Director by the immediate supervisor or manager, depending upon the severity or frequency of violation(s). Suspension without pay will be for a minimum of one day and must be approved following a review of the incident by the Director.
- 4) **Termination** – An employee can be terminated based on the severity or frequency of the violations. Basis for termination can include a serious and willful violation of a safety policy or procedure or failing a drug test. Termination of employment can only occur following a review of the incident by the Director.

In certain instances, various steps of the progressive disciplinary policy can be omitted and more severe action taken by EMPLOYER.

## **I. INJURY AND ILLNESS PREVENTION PROGRAM COMMUNICATION**

In order to maintain an effective IIPP, communication of safety information is required to achieve EMPLOYER goals. EMPLOYER has established the following safety goals:

- To provide a system for effectively communication of safety information is required to matters relating to occupational health and safety.
- To encourage employees to inform management of work place hazards without fear of reprisal.
- To identify and take action on work place hazards left undiscovered by other means of detection. This includes unhealthy and unsafe actions and conditions.

### **A. Communication Methods**

Several communication methods are available to use. The method selected will depend on the purpose of the communication, the number of persons who need to be reached, and the formality of the communication. Work schedules and work locations also dictate when and where meetings can be held. EMPLOYER utilizes various methods and media to communicate information regarding safety to its employees. These means include, but are not limited to:

- Safety Training Meetings



- New Employee Orientation
- Safety Suggestions
- Postings
- Memorandums

## **B. Safety Meetings**

Meetings are the primary method to communicate safety issues. EMPLOYER holds documented meetings with employees and directed individuals to provide training, discuss injury/illness incident, unsafe incidents, unsafe acts or conditions, safety rules and other related issues.

A "Safety Meeting Report" form must be used to record communication. These records must remain on file for three (3) years. A sample report form is included at the end of this section.

### **1. Safety Meetings**

Safety meetings are formal training sessions conducted as required by the Cal/OSHA GISO. These group safety meeting are mandatory for all employees involved with specific tasks. The session may necessitate group discussions or practice.

### **2. Tailgate Safety Meetings**

Tailgate safety meetings take place at the beginning of any non-routine project. These meetings can either take place on an individual one-on-one basis or in small groups. Project safety meetings are task specific and may pertain only to the employee(s) who actually is involved in a particular project.

The personal or one-on-one method of communication maximizes information exchange under less inhibited conditions with minimum distractions. Under certain circumstances, small groups (three or less) are also an effective form of contact. Often this type of contact generates good questions, interaction and suggestions from employees. Management needs to be made aware of employee input and ideas resulting from these group meetings.

## **C. New Employee Orientation**

Newly hired employees must receive safety training specific to their job requirements. No employee will be assigned to work without first receiving instruction and training on the hazard inherent to their job. EMPLOYER uses a two step process to provide new employee safety orientation.

- 1) EMPLOYER will issue new employees an Employee Handbook along with other documents related to injury and illness prevention.
- 2) Immediate supervisors must complete the new hire safety orientation, which includes but is not limited to, job and task specific hazardous.

New employee training requirements are discussed in Section V of this IIPP.

#### **D. Safety Suggestions**

Suggestion can be made on any injury/illness prevention related item through safety meetings and one to one discussion with supervisors or managers. Suggestions can address such items as work place hazards, unsafe or unhealthy actions, new training topics, equipment purchases or modifications, new work procedures or rearranging the work place.

#### **E. Postings**

A poster or employee notice can be a useful method of communication, provided it is in an area that can be seen. Postings should be placed in a prominent spot on employee gathering areas. Postings may include safety posters or regulatory bulletins.

Posters are most effective when they are:

- Pertinent to the operation
- Interesting to view
- Rotated on a frequent basis
- Understandable

The following is a partial listing of required safety regulatory postings:

- Cal/OSHA No. 300 Form: Log and Summary of Occupational injuries and illness must be posted each February and includes a summary of injuries and illnesses from the previous calendar year.
- Cal/OSHA: “Safety and Health Protection on the job “Poster.
- Notice to Employees of Possible Exposure to Toxic Substances
- Access to Medical and Exposure Records
- Workers’ Compensation Notice
- Emergency Phone Numbers and Evacuation Routes

#### **F. Safety Memorandums**

On occasion, memorandums regarding specific safety items will be by EMPLOYER Memorandums are posted on bulletin boards or other visible locations. The memorandums are filed with the Director for record keeping purposes.

#### **V. EMPLOYEE SAFETY TRAINING**

In order to ensure that all EMPLOYER staff recognize and understand the hazards and risks associated with their work, all employees will be trained to work in a safe and healthful manner. Training programs have been developed to comply with the various requirements of both federal and state regulations. Employee safety training is one of the most important elements of this IIPP. Training can increase the productivity of an employee and prepares them to work in a safe and healthful manner.

Training is provided through any combination of the following methods:

- New Employee Orientation
- Safety Meetings
- Tailgate Safety Meetings

EMPLOYER has established the following training requirement goals:

- Provide employees with consistent and timely safety training.
- Inform employees about job hazards and educate them on work methods to avoid occupational injuries and illnesses.
- Implement training programs, which includes safety topics and records, and complies with regulatory standards.

A general description of training activities is provided to explain the employee training procedures. A partial list of training topics required by Cal/OSHA is provided at the end of this section. Management should examine this list to ensure that required training is provided, adding or deleting training programs, as needed.

#### **A. New Employee Training**

All new employees receive EMPLOYER's New Employee Orientation Safety Training. This training is conducted before an employee is assigned to work. The employee must receive safety training specific to their job requirements. No employee will be sent to work without first receiving instructional and training on the hazards inherent to their job. The topics addressed in this step include the following:

- Brief explanation of the Injury and Illness Prevention Program (IIPP)
- Common work place hazards
- General safety rules and emergency procedures
- Incident and hazard reporting procedures
- Hazard Communication Program (hazardous chemical)
- Emergency Procedures

Once completed, the general orientation checklist is forwarded to the Director or his designated coordinator. A general safety orientation checklist for new employees is included at the end of this previous section.

As employees are assigned to crews, functions, or job tasks, the immediate supervisor provides orientation training, which includes the following:

- Specific job hazards
- Safe work practices
- Safety rules and procedures for the job tasks
- Orientation to the facilities where the new employee will be working

A checklist similar to the general safety orientation checklist will be used to outline specific safety orientation training that all new employees receive. Completed orientation checklist should be permanently maintained in the employee's personnel record.

## **B. Refresher Training**

Selected safety topics will be presented to all employees on an annual basis. Annual refresher topics will be provided, as needed or required, under federal and state regulatory requirements.

## **C. Temporary Employee Orientation**

All employees, regardless of status should receive safety training before beginning work. At a minimum, temporary employees should receive training in the following areas:

- Personal protective equipment needed to complete the job tasks, including hard hats, safety glasses and gloves
- Specific hazards associated with their job assignments
- Injury and illness reporting
- Chemicals present in the work place
- How to read a Material Safety Data Sheet

## **D. New Assignments or Transfer**

When an employee is given a new job classification or is transferred to another division, he/she will receive training as a new employee. However, depending upon the complexity of the new assignment, the duration of the training and the topics covered may vary.

If a person is assigned to a job and has not been properly trained, he/she must notify the supervisor that proper training has not been provided. The supervisor will arrange for the proper training as soon as possible. The employee will not be allowed to perform the work until the training has been completed.

## **E. New Processes or Equipment**

Prior to the startup of a new process, procedure or equipment, all employees who may be affected will be trained in the hazards of the process or procedure and methods to operate the equipment in a safe manner. The training may consist of classroom training, on-site instruction, and hands-on training. The training may be conducted by managers, supervisor, crew leaders, equipment vendors, consultants, or other qualified persons.

Documentation of training will be maintained for all new processes, or equipment. A copy of the training documentation will be forwarded to the Director.

#### **F. Recognized Hazards**

All newly recognized hazards must be brought to the attention of the manager/supervisor in charge of the project. If the supervisor has the authority to correct the hazard, he/she will do so. If the corrective action is beyond the authority of the site supervisor, he/she will notify an individual higher up in the chain of command.

Routine operations in the hazards area will not resume until corrections have been made. If the area in questions in critical to operations and cannot be shut down, an adjusted form of operation designed to circumvent the hazard may be implemented by the supervisor on a temporary basis. Upon removal or remediation of the hazard, routine operation will resume.

If the correction of the recognized hazard results in a change in equipment or process, all employees affected by the change will be trained and the training documented.

#### **G. Training Documentation**

All training, regardless of topic, duration or attendance, must be documented. The training topic must be outlined in writing and kept on file. Documentation must include the following:

- Date(s) of the training
- The trainer's name
- Topic covered
- Names of employees who received the training

Training records must be kept on file for three (3) years. A sample "Safety Training Record" form is included at the end of the previous section.

#### **H. Cal/OSHA Mandated Training Subjects**

EMPLOYER Management and Supervisors are responsible for evaluating employee training needs and training capabilities. The training an employee receives is determined by their job classification and/or description.

