



DEVELOPING A LANDSCAPING AND LAWN MAINTENANCE OPERATIONS SAFETY PROGRAM

PROTECT YOUR BUSINESS



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Section I – Introduction

One of the most valuable assets any company has is its employees. This is true if the company is a small business, a large corporation, or government agency. Therefore, it follows that investing in a workplace injury and illness prevention program is one way of protecting your assets, both physical and human.

It is well known that the direct costs of work injuries are substantial. Also, there are many indirect or hidden costs of injuries, which are often three-to-four times greater than the direct costs. Many of these costs are associated with – productive time lost by an injured employee – productive time lost by employees and supervisors attending the accident victim – time and cost to start up operations interrupted by the accident – time and cost to hire or retrain other individuals to replace the injured worker until his/her return to work – time and cost for repair or replacement of any damaged equipment or materials – cost of continuing all or part of the employee's wages, in addition to the incurred medical costs – reduced morale among your employees and perhaps lower efficiency – increased insurance premiums – administrative costs generated by the incidents – overtime costs – adverse publicity. By developing a Safety Program, it will enable you to avoid possible losses in the future.

A formal safety program will also assist your company in complying with Federal and State safety, health, and environmental laws. Lack of compliance with these laws can result in citations, fines, unfavorable publicity and, in some cases, civil suits.

Establishing a quality safety program at your place of business will take some time and involve some resources. However, you should be pleasantly surprised with the results. You will have happier employees, as they will know you are committed to safety on the job. The reward you receive will surely exceed the cost of your investment in safety protection.

The objectives of any safety program is to reduce the frequency and severity of accidents, to comply with State and Federal OSHA regulations, and to provide a safe and healthful workplace.

SAFETY POLICY STATEMENT

A company that attempts to prevent accidents without a definite guiding policy, one that is planned, publicized, and promoted, will find it difficult to prevent accidents. If Management wants acceptable safe performance, it must first write a safety policy statement. This policy statement should be brief, to the point, and define Management's attitude.

In order for your safety policy statement to be effective, you must clearly communicate it to all your employees by both explanation and by example.

Your policy statement should be typed and displayed within your place of business at a prominent location for employees and the general public to observe.

The company policy statement should be reviewed with all employees, and they should sign a document indicating they have read and understand the company safety policy statement.

See Section II and Appendix A on Model Safety Policy Statement development.

SAFETY PROGRAM FOR THE ORGANIZATION

The safety policy statement is a beginning, but certainly not a complete program. A comprehensive **Safety Program** should be developed for your organization. Also, irregularly executed inspections or safety meetings and brief spurts of executive interest are no substitute for pro-active, consistent, and visible management support and leadership for a well planned and executed safety program.

Top management needs to lead and set a positive example. If the safety program is a "low priority" for the CEO, it will likely be a "low priority" for employees. Low priority will mean inadequate attention, and that will sooner or later result in an accident, or accidents that can disable, maim, or kill.

OSHA's "General Industry Digest" notes that management commitment and employee involvement are "complimentary and form the core" of any safety program. The book provides several recommendations for achieving these two goals. Recommended actions that bear directly on drafting the safety policy include:

- Stating the worksite policies on safety and health clearly.
- Establishing and communicating safety goals and defining objectives to meet that goal.

- Assigning and communicating responsibility for all aspects of the program.
- Reviewing program operations at least once a year so that deficiencies can be identified and revised as necessary.

Make sure your program assigns responsibility and accountability to all employees in your organization. A good safety program makes it clear that every employee from you through the supervisory level to the line worker is responsible for his or her part in the program. You should make their safety and health duties clear and each of them should be held accountable for his or her safety and health related duties. Accountability should be built into job descriptions, performance reviews, and daily interaction in the workplace.

Management at all levels should accept responsibility for the organization's injury rate and should provide pro-active, visible leadership on safety management. They should also provide the resources required to design and implement a safety program that meets at least the legal requirements at the state and federal level.

- For employees, accountability should include adherence to safety rules and procedures, and prompt reporting of any hazard.

Employees must be involved in all aspects of the program from the beginning. They are the people most in contact with the potential and actual safety hazards at the worksite. They will have constructive input into the development of your safety program. The ultimate success will depend upon their support – support that will be more forthcoming for a program which they have had meaningful input.

Your safety policy should be tailored to fit your organization's corporate philosophy, needs, and culture.

See Section II for Development of Safety Program.

SAFETY DIRECTOR

Management is ultimately responsible for ensuring that a safety program is implemented and maintained. Management needs to provide the commitment, leadership, and resources. However, it is common and practical to delegate some implementation duty to an appointed safety director, while maintaining overall control and monitoring the performance of the safety program.

The safety director or designee should meet the following criteria:

- conceptually committed to safety and health in the workplace
- has or is given the time to develop and implement the program
- has or is given sufficient authority to develop and implement the program
- is supported by adequate resources to develop and implement the program
- sincerely cares about employee welfare
- has a high degree of credibility with the employees

In some situations, the safety director function can be added to an existing position. In larger companies or companies with high accident frequencies or severities or inherently hazardous processes, a full-time person is often required.

The success of your program hinges on the success of the individual you choose, and he or she cannot succeed without your full cooperation and support. Remember, that when you appoint someone as your safety director and delegate the authority to manage the program, the ultimate responsibility for safety in your workplace rests with you.

See Section II – C.2. for Safety Director Program Responsibilities.

EMPLOYEE TRAINING

As an Owner or Manager, you must ensure that all employees know about the material and equipment they work with, what known hazards are in the operation, and how you are controlling the hazards.

Each employee needs to know the following:

- No employee is expected to undertake a job until he or she has received job instructions on how to do it properly and has been authorized to perform that job.
- No employee should undertake a job that appears unsafe.

Combine safety training with other training, the result you want is everyone knowing what they need to know to keep themselves and fellow workers safe and healthy.

During employee orientation, they should be given a copy of the company's Safety Policy Statement, and the company's Safety Program should be discussed with them.

After the initial employee orientation, and for existing employees, your safety program can be communicated by a variety of techniques and methods. Regular meetings could be scheduled during which safety is openly discussed. Attendance should be required for all employees. If properly planned, effective safety meetings can be held in a 15-20 minute time frame. Other methods could be posters on bulletin boards, safety and health booklets, safety signs, newsletters, safety banners, safety films/videos, etc. See Appendix D for a list of safety films/videos.

As changes are made to your safety program, keep your employees informed. The more you do to keep them informed of the changes and improvements you are making, the greater are the chances for your success.

All safety training meetings should be documented. The date of the meeting, name of the instructor, subject discussed, and the names of the employees attending the meeting should be documented on an attendance form.

See Section III for an example of a New Employee Safety Checklist.

EMERGENCY ACTION PLANNING

Planning and training for an emergency is essential in order to minimize the harmful consequences of an emergency incident. If personnel are not thoroughly trained for emergencies so their response is immediate and precise, they may expose themselves and others to greater danger, rather than reduce their exposure. The types of emergencies that may arise at your work site depend on the nature of your operation and its geographical location. They could include fire, severe weather, chemical spills, earthquakes and bomb threats. The extent to which training and drills are needed will depend upon the potential severity and complexity of the emergency. You should have an emergency procedure for handling injuries, transporting ill or injured workers, and notifying medical facilities, with a minimum of confusion. The procedures for reporting injuries and illnesses should be understood by all employees.

Emergency phone numbers should be posted. They should include at least the fire department, hospital emergency room, ambulance, and law enforcement.

See Section IV – A for additional information on Emergency and Evacuation Procedures and see Appendix B for Planning for Emergencies Sample Checklist.

ACCIDENT INVESTIGATION

Management can gain valuable information from a thorough investigation of accidents, occupational health problems and near-miss incidents. Variances from or defects in present operating procedures, unsafe work practices, and even environmental hazards may be determined.

Determining the causes of accidents – and doing something about them – will reduce accident incidence, lower workers' compensation costs, and enhance employee morale, because workers will feel they are working with a management and company that cares and wants to correct hazards and unsafe work procedures.

REMEMBER, AN ACCIDENT INVESTIGATION IS NOT DESIGNED TO FIND FAULT OR BLAME, IT IS AN ANALYSIS TO DETERMINE CAUSES THAT CAN BE CONTROLLED OR ELIMINATED.

See Section V for assistance in developing an Accident Investigation Program and sample accident investigation forms.

SELF INSPECTION/HAZARD IDENTIFICATION

The assessment of your workplace should be conducted by the person responsible for the safety program and/or a professional safety and health consultant.

Conduct a comprehensive safety and health survey of your entire facility that is designed to identify any existing or potential safety and health hazards. This initial survey should focus on evaluating workplace conditions with respect to safety and health regulations and generally recognized safe and healthful work practices. It should include checking on the use of any hazardous materials, observing employee work habits and practices, and discussing safety and health problems with employees.

Create the systems and procedures necessary to **Prevent and Control the Hazards** that have been identified through your worksite analysis. These control procedures will be your basic means for preventing accidents. The OSHA standards that have been promulgated can be of great assistance to you since they address controls in order of effectiveness and preference. Where no standard exists, creative problem solving and consultant resources should help you create effective controls. The basic formula OSHA follows is, in order of preference:

1. **Eliminating the hazard** from the machine, the method, the material or the plant structure.
2. **Abating the hazard** by limiting exposure or controlling it at its source.
3. **Training personnel** to be aware of the hazard and to follow safe work procedures to avoid it.
4. Prescribing **personal protective equipment** for protecting employees against the hazard.

See Appendix C for Contractor's Jobsite Checklist, to help you get a good start on creating this initial survey.

Section II – Safety Foundation

A. Company Safety Policy Statement

(Company Name) is dedicated to providing a safe and healthy work environment for all of our employees and customers. The Company shall follow operating practices that will safeguard employees, the public, and Company operations. **We believe all accidents are preventable.** Therefore, we will make every effort to prevent accidents and comply with all established safety and health laws and regulations. *(For additional sample Safety Policy Statements, see Appendix A)*

B. Management Commitment to Safety

Management is concerned about employee and guest safety. Accidents, unsafe working conditions, and unsafe acts jeopardize employees, customers, and Company resources. Injuries and illnesses result in discomfort, inconvenience and possibly reduced income for the employee. Costs to the Company include direct expenses (workers' compensation premiums, damaged equipment or materials, and medical care) and indirect expenses (loss of production, reduced efficiency, employee morale problems, etc.). These indirect costs are reported to cost 4 – 10 times more than the insured costs of an accident. Accordingly, Management will provide sufficient staffing, funds, time, and equipment so that employees can work safely and efficiently.

C. Assignment of Responsibilities

Safety is everyone's responsibility. Everyone should have a safe attitude and practice safe behavior at all times. To best administer and monitor our safety policies, the following responsibilities are delegated. This list should not be construed as all-inclusive and is subject to change as needed.

1. (Corporate President, Owner, or Manager) will:
 - a. Provide sufficient staffing, funds, time, and equipment so that employees can work safely and efficiently.
 - b. Demand safe performance from each employee and express this demand periodically and whenever the opportunity presents itself.
 - c. Delegate the responsibility for a safe performance to the Manager, Supervisors, and employees, as appropriate.
 - d. Hold every employee accountable for safety and evaluate performance accordingly.
 - e. Periodically review the Safety Program effectiveness and results.
2. (Safety Director) will:
 - a. Provide the resources, direction, and audits to integrate safety into the management system.
 - b. Establish and maintain a safety education and training program.
 - c. Periodically conduct safety surveys, meetings, and inspections.
 - d. Advise Supervisors and employees on safety policies and procedures.
 - e. Assure that all newly hired employees have been given a thorough orientation concerning the Company's Safety Program.
 - f. Prepare and maintain safety records, analysis, evaluations, and reports to improve the Company's safety performance and comply with all government agencies, insurance carriers, and internal procedures.
 - g. Work with management, supervisors and employees to maintain and implement new and ongoing safety programs and comply with recommendations provided by outside consultants, OSHA inspectors, and insurance companies.
 - h. Make available all necessary personal protective equipment, job safety material, and first-aid equipment.
 - i. Review all accidents with Management, Supervisors, and/or employees and ensure that corrective action is taken immediately.
 - j. File all workers' compensation claims immediately and work with the workers' compensation carrier to ensure proper medical treatment is provided to injured workers and they are returned to work as quickly as medically possible.

3. Supervisors

Each employee who is in charge of a specific work area, supervises the work of others, or to whom an employee is assigned for a specific task or project, is responsible and accountable for their safety. Supervisors will:

- a. Establish and maintain safe working conditions, practices, and processes through:
 - (1) Safety Meetings
 - (2) Safety Training
- b. Observe work activities to detect and correct unsafe actions.
- c. Ensure that all injuries are reported promptly and cared for properly. Make available first aid treatment.
- d. Investigate all accidents promptly. Complete an accident report and provide it to the Manager or Supervisor the same day the accident occurs. Review all accidents with the employees and correct the causes immediately.
- e. Assist in the review of employment applications and personnel files to determine physical qualifications for specified job classifications.
- f. Consistently enforce safety rules/regulations, programs, and protective measures (i.e. use of personal protective equipment, machine guarding, proper clothing, etc.).
- g. Post signs, notices, and instructions as needed or required.
- h. Brief employees of any new hazards before they start work and weekly and/or monthly host brief safety meetings to discuss safety practices related to job hazards and general safe work behavior.
- i. Work with top management and employees to maintain and implement new and ongoing safety programs and comply with recommendations provided by outside consultants, OSHA inspectors, and insurance companies.

4. Employees

Each employee is responsible for his/her own safety. No task should be completed unless it can be completed safely. Employees will:

- a. Comply with all company safety programs, rules, regulations, procedures, and instructions that are applicable to his/her position with this organization.
- b. Refrain from any unsafe act that might endanger him/her self or fellow workers.
- c. Use all safety devices and personal protective equipment provided for his/her protection.
- d. Report all hazards, incidents, and near-miss occurrences to their Manager or Supervisor, regardless of whether or not injury or property damage was involved.
- e. Promptly report all injuries and suspected work related illnesses, however slight, to his/her immediate Supervisor or Manager.
- f. Participate in safety meetings, training sessions, and surveys as requested and provide input into how to improve safety.
- g. Notify the Manager or Supervisor immediately of any change in physical or mental condition or use of prescription drugs that would affect the employee's job performance or the safety of him/her self or others.
- h. Notify the Human Resources Manager or General Manager within five days of any serious driving, drug/alcohol, or criminal convictions.
- i. Be a safe worker on (and off) the job. Help coworkers do their job safely. Come to work everyday with a safe attitude.

D. Accountability for Safety

Everyone is accountable for safety. The Corporate President/Owner will establish safety objectives and develop and direct accident prevention activities. All employees should strive to reach those objectives and will be evaluated accordingly. All Managers and Supervisors annual appraisals will include safety (results to objectives in their area and companywide) as well as an audit of their performance of their safety responsibilities. All employee salary reviews will be affected by the company's safety performance record. Appraisals, which include safety records, will also be performed on all employees seeking a promotion.

E. Opinion Survey

The Company requests ongoing comments and feedback from all employees. In addition, annually, the company may request all employees' opinions and input on the company's safety program through an opinion survey. Be honest. You know your job better than anyone else does. Therefore, you can provide valuable input into performing the job safely. Changes to existing safety programs, rules, procedures, etc. may be influenced by your responses. Full cooperation of all employees is expected.

F. Employee Suggestions

Safety suggestions from employees are welcomed and encouraged. To make a safety suggestion, complete the employee safety suggestion form on the following page and provide it to your immediate superior. The suggestion(s) will be reviewed by management personnel at the next Manager's meeting. Responses to suggestions will be discussed with the individual and posted where applicable on the company's bulletin board.

EMPLOYEE SAFETY SUGGESTION FORM

Employee Name (optional): _____ Date: _____

Supervisor Name: _____

Current Practice Or Condition

Suggestion

Benefits Expected From Change

(FOR SAFETY COMMITTEE USE, If applicable)

Year: _____ Number: _____

Suggestion Implemented? Yes – as submitted Yes – with changes No

Implementation Date: _____

Comments/Changes Made/Reason for change or not implemented:

Section III – Safety Training

A. New Employee Safety

The Business Owner or Manager should provide safety training to all newly hired employees. Each new employee will be given a copy of the safety manual.

1. **General safety orientation** containing information common to all employees should be reviewed ***before beginning their regular job duties***. Recommendations include (at a minimum):
 - a. Review the Safety Manual, with extra time spent on: accident and hazard reporting procedures, emergency procedures, first aid, and special emphasis programs which are included within this program.
 - b. Encourage and motivate employee involvement in safety. Make each employee accountable for their safety and the safety of their coworkers.
 - c. Review any known workplace hazards.
 - d. Conduct training on any topics that are not scheduled to be addressed within a reasonable timeframe and are relevant to the employee's job.
2. **Job-specific training *provided before performing the task*** should include:
 - a. Specific safety rules, procedures, hazards, and special emphasis programs (Chemical Handling Procedures/Hazard Communication Program, Personal Protective Equipment, Smoking Policy, Violence Prevention Program, Lockout/Tagout, Confined Space Program, Fleet Safety) that will impact them as they complete their job with the organization.
 - b. Identify employee's and employer's responsibilities.

Continual training should be provided to new hires. Each new hire should be assigned to work with an experienced employee for at least 6 months. The senior employee should act as a mentor and ensure that the new employee is working safely and exhibits a positive safe attitude.

The Business Owner or Manager should complete the New Employee Safety Checklist for each new employee during their safety training.

B. Safety Meetings/Training

Supervisors should hold a minimum of (***insert appropriate number here***) safety meetings per month. Safety meetings will begin at (***insert time and day of month***).

1. All employees are required to attend safety training meetings if they are present at work the day of the meeting. Exceptions should be cleared in writing with your immediate Supervisor the first full workday preceding the day of the safety meeting. Employees and Supervisors should offer comments and safety suggestions at the safety meeting and regularly throughout the work week as needed.
2. Safety training will be conducted on a topic announced in advance of the meeting.
3. Supervisors should update employees on any changes in procedures, new equipment, and general safety issues.
4. Emergency procedures will be periodically reviewed.
5. Employees are reminded to put safety first and look out for their coworker.
6. Employees with outstanding safety records will be recognized during these meetings. Quizzes and surveys may be administered after safety training or meetings.
7. Supervisors should provide a summary of the safety issue(s) discussed and verbally review the information with all employees that may have been absent from that month's safety meeting.
8. The Safety Training Log should be completed following every safety meeting/training session and maintained by the Manager or the Department Supervisor.

NEW EMPLOYEE SAFETY CHECKLIST

Employee Name: _____ ID: _____

Date Employed: _____ Date Checklist Completed: _____

Checklist completed by: _____

Department Assigned: _____ Type of Work: _____

Summary of Work Experience: _____

Supervisor: _____

Ask Employee: Do you have any physical conditions or handicaps which might limit your ability to perform this job?

If so, what reasonable accommodation can be made by us? _____

Did the employee have a pre-employment drug test? Yes No Physical? Yes No

Any work restrictions indicated from the physical? _____

The Business Owner or Manager and new employee should review the following safety concerns. Check and discuss all that apply. Provide the employee with a copy of the Safety Manual.

Company safety policies and programs _____

Safety rules (general and specific to job) _____

Safety rule enforcement _____

Materials handling _____

Accident and Hazard Reporting Procedures _____

Housekeeping _____

Special hazards of the job _____

Emergency Procedures _____

Employee Responsibilities/Accountability _____

Hazardous materials _____

Location of First Aid Kits _____

Where to go for medical treatment _____

Other: _____

Employee shall receive additional training from: _____

Probationary period is from _____ **to** _____

Performance (including safety) will be reviewed formally on _____

Employee agrees to cooperate fully with the safety efforts of the employer, follow all safety rules, and use good judgment concerning safe work behavior. Yes No (Have employee sign for manual)

Comments: _____

Signed: _____ Signed: _____
Trainer Employee

SAFETY TRAINING LOG

Company Name: _____

Date of Meeting: _____ Instructor: _____

Attending Employees

Print Name	Signature
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

Safety Topics Covered:

- Housekeeping
- Accident Reporting
- Injuries or Accidents Review
- Accident Investigation
- Emergency Procedures
- Materials Handling/Back Safety
- Fire Protection
- Other _____

Comments:

RESERVED FOR FUTURE USE

Section IV – General Safety

A. Emergency and Evacuation Procedures

Our goal is to provide prompt and immediate action in an emergency to protect life, property, and equipment.

1. Emergency Procedures

In case of emergency, the employee nearest the stricken person should call 911 (or the emergency phone number posted in your area) and direct a fellow employee to:

- a. Notify the nearest Supervisor to come to the scene; and
- b. Simultaneously dispatch available employees to quickly retrieve the first aid kit.
- c. An individual trained in first-aid should apply emergency rescue procedures until medical assistance arrives.

The Manager or the Department Supervisor should be notified. The President, Manager or the Department Supervisor (in that order) or their designees will decide whether or not to evacuate, inspect or shut down a facility.

2. Evacuation Procedures

- a. Each area will be assigned a primary and an alternate Evacuation Coordinator by the Manager or the Department Supervisor. They will be responsible for the effective evacuation of all persons. If neither is available, the Supervisor is then responsible for evacuation.
- b. When alerted by alarm or by the Evacuation Coordinator(s) to evacuate, employees should:
 1. Properly secure all classified materials in your possession and assure all classified containers and areas are properly locked.
 2. Proceed to the nearest designated area of safety (i.e. fire – exit building, tornado – interior corridor – away from exterior windows and/or lowest level at the building) and assemble in the designated area.
 3. Remain in the designated area, until instructions are provided.

See Appendix B for a Sample Checklist – Planning for Emergencies.

B. Safe Operating Procedures

All employees are responsible for safety. The following safe operating procedures apply to all employees working within this organization.

1. Rules/Regulations

- a. Emergency telephone numbers should be posted on at least one telephone on each level within the building. Emergency phone numbers would include: ambulance service, local hospital/medical facility, fire, law enforcement, poison control center, etc.
- b. Comply with all established safety rules, regulations, procedures, and instructions which are applicable to you as a member of this organization.
- c. Promptly report all accidents, hazards, incidents, and near-miss occurrences to your immediate supervisor, regardless of whether or not injury or property damage was involved.
- d. Do not visit, talk to, or distract another employee who is operating equipment, or who is engaged in a work activity where the possibility of injury exists.
- e. Do not participate in horseplay, scuffling, pushing, fighting, throwing things, or practical jokes.
- f. Observe all no-smoking signs and regulations.
- g. Do not run on company premises.
- h. Use handrails on steps, elevated platforms, scaffolds, or other elevations.
- i. Assist others and ask for assistance in lifting and carrying heavy or awkward objects.
- j. Firearms, ammunition, and explosives are prohibited on company premises.
- k. Personal stereos with headphones are not to be worn in the workplace.
- l. Alcohol and drug use and possession on company property of these substances are strictly prohibited.

- m. Seat belts must be worn at all times while operating or riding in a company vehicle, or in a vehicle (employee owned or company owned) when on company property or when traveling within a vehicle (employee owned or company owned) on company business off company property.

2. Housekeeping

- a. Practice good housekeeping by keeping the work area, aisles, walkways, stairways, roads, or other points of egress clean and clear of all hazards.
- b. Store and/or return parts, materials, tools, and equipment so as not to create a tripping hazard.
- c. Clean-up scrap materials, debris, and other excess materials. Place oil soaked rags, trash, and scrap in proper waste containers.
- d. Keep work area floors clean, dry, and free of oils, grease and liquids. Clean up all spills immediately.
- e. Store parts, materials, or equipment with protruding sharp ends or edges where personnel can not accidentally bump into them.
- f. Materials and equipment are not to be stored in the aisles or near exits. Permission in writing from your immediate supervisor must be obtained for temporary or permanent storage of any materials or equipment in aisles or near exits.

3. Material Handling and Back Safety

- a. Know the approximate weight of your load and make certain any material handling equipment you may operate to move materials is rated to handle the weight of the load. (Never exceed the manufacturer's recommended safe working load for any material handling equipment. Doing so increases the probability of equipment failure, dumping of the load, personal injuries and/or damage to materials, the facility, etc).
- b. Lift heavy objects as instructed, with the leg muscles and not with the back. On average, do not manually lift over 50 pounds.
- c. Call for assistance as needed for handling heavy or bulky objects or materials.
- d. Use an appropriate, approved lifting device (i.e. special trucks, racks, hoists, and other devices) for lifting very heavy, bulky, large or unyielding objects.
- e. All ropes, chains, cables, slings, etc., and other hoisting equipment must be inspected prior to each use.
- f. A load should never be lifted and left unattended.
- g. Wear safety gloves when handling materials that pose cutting exposures.
- h. Properly stack and secure all materials prior to lifting or moving to prevent sliding, falling, or collapse.
- i. Avoid moving or lifting loads by hand whenever possible.

Tips for manual lifting:

- (1) Get a good footing.
- (2) Place feet about shoulder width apart.
- (3) Bend at the knees to grasp the weight.
- (4) Keep back as straight as possible.
- (5) Get a firm hold.
- (6) Lift gradually by straightening the legs.
- (7) Don't twist your back to turn. Move your feet.
- (8) When the weight is too heavy or bulky for you to comfortably lift – GET HELP.
- (9) When putting the load down, reverse the above steps.

Note: If lifting stacked materials, materials should be carefully piled and stable. Piles should not be stacked as to impair your vision or unbalance the load. Materials should not be stacked on any object (i.e. floor, shelving units, ladders, scaffolds, etc.) until the strength of the supporting members has been checked.

4. Wood Chipper and Shredder Safety

- a. Before operating the equipment, read, understand, and follow the manufacturer's operating manual and safety decals on the equipment.
- b. Set up the machine on level, stable, dry ground.
- c. Chock/block wheels to ensure the machine will not move during operation.
- d. Before start-up, inspect machine to confirm there is no debris in the feed chute and that the machine is good operating condition. Check sharpness of cutting edges, tightness of bolts, condition and tension of belts.
- e. Barricade area around equipment to help reduce the probability that others working in the area near the machine will be hit with flying chips or debris.
- f. Wear appropriate PPE (Personal Protective Equipment) when operating machines. This should include, but not be limited to: eye, face, hearing, and head protection.
- g. Inspect all materials to be inserted into the chipper or shredder to confirm they do not include any debris such as wire, stones, glass bottles, etc. Do not feed raked-up material into the chipper or shredder machine. Raked materials may contain stones or debris that could damage the equipment or result in injuries to the worker.
- h. Feed material trunk or larger end first.
- i. Do not feed short pieces by hand; place shorter pieces on top of longer pieces when feeding the machine.
- j. Recheck the sharpness of the knives and anvil if it becomes more difficult to feed the machine.
- k. Do not force material into the feeder – injuries could occur if a worker slipped and fell toward the feeder.
- l. Shut down equipment and wait for all moving parts to come to a complete stop before removing clogged materials or making adjustments. To prevent accidental start-up or operation develop Lockout/Tagout program for machine. This program should include but not be limited to:
 - Remove key (if key ignition on machine)
 - Lock out controls
 - Disengage clutch

5. Hedge Trimmer Safety

- a. Select a hedge trimmer appropriate for the work to be performed. Prior to purchasing a trimmer consider:
 - The size and height of shrubs and hedges being trimmed
 - Cutter bar length
 - Single – or double-sided blades
 - Weight and balance of the equipment
 - Availability of electrical power in area where equipment will be use
- b. Before operating the equipment read, understand, and follow the manufacturer's operating manual and safety decals on the equipment.
- c. Do not use electrical tools in the rain, or on wet grass or shrubs.
- d. When using gasoline powered trimmers, inspect air filter and muffler screens to confirm they are clean and in good condition prior to use. For 2-cycle equipment follow equipment manufacturer recommended grade of fuel and gasoline/oil mixture.
- e. Maintain the blades sharp and ensure the cutter bar bolts are torqued correctly.
- f. Wear appropriate PPE (i.e. eye protection, hearing protection).
- g. Keep fingers and hands away from the blades.
- h. Check hedges for any foreign objects (e.g., metal posts, wires) before trimming.
- i. Keep the power cord of the electric hedge trimmer behind you to avoid snipping it or tripping. Leave enough slack in electrical cord to permit normal work motions.
- j. Use both hands to hold and guide the tool.

- k. Avoid overreaching during trimming operations.
- l. Do not stand on unstable supports (e.g., chairs or boards on saw horses) or on ladders to gain access to tall hedges when using this equipment.
- m. Use long-reach or telescoping trimmers for tall hedges and shrubs.
- n. Do not force tools to cut something they are not designed to cut.
- o. Turn off the power and wait for the blades to stop before cleaning out twigs or grass. To prevent injuries, use a brush or other device to remove material from the knives.
- p. Develop a Lockout/Tagout Program for each piece of equipment to help reduce the probability of employee injuries during repair/maintenance operations.

