Bakersfield City School District
1300 Baker St. Bakersfield CA 93305

SITE SAFETY PLAN

DR. MARTIN LUTHER KING JR. ELEMENTARY SCHOOL
TRANSITIONAL KINDERGARTEN

DSA # 03-123900

mcmurtrey lince
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McMurtrey Lince, Inc.

SAFETY AND HEALTH POLICY STATEMENT

Safety and health in our company must be a part of every operation, and is every employee's responsibility.

We maintain a safety and health program conforming to the best practices of businesses in our industry. To be successful, such a program must embody the proper attitudes toward injury and illness prevention and requires cooperation in all safety and health matters between employees at all levels. Only through a cooperative effort can an effective safety and health program be established and preserved.

The safety and health of every employee is a high priority. Management accepts responsibility for providing a safe working environment and employees are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health is only achieved through teamwork. Everyone must join together in promoting safety and health and taking every reasonable measure to assure safe working conditions in the company.

1. Name and Contact Information of Site Safety Director:

Brian Collins

1025 Espee Street
Bakersfield, CA 93301

Cell #: (661) 201-2213
email: bcollins@mcmurtreylince.com

Emergency Contact Phone Numbers:

Fire Department:
2101 H Street
Bakersfield, CA 93301
(661) 326 - 3911

Police Station:
1601 Truxtun Avenue
Bakersfield, CA 93301
(661) 327-7111

Kern County Sheriff:
1350 Norris Road
Bakersfield, CA 93308
(661) 861-3110

Mercy Hospital
2215 Truxtun Avenue
Bakersfield, CA 93301
(661) 632-5000

Emergency:
911

Construction Site Safety Plan

MLK Elementary School - TK

DSA # 03-123900

Contacts:	
Contractor Safety Director	Brian Collins
Project Number	23189.00-09-TK
Site/Project Name	Martin Luther King - Transitional Kindergarten
Site Address/Location	1100 Citadel, Bakersfield, CA 93307
Training	Comply with CFC 3303.1.1
Contractor Site Contact	
Contractor Safety Director	Brian Collins
Phone	661-201-2213

Emergency Contacts

Contact	Name	Phone Number
Local Police	Bakersfield Police Dept	661-327-7111
Local Ambulance	Hall Ambulance	661-322-8744
Local Fire Department	Bakersfield Fire Dept	661-326-3911
Local Hospital	Mercy Southwest Hospital	661-632-5000

Procedures Emergency Reporting

1. Construction personnel shall report all emergencies to Site Safety Health Offier. Site Safety Health Officer shall contact correct local agencies.

Fire Department Access

1. Fire Access route off of Citadel and Mardi Gras. See Site Fire Access Plan attached

2. Fire Access roads are to be maintained and clear of obstructions to ensure a usable road way width of greater than 20'-0"

Location of Fire Protection Equipment & Fire Hydrants

1. Fire protection equipment and fire extinguishers are located within all Foreman trucks, all Equipment/Boom Trucks, in the possession of supervisors onsite vehicle at all times.

2. Fire Hydrants located off of ..See Site Fire Protection Equipment Plan Attached.

Smoking & Cooking Policies

1. Smoking and cooking is prohibited at all times.

Temporary Heating Equipment & Wiring

1. Not Applicable.

Hot Work Permit

1. Not Applicable.

Combustible Waste Material

1. All Combustible waste materials shall be stored in State of California approved containers; containers shall be located onsite in an approved safe secured location approved by Contractor Safety Director.

2. Combustible debris, rubbish, and waste material is removed from the building in areas where work is not being performed.

Hazardous Materials Storage

1. Hazardous materials, flammable and combustible liquids shall be stored in State of California approved containers, containers shall be located onsite in an approved safe secured location approved by Contractor Safety Director.

Site Security

1. All Construction areas shall be enclosed within a temporary 6' high chain link fence with utility lockable gates. The site shall be locked at all times to prevent intrusion.