The following is a list of the specific requirements for employee instruction or training contained in title 8 of the California Code of Regulations. Employees must receive initial training on all applicable topics and refresher training as indicated, if applicable.

The following are general topics applicable to all EMPLOYER employees:

- 3203 Injury and illness Prevention Program (IIPP) 1
- 3220 Emergency Action Plan 1
- 3221 Fire Prevention Plan 1
- 3400 Medical Service and First Aid 2
- 5194 Hazard Communication and Material Safety Data Sheets (MSDS) 1
- 6151 Portable Fire Extinguishers

## **VI. INSPECTION AND HAZARD REPORTING**

Periodic inspection of EMPLOYER's facilities is an integral part of ensuring that employees work in a safe and healthful environment. The evaluation and identification of hazards is an on-going process.

EMPLOYER has implemented a program to inspect facilities and operations to identify and correct safety and health hazards before incidents, injuries, or illnesses occur. In addition, all employees are required to inspect and report any potential hazards before starting work on a project.

EMPLOYER has established the following goals for inspection and hazard reporting:

- Eliminate or control unsafe/unhealthy acts or conditions before they result in an injury/illness or an exposure that may produce an injury/illness and/or damage.
- Encourage employee participation in hazard detection and control activities.
- Provide a system for employees to formally report hazard and make suggestions without the fear of reprisal.

### **A. Daily Inspections**

Employees also play a vital part in this activity by reporting problems when they are discovered. Each employee has a responsibility to report hazards to their supervisor immediately so that action can be taken to correct the problem.

If possible, all hazards shall be eliminated before any employee is allowed to work on the project. If necessary, employees will be removed from the work area if hazards are identified after the project has begun. Employees will not be allowed to reenter the work area until hazards have been eliminated or equipment locked/tagged out. If the hazardous cannot be eliminated, effective personal protective equipment will be provided and worn by all employees.

### **B. Site Inspections**

Site supervisor or designated representatives conduct inspections to document unsafe conditions and/or work practices. Sample inspections report forms are provided at the end of this section. Inspection reports are to be reviewed by the Director with the support of designated representatives to identify outstanding hazards/recommendations. Completed inspection reports are maintained by the Director for a period of three (3) years.

### **C. New Process and Equipment**

Hazard considerations are part of the design of new processes and are taken into account prior to start-up. Whenever possible, engineering controls are implemented at the design stage. If engineering controls are not adequate or feasible to eliminate hazards, Material Safety Data Sheets (MSDS) and/or personal protective equipment will be provided.

Before the new process or equipment is placed into service, management will inspect the facility or equipment to identify any unforeseen hazard associated with the new process or equipment.

### **D. Recognized Hazards**

Any unsafe condition observed by an employee, whether through scheduled inspection or as a result of an accident, shall be reported in writing to the supervisor.

If feasible, the work in the area is halted until the hazard can be corrected or controlled. If the work is such that the work in the area cannot be halted, it shall proceed under direct management supervisor. In cases where limited authority or resources prevent prompt remedial action, conditions shall be made temporarily safe until a permanent correction of the problem can be implemented.

The supervisor is responsible for initially investigating the problem, evaluating the situation and implementing corrective action promptly. The supervisor will notify management in writing of the action taken. The written action report is to be forwarded to the Director or his designated representative. In the event that supervisor determines that the corrective action is beyond his/her authority, the supervisor shall notify the management for assistance in evaluating the condition and implementing corrective action.

## **I. INJURY/ILLNESS REPORTING AND INVESTIGATION**

EMPLOYER has established the following goals in Injury/illness reporting and investigation:



- To acquire all pertinent information contributing to an injury/illness so that controls can be developed to prevent similar occurrences in the future.
- To provide information to satisfy local, state and federal agencies.
- To provide the worker's compensation claims administrator with needed information to effectively manage real and alleged claims.
- To inform management of accidents resulting in serious employee injury/illness and property damage.

Regardless of the degree of injury, employees must report a work related illness or injury to their supervisor immediately or as soon thereafter as practicable. This includes those injuries/illnesses requiring minor first aid. Any employee who fails to report an injury/illness is subject to disciplinary action.

The supervisor normally is the first person to be notified of an accident. The immediate responsibility is to:

1. See that the injured employee receives prompt medical attention.
2. Secure the area, if necessary, to prevent further mishap.
3. Report the incident to management.
4. The supervisor should call the Director, if the employee is absent at least one full working day as a result of an occupational injury or illness.

Once an injury or illness is reported, the employee's supervisor must complete the following steps:

1. Provide the employee with a Division of Worker's Compensation Form 1 within 24 hours. This form explains the employee's rights under the workers' compensation laws of the State. If the employee is not present, this form must be mailed via certified letter or delivered in person within 24 hours. This form may not be returned immediately by the employee. Forward it as soon as it is received. A copy of this form is included at the end of this section.

2. Completed the “EMPLOYER First Report of Injury” Form. A copy of this form is included at the end of this section.

## **VIII. INCIDENT RECORDKEEPING REQUIREMENTS**

The following is a standardized Cal/OSHA record keeping system. It is designed for the purpose of maintaining documentation on occupational injuries and illnesses for statistical analysis, for regulatory compliance and to help prevent future injuries and illnesses.

The following are goals as they pertain to record keeping:

- To provide injury/illness information on safety activities.
- To acquire the necessary reporting information as required by law.
- To provide guidelines and procedures for classifying various types of injuries so that accurate reporting can be consistently accomplished.

### **A. Cal/OSHA Record keeping and Reporting**

#### **1. Injury/Illness Log (Cal/OSHA No. 300 Log)**

Cal/OSHA requires that logs be maintained for all occupational injuries and illnesses as they are reported. It is vital that accurate entries are made within 6 days of receiving knowledge of an employee injury or illness. The Director or his designated representative maintains the Cal/OSHA No. 300 Log for each EMPLOYER location. This log must be kept for five years.

##### **a. Annual injury/Illness Summaries**

Cal/OSHA regulations require that the Cal/OSHA No. 300 Log be summarized annually and posted in the work place for the month of February. Information on the summarized Cal/OSHA No. 300 Log should be from the previous calendar year. A sample form and entry instructions is provided at the end of this section.

##### **b. Cal/OSHA Record Keeping Information**

Cal/OSHA record keeping information can be obtained from the California Division of Labor Statistics and Research. Record keeping booklets and the log and Summary of Occupational injuries

and Illnesses (Cal/OSHA No. 300 Log) can be obtained at the following address:

California Division of Labor Statics and Research  
P.O. Box 420603  
San Francisco, CA 94142  
(415) 557-1466

## **B. Guide to Injury/Illness Recordkeeping**

### **1. Injury/Illness Classification**

Only “recordable and lost time” injuries and /or illnesses are to be entered on the Cal/OSHA No. 300 Log.

The following is a brief description on how to fill out the log:

- Column A** - Enter a number that is unique for each CAS (i.e.1, 2, 3, etc.)
- Column B** - For occupational injuries, enter the date of the work accident which resulted in injury. For occupational illnesses, enter date of initial diagnosis of illness, enter date of initial diagnosis of illness, or, if absence from work occurred before diagnosis, enter the first day of absence attributable to the illness which was later diagnosed or detected. Cases do not necessarily fall consecutively by date, because injuries and illnesses are recorded as they become known to the organization.
- Column C** - Insert 1 of 2 entries: (1) First name, middle initial and last name; or (2) first initial, middle initial and last name.
- Column D** - Specify the injured or ill employee’s regular job title even if the employee was working outside his or her regularly assigned occupation at the time of the injury or illness exposure.
- Column E** - State the department in which the injury or illness exposure occurred only if it is the regularly assigned station.

- Column F** - Briefly describe the nature of the injury or illness and part(s) of the body affected. For example, amputation-finger is not sufficiently detailed. A correct entry would be amputation-second joint, forefinger, left hand. This tells which hand, which finger, left hand. This tells which hand, which finger, and to what degree.
- Column 1** - The date of death must be entered if an occupational injury results in a fatality.
- Column 2** - If a case involves lost workdays due to an injury, check this column. Lost workday include both days away from work and days or restricted work activity, or both. The number of lost workdays should not include the day of injury or any days on which the employee would not have worked even though able to work (i.e., weekends, paid holidays, vacation, etc.).
- Column 3** - Check if the injury involves days away from work.
- Column 4** - Enter the actual number of days away from work.
- Column 5** - Enter the actual number of days of restricted work.
- Column 6** - If no entry was made in columns 1 or 2, but the injury is recordable according to the Cal/OSHA No. 300 guidelines, a check must be entered to indicate that it was injury without lost workdays.
- Column 7** - For occupational illnesses, an entry should be placed in one of the columns 7a through 7g, depending upon which column is applicable. Illnesses must be evaluated individually. I.e., sunstroke would require a check in column 7e; eczema or rash would require a check in column 7a. The reverse side of the log form gives examples of cases under each illness category.
- Column 8** - The date of death must be entered if an occupational illness results in a fatality with 5 years following the year the illness was initially entered on the log.