6. Posthole Digger Safety

- a. Contact "one call" system to identify the location of all potential underground utilities prior to digging.
- b. Select equipment that is suitable for the tasks required – consider the type of soil (full of rocks and roots?), the depth and diameter of the holes, accessibility to the site, etc.
- c. Before operating the equipment, read, understand and follow the manufacturer's operating manual and safety decals on the equipment.
- d. Check that you are using the correct shear bolt (for hardness and length) that is specified by the equipment manufacturer to ensure that the shear bolt breaks when required and to prevent clothing from getting entangled with a shear bolt that is too long.
- e. Ensure that the auger point and cutting edges are in good condition and the equipment is in good working order.

7. Hand-held Posthole Digger Safety

- a. If you are using a one – or two-person hand-held unit, position yourself so that you do not get struck by the machine handle if the auger stops abruptly.
- b. Operate the auger at slow speeds.
- c. Dig the hole in several steps by clearing the soil frequently. Removing the soil reduces the load on the digger and allows for better control.
- d. Shut off the drive and stop the power source if the auger jams. Turn the auger backwards until clear.
- e. Do not wear loose fitting clothing, boots with long laces, jewelry etc. which may get caught.
- f. Turn off the power before cleaning out twigs or grass.
- g. Do not lock the drive control in an "on" position.
- h. Develop a lockout/tagout program for this machine to prevent potential injury during maintenance/equipment servicing operations.

8. Tractor-mounted Posthole Digger Safety

- a. If you are using a post hole digger mounted on the back of a tractor, operate it while sitting in the tractor seat.
- b. Ensure that no one is in contact with or near the post hole digger, auger or PTO (power take off) drive train before operating the equipment.
- c. Ensure that all machine guarding and shields are in place before digging.

9. Safe Operating Procedures for Garden Tractors

- a. Read, understand, and follow instructions in the manufacturer's operating manual.
- b. Know how to operate the equipment and use the attachments safely. Be familiar with the location and function of all the controls.
- c. Check the oil level and refuel the engine before starting work while the engine is cool. If refueling is required before the job is completed, wait for the engine to cool if there is a likelihood that fuel can spill or splash on the hot engine.
- d. Make sure that shields, guards, and other safety devices are in place and working properly.
- e. Replace or tighten all loose or damaged parts or guards. Keep the tractor in good working condition.

- f. Wear close-fitting clothing; long pants; sturdy, non-slip footwear; and hearing and head protection suitable for the hazards that you may encounter.
- g. Do not ride on tractor hood or draw bar.
- h. Do not allow other people to ride on the tractor.
- i. Avoid sharp, fast turns. Avoid operating machine near unprotected holes, ditches, embankments, etc. that may cause equipment to overturn.
- j. If not equipped with ROPS (i.e. Roll-over Protection System) or seat belts, consider installing both of these safety devices to reduce the probability of injury or a fatality should the equipment become involved in a roll-over accident.
- k. Do not park tractors where they can endanger the public.
- l. Do not tamper with or remove safety attachments, machine guards, or safety labels. Use attachments that are designed specifically for the machine you are using and for the tasks you are performing.
- m. Do not leave a tractor unattended unless the power is off and the ignition key is removed.
- n. Do not drive with PTO running if it is not being used.
- o. Secure all equipment left overnight at jobsites so as to prevent tampering with the machine(s) by children or young adults in the area.

10. Garden Tractors With Rotary Mower Attachment Safe Operating Procedures

- a. Read, understand, and follow instructions in the manufacturer's operating manual.
- b. Replace or tighten all loose or damaged parts, especially the blade. Keep the tractor in good working condition. If the blade appears to be nicked or damaged it should be sharpened and balanced.
- c. Before mowing, check the area and remove any debris, trash, fallen branches, etc. that could interfere with the operation of the mower or cause harm if hazardous objects are ejected at high-speeds from the mower (over 200 mph depending on the rpm speed of the mower and length of the blade).
- d. Ensure that bystanders do not remain in the area while you are mowing.
- e. Turn off machine, disconnect spark plug wire, if accessible (or remove the ignition key), shifting to neutral gear, set the brakes or take other precautions to prevent the equipment from moving, and wait for all moving or rotating parts to stop before unclogging the equipment, emptying grass-catching attachments (if used), or doing any other work on the machine.
- f. Stop the equipment and inspect for damage if the mower blade or other attachment hits a hard object. If damaged, it should be repaired (and blades balanced, if necessary) or replaced before starting the equipment again.
- g. Use caution when working in the vicinity of schools or parks where children may be at play.
- h. In an effort to reduce the probability of employee injuries during service/maintenance operations on the equipment, a Lockout/Tagout Program should be developed for this equipment.

11. Front-end Loader Safety

- a. Read, understand, and follow instructions in the manufacturer's operating manual. Determine the amount of rear wheel weights the equipment manufacturer recommends to be added when using a front-end loader.
- b. Know how to operate the equipment and use the attachments safety. Be familiar with the location and function of all the controls.
- c. Ensure that the hydraulic fluid is maintained at the proper level.
- d. When checking for leaks in the hydraulic system, use a piece of paper or cardboard – never use your hands since oil from a pin-hole leak under high pressure can penetrate the skin. If this does happen, get immediate medical attention.
- e. Mark out turning areas when loading vehicles.
- f. Travel with the bucket low to ground to maintain equipment stability and give the operator an unobstructed view.

- g. When operating equipment, pay special attention to ground surface condition. Watch out for holes, rocks or obstructions which, if ran over, may lead to the machine becoming unstable, the operator losing control of the equipment, and a possible machine rollover resulting.
- h. Maintain the front of the tractor/front-end loader pointing uphill – back down slopes slowly. Avoid driving forward when going downhill with a loaded bucket.
- i. Operate controls from the driver's seat, not standing beside the tractor.
- j. Load the bucket evenly and do not load beyond the limits or rated capacity of the equipment. An uneven load on the bucket or loading in excess of rated capacity can result in machine instability or loss of steering control.
- k. Lower the bucket to the ground when not using the loader.
- l. Do not use the loader as a lift for people or for any other purpose for which the machine was not designed.
- m. Repairs on front end loaders should be carried out by trained personnel only.
- n. Prior to performing any repair work or preventive maintenance on the machine, develop a Lockout/Tagout procedure for the machine to help reduce injuries to repair/equipment service personnel.
- o. Block or mechanically secure the bucket and lift and pivot arms of the front end loader and chock wheels of the tractor before any repair or service work begins.

12. Rotary Tiller Safety

- a. As with all other machinery and equipment, read, understand, and follow operating and safety instructions in the manufacturer's operating manual. Know where all the controls are, what they do, and how to stop the equipment quickly.
- b. Keep safety shields in place and maintain them in good condition, especially the PTO shaft guard, if the rotary tiller is a rear-mounted unit.
- c. If a walk-behind rotary tiller (either gasoline or electric), follow the usual safety precautions for using such equipment.
- d. Check the area for obstructions, such as wires, cables, and solid objects, near ground level. They can quickly entangle rotating tines and cause extensive damage.
- e. Remove roots, stones, and other underground or aboveground debris that the tiller blades could catch on or send flying through the air.
- f. If operating a walk-behind tiller, do not operate close to ditches, fences, or patios. The tines can catch and throw debris or result in the machine operator losing his balance.
- g. Develop lockout/tagout procedures for this machine prior to performing repair or preventive maintenance on the equipment.
- h. Disengage power to the tiller and shut off the motor before checking for damage if the tines hit some hard object or before trying to clear any obstruction.
- i. Keep others clear of the area while the rotary tiller is being operated.

13. Grass Trimmer and Brush Cutter Safety Procedures

- a. Make sure you are trained in the proper use of this equipment. Rotating cutting tools can throw objects or cut the operator.
- b. Read, understand, and follow instructions in the manufacturer's operating manual.
- c. Hold the equipment firmly with both hands.
- d. Ensure that the cutting blades are adjusted properly and that all bolts and securing hardware are tight.
- e. Replace bent, warped, damaged or dull cutting apparatus.
- f. Check that the throttle springs back to idle position when the trigger on the machine is released.
- g. Select equipment with anti-vibration components.
- h. Keep people clear of the area from starting and operating areas.
- i. Check area for stones, glass, metal and debris.

- j. Refuel the engine before starting work while the engine is cool. If refueling is required before the job is completed, wait for the engine to cool if there is a likelihood that fuel can spill or splash on the hot engine.
- k. Make sure that shields, guards, and other safety devices are in place and working properly.
- l. Replace or tighten all loose or damaged parts or guards.
- m. Make sure muffler is in good condition. In dry weather, use a fire-safe muffler.
- n. Start the unit on firm ground or other solid surfaces in an open area.
- o. Maintain good balance and secure footing when operating.
- p. Adjust harness and hand grip so as to improve comfort and safety of machine operator.
- q. Use unit at ground level only.
- r. Shut off engine before cleaning out clogged or stuck cutter.
- s. Stop the engine before putting cutter down.
- t. Disconnect the spark plug when the equipment is left unattended.
- u. Secure cutter to prevent fuel spillage and damage during transport.
- v. DO NOT leave running tool unattended.
- w. DO NOT wear short pants or short sleeves.
- x. DO NOT use rigid blades in stony areas.
- y. DO NOT overreach. Keep proper footing and balance at all times.
- z. DO NOT repair damaged attachments – discard them.

14. General Safety Rules/Regulations for Performing Landscaping/Lawn Maintenance Work

- a. Train all employees on recognizing hazards associated with the tools/equipment they are operating and the work they are performing. Provide instruction and safety equipment, where applicable, to employees on methods to avoid injury to themselves or others resulting from the identified hazardous conditions.
- b. Identify and destroy harmful or noxious plants such as poison ivy.
- c. Protect against insects with insect repellants or protective clothing when needed.
- d. Rest periodically during strenuous jobs such as digging or sawing. Work-rest schedules vary according to temperature conditions, how strenuous the work is, and how acclimated the employee is to the work conditions.
- e. Make sure emergency telephone numbers are clearly posted at each worksite near landline phones or if not available, within each toolbox, each work vehicle, and each self-propelled piece of equipment.
- f. Know the location of the first aid kit and how to use the contents.
- g. Do not touch stray or dead animals. Contact an animal control agency for removal.
- h. Footwear should be construction boot type or steel toe boot. Boots should have a non-slip sole.
- i. Wear approved hardhats or bump caps when overhead hazard exists or when working under low branches.
- j. Wear a brimmed hat and comfortable clothing which provides sun protection.
- k. Wear sturdy, well-fitting gloves with grip.
- l. Use vibration-absorbing gloves while operating vibrating equipment.
- m. Wear suitable chemical-resistant rubber or plastic gloves when handling fertilizers and pesticides.
- n. Wear proper sunglasses when in direct sunlight for extended periods.
- o. Use appropriate eye protection with sideshields when operating mowers, weed trimmers or edgers, power tilling, breaking up rocks or concrete, using strong cleaning agents, spraying or dusting.
- p. Wear hearing protection (e.g., ear muffs, ear plugs) that provides appropriate protection from noise produced by equipment being used.
- q. Do not wear loose-fitting or torn clothing.

- r. Use tools only in the manner for which the tool was designed and intended. Don't use a screwdriver as a pry bar or a pipe wrench as a hammer.
- s. Make sure that tools are in good repair.
- t. Ensure that handles are tight and fastened securely.
- u. Repair or replace worn or damaged handles. Confirm that the handle surfaces are smooth and sliver-free.
- v. Keep cutting tools and equipment sharp.
- w. Protect the cutting edges of the tools and equipment. Store tools and equipment, especially if they are transported regularly from job to job, in a way that prevents the cutting edges from being dulled or damaged.
- x. Prior to placing tools in toolboxes, on hanging racks designed for tool/equipment storage, etc., remove all dirt and ensuring they are dry prior to placing them in storage as this will help prevent tools from rusting.
- y. Store tools and equipment in a safe, organized manner so that workers can access them easily and without injury. If stored in a truck, van, etc., they should be stored securely so they do not fall or shift position during transport.
- z. While tools are not in use, keep them within toolboxes, on storage racks, or within shelving units designed for such purposes. Do not leave tools on the floor within walk ways where they may create a potential trip/fall hazard.

15. Safety Rules/Regulations Associated with Operating Riding Lawn Mowers

- a. Read, understand, and follow the instructions in the manufacturer's operating manual.
- b. Ensure your supervisor has fully trained you on how to operate the mower. Your supervisor should demonstrate how to use the mower, and observe you working with it until satisfied that you can operate it safely.
- c. Be aware of the mower's safety features, including how to stop the mower quickly in case of an emergency.
- d. Test ride the machine and become familiar with it before engaging the mower blade.
- e. Clear the work area of debris, sticks, stones, toys, etc. that might be thrown by the blades. Ensure grass is dry.
- f. Maintain mower and attachments in good operating condition. An annual inspection by an experienced technician is recommended.
- g. Keep safety devices and guards in place. The operator-presence switch should stop the mower immediately when you release the control.
- h. Inspect the mower prior to starting. Make certain that the blade is sharp and secure.
- i. Check that the PTO, mower input driveline, drive belts, chains, and gears are all properly guarded. Repair or replace if necessary.
- j. Set mower at the highest cutting point when operating on rough ground before starting the mower.
- k. Running the engine at the lowest speed that will do the job reduces the force of thrown objects.
- l. Check the blade-mounting bolts frequently for tightness.
- m. Check grass catcher bags for wear. Replace worn bags.
- n. Add gasoline when the mower is turned off and the engine is cool. Do not smoke when refueling!
- o. Restart engine at least 25 feet from where you refueled to avoid igniting vapors.
- p. Store gasoline safely – outside and away from any heat source.
- q. Disengage all attachment clutches and shift mower into neutral before attempting to start the engine.
- r. Only start the mower when seated in the driver's seat.
- s. Look behind mower when backing up for children, pets or obstructions. Back up only minimal distances.
- t. Mow straight up and down slopes rather than sideways for greater stability (unless mower is counter-balanced).
- u. Reduce speed on slopes and when making sharp turns to prevent tipping or loss of control.
- v. Watch for rocks, holes and other hazards, including tree limbs or shrubs at eye level.

- w. Mow very tall grass twice at 90-degree angles if possible.
- x. Stop and inspect the blades and shaft if the mower runs into a rock or stump. Damaged blades can cause vibration and vibration can loosen the blades.
- y. Keep the discharge chute pointed away from buildings, people, and animals.
- z. Keep hands and feet away from all moving parts.

16. Pulling Loads Safely

- a. Use approved hitch points.
- b. Limit load weight and size to what is recommended by the manufacturer.
- c. Do not turn sharply.
- d. Use counterweights as recommended by manufacturer.

17. Trimming Trees Safely

- a. Obtain training on tree cutting and trimming prior to starting such work.
- b. If an aerial bucket truck or other boomed vehicle is used, ensure that the operators are trained in the safe operation of these vehicles and that employees are wearing a full body harness and lanyard tied-off to the bucket or personnel lifting equipment.
- c. Before trimming a tree, inspect the area to identify possible hazards (e.g., presence of power lines, broken or cracked limbs after a severe storm) and take appropriate actions to prevent injuries or accidents.
- d. Assume any power lines are energized or "live". Avoid any direct or indirect contact with the power line.
- e. Mark off area around tree, barricade off the work area around the equipment and the tree which is to be trimmed. Prevent bystander access to the barricaded area. Always work with another person who stays on the ground.
- f. Learn to recognize trees weakened by disease and types of trees prone to cracking.
- g. Inspect tree limbs for strength before climbing. Check for cavities in the tree, rotten or dead branches, splits and cracks in the trunk or where branches are attached, broken branches hanging in the tree, etc.
- h. Inspect the fall protection equipment and lines prior to starting the job. Tag and remove any damaged or defective equipment from service until it can be repaired or replaced and disposed of properly, according the manufacturer's recommendations.
- i. If a ladder is used, tie it off on a secure branch.
- j. Break small dead branches off by hand as you climb. Remove larger branches with proper tools.
- k. Place hands and feet on separate limbs and move only one hand or foot at a time.
- l. Raise or lower tools by attaching hand lines to the end of tools. Tools attached at the center might catch on branches. Smaller tools may be raised and lowered in a bucket attached to a hand line.
- m. Use non-conductive tools and personal protective equipment if working near electrical power lines.
- n. Be sure that you can see the cut you are making so you do not cut hand lines, safety ropes, etc. unintentionally.
- o. Attach a fiber or leather guard on saws that are held by a ring on worker's belt.
- p. Do not use dead branches for support.
- q. Do not climb trees during wet or icy weather or under high wind conditions.
- r. Do not leave partially sawn limbs on trees.
- s. Do not carry saws, pruners, and other tools while climbing.
- t. Do not use axes or hatchets.

18. Safety Tips for Using Ropes

- a. Inspect regularly for flaws along the entire length of the rope.
- b. Move ropes slowly over limbs or through crotches to prevent friction damage.

- c. Keep ropes coiled when not in use.
- d. Store ropes in ventilated boxes and protected from weather.
- e. Never use safety lines for raising and lowering equipment or tree limbs.

19. Safety Tips When Working Near Power Lines

- a. Contact the power utility company before working on trees near power lines to arrange for ways to protect the employees (e.g., cutting off the power to the lines and grounding them or using insulating blankets on the power lines).
- b. Know the minimum working distances from "live" power lines for the voltage they are conducting.
- c. Use proper ropes with appropriate carriers and hooks for raising and lowering equipment.
- d. Use a pull rope to prevent branches from falling toward power lines.
- e. Use non-conducting tools and equipment.
- f. Wear rubber gloves when using a pole pruner.
- g. Ensure that the pole pruner's cutting head is connected to the lever at the lower end of the pole with a polypropylene rope. Do not use a wire or chain.
- h. Apply and maintain a coating of non-conductive, wood preservative to help keep wooden pruner handles dry.

20. Portable Tools/Equipment Safety

- a. Proper storage for tools should be provided at each jobsite.
- b. Repair all damaged or worn tools promptly. Temporary and makeshift repairs are prohibited. Tools that can't be properly repaired should be discarded immediately. The Jobsite Superintendent, Supervisor, etc. reserves the right to require any employee or any hired subcontractor to stop work for using any defective or improperly used tool.
- c. The company will supply all required tools unless otherwise specified. All equipment must conform to OSHA Safety and Health Regulations for Construction Part 1926.
- d. Power tools should not be used if safety equipment has been removed.
- e. Employees using tools that cause objects to be thrown should wear personal protective gear, including proper eye and hearing protection.
- f. Gas powered tools should not be used in unventilated areas and gas should be dispensed from only U.L. Listed or Factory Mutual Approved portable flammable liquid safety cans only.
- g. All gas-powered tools must be turned off before being refueled.
- h. Portable grinders must have hood-type guards and side enclosures that cover the spindle and at least 50% of the wheel. All wheels should be inspected regularly for fractures, etc. Defects should be promptly reported to the Manager, Jobsite Supervisor, Superintendent, etc.
- i. Bench grinders should have deflector shields and side cover guards. Tool rests should have a maximum clearance of 1/8" from the wheel.
- j. Air-supply lines should be inspected regularly and maintained in good condition.
- k. To prevent "whipping" in the event of hose separation or failure, air sources supplying hoses should be protected with an excess flow valve. Completely bleed all air from tools before disconnecting them.
- l. For cleaning purposes, the pressure of compressed air used should be 30 psi or less and hose extensions should always be used.
- m. Only trained employees are to use powder-actuated tools (i.e. Hilti Guns, Ramset, etc.). All employees operating powder-actuated tools, and those working within the immediate area where such tools are being used, are required to wear appropriate PPE (i.e. hearing protection, safety glasses with sideshields, etc.).
- n. Trained employees should inspect all powder-actuated tools on a daily basis. Any tool not found to be in proper working condition must immediately be removed from service.
- o. Any area where a powder-actuated tool is used must have a warning sign posted.
- p. All powder-actuated tools should be of the low velocity, cushioned pistol grip, and piston type design.

- q. Powder-actuated tools should not be used in areas where hazardous ignitable dust, gases, or liquids are present.
- r. All maintenance work on powder-actuated tools must be performed according to manufacturer specifications and must be done by qualified persons only.
- s. Do not raise or lower power tools by their electrical cord or pneumatic line.
- t. Powder-actuated tools should be locked-up when not in use to prevent unauthorized persons from using them.

21. Machine Guarding

- a. It is the responsibility of the Manager or the Department Supervisor to see that guards are installed on machines where needed.
- b. Employees should report any malfunctions of the guards to the Manager or the Department Supervisor.
- c. The Manager or the Department Supervisor should determine if the machine should be locked and tagged-out until the guard can be fixed or replaced.
- d. The guards increase safety on the machine. Machinery with the guards removed shall not be used by any employee without permission from the Manager or the Department Supervisor.

22. Ladder Safety

- a. Inspect all ladders before use. Do not use any ladders with missing safety feet, missing or broken rungs, etc. Tag defective ladders with a "DO NOT USE" sign and report the defects immediately.
- b. Portable ladders should be placed so that the base is away from the horizontal plane by one-fourth the ladder length (i.e. 12 ft ladder would be 3 ft from the wall).
- c. Never climb a ladder that is unstable.
- d. Never place a ladder in front of a door, unless the door is locked, guarded, or otherwise blocked.
- e. All ladders placed up against a stationary object must be tied off at the top to a secure point.
- f. Ladders must extend at least three feet beyond the step off point.
- g. Do not place a ladder close to live electrical wiring or against piping.
- h. Beware of overhead wires when moving an extended ladder.
- i. Do not use metal ladders near electrical power lines.
- j. Portable ladders must be equipped with non-slip bases.
- k. Face the ladder when ascending or descending.
- l. Never stand on the top two rungs of any ladder.
- m. Always use the correct ladder for the job (i.e. do not use a stepladder when the job calls for an extension ladder or use a 4 ft ladder when a 6 ft should be used, etc.).

23. Electrical Safety

- a. The Manager or the Department Supervisor is responsible for complying with the National Electrical Code and all Federal, State, and local codes. Any electrical work not in compliance should be brought to the Manager or the Department Supervisor's attention immediately.
- b. Only knowledgeable, certified electricians are to perform electrical work.
- c. Employees should not work close to any unprotected electrical power circuit unless that circuit is de-energized and grounded.
- d. All switches must be enclosed and grounded. Panel boards must have provisions for closing and locking the main switch and fuse box compartment.
- e. Extension cords used with portable electric tools and appliances must be heavy duty (no less than 12 gauge conductors) of the three wire grounding type, and must conform to OSHA standards. NO FLAT ELECTRICAL CORDS ARE ALLOWED ON SITE.
- f. Voltages must be clearly labeled on all electrical equipment and circuits. Circuits must also be clearly marked for the areas of service they provide.

- g. Prior to performing any work, electricians must “lockout and tagout” the equipment or machinery.
- h. Electrical cords and trailing cables should be covered, elevated or otherwise protected from damage. Any exposed wiring and cords with frayed or deteriorated insulation must be reported immediately.
- i. The Manager or the Department Supervisor must oversee the performance of monthly Electrical Grounding Testing with trade contractors on all electrical cord and plug connected equipment.
- j. Temporary lighting should be used in areas where there is not adequate natural or artificial lighting. Temporary lights must be equipped with guards to prevent accidental contact with bulbs.
- k. Working spaces, walkways, and similar locations must be kept clear of cords.
- l. Electrical tools and equipment must be appropriately protected when used in wet or damp areas by GFCI (Ground Fault Circuit Interrupters).
- m. Subcontractors must obtain advanced approval from the Manager or the Department Supervisor before bringing any heavy equipment over 18 feet high on site. Any wide load over ten feet requires an escort. A power outage approval must also be obtained.

24. Office Safety

- a. Practice good housekeeping throughout the office area. Do not leave materials or position telephone or electrical cords in the aisles.
- b. Report or correct any obvious hazards as soon as they are discovered.
- c. Do not carry articles weighing more than 20 pounds when ascending or descending stairs that rise more than 5 feet.
- d. Close files and desk drawers. Arrange heavy or large files in the rear of file cabinet drawers to prevent tipping when draws are open. Always store heavy materials in the lower drawers and light objects on upper shelves. Do not open more than one drawer at a time, as tipping of the cabinet or desk may occur. Secure cabinets to each other and/or to building structural members to improve stability.
- e. Report damaged furniture and broken veneer surfaces immediately.
- f. Do not carry pointed or sharp objects in hand, pockets, or attached to clothing with points or blades exposed.
- g. Do not leave paper cutters with the blade in the open or upright position.
- h. Remove, secure, or arrange material on file cabinets and desks to prevent materials from falling from office furniture.
- i. Do not stand on chairs, desks, boxes, wastebaskets, or any other furniture or object. These items are not be used as substitutes for an approved step-stand or stepladder.
- j. Report slippery floor surfaces to your Supervisor immediately.
- k. Clean up spills on floors immediately.
- l. Position desks and files so that drawers do not extend into the aisle or walkway when open.

25. Clothing

- a. **Clothing:** Wear safe and practical working apparel. Be sure that any clothing you wear is not highly flammable. Neckties and loose, torn or ragged clothing should not be worn while operating machines with revolving spindles or cutting tools.
- b. **Shoes:** Low-heeled, closed-toe shoes, or proper work boots with sufficient heavy soles must be worn in areas where foot/toe injuries are likely to occur.
- c. **Jewelry:** Do not wear rings or any form of jewelry or ornamentation when working around machinery or exposed electrical equipment.

26. Fire Prevention

- a. Good housekeeping is the first rule of fire prevention. Oily rags, paper shavings, trim, and miscellaneous scrap materials should be cleaned up and placed in trash receptacles.
- b. All flammable liquids should be stored in an approved manner and dispensed from a UL Listed or Factory Mutual Approved portable flammable liquid safety containers.

- c. Liquefied Petroleum (LP) Gas presents special fire and explosion hazards. Only qualified persons are to handle LP gas. LP gas equipment should be inspected daily for leaks, etc.
- d. Open fires of any kind are not permitted.
- e. Combustible materials or equipment in combustible containers should be stored properly.
- f. Fire extinguishers should be located near an exit door.
- g. Fire extinguishers should be recharged and inspected regularly. A tag indicating the date the unit was recharged should be affixed to each extinguisher.
- h. Access to fire hydrants should be maintained at all times. Fire hydrants should never be blocked or obstructed in any way.
- i. All combustible waste materials, rubbish, and debris should be disposed of daily.
- j. Smoking is prohibited in any hazardous area and "No Smoking" signs should be posted in these areas.
- k. Compressed gas cylinders should be transported and stored in an upright position.
- l. Compressed gas fuel cylinders should be separated from oxygen cylinders by at least 20 feet or by a 5 foot high ½-hour fire rated wall.
- m. No material should be stored within 3 feet of an electrical panel, outlet, or fire suppression equipment.

27. Contractor's Motor Vehicles and Equipment

- a. Employees are required to obey all state law, local, and company laws, rules and regulations while operating vehicles or equipment.
- b. On-site construction vehicles and equipment should be inspected and tested. Proper documentation must be available for the Manager or Supervisor to review prior to bringing such equipment on site. The Manager or Supervisor must issue all vehicle passes.
- c. All motor vehicles must be equipped with the following:
 - (1) Adequate braking system
 - (2) Two headlights and taillights
 - (3) Brake lights
 - (4) Horn
 - (5) Seat Belts
 - (6) Good tires
 - (7) Windshields and powered wipers
 - (8) Defrosters
 - (9) Rear-view mirror
 - (10) Fuel cap
- d. Only authorized, licensed drivers are permitted to operate vehicles or equipment. Accidents must be reported to the Manager or Supervisor immediately.
- e. Employees are required to inspect their assigned vehicles at the beginning of each shift to assure that the vehicle is in safe operating condition and free of any apparent danger. Any defects must be immediately reported to the Manager or Supervisor.
- f. Rated load capacities, operating speeds and special hazard warnings must be posted near the driver's seat on all equipment.
- g. Employees should not use motor vehicles or equipment that have an obstructed rear view unless:
 - The vehicle has a backup alarm audible above the surrounding noise level;
 - The vehicle is backed up only when an observer signals that it is safe to do so.
- h. No person should attempt to get on or off moving vehicles or equipment.
- i. Heavy machinery and equipment which is suspended by slings, hoists, or jacks must be blocked before employees are permitted to work under or between them.