CHAPTER 33

FIRE SAFETY DURING CONSTRUCTION AND DEMOLITION

User note:

About this chapter: Chapter 33 outlines general fire safety precautions for all structures and all occupancies during construction and demolition operations. In general, these requirements seek to maintain required levels of fire protection, limit fire spread, establish the appropriate operation of equipment and promote prompt response to fire emergencies. There is an emphasis on owner responsibility and the need to create and implement a site safety plan. Features regulated include fire protection systems, fire fighter access to the site and building, water supply, means of egress, hazardous materials storage and use, and temporary heating equipment and other ignition sources. Fire watches are an important component of this chapter. This chapter correlates with Chapter 33 of the California Building Code.

SECTION 3301
GENERAL

3301.1 Scope. This chapter shall apply to structures in the course of construction, alteration or demolition, including those in underground locations. Compliance with NFPA 241 is required for items not specifically addressed herein.

3301.2 Purpose. This chapter prescribes minimum safeguards for construction, alteration and demolition operations to provide reasonable safety to life and property from fire during such operations.

SECTION 3302
DEFINITIONS

3302.1 Terms defined in Chapter 2. Words and terms used in this chapter and defined in Chapter 2 shall have the meanings ascribed to them as defined therein.

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SECTION 3303
OWNER'S RESPONSIBILITY FOR FIRE PROTECTION

3303.1 Program development and maintenance. The owner or owner's authorized agent shall be responsible for the development, implementation and maintenance of an approved, written site safety plan establishing a fire prevention program at the project site applicable throughout all phases of the construction, repair, alteration or demolition work. The plan shall address the requirements of this chapter and other applicable portions of this code, the duties of staff and staff training requirements. The plan shall be submitted and approved before a building permit is issued. Any changes to the plan shall be submitted for approval.

3303.1.1 Components of site safety plans. Site safety plans shall include the following as applicable:

1. Name and contact information of site safety director.
2. Documentation of the training of the site safety director and fire watch personnel.
3. Procedures for reporting emergencies.
4. Fire department vehicle access routes.
5. Location of fire protection equipment, including portable fire extinguishers, standpipes, fire department connections and fire hydrants.
6. Smoking and cooking policies, designated areas to be used where approved, and signage locations in accordance with Section 3305.8.
7. Location and safety considerations for temporary heating equipment.
8. Hot work permit plan.
9. Plans for control of combustible waste material.
10. Locations and methods for storage and use of flammable and combustible liquids and other hazardous materials.
11. Provisions for site security.
12. Changes that affect this plan.
13. Other site-specific information required by the fire code official.

3303.2 Site safety director. The owner shall designate a person to be the site safety director. The site safety director shall be responsible for ensuring compliance with the site safety plan. The site safety director shall have the authority to enforce the provisions of this chapter and other provisions as necessary to secure the intent of this chapter. Where guard service is provided in accordance with NFPA 241, the site safety director shall be responsible for the guard service.

3303.3 Daily fire safety inspection. The site safety director shall be responsible for completion of a daily fire safety inspection at the project site. Each day, all building and outdoor areas shall be inspected to ensure compliance with the inspection list in this section. The results of each inspection shall be documented and maintained on-site until a certificate of occupancy has been issued. Documentation shall be immediately available on-site for presentation to the fire code official upon request.

1. Any contractors entering the site to perform hot work each day have been instructed in the hot work safety requirements in Chapter 35, and hot work is performed only in areas approved by the site safety director.

2. Temporary heating equipment is maintained away from combustible materials in accordance with the equipment manufacturer's instructions.
3. Combustible debris, rubbish and waste material is removed from the building in areas where work is not being performed.
4. Temporary wiring does not have exposed conductors.
5. Flammable liquids and other hazardous materials are stored in locations that have been approved by the site safety director when not involved in work that is being performed.
6. Fire apparatus access roads required by Section 3311 are maintained clear of obstructions that reduce the width of the usable roadway to less than 20 feet (6096 mm).
7. Fire hydrants are clearly visible from access roads and are not obstructed.
8. The location of fire department connections to standpipe and in-service sprinkler systems are clearly identifiable from the access road and such connections are not obstructed.
9. Standpipe systems are in service and continuous to the highest work floor, as specified in Section 3313.1.
10. Portable fire extinguishers are available in locations required by Sections 3316 and 3318.3.