- Column 9** - Check if the illness involves days away from work or days restricted work activity, or both.
- Column 10** - Enter a check if the illness involves days away from work.
- Column 11** - Enter the actual number of days away from work.
- Column 12** - Enter the number of days or restricted work activity.
- Column 13** - Enter a check if no entry was made in columns 8 or 9 since the illness did not involve lost workday.

For illnesses only, when a termination or permanent transfer is involved, place an asterisk (\*) to the right of the entry in columns 7a through 7g (type of illness).

## **2. Recordable Injuries**

“You are require to record information about every occupational death, every non-fatal occupational injury which involves one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment (other than first aid).”

In most cases, this definition is sufficient to determine if a case is recordable. However, further definition of recordable work-related injures is occasionally needed. Work-related injury must involve at least 1 of these 4 conditions before it is deemed recordable. Minor injuries requiring only first aid treatment are not recordable.

### **a. Medical treatment**

It is important to understand the distinction between treatment and first aid treatment since many work-related injuries are recordable only because medical treatment was given.

The instructions on the back of the log and summary, Cal/OSHA No. 200, define medical treatment as any treatment, other than first aid treatment, administered to injured employees. Essentially, medical treatment involves the provision of medical or surgical care injures that are not minor through the application of procedures or systematic therapeutic measures.

Work-related injuries which involve only first aid treatment must not be recorded. Therefore, the definition of first aid treatment has

important implications for evaluating potential medical treatment cases. First aid is commonly thought to mean emergency treatment of injuries before regular medical care is available. However, first aid treatment has a different meaning for Cal/OSHA record keeping purposes. First aid treatment is defined as:

“Any one-time treatment, and any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such one-time treatment and follow-up visit for the purpose of observation is considered first aid even though provided by a physician or registered professional personnel.”

The distinction between medical treatment and first aid depends not only on the treatment provided, but also on the severity of the injury being treated. First aid is: (1) Limited to one-treatment and subsequent observation; and (2) Involves treatment of only minor injuries, not emergency treatment of serious injuries.

Injuries are not minor if:

- 1) They must be treated only by licensed medical personnel;
- 2) They impair bodily function (i.e., normal use of senses, limbs, etc.);
- 3) They result in damage to the physical structure of a non superficial nature (e.g., fractures); or
- 4) They involve complications requiring follow-up medical treatment.

Physicians or registered medical professionals, working under the standing order of a physician, routinely treat minor injuries. Such treatment constitutes first aid. Also, some visits to a doctor for an examination or other diagnostic procedure to determine whether the employee has an injury do not constitute medical treatment. Conversely, medical treatment can be provided to employees by a lay person; i.e. someone other than a physician or registered medical personnel.

The following are generally considered medical treatment. Work-related injuries for which this type of treatment was provided or should have been provided are almost always recordable:

- Treatment of **INFECTION**
- Application of **ANTISEPTICS** during **second or subsequent visit** to medical personnel
- Treatment of **Second or Third DEGREE BURN(S)**
- Application of **Sutures** (stitches)
- Application of **BUTTERFLY ADHESIVE DRESSING(S)** or sterile **strip(s)** in lieu of sutures
- Removal of **FOREIGN BODIES EMPBEDDED IN EYE**
- Removal of **FOREIGN BODIES FROM WOUNDD**; if procedure is **COMPLICATED** because of depth of embedment, size, or location
- Use of **PRESCRIPTION MEDICATIONS** (except a single dose administered an first visit for minor injury or discomfort)
- Use of hot or cold **SOAKING THERAPY** during **second or subsequent visit** to medical personnel
- Application of hot or cold **COMPRESS(ES)** during **second or subsequent visit** to medical personnel
- **CUTTING AWAY DEAD SKIN**(surgical debridement )
- Application of **HEAT THERAPY** during **second or subsequent visit** to medical personnel
- Use of **WHIRLPOOL BATH THERAPY** during **second or subsequent visit**
- Subsequent visit to medical personnel
- **POSITIVE X-RAY DIAGNOSIS** (fractures, broken bones, etc)
- **ADMISSION TO A HOSPITAL** or equivalent medical facility **FOR TREATMENT**

The following are generally considered first aid treatment (e.g., one-time treatment and subsequent observation of minor injuries) and should not be recorded if the work-related injury does not involve loss of consciousness, restriction of work or motion, or transfer to another job:

- Application of **ANTISEPTICS During first visit** to medical personnel
- Treatment of **FIRST DEGREE BURN(S)**
- Application of **BANDAGE (S)** during any visit to medical personnel
- Use of **ELASTIC BANDAGE (S)** during first visit to medical personnel
- Removal of **FOREIGN BODIES NOT EMBEDDED IN EYE**
- Removal of **FOREIGN BODIES FROM WOUND**; if Procedure is **UNCOMPLICATED**, utilizing tweezers or other simple technique
- Use of **NONPRESCRIPTION MEDICATIONS AND single dose of PRESCRIPTION MEDICATION** on first visit for minor injury or discomfort
- **SOAKING THERAPY on initial visit** to medical personnel or removal of bandages by **SOAKING**
- Removal of bandages by **SOAKING**
- Application of hot or cold **COMPRESS(ES) during first visit to** medical personnel
- Application of **OINTMENTS** to abrasions to prevent drying or cracking
- Application of **HEAT THERAPY during first visit** to medical personnel
- Use of **WHIRLPOOL THERAPY during first visit** to medical personnel
- **NEGATIVE X –RAY DIAGNOSIS**
- **OBSERVATION** of injury during visit to medical personnel



b. Loss of consciousness

If an employee loses consciousness as the result of a work-related injury, the case must be recorded no matter what type of treatment was provided. The rationale behind this recording requirement is that loss of consciousness is generally associated with the more serious injuries.

c. Restriction of work or motion

Restriction of work or motion is the third criterion for determining whether an injury is serious enough to be recorded. The central concept established is that restricted work activity occurs when the employee, as a result of a job-related injury or illness, is physically or mentally unable to perform all or any part of his or her normal assignment during all or any part of the workday or shift. The emphasis is on the employee's ability to perform normal job duties. Restriction of work or motion may result in either a lost work time injury or a non-lost work time injury, depending upon whether the restriction extended beyond the date of injury.

Restriction of work or motion sometimes is the sole reason for recording a case. For example, if an employee suffers a cut on a joint of the first finger and the wound requires only a small bandage, the bandage may prevent bending the finger. This case involves a work-related injury, but is it recordable? The employer can reasonably conclude that no medical treatment was involved nor was there any loss of consciousness or transfer to another job. The case would be recordable only if it involves restriction of work motion; that is, if the motion that was limited affected the employee's ability to perform his or her normal job duties.

d. Transfer to another job

Injuries requiring transfer of the employee to another job are also considered serious enough to be recordable regardless of the type of treatment. Transfers are seldom the sole criterion for recordability because injury cases are almost always recordable on other grounds.

**3. Hospitalization and Recurrence of Injuries**

In most instances, recognition of these injuries and illnesses is a fairly simple matter; however, some situations have trouble employers over the years. Two of these are:

a. Hospitalization for observation

These are normally recordable cases. The exception is when no medical treatment was given, or no illness was recognized during the hospitalization or observation period. Hospital observation of 24 hours or longer is a recordable incident.

b. Recurrence of a previous injury or illness

This should not be recorded if the incident is the result of recurring symptoms from a previous case.

**4. New case vs. Recurrence**

a. Injuries

Aggravation of a previous injury from some new incident, such as a slip, trip, fall, or sharp twist, involving the employee. Consequently, when work related, these new incidents should be recorded as new cases on the Cal/OSHA No. 300 Log.

b. Illnesses

Decided whether the emergency of symptoms constitutes a new event or the recurrence of a previous illness is more complex. Generally, each occupational illness should be recorded with a separate entry on the Cal/OSHA log. Certain illnesses, such as silicosis, may have prolonged effects, which recur over time. The recurrence of these symptoms should not be recorded as new case entries on the form. Current entries should be adjusted to reflect the changes in the present standing of the case.

c. Other Occupational Illnesses

Certain conditions, such as dermatitis or respiratory conditions may recur as a result of new exposures to sensitizing agents and recorded as new cases.

**5. Cause is Not Apparent**

In a case where the occupational cause is not apparent, it may be difficult to determine whether an employee's illness is occupational in nature. In these situations, it may help employers to ask the following questions:

- 1) Has an illness been clearly established?
- 2) Does it appear that the illness resulted from, or was aggravated by, suspected agents or other conditions in the work environmental?
- 3) Are these suspected agents present, or have they been present, in the work environmental.
- 4) Was the ill employee exposed to these agents in the work environmental? If yes, was the exposure to a sufficient degree in the work environmental?
- 5) Can the illness be attributable solely to a non-occupational exposure?

## **6. Clarification of Recordable Case**

Injury or illness cases are recordable regardless of whom is at fault.