- j. All hauling vehicles, where payload is loaded by crane, power shovel, loader, and similar equipment must have a cab shield and/or canopy to protect the operator from shifting or falling materials. The operator of any vehicle should leave the cab and stand clear of the equipment while it is being loaded.
- k. Engines must be shut off during all maintenance and fueling operations.
- l. Trip handles of dump truck and heavy equipment tailgates must be positioned so that the operator will be clear of any danger during dumping procedures.
- m. Employees are not permitted to ride with arms or legs outside the truck body.
- n. No heavy equipment is to be driven at speeds greater than 15 MPH.
- o. Only approved standard hand signals for crane, derrick, and boom equipment are to be used. These hand signals must be posted near the driver's seat of all equipment.
- p. All manufacturer specifications and limitations concerning the operation of cranes and other hoisting equipment are to be followed.
- q. A certified agency must inspect all hoisting machinery on an annual basis. Records of dates and inspection results for all equipment must be readily available for review.
- r. Wire rope safety factors are to be in compliance with American National Standards Institute B30.5. The Manager or Supervisor shall maintain these standards.
- s. All exposed belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, and other moving parts must be guarded.
- t. The swing radius on the back of any crane must be barricaded so as to prevent employees, hired subcontractors or others from being struck or crushed by the crane.
- u. Prior to any crane being moved, all swinging or hanging loads must be lowered and detached.
- v. A fire extinguisher must be available in all cabs of equipment and vehicles.
- w. Rollover protection (ROPS) as specified by OSHA is required for all applicable equipment operated on the project. Grandfather clauses are not acceptable.
- x. Personal cars are not to be used for company business unless authorized by the appropriate supervisor. Passengers not employed by the company are also prohibited.
- y. Any vehicle or piece of equipment with material extending four feet or more from the rear of the vehicle must have a red flag or cloth 12 inches square attached to the material.

28. Employee and Public Protection

- a. Work is not to be performed in any area unless specifically permitted by the company's job contract.
- b. Sidewalks, entrances to buildings, lobbies, corridors, aisles, doors or exits must be kept clear of obstructions at all times.
- c. Appropriate warnings and instructional safety signs must be posted.
- d. Sidewalks, sheds, canopies, catch platforms and appropriate fences should be used to maintain pedestrian traffic adjacent to any construction site.
- e. A temporary fence should be built around the perimeter of aboveground operations that are adjacent to public areas. Perimeter fences must be at least six feet high and must consist of wood, metal, or wire mesh. When the fence is adjacent to a street intersection, the upper section of the fence must be open wire mesh above a point not over four feet above the sidewalk and extending at least 25 feet in both directions from the corner of the fence.
- f. Guardrails must be provided on both sides of vehicular and pedestrian bridges, ramps, runways and platforms. Pedestrian walkways must be protected with guardrails.
- g. Guardrails must be made of materials capable of withstanding a force at least 200 pounds applied any point in their structure.

Section V – Accident Management

A. Accident and Near Miss Reporting Procedures

If you or a customer has a near-miss situation while working, notify your Supervisor immediately. The situation will be investigated and corrective action implemented to prevent future injury. Employees and witnesses must fully cooperate in the investigation.

If you are injured on the job:

1. Contact your Supervisor, or the nearest coworker (who should notify a Supervisor) if you are unable to contact your Supervisor due to the severity of your injury.
2. The designated employee who is trained in first-aid and/or CPR should be immediately notified to assist in the situation.
3. First aid kits, which are prominently displayed throughout the workplace, should be made available and medical supplies promptly refilled (by the Manager).
4. If needed, the Supervisor or his/her authorized representative should transport the injured worker to the company's designated medical facility to receive appropriate medical attention.
5. If rescue personnel are summoned, the Supervisor should delegate an individual to wait for the rescue team and escort them to the injured employee.
6. All witnesses to the accident should be available to speak with the Management and/or Supervisor and cooperate in all accident investigations.
7. The Manager or immediate Supervisor should immediately notify the insurance company of the accident and file a workers' compensation claim.

Every accident or near-miss situation should be reported immediately. Injured employees and witnesses to the accident will assist the Supervisor in completing an accident investigation. Injured employees must comply with the medical treatment provided by the treating physician and cooperate with the insurance company and its designees.

B. Accident Investigation

When an accident occurs, it is an indication that something has gone wrong. Accidents don't just happen, they are caused. The basic cause(s) of accidents are unsafe acts and/or conditions. The Supervisor must investigate every accident to determine the cause and to initiate corrective action to assure that similar type accidents will not reoccur from the same causes.

Supervisors should complete the Supervisors Accident Investigation Report and submit a copy to the *(Insert Appropriate top management title here such as Corporate President, Owner, Manager, General Manager)* for review. The *(insert title of person mentioned in prior sentence here)* should evaluate the corrective action(s) taken or suggested by the Supervisor and instruct if additional changes should be made.

Tips on accident investigations:

1. Every accident is caused. Carelessness is not a cause, but the result of some deficiency. Telling employees to be more careful will not eliminate the real accident cause.
2. An accident investigation is not a trial to find fault or to place blame. Its purpose is to find accident causes so that corrective measures may be taken to prevent future accidents.
3. Most accidents result from a combination of human error (unsafe behavior) and a physical hazard (unsafe condition). Do not overlook the possibility of multiple errors and hazards.
4. Don't stop at the obvious answer. For instance, a fall on greasy floor surface does not happen because someone slipped. The accident happened because the grease was allowed to remain on the floor and the worker walked onto it. Determine why the operator did this and why the grease was not cleaned up. Only by correcting both problems can you prevent future accidents.
5. The accident investigation should be conducted as soon after the accident as possible. Facts should be gathered while the accident is fresh in the minds of those involved. If possible, question every employee who was involved, or witnessed, the incident. Delay interviewing injured employees until after medical treatment has been received.
6. Other employees who did not witness the accident, but work in the area, may contribute information regarding the injured worker's activities prior to the accident and conditions at the time of the accident.

7. The accuracy and completeness of the information received from the injured worker(s) and witness(es) depends on how well the interview is conducted. Supervisors should:
- a. Put employees at ease.
 - b. Ask what happened and how it happened.
 - c. Permit employees to answer without interruptions.
 - d. Show concern.
 - e. Remember, nothing is gained with criticism or ridicule.
 - f. Ask “why” questions, only to clarify the story.
 - g. Repeat the story, as you understand it.
 - h. Give the employee the chance to correct any misunderstandings that you may have.
 - i. Photographs of the conditions as they exist immediately following the accident, including photos of the damaged equipment, are very helpful.
 - j. Damaged equipment should be removed or secured for future testing and used as evidence.
 - k. Employees should not be permitted, under any circumstances, to operate machines or equipment that was damaged in an accident until all necessary repairs have been completed and all damaged parts have been repaired or replaced.
 - l. Take immediate action to correct any obvious unsafe conditions. Determine the basic accident causes and correct or recommend action to prevent reoccurrence.

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

(Completed by Supervisor of Injured Employee)

Company		Address	
Name of Injured Employee		Dept	Position
How long in position?			
Date of Accident	Time of Accident		Nature of Injury
Injury Resulted in: <input type="checkbox"/> Injury <input type="checkbox"/> Fatality <input type="checkbox"/> Property Damage (specify)			
Medical Treatment <input type="checkbox"/> None <input type="checkbox"/> First Aid <input type="checkbox"/> EMT or Paramedic <input type="checkbox"/> Doctor or Clinic <input type="checkbox"/> Hospital			Days Lost Time?
Drug Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No Alcohol Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What was the injured employee doing at the time of the accident?			
How did the accident occur (brief description)?			
What environmental factors (unsafe conditions) contributed to the accident? (See next page for examples)			
What behavioral factors (unsafe acts) contributed to the accident? (See next page for examples)			
What corrective actions can be taken to prevent recurrence? (See next page for examples)			
What corrective actions have been taken to prevent recurrence?			
Names of Witnesses			
Supervisor	Date	Reviewed by:	Date

Supplemental Information for completing the Accident Investigation Report

Note: Each accident will involve at least one of the following conditions as a contributing factor.

Environmental Factors (Unsafe Conditions)

Conditions	Definition of Condition	Suggested Corrective Action
Unsafe procedures	<i>Hazardous Process. Management failed to make adequate plans for safety.</i>	A. Formulation of safe working procedures
Improperly guarded	<i>Work areas, machines, or equipment that are unguarded or inadequately guarded.</i>	A. Inspection B. Checking plans, blueprints, purchase orders, contracts, and materials for safety C. Include guards in original design, order, and contract D. Provide guards for existing hazards
Defective through use	<i>Buildings, machines, or equipment that have become rough, slippery, sharp edged, worn, cracked, broken, or otherwise defective through use or abuse.</i>	A. Inspection B. Proper Maintenance
Defective through design	<i>Failure to provide for safety in the design, construction, and installation of buildings, machinery, and equipment. Too large, too small, not strong enough.</i>	A. Source of supply must be reliable B. Checking plans, blueprints, purchase orders, contracts, and materials for safety C. Correction of defects
Unsafe clothing or personal protective equipment	<i>Management's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, and other articles of safe dress or apparel.</i>	A. Provide safe apparel or personal protective equipment. B. Specify the use or non-use of certain apparel or protective equipment on certain jobs.
Unsafe housekeeping facilities	<i>Unsuitable layout or lack of equipment necessary for good housekeeping (i.e. shelves, boxes, bins, aisle markers, etc.)</i>	A. Provide suitable layout and equipment necessary for good housekeeping.
Improper ventilation	<i>Poorly or not ventilated area</i>	A. Improve ventilation
Improper illumination	<i>Poorly or not illuminated area</i>	A. Improve illumination

Behavioral Factors (Unsafe Acts)

Factor	Definition of Factor	Suggested Corrective Action
Lack of knowledge or skill	<i>Unaware of safe practice; Unskilled. Not properly instructed or trained.</i>	A. Job training B. Improved hiring practices
Improper attitude	<i>Worker was properly trained and instructed, but failed to follow instructions.</i>	A. Supervision B. Discipline C. Improved hiring practices
Physical Deficiencies	<i>Worker has impaired eyesight or hearing, heart trouble, hernia, previous injuries, etc.</i>	A. Pre-employment physicals B. Periodic physicals C. Proper placement of workers D. Identification of workers with temporary physical deficiencies
Substance Abuse	<i>Worker was under the influence of (illegal or prescribed) drugs or alcohol while completing task</i>	A. Drug-Free Workplace Policy with drug/alcohol testing B. Discipline C. Rehabilitation

Section VI – Safety Violation

PRIOR TO IMPLEMENTING ANY EMPLOYEE DISCIPLINARY PROCEDURE, THE ENTIRE PROGRAM INCLUDING THE ACTIONS THAT WILL BE TAKEN SHOULD THE EMPLOYEE VIOLATE SAFETY RELATED POLICIES, SHOULD BE REVIEWED WITH YOUR COMPANY'S LEGAL COUNSEL.

Should any employee commit an unsafe act, intentional or not, this action should be addressed by the immediate Supervisor and reviewed by the Business Owner or Manager. The Company reserves the right to use disciplinary actions, depending upon the seriousness of the violation and the impact of the violation upon the conduct of Company business. It is not required to complete all steps of the disciplinary procedure in every case. Discipline may begin at any step appropriate to the situation. Discipline includes, but is not limited to:

1. **Verbal Reprimand**
2. **Written Reprimand**
3. **Suspension**
4. **Termination of Employment**

The "**Safety Violation Notice**" form should be completed for all written reprimands. A copy should be maintained in the employee's personnel file and submitted to the Manager, if corrective action(s) is required.

SAFETY VIOLATION NOTICE

Employee Name: _____

Department: _____ Violation Date: _____

A safety and health survey of your operation has revealed non-compliance of certain safety rules, procedures, programs, and/or local, state, or federal regulations. As a condition of the company's safety policy, you are required to maintain a safe work environment and to prevent unsafe actions of yourself, co-workers, and/or your employees.

This warning is for your protection and safety. The violation(s) noted and corrective action(s) are indicated below.

Rule Violated	Violation Description	Corrective Action Required*
1)		
2)		
3)		

Corrective Action Required*

- 1 = Cease operation until corrective action is complete
- 2 = Warn personnel and instruct them on proper safety procedures
- 3 = Provide proper personal protective equipment
- 4 = Change procedure/work method
- 5 = Initiate and complete corrective action (include date)
- 6 = Other (specify above)

Comments: _____

Disciplinary Action Imposed

- Verbal Reprimand along with this notice
- Written Reprimand with a last chance warning
- Suspension (from _____ to _____)
- Termination of Employment

Date: _____ Supervisor: _____

Section VII – Special Emphasis Programs

A. Chemical Handling Procedures/Hazard Communications Program

1. Purpose:

To ensure that information about the dangers of all chemicals/hazardous materials used by the Company are known by all affected employees. A secondary purpose is to comply with the requirements of the OSHA Hazard Communication Standard and corresponding state laws.

2. Responsibility:

All employees of the company will participate in the hazard communication program and comply with all provisions of this policy. The Business Owner or Manager is responsible for maintaining this program and ensuring compliance with all local, state, and federal laws.

3. Scope:

This program covers container labeling, material safety data sheets, employee training and information, hazardous non-routine tasks, list of hazardous chemicals (i.e. cleaning chemicals, re-fueling chemicals, lawncare chemicals, office chemicals, etc.), chemicals in unlabeled pipes and safety procedures.

4. Program:

a. Container Labeling

- (1) The Business Owner or Manager will verify that all containers received for use will be clearly labeled with the following: 1) contents, 2) the appropriate hazard warning (i.e. flammable, toxic, etc.), and 3) the name and address of the manufacturer. Existing labels will not be removed or defaced on incoming containers.
- (2) All materials on site are to be stored in their original container with the label attached.
- (3) Any material with a label missing or illegible should be reported to the Supervisor immediately for proper labeling and/or disposal in accordance with the Material Safety Data Sheet.
- (4) Stationary, secondary, or portable containers should be clearly labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identification and blocks for the hazard warning.
- (5) Signs, placards, or other written materials that convey specific hazard information may be used in place of individual container labels if there are a number of stationary process containers within a work area which store similar materials.
- (6) Portable containers do not need to be labeled if the chemicals are transferred to labeled containers and used by the employee making the transfer during that shift. No unmarked containers of any size shall be left unattended in the work area.

b. Material Safety Data Sheets (MSDS)

- (1) Any product having a hazardous warning on its label requires a MSDS.
- (2) The manufacturer, distributor, or vendor shall provide the MSDS for the hazardous product.
- (3) All MSDS's shall be forwarded to the Business Owner or Manager and reviewed by this individual and employees using the product to determine safe work practices and to determine what if any personal protective equipment may be needed. The MSDS's will be maintained and kept at the following location:

- (4) The MSDS provides:
 - (a) chemical information
 - (b) hazardous ingredients
 - (c) physical data, such as the potential for fire, explosion, and reactivity
 - (d) health hazards
 - (e) spill or leak procedures

- (f) special protection and precautions
- (g) personal protective equipment needed
- (h) name, address, and phone of MSDS preparer or distributor

b. Employee Training and Information

- (1) The Business Owner or Manager will provide training to employees when hired, prior to handling chemicals for the first time within work area (i.e. due to chemical substitution, job reassignment) and routinely thereafter on the hazardous nature of chemical products. Training will include:
 - (a) The Hazard Communication Policy
 - (b) Chemicals present in workplace operations
 - (c) Physical and health effects of the hazardous chemicals
 - (d) Appropriate work practices and controls when using chemicals
 - (e) Emergency and first-aid procedures
 - (f) How to read labels and review an MSDS to obtain appropriate hazard information
 - (g) Location of the MSDS file and written hazard communications program
- (2) After attending the training class, each employee will sign a form to verify that they attended the training, received the written materials, and understand the company's policies on Hazard Communication. See the Training Documentation for Chemical Handling Procedures/Hazard Communication Program.

c. Hazardous Non-Routine Tasks

- (1) Periodically, employees are required to perform hazardous non-routine tasks.
- (2) Prior to starting work on such projects, each affected employee will be given information by the Business Owner or Manager about the hazardous chemical he/she may encounter during such an activity. This information will include specific chemical hazards, protective safety measures the employee can use, and measures the company has taken to lessen the hazards including ventilation, respirators, presence of other employees, and emergency procedures.

d. Informing Contractors and Others

- (1) The Business Owner or Manager shall advise contractors that may work at our facility and other clients of our Hazard Communication Program.
- (2) Copies of the MSDS's for all materials brought onto the site will be made available upon request to each client, contractor or visitor to the facility by the Business Owner or Manager.
- (3) The Business Owner or Manager will also obtain chemical information from contractors that may expose our employees to hazardous chemicals which they bring into our workplace.

e. List of Hazardous Chemicals

Attached is a list of all known hazardous substances presently being used (see sample form "List of Hazardous Chemicals"). Listed chemicals are denoted as **EX** for explosive, **HT** for highly toxic, **C-R** for corrosive or irritant, and **CAR** for proven or suspected carcinogen-mutagen in humans or animals. Further information on each chemical can be found by reviewing the MSDS sheet on that chemical.

f. Chemicals in Unlabeled Pipes

- (1) Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes.
- (2) Prior to starting work in these areas, the employee shall contact the Business Owner or Manager for information regarding:
 - (a) The chemical in the pipes.
 - (b) Potential hazards.
 - (c) Safety precautions which should be taken.

g. Safety Procedures and Recommendations

(1) Work Habits

- (a)** Never work alone, eat, drink or use tobacco products within an area where chemicals are handled or within a chemical storage room. Do not store food or beverages in such an area.
- (b)** Wash hands before and after working within a chemical handling area, and after spill cleanups.
- (c)** Restrain loose clothing, long hair, and dangling jewelry.
- (d)** Never leave heat sources unattended.
- (e)** Never place reactive chemical containers near the edge of a table, bench, etc. where they may fall and break, thus releasing chemical vapors into the room and/or come into contact with other chemicals causing an unsafe reaction.
- (f)** Use a fume hood when working with volatile substances.
- (g)** Obtain and read the MSDS for each chemical before handling/dispensing any chemicals.
- (h)** Analyze new chemical handling procedures in advance to pinpoint hazardous areas.
- (i)** Analyze accidents to prevent repeat performances.
- (j)** Protection should be provided for not only the employees working within the chemical handling/processing room, but also for any visitors to the area.
- (k)** Do not mix chemicals in the sink.
- (l)** Always inform co-workers of plans to carry out hazardous work.
- (m)** Carry out regular fire or emergency drills with critical reviews of the results.
- (n)** Have actions pre-planned in case of an emergency (i.e. gas shut-off location, escape routes posted, meeting places).

(2) Safety Wear

- (a)** ANSI approved eye or face protection should be worn at all times within those work areas where eye injuries could be expected if appropriate eye protection is not worn.
- (b)** Gloves, which will resist penetration by the chemical being handled and have been checked for pin holes, tears, or rips, should be worn.
- (c)** Footwear should cover feet completely; no open-toed shoes or sandals.

(3) Facilities and Equipment

- (a)** Have separate container for trash and broken glass.
- (b)** Never block any escape routes, and plan alternate escape routes.
- (c)** Never block a fire door open.
- (d)** Never store materials in storage aisles.
- (e)** All moving belts and pulleys should have safety guards.
- (f)** Ensure that eye-wash fountains will supply at least 15 minutes of water flow.
- (g)** Regularly inspect safety showers and eye-wash fountains and keep records of inspections.
- (h)** Keep up-to-date emergency phone numbers posted next to the phone.
- (i)** Place fire extinguishers near an escape route, not in a "dead end" corridor.
- (j)** Regularly maintain fire extinguishers, maintain records, and train personnel in the proper use of extinguishers.
- (k)** Acquaint personnel with the meaning of "Class A fire", "Class B fire", etc., and how they relate to fire extinguisher use.

- (l) Secure all compressed gas cylinders when in use and transport them secured on a hand truck.
- (m) Install chemical storage shelves with lips, and never use stacked boxes in lieu of shelves.
- (n) Replace appropriate equipment and materials for spill control when they become dated.

(4) Chemical Storage

- (a) Do not store materials on the floor.
- (b) Separately store organic and inorganic chemicals.
- (c) No above eye level chemical shelf storage should be permitted.
- (d) Shelf assemblies should be firmly secured to walls.
- (e) Store acids, poisons, and flammable liquids in separate dedicated cabinets.

(5) Purchasing, Use, and Disposal

- (a) If possible, purchase chemicals in class-size quantities only. Label all chemicals accurately with date of receipt, or preparation, initialed by the person responsible, and pertinent precautionary information on handling.
- (b) Follow all directions for disposing of residues and unused chemicals.
- (c) Properly store flammable liquids in small quantities in containers with a provision for bonding to receiving vessels when the liquid is transferred.
- (d) Have a Material Safety Data Sheet on hand before using a chemical.
- (e) Prepare a complete list of chemicals of which you wish to dispose.
- (f) Classify each of the chemicals on the disposal list into a hazardous or non-hazardous waste chemical. (Check with the local environmental agency office for details.)

(6) Substitutions

- (a) Reduce risk by diluting substances instead of using concentrates.
- (b) When conducting training involving chemical handling, use handouts, films, videotapes, and other methods rather than experiments involving hazardous substances.
- (c) Undertake all substitutions with extreme caution.

TRAINING DOCUMENTATION FOR CHEMICAL HANDLING PROCEDURES/HAZARD COMMUNICATION PROGRAM

I have received training and understand how to read the Materials Safety Data Sheets (MSDS) and container labels regarding hazardous products.

I have received general training on the hazardous chemicals in which I might be exposed.

I understand that I am required to review MSDS's for any material I am using for the first time.

I know where the MSDS's for my work area are kept and understand that they are available for my review.

I understand that I am required to follow the necessary precautions outlined in the Chemical Handling Procedures/Hazard Communication Program and MSDS's, including use of personal protective equipment and/or apparel.

I know the location of emergency phone numbers, the location and method of operating communications systems (i.e. cell phone, 2-way radio system, etc), the location of medical, fire, and other emergency supplies.

I am aware of my right to obtain copies of the Hazardous Chemical list, written Chemical Handling Procedures/Hazard Communication Program, and MSDS's at my request.

Employee Name: _____

Signature: _____ Date: _____

B. Personal Protective Equipment

1. Purpose

To provide guidelines concerning the proper use of Personal Protective Equipment and to comply with OSHA standards outlined in Title 29, Code of Federal Regulations (CFR), parts 1900 – 1999.

2. Definition

PPE includes clothing and other accessories designed to create a barrier between the user and workplace hazards. It should be used in conjunction with engineering, work practice and/or administrative controls to provide maximum employee safety and health in the workplace.

3. Responsibility

All employees should use protective equipment described by local, state, federal, and company rules and regulations to control or eliminate any hazard or other exposure to illness or injury.

4. Training

Proper employee training on the correct usage of PPE will likely eliminate many accidents and injuries from occurring. Before performing any work that requires the use of PPE, the Business Owner or Manager, or his/her delegate, must train employees on the following:

- a. When and what types of PPE are necessary;
- b. How the PPE is to be used;
- c. What the PPE's limitations are; and
- d. How PPE should be handled, maintained and stored in accordance with the PPE manufacturer's recommendations.

In many cases, more than one type of PPE will provide adequate protection. In such cases, employees should have their choice of which type of protection they would like to use.

The company is required to document in writing that training has been performed and that employees understand all trained materials. Written certifications should contain the names of all employees trained, the date(s) of training, and the PPE requirements.

An example of Training Documentation for Personal Protective Equipment follows.

5. Types of Protection

- a. **Eye and Face Protection** – Safety glasses with side shields should be provided by Manager or Supervisor and use of such equipment should be mandatory for all employees and visitors in those areas where eye injuries are likely to occur if appropriate eye protection is not worn.

(1) All construction areas require 100% eye protection at all times. Minimum eye protection includes approved safety glasses with side shields or mono-goggles meeting the standards specified in ANSI Z87.1-1968.

(2) Additional eye and face protection should be used by employees when:

- (a) Welding, burning, or using cutting torches
- (b) Using grinding equipment
- (c) Operating saws, drills, cutting tools
- (d) Working with any materials subject to scaling, flaking, or chipping
- (e) Sanding or water blasting
- (f) Working with compressed air or other gases
- (g) Working with chemicals or other hazardous materials
- (h) Working near any of the above named operations

(3) **Selection**

There are different types of eye and face protection designed for particular hazards. In selecting protection, consider type and degree of hazard. Where a choice of protection is given, worker comfort should be the deciding factor in selecting eye protection.

Employees who use corrective eye glasses should wear face shields, goggles, or spectacles of one of the following types:

- (a) Spectacles with protective lenses providing optical correction;
- (b) Goggles or face shields worn over corrective spectacles without disturbing the adjustment of the spectacles; or
- (c) Goggles over contact lenses. (Exception: If handling chemicals and the Material Safety Data Sheet on the chemical indicates "contact lenses should not be worn when handling this chemical", employee should be required to follow (a) or (b) above).

(4) Fit

Skilled persons should fit all employees with goggles or safety spectacles. Prescription safety glasses should be fitted by qualified optical personnel.

(5) Inspection and Maintenance

Eye protection lenses should be kept clean at all times. Continuous vision through dirty lenses can cause eye strain. Daily inspection and cleaning of eye protection with hot, soapy water is also recommended. Pitted lenses should also be replaced immediately as they can be a source of reduced vision. Deeply scratched or excessively pitted lenses are also more likely to break. Employees are responsible for taking care of their eye protection. They are also responsible for turning in eye protection that is in poor shape to their immediate supervisor.

- b. Respiratory Protection** – Respiratory protection devices, approved by the U.S. Bureau of Mines, should be worn by employees exposed to hazardous concentrations of toxic or noxious dust, fumes or mists as required by OSHA. The Hazard Communications Program should include respiratory protection programs.
- c. Foot and Leg Protection** – Workshoes/boots are to be worn by all employees handling heavy materials which are likely to cause foot/toe injuries if dropped. Tennis shoes, sandals, docksiders, hush puppies, steel toed sneakers and bare feet are prohibited.
- d. Glove and Hand Protection** – Gloves provided by the Company should be worn when handling objects or substances that could cut, tear, burn, or otherwise injure the hand. Gloves should not be used when operating machinery.
- e. Clothing** – Wear safe and practical working apparel. Be sure that any clothing you wear is not highly flammable. Neckties and loose, torn or ragged clothing should not be worn while operating tools or equipment. Jewelry of any kind should not be worn when working around machinery or exposed electrical equipment.
- f. Other Personal Protective Equipment** – Other required equipment to be used under unusual circumstances such as high temperature work, handling corrosive liquids, etc., not specifically covered in this section should be reviewed by the Business Owner or Manager and furnished by the Company when required.

A sample Hazard Assessment Form to assist you in determining the PPE needed by your employees follows.

HAZARD ASSESSMENT FORM

Date: _____ Location: _____

Assessment Conducted By: _____

Specific Tasks Performed at this Location: _____

Hazard Assessment and Selection of Personal Protective Equipment

I. Overhead Hazards –

Hazards to consider include:

- Suspended loads that could fall
- Overhead beams or loads that could be hit against
- Energized wires or equipment that could be hit against
- Employees work at elevated site who could drop objects on others below
- Sharp objects or corners at head level

Specific Hazards Identified at this location which require Head Protection: _____

Head Protection

Hard Hat Needed: Yes No

If yes, type:

- Type A** (impact and penetration resistance, plus low-voltage electrical insulation)
- Type B** (impact and penetration resistance, plus high-voltage electrical insulation)
- Type C** (impact and penetration resistance)

II. Eye and Face Hazards –

Hazards to consider include:

- Chemical splashes
- Dust
- Smoke and fumes
- Welding operations
- Lasers/optical radiation
- Bioaerosols
- Projectiles

Specific Hazards at this location identified which require eye and/or face protection: _____

Eye Protection

Safety glasses or goggles needed? Yes No

Face shield needed? Yes No

III. Hand Hazards –

Hazards to consider include:

- Chemicals
- Sharp edges, splinters, etc.
- Temperature extremes
- Biological agents

Hazards to consider include: **(Cont'd)**

- Exposed electrical wires
- Sharp tools, machine parts, etc.
- Material handling

Specific hazards identified at this location which require Hand Protection: _____

Hand Protection

Type of Gloves Needed? Yes No

- Chemical resistant
- Temperature resistant
- Abrasion resistant
- Other (Explain) _____

IV. Foot Hazards –

Hazards to consider include:

- Heavy materials handled by employees
- Sharp edges or points (puncture risk)
- Exposed electrical wires
- Unusually slippery conditions
- Wet conditions
- Construction/demolition

Specific hazards identified at this location which require foot protection: _____

Foot Protection

Safety shoes Yes No

Type Needed based on Hazards Identified

- Toe protection
- Puncture resistant
- Electrical insulation
- Other (Explain) _____

V. Other Identified Safety and/or Health Hazards:

Hazard	Recommended Protection
_____	_____
_____	_____
_____	_____
_____	_____

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

(Signature)

TRAINING DOCUMENTATION FOR PERSONAL PROTECTIVE EQUIPMENT

I have received training on the details of my company's Personal Protective Equipment Program.