3303.3.1 Violations. Failure to properly conduct, document and maintain documentation required by this section shall constitute an unlawful act in accordance with Section 112.1 and shall result in the issuance of a notice of violation to the site safety director in accordance with Section 112.3. Upon the third offense, the fire code official is authorized to issue a stop work order in accordance with Section 113, and work shall not resume until satisfactory assurances of future compliance have been presented to and approved by the fire code official.

3303.4 Qualifications. Site safety directors shall acquire training specific to their roles and responsibilities. Upon request, the training and qualifications of the site safety director shall be submitted to the fire code official for approval.

3303.5 Fire safety requirements for buildings of Types IV-A, IV-B and IV-C construction. Buildings of Types IV-A, IV-B and IV-C construction designed to be greater than six stories above grade plane shall comply with the following requirements during construction unless otherwise approved by the fire code official:

1. Standpipes shall be provided in accordance with Section 3313.
2. A water supply for fire department operations, as approved by the fire code official and the fire chief.
3. Where building construction exceeds six stories above grade plane and noncombustible protection is required by Section 602.4 of the *California Building Code*, at least one layer of noncombustible protection shall be installed on all building elements on floor levels, including mezzanines, more than four levels below active mass timber construction before additional floor levels can be erected.

   Exception: Shafts and vertical exit enclosures shall not be considered part of the active mass timber construction.
4. Where building construction exceeds six stories above grade plane, required exterior wall coverings shall be installed on floor levels, including mezzanines, more than four levels below active mass timber construction before additional floor levels can be erected.

   Exception: Shafts and vertical exit enclosures shall not be considered part of the active mass timber construction.

3303.6 Training. Training of fire watch and other responsible personnel in the use of fire protection equipment shall be the responsibility of the site safety director. Records of training shall be kept and made a part of the written plan for the site safety plan.

3303.7 Fire protection devices. The site safety director shall ensure that all fire protection equipment is maintained and serviced in accordance with this code. Fire protection equipment shall be inspected in accordance with the fire protection program.

3303.8 Hot work operations. The site safety director shall ensure hot work operations and permit procedures are in accordance with Chapter 35.

3303.9 Impairment of fire protection systems. The site safety director shall ensure impairments to any fire protection system are in accordance with Section 901.

3303.9.1 Smoke detectors and smoke alarms. Smoke detectors and smoke alarms located in an area where airborne construction dust is expected shall be covered to prevent exposure to dust or shall be temporarily removed. Smoke detectors and alarms that were removed shall be replaced upon conclusion of dust-producing work. Smoke detectors and smoke alarms that were covered shall be inspected and cleaned, as necessary, upon conclusion of dust-producing work.