- 1) For a case to be recordable, the worker must have been an employee of the organization at the time of the injury or illness. Workers are considered employee while in pay status. This means any person who is paid or otherwise compensated by the employer for services rendered.
- 2) Cases are also recordable if they are discovered after the injured or ill employee has been terminated or has retired. These cases are recordable throughout the five-year record retention period so long as the employee was on active duty or in pay status when the work-related injury or illness exposure occurred.
- 3) There is no time limit in recording cases. If it is established that a recordable injury or illness did occur, it must be included on the Cal/OSHA No.200 Log even if the determination was made several weeks after the incident occurred. The actual date of injury should be entered on the Cal/OSHA No.200 Log.

- 4) Exposure to harmful substances is, in itself, not recordable according to the scope and design of the Cal/OSHA No.200 Log. An actual injury or illness has to take place.
- 5) Permanent or temporary transfer to another job in an effort to remove employees from further exposure to hazardous substances is not considered recordable if the transfer is solely a defensive move and not because a work-related illness has occurred (e.g., rotation of employees to control the amount of exposure during a specific period of time is an acceptable practices and is not considered a recordable incident).
- 6) If a driver should be involved in an accident and is sent to the doctor for a physical examination without any specific injury, this is not recordable. This action is considered preventive medicine and is not recordable unless the examination reveals that a recordable injury resulted from the accident.
- 7) If an employee goes to or is sent to a hospital for a brief period of time for observation, a recordable incident has not occurred provided there was no medical treatment, loss of consciousness, restricted work activity , or job transfer involved, and a job-related illness from previous cases.
- 8) Supervisor is require to make new entries on their Cal/OSHA forms for each new recordable injury or illness. New entries should not be made for the recurrence of symptoms form previous cases.

### **C. Maintenance and Posting**

Maintain an internal Cal/OSHA No.200 Log separate from the log generated by the workers' compensation administrator. Compare logs. The purpose of this is to ensure that ALL recordable accidents are being recorded accurately. (At present, only those accidents that are reported to the workers' compensation claims administrator and are also recordable for the purposes of Cal/OSHA appear on the Cal/OSHA No. 200 Log generated by the workers' compensation claims administrator.)

Post the right half of the previous calendar year's Cal/OSHA No. 200 Log every February 1<sup>st</sup> for the entire month. The log must be posted even if there have been no recorded injury or illness maintained in a separate folder for each calendar year.

Maintain the Cal/OSHA No. 200 Log and Cal/OSHA Supplementary File for the current year and the previous five years in a readily accessible location for review if requested by Cal/OSHA during an on-site inspection.

The Cal/OSHA Supplementary File is a copy of the Employer's Report of Occupational Injury or Illness maintained in a separate I a separate folder for each calendar year.

## **IX. SAFETY RULES**

EMPLOYER's objectives are to promote health and safety, efficiency, productivity, and cooperation among employees and directed individuals. Therefore, these safety rules have been implemented for your protection and that of your co-workers. All EMPLOYER employees are required to follow these general safety rules. These rules have been established to provide a healthful and safe working environmental. In addition to these rules, facilities and division may have more specific safety rules, which also must be followed. These additional safety rules, if any, will be found at end of this section.

### **A. General safety Rules**

For the protection and safety of all employees, EMPLOYER has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

1. Proper footwear and clothing will be worn always.
2. Do not wear loose clothing, jewelry or keep long hair down in a position where there is a danger of catching such articles in moving machinery.
3. Horseplay, running, fighting or any activity that may result in injury will not be tolerated.
4. Eye protection is required when performing any task that could produce flying particles.
5. Operate vehicles and machinery with all guards or safety devices in place. Tampering with safety devices is cause for disciplinary action.
6. Do not operate any vehicle or machinery that you are not familiar with.

7. Vehicles and machines must never be cleaned, adjusted or repaired until after the vehicle or machine is turned off, the keys are taken out of the ignition switch, the circuit is broken at the power source (including lock-out) and, if applicable, a warning tag is placed at the controls.
8. Any defects in vehicles, materials, machinery, tools and equipment must be reported immediately to a supervisor.
9. Proper footwear and clothing will be worn always.
10. Do not wear loose clothing, jewelry or keep long hair down in a position where there is a danger of catching such articles in moving machinery.
11. Horseplay, running, fighting or any activity that may result in injury will not be tolerated.
12. Do not leave tools, materials or other objects on the floor that might cause others to trip and fall.
13. Do not block exist, fire doors, aisles, fire extinguisher, gas meters, electric panels or traffic lanes.
14. Avoid risk of back injury. Do not attempt to lift or push excessive loads. If an object is too heavy to move without strain, **ASK FOR HELP.**
15. Observe the correct position for lifting. Stand with your feet apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.
16. Do not distract others while working. When approaching a vehicle or machine operator for any purpose, do so from the front or the side in a way that he or she will see you coming and will no be shocked or surprised. If conversation is necessary first make sure the vehicle has come to a complete stop or the machine is turned off.
17. Do not allow oil, wax water, or any other material to remain on the floor where you or others may slip. Always check your line of travel to see if it is clear. Report any spills to your supervisor.
18. When handling hazardous materials insure that you follow prescribed safety procedures and use required safety equipment. When using secondary containers used by other, insure that they are labeled as to their contents and hazards.

19. Used appropriate gloves when handling pallets, rough wood packaging or other materials with sharp or jagged edges that may result in lacerations.
20. Do not attempt to operate vehicles or machinery for which you are not trained.
21. Unnecessary and excessive haste is the cause of many accidents. Always exercise caution.
22. Do not jump up onto or down from vehicles, loading docks, or forklift.
23. **All** work-related injuries and accidents, no matter how minor, **must** be reported **IMMEDIATELY** to your supervisor.
24. It is imperative that all employees become thoroughly familiar with the above safety rules. Failure to comply with safety rules or procedures, or failure to wear appropriate safety equipment, will result in disciplinary action up to and including termination.

## **B. Work Place Violence**

Violence in the work place has become a growing problem and EMPLOYER has addressed this issue. Workers should be aware that work, place violence can come from fellow workers, former and the general public.

Recognize potential problems early by reporting phone threats, bomb threats, stalking incidents, assaults or potential assaults, and employee. Notify your supervisor immediately and if appropriate, complete an incident Report form. Work place violence is covered in detail in EMPLOYER's Emergency Preparedness and Contingency Plan.

## **Personal Protective Equipment**

If all hazards cannot be eliminated through engineering or administrative controls, personal protective equipment (PPE) must be utilized by employees to prevent potential injuries or illnesses.

EMPLOYER provides a variety of PPE for the prevention of injury or illness to employees. Use of this equipment is mandatory where indicated by operations. Failure to use this equipment may result in disciplinary action up to and including termination. ***Employees are to take suitable care of all PPE issued to them. All EMPLOYER employees must maintain the PPE provided and used by them, in a sanitary and reliable condition.***

**EMPLOYER employees are not permitted to utilize their own PPE. Employees must use the PPE provided to them by EMPLOYER.**

1. The manager/supervisor performs the following:
  - a. Evaluates all tasks to determine if there is a need for the employee to wear PPE. The evaluation process must be documented and should consider the following:

Employees working in locations where there is a risk of receiving eye injuries such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances , projections or injurious light rays which are inherent in the work or environment must be safeguarded by means of face or eye protection.

Hand protection is required for employees whose work involves unusual and excessive exposure to cuts, burns, harmful physical or chemical agents or radioactive materials which are encountered and capable of causing injury or impairments.

Where the eyes or any other part of the body may be exposed to corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body must be provided within the work area for immediate emergency use.

Persons assigned to tasks requiring the use of respirators must be physically able to perform the work while using respiratory protective equipment. All employees requiring the use of respirators in their job tasks must be trained in accordance with the Respiratory Protection Program.

Persons requiring the use of hearing protectors must use the hearing protectors approved by management. All employees requiring the use of hearing protectors must be trained in accordance with the Hearing Conservation Program.



If work place monitoring records clearly demonstrate exposure levels are not exceeded, engineering and administrative controls and PPE are not required.