I understand that I am required to follow all necessary precautions outlined in the Personal Protective Equipment Program.

I know the location of emergency phone numbers and communications systems, and the location of medical, fire, and other emergency supplies.

Employee Name: _____

Signature: _____ Date: _____

C. Smoking Policy

1. Purpose

To establish guidelines whereby the company provides a smoke-free work environment for our employees and is in compliance with all federal and state Indoor Clean Air Acts.

2. Scope

This policy applies to all employees, vendors, visitors, and contractors.

3. Policy

- a. Smoking is **prohibited throughout the building**, unless clearly posted as a "Smoking Permitted" area.
- b. Employees will refrain from smoking in any company vehicle.

4. Discipline

All employees share in the responsibility for adhering to and enforcing the policy. In all cases, the right of the non-smoker to protect his/her health and comfort will take precedence over an employee's desire to smoke. Employees who violate this policy will be subject to the company's Disciplinary Action Program.

D. Violence Prevention Program

1. Purpose

To establish guidelines to protect employees against workplace violence.

2. Policy

Nothing is more important to the Management of this company than the safety and well being of our employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on company property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution.

Any person who makes substantial threats, exhibits threatening behavior, engages in violent acts, or brings a weapon onto company property shall be removed from the premises as quickly as safety permits and shall remain off premises pending the outcome of an investigation. The company will initiate an appropriate response, including but not limited to suspension, reassignment of duties, termination of employment and/or business relationship, and/or criminal prosecution of the person(s) involved.

No existing policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All company personnel are responsible for notifying their supervisor or the management representative(s) designated below of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on company property. Employees are responsible for making this report regardless of the relationship between the individual initiating the threat or threatening behavior and the person(s) receiving the threat, including domestic problems which they fear may result in violent acts against them or a coworker.

All individuals who apply for or obtain a protective or restraining order which lists the company locations as protected areas must provide a copy of the petition used to obtain the order, as well as a copy of the protective or restraining order which was granted, to their immediate supervisor or the designated representative(s) listed below.

The company understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee(s).

The designated management representative(s):

Name: _____

Title: _____ Dept: _____

Location: _____ Telephone: _____

THIS IS A SAMPLE ONLY. YOUR LEGAL COUNSEL SHOULD REVIEW YOUR POLICY AND ACKNOWLEDGEMENT FORM PRIOR TO DISTRIBUTION.

E. Lockout/Tagout

1. Purpose

To establish a procedure to protect and prevent personnel from injury by 1) accidental activation of any powered or damaged equipment, and 2) the uncontrolled release of electrical energy. A secondary purpose is to remain in compliance with OSHA regulations, 29 CFR 1910.147.

2. Responsibility

The Manager is responsible for compliance. The Manager shall train Supervisors on proper lockout/tagout procedures, audit and/or oversee the application of the procedures, ensure corrective actions are taken when problems arise, and conduct an annual inspection/evaluation. Supervisors are responsible for training effected and authorized employees on the purpose and use of these procedures. The Manager should periodically monitor training activities and assist, as required, to ensure compliance with OSHA regulations and company goals. All effected and authorized employees involved in lockout/tagout procedures must receive annual training. A list of authorized, trained individuals will be maintained by the Manager. (See the attached List of Authorized Lockout/Tagout Individuals form.)

3. Scope

This procedure applies to all Company personnel and contract employees. Lockout/tagout procedures will be enforced during installation, cleaning, servicing, maintenance, or inspection work performed on any powered equipment. This procedure does not apply to adjustment or other activities, which require the equipment be operating at the time of service. Other protective measures must be in place to protect employees during adjustment or "inching" work.

4. Definitions

- a. **Lockout:** *The application of a lock, chains, or other appropriate apparatus, and a danger identification tag to de-energize electrical equipment and/or process system to ensure that the equipment or system cannot be activated. **Note:** OSHA regulations require that locks be used to secure equipment whenever possible. Chains can be wrapped around valve handles and then locked in such a way that the valve cannot be operated. Tags alone can be used when it is not possible to use a lock.*
- b. **Tagout:** *The application of a danger identification tag when a physical lockout or de-energizing is not feasible or a lock has already been applied. Tags should bear the name of the employee applying the tag, the date of application, and a brief description of the work needed.*
- c. **Energy Source:** *The switch or valve through which energy is controlled to the unit (e.g. motor control center disconnect switches, circuit breaker panel switches, valves, locking pins, etc.). This energy may be: 1) electric power, 2) mechanical power, 3) hydraulic power, 4) pneumatic energy, 5) chemical system, or 6) thermal energy.*
- d. **Authorized Employees:** *A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.*
- e. **Effected Employees:** *An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed. An effected employee becomes an authorized employee when the effected employees' duties include servicing or maintenance.*

5. Lockout/Tagout Procedures

- a. Each piece of equipment or system must be evaluated to identify all energy sources to be locked or tagged out. The evaluation should be done periodically by a Supervisor or an authorized employee with familiarity with the equipment/system, using the attached Energy Source Determination Checklist.
- b. If the machine is determined by OSHA that formal lockout/tagout procedures are required, this should be done by an authorized employee and logged on the attached form List of Lockout/Tagout Procedures. These procedures should then be followed. If no specific procedures are required, or provided by the equipment manufacturer, complete the following tasks:
 - (1) Deactivate (turn off) and secure the equipment/system at the energy source. Relieve pressure, release stored energy from all systems, and restrain or block them. (Operators must tag the appropriate switches or controls inside the control room as part of this step).
 - (2) Attach a lock to each isolation device and a tag to the lock. Sign and date the tag, along with providing pertinent information.

- (3) Check to ensure that no personnel are exposed to the equipment/system, then attempt to activate the normal operating controls to ensure proper lockout/tagout. A voltmeter can be used to check the switch.

CAUTION: Always return the operating control to the “neutral” or “off” position after completing this test. The equipment/system is now locked and tagged out.

6. Lockout/Tagout Removal Procedures

- a. After installation, servicing, maintenance, inspection, or cleaning is complete, verify that all tools have been removed, all guards have been reinstalled, the area is clean and orderly, and the equipment is safe to operate.
- b. Ensure that employees are not exposed to the equipment and all employees are aware of the removal of the lock and tag.
- c. The locks and tags should be removed only by the employee who applied them, the Supervisor, or the Manager. Locks and tags may be removed by the Supervisor or Manager only after receiving approval from the employee who locked out/tagged out, and/or confirmation that the necessary repair has been completed. The tags should be signed and dated and submitted to the Manager.
- d. Activate energy source as required.

7. Procedures Involving More Than One Person

If more than one individual is required to lockout or tagout equipment, each shall use his/her own assigned lockout/tagout device on the energy source. When the energy source cannot accept multiple locks or tags, a multiple lockout/tagout device (hasp) should be used. A single key should be used to lockout the equipment/system, with the key being placed in a lockout box or cabinet. This cabinet or lockout box must allow multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain the lockout protection, that person will remove his/her lock from the cabinet. Proper removal procedures should be followed.

8. Annual Inspection/Evaluation of Lockout/Tagout Program

The Lockout/Tagout Program should be reviewed on an annual basis to determine if changes in the program are needed. These changes may be due to additions of machinery/equipment, revisions in the way specific machines are locked out or tagged out, machinery has been removed from the premises, etc. The attached Lockout/Tagout Annual Inspection/Evaluation Report form may be of assistance in completing this very important procedure.

9. Training Documentation

All lockout/tagout training should be properly documented. Documentation forms should be kept on file within each Manager or Supervisor's office. Updated training should be provided when lockout/tagout procedure changes occur. Training documentation forms should be updated following each lockout/tagout training class. The attached Training Documentation for Lockout/Tagout Program form should assist you in maintaining proper documentation of your training procedures.

LOCKOUT/TAGOUT ANNUAL INSPECTION/EVALUATION REPORT

Date of Evaluation: _____

Evaluation was made by: _____

Policy has been reviewed: Yes No

Comments on policy: _____

The following procedures have been reviewed: _____

The following procedures were modified: _____

The following procedures were added: _____

A review of the OSHA log 300, associated accident reports, and OSHA Form 301 were conducted? Yes No

The following injuries resulted from lockout/tagout:

Injury	Procedure Number for Applicable Equipment	Process or Machinery

Comments: _____

Signature

Date

ENERGY SOURCE DETERMINATION CHECKLIST

Date: _____ Company Name: _____

Instructions: In order to determine all energy sources for each piece of equipment, all questions must be answered. If the question does not apply, write N/A.

Location: _____ Work Center: _____

Equipment Name: _____ Equipment #: _____

Serial: _____ Lockout/Tagout Procedure #: _____

1. Does this equipment have:

a. **Electric power** (including battery)? Yes No N/A

If yes, Motor Control Center (MCC) or power panel and breaker number: _____

Does it have a lockout device? Yes No N/A

Battery location: _____

Battery disconnect location: _____

b. **Mechanical power**? Yes No N/A

Mark each type of energy source that applies:

(1) Engine driven? Yes No N/A

If yes, switch or key location: _____

Is lockout device installed? Yes No N/A

If no, method of preventing operation: _____

(2) Spring loaded? Yes No N/A

If yes, is there a method of preventing spring activation? Yes No

If no, how can spring tension be safely released or secured? _____

(3) Counter weight(s)? Yes No N/A

If yes, is there a method of preventing movement? Yes No

If yes, can it be locked? Yes No

If no, how can it be safely secured? _____

(4) Flywheel? Yes No N/A

If yes, is there a method of preventing movement? Yes No

If yes, can it be locked? Yes No

If no, how can it be safely secured? _____

ENERGY SOURCE DETERMINATION CHECKLIST (Page 2)

1. Does this equipment have: (continued)

c. **Hydraulic Power?** Yes No N/A

If yes, location of main control/shut-off valve: _____

Can control/shut-off valve be locked in the "OFF" position? Yes No

If no, location of closest manual shut-off valve: _____

Does manual shut-off valve have a lockout device? Yes No

If no, what is needed to lock valve closed? _____

Is there a bleed or drain valve to reduce pressure to zero? Yes No

If no, what will be required to bleed off pressure? _____

d. **Pneumatic Energy?** Yes No N/A

If yes, location of main control/shut-off valve: _____

Can control/shut-off valve be locked in the "OFF" position? Yes No

If no, location of closest manual shut-off valve: _____

Does manual shut-off valve have a lockout device? Yes No

If no, what is needed to lock valve closed? _____

Is there a bleed or drain valve to reduce pressure to zero? Yes No

If no, what will be required to bleed off pressure? _____

e. **Chemical System?** Yes No N/A

If yes, location of main control/shut-off valve: _____

Can control/shut-off valve be locked in the "OFF" or closed position? Yes No

If no, location of closest manual shut-off valve: _____

Is there a bleed or drain valve to safely reduce system pressure and drain system of chemicals? Yes No

If no, how can the system be drained and neutralized? _____

What personal protective clothing or equipment is needed for this equipment? _____

ENERGY SOURCE DETERMINATION CHECKLIST (Page 3)

f. **Thermal Energy?** Yes No N/A

If yes, location of main control/shut-off valve: _____

Can control/shut-off valve be locked in the "OFF" or closed position? Yes No

If no, location of closest manual shut-off valve: _____

Does manual shut-off valve have a lock valve? Yes No

Is there a bleed or drain valve to safely reduce system pressure and temperature and drain system chemicals?
 Yes No

If no, how can the system be drained and neutralized? _____

What personal protective clothing or equipment is needed for this equipment? _____

Special precautions not noted above (i.e. fire hazards, chemical reactions, required cool down periods, etc.): _____

Recommendations or Comments: _____

Completed by: _____

Reviewed by: _____

Approved by: _____

TRAINING DOCUMENTATION FOR LOCKOUT/TAGOUT PROGRAM

I have received training and understand all rules and regulations regarding the lockout/tagout program.

I understand that I am required to follow the necessary precautions outlined in the lockout/tagout program.

I know the location of emergency phone numbers and communications systems, and the location of medical, fire, and other emergency supplies.

Employee Name: _____

Signature: _____ Date: _____

Department _____

F. Confined Space Entry

1. Purpose

To establish a procedure to protect personnel and prevent injury when entering and working in any confined space. Another purpose is to remain in compliance with OSHA regulations, 1910.146.

2. Responsibility

The Company is responsible for ensuring adherence to the elements of this procedure where confined space entry may be required. These elements should include the following:

- a. Identification of tasks which may involve worker entry into a confined space, and insures all proper permits are obtained as contained with this procedure.
- b. Assurance that a current classification file of all confined spaces, which may be potentially occupied throughout the course of the project, are maintained.

3. Manager or the Department Supervisor

The Manager or the Department Supervisor is responsible for overseeing the technical aspects of this procedure. These technical aspects include the following:

- a. Classifying each confined space relative to the need for an entry permit.
- b. Training supervisors and competent persons relative to their responsibilities and duties in connection with the confined space entry program.
- c. Reviewing and approving the selection of all personal protective equipment and instrumentation.
- d. Audit confined space entry program execution to confirm that the procedures listed within this program are properly instituted.

4. Competent Person

A competent person is one who is capable of identifying existing and predictable hazards in a working space. The responsibilities assumed by the competent person are those related to the actual execution of the task. As such, this individual's principal duties include the following:

- a. Prior to entry, evaluate each confined space for existing and potential hazards.
- b. Monitor the atmosphere of the confined space with an acceptable analyzer. Ensure that instruments are properly maintained and calibrated.
- c. Notify Manager or the Department Supervisor of any tasks to be performed within a confined space which could create a hazardous atmosphere.
- d. Obtain an entry permit.
- e. Prior to entry, review provisions of the entry permit with employees entering the confined space.
- f. Instruct employees and direct the execution of the confined space entry according to established procedures.
- g. Assure that proper personal protective equipment is provided and used, as required.
- h. Designate a trained attendant for each confined space.
- i. Train all personnel involved in confined space entry and emergency rescue.
- j. When the entry has been completed, verify that all personnel and equipment have been removed from the confined space and signify that the space can be prepared for return to service.

5. Attendant

An attendant is a person assigned to remain immediately outside the entrance of the confined space during the time the space is occupied. The attendant is to maintain visual and/or voice contact with persons in the confined space at all times. The attendant must also have an immediate and direct means of communication by which rescue or other emergency assistance may be summoned. The attendant is not to enter the confined space unless appropriately trained and another qualified attendant is present. The attendant's responsibilities include:

- a. Ensuring that the confined space is never entered without proper authorization.
- b. Ensuring that all safety and personal protective equipment is used in accordance with the provided training.

6. Definitions

- a. **Confined Space** – A confined space is any enclosure that is not designed for normal occupancy by humans, contains an actual or potential safety and/or health hazard, and restricts egress to such an extent that personnel would have difficulty escaping in the event of an emergency. Examples of spaces fitting this description include: animal confinement pits, storage tanks and bins, air handling units, piping, boilers, ducts, vaults, trenches, and manholes.

No authorization is to be given for entry into confined spaces that are considered immediately dangerous to life and health or where the potential exists for the generation of such. Examples of a confined space include:

- (1) An area where there is potential of a non-respiratory atmosphere.
 - (2) An area where there is potential of an engulfment by loose particles or liquids.
 - (3) An area where there is potential of an explosive, flammable or toxic atmosphere.
 - (4) An area where an entrance and/or exit is restricted (limited access or egress).
 - (5) An area where welding, cutting, burning, painting, chemical handling, or any type of work which would create a toxin or non-respiratory atmosphere constitutes a confined space.
- b. **Entry Permit** – The confined space entry permit provides a checklist of pre-entry precautions that must be taken. Documentation of monitoring and authorization of entry should be provided by the Manager or the Department Supervisor. A copy of the permit should be conspicuously posted at the site of entry. The permit should contain a record of the date of entry, monitoring requirements, relative location of entry and a description of the work to be performed. Permits are issued for 8-hour shifts only and must be reevaluated before each new shift begins working.
- c. **Site Contact Person** – The superintendent, foreman, or other assigned employee who is the main contact person on the site and who is responsible for the compliance with these rules.

7. Operating Procedures

- a. Determine any unusual conditions which may require special procedures unique to the area or task to be conducted (i.e., welding).
- b. Purge, drain and/or evacuate process materials, chemicals and air.
- c. Isolate the confined space from all external piping, process systems, affluent systems, utilities, and ducts that could cause materials to enter the confined space. This can be accomplished by inserting blanks and skilllets, disconnection and capping of lines, double blocking and bleeding valves and/or physical disconnection of equipment.
- d. Immobilize all mechanical services such as agitators, mixer paddles, fan blades, etc., through recognized lockout procedures and/or through physical disconnection of the drive mechanism from the power source.
- e. If an assessment (testing) of the atmosphere indicates contamination is present, the cause/source of the contamination must be determined. Furthermore, it must be determined if contamination will increase during entry. Testing should include:
- (1) **Oxygen Atmosphere Testing:** Testing should be done with a calibrated direct-reading oxygen indicator. The oxygen should contain at least 19.5% but less than 23.5% oxygen by volume. Measurements should be taken at the top and bottom of the space. Measurements should be taken every 15 minutes by the attendant. Tests must be repeated after a stoppage exceeding 30 minutes. Results should be documented in the permit. Entry is not permitted if the oxygen level is less than 19.5% or greater than 23.5%.
 - (2) **Lower Explosive Level (LEL):** Potentially explosive vapors and dust should be at 10% below the LEL or LFL (Lower Flammability Limit) before personnel may enter the proposed work area, ensuring the appropriate PPE is being worn.

(3) Toxic Atmosphere Testing: If it is determined that any of the following toxins: Toluene, Solvent, Isopropyl Alcohol, Hydrogen Sulfide, Formaldehyde, or any toxic material were present within the space, atmospheric testing should be conducted prior to an employee entering the space. Atmospheric testing may be conducted with color detection tubes (i.e. Dragger Tubes), a Chlorine Detector or a Bio-Systems Detector. If atmospheric contamination is within 10% of the PEL (Permissible Exposure Level), the space should be ventilated until the level is below 10%. The Manager or the Department Supervisor should be contacted if the contamination is IDLH (Immediately Dangerous to Life or Health). Entry is not permitted, except for emergency procedures approved by the Manager or the Department Supervisor, if toxic gases at an IDLH level exist. Measurements should be taken every 15 minutes by the attendant.

(4) Flammable Atmosphere Testing: If the space previously contained or currently contains flammable vapors, testing with a combustible gas indicator to determine the concentration of flammable gases and vapors must be conducted. If the concentration of flammable gas or vapor exceeds 5% of the lower flammability limit, the space should be ventilated until the concentration is below 5%. Entry is not permitted if the concentration exceeds 5%. Measurements should be taken every 15 minutes by the attendant.

f. The following safety equipment is needed during confined space entry:

(1) Body harness with attached connections for chain or rope hoist.

(2) Self Contained Breathing Apparatus (SCBA), two units minimum.

(3) 20 LB ABC fire extinguisher when flammable materials are involved.

(4) Emergency escape breathing apparatus. Requirements for use should be determined on a case-by-case basis.

(5) Equipment (hoist, hand lines, etc.) for removing an incapacitated individual during an emergency.

(6) Access ladder.

(7) Atmospheric monitoring instrumentation.

g. When the use of special protective equipment (respirators, gloves, clothing, eye protection, etc.) is required, their use should be specified in the entry permit and all associated training requirements should be met.

8. Entry Procedures

a. No person should enter a confined space until all preparations for entry have been completed, the permit has been approved, all conditions of this Entry Procedure have been met, and the entry is authorized.

b. No person should enter a confined space unless an attendant is on duty. The attendant must maintain visual and/or voice contact at all times with personnel in the confined space.

c. All personnel entering confined spaces and all attendants for entry should receive annual confined space entry and emergency rescue training.

d. Personnel using monitoring equipment should be trained in its use and calibration.

e. All electrical shock hazards should be protected by use of low voltage systems and/or ground fault protector.

f. Explosion-proof electrical equipment is required for entry into spaces where potential fire and/or explosion exists.

g. If conditions in the confined space change, personnel should be removed, the changes investigated, lock-outs re-verified, and the area re-monitored.

h. If confined space work continues past the initial shift, the Site Contact Person should sign the permit, re-verify the lock-outs, re-monitor the atmosphere and record the data on the permit, verify that all other requirements of this procedure have been met, and inherit all of the responsibilities associated with the entry. This process should be repeated at the beginning of each subsequent shift.

i. When the job has been completed, the competent person should verify that all personnel and equipment have been removed from the confined space by signing the permit. This completed permit should then be retained by the Site Contact Person for the duration of the job.

- j. No one should enter confined spaces without a permit. Violations are grounds for dismissal. The Manager or the Department Supervisor should identify all confined spaces by sign, placard or other appropriate means. He should also identify the “permitter.” Only authorized permitters can issue a permit. The permitter should personally inspect, examine and evaluate the confined space and should assure that all hazards have been identified before allowing entry.
- (1) The permitter should discuss the following with all personnel:
- (a) Emergency procedures.
 - (b) What the emergency – standby person must do.
 - (c) All permits are null and void in case of an emergency.
 - (d) How to request a re-check of the permit.
 - (e) What the permit does and does not authorize.
 - (f) The duration of the permit – one shift (or the duration of the entry, whichever is shorter).
 - (g) Permit postings. The permitter should post the permit as follows:
 - (i) The original – at the point of entry.
 - (ii) The second copy – Site Contact Person’s office.
 - (iii) The third copy – in the Manager or Department Supervisor’s office.
 - (h) The following work rules are unconditionally and automatically the requirements for confined space entry procedures:
 - (i) Ventilation should be of adequate volume to safely maintain the airflow within the confined space. (It is the responsibility of the Company to prove the calculations of the airflow volume).
 - (ii) It is the responsibility of the Site Contact Person to immediately report unsafe conditions.
 - (iii) A flashlight should be carried by each person entering a confined space.
 - (iv) Lighting used must be explosion proof, 12 volt system or flashlight.
 - (v) Welding, cutting, brazing, and purging operations require specific requirements – consult with the permitter.
 - (vi) Chemicals used or transported inside the confined space require specific requirements – consult with the permitter.

9. Rescue Equipment and Procedures

- a. **Equipment:** The Manager or the Department Supervisor should require the following equipment to be on hand prior to confined space entry:
- (1) Lifelines
 - (2) Safety belts
 - (3) Self-contained breathing apparatus
 - (4) Airline respirators
 - (5) Rescue harness and ropes
 - (6) Tripod
 - (7) Ropes, pulleys, and other rescue equipment
 - (8) Horns, whistles, telephones, radios, etc. for communication
 - (9) Fire fighting equipment
 - (10) Explosion proof lighting and electrical equipment
 - (11) 12” wide confined space or rope ladder

b. Rescue Procedures

- (1) Procedures outlined above are followed, (i.e. Atmospheric tests should be performed prior to and during entry and documented on the permit, etc.).
- (2) The attendant is equipped with an alarm horn prior to entry.
- (3) Any entrant into a vertical exit confined space must wear a parachute type harness. Horizontal exit confined space requires a life line be worn in addition to the harness.
- (4) Life lines must be attached to a fixed object outside of the confined space.
- (5) All confined spaces with vertical exits should be equipped with means to attach a lifting winch (i.e. crank with handle, hoist, hauling apparatus with a rope, etc.) for victim rescue where tripod is impossible.

10. Training

Employees who perform tasks covered by the confined space entry policy (e.g. enter into confined spaces, measure atmospheric conditions in confined spaces, or perform rescue in a confined space) should be trained annually on site procedures and the use of permits and equipment.

CONFINED SPACE EVALUATION FORM

Date of Survey	Confined Space #	Permit Required <input type="checkbox"/> Yes, <input type="checkbox"/> No If yes, space must be labeled.
Location of Space		
Description of Space		
Possible atmospheric hazards		
Possible content hazards		
Configuration of space		
Unusual hazards		
1. Space can be bodily entered? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Limited or restricted entry? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Not designed for continuous human occupancy? <input type="checkbox"/> Yes <input type="checkbox"/> No	4. Hazardous atmosphere? <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Potential for engulfment? <input type="checkbox"/> Yes <input type="checkbox"/> No 6. Internal configuration hazard? <input type="checkbox"/> Yes <input type="checkbox"/> No 7. Other serious safety hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reasons for entering space and typical activities		
Who usually enters space		
Frequency of entry		
Number of entry points		
External connections to space		
Survey completed by: (print and sign)		

CONFINED SPACE ENTRY PERMIT

Confined Space #	Permit Expires	Date/Time Began	Date/Time Finished
Location		Job Description	
Entrants		Attendants	
Supervisor		Safety Approval by:	
Atmospheric Testing and Monitoring			
	Limits	Time/Results	Time/Results
Oxygen (19.5% – 23.5%)			
Flammables (< 10%)			
Explosive Gases (< LEL)			
Chemicals (list) (< PEL)			
Instrument:		Calibration:	
Hazards in Space			
Contents:			
<input type="checkbox"/> Flammable <input type="checkbox"/> Irritant <input type="checkbox"/> Corrosive <input type="checkbox"/> Toxic <input type="checkbox"/> Dust <input type="checkbox"/> Asbestos <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas			
Configuration:			
<input type="checkbox"/> Slippery or <input type="checkbox"/> sharp surfaces <input type="checkbox"/> vertical drop <input type="checkbox"/> low overhead <input type="checkbox"/> High or <input type="checkbox"/> Low temperature <input type="checkbox"/> Sloped			
Nature of Work:			
<input type="checkbox"/> Welding <input type="checkbox"/> Cutting <input type="checkbox"/> Grinding <input type="checkbox"/> Chipping <input type="checkbox"/> Scraping <input type="checkbox"/> Spray cleaning			
Previous Content:			
Other:			
Isolation of Space			
Electrical:		Mechanical:	
<input type="checkbox"/> Lockout <input type="checkbox"/> Tagout		<input type="checkbox"/> Block linkage <input type="checkbox"/> Disconnect	
Piping:		Other:	
<input type="checkbox"/> Lockout <input type="checkbox"/> Tagout <input type="checkbox"/> Blank <input type="checkbox"/> Block and Bleed			
Hydraulic:		Pneumatic:	
<input type="checkbox"/> Lockout <input type="checkbox"/> Tagout <input type="checkbox"/> Disconnect Lines <input type="checkbox"/> Lock Pump and Bleed		<input type="checkbox"/> Lockout <input type="checkbox"/> Tagout <input type="checkbox"/> Disconnect Lines <input type="checkbox"/> Lock Comp and Bleed	
Equipment Required			
Respiratory Protection:		Cartridge:	
<input type="checkbox"/> SCBA <input type="checkbox"/> Sup. Air. <input type="checkbox"/> ABA <input type="checkbox"/> Pow. Air <input type="checkbox"/> Cartridge resp: <input type="checkbox"/> Full <input type="checkbox"/> Half		<input type="checkbox"/> Organic vapor <input type="checkbox"/> Acid Gas <input type="checkbox"/> Ammonia <input type="checkbox"/> Organic vapor/acid gas <input type="checkbox"/> HEPA <input type="checkbox"/> Dust/Mist	
PPE:			
<input type="checkbox"/> Coveralls <input type="checkbox"/> Hard-hat <input type="checkbox"/> Safety goggles <input type="checkbox"/> Safety shoes <input type="checkbox"/> Leather gloves <input type="checkbox"/> Ear plugs/muffs <input type="checkbox"/> Welding hood <input type="checkbox"/> Welding jacket <input type="checkbox"/> Splash suit <input type="checkbox"/> Chemical gloves <input type="checkbox"/> Faceshield			
Lighting:			
<input type="checkbox"/> Flashlight <input type="checkbox"/> Handlight <input type="checkbox"/> Light sticks <input type="checkbox"/> Cord lights <input type="checkbox"/> Cords <input type="checkbox"/> Portable lights <input type="checkbox"/> Generator			
Ventilation:			
<input type="checkbox"/> Ventilator <input type="checkbox"/> 10' sections of duct <input type="checkbox"/> 20' sections of duct <input type="checkbox"/> Saddlevent <input type="checkbox"/> CFM Required			
For Entry:			
<input type="checkbox"/> Body Harness <input type="checkbox"/> Retrieval device <input type="checkbox"/> Tripod <input type="checkbox"/> Anchor point <input type="checkbox"/> Access ladder <input type="checkbox"/> Emergency Signal <input type="checkbox"/> Communications <input type="checkbox"/> Personal alert device			
For Rescue:			
<input type="checkbox"/> Body Harness <input type="checkbox"/> Retrieval device <input type="checkbox"/> Tripod <input type="checkbox"/> Anchor point <input type="checkbox"/> Access ladder <input type="checkbox"/> Alarm horn <input type="checkbox"/> Emergency signal <input type="checkbox"/> Communications <input type="checkbox"/> Personal alert device <input type="checkbox"/> SCBA <input type="checkbox"/> ABA <input type="checkbox"/> Rescue harness <input type="checkbox"/> Escape mask <input type="checkbox"/> Wristlets			
Other:			
Supervisor Signature:			

TRAINING DOCUMENTATION FOR CONFINED SPACE

I have received training and understand all details concerning the confined space requirements.