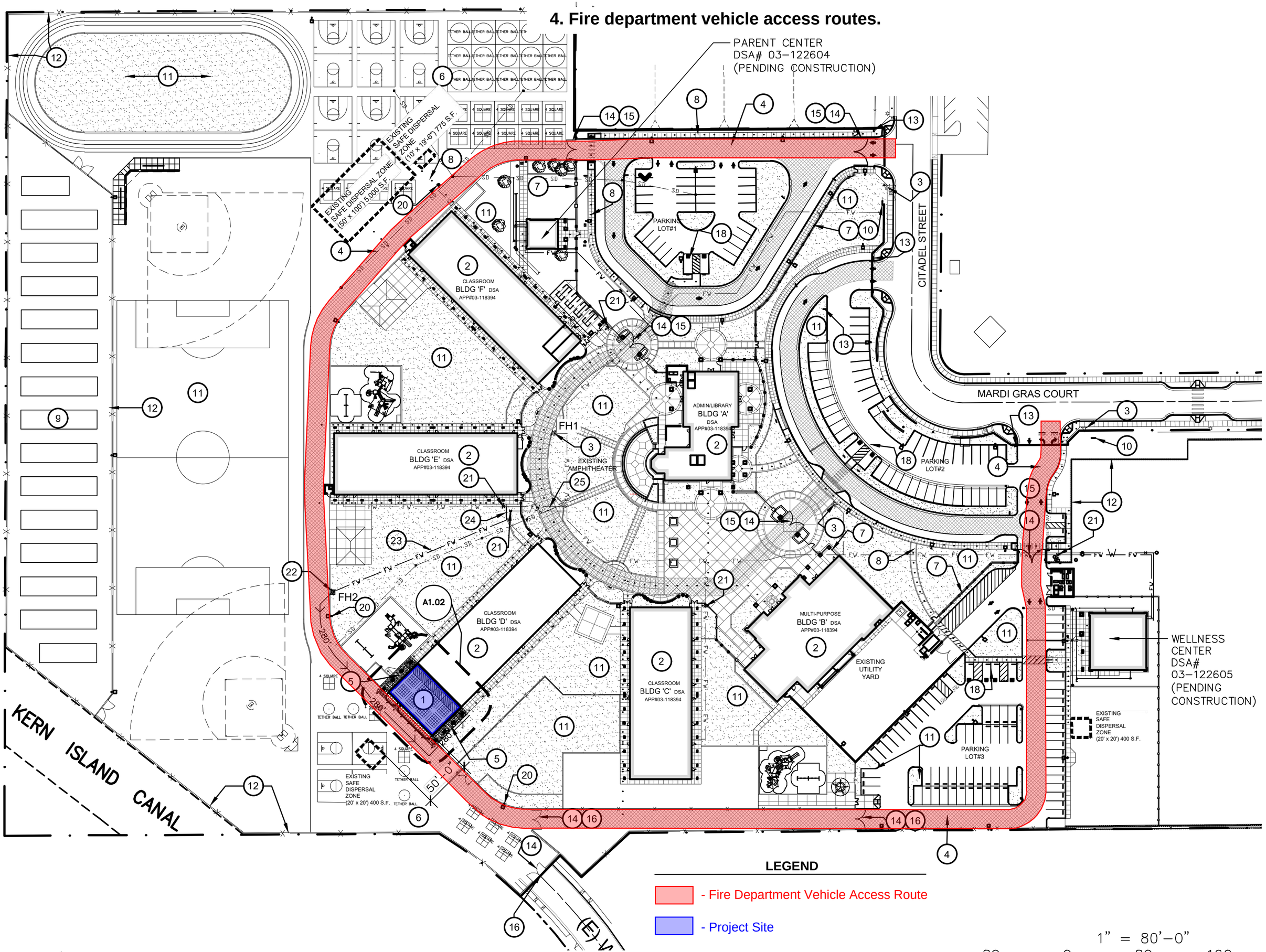
3303.10 Temporary covering of fire protection devices. Coverings placed on or over fire protection devices to protect them from damage during construction processes shall be immediately removed upon the completion of the construction processes in the room or area in which the devices are installed.

SECTION 3304
TEMPORARY HEATING EQUIPMENT

3304.1 Listed. Temporary heating devices shall be listed and labeled. The installation, maintenance and use of temporary heating devices shall be in accordance with the listing and the manufacturer's instructions.