- b. Selects the PPE that meets ANSI standards and Cal/OSHA guidelines for the nature of the work performed.
  - c. Maintains an updated list of activities requiring the use of personal protective equipment and the type of PPE needed.
  - d. Provides the PPE that has been selected. A form to document issuance of PPE is included at the end of this section.
  - e. Trains employees on the proper fit, use and care of the personal protective equipment and forces the use and maintenance of the personal protective equipment.
  - f. Documents training and maintains the recordkeeping for no less than three (3) years.
  - g. Assure the adequacy of employee-owned equipment in accordance with ANSI standards and Cal/OSHA guidelines. (NOTE: Employee-owned equipment needs prior approval from EMPLOYER
  - h. Issues PPE to visitors if the visitor enters an area where such equipment must be worn
  - i. Ensures the employee meets physical and mental health requirements for the use of PPE, if applicable.
2. EMPLOYER employees wearing PPE will perform the following:
- a. Wear PPE as instructed.
  - b. Conduct appropriate equipment checks.
  - c. Immediately report any defects or ineffective equipment to their supervisor.
  - d. *Defective or damaged PPE shall NOT be used.***
3. EMPLOYER managers will perform the following:

- a. Ensure supervisors do not knowingly expose unprotected employees to unsafe conditions or environments.
  - b. Ensure supervisors enforce use of PPE as required.
  - c. Advise supervisors and employees about disciplinary action related to noncompliance with this directive.
  - d. Identify appropriate training materials and ensure availability to supervisors for training purposes.
  - e. Review training documents annually for accuracy and achieve 100% participation by employees required to use PPE.
4. The Director or designated employee will perform the following:
- a. Keeps managers and supervisor advised of federal and state regulations for use of PPE.
  - b. Identifies resources for equipment and training materials. Ensure this information is provided to managers and supervisors.
  - c. Provides all signs and posters generic to operations that will increase employee awareness for use of PPE.
5. ***All employees shall be trained in the following:***
- a. ***When and what type of PPE is necessary***
  - b. ***How to properly don, doff, adjust, and wear PPE***
  - c. ***The limitations of PPE***
  - d. ***The proper care, maintenance, useful life, and disposal of PPE***
  - e. ***Retraining in the event that the employee demonstrates a lack of use, improper use, or insufficient skill and understanding***
  - f. ***Use of new PPE if a process, equipment, or conditions change***
  - g. ***Training shall be documented and certified with the employee's name and date of training.***

## **C. Lifting and Carrying Procedures**

Proper lifting and carrying techniques minimize back injuries. General rules pertaining to lifting and carrying include:

- Loads should be kept close to the body
- Knees should be slightly bent and the back should be straight
- If it is necessary to turn while carrying an object, move the position of the feet and do not twist the trunk of the body

### **1. Lifting**

- a. Size up the load- Observe the load's position and surrounding hazards. Get help if needed.
- b. Stand as close to the load as possible. Spread your feet, either parallel or one in front of the other. Move in the direction of the lift. This will control your center of gravity and give you better balance.
- c. Take a secure grip. Injuries have occurred when loads slip/fall due to inadequate grip.
- d. Face in the direction of the lift with knees and hips bent. Widen base as needed. Tighten abdominal muscles, breath and lift.
- e. Keep weight close to the body. The elbows should be kept close to the body. Use leg and hip muscle and not the back.
- f. Bend hips and knees while lifting and keep the back straight.
- g. When reaching for an object overhead, grip it with palms up a lower the object slowly. On the way down, keep the object as close to the body as possible.
- h. Watch out for protruding objects, sharp edges, etc.
- i. Keep fingers away from pinch points.
- j. Wear protective gloves as necessary.
- k. Use available hand trucks, etc.

### **2. Carrying**

- a. Keep your back straight and maintain your back's natural curves whenever possible.
- b. Keep load close to the body and centered over your pelvis.
- c. Counterbalance your load by shifting part of your body in the opposite direction from the load for balance.
- d. Put your load down by bending the hips and knees with your back in "neutral" position, and the load close to the body.
- e. If the loads are too heavy, get help.
- f. When the load is carried by more than one person, allow one individual to be the leader for good timing and coordination.

#### **D. Motor Vehicle Safety**

The operation of motor vehicles poses great risk of worker injury and exposure to public liability claims. EMPLOYER requires that all employees have a valid driver's license, exercise the highest degree of care when operating a vehicle, and requires strict conformance to all motor vehicle laws. Employees required to operate vehicles should be reminded of these responsibilities on a frequent basis.

Employees will not be allowed to operate a company owned vehicle if their license is currently under suspension or expired. Any employee who appears to be under the influence of an intoxicating substance will not be allowed to operate a company owned vehicle.

California Vehicle Code, Section 27315, The Private Passenger Motor Vehicle Safety Act, requires all occupants of most motor vehicles to wear the seat belt provided. For the safety of EMPLOYER employees and in compliance with the California Vehicle Code, EMPLOYER requires all employees and directed individuals to wear seat belts while driving or as a passenger in a motor vehicle while on company business. EMPLOYER encourages the use of seat belts in their personal vehicles as well.

Each division within EMPLOYER will ensure the prompt reporting of all vehicles mechanical defects. A copy of EMPLOYER's Driver's Vehicle Inspection Report

can be found at the end of this section. No employee will drive a vehicle in an unsafe condition. All vehicles will be subject to:

- A preventive maintenance safety check during each service or repair.
- Complete documentation of all inspections and mechanical work.
- Be aware that smoking is not permitted in any company vehicle.

## **F. Fire Prevention**

Fire can be prevented by orderly planning, sensible arrangement of potential fire-producing activities and good housekeeping.

The following procedures are established:

- No open flames or smoking is permitted in areas where flammable gasses or liquids are stored or used in any company building or vehicle.
- Never store flammable or combustible liquids in open containers.
- Approved safety cans with proper labeling must be used to handle, store and dispense small quantities of flammable or combustible liquids.
- When filling a container, allow sufficient vapor space above the liquid level so the liquid can safely expand when temperatures change.
- The dispensing of flammable liquids must be done in a well ventilated area, away from open flame and other ignition sources. Bonding and grounding must be provided between the dispensing equipment and the container.
- If flammable liquids are spilled, cover the are with fresh dry sand or dirt, or oil adsorbents. Never flush spills into public sewers or drainage systems.
- Never store flammable or combustible liquids where they will limit the use of exists, stairways, other areas of egress, or be exposed to stoves, heated pipes, direct sunlight, or other sources of heat.

- Oil and paint soaked rags must be stored only in approved safety containers and labeled. Dispose of rags daily in safe receptacles placed outside the building or in approved safety containers.
- Know the location of fire extinguishers and how to use them. After use of an extinguisher, report such use immediately to your supervisor so a replacement may be obtained or the extinguisher can be recharged. This incident must be reported and investigated by the supervisor.
- Open flame heaters, as well as electric heaters, must be properly guarded and located. No clothing or combustible material must be stored in close proximity to any open flame or electric heater in such a manner as to permit ignition.
- Exit signs and directional exit signs, when required, must be properly maintained. Exit doors must be unlocked when the buildings is occupied. Maintain exit routes unobstructed at all times. Know the exit routes from the building in which you work.
- Passageways and work areas around fire fighting equipment must be kept unobstructed at all times.
- Report all fires, no matter how small, promptly to the fire department by calling posted emergency phone numbers. Do not risk your life in trying to extinguish a fire which is out of control.
- Observe “No Smoking” regulations where posted.

### **G. Fire Extinguisher Usage**

A fire extinguisher is useful only if it is used properly. The following steps for operating a fire extinguisher are:

- Grasp carrying handle firmly but not depress discharge lever
- Remove safety pin with a twisting motion.
- Point extinguisher hose at base of fire and depress discharge lever.
- Use a side-to-side sweeping motion at the base of the fire.

Fire extinguishers with carbon dioxide ( CO<sub>2</sub> ) or dry chemical type will be provided in all areas in which dispensing, mixing, or handling of flammable liquids are conducted.

In the event that circumstances require the use of CO<sub>2</sub> or halon fire extinguisher in enclosed spaces, extreme caution must be exercised to ensure that no one enters the enclosed space until the CO<sub>2</sub> or halon has been expelled by ventilation.

The CO<sub>2</sub> type fire extinguisher should be used on electrical fires. Foam, soda acid or water type fire extinguishers must not be used to fight electrical fires.

***All EMPLOYER employees will receive training in the use of a fire extinguisher prior to initial assignment. In addition, employees will receive annual training in the use of fire extinguishers.***

***Fire extinguishers are visually inspected at least monthly and all fire extinguishers undergo a maintenance inspection annually to ensure that they will work in the event of a fire. A checklist and numbering systems has been established to ensure that all fire extinguishers have been inspected.***

***If an employee notes a fire extinguisher that has exceeded the one year inspection date, he/she shall immediately report to the supervisor that the extinguisher should be inspected. The supervisor is responsible for having the extinguisher inspected and serviced.***

## **H. Electrical Safety**

### **General**

Exposure to electrical hazards can result in electrical shock, electrocution, and possibly death. The following procedures have been developed to minimize the potential for injury due to electrical hazards:

1. Do not use any electrical equipment with frayed or otherwise deteriorated insulation. Black electrical tape may not be used to cover these defects.
2. All extension cords should be in their use and replaced when conditions show signs of wear, mechanical damage, and deterioration.

3. Cords shall not be wrapped or attached in any manner to walls, floors, or machine. Extensions cords shall not run through walls, doorways or through windows.
4. Do not run extensions cords across roadways or other areas in which they may be run over by vehicles or other moving objects.
5. Excessive scrapping, kinking and stretching will cause damage to power cables and cause premature failures and possible shock or burns. Inspect cords for broken insulation before usage.
6. Ground wires or prongs leading from electrical apparatus must not be disconnected or broken. Only extension cords with a ground should be used with electric apparatus/tools that have a ground.
7. Avoid use of extension cords in areas where they create a tripping hazard. Do not drag cords over sharp edges or run cables across aisles.
8. All electrical wire must be considered live until proven otherwise.
9. Office work areas should be kept free of loose electric and telephone wires.
10. "Octopus" electrical connections should be avoided
11. Pull the plug instead of yanking the cords. Never remove a cord if it is in use.
12. Working fire extinguisher that have been properly approved for electrical fires, must be kept in appropriate areas.
13. In the case of overheating, sparking or smoking motors, wiring, and other electrical equipment, turns off the power and report the condition to your supervisor. Damage equipment should be secured with a lockout or tag out device until repaired.
14. Never put hands inside an electrical panel while the main power is still on.
15. All office machines should be grounded with either a three prong plug or be of the double insulated type.
16. Ground leads provided on electrical apparatus must not be disconnected.