I understand that I am required to follow the necessary precautions outlined in the confined space program.

I know the location of emergency phone numbers and communications systems, and the location of medical fire, and other emergency supplies.

Employee Name: _____

Signature: _____ Date: _____

Address of Location where confined space exists: _____

G. Excavation and Trenching

1. The design of the supporting system should be considered carefully by the jobsite "Competent Person," based on the following:
 - a. depth of cut
 - b. soil type (i.e. Type A, Type B, Type C)
 - c. anticipated changes in the soil due to climatic changes (i.e. wind, rain, etc. expected in the area during the time the excavation is open)
 - d. ground movement caused by blasting, and earth pressures
 - e. vibration due to motor vehicle traffic or equipment operation in the area
 - f. prior use of the ground where excavation is to be performed (i.e. former landfill area, farm, previously excavated soil, etc.)
 - g. adjacent structures which may require underpinning in the area of the open excavation
 - h. other
2. Any trench or excavation 5 feet or more in depth must be sloped, shored, benched, or braced. If soil conditions are unstable, excavations less than 5 feet must also be sloped, supported, or shored.
3. Contractors should use OSHA specified trench boxes.
4. Shoring systems should be installed from the top down. Cross beams should be placed in a horizontal position and spaced vertically at appropriate intervals. Braces must also be secured to prevent sliding, falling, or kick-outs.
5. All materials used for shoring should be in good condition and free of defects.
6. Timbers with large or loose knots should not be used.
7. Installation of shoring should closely follow the excavation work.
8. Diversion dikes or ditches should be constructed to prevent surface water from entering an excavation and to provide adequate drainage of the area adjacent to the excavation.
9. Water should not accumulate in a trench or excavation as it causes erosion and soil softening.
10. Excavations greater than four feet deep should be inspected daily for oxygen deficiencies and hazardous gases, etc. If hazardous conditions exist, Confined Space Entry Procedures should be followed.
11. Exit ladders, stairs or ramps must be present within all open excavations 4 feet or more in depth. The ladder, stair or ramp should be located within the open excavation/trench such that no employee would be required to travel beyond 25 feet to reach an exit.
12. Locations of all underground utilities should be identified before excavation begins.
13. Trenches should be inspected daily for cracks, slides, and wall fractures. Inspections should also be made after rain storms or any other weather change to determine if any damage to the excavation sidewalls has occurred. If any dangers are detected, all work must stop until the problem is corrected.
14. As soon as all work is completed and the shoring is dismantled, backfilling should begin. If the soil is unstable, ropes must be used to pull out the jacks or braces from above.
15. The entire area should be inspected for hazards before beginning any drilling/boring operations. Stay clear of any augers or drill stems that are in motion.
16. When not in use, drill steel, spare parts, and tools must be stored in racks or receptacles on the drilling rig.
17. Employees should have a secure footing when drilling.
18. Vehicles and equipment should be parked as far as practical, but not less than, ten feet from the edge of the excavation.
19. All dirt from the trench (i.e. spoil pile) should be piled at least two feet from the excavation sidewalls.

H. Forklift and Heavy Equipment Safety

The following are the minimum safety practices for the operation of forklifts and heavy equipment (bulldozers, backhoes, etc.):

1. Only trained and authorized operators are permitted to operate a forklift or heavy equipment. All operators will be trained by their Supervisors or the Manager. Every operator must participate in, at a minimum, an annual forklift training meeting.
2. Prior to operating the forklift or equipment, an inspection should be made of the equipment. The operator must test:
 - a. the brakes
 - b. steering controls
 - c. tire pressure
 - d. warning lights
 - e. clutch
 - f. horn
 - g. fluid levels
 - h. equipment safety controls
 - i. other devices for safe and proper operation.
3. Never check the engine while it is running.
4. Document your inspection results and equipment defects using the attached Forklift Inspection Checklist Form.
5. Report defects to your Supervisor immediately.
6. No defective equipment shall be used.
7. Adjustments and repairs should be made by authorized personnel only.
8. Wash the equipment whenever necessary. The equipment must be kept clean and free of oil and grease.
9. Employees should operate the equipment/forklift at a safe speed and within rated load capacity.
10. Drive to the right.
11. Do not exceed 10 miles per hour, or posted authorized speeds, on plant roads.
12. Passengers are not permitted on forklifts or heavy equipment if the equipment was not designed to transport passengers.
13. Mobile equipment should never be left unattended without first shutting off power, neutralizing controls, setting brakes, and lowering forks or bucket.
14. Do not park on an incline but if unavoidable, chock and/or block wheels and apply the Emergency Brake, if present, prior to exiting the machine.
15. All mobile equipment must have a functional fire extinguisher on board mounted in a visible and easily accessible location and the extinguisher should be serviced on an annual basis by an outside fire extinguisher service contractor.
16. Sound horn at exits, corners, cross aisles, intersections, and when approaching pedestrians. Do not use horn needlessly or at undue length.
17. Always look in the direction equipment is traveling. Even if only traveling for a very short distance.
18. Keep a clear view of the path.
19. When forward vision is obstructed, drive in reverse.
20. When traveling, with or without a load, keep forks or bucket as low as possible.
21. Avoid following pedestrians or other vehicles too closely, especially when operating on inclines or in noisy areas.
22. Ascend/descend all ramps and inclines slowly.
23. Wait for passengers to exit the ramp before attempting to ascend/descend.
24. When descending, always use low gear and the slowest speed control.
25. Do not descend ramps with the load at the front of the forklift.
26. Never ascend in reverse.
27. When ascending, loaded forklifts should be driven with the load upgrade.
28. Personal protective equipment should be used as instructed during refueling, if overhead hazards exist, etc.
29. If the forklift is equipped with a seatbelt, the belt must be worn at all times.

FORKLIFT INSPECTION CHECKLIST

Distribution: Copy to Manager or the Department Supervisor

Copy To: _____

Date: _____ **Inspector:** _____ **Title:** _____

GRADE: 1 = Satisfactory 2 = Needs Some Attention 3 = Needs Immediate Action		
ITEM	GRADE	COMMENTS
OPERATOR TRAINING		
Personnel operating the forklift properly trained		
CONDITION OF FORKLIFT		
Brakes		
Steering controls		
Warning lights		
Horn		
Clutch		
Engine		
Overhead guard		
Capacity sign posted		
FIRE PREVENTION		
Fire extinguisher on board and functional		
FLUIDS		
Levels adequate		
Fueling done to avoid spilling		
If spillage occurs, is fuel washed away completely from forklift and area; and are measures taken to control vapors before re-starting engine?		
PERSONAL PROTECTIVE EQUIPMENT		
Hard hats provided and worn where danger of falling objects exist		
General PPE rules on proper clothing and footwear followed		
ADDITIONAL OSHA REQUIREMENTS		
Driving paths marked, in good condition, and clear		
Repairs are conducted in designated areas		
Operating rules posted and enforced		
Batteries charged in properly vented rooms (no smoking)		
Are dust and fume exposures generated by the forklift through operation, fueling, or repair controlled?		
Seatbelt in forklift and worn while operating the forklift		
Other:		

Action Taken:

Repairs/Corrections must be completed by: (date) _____

Repairs/Corrections mentioned above have been done

Supervisor: _____ Date: _____

I. Personnel Lifting Equipment

** Note: The term basket, cage or platform are synonymous within these procedures.*

1. Front-end loaders, farm tractors, forklifts and similar pieces of equipment shall not be used for elevating personnel aboveground unless the equipment has been specifically approved by the equipment manufacturer AND the Management of this company to be used in this manner. If the owner's manual for the equipment is silent on this issue, the equipment should not be used to lift employees at any time aboveground.
2. The *basket/cage or platform within which the employee is standing should be an accessory purchased from the original heavy equipment manufacturer or the basket/cage or platform should be approved in writing by the heavy equipment manufacturer to be attached to their equipment and used to lift employees aboveground. Under no circumstance should a "Job made," "home made" basket, pallet, etc. be used to lift employees aboveground unless the management of our organization has written approval of the device by the heavy equipment operator on file within the office. Any "field modification" of the basket, aerial lift, personnel lift, etc. is not permitted, under any circumstance, unless the change has been certified in writing by the equipment manufacturer.
3. The basket should be equipped with Guardrail, midrail and toeboard around the entire perimeter of the platform. The top of the guardrail should be located 38 to 45 inches above the platform and the guardrail should withstand a force applied in any downward or horizontal direction of at least 200 lbs without failure. A removable chain, which will withstand 200 lbs of pressure in a downward and horizontal direction, may be present near employee basket entrance access points to permit employees to safely climb in and out of the basket. The chain should be secured in place to provide fall protection once the employee has entered the cage/basket.
4. Aerial lifts, articulating boom equipment, etc. shall have both platform (upper) and lower level controls (i.e. on the base of the equipment at ground level). Controls shall be plainly marked as to their function. Lower level controls SHOULD NOT be operated at any time unless permission has been obtained from the employee elevated aboveground within the basket. EXCEPTION: In an emergency situation when unable to communicate with the person aboveground the lower level controls may be operated without prior approval from the employee within the elevated basket.
5. Lift controls shall be tested each day prior to use to determine that they are in safe working condition.
6. Employees are required to always stand firmly on the floor of the basket. No employees shall be permitted to sit on or stand on midrails, guardrails, makeshift devices (i.e. boxes, barrels, etc.) and ladders shall not be used within the personnel lift basket to increase the working height of the personnel lift.
7. Employees are required to wear a personal fall arrest system (i.e. full body harness) and the employee should be tied off to the boom or basket to prevent potential falls and/or injuries. Employees should not be permitted, at any time, to tie off to a beam, pole, or other fixed structural member (outside the basket) in the work area aboveground.
8. The base unit (that portion of the equipment in contact with the ground) of the aerial lifts, articulating boom equipment, etc. SHOULD NOT be moved when the basket is elevated and an employee is within the basket unless the equipment was specifically designed by the manufacturer to be operated in this manner.
9. Only those employees authorized by the Department Manager or Supervisor of our company shall be allowed to operate the personnel lifting equipment.
10. All employees shall receive training on operating or working from personnel lift equipment prior to working on or with such equipment for the first time and on an annual basis thereafter. This training should cover the specific type of machine(s) that the employees will operate. Generic training on personnel lifts is not acceptable safety training. This training will be conducted by a qualified person, selected by the Manager or Supervisor within your department. This training will include, but not be limited to, the following:
 - a. Recognize the hazards associated with the type of equipment being used
 - b. Understand the procedures to control or minimize those hazards
 - c. Hazards given special attention should include: electrical, fall hazards, and overhead hazards which may require canopies, nets, hardhats, etc. to reduce potential injury from falling objects to employees on personnel lifts and/or to employees working on ground near personnel lifts.
11. Gasoline powered equipment (i.e. masonry quickie saws, chain saws, etc.) shall not be operated on personnel lifts at any time.

12. Employees shall be required to maintain the following clearances from overhead electrical power lines to personnel lift equipment:
 - a. 3 feet to insulated power lines less than 300 volts
 - b. 10 feet to insulated power lines 300 volts to 50 kv
 - c. 10 feet plus .4 inches for each 1 kv over 50 kv for personnel lifts to insulated power lines
 - d. 10 feet to un-insulated power lines less than 50 kv
 - e. 10 feet plus .4 inches to un-insulated power lines for each 1 kv over 50 kv
13. Electrically insulated personnel lift equipment shall not be altered in any manner that might reduce its insulating value.
14. Employees shall be prohibited from working on personnel lift platforms covered with snow, ice or slippery materials.
15. If the equipment is provided with outriggers, stabilizers or similar equipment to prevent tipping, this equipment should be properly set on pads or a solid surface prior to elevating personnel within the basket.
16. Wheels on the personnel lift should be chocked or blocked to prevent movement, before the equipment is used on an incline.
17. Prior to preparing an aerial lift for travel, the booms shall be inspected to confirm they are properly cradled and outriggers are in the stowed position.
18. Maintenance on the critical components (i.e. hydraulic and pneumatic component parts) of the lifting equipment should be performed only by qualified individuals, in accordance with the manufacturer's recommendations and replacement parts should be only those approved for use by the equipment owner's manual or approved in writing by the equipment manufacturer or his/her authorized representative.
19. It is the policy of our company that personnel lifting equipment will not be loaned, leased or used by other contractors or their employees unless approved in writing by the Manager or Supervisor of your Department. If approved, an equipment operator employed by our company, must be present at the jobsite supervising the operation of the equipment. The following conditions should also be met:
20. A hold harmless agreement should be signed by the contractor borrowing or leasing the equipment.
21. Certificates of GL and WC Insurance (with limits equal to those carried by our company) should be obtained from the contractor borrowing or leasing the equipment.
22. All equipment not in use at the jobsite should be properly secured to prevent potential unauthorized use by others.

J. Jobsite Equipment Security

Theft and vandalism of construction equipment and materials is one of the construction industry's most persistent and unrecognized problems. Because of the nature of construction work, jobsites are especially vulnerable to theft. Criminal acts such as theft, burglary, and vandalism are the leading cause of loss or damage to contractors' tools and equipment. Many contractors greatly underestimate the total cost of their losses, initially reporting losses at far less than their actual value. If a \$250 saw is stolen, you lose more than \$250. You lose the productive time and effort to purchase a replacement. You lose the time for someone to pick it up and deliver it to the jobsite. If, as is so often the case, your crew is idle or less productive, you lose again. The actual cost can be several times the dollar value of the stolen or destroyed items.

Construction crime can be perpetrated by employees, competing contractors, organized crime rings, individual small scale thieves, juveniles, etc. Employees and subcontractors familiar with your jobsite and its operations know what they can get away with when employees aren't held directly accountable for equipment, tools and supplies. Since there is no national standardized registration procedure for construction equipment, much of the stolen equipment is sold and there is no way to trace it. Stolen equipment is also frequently dismantled and sold for parts.

Theft and vandalism control improves job conditions, enhancing productivity and profits. Like traditional safety, these efforts don't cost, they pay!

K. Jobsite Security Rules/Regulations

1. Remove as much equipment as possible from the jobsite at night.
2. Remove the batteries from equipment left on the site.
3. Label and identify all equipment and tools. Document your equipment by recording serial numbers and license numbers.
4. Post “No Trespassing” signs and “Reward” signs.
5. Remove high-valued items from job trailers.
6. Keep a tool and equipment inventory.
7. Conduct background checks and reference checks on employees.
8. Implement a Drug-Free Workplace Program, with zero tolerance of alcohol or other drugs.
9. Hire security guards whenever necessary.
10. Consider the use of onsite caretakers.
11. Use proper security lighting and fencing.
12. If portable tools/equipment are out of view at a jobsite during daytime hours, they should be locked up. Powered and nonpowered hand tools can easily be removed from a vehicle by passing motorists, if employees are working on the back of a building and a company vehicle has unsecured tools out of site on the front of the building.
13. If tools/equipment are left overnight at jobsites, contact local law enforcement, residents in the area, other well known and trusted subcontractors to contact you by phone if unusual activity noted at the jobsite prior to or after specific hours (provide typical hours your employees will be present at the jobsites).
14. Ask residents in the area that may have fenced storage yards or outbuildings if they would allow you to store your tools/equipment on their premises on a short-term basis to prevent potential theft.
15. Ask employees that may reside in the area or owners of your business to make unscheduled drive-bys of the jobsite during evening hours to identify any unusual activity.
16. Evaluate lighting in the area where tools/equipment are stored overnight. Thieves prefer to avoid well lit areas where passing motorists may spot them.
17. Park tools/equipment along heavily traveled roads/streets, if left overnight at jobsites. Thieves prefer isolated secluded areas where they can work without concern of being spotted.

L. Management Commitment to Jobsite Security Program

1. Like a good safety program, a good jobsite security, theft and vandalism prevention program takes top management’s total commitment. Your employees, fellow contractors, subcontractors, suppliers and customers must know that you are serious about jobsite security and preventing theft and vandalism.
2. Develop a written jobsite security, theft and vandalism policy and actively enforce it. Make it known that **unauthorized removal of equipment and materials constitutes theft and that consequences will follow**. No infractions can be overlooked. You must actively pursue all avenues of prevention and prosecution that are open to you. Any incident involving theft, vandalism, or trespassing should be immediately reported to law enforcement and prosecution should be pursued. The thought of jail time or public embarrassment is a far stronger deterrent than being terminated, sitting at home for awhile on unemployment or having to find another job. Everyone in your company should be informed that you will prosecute, without exception, to the full extent of the law.
3. An effective jobsite security, theft, and vandalism prevention program must be in writing. The written policy should be distributed to all employees and subcontractors, so that everyone is aware of your intentions. The written policy should specify the consequences for prohibited actions.
4. A written policy is also important for your own protection. In order to dismiss an employee for theft, you must generally be able to prove a known company policy was violated. You must have a set disciplinary procedure, known to all employees at the time of hire. **Your procedure must be in writing and should be reviewed by your corporate attorney. It should cover unauthorized “borrowing” and outright theft of materials and equipment.**

M. Elements of Your Jobsite Security Policy

1. Posting

Start preventing theft and vandalism losses by posting your sites with signs indicating NO TRESSPASSING OR UNAUTHORIZED ENTRY. In order to keep trespassers off your site, you must notify them that their presence is a violation of law. You can be held liable for injury to persons on your jobsite, even if they were trespassing. Posting warning signs and no trespassing signs may help to limit your liability to people on your site without permission. Signs are inexpensive. Place them at conspicuous locations.

2. Marking

Marking of tools, equipment and material makes these items less attractive to thieves due to the increased concern of being caught. It also makes positive identification possible if stolen goods are recovered.

Permanent markings should be stamped in two places: one hidden and the other easily seen. The easily seen marking deters theft and helps your people easily identify their own tools and equipment. The hidden marking helps you recover equipment where a persistent thief has removed the obvious marking.

Painting company names or logos on heavy equipment helps to identify these items. All equipment and tools owned by employees should be permanently marked with the employee's name. Marking equipment should be kept on site and readily available, and you should insist that all employees' and subcontractors' equipment be marked.

3. Bar Coding

The same type of bar coding used for pricing and inventory control in retail stores can be used for your own inventory control. Decals with bar codes can be affixed to company equipment. Modern glues make them difficult to remove. A hand-held scanner can be used to record all the items on a site for comparison against materials and equipment shipped to that site. Materials and equipment can be scanned when removed from inventory and shipped to a jobsite. They can also be scanned when returned and re-inventoried.

4. Registered Markings

Another control system involves a specially formulated paint that appears only under "black light." Each paint container is specially formulated with markers that are registered to the user. A scrape of paint can be analyzed and the owner of the piece of equipment identified.

5. Micro Chip Tracking

New technology allows microchips that send out individual signals to be installed in equipment. The chips can be read from a significant distance, allowing equipment to be located.

6. Inventory Control

Materials received at the site must be carefully inventoried. Too often, the tendency is to immediately sign for it. This results in many shortages. Designate a responsible person to check all deliveries and count all units. Vendors should be notified regarding who is authorized to sign for materials and that other signatures will not be considered valid.

Materials stored on site should be checked frequently for disappearance. In addition to materials purchased, delivered and awaiting installation, check the daily gasoline usage against the daily fuel consumption of the equipment on site.

7. Security Lighting

Lighting is extremely effective in deterring criminal activity. Planning for security lighting is not complex, but it must be planned for at the beginning of the construction project. When you lay out initial locations for trailers, materials, and parking include lighting in your plans.

Consider the following when you plan security lighting for a construction project:

- a. **Gate Lighting:** On fenced projects, the most important areas to light up are usually access gates. Anything removed from the site usually passes through the gate.
- b. **Job Trailers:** Often contain expensive tools/equipment.
- c. **Material Storage:** Areas where expensive materials are stored should be lighted.
- d. **Dangerous Areas:** Excavations, trenches, pits, and other hazardous areas should be well lit. Trespassers sometimes are able to sue for being injured on construction sites.

- e. **Building:** Areas of closed-in buildings that can be seen from outside should have lights to allow you to see inside.
- f. **Motion Lighting:** Motion lighting can be used in any of the above situations. With motion lights, the sudden bright light deters trespassers, because they are lit only when motion occurs. Neighbors, police, and others have an indication that an intrusion has occurred. They are less expensive to operate, since they are only on when needed.

8. Security Fencing

Security fencing around a jobsite is another effective method of reducing theft and vandalism. A few rolls of picket fencing however, does not constitute a security fence. Such fencing may have some value in keeping the general public from wandering onto the site, but affords no security from theft or vandalism.

If possible, high chain link fences should be used. While it is expensive, it will last a long time and can be reused many times. It is also possible to rent portable chain link fences.

If fencing the entire site is not feasible, the site can be partially fenced. Existing terrain and buildings can be used with fencing to make theft of large items more difficult. Small parts of a large site can be fenced for equipment and material storage.

9. Electronic Devices

Electronic devices such as sensors, lights, alarms, etc. are readily available. Inexpensive motion detectors with lights or sirens are available. Motion sensors can be used to send silent alarms to police or private security firms. Also, TV and video cameras can be used for monitoring purposes.

10. Shutoffs and Lockouts

Making heavy equipment inoperable is another method of reducing theft. Thieves want to get in and out of a jobsite quickly. The more time consuming it is to move a piece of equipment, the more likely they will leave your site and look for an easier target. One common device to make machines inoperable is a hidden fuel shutoff valve. Placing the valve in a location that is known only to authorized operators makes it difficult to start the equipment.

While most pieces of equipment have keys, they are of such simple design and so readily available as to be useless for security purposes. More sophisticated locks should be used to lock out controls and ignition systems. The removal of a few "key wires" may foil thieves or vandals. To prevent theft of equipment that can be towed, a hitch lock can be used.

11. Key Control

No lock is secure if too many people have keys to it. There is a trade-off between availability of keys and security. Not everyone should have a key for everything. Many workers have accumulated vast collections of keys over the years. Fortunately, most of them have no criminal intent. The possibilities for those that do are enormous.

Decide who should have access to what projects, equipment, and materials. Change locks periodically. Have employees sign for keys and insist they be returned when they are no longer needed. Consider using keys that cannot be duplicated. Make someone responsible for key control.

Install secondary hidden ignition switches on those pieces of equipment with "common ignition" switches (i.e. one key will start any machine produced by the same equipment manufacturer). A partial list of machines with "common ignition" switches includes: Bobcats, Case Skidster Loaders, Case heavy construction equipment, John Deere machines, etc.

12. Security Services

Private security services may be needed on some construction projects. The services these companies provide vary widely. Some companies provide qualified and highly trained people, while others provide little training and may not even do background checks on employees. Check the quality and credentials of any company that you employ.

You should also consider whether the security guards are armed and whether they use dogs. Do they patrol alone or in pairs? What type of communications equipment do they use and how is backup provided if there is trouble?

Another consideration has to do with quantity of service. You need to decide if you want them on the project continuously, during high-risk time periods, or spot checks at random intervals.

Local police departments may be able to provide you with names of reputable security services. They can also offer advice on how the security service should operate and the time periods it would be most effective.

13. Control of Personnel

Construction sites are easily accessible to anyone who walks onto them. Have a system that lets you know who is on a site at any given time and what they are doing there. This helps to control theft and safety.

Most sites can be controlled by a simple sign-in/sign-out procedure at the office trailer.

14. Spot Checking Your Site

As with any program, assigning responsibility will accomplish little if there is no accountability. Assign a designated person to monitor compliance with the program. Spot check records and operations. Paperwork should be matched up with the appropriate material or equipment.

Spot checks should be made in the following areas:

- a. To see if tools and materials are all marked.
- b. To see if guard services are actually patrolling when they are supposed to.
- c. To verify that all equipment assigned to a particular project is actually there and accounted for.
- d. To see if signs are posted, lights and fencing have been installed and that the project is secure at night.
- e. That materials are properly checked in at time of delivery.

15. Marking and Identifying Construction Equipment

- a. RECORD: Every number seen on the machine, if found on a plate or stamped into the machine. Note the location of where each was found. Raised numbers cast into metal are usually part-numbers they won't identify a machine.

(1) PRODUCT IDENTIFICATION NUMBER (PIN) OR SERIAL NUMBER:

- (a) Vehicle Identification Number. Equipment will not have VIN numbers. Manufacturers are not uniform or consistent in their numbering systems. They often abbreviate Serial Number information, and use various combinations of alpha and numeric characters. Record all of the numbers you see and their location.
- (b) If main Serial Number plate is missing or damaged: Record all component Serial Numbers – especially the engine, to cross-reference.

b. Write Down an Accurate Description:

- (1) MAKE AND MODEL: Record actual brand names and model numbers found on the machine (from decals, plates or painted ID). Don't use generic terms like "tractor" or "dozer."
- (2) COLOR: Most machines are standard yellow/orange; red or green paint usually is used for farm equipment.
- (3) WHEELS OR TRACKS: Note on the report which one the equipment has. If tracks, diagram the specific shape to help identify machine.
- (4) COMPANY ID: Note names, all numbers, initials, decals/logos, special paint, welds or customized features. Note open or closed cab area and describe any attachments.
- (5) PHOTOGRAPH: Take photographs of the equipment. Close-up photos can record any **special features, attachments or unique items that help to identify the equipment.**

N. Fleet Safety

The following Sample Fleet Safety Rules/Regulations may not all apply to your operation. Please add any formal or informal motor vehicle rules/regulations your organization may have in place to this list and delete those that do not apply to your operations. Developing a Fleet Safety Program unique to your organizations operations should be much more effective in helping you to control frequent/severe motor vehicle losses.

1. Driver Rules and Regulations

All employees who drive a company car or delivery vehicle must abide by the following safety rules:

- a. Employees are required to inspect their assigned vehicle (before taking it on the road) to ensure that it is in safe working condition. This includes properly working brakes, horns, and back-up alarms. The attached inspection form should be used.

- b. Any defects in the company vehicle should be reported promptly.
- c. Employees are required to obey all state, local, and company traffic regulations.
- d. Engines are to be stopped and ignition keys removed when parking, refueling, or leaving the company vehicles.
- e. Employees are not permitted to use personal cars or motorcycles for company business, unless specifically authorized by the supervisor. If personal vehicles are driven on company business, proof of personal auto coverage (i.e. copy of personal auto Declarations Page or copy of the Insurance Card from the vehicle) will be requested on an annual unannounced basis from all employees that operate their own vehicles on company business. Those unable to supply proof of insurance within 24 hours of the time requested, will not be permitted to drive their own vehicle on company business in the future.
- f. Passengers not employed by the company are not permitted unless authorized by the supervisor.
- g. Employees should drive safely. Defensive driving must be practiced by all employees.
- h. Employees shall not ride within the bed of a pick-up truck or any other truck on company business at any time. Failing to comply with this company policy will result in disciplinary actions of not only the employees ignoring this safety rule/regulation but also the driver of the vehicle that permitted passengers within the bed of the truck.
- i. Vehicles must be locked when unattended to avoid criminal misconduct.
- j. Vehicles must be parked in legal spaces and must not obstruct traffic.
- k. Employees should park their vehicles in well-lighted areas at or near entrances to avoid criminal misconduct.
- l. Employees should keep their headlights on at all times when driving a vehicle.
- m. A vehicle when loaded with any material extending 4 feet or more beyond its rear shall have a red flag or cloth 12 inches square attached by day, or a red light visible for 300 feet by night, on the extreme end of the load.
- n. Articles, tools, equipment, etc. placed in cars or truck cabs are to be hung or stored in such a manner as not to impair vision or in any way interfere with proper operation of the vehicle.
- o. When you can not see behind your vehicle (truck), the driver should walk behind the truck prior to backing.
- p. Personal use of company vehicles is not permitted without written approval from the management of this organization. Family members of employees that are provided with a company vehicle are prohibited from driving company vehicles at any time unless prior written approval has been obtained from the manager of your department. (Exception: in case of an emergency where the employee is not able to operate the company vehicle, no prior written approval is required). Violation of this policy may result in disciplinary action which may include termination of employment.
- q. Operating a company vehicle while under the influence of alcohol and other drugs is prohibited. Violators are subject to termination of employment.
- r. Every accident should be reported to **<insert title of individual within the company that monitors motor vehicle accidents such as the Manager, Human Resources Manager, Supervisor, Fleet Manager or Safety Director>**. The **<individual listed in prior sentence>** should investigate all accidents and review them with the Supervisor and employees.
- s. All subcontractor personal vehicles must be parked in areas designated as contractor parking.
- t. When operating vehicles within company parking areas or at job sites, speeds must not exceed 5 M.P.H.
- u. Drivers of company owned, leased or employees operating their own vehicles on company business shall hold the appropriate license type as required by state law.
- v. Seat belts and shoulder harnesses are to be worn at all times without exception when riding within a company owned vehicle, within a subcontractor vehicle or within an employee owned vehicle operated on company business.