3304.2 Oil-fired heaters. Oil-fired heaters shall comply with Section 605.

4. Fire department vehicle access routes.



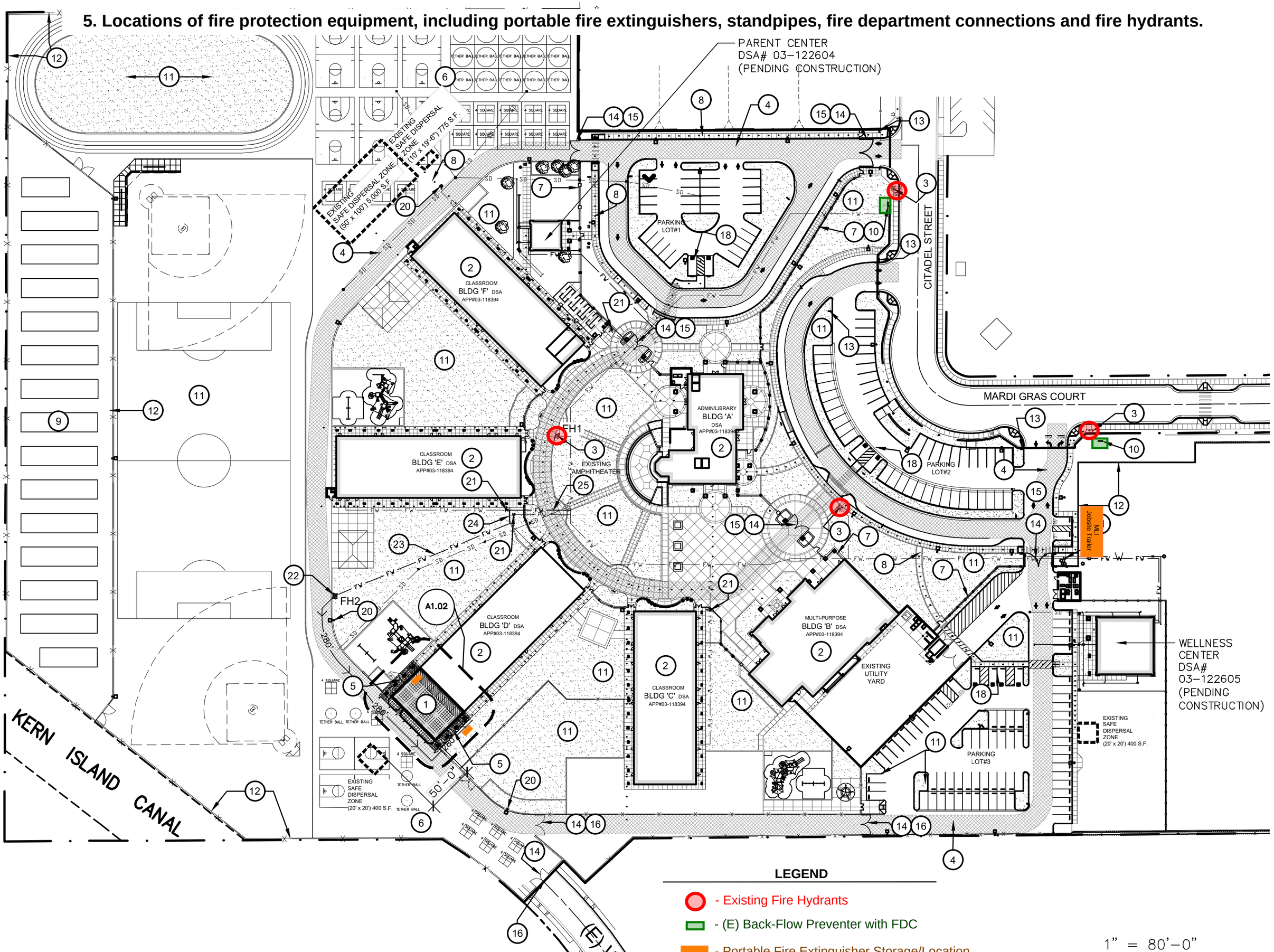
SITE PLAN

TRANSITIONAL KINDERGARTEN

All construction and demolition shall be in accordance with Chapter 33 of the CBC and CFC, and the written site safety plan.

SCALE: 1" = 80'

5. Locations of fire protection equipment, including portable fire extinguishers, standpipes, fire department connections and fire hydrants.



LEGEND

- Existing Fire Hydrants
- (E) Back-Flow Preventer with FDC
- Portable Fire Extinguisher Storage/Location

1" = 80'–0"