17. Shock is a warning that something is wrong. Tag the equipment and have it checked before reusing. Do not use broken equipment.
18. Personal heaters are not authorized in any company building, unless there is appropriate approval
19. Notifications tags, four-by-six inch sturdy paper or plastic signs, are placed on the machinery being maintained or repaired. Captions state "Machine under Repair" or words with similar intent. NEVER try to operate machinery or bypass lockout/tag out devices that have been installed.
20. The hazard of contacting underground cables, pipes and utilities may also be present during excavation. All underground cables, pipes and utilities should be identified before excavation is conducted.
  1. ***EMPLOYER personnel are UNQUALIFIED PERSONS and SHALL NOT perform the tasks requiring QUALIFIED PERSONS.***
  2. ***Only qualified persons may work on electric circuit parts or equipment that have not been de-energized and only qualified persons can install insulating devices on overhead power transmission or distribution lines.***

## **I. Hand and Power Tool Safety**

1. Hand Tools
  - a. Safety glasses/goggles or face shields must be worn when operating with or in the vicinity of hand tool operations.
  - b. Keep tools in good condition and use the right tool for the job.
  - c. Store tools with the cutting edge protected.
  - d. Keep your "off hand" out of danger. Work-holding devices should be used whenever possible.
  - e. Do not cut toward your body or your other hand.
  - f. Never use any tool in such a way that you will be injured if it slips. Think about your movements and position your body accordingly.
2. Power Tools

- a. Safety glasses/goggles or face shields must be worn when operating with or in the vicinity of power tool operations.
- b. Where there is a risk of injury from entanglement of hair in moving parts of machinery or contamination with combustibles or toxic contaminants, hair should be tied up with a band or clip.
- c. Do not wear loose sleeves, tails, ties, lapels, cuffs or other loose clothing which can be entangled in moving machinery.
- d. Pay close attention to what you're doing; do not become distracted.
- e. Keep your hand away from the work area where the power tool is operating.
- f. Use grounded or double insulated power tools.
- g. Keep motor vents clean; dirty power tools often overheat.
- h. Keep moving parts properly lubricated.
- i. Make sure your work is supported on a flat, stable surface. Use clamps when necessary. Do not hold work in your hand.
- j. If the electrical cord is damaged or frayed, do not use the tool until the cord has been properly repaired.

## **J. Ladder Safety**

Fall from ladders can cause serious physical injury to the employee. The following procedures should be followed when placing ladders:

1. ***All ladders must meet OSHA specifications.***
2. Place a ladder so that the horizontal distance from the vertical plane of the support is approximately one-fourth the ladder length between supports.
3. ***Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use.***
4. Do not use ladders in a horizontal position as runways or scaffolds.
5. Never place a ladder in front of a door that opens toward the ladder unless the door is blocked, locked, or guarded.

6. Portable ladders shall be placed on secure footing. The top rest should be reasonably rigid and shall have ample strength to support the applied load.
7. Ladders shall not be placed on boxes or other unstable bases to gain additional height.
8. Securely lash or otherwise fasten the ladder to prevent its slipping. Secure both bottom and top to prevent displacement during usage.
9. Extend the ladder side rails to at least 3 feet above the top landing.
10. Do not place a ladder close to electrical wiring or against any operational piping (acid, chemical, sprinkler system, etc.), where damage may occur.

The following practices should be followed when ascending or descending ladders:

1. Hold on with both hands when going up or down. If material must be handled, raise or lower it with a rope either before going down or after reaching the desired level.
2. Always face the ladder when ascending or descending.
3. Never slide down a ladder.
4. Be sure shoes are free of grease and mud before climbing.
5. Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on straight or extension ladders or the second tread from the top of step ladders.
6. Tools should be carried on a tool belt when ascending or descending.

Other general provision includes:

1. Makeshift ladders shall not be used.
2. Be sure that a step ladder is fully open and the metal spreader locked before starting to climb.
3. ***Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond the manufacturer's rated capacity.***

4. Before using a ladder, inspect it for defects.
5. A defective ladder, inspect it for defects.
6. Short ladders shall not be spliced or lashed together. Ladders are designed for use in their original lengths and are not strong enough for use in greater lengths.
7. Never attempt to adjust an extension ladder while a user is standing on the ladder.
8. Only one worker shall use a ladder at a time.
9. The maximum length of a straight portable ladder shall not exceed 30 feet and the maximum length of an extension ladder shall not exceed 60 feet.
10. For two section extension ladders, the minimum overlap shall be as follows:

<u>Size of ladder (feet)</u>	<u>Overlap (feet)</u>
Up to and including 36	3
Over 36 up to and including 48	4
Over 48 up to and including 60	5

11. All ladders should be inspected upon receipt to ensure conformity to purchase order specifications and compliance with applicable codes.
12. All ladders shall be periodically inspected prior to use to identify defects.
13. If a ladder is found to be weak, improperly repaired, damaged, have missing rungs, or appear unsafe, it shall be remove from the job for repair or disposal. Before disposing of a ladder, cut it to prevent from being used.
14. Since metal ladders are electrical conductors, they should not be used around energized electrical circuits or equipment or in places where they may come in contact with electrical circuits. All portable metal ladders shall be marked with the following warning: **“CAUTION-Do Not Use Near Electrical Equipment”**

#### **K. Forklift Safety**

Only drivers authorized and trained in the safe operations of industrial trucks or industrial tow tractors (forklifts) shall be permitted to operate such vehicles.

Methods shall be devised to train operators in the safe operation of powered industrial trucks. The following general procedures should be followed for forklift safety:

1. Forklift drivers must be trained in their operations and demonstrate that they are proficient in operating the vehicle
2. Keep all forklifts in a clean condition free of all debris, oil and grease.
3. No stunt driving and/or horseplay are allowed.
4. Do not permit riders on vehicles unless provided with adequate riding facilities.
5. Do not transport persons while riding on the forks.
6. Do not place any part of your body outside the running lines of a forklift or between mast uprights or other parts of the truck where shear or crushing hazards exist.
7. Do not stand, pass or work under any elevated portion of any forklift, loaded or empty.
8. Drivers must inspect the vehicle prior to use or at least once per shift, and immediately report any unsafe condition to the supervisor. Give attention to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, and the lift system of forklifts (forks, chains, cable and limit switches). The vehicle must not be put in service again until it has been made safe.
9. Never operate a truck with a leak in the fuel system.
10. Never exceed the authorized or safe speed. ALWAYS maintain a safe distance from other vehicles, keeping the truck under control at all times. Obey all established traffic regulations. For trucks traveling in the same direction, a safe distance may be considered to be a time lapse of three (3) seconds to pass the same point.
11. Do not pass other trucks traveling in the same direction at intersections, blind spots, or dangerous location.
12. Slow down and sound the horn at across aisles and the other locations where vision is obstructed. If the load being carried obstructs forward view, travel with the load trailing.

13. Look in the direction of travel and do not move a vehicle until all persons are in the clear.
14. Do not drive forklifts up to anyone standing in front of a bench or other firm object of such size that the person could be caught between the truck and object.
15. Ascend or descend grades slowly.
  - a. When ascending or descending grades in excess of 10percent grade, drive loaded trucks with the load upgrade.
  - b. Tilt the load and load engaging means back on all grades, and raise only as far as necessary to clear the road surface.
  - c. Operate all motorized hand and hand/rider trucks with the load-engaging mean downgrade.
16. Carry the forks as low as possible, consistent with safe operations.
17. When leaving a vehicle unattended, shut the power off, set the brakes, bring the mast to the vertical position, and leave the load-engaging means in the down position. When left on an incline, block the wheels.
18. When the operator is dismounted and within 25 feet of the truck still in his view, fully lower the load engaging means, neutralize the controls, and set the brakes to prevent movement.
19. Load motorized hand trucks onto elevators or other confined areas with the load end forward.
20. Never operate vehicles on floors, sidewalks doors, or platforms that will not safely support the loaded vehicle.
21. Inspect for breaks and other structural weaknesses on the flooring of trucks and trailers before driving into them.
22. Do not drive vehicles in and out of highway trucks and trailers at unloading docks until such trucks are securely blocked and the brakes set.
23. Maintain the width of one tire from the edge of any elevated dock, platform, freight car or truck.
24. Never load forklifts in excess of their rated capacity.
25. Never move a loaded vehicle until the load is safe and secure.