2. Safety Rules for Large Passenger Vans

- a. The National Highway Traffic Safety Administrations 15-Passenger Van Safety Alert, designed to be hung from rearview mirrors within these vans, should be present in all such vehicles to remind drivers of methods to prevent vehicle rollover.
- b. All drivers of vans with 10 or more passengers should be informed of the potential for vehicle rollover and preventive measures to avoid vehicle rollovers. Approximately 85% of the fatalities involving passenger vans transporting 10 or more individuals within the last 10 years occurred to individuals not wearing their seatbelt.
- c. All vehicles should be equipped with a seatbelt for each passenger. Those vehicles not meeting these requirements should be retrofitted to add seatbelts for the rated capacity of the vehicle OR those seats without a seat belt for each passenger should be removed from the vehicle.
- d. All vans with 10 or more passengers should be loaded from the front of the vehicle to the back. Passengers, luggage, and cargo should NOT be present behind the rear axle of the van unless all seats in front of the rear axle are filled.
- e. All drivers of vans with 10 or more passengers, including the driver, should hold a Commercial Drivers License (CDL) or pass a defensive driving course specifically designed for large passenger vans.
- f. All drivers of vans with 10 or more passengers should be required to have a minimum of 3 years experience driving a vehicle similar to the type for which they were hired to operate.
- g. Drivers of passenger vans with 10 or more passengers should be limited to those screened and hired for such purposes. Employees not meeting the above listed requirements should not be permitted at any time to operate vans transporting passengers.
- h. Vans should not be permitted to transport cargo on the vehicle roof at any time. This action will alter the center of gravity for the van and increase the probability of van rollover.
- i. Vans should not be permitted to tow trailers or any other type of equipment at any time as this will shift the center of gravity for the vehicle and increase the probability of a rollover.
- j. In an effort to prevent severe injuries and fatalities associated with large passenger van rollovers, all passenger vans transporting 10 or more persons (including the driver) must have a dual rear wheel system, an after market Roadmaster Active Suspension (RAS) system or one of the following factory installed ESC (Electronic Stability Control) systems:
 - (1) StabiliTrak
 - (2) Advance Trac
 - (3) Vehicle Dynamics Control
 - (4) Precision Control System

3. Accident Reporting

a. Driver Conduct at the Scene of the Accident

- (1) Take immediate action to prevent further damage or injury.
 - (a) Pull onto the shoulder or side of the road.
 - (b) Activate hazard lights (flashers) and place warning signs promptly.
 - (c) Assist any injured person, but don't move them unless they are in danger of further injury.
- (2) Call the Police.
 - (a) If someone is injured, request medical assistance.
 - (b) If you are near a phone, write a note giving the location and seriousness of the accident and give it to a "reliable" motorist and ask him/her to contact the police.

- (3) The vehicle should not be left unattended, except in an extreme emergency.
- (4) Exchange identifying information with the other driver. **Make no comments about assuming responsibility.**
- (5) Secure names, addresses, and phone numbers of all witnesses, or the first person on the scene if no one witnessed the accident.
- (6) Call the company immediately and report the accident to the Safety Director.

b. Complete the Vehicle Accident Report Form

Complete the Vehicle Accident Report Form, a copy can be obtained from the *<insert title of person responsible for fleet safety within your organization here such as Manager, Supervisor, Fleet Manager or Safety Director, Human Resources Manager, etc.>* and provide it to the *<insert title of person listed that should receive completed Accident Report Form here>*. Write legibly. Answer all questions completely or mark "not known." Use additional sheets of paper as needed to provide pertinent information.

4. Inspection Records and Preventive Maintenance

All drivers must regularly inspect, repair, and maintain their company vehicle. All vehicle parts and accessories must be in a safe and proper working order at all times. The following apply:

- a. All truck drivers must complete the vehicle inspection report at the end of each day. Drivers of company cars should complete the vehicle inspection report semi-annually. Notify the *<insert title of individual that monitors fleet maintenance program here>* of any unsafe conditions or defective parts immediately.
- b. Before the vehicle is driven again, any safety defects must be repaired.
- c. A copy of the last vehicle inspection report must be kept in the vehicle for at least 3 months.
- d. Quarterly preventive maintenance must be conducted on each vehicle.
- e. Maintenance and inspection records must be kept at the company for 1 year or for 6 months after the vehicle leaves the company's ownership.
- f. All vehicles are subject to a search at any time.

5. Driver Qualification

Establishing a Driver Qualification Policy is one of, if not the, most important element of a successful fleet safety program. Without hiring/screening and employing drivers committed to obeying traffic laws, fleet safety rules/regulations, safety training, accident investigation, vehicle preventive maintenance, etc. are likely to have little impact on controlling the probability of frequent and severe motor vehicle accidents.

Included on the following page is a Sample Form asking for consent from current and prospective employees to obtain a motor vehicle report. Driver Qualifications, which must be met in order to operate a motor vehicle for this organization, are included within the document. The form also lists qualifications which an existing driver of this organization must maintain in order to avoid termination, probation, or changes in driving status.

PRIOR TO IMPLEMENTING THIS OR ANY OTHER PROGRAM WHICH MAY IMPACT YOUR EXISTING HIRING/SCREENING PROCEDURES, THE PROGRAM SHOULD BE THOROUGHLY REVIEWED BY YOUR LEGAL COUNSEL TO CONFIRM THE POLICIES DO NOT VIOLATE ANY LOCAL, STATE OR FEDERAL HIRING PRACTICES.

CONSENT TO OBTAIN MOTOR VEHICLE REPORTS OF CURRENT AND PROSPECTIVE EMPLOYEES AND NOTICE OF REASONS FOR TERMINATION, PROBATION, OR CHANGE IN STATUS BASED ON MOTOR VEHICLE REPORT HISTORY

This document notifies the employee or applicant for employment listed below of the necessity to maintain a good driving record as a condition of employment. A person who does not maintain a good driving history is subject to imposition of a probationary employment period, change in job assignment, or termination of employment from this company. All employees of this company remain employees-at-will, and the company reserves the right to punish any employee or to terminate the employment of any employee for any reason or no reason. The purpose of this document is merely to advise the recipient of the driving history basis for imposition of a probationary period, termination of employment status, or re-assignment of employee to a non-driving position.

The employee or applicant for employment expressly consents to and grants authority to the company to obtain a Motor Vehicle Report (MVR) from the Illinois Secretary of State or from the company's insurer on an annual basis as a condition of employment. The material stated in the MVR may be used as a basis for placement of the employee on probation, to change the employee's job assignment, or to terminate the employee. Information contained in the MVR will be classified according to the following categories:

TYPE A VIOLATION: Includes, but is not limited to, (1) a conviction or plea of guilty or no contest to driving under the influence of alcohol, (2) refusing a drug or alcohol test from police authority, (3) a conviction or plea of guilty or no contest to the charges of reckless driving, manslaughter, hit and run, eluding a police officer, or drag racing, (4) a conviction or plea of guilty or no contest to a felony, (5) or the suspension or termination of the driving privileges of the employee.

TYPE B VIOLATION: Includes all vehicle accidents occurring in a company supplied vehicle, for which the employee is clearly at fault or receives a ticket indicating fault. An applicant for employment may have his employment application denied for Type B Violations occurring in his/her personal auto or a prior employer's vehicle.

TYPE C VIOLATION: Includes all moving traffic violations not classified as Type A or Type B, such as, but not limited to, speeding, improper lane usage, failure to yield, failure to comply with stop signs or lights, etc., which are incurred while operating a company supplied vehicle. An applicant for employment may have his employment application denied for Type C Violations occurring in his/her personal auto or a prior employer's vehicle.

TYPE D VIOLATION: Includes all non-moving traffic violations, such as illegal parking, vehicle defects, etc., which are incurred while operating a company supplied vehicle.

ACTIONS TAKEN BY THE COMPANY:

(A) With respect to applicants for employment with the company, the applicant will have his/her application for employment denied or will be assigned to a non-driving position, to be determined solely at the company's discretion, if:

- (1) Suspended or revoked license within the past 36 months.
- (2) A conviction or plea of guilty or no contest to driving under the influence of alcohol within the past 36 months.
- (3) A conviction or plea of guilty or no contest to open bottle of alcohol in the vehicle within the past 36 months.
- (4) A conviction or plea of guilty or no contest to the charges of vehicular homicide, assault or manslaughter within the past 7 years.
- (5) A conviction or plea of guilty or no contest to the charges of hit and run or leaving the scene of an accident within the past 5 years.
- (6) A conviction or plea of guilty or no contest to the charges of reckless or careless driving within the past 5 years.
- (7) Two Type B Violations within the past 36 months.
- (8) Three Type C Violations within the past 36 months.

(B) With respect to current employees of the company, the employee will have his/her employment terminated or he/she will be re-assigned to a non-driving position, to be determined solely at the company's discretion, if any of the following has occurred within the time period listed prior to the adoption of this policy or if the violations have occurred at any time after the adoption of this policy:

- (1) Suspended or revoked license within the past 36 months.
- (2) A conviction or plea of guilty or no contest to driving under the influence of alcohol within the past 36 months.

- (3) A conviction or plea of guilty or no contest to open bottle of alcohol in the vehicle within the past 36 months.
 - (4) A conviction or plea of guilty or no contest to the charges of vehicular homicide, assault or manslaughter within the past 7 years.
 - (5) A conviction or plea of guilty or no contest to the charges of hit and run or leaving the scene of an accident within the past 5 years.
 - (6) A conviction or plea of guilty or no contest to the charges of reckless or careless driving within the past 5 years.
 - (7) Two Type B Violations within the past 36 months.
 - (8) Three Type C Violations within the past 36 months.
- (C) With respect to current employees of the company, the employee will be placed on a probationary status with the company if:
- (1) one Type B Violation occurs during any 36 month period;
 - (2) two Type C Violations occur during any 36 month period;

The period of probation will be six months from the application of either category (1) or (2) listed above. If the employee incurs another violation during the probationary period, the employee may be terminated or assigned to a non-driving position, at the company's sole discretion.

DRIVER QUALIFICATION FILE: The Company will be solely responsible for determining whether any violation has occurred. A violation will be noted in a Driver Qualification File maintained by the company for each active employee.

The employee and applicant for employment understands and agrees that nothing within this document grants express or implied contractual rights of employment to the employee or any applicant for employment. The company wholly reserves the right to penalize or terminate any employee, or to refuse employment status to any applicant, for reasons not stated within this document. The applicant for employment or current employee has read and understands the contents of this document. By signing this document, the applicant for employment or current employees agrees and consents to the terms of this document.

Applicant or Current Employee

Dated

VEHICLE INSPECTION REPORT

(Use your safety belt)

Date: _____

Company _____ Location (City, State) _____ Vehicle Number _____

Driver Name _____ Driver Signature _____

Instructions: Drivers will perform necessary inspections. A (√) indicates satisfactory condition. An (X) indicates unsafe or improper conditions. An (O) indicates condition does not apply. Corrected deficiencies should be circled by management certifier.

INSIDE

- Parking brake (apply)
- Release trailer emergency brakes
- Apply service brake (air loss should not exceed 3 psi/min on single vehicles, 4 psi/min on combinations)

START ENGINE

- Oil Pressure (light or gauge)
- Air Pressure or Vacuum (gauge)
- Low air or vacuum warning device (air pressure below 40 psi check on pressure build-up. Air pressure above 60 psi deplete air until warning device works. Vacuum below 8 inches Hg, check on build-up. Above 8 inches Hg. Deplete vacuum until device works.
- Instrument panel (telltale lights, buzzer, gauges)
- Horn
- Windshield Wiper and Washer
- Heater-defroster
- Mirrors
- Steering wheel (excess play)
- Apply trailer brakes in EMERGENCY
- Turn on all lights including 4-way flasher
- Starts properly

EMERGENCY EQUIPMENT

- Fire extinguishers
- Flags, standards, warning lights
- Spare fuses
- Spare bulbs
- Chains in season
- First-aid kit

FRONT

- Headlights
- Clearance lights
- Identification lights
- Turn signals and 4-way flasher
- Tires and wheels-lugs and serviceability

SIDE

- | (Left) | (Right) | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Fuel Tank and Cap |
| <input type="checkbox"/> | <input type="checkbox"/> | Sidemarkers lights |
| <input type="checkbox"/> | <input type="checkbox"/> | Reflectors |
| <input type="checkbox"/> | <input type="checkbox"/> | Tires and wheels-lugs and serviceability |
| <input type="checkbox"/> | <input type="checkbox"/> | Cargo tie-downs or doors |

REAR

- Tail lights
- Stop light
- Turn signals and 4-way flasher
- Clearance lights
- Identification lights
- Reflectors
- Tires and wheels, lugs and serviceability
- Rear end protection (bumper)
- Cargo tie-downs/doors

MECHANICAL OPERATION

- Engine knocks, misses, overheats, etc.
- Clutch skips, grabs, other
- Transmission noisy, hard shifting, jumps out of gear, other:
- Axles – noisy, other:
- Steering loose, shimmy, hard, other:
- Air, oil, water, leaks
- Springs broken, other:
- Brakes noisy, pulls soft, other:
- Speedometer, tachometer
- Tachograph, speed control devices

ON COMBINATIONS

- Hoses, connections
- Couplings (fifth wheel, tow bar, safety chains, locking devices)

OTHER

-
-
- Equipment inspection enroute (yes no)
 - Cargo securing devices (yes no)

Start time: _____ Mileage: _____ End time: _____ Mileage: _____

Remarks/Other Defects:

Defects corrected (initial)

- Yes No

Defect correction unnecessary (initial)

Certified by: _____ Date _____

PREVENTIVE MAINTENANCE REPORT

Date/Time _____ Company _____ Location _____

Inspected by: _____ Employee I.D. Number _____

Vehicle License _____ Vehicle Number _____

	Satisfactory	Needs Attention
Brakes:		
Brake adjustment: <input type="checkbox"/> Left <input type="checkbox"/> Right		
Brake hoses		
Brake drums		
Brake shoes		
Parking brake		
Brake pedal travel		
Steering		
Steering suspension		
Change in steering action		
Steering components		
Tires		
Wear/Defect		
Overloading		
Groove depth 2/32" minimum		
Wheels		
Cracks		
Loose Nuts		
Rims		
Windows		
Windows and Windshields		
Wipers and Washers		
Lights		
Headlights		
Taillights		
Turn signals		
Reflectors		
Mirrors		
Horn		
Instruments/Gauges		
Seat belts		
Battery		
Radiator and Hoses		
Exhaust system		
Suspension		
Fuel system		
Oil/Water leaks		
Oil level		
Water level		
Transmission		
Engine performance		
General condition of body and interior		

Comments:

SUPERVISOR'S MOTOR VEHICLE ACCIDENT INVESTIGATION REPORT

DRIVER	VEHICLE	DATE OF ACCIDENT										
LOCATION OF ACCIDENT		TIME OF ACCIDENT										
DESCRIPTION OF ACCIDENT: (What happened?)												
SEAT BELT WORN?												
CAUSES OF ACCIDENT: (Why did it happen?)												
RECOMMENDATIONS FOR PREVENTION OF A RECURRENCE: (What should be done?)												
FOLLOW UP: (What actions were taken? Were they effective?)												
<ul style="list-style-type: none"> - INDICATE WITH DIAGRAM WHAT HAPPENED - SHOW POSITION OF VEHICLES - INDICATE DIRECTION (NORTH, SOUTH, EAST, WEST) WITH ARROWS 	<p style="text-align: center;">CLASSIFICATION OF ACCIDENT REVIEW</p> <p style="text-align: center;"><input type="checkbox"/> PREVENTABLE <input type="checkbox"/> NON-PREVENTABLE</p> <hr/> <p style="text-align: center;">ACCIDENTS USUALLY PREVENTABLE</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Intersection</td> <td style="width: 50%;">Cut In or Out</td> </tr> <tr> <td>Backing</td> <td>Pulled from Curb</td> </tr> <tr> <td>Hit Other in Rear</td> <td>Hit Stationary Object</td> </tr> <tr> <td>Skidded</td> <td>Hit Pedestrian</td> </tr> </table> <hr/> <p style="text-align: center;">ACCIDENTS USUALLY NON-PREVENTABLE</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Hit in Rear</td> <td style="width: 50%;">Hit When Properly Parked</td> </tr> </table>		Intersection	Cut In or Out	Backing	Pulled from Curb	Hit Other in Rear	Hit Stationary Object	Skidded	Hit Pedestrian	Hit in Rear	Hit When Properly Parked
Intersection	Cut In or Out											
Backing	Pulled from Curb											
Hit Other in Rear	Hit Stationary Object											
Skidded	Hit Pedestrian											
Hit in Rear	Hit When Properly Parked											

_____ Investigating Supervisor's Signature

_____ Manager's Signature

_____ Date Of Report

_____ Reviewed By Manager

_____ Date

RESERVED FOR FUTURE USE

Section VIII – Inspections

Periodic inspections will be conducted to identify hazardous conditions and unsafe behavior. The Manager or Supervisor within each department will conduct inspections and may request employees to participate. The inspector should look for unsafe practices and conditions that can cause an accident and take corrective action immediately. Other individuals, not employed by our company, such as OSHA representatives, insurance companies, local fire department representative, etc. may decide to make an inspection of our facility. All employees of our company are asked to treat these onsite visitors with the same courtesy, cooperation, and respect as you would any visitor to our company.

Every month, a facility inspection should be completed on the office, shop, and/or yard location. A Facility Inspection Checklist form can be used to conduct this inspection. The completed form should be provided to the **<insert Manager/Supervisor or appropriate title of person within your company>**. The **<title of person mentioned in previous sentence should be inserted here>** will review the form, take any corrective action needed, and maintain a file of completed inspections to monitor recurring hazardous conditions. An example of a Facility Inspection Checklist form can be found on the following page.

Periodically top management, supervisors and/or designated employees will complete inspections on a safety-sensitive or non-routine job to ensure compliance with safety procedures. If unsafe acts or unsafe conditions are detected within an area of the organization, additional training may be provided, as needed.

On a weekly basis a Jobsite Checklist should be conducted at each job where our employees or subcontractors hired by our organization are working. Conducting Jobsite Checklists on a frequent basis should help us to identify hazards and develop corrective actions prior to these hazards resulting in injuries to personnel and/or property damage to company owned or customer owned property.

Examples of a Contractor's Jobsite Checklist can be found in Appendix C.

RESERVED FOR FUTURE USE

FACILITY INSPECTION CHECKLIST

Distribution: Copy to Manager or the Department Supervisor

Copy To: _____

Date: _____ **Inspector:** _____ **Title:** _____

GRADE: 1 = Satisfactory 2 = Needs Some Attention 3 = Needs Immediate Action		
ITEM	GRADE	COMMENTS
HOUSEKEEPING		
General neatness of work area.		
Adequate and proper storage space for tools and materials		
Adequate sanitary and disposal facilities provided		
Waste material containers emptied regularly		
All spills immediately wiped up		
Storage and equipment rooms neat and orderly		
FIRE PREVENTION		
Fire extinguisher checked and available		
No smoking signs posted and enforced		
Proper storage, use and handling of flammable and combustible materials		
Ventilation adequate		
TOOLS, MACHINERY, and EQUIPMENT		
Electrical tools properly grounded		
Electrical dangers posted		
Concealed electrical lines located and marked		
Machines guards in place		
Regular inspection and maintenance of tools		
Regular inspection and maintenance of machinery		
Lights, brakes, and warning signals operative		
CUTTING and WELDING		
Proper goggles, glasses, gloves and clothing worn		
Fire hazards removed and flammable materials protected		
Gas cylinders chained and upright		
Gas lines in good condition		
Gauges and anti-flashback devices operable		
Cylinders stored properly with caps used		
Welding shields used when necessary		
Hot works permit posted and enforced		

FACILITY INSPECTION CHECKLIST *(Page 2)*

GRADE: 1 = Satisfactory 2 = Needs Some Attention 3 = Needs Immediate Action		
ITEM	GRADE	COMMENTS
LADDERS		
Ladders inspected and in good condition		
Properly secured to prevent slipping and falling		
Ladder side rail extends 3 feet above landing area		
Metal ladders not used around electrical hazards		
Step ladders fully open when in use		
MATERIAL HANDLING		
Materials properly stored and stacked		
Stacks on firm footings and not too high		
Passageways provided and not blocked		
Personnel lifting loads proper		
Proper lifting techniques used		
FLAMMABLE GASES and LIQUIDS		
All flammable waste disposed of properly		
Proper storage containers/cans used		
Fire hazards checked		
Proper type of fire extinguishers provided		
Instruction on proper use and handling on materials posted		
PERSONAL PROTECTIVE EQUIPMENT		
Proper eye, ear, face, head, and hand protection used		
Respirators and masks used when necessary		
Proper clothing worn		
OTHER		

Action Taken:

- Repairs/Corrections must be completed by: (date) _____
- Repairs/Corrections mentioned above have been done

Supervisor: _____ Date: _____

SECTION IX – OSHA (Occupational Safety and Health Administration)

A. OSHA Records Requirements

Copies of required accident investigations and certification of employee safety training shall be maintained by the Manager. A written report will be maintained on each accident, injury, or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 300 according to instructions provided in the web site shown below. Supplemental records of each injury are maintained on OSHA Form 301. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for two months, until April 1, on OSHA Form 300. These records are maintained for five years from the date of preparation.

A copy of the OSHA 300 Log, the OSHA 300A Summary Form, and the OSHA 301 Injury and Illness Report Forms, and instructions on how to complete these forms, can be obtained by double clicking on:

<http://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf>

B. OSHA Inspection: What you can expect during an OSHA inspection

1. Arrival of the Compliance Officer (OSHA Inspector)

- a. Request to see credentials.
- b. Record his name, identification number, the name of his/her supervisor, and office location.
- c. Notify the Manager or your immediate Supervisor. If neither individual is available, ask the OSHA Compliance Officer to wait until the Manager or Supervisor arrive. If he/she cannot wait, the lead person at the property should accompany the Compliance Officer on his/her inspection.
- d. Do not volunteer any information, only answer questions.

2. Opening Conference

- a. The scope of the inspection will be discussed.
- b. The Officer will explain the reason for the inspection (i.e. employee complaint, scheduled inspection, etc.)
- c. If the reason for the inspection is an employee complaint, request a copy of the complaint.
- d. Take comprehensive notes and request to record the meeting and walk-around.

3. The Walk-Around (inspection)

- a. The Company representative should accompany the Compliance Officer throughout the inspection.
- b. The Officer may ask to interview employees. Employees should cooperate. The Company representative should attempt to participate in the interview.
- c. The Company representative should be prepared to show the Officer: 1) the Safety Manual, 2) Hazard Communication Program, 3) OSHA poster, 4) OSHA 300 Log
- d. If at all possible, correct any violations immediately as the Compliance Officer points them out.
- e. Take photographs of the same items or areas that are photographed by the Compliance Officer.
- f. Take notes. Write down every possible violation, standards cited, corrective action needed, and a deadline date.

4. Closing Conference

- a. The Compliance Officer will review any violations discovered during the inspection. Compare these to the notes you took during the inspection. Point out any discrepancies and areas already corrected.
- b. Be polite. Do not argue or get defensive with the Compliance Officer.
- c. If you are not clear on something, ask questions.
- d. This is a good opportunity to produce records of compliance efforts and other safety practices.

5. Citations and Penalties

- a.** Our goal is to provide a safe and healthy work environment. If the company is cited for OSHA violations, corrective action will be completed before the deadline provided by OSHA and as quickly as possible. It will be Management's decision to appeal any citations.

OSHA Forms for Recording Work-Related Injuries and Illnesses

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



What's Inside...

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

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

Take a few minutes to review this package. If you have any questions, visit us online at www.osha.gov or call your local OSHA office. We'll be happy to help you.



An Overview: Recording Work-Related Injuries and Illnesses

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

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

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

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

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

When is an injury or illness considered work-related?

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

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

Which work-related injuries and illnesses should you record?

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

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

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

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

What do you need to do?

1. Within 7 calendar days after you receive information about a case, decide if the case is recordable under the OSHA recordkeeping requirements.
2. Determine whether the incident is a new case or a recurrence of an existing one.
3. Establish whether the case was work-related.
4. If the case is recordable, decide which form you will fill out as the injury and illness incident report.
 - You may use *OSHA's 301: Injury and Illness Incident Report* or an equivalent form. Some state workers compensation, insurance, or other reports may be acceptable substitutes, as long as they provide the same information as the OSHA 301.

How to work with the Log

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

What are the additional criteria?

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

- ▼ any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material;
- ▼ any case requiring an employee to be medically removed under the requirements of an OSHA health standard;
- ▼ tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis.

What is medical treatment?

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

- ▼ visits to a doctor or health care professional solely for observation or counseling;
- ▼ diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes; and
- ▼ any procedure that can be labeled first aid. (See below for more information about first aid.)



What is first aid?

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

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

How do you decide if the case involved restricted work?

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

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

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

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

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

- ▼ an injury or illness to an intimate body part or to the reproductive system,

- ▼ an injury or illness resulting from a sexual assault,

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

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

If you have a reasonable basis to believe that information describing the privacy concern case may be personally identifiable even though the employee's name has been omitted, you may use discretion in describing the injury or illness on both the OSHA 300 and 301 forms. You must enter enough information to identify the cause of the incident and the general severity of the injury or illness, but you do not need to include details of an intimate or private nature.

What if the outcome changes after you record the case?

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

Classifying injuries

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

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



Classifying illnesses

Skin diseases or disorders

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

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

Respiratory conditions

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

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

Poisoning

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

Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other

gases; poisoning by benzene, benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.

All other illnesses

All other occupational illnesses.

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

When must you post the Summary?

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

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

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

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

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

How can we help you?

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

- visit us online at www.osha.gov or
- call your local OSHA office.



Optional

Calculating Injury and Illness Incidence Rates

What is an incidence rate?

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

How do you calculate an incidence rate?

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

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

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

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

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

$$\frac{\text{Total number of injuries and illnesses} \div \text{Number of hours worked by all employees} \times 200,000 \text{ hours} = \text{Total recordable case rate}}$$

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

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

$$\frac{\text{Number of entries in column H} + \text{Number of entries in column I} \div \text{Number of hours worked by all employees} \times 200,000 \text{ hours} = \text{DART incidence rate}}$$

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

What can I compare my incidence rate to?

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

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

Worksheet

Total number of recordable injuries and illnesses in your establishment	+	Total recordable cases incidence rate
	X	
Hours worked by all your employees		
Total number of recordable injuries and illnesses with a checkmark in column H or column I	+	DART incidence rate
	X	
Hours worked by all your employees		



How to Fill Out the Log

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

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

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

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

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

OSHA's Form 300

Log of Work-Related Injuries and Illnesses

You must record information about every work-related death and about every work-related injury or illness. Put initials in box of consciousness, restricted work activity or job transfer, employee's name and date of injury or illness. Do not use initials of the person who reported the incident. Do not use initials of the person who recorded the incident. Do not use initials of the person who investigated the incident. Do not use initials of the person who prepared the log. Do not use initials of the person who reviewed the log. Do not use initials of the person who filed the log. Do not use initials of the person who distributed the log. Do not use initials of the person who received the log. Do not use initials of the person who reviewed the log. Do not use initials of the person who filed the log. Do not use initials of the person who distributed the log. Do not use initials of the person who received the log.

OSHA's Form 300
 Year 20
 U.S. Department of Labor
 Occupational Safety and Health Administration
 Form OSHA 300 (Rev. 10-15-93)

Attention: This form contains information relating to employee health and must be used in a manner that protects the privacy of the employee. Do not use this information for purposes other than occupational safety and health purposes.

Establishment name: XYZ Company
 City: Anytown
 State: MA

Case No.	Employee's name	Job title (e.g. Worker)	Date of injury or onset of illness	Describe the case		Classify the case		Enter the number of days lost or number of work restriction days		Check the "Other" column or choose one type of illness
				Where the event occurred (e.g. Loading dock work area)	Describe injury or illness, parts of body affected, and object/substance that directly injured (e.g. Second degree burn on right forearm from employee work)	Death	Days lost or work restriction	Days lost or work restriction	(M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z)	
1	Mark Beggs	Welder	5 / 25 morning	basement	fracture, left arm and left leg, fell from ladder	<input type="checkbox"/>	12	15	<input type="checkbox"/>	<input type="checkbox"/>
2	Shawn Alexander	Foundry man	7 / 2	pouring deck	poisoning from lead fumes	<input type="checkbox"/>	7	30	<input type="checkbox"/>	<input type="checkbox"/>
3	Sam Swader	Electrician	8 / 15 morning	2nd floor staircase	broken left foot, fell over box	<input type="checkbox"/>	7	3	<input type="checkbox"/>	<input type="checkbox"/>
4	Ralph Borealis	Laborer	9 / 17 morning	packaging dept.	Back strain, lifting boxes	<input type="checkbox"/>	3	3	<input type="checkbox"/>	<input type="checkbox"/>
5	Jared Daniels	Machine op.	10 / 23 morning	production floor	dust in eye	<input type="checkbox"/>	1	1	<input type="checkbox"/>	<input type="checkbox"/>

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

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

Choose ONE of these categories. Classify the case by recording the most serious outcome of the case, not the most probable (Other than the most serious and column G (Death) being the most serious).

Note whether the case involves an injury or an illness.





OSHA's Form 300A

Year 20 _____

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

Form approved OMB no. 1218-0176

Summary of Work-Related Injuries and Illnesses

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

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

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

Number of Cases

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

Number of Days

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

Injury and Illness Types

Total number of . . .

(1) Injuries (M) _____	(4) Poisonings _____
(2) Skin disorders _____	(5) All other illnesses _____
(3) Respiratory conditions _____	

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

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspect of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-5644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

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

Employment information

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

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

Sign here

Knowingly falsifying this document may result in a fine.

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

Company executive _____ Title _____
 Phone (____) _____-____ / /
 _____ Date



Optional

Worksheet to Help You Fill Out the Summary

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

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

- 1 **Add** the total number of employees your establishment paid in all pay periods during the year. Include all employees: full-time, part-time, temporary, seasonal, salaried, and hourly.
The number of employees paid in all pay periods = 1 _____
- 2 **Count** the number of pay periods your establishment had during the year. Be sure to include any pay periods when you had no employees.
The number of pay periods during the year = 2 _____
- 3 **Divide** the number of employees by the number of pay periods.
1 _____ ÷ 2 _____ = 3 _____
- 4 **Round** the answer to the next highest whole number. Write the rounded number in the blank marked *Annual average number of employees*.
The number rounded = 4 _____

How to figure the total hours worked by all employees:

Include hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day to day supervision by your establishment (e.g., temporary help services workers).
Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.
If this number isn't available, you can use this optional worksheet to estimate it.

Optional Worksheet

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

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

For pay period...	Acme paid this number of employees...	
1	10	Number of employees paid = 830
2	0	
3	15	Number of pay periods = 26
4	30	
5	40	830 = 31.92
▼	▼	26
2.4	20	31.92 rounds to 32
2.5	15	32 is the annual average number of employees
2.6	+10	
	830	

OSHA's Form 301 Injury and Illness Incident Report

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

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

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

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

Completed by _____	Date ____/____/____
Title _____	
Phone (____) _____	

Information about the employee

- 1) Full name _____
- 2) Street _____
City _____ State _____ ZIP _____
- 3) Date of birth ____/____/____
- 4) Date hired ____/____/____
- 5) Male Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____

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

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

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

Information about the case

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



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

Form approved OMB no. 1218-0176

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

If You Need Help...

If you need help deciding whether a case is recordable, or if you have questions about the information in this package, feel free to contact us. We'll gladly answer any questions you have.

▼ Visit us online at www.osha.gov

▼ Call your OSHA Regional office and ask for the recordkeeping coordinator

or

▼ Call your State Plan office

Federal Jurisdiction

Region 1 - 617 / 565-9860
 Connecticut; Massachusetts; Maine; New Hampshire; Rhode Island

Region 2 - 212 / 337-2378
 New York; New Jersey

Region 3 - 215 / 861-4900
 DC; Delaware; Pennsylvania; West Virginia

Region 4 - 404 / 562-2300
 Alabama; Florida; Georgia; Mississippi

Region 5 - 312 / 353-2220
 Illinois; Ohio; Wisconsin

Region 6 - 214 / 767-4731
 Arkansas; Louisiana; Oklahoma; Texas

Region 7 - 816 / 426-5861
 Kansas; Missouri; Nebraska

Region 8 - 303 / 844-1600
 Colorado; Montana; North Dakota; South Dakota

Region 9 - 415 / 975-4310

Region 10 - 206 / 553-5930
 Idaho

State Plan States

Alaska - 907 / 269-4957

Arizona - 602 / 542-5795

California - 415 / 703-5100

*Connecticut - 860 / 566-4380

Hawaii - 808 / 586-9100

Indiana - 317 / 232-2688

Iowa - 515 / 281-3661

Kentucky - 502 / 564-3070

Maryland - 410 / 767-2371

Michigan - 517 / 322-1848

Minnesota - 651 / 284-5050

Nevada - 702 / 486-9020

*New Jersey - 609 / 984-1389

New Mexico - 505 / 827-4230

*New York - 518 / 457-2574

North Carolina - 919 / 807-2875

Oregon - 503 / 378-3272

Puerto Rico - 787 / 754-2172

South Carolina - 803 / 734-9669

Tennessee - 615 / 741-2793

Utah - 801 / 530-6901

Vermont - 802 / 828-2765

Virginia - 804 / 786-6613

Virgin Islands - 340 / 772-1315

Washington - 360 / 902-5554

Wyoming - 307 / 777-7786

* Public Sector only



Have questions?

If you need help in filling out the *Log* or *Summary*, or if you have questions about whether a case is recordable, contact us. We'll be happy to help you. You can:

- ▼ Visit us online at: www.osha.gov
- ▼ Call your regional or state plan office. You'll find the phone number listed inside this cover.



Section X – Acknowledgment Form

The rules, programs, and procedures stated within the Company's Safety Program are not intended to cover all the possible situations you will be faced with on the job. The Company encourages you to act in a safe and responsible manner at all times, both on and off the job.

I have read the Company's Safety Program, understand it, and agree to abide by it. I understand that violation of these rules may lead to dismissal.

Print Name: _____

Signature: _____

Date _____

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APPENDIX A – Sample Safety Policy Statements

“The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthful working conditions. The safety and health of our employees continues to be the first consideration in the operation of this business.”

“Safety and health in our business must be a part of every operation. Without question it is every employee's responsibility at all levels.”

“It is the intent of this company to comply with all laws. To do this we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.”

“The personal safety and health of each employee of this company is of primary importance. The prevention of occupation-ally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.”

“We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of management and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.”

“Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.”

“Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment and instructions for its use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it won't happen again.
- Setting up a system of recognition and awards for outstanding safety service or performance.”

“We recognize that the responsibilities for safety and health are shared:

- The employer accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for “wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations and for continuously practicing safety while performing their duties”.

“It is the policy of this company that every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of accident prevention, fire protection, and health preservation.”

“The safety of our employees is a major consideration in the operation of our organization. Management and supervisory personnel will be accountable for the safety of the employees working under their supervision and will be expected to conduct operations in a safe manner at all times. Management will also be responsible for establishing safe working conditions and promoting the health and safety of employees.”

“It is the desire of (**company name**) to comply with state and federal laws and to provide a safe working environment for its employees. The Company, however, recognizes that the responsibilities for safety and health are shared:

- The Company accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitude toward safety and health in themselves and in those they supervise. They are also responsible for ensuring that all operations are performed with the utmost regard for safety and health of all personnel involved, including themselves. When safety practices are necessary, the supervisor shall communicate them to the employee on his/her first day of employment. If safety procedures are not being followed, disciplinary action will be taken. This action might include, but is not limited to, reprimand, suspension, or dismissal of the employee. Periodic review of this policy with employees will be done by the supervisor.
- Employees are responsible for wholehearted cooperation in all aspects of the safety and health program including compliance with all rules and regulations – and for continuously practicing safety while performing their job functions.”

STATEMENT OF SAFETY POLICY

It is the policy of _____ to strive for the highest safety standards for its employees. Safety does not occur by chance. It is the result of careful attention to our work by all those involved. Managers, supervisors, and employees share the responsibility of maintaining a safe workplace.

This safety program has been developed to assure compliance with all State and Federal OSHA regulations. Regard for the safety of all employees, the general public, and subcontractors in our facilities is of great importance to _____ company. Accidents can be prevented and the safety of all is the goal we want to achieve.

Providing a safe place to work, the proper protective equipment and a work environment conducive to safe work practices and policies is a primary and a major concern for the management of this company.

President

Appendix B – Sample Checklist – Planning for Emergencies

1. Has a contingency analysis been conducted to determine what emergencies might arise?
2. Have emergency plans and procedures been developed for potentially catastrophic events such as:
 - a. Fires
 - b. Explosions
 - c. Leaks and spills
 - d. Severe weather
 - e. Floods
 - f. Earthquakes
 - g. Bomb threats
 - h. Employee Violence
 - i. Theft/Robbery Attempts
 - j. Other
3. Do these plans provide for procedures for extinguishing different types of fires which might occur?
4. Do these plans have adequate evacuation and recovery procedures for each type of emergency?
5. Have responsibilities been assigned in the plan to specific personnel to direct operations and to respond to emergencies? Are these persons aware of their responsibilities? Are they qualified to lead in the necessary actions which might be required?
6. Are emergency crews qualified, designated and on site?
7. Are different communications channels assigned to support emergency operations?
8. Are there plans to evacuate personnel from each work site in the event of emergencies?
9. Are evacuation route and warning signals information posted in each work area? Are the evacuation routes and exits marked?
10. Can egress routes from work areas be followed by personnel in the dark or in smoke?
11. Are the emergency plans and procedures posted in prominent areas?
12. Have personnel received training in emergency procedures?
 - a. Workers
 - b. Supervisory personnel
 - c. Firefighters
 - d. Medical personnel
 - e. Communications personnel
13. Are there drills on simulated emergencies being conducted periodically for personnel?
14. Is there a procedure to ensure that all personnel have been alerted to the emergency and those who will not combat it have been evacuated?
15. Are the egress provisions adequate (i.e., doors, stairways, elevators) for the evacuation in the event of an emergency?
16. Do all doors open in the proper direction to facilitate egress of personnel in emergencies?
17. Are there procedures to preclude obstructions to personnel or equipment in critical evacuation or emergency equipment access routes or areas?
18. Is the emergency equipment called for in the emergency procedures available at the facility, and is it operational? Can the equipment be reached easily if an emergency occurs?
19. Are warning systems installed (sirens, loudspeakers, etc.) and are they tested periodically? Are all personnel familiar with the meanings of warning signals and required action to be taken?
20. Is there a fire detection system at each facility? Are fire extinguishers sized, located, and of the types required by standards, and are they suitable for the types of fires which might occur?
21. Is there fire-fighting equipment located near flammables or hazardous areas?
22. Are emergency telephone numbers posted for the fire department, ambulance, hospital emergency room, law enforcement, and others?

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Appendix C – Contractor’s Jobsite Checklist

Project Name:	Project Location:
Inspected by:	Date of Inspection:

MANUAL MATERIAL HANDLING

Yes No

- Are mechanical devices being used in place of manual handling of material?.....
- Are ropes, slings, chains, hook, cables, and chokers in good condition?
- Proper staging of materials to minimize lifting and carrying?.....
- Rigging equipment inspected regularly and in good condition?.....
- Is the handling of bagged material limited to 50 lbs?
- Are carrying handles being used when a single worker is carrying sheeted materials?.....

HOUSEKEEPING: SLIPS, TRIPS AND FALLS

Yes No

- Are walking and working surfaces clear and free of debris?.....
- Are waste and trash containers provided, and used?
- Is there regular removal of waste and trash from the containers?
- Does each trade clean up after themselves?
- Is adequate temporary lighting provided?
- Is temporary storage of materials and supplies done in an organized fashion?

FIRE PROTECTION AND PREVENTION

Yes No

- Are all flammable liquid containers clearly identified?.....
- Are all flammable liquid containers UL or FM listed?
- Have proper storage practices for flammables been observed?
- Are extinguishers readily accessible and serviced regularly?.....
- Are hydrants clear and accessible for fire department personnel?.....
- Have gas cylinders been chained upright with valve caps securely fastened?
- Has there been proper segregation between flammable gases?
- Proper labeling of full and empty cylinders?
- Are temporary heaters located at a safe distance from combustibles?
- Is ventilation adequate for temporary heaters?.....

ELECTRICAL

Yes No

- Are all switch gear, panels, and devices that are energized marked and/or guarded?
- Lockout devices available/used on circuits that could become energized while being worked?
- Are all temporary circuits properly guarded and grounded?
- Are extension cords in continuous lengths without splice?.....
- Are GFCI's and/or Assured Equipment Grounding Conductor Program being used?.....
- If temporary lighting is provided, are bulbs protected against accidental breakage?
- Are working surfaces clear of cords so as not to create a tripping hazard?
- Is there a sufficient number of temporary outlets on the job site?
- Any visual signs of outlet overloading?

HAZARD COMMUNICATION – Does the Program include:

Yes No

- A list of hazardous chemicals.....
- Container labeling.....
- Material Safety Data Sheets (MSDS).....
- Employee training.....
- Informing other contractors.....
- Posting.....

Appendix C – Contractor’s Jobsite Checklist (Cont’d.)

EXCAVATION/TRENCHING

	Yes	No
Have utility companies been notified of proposed excavation work?	<input type="checkbox"/>	<input type="checkbox"/>
Are all tools, equipment, and shoring materials readily available prior to job start up?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are overhead utility lines noted and precautions taken to avoid contact with equipment?.....	<input type="checkbox"/>	<input type="checkbox"/>
Is the spoil pile at least two feet from the edge of the excavation?	<input type="checkbox"/>	<input type="checkbox"/>
Is the excavation inspected daily or more frequently when conditions could affect the soil?.....	<input type="checkbox"/>	<input type="checkbox"/>
If needed, are barricades, stop logs, properly placed?.....	<input type="checkbox"/>	<input type="checkbox"/>
Has soil classification been made by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>
Are excavations five feet or deeper correctly sloped, benched, shored or is a trench box used?	<input type="checkbox"/>	<input type="checkbox"/>
Is a ladder or other means of egress provided in trenches or excavations four feet or deeper?	<input type="checkbox"/>	<input type="checkbox"/>
When ladders are used, do they extend three feet above the surface and are they secured?	<input type="checkbox"/>	<input type="checkbox"/>
Are shoring and shielding systems inspected daily by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>
Is the trench backfilled as soon a work is completed?.....	<input type="checkbox"/>	<input type="checkbox"/>

BARRICADING

	Yes	No
Are floor openings planked and secured or barricaded?	<input type="checkbox"/>	<input type="checkbox"/>
Are direction signs used to inform the public of upcoming construction work?	<input type="checkbox"/>	<input type="checkbox"/>
Is the sidewalk protection effective?	<input type="checkbox"/>	<input type="checkbox"/>
Is a flag person provided to direct traffic when needed?	<input type="checkbox"/>	<input type="checkbox"/>
Has the person been trained on how to direct traffic and the public?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are open excavation, road drop offs, manholes, uneven surfaces barricaded?.....	<input type="checkbox"/>	<input type="checkbox"/>

LADDERS

	Yes	No
Is the proper ladder for the job being used?	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders in good condition (no missing or broken rungs)?	<input type="checkbox"/>	<input type="checkbox"/>
Are there safety shoes/cleats on the bottom of ladders? Are they needed?	<input type="checkbox"/>	<input type="checkbox"/>
Are non-conductive ladders available for use around live wiring?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders tied-off at top or otherwise secured?	<input type="checkbox"/>	<input type="checkbox"/>
Do side rails extend 36 inches above top of landing?.....	<input type="checkbox"/>	<input type="checkbox"/>
Rungs or cleats uniformly spaced 10 - 14 inches apart?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are step ladders fully open when in use?	<input type="checkbox"/>	<input type="checkbox"/>

SCAFFOLDING

	Yes	No
Are scaffold components visibly free of any physical damage? (no bent supports or bracing).....	<input type="checkbox"/>	<input type="checkbox"/>
Is scaffold properly erected with all pins and braces in place and locked?	<input type="checkbox"/>	<input type="checkbox"/>
Are rolling scaffolds equipped with locking wheels?	<input type="checkbox"/>	<input type="checkbox"/>
Are wheels locked when scaffold is in use?.....	<input type="checkbox"/>	<input type="checkbox"/>
Is scaffold erected on a firm and substantial surface?.....	<input type="checkbox"/>	<input type="checkbox"/>
Is planking of a scaffold grade?	<input type="checkbox"/>	<input type="checkbox"/>
Planking in good condition and properly installed?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are toe boards and guardrails in place on scaffolds over 10 feet?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are workers on scaffolding protected from falling objects if overhead hazards exist?	<input type="checkbox"/>	<input type="checkbox"/>
Ladder provided for access to scaffold work platform?	<input type="checkbox"/>	<input type="checkbox"/>

PERSONAL PROTECTIVE EQUIPMENT

	Yes	No
Is hearing protection available for personnel that may be exposed to noisy conditions?.....	<input type="checkbox"/>	<input type="checkbox"/>
Is respiratory protection available to personnel and being used when conditions require them?	<input type="checkbox"/>	<input type="checkbox"/>
Are safety harnesses, lifelines and shock absorbing lanyards available and being used?	<input type="checkbox"/>	<input type="checkbox"/>
Are personnel using gloves when handling sharp or rough material?.....	<input type="checkbox"/>	<input type="checkbox"/>
Where required, rubber gloves with protectors-insulators being used.....	<input type="checkbox"/>	<input type="checkbox"/>
Is life saving equipment available for work over or near water?	<input type="checkbox"/>	<input type="checkbox"/>

Appendix C – Contractor’s Jobsite Checklist (Cont’d.)

		Yes	No
MEDICAL			
Are first-aid kits available and properly stocked?	<input type="checkbox"/>		<input type="checkbox"/>
Are all emergency phone numbers posted?	<input type="checkbox"/>		<input type="checkbox"/>
Are employees aware of the address of the site/ capable of giving directions to emergency crew?	<input type="checkbox"/>		<input type="checkbox"/>
Is anyone trained in first aid and CPR?	<input type="checkbox"/>		<input type="checkbox"/>
TOOLS: HAND AND POWER			
Are tools free of any obvious physical damage?	<input type="checkbox"/>		<input type="checkbox"/>
Are tools inspected for frayed or damaged cords?	<input type="checkbox"/>		<input type="checkbox"/>
Are tools and cords properly grounded (ground pins are in good condition)?	<input type="checkbox"/>		<input type="checkbox"/>
Are double insulated tools in use and in good condition?	<input type="checkbox"/>		<input type="checkbox"/>
Are the handles on all tools in good condition (not bent, splintered or broken)?	<input type="checkbox"/>		<input type="checkbox"/>
Are all hoses on air or hydraulic tools in good condition?	<input type="checkbox"/>		<input type="checkbox"/>
Are all shields and guards in place on the tools and in good condition?	<input type="checkbox"/>		<input type="checkbox"/>
Operator qualified and instructed to use powder actuated tools?	<input type="checkbox"/>		<input type="checkbox"/>
WELDING AND CUTTING			
Are non-combustible enclosures, (screens/shields) provided and used when welding?	<input type="checkbox"/>		<input type="checkbox"/>
Welding goggles, gloves, and clothing being used by welder?	<input type="checkbox"/>		<input type="checkbox"/>
Inspection for fire hazards after welding stops?	<input type="checkbox"/>		<input type="checkbox"/>
Are gas cylinder, hoses, regulators, torches, torch tips and welding carts, in good condition?	<input type="checkbox"/>		<input type="checkbox"/>
HOIST, CRANES AND DERRICKS			
Are cables and sheaves checked?	<input type="checkbox"/>		<input type="checkbox"/>
Are slings, hooks, eyelets, chokes inspected?	<input type="checkbox"/>		<input type="checkbox"/>
Are load capacities posted in cab?	<input type="checkbox"/>		<input type="checkbox"/>
Are power lines at a safe distance?	<input type="checkbox"/>		<input type="checkbox"/>
Do cranes have proper barricades around swing radius?	<input type="checkbox"/>		<input type="checkbox"/>
Are crane inspection logs with crane?	<input type="checkbox"/>		<input type="checkbox"/>
FLOOR, WALL OPENINGS, STAIRWAYS			
Floor and roof openings guarded by guardrails and toe boards or a secured cover.	<input type="checkbox"/>		<input type="checkbox"/>
Open-sided floors/platforms six feet or higher guarded with railing, toe boards or equivalent.	<input type="checkbox"/>		<input type="checkbox"/>
Are stairs with four or more risers equipped with standard hand rail protection.	<input type="checkbox"/>		<input type="checkbox"/>
Runways six feet or more above ground properly guarded.	<input type="checkbox"/>		<input type="checkbox"/>
Anchor posts and framing capable of withstanding 200-lb load in any direction.	<input type="checkbox"/>		<input type="checkbox"/>

Appendix D – Safety And Health Audio Visuals

FARM/AGRI-BUSINESS SAFETY

#119 Farm Safety Means Farm Safely (20 min) – Features segments with actual farmers, emergency personnel and experts talking with their experiences and safety lessons learned.

#120 Agricultural Equipment Operator Safety Series – 7 short segments on one DVD designed as a training resource for farm machinery operator safety. Suggested audience: youth engaged in agricultural machinery operations and other farm questions.

1. **Starting & Stopping Tractors** (8:09 min)
2. **Tractor Safety on the Farm** (8:49 min)
3. **Tractor Hitches, PTO's & Hydraulics** (10:25 min)
4. **Tractor Safety on the Road** (8:43 min)
5. **Why Farm Machinery Accidents Occur** (9:50 min)
6. **Farm Machinery Accident Situations** (8:22 min)
7. **Farmstead Safety** (9:39 min)

#207 A Tractor Accident Can Happen to Anyone (8 min) – This DVD stresses the importance of installing Rollover Protective Structures (ROPS), as well as wearing seat-belts and exercising caution when operating a tractor.

#209 Dispensing Propane Safely – Dispensing Propane Safely is an employee training program funded by the Propane Education & Research Council that details the many tasks associated with the safe and effective dispensing of propane into several types of propane cylinders and tanks, including those found at retail locations, bulk plant and forklift operations. Propane autogas dispensing operations, as well as emerging propane technologies such as refillable one pound propane cylinders are also highlighted.

#210 Anhydrous Ammonia (33 min) – Anhydrous Ammonia DVD is a safety training video about the hazards of Anhydrous Ammonia and safe responses to incidents involving this dangerous gas.

#240 NH₃ Farmer Safety (12 min) – The DVD focuses on elements that farmers need to remember when they are working with ammonia and ammonia equipment. We chose to concentrate on practices that will lessen the chances of an accident or ammonia release while in transport or during application in the field.

#244 Reducing Grain Bin Entry Risks (22 min) – Entering grain bins is a common occurrence at grain elevators and farms. While there are many dangers to grain bin entry, it can be accomplished safely. This video produced by the Grain Handling Safety Coalition will walk the viewer through the steps necessary to reduce the risks of entering a grain bin. Topics covered include: identifying risks and hazards, reducing the spoilage and proper grain storage techniques, safety standards, how to enter a bin safely, alternatives of bin entry, and best practices for overall grain handling safety.

DRIVING SAFETY

#129 Rules of the Road (105 min) – Get Street Smart! Rules of the Road introduces teens to safe, smart and skillful driving. Know what to do in case of auto accident with the “In Case of Emergency” bonus features. Interactive quizzes and tests. Topics cover driving basics, city and residential driving, highway driving, the driver’s exam, safety tips, tips for hazardous conditions, drug and alcohol awareness.

#204 Driving Distractions “Are You Playing With a Full Deck” (27 min) – Eating, drinking, operating a cell phone, PDA or navigation devices. These are all potentially dangerous activities. The explosion of vehicle electronics and “eat while you drive” fast food now makes concentrating on your driving more difficult than ever. Every driver needs to be prepared for the things that may happen when our driving focus becomes blurred by our new technology or other distractions. Driving Distraction Are you Playing with a Full Deck makes your drivers more aware of driving distractions.

#206 Young Drivers The High Risk Years (16 min) – This video listens to 16 year-olds tell why they want their driver’s licenses and what driving means to them. Parents of teenagers who died in crashes tell how they tragedies happened and how their families have been affected. The DVD includes summaries of state laws on learner’s periods, night driving restrictions, and passenger restrictions.

#208 Defensive Driving 15 Passenger Vans (11 min) – This valuable program will provide your drivers with important safety tips to help them operate the large vans safely, protect the passengers and avoid possible accidents. The DVD covers loading and handling, common causes of rollovers, safety guidelines, and buckling up.

#222 Distracted Driving (18 min) – *Distracted Driving provides the information employees need to drive cars, vans and small trucks safely, both on and off the job. Topics covered are: the cost of distracted driving, “multi-tasking”, technology and distraction, eliminating distractions before you drive, cell phones, and fighting distraction on the road.*

#223 Driving Defensively (18 min) – *Whether they are speeding, tailgating, or just not paying attention to what they’re doing, other drivers can put you at risk. Driving Defensively provides the information employees need to drive cars, vans and small trucks defensively, both on and off the job. The DVD cover a range of topics: the fundamentals of driving defensively, dealing with distracted drivers, coping with aggressive drivers, using your headlights, driving safely in bad weather, handling a blowout, and sharing the road with trucks and buses.*

#224 Driving Safety (20 min) – *Driving Safety provides the information employees need to drive cars, vans, and small trucks safely, both on and off the job. It covers inspecting the vehicle (adjusting seats, mirrors, and other equipment), mental preparation and concentration, passing another vehicle, sharing the road with trucks and buses, school bus encounters, driving at night, adverse weather conditions, skidding, and hydroplaning, distracted driving, road rage, and what to do in case of an accident.*

#241 Drive Safe, Save Lives (15 min) – *The DVD has 3 short clips:*

1. **Stay Focused: Don’t Drive Distracted**
2. **Dangers of Impaired Driving and Speeding**
3. **Stay Safe with Seat Belts and Safety Seats**

EMPLOYEE SAFETY

#200 Safe Lifting (17 min) – *Our latest release on the topic Safe Lifting emphasizes to your employees the importance of overall back care, both at work and at home. It also provides them with other information on how to protect their back from injury including exercises and weight control. Topics included are: how the back works, common types and causes of back injuries, effects of back injuries, injury prevention and safety practices, and proper lifting techniques.*

#201 Electrical Safety for Qualified Workers (13 min) – *This program explains the safety precautions qualified electrical workers must always take to avoid needless tragedies while performing any type of electrical work. The DVD includes definition of a qualified worker, approach boundaries, the shock hazard of electricity, voltage-rated gloves and PPE, the arc flash boundary, creating and verifying an electrically safe work condition, and exceptions when energized work is allowed.*

#202 Electrical Safety for Everyone (11 min) – *This video provides viewers with a general understanding of how electricity works while showing them the actions they can take to prevent becoming a part of an energized electrical conduit. Topics include: why electricity is dangerous, resistance and Ohm’s law, two electrical safety concepts, avoiding electrical contact and grounding, safe work practices, use of double-insulated tools and GFCIs, and response to a shock event.*

#203 Winter Walking Staying on Your Feet (10 min) – *Winter walking is a seasonal safety issue which is usually limited to several months. But during those several months thousands of serious injuries happen. This informative video helps the viewer understand the need to adjust our walking behavior and techniques when the snow begins to fall. The DVD covers why we need to adjust our walking techniques in winter, winter hazards to be alert for, walking techniques for winter conditions, procedures for winter conditions, procedures for staying on your feet, and techniques to minimize the effects of a fall.*

#205 Common Sense Construction Safety (26 min) – *This is the video you need to prevent accidents and save you money, time and energy. The DVD covers what is OSHA, fall protection, electrical, ladders, scaffolds, mobile equipment, personal protective equipment, housekeeping, and additional OSHA standards.*

#211 To the Point About: Lock-Out/Tag-Out (13 min) English & Spanish combo – *This program trains your employees in the proper methods to control hazardous energy to prevent injuries and save lives. The DVD quickly gets to the point about the important topic of Lock-Out/Tag-Out and explains OSHA’s required training points to your employees. Covered in the DVD are energy control program, why LOTO is required, affected employees, authorized employees, other workers, and Lock-Out/Tag-Out devices.*

#212 To the Point About: Confined Space Entry (12 min) English & Spanish Combo – *Controlling access to confined spaces and the hazards they contain can prevent injuries and save lives. The DVD includes topics such as: the confined space entry permit, atmospheric hazards, atmospheric testing and monitoring, other confined space hazards and how they are controlled, and the duties of the entry supervisor, the attendant and the entrant.*

#217 Hazard Communication in Construction Environments (18 min) – This video introduces employees to the Hazard Communication regulations and provides training on the various groups of chemicals found in the construction environment. It covers many topics: background of the regulation; GHS Safety Data Sheets and container labels, toxins, corrosives and irritants; flammables, combustibles and gases; exposure situations; personal protective equipment; and chemical storage, spills and clean-up.