26. Never tilt the load engaging means forward while elevated except when picking up a load. Do not tilt elevated loads forward except when the loads are being deposited onto a storage rack or equivalent. When stacking or tiering, limit the backward tilt to that necessary to stabilize the load.
27. Place the load engaging device such that the load will be securely held or supported.
28. Take special precautions in the securing and handling of loads by forklifts equipped with attachments, and during their operation after the loads have been removed.
29. Comply with the following when powered industrial truck are used to open and close doors:
  - a. Attach a device to the truck specifically designed for opening or closing doors.
  - b. The force applied by the device to the door.
  - c. The entire door opening operation shall be in full view of the operator.
  - d. Everyone stand clear of the area where the door might fall while being opened.
30. Do not drag/push pallets on the floor.

#### **L. Emergency Procedures**

In the event of an emergency such as earthquake, fire, flood, etc., all EMPLOYER employees must follow the Emergency Actions/Fire Prevention Plan for the assigned work site. Emergency Action/Fire Prevention Plan has been prepared for each site.

#### **M. Heat Stress**

A potential heat stress hazard exists when individuals work in warm temperatures. Heat stress can result in heat cramps, heat exhaustion, or heat stroke. Chemical-resistant, protective clothing can cause employees to fatigue rapidly and will inhibit body cooling. Personnel should pace themselves to ensure adequate rest periods and they should be aware of the signs and symptoms of heat stress.

Heat stress monitoring should be implemented when ambient temperatures reach **85° F**. At that temperature, an appropriate work/rest regimen should be initiated. For example, a 60 to 90-minute work period should be followed by a 10-minute rest period, instead of the normal 120-minute work period/15-minute rest period.

Personnel will be observed for the following signs and symptoms of heat stress:

<b>Heat rash:</b>	Raised, red vessels on the skin
<b>Heat cramps:</b>	Muscle spasms
<b>Heat exhaustion:</b>	Skin is moist and clammy. Complexion is red. Body temperature is normal or slightly elevated.
<b>Heat stroke:</b>	Skin is dry. Body temperature is high. Mental confusion is experienced. Complexion is pale.

Monitoring the person's heart rate (HR) can determine the body's reaction to heat stress. If the HR is higher than 110 beats per minute, the next work period should be shortened by 33 percent, while the length of the rest period stays the same. If the HR is 110 beats per minute at the beginning of the subsequent rest period, the following work cycle should also be shortened by 33 percent. Resting HR should be taken before the start of on-site activities.

If symptoms of heat stroke are observed, workers will seek medical attention immediately and contact the Project Manager.

When field teams are working during elevated temperatures, precautions will be taken to avoid illnesses caused by heat stress. These precautions include:

- Provide a shaded rest area.
- Provide adequate quantities of liquids, such as water or diluted Gatorade.

Heat-related disorders can range from dizziness, nausea and profuse sweating in the early stages, to unconsciousness, brain damage, or even death in the late stages. Liquids should be replenished frequently and throughout the day. Workers should also rest in the shade, away from surfaces that radiate heat (metal or concrete), as often as possible, so they can efficiently cool down during rest periods.



## **N. Cold Stress**

Working in cold areas causes significant water losses through the skin and lungs. Increase fluid intake is essential to prevent dehydration, which affects the flow of blood to the extremities and increases the risk of cold injury. The primary hazard associated with cold conditions is hypothermia. The first signs of hypothermia are uncontrollable shivering; the heartbeat slows and becomes irregular, the pulse weakens and the blood pressure changes. Advanced symptoms include slurred speech, incoherence, memory lapses, and drowsiness.

To minimize the potential for hypothermia and other cold stressors, all workers should wear warm clothing during colder periods. Thin cotton clothing is ideal because it helps evaporate sweat by bringing it to the surface. Loosely fitted clothing also aids sweat evaporation, tightly fitted clothing or synthetic fabrics interferes with evaporation.

Several layers of clothing should be worn instead of a single heavy outer garment. In addition to offering better insulation, layers of clothing can be removed as needed to prevent the worker from overheating. The following clothing should be worn:

- A cotton T-shirt and shorts under two-piece long thermal underwear
- A single pair of socks with high wool content
- Wool or cotton sweatpants and sweatshirt that are loose fitting
- Outer garment that is windproof and water repellent.

Avoid overheating because if a person perspires too much, the sweat cannot evaporate and cold, moist clothing will increase the body's heat loss.

## **O. Medical Emergencies/First Aid/CPR**

Employees should be aware of the location of telephones and two-way radios in the event that an emergency situation arises.

### **1. General Guidelines**

The following guidelines should be used in the event of a medical emergency:

- Seek professional medical attention for personnel who are not breathing, bleeding severely, experiencing intense pain, or are unconscious by calling 911.
- If you get chemicals or dust in your eyes, flush them with water for at least 15 minutes. Continue to flush eyes until medical attention arrives.
- Do not remove objects that are stuck in the eyes.
- Always seek medical attention for eye injuries.
- All burns (chemical or thermal) will be treated by running cold water over the affected area.
- Report all injuries to supervisor immediately.
- CPR and first aid should only be administered by a person so trained and certified.

## 2. Potential Exposure to Blood borne Pathogens

If an employee has reason to believe that he/she may have been exposed to a communicable disease, he/she must fill out a "Report of Exposure to Communicable Disease". EMPLOYER's Blood borne Pathogens Program outlines the training requirements and reporting procedures for employees who may come in contact with potentially infectious materials.

## 3. ***First Aid/CPR Trained Personnel***

***In anticipation that medical assistance is unavailable within 3-4 minutes of an injury, every EMPLOYER work crew shall have at least one person trained in First Aid and CPR from the American Red Cross or equivalent.***

***Each person trained in First Aid/CPR shall maintain a valid certificate at the project site.***

## 4. ***First Aid Kits***

***Every transport vehicle shall have a first aid kit. This kit must be easily accessible for any employee who needs first aid treatment.***

***The first aid kit shall consist of appropriate items and stored in a weather proof container with individually sealed packages of each type of item.***

***The contents of all first aid kits shall be checked and verified prior to the vehicles leaving EMPLOYER'S facilities. At a minimum, all first aid kits shall be inspected weekly. Any expendable items that have been used shall be replaced.***

#### **5. Transporting Injured Workers**

***Call 911 immediately when a worker has been injured on the job depending on the severity of injury. If ambulance service is available, allow the injured employee to be transported by ambulance or other emergency vehicle. If it is anticipated that emergency transport service is not readily available, proper equipment for prompt transportation of the injured worker to a physician or hospital shall be available.***

***The numbers of local physicians, hospitals, or other emergency services shall be maintained on site and posted conspicuously, regardless if 911 services are available or not.***

#### **P. Housekeeping**

Housekeeping is a continuous process of keeping the work place free of debris and other hazards. Housekeeping practices will be part of scheduled inspections to identify work place hazards. It is the responsibility of every employee to observe good housekeeping practices at all times. Some housekeeping tips are:

1. Keep work areas clean and orderly.
2. Store all equipment, supplies and tools in their proper place.
3. Wipe up all spills or notify your supervisor if additional help is needed.
4. Place trash in the proper containers.
5. Maintain stairways, exist, ladders, aisle ways, electrical equipment, fire extinguishers, and all other emergency equipment so that they are clear and unobstructed.
6. Report broken or damaged lights, stairs, railings, and flooring to the supervisor.

7. Do not store supplies on top of lockers, boxes, or other moveable containers at a height where they are not visible from the floor.
8. Do not place extension cords, phone cords, hoses, etc., across aisles or traffic path unless properly guarded and approved for use.

**Q. Procedures to Prevent Repetitive Motion Task**

1. How to Reduce Repetitive Motion Trauma

- Learn and use safe material handling techniques. Avoid awkward work positions which strain the body.
- Stretch shoulders, elbows, wrists and fingers before, during and after work. Warmed up muscles and ligaments are less susceptible to injury when performing strenuous work.
- Lift, move and carry objects with the entire hand using a firm and proper palm grip. Avoid using a pinch grip with just the fingers. Remember to vary your grip to avoid overstressing the same muscle tissue.
- Exercise. Regular activity of your muscles and joints readies them for work. Always consult Employee Health Services before starting an exercise program.
- Use smooth, efficient motions in your muscles and joints don't like surprises any more than you do.
- Rotate use of hands performing tasks whenever possible to spread the work.

2. Flexibility Exercises

- Finger stretch: Spread the fingers of both hands as far apart as possible and hold the position for five seconds. Repeat at least three times.
- Thumb stretch: extend one hand in front of you and with the other hand gently pull the thumb down and back until you feel the stretch. Hold for five seconds and repeat three times. Then do the same with the other hand.

- Wrist circle: With both arms outstretched, draw a circle with your finger tips. Do five movements to the left and then five to the right.
- Wrist curl: Drop one hand downward from the wrist. Using the palm of the other hand, push gently against the dropped hand until you feel the pressure. Hold for five seconds and repeat up to three times. Then change hands and repeat the exercise. This stretches the muscles in the back of the forearm.