#218 Construction Fall Protection: We All Win (20 min) – This program covers the information that construction workers need to protect themselves from falls. The video is a 5-part modular video presentation that can be used to educate both new and experienced workers. The modules cover introduction to fall protection, fall prevention systems, personal fall arrest systems, using personal fall arrest systems, and rescue.

#219 Hand and Power Tool Safety-Basic Training (21 min) English & Spanish version – This Basic Training program reviews various types of hand and power tools and how to handle them in a safe manner. It trains your employees to understand that tools are extremely useful but they can also be dangerous if not used correctly. Included in the DVD are why safeguards should never be bypassed, the importance of manufacturer's safety instructions, and the employee's responsibility to use tools safely.

#230 Fall Protection (12 min) – Fall Protection provides the information employees need to work safely when they are "off the ground", and assist in satisfying the major training requirements in the OSHA Standard on Fall Protection. Covers: the seriousness of fall hazards, types of environments where fall may occur, the "Fall Protection Plan", concentrating and keeping a clear head, the importance of housekeeping in preventing falls, measure that can be taken to protect against falls, and protective equipment.

#232 Ladder Safety (13 min) – Many employees take ladders for granted, and don't take the appropriate precautions when using ladders. The dvd covers ladder selection, inspection before use, setting up and moving ladders, climbing on ladders, and ladder accidents.

#233 Ladder Safety in Construction Environments (13 min) – Many employees take ladders for granted, and don't take the appropriate precautions when using ladders. The DVD covers ladder selection, inspection before use, setting up and moving ladders, climbing on ladders, and ladder accidents.

#234 Supported Scaffolding (20 min) – Helps employees understand the dangers of working with scaffolds, and how these risks can be minimized by knowing the correct ways to erect, maintain and use scaffolding equipment. Topics included in this dvd are: responsibilities of a "scaffold expert", creating a level and stable foundation, platforms and planking, the danger of power lines, ramps and walkways, platform hazards, personal fall arrest systems, and guarding against falling objects.

#235 Supporting Scaffolding in Construction Environments (20 min) – Helps employees understand the dangers of working with scaffolds, and how these risks can be minimized by knowing the correct ways to erect, maintain and use scaffolding equipment. Topics included in this dvd are: responsibilities of a "scaffold expert", creating a level and stable foundation, platforms and planking, the danger of power lines, ramps and walkways, platform hazards, personal fall arrest systems, and guarding against falling objects.

#236 Slips Trips and Falls (17 min) – Shows employees the situations that can lead to slips, trips and falls, and what they can do to avoid or prevent these accidents. It covers why slips, trips, and falls occur, common causes of accidents, potential health effects of resulting injuries, techniques used to avoid injury, the importance of safety shoes, and how to fall safely.

#237 Slips Trips and Falls in Construction Environments (17 min) – Shows employees the types of situations on construction sites that can lead to slips, trips and falls, and what they can do to avoid or prevent these accidents. Topics covered are: center of gravity and balance, trips and slips, walking surfaces, housekeeping and maintenance, footwear, how to fall properly, and personal protective equipment.

#238 Safe Lifting in Construction Environments (17 min) – Safe Lifting in Construction Environments provides the information employees need to protect their backs when they are lifting and carrying. Included are the back's structure and function, preparing for a lift, the mechanics of safe lifting, and planning a "carry".

#239 Personal Protective Equipment in Construction Environments (17 min) – Created to assist construction workers in selecting proper Personal Protective Equipment. Topics include general workplace injury information, PPE for head hazards, PPE for eye and face hazards, PPE for respiratory hazards, PPE for hand and finger hazards, PPE for foot hazards, and PPE for electrical hazards.

GENERAL SAFETY

#213 Garage and Repair Shop Safety (12min) – A garage or repair shop has virtually every hazard you can imagine due to the wide variety of work that is performed there. This comprehensive program trains your employees about what hazards may exist and what they must each day to prevent injury. The topics covered include PPE, electrical safety, chemical safety, and back injury prevention.

#214 Injury Prevention in Restaurants and Food Service (16 min) – This video examines some of the more common hazards in Food Service and discusses choices workers can make to protect themselves and co-workers. Strains, sprains, bruises and fractures; cuts, lacerations and punctures; burns and scalds; and safety tips for kitchen staff, servers, bus people, bar staff, and dishwashers are all included as topics.

#215 Convenience Store Safety (10 min) – This training program is designed to train employees on the proper actions they must take to prevent robberies, as well as how to act during and after a robbery or robbery attempt. It also discusses other important training points for employees to be aware of such as proper housekeeping and safe lifting procedures.

#216 Office Safety (19 min) – This program on Office Safety trains employees what hazards exist in office environments, and how important it is to use good safety practices as they go about their work. Topics covered include: avoiding falls, putting yourself at risk, setting up your workstation, preventing computer eyestrain, using powered equipment, handling office supplies, and fire safety.

#220 Accident Investigation (13 min) – The Accident Investigation training video provides employees with the information they need to understand the goals of an accident investigation, the process itself, and how they can participate in the process to help make their workplace safer. It covers accidents and near misses, investigations and root cause analysis, the role of tools and equipment in accidents, the importance of training, the role procedures play in preventing accidents, and learning from accidents.

#221 Compressed Gas Cylinders (12 min) – Compressed Gas Cylinder training video provides the information employees need to handle and transport these potentially volatile storage containers. Included on the DVD are associated hazards, moving and transporting cylinders safely, positioning cylinders properly, proper “hook-up” procedures, safe storage practices, and storage “incompatibilities.”

#225 Safety Audits (15 min) – Provides employees with an understanding of the goals and procedures that are involved in a safety audit, show them how they can help in the audit processes and describe specific safe work practices. Includes performing a “workplace analysis”, “systems of control”, evaluating your work area, performing a “personal” safety audit, and dealing with accidents.

#226 Electrocutation Hazards Part 11...Employer Requirements (15 min) – Discusses the major types of electrocution hazards, and how employees can protect themselves from electrical hazards and electrocution in construction environments, as well as employer’s responsibilities in these areas. Covers electrical hazards and electrocution, power lines and isolation, tools and equipment, assured equipment grounding conductor programs, lock-out/tag-out/ and employee training.

#227 Electrocutation Hazards Part 1...Types of Hazards and How You Can Protect Yourself (22 min) – Discusses the major types of electrocution hazards and how employees can protect themselves from electrical hazards and electrocution in construction environments. Included are: electrical hazards and electrocution, major types of electrocution hazards, power lines and GFCIs, power tools and extension cords, and lock-out/tag-out.

#228 Welding Safety (14 min) – Reminds employees that there are indeed a number of hazards associated with welding and provides the information they need to work safely when involved with welding operations. Topics included are: getting “authorization” for welding operations, sparking and the risk of fire, guards and protective barriers, hazardous fumes and ventilation, the use of respirators and other personal protective equipment, eye protection (welding helmets, filters, glasses and goggles), inspecting welding equipment, and proper welding safety procedures.

#229 DOT Hazmat Safety Training (18 min) – DOT Hazmat Safety Training focuses on employees who handle hazardous materials. The DVD makes employees aware of the hazards associated with the materials and shows them how to work with the materials safely. Covers hazardous materials labels, shipping papers and the safety data sheet, packaging and loading HAZMATS, shipping and receiving HAZMATS, emergency response information, the emergency response guidebook, emergency actions, and first aid procedures.

#231 Forklift/Powered Industrial Truck Safety (28 min) – This DVD was specifically created to assist facilities in complying with OSHA’s Powered Industrial Truck Standard. Included topics are: OSHA’s certification process, the seven classes of industrial trucks, equipment checkout and maintenance, a forklift’s stability triangle, safe operating procedures, lifting and lowering loads, and trucks and loading docks.

#242 U.S. Chemical Safety Board Safety – Informs the industry, workers, and the public about the causes of chemical accidents and recommended practices to prevent them. Contains 3 separate discs.

#243 Hazard Communication and the Global Harmonizing System (22 min) – As mandated by OSHA chemical safety data must be conveyed through the use of the standard communication elements found in the Global Harmonized System for the Labeling and Classification of Chemicals. This dvd explains each of these communication elements in detail so your employees will understand how chemical hazards are communicated and how to use this information to ensure their safety when storing, handing, and using hazardous substances.

#245 Reducing the Risk (70 min) – Created by noted legal expert Richard Hammer, *Reducing the Risk* is a turn-key training program featuring an interactive DVD. Within a few hours, your ministry workers learn how to screen and select workers, implement solid supervision policies, and respond to allegations, keeping your church safe for children of all ages.



If you would like to use any of the audio visuals, please contact:

Corporate Loss Control
Grinnell Mutual Reinsurance Company
4215 Highway 146
PO Box 790
Grinnell, IA 50112-0790
Phone: (800) 362-2041

Audiovisuals are available on a free loan basis.

Please be sure to indicate the desired audiovisual by title and/or number. The audiovisual should be reserved at least two weeks in advance to assure availability. Please return promptly when finished. If returning more than one video, please add an additional \$100 in UPS insurance for each video.

RESERVED FOR FUTURE USE

Resources Applicable to All States

RESOURCES FOR SAFETY AND HEALTH INFORMATION

Safety & Secure TV Channel, LLC

1616 Severn Drive
Annapolis, MD 21409
(443) 949-0456

Landscape/Lawn Maintenance Specific Resources

K-State Research and Extension

Kansas State University
123 Umberger Hall
Manhattan, KS 66506
Phone : (785) 532-5820
<https://www.ksre.k-state.edu/>

General Pesticide Information

<http://npic.orst.edu/gen.htm>

ILLINOIS

RESOURCES FOR SAFETY AND HEALTH INFORMATION

Iowa/Illinois Safety Council

8013 Douglas Avenue
Urbandale, IA 50322-4724
(515) 276-4724
www.iisc.org

Construction Safety Council of Illinois

4100 Madison St.
Hillside, IL 60162
(708) 544-2082
www.buildsafe.org

Professor & Extension Safety Specialist

Dr. Robert Aherin
University of Illinois Chicago
Agricultural Engineering Sciences Building
360R AESB, MC-644
1304 W. Pennsylvania Avenue
Urbana, IL 61801
Ph: (217) 333-9417
Fax: (217) 244-0323
http://abe.illinois.edu/faculty/R_Aherin

Illinois Dept. of Commerce & Economic Opportunity

Industrial Services Division
100 West Randolph St. – Suite 3-400
Chicago, IL 60601
(312) 814-2337
(Provides free OSHA safety & health consultation)
www.illinoisosha.com
(Click on “Resources”)

Illinois Manufacturers’ Association Headquarters

1301 W 22nd St, Suite 610
Oak Brook, IL 60523
(630) 368-5300
(800) 482-0462
(Regulatory & Compliance Information)
www.ima-net.org

Illinois Network for Agriculture Safety & Health

Chip Petrea
University of Illinois
Agr & Bio Engineering
1304 W Pennsylvania Ave.
Urbana, IL 61801
(217) 333-5035
<http://web.extension.uiuc.edu/agsafety/inash/>

Illinois Occupational & Environmental Health & Safety Education & Research Center

The University of Illinois at Chicago
2121 W. Taylor
Chicago, IL 60612
(312) 996-7887
www.uic.edu/sph/glakes/ce

National Safety Council

1121 Spring Lake Drive
Itasca, IL 60143-3201
(630) 285-1121
(800) 621-7619
www.nsc.org

Safety & Health Policy Center

National Safety Council
1025 Connecticut Ave., NW, Suite 1200
Washington, DC 20036
(202) 293-2270
www.nsc.org

OSHA

www.osha.gov

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Chicago, IL 60604
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OSHA – Calumet City Area Office

1600 167th Street – Suite 12
Calumet, IL 60409
(708) 891-3800

OSHA – Chicago Area Office

701 Lee Street – Suite 950
Des Plaines, IL 60016
(847) 803-4800

OSHA – North Aurora Area Office

365 SMOKE TREE PLAZA
North Aurora, IL 60542
(630) 896-8700

OSHA – Peoria Area Office

2918 West Willow Knolls Rd.
Peoria, IL 61614-1223
(309) 671-7033

INDIANA

RESOURCES FOR SAFETY AND HEALTH INFORMATION

Agricultural Safety and Health Program

Purdue University
Department of Agricultural & Biological Engineering
225 South University Street
West Lafayette, IN 47907-2093
Phone: (765) 494-1191
Fax: (765) 496-1356
<http://pasture.ecn.purdue.edu/~agsafety/ASH/index.html>

Indiana Division of Labor

Bureau of Safety, Education, and Training (INSafe)
402 West Washington
Room W195
Indianapolis, IN 46204-2287
(317) 232-2688
(Provides free OSHA safety & health consultation)
www.in.gov/labor/insafe/index.html

Indiana Rural Safety & Health Council

Purdue University
Agricultural Engineering Department
1146 ABE Building
W. Lafayette, IN 47907-1146
(765) 494-1191
www.farmsafety.org
(Go to safetylinks.html)

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Fax: (765) 496-1356
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Chicago, IL 60604
(312) 353-2220

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Indianapolis Area Office

46 East Ohio Street, Room 423
Indianapolis, Indiana 46204
(317) 226-7290

Central/Southern IN Served by National Safety Council, KY Office

3176 Richmond Rd, Suite 236
Lexington, KY 40509
(859) 294-4242
www.nsc.org

Northwestern IN Served by National Safety Council, Chicago Chapter

1121 Spring Lake Dr. Suite 100
Itasca, IL 60143-3201
(800) 621-2855
(630) 775-2213
www.chicago.nsc.org

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1121 Spring Lake Drive
Itasca, IL 60143-3201
(630) 285-1121
(800) 621-7619
www.nsc.org

IOWA

RESOURCES FOR SAFETY AND HEALTH INFORMATION

Iowa State University

College of Agriculture
138 Curtiss Hall
Ames, IA 50011-1051
(515)294-4111
www.abe.iastate.edu/safety

I-CASH

100 Oakdale Campus,
124 IREH
Iowa City, IA 52242-5000
Phone: 319-335-4438
www.public-health.uiowa.edu/ICASH/index.html

Iowa AgrAbility

92 LeBaron Hall
Iowa State University
Ames, IA 50014
515-294-8520
www.extension.iastate.edu/agrability/

Extension Safety Specialist

Charles Schwab, Ph.D.
Associate Professor
Iowa State University
214 D Davidson Hall
Ames, IA 50014-3080
(515) 294-4131
www.abe.iastate.edu/safety

EPA

https://www.epa.gov/sites/production/files/2017-01/documents/comparison_chart_wps_011117_cwpb.pdf

Iowa Workforce Development

Steve Slater, Program Manager
Bureau of Consultation and Education
100 E. Grand Avenue
Des Moines, IA 50319
(515) 281-7629
(Provides free OSHA safety & health consultation)
www.iowaworkforce.org/labor/iosh/consultation

Iowa-Illinois Safety Council

8013 Douglas Avenue
Urbandale, Iowa 50322-2453
Phone: (515) 276-4724
www.iisc.org

National Safety Council

1121 Spring Lake Drive
Itasca, IL 60143-3201
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www.nsc.org

OSHA

www.osha.gov

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City Center Square
1100 Main Street, Suite 800
Kansas City, MO 64105
(816) 426-5861

State Office

Des Moines Area Office
210 Walnut Street, Room 815
Des Moines, IA 50309
(515) 284-4794

MINNESOTA

RESOURCES FOR SAFETY AND HEALTH INFORMATION

MNOSHA AREA OFFICES

St Paul Area Office

443 Lafayette Road North
St. Paul, MN 55155-4307
(651) 284-5050
(877) 470-6742

Duluth Area Office

5 North 3rd Ave. West, Suite 402
Duluth, MN 55802-1611
(218) 733-7830

Mankato Area Office

Nichols Office Center, Suite 520
410 Jackson Street
Mankato, MN 56001
(507) 389-6507

Minnesota Department of Labor and Industry

Occupational Safety & Health Division
443 Lafayette Road North
St. Paul, MN 55155-4307
(651) 284-5060
(800) 657-3776
<http://www.doli.state.mn.us/mnosha.html>

Minnesota Safety Council, Inc.

474 Concordia Avenue
St. Paul, MN 55103-2430
(651) 291-9150
(800) 444-9150
www.mnsafetycouncil.org

Minnesota Department of Labor and Industry

James Collins, Program Director
Consultation Division
443 Lafayette Road North
St. Paul, MN 55155
(651) 284-5060
(Provides free OSHA safety & health consultation)
www.doli.state.mn.us/wsc.html

University of Minnesota Duluth

Environmental Health & Safety Office
31-32 Durland Admin. Building
1049 University Drive
Duluth, MN 55812
(218) 726-7273 or (218) 726-7139
www.d.umn.edu

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1121 Spring Lake Drive
Itasca, IL 60143-3201
(630) 285-1121
(800) 621-7619
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230 South Dearborn Street, Room 3244
Chicago, IL 60604
(312) 353-2220

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Eau Claire Area Office

1310 W. Clairemont Avenue
Eau Claire, WI 54701
(715) 832-9019

Extension Safety Specialist

John Shutske
University of Minnesota
1390 Eckles Avenue
St. Paul, MN 55108
(612) 626-1250

Minnesota Department of Agriculture

<https://www.mda.state.mn.us/protecting/farmsafety.aspx#mda>

MISSOURI

RESOURCES FOR SAFETY AND HEALTH INFORMATION

Extension Safety Specialist/Safety Specialist

David Baker
University of Missouri
2-28 Ag Building
Columbia, Missouri 65211
(573) 882-6385
WWW.CAFNR.MISSOURI.EDU

Missouri Department of Labor & Industrial Relations

3315 W. Truman Boulevard, Room 213
Jefferson City, Missouri 65102
(573) 751-4091
www.dolir.mo.gov

Missouri On Site Consultation Program

Robert Simmons, Program Mgr. –
Department of Labor & Standards
P.O. Box 449
Jefferson City, MO 65102
(573) 751-3403
(Provides free OSHA safety & health consultation)
<http://www.dolir.mo.gov/ls/safetyconsultation/>

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www.osha.gov

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1100 Main St, Suite 800
Kansas City, MO 64105
(816) 426-5861

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Kansas City Area Office

6200 Connecticut Ave., Suite 100
Kansas City, Missouri 64106
(816) 483-9531
Toll Free {Missouri Residents Only}:
(800) 892-2674

St. Louis Area Office

911 Washington Ave, Room 420
St. Louis, MO 63101
(314) 425-4249
Toll Free {Missouri Residents Only}:
(800) 392-7743

National Safety Council

1121 Spring Lake Drive
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(630) 285-1121
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www.nsc.org

Safety & Health Council of Western Missouri & Kansas

5829 Troost Ave.
Kansas City, MO 64110
(816) 842-5223
www.safetycouncilmoks.com

Safety Council of the Ozarks

1111 South Glenstone
Springfield, MO 65804
(417) 869-2121
WWW.NSCOZARKS.ORG

St. Joseph Safety Council

118 S. 5th, Lower Level
St. Joseph, MO 64501
(816) 233-3330

Safety Council of Greater St. Louis

1015 Locust Street, Suite 902
St. Louis, MO 63101
(314) 621-9200
www.stlsafety.org

University of Missouri Extension

<https://extension.missouri.edu/main/DisplayCategory.aspx?C=49>

NEBRASKA

RESOURCES FOR SAFETY AND HEALTH INFORMATION

University of Nebraska – Lincoln

Environmental Health & Safety

Lincoln, NE 68588

(402) 472-7211

<http://ehs.unl.edu>

OSHA 21(d) Consultation Program

Eldon Diedrichs, Program Mgr.

301 Centennial Mall South

Lincoln, NE 68509

(402) 471-4717

www.dol.state.ne.us

Staff also available in Omaha

(402) 595-3168

and

North Platte

(308) 535-8165

(Provides free OSHA safety & health consultation)

National Safety Council

1121 Spring Lake Drive

Itasca, IL 60143-3201

(630) 285-1121

(800) 621-7619

www.nsc.org

Nebraska Safety Council, Inc

4600 Valley Road – Suite 300

Lincoln, NE 68501

(402) 483-2581

www.nesafetycouncil.org

National Safety Council, Greater Omaha Chapter

11620 M Circle

Omaha, NE 68137-2231

(402) 896-0454

(800) 592-9004

www.safenebraska.org

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Kansas City, MO 64105

(816) 426-5861

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Overland-Wolf Building

6910 Pacific Street, Room 100

Omaha, Nebraska 68106

(402) 221-3182

Toll Free {Nebraska Residents Only}:

(800) 642-8963

Extension Safety Specialist

William Campbell

Biological Systems Engineering

204 L.W. Chase Hall

Lincoln, NE 68583

(402) 472-6714

Nebraska Dairy Extension

<https://dairy.unl.edu/farm-safety-making-it-daily-habit>

NORTH DAKOTA

RESOURCES FOR SAFETY AND HEALTH INFORMATION

Safety & Environmental Health

University of North Dakota
3851 Campus Road
Auxiliary Services Bldg
Grand Forks, ND 58202
(701) 777-3341

Workforce Safety & Insurance

1600 E. Century Avenue, Suite 1
Bismarck, ND 58506
(701) 328-3800
(800) 777-5033
www.workforcesafety.com/workers

North Dakota Department of Health

Injury Prevention & Control
2nd Floor – Judicial Wing
600 E. Blvd. Avenue, Dept 301
Bismarck, ND 58505-02200
(701) 328-4536

North Dakota Safety Council

111 North 6th Street
Bismarck, ND 58501
(701) 223-6372
(800) 932-8890
www.ndsc.org

North Dakota Occupational Safety & Health

Albert Koch
Consultation – Bismarck State College
Corporate & Continuing Education
1815 Shater St.
Bismarck, ND 58501
(701) 224-5778
(Provides free OSHA safety & health consultation)
www.bismarckstate.edu/ndsafety/

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1999 Broadway, Suite 1690
PO Box 46550
Denver, CO 80201-6550
(720) 264-6550

State Office

Bismarck Area Office
Federal Office Building
1640 East Capitol Avenue
Bismarck, ND 58501
(701) 250-4521

OHIO

RESOURCES FOR SAFETY AND HEALTH INFORMATION

Ohio State University

Dr. Tom Bean, Director
Great Lakes Center for Agricultural Safety & Health
590 Woody Hayes Drive
(614) 292-9455
<http://agsafety.osu.edu/ash/index.html>

Ohio State University Extension Center at Piketon

1864 Shyville Road
Piketon, OH 45661-9749
Phone: (740) 289-2071
Columbus Number: (614) 292-4900
www.southcenters.osu.edu

Ohio State University Extension Center at Wooster

1680 Madison Ave.
Wooster, OH 44691-4096
Phone: (330) 263-3799
Voice Mail: (330) 202-3555
www.woostercenter.osu.edu

Public Employment Risk Reduction Program (PEERRP) OSHA On-Site Consultation Program

Ohio BWC Division of Safety & Hygiene
The customer contact center is open from
7:30 a.m. to 5:30 p.m. EST.
Toll-free: 1-800-OHIOBWC (1-800-644-6292)
TTY: 1-800-BWC-4-TDD (1-800-292-4833)
Fax: 1-877-520-OHIO (6446)
Mailing address: BWC 30 W. Spring St.
Columbus, OH 43215-2256
<http://www.ohiobwc.com/employer/programs/safety/SandHOSHAandPERRP.asp>

Extension Safety Specialist

Dr. Tom Bean
Food, Ag & Biological Engineering Department
590 Woody Hayes Dr.
Columbus, OH 43210
(614) 292-9455

The Ohio State University

Agricultural Safety and Health Program
Ag Safety S.T.A.T. – Safe Tactics for Ag Today
<https://agsafety.osu.edu/newsletter/ag-safety-stat>

National Safety Council

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Itasca, IL 60143-3201
(630) 285-1121
(800) 621-7619
www.nsc.org

National Safety Council, Central OH Chapter

919 Old Henderson Rd.
Columbus, OH 43220
(614) 324-5934
www.nsc-centralohio.org

National Safety Council, Northern OH Chapter

Ohio One Building – Room 338
25 East Boardman St.
Youngstown, OH 44503
(330) 747-8657
(800) 715-0358
www.nscnohio.org

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www.osha.gov

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230 Dearborn Street, Room 3244
Chicago, IL 60604
(312) 353-2220

State Offices

Cincinnati Area Office

36 Triangle Park Drive
Cincinnati, Ohio 45246
(513) 841-4132

Cleveland Area Office

Federal Office Building
1240 East 9th Street, Room 899
Cleveland, Ohio 44199
(216) 522-3818

Columbus Area Office

Federal Office Building
200 North High Street, Room 620
Columbus, Ohio 43215 (614) 469-5582

Toledo Area Office

Ohio Building
420 Madison Avenue, Suite 600
Toledo, Ohio 43604
(419) 259-7542

SOUTH DAKOTA

RESOURCES FOR SAFETY AND HEALTH INFORMATION

South Dakota Safety Council

1108 NW Avenue
Sioux Falls, SD 57104
605-361-7785 or 1-800-952-5539
www.southdakotasafetycouncil.org

South Dakota Division of Labor & Management

Kneip Building
700 Governors Drive
Pierre, SD 57501-2291
(605) 773-3681

South Dakota State University

Engineering Extension
James Manning, Department Head
West Hull 118, Box 510
907 Harvey Dunn St.
Brookings, SD 57007
(605) 688-4101
(Provides free OSHA safety & health consultation)

National Safety Council

1121 Spring Lake Drive
Itasca, IL 60143-3201
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(800) 621-7619
www.nsc.org

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Denver, CO 80201-6550
(720) 264-6550

NO Area office in South Dakota

Contact Regional Office

WISCONSIN

RESOURCES FOR SAFETY AND HEALTH INFORMATION

University of Wisconsin

Center for Agricultural Safety & Health
Dept. of Biological Systems Engineering
Cheryl Sdjolaas
Sr. Outreach Specialist
460 Henry Mall
Madison, WI 53706
(608) 262-6330
www.wiscash.uwex.edu

Wisconsin Council of Safety

501 E. Washington Avenue
Madison, WI 53703-2944
(608) 258-3400
(800) 236-3400
www.wmc.org

Wisconsin OSHA Consultation Program (Health)

University of WI State Laboratory of Hygiene
Environmental Health Division
2601 Agricultural Drive
Madison, WI 53707
(608) 226-5240
(Provides free OSHA safety & health consultation)
www.slh.wisc.edu

Wisconsin Department of Commerce (Safety)

Division of Marketing, Advocacy & Tech Development
144 NW Barstow Street
Waukesha, WI 53188
(262) 512-5198 or (800) 947-0553
(Provides free OSHA safety & health consultation)
www.commerce.state.wi.us

Extension Safety Specialist

Cheryl Skjolaas
University of Wisconsin
460 Henry Mall
Madison, WI 53706
(608) 265-0568

Wisconsin Department of Health Services

Farm Worker Health and Safety
<https://www.dhs.wisconsin.gov/occupational-health/farm-health.htm>

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Appleton, WI 54914
(920) 734-4521

Eau Claire Area Office

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Eau Claire, WI 54701
(715) 832-9019

Madison Area Office

4802 E. Broadway
Madison, WI 53716
(608)441-5388

Milwaukee Area Office

Henry S. Reuss Building, Suite 1180
310 West Wisconsin Avenue
Milwaukee, WI 53203
(414) 297-3315

For more information, contact:

P 800-362-2041

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