## **R. Office Safety**

### 1. Cuts, Abrasions and Punctures in the Office

- Keep scissors, knives, and letter opener in a separate compartment of your drawer where they can be seen. Sheaths should be used to provide protection for the instrument and yourself.
- Keep fingers away from the point of operation on such equipment as staplers, hole punchers, and paper, and cutter. Use these items the right way.
- Secure safety latch of paper cutter when not in use.
- Use a sponge or sealing device to moisten stamps and envelopes.
- If you have to clean up broken glass, sweep up pieces instead of picking them up by hand. Wrap glass in paper or a box and mark it. Glass splinters can be picked up with a damp towel.
- When a paper cutter is not in use, the blade must be kept in closed positions, locked with the guard in place.
- Do not stand on chairs, desks, upper shelves, or other office furniture. Whenever it is necessary to go over

### 2. Fall Prevention in the Office

- Be aware that slack cuffs are too long, leather heels, and untied shoes can cause a fall.
- Use chairs properly and safety. Do not tilt back in a chair since this often results in overbalancing and a fall. Be sure your chair is behind you before you sit down.
- Report defective chairs to your supervisor.

- Do not stand on chairs, desks, upper shelves, or other office furniture. Whenever it is necessary to over reach use a stepladder or stepstool.
- When using a stepladder, be sure the stepladder spreaders are and the ladder is placed on level ground
- Always face the front of the ladder/stool going up or down.
- Stay off the top of the ladder. It will be marked in most cases.
- Move the stepladder to the area you need to access, rather than reach and overextend out to the side.
- Always keep one hand free to balance yourself while ascending, standing, or descending a stepladder/stepstool.
- There should only be one person on the stepladder/stepstool at a time.
- Do not go up or down stairs with hands full. When carrying materials, use an elevator if possible. Never carry so much as to limit your vision. If you must use stairs, be sure to have at least one hand on the handrail.
- Do not congregate on stairs and landings or stand near doors at the head or foot of stairways.
- Remain alert when using stairs. You may be risking a fall if you are talking, laughing, and turning to others while going up or down stair

### 3. File and Storage Cabinets

- Avoid overloading top file drawers. It can bring the cabinet down on you. Too much weight near the front of a drawer can also cause overbalancing.
- Pull out only one file drawer at a time to prevent the cabinet from toppling over. It also prevents bangs on the head unexpected trips.
- If unfamiliar with the file cabinet, test the drawers and do not pull them out too far if there is no locking device on them.

- Close a file drawer immediately if not using it. Close drawers gently and use handles. Fingers can get pinched if you use top or sides of drawers.
- If any drawers or doors are stuck, do not struggle to open them. That is an easy way to cause back injury or bring everything down on you. If stuck, place a warning sign and call maintenance.

#### 4. Office Equipment and Machine Incidents

- Trained personnel should be called to clear jams in copiers, laminating, or other machinery.
- Do not use any machine which you have not been trained, instructed, or authorized to use.
- Keep hands, hair and clothing away from moving parts of office machines.
- If you must remove a mechanical guard temporarily, lock/tag out machine and be sure to replace it before you turn the machine on.
- Turn machines off while adjusting them, before applying flammable solutions (if you must use them), and whenever you leave a machine even for a minute.
- Report malfunctions or potentially unsafe conditions to your supervisor immediately. Do not attempt to fix a machine yourself. Meanwhile, to prevent others from using it, put a sign on the machine to indicate that it is out of order and unsafe.
- Be sure your equipment is grounded.
- Be alert for frayed wiring, especially near the flex point at the plug. Exposed wires can cause a shock or start a fire.
- Watch your clothes around machinery. Loose sleeves, scarves, hair, belts, dangling jewelry, ties and key chains are dangerous around machines with moving parts.
- Before using office machinery, check the position. Make sure typewriters, duplicators, adding machines, and the like are firmly positioned on the working surface.

- Office areas should be kept free from unnecessary buildup of paper and other highly flammable materials.
- All office machines are to be shut off each evening at the close of the workday excepts identified computer systems.
- Water or oil leaks near electrical equipment must be reported immediately to the supervisor in charge.
- Working surfaces will be kept dry when working with, or near, electrical apparatus.
- Panels/disconnect boxes should be labeled, unobstructed and closed at all times.

#### 5. Video Display Terminal (VDT) Related Problems

EMPLOYER has developed an Ergonomics Program (EP) to address hazards associated with use of video display terminals (VDT). This program is included at the end of the IIPP. Several recommended practices taken from the EP Include:

- Maintain good posture when working at your workstation.
- Maintain the VDT directly in front of you when working.
- Perform daily exercises for the wrist, neck, eyes, arms, shoulders, wrist, fingers and back when working with VDT's,
- Take regular break, even for a minute or two to do your daily exercises. Get up and move around. Avoid remaining in the same position for long periods of time.
- Keep the top of the screen at 0 to 60 degrees below horizontal, at eye level.
- Keep the space below and under the desk clear of obstructions.
- Allow for sufficient workspace at your workstation.
- Use a chair with an adjustable seat, back and height, adjustable or removable arm rests, and with chair-back cushions.



- Keep the keyboard at elbow height and at a comfortable distance from your body. Do not extend with your arms to reach the keyboard or mouse.
- Ensure the front edge of the keyboard or support surface is rounded and /or padded.
- Use or shared workstations which are adjustable with multiple keyboard heights as needed.
- Use or requested document holders, additional back support, foot resets, wrist rests and telephone headsets as needed.
- Use or request anti-glare screens/hoods for display terminals, noise reducing guards (for printers) and adequate lighting as needed.
- Make sure your chair is adjusted so you can sit with your feet flat on the floor and your thighs parallel to the floor.
- See to it that there is good support for your hands and forearms when you are typing. You should be able to rest them on a table top, a wrist rest or the arms of your chair.
- While typing, try to avoid bending your wrists for any lengthy period of time.
- Don't hit the keys too hard. Develop a light touch and adjust the keyboard appropriately.

## **S. Earthquake Preparedness**

This information is provided to help you prepare for a major earthquake. In order to minimize the effects of a major earthquake, we must all evaluate ahead of time what actions should be taken.

1. During an Earthquake
  - a. Remain calm. Don't panic or run. Stay where you are. Most injuries occur when people are entering or leaving buildings. **Do not rush outside.** Wait until the shocks stop, then carefully leave the building.
  - b. If you are indoors, stay there and take cover under a sturdy desk or table, if possible. Cover your head with your arms and try to hold onto the desk, table, etc., to keep it stationary.

- c. Stay away from windows.
- d. Watch for falling plaster, ceiling tiles, falling light fixtures, pictures, mirrors, free standing file cabinets or equipment. Stay out of lobbies.
- e. If you are outside, stay there. Stay away from the buildings, poles, television aerials, roof ornaments, chimneys, high masonry walls, and glass and power lines.
- f. If you are in a automobile, pull over and stop in an open area away from bridges, overpasses, power lines, buildings, and other hazards. Remain in the car until the tremors are over.
- g. In an earthquake, the elevators should go to the next floor and stop, and the doors should open. Get off and move to a safe place. **Do not stay in the elevator.**

2. After an Earthquake

- a. Check for injured or missing people. Obtain medical aid, if necessary.
- b. When it is safe to leave the building, move carefully to a prearranged staging area. Do not reenter damaged buildings until they have been declared safe.
- c. If a building is damaged, make sure the gas and electricity are turned off. Use flashlights for lighting. Electrical equipment or matches may result in fires.
- d. If there is a fire, put it out only if you are not in personal danger. Use proper fire extinguishing equipment.
- e. Do not use the telephone. If they are working, they will be needed for emergency communications. Efforts will be made to keep you informed of what has happened and what you should do.
- f. If you are in a vehicle, watch for hazards created by the earthquake, such as fallen or falling objects, downed electrical wires, or broken or undermined roadways. Do not attempt to cross bridges or overpasses.

- g. Be prepared for aftershocks, which will probably occur over the following days or weeks.

### 3. Preparedness

- a. To be better prepared for earthquakes, learn how to use fire extinguishers and how to administer first aid.
- b. Think about how you can protect yourself and make the office safer. Items such as plants or mobiles should not be suspended from the ceilings. Do not keep heavy objects or unstable material on high shelves. Glass and other breakables should not be stored on high shelves or left where they can freely slide on shelves.
- c. Plan how and where to meet with the rest of your family if you are not at home when the earthquake occurs.

## **T. Slips, Trips, and Falls**

All EMPLOYER employees shall attempt to identify and eliminate situations where injuries could occur from slip, trip, or fall hazards.

This procedure describes work practices that will reduce or eliminate slips, trips, and falls and thereby reduce or prevent the injuries associated with these types of accidents. The intent is to prevent injuries and maintain an efficient and healthy workforce.

### **General Safety Work Practices**

1. Personnel shall keep the working area clean and orderly.
2. Tools must not be left lying on the floor or decking where they present tripping hazards during a job or after a job is completed.
3. Personnel shall not take dangerous shortcuts. They shall avoid jumping from elevated places.
4. Personnel shall not walk or climb on piping, valves, fittings or any other equipment not designated as walking surfaces.
5. Stairways, walkovers or ramps shall be installed where personnel must walk or step over equipment in the course of their normal duties.