80 0 80 160 240

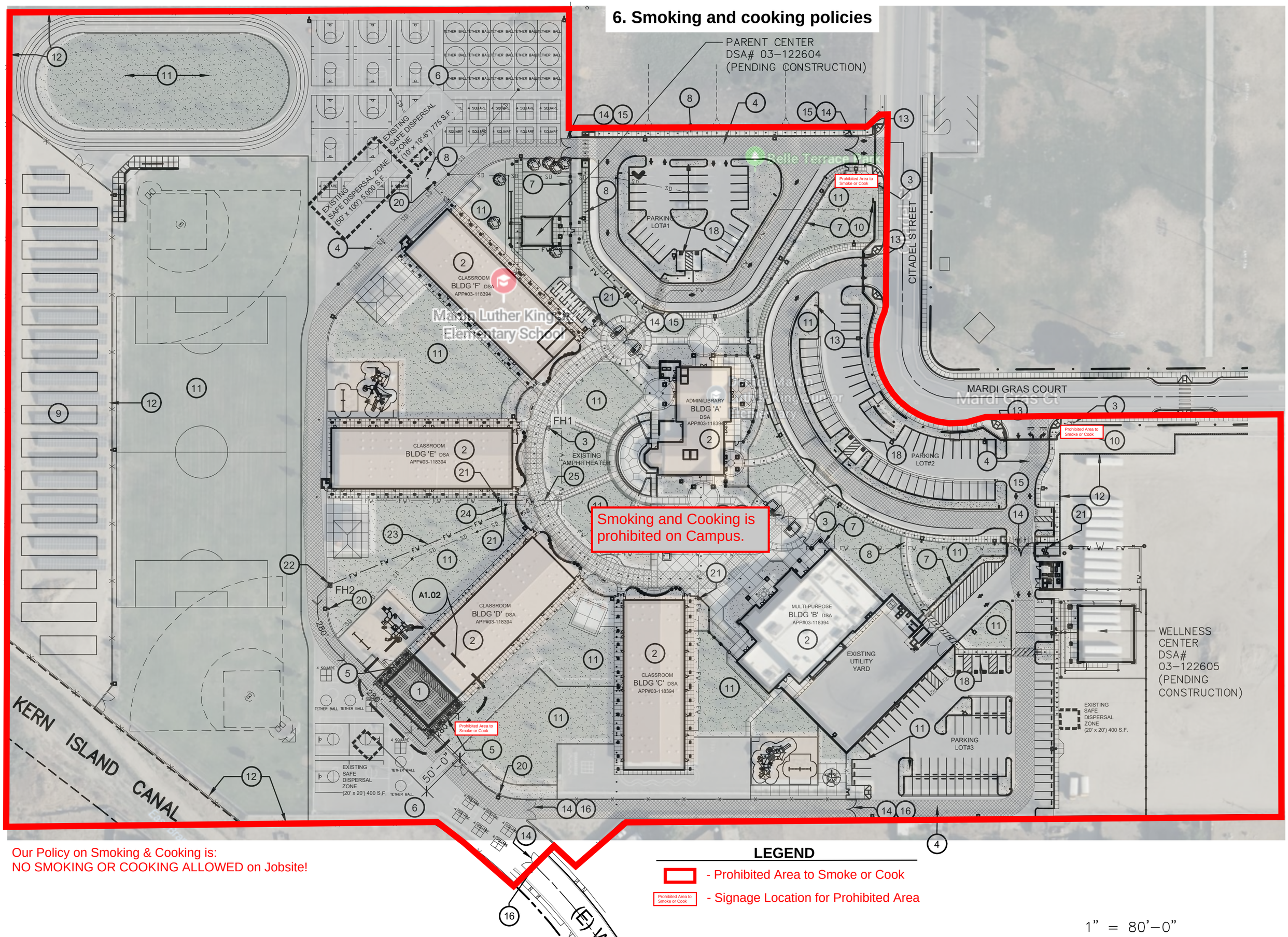
SITE PLAN

TRANSITIONAL KINDERGARTEN

SCALE: 1" = 80'

All construction and demolition shall be in accordance with Chapter 33 of the CBC and CFC, and the written site safety plan.

6. Smoking and cooking policies



Our Policy on Smoking & Cooking is:
NO SMOKING OR COOKING ALLOWED on Jobsite!

LEGEND

- Prohibited Area to Smoke or Cook
- Prohibited Area to Smoke or Cook - Signage Location for Prohibited Area

1" = 80'-0"

80 0 80 160 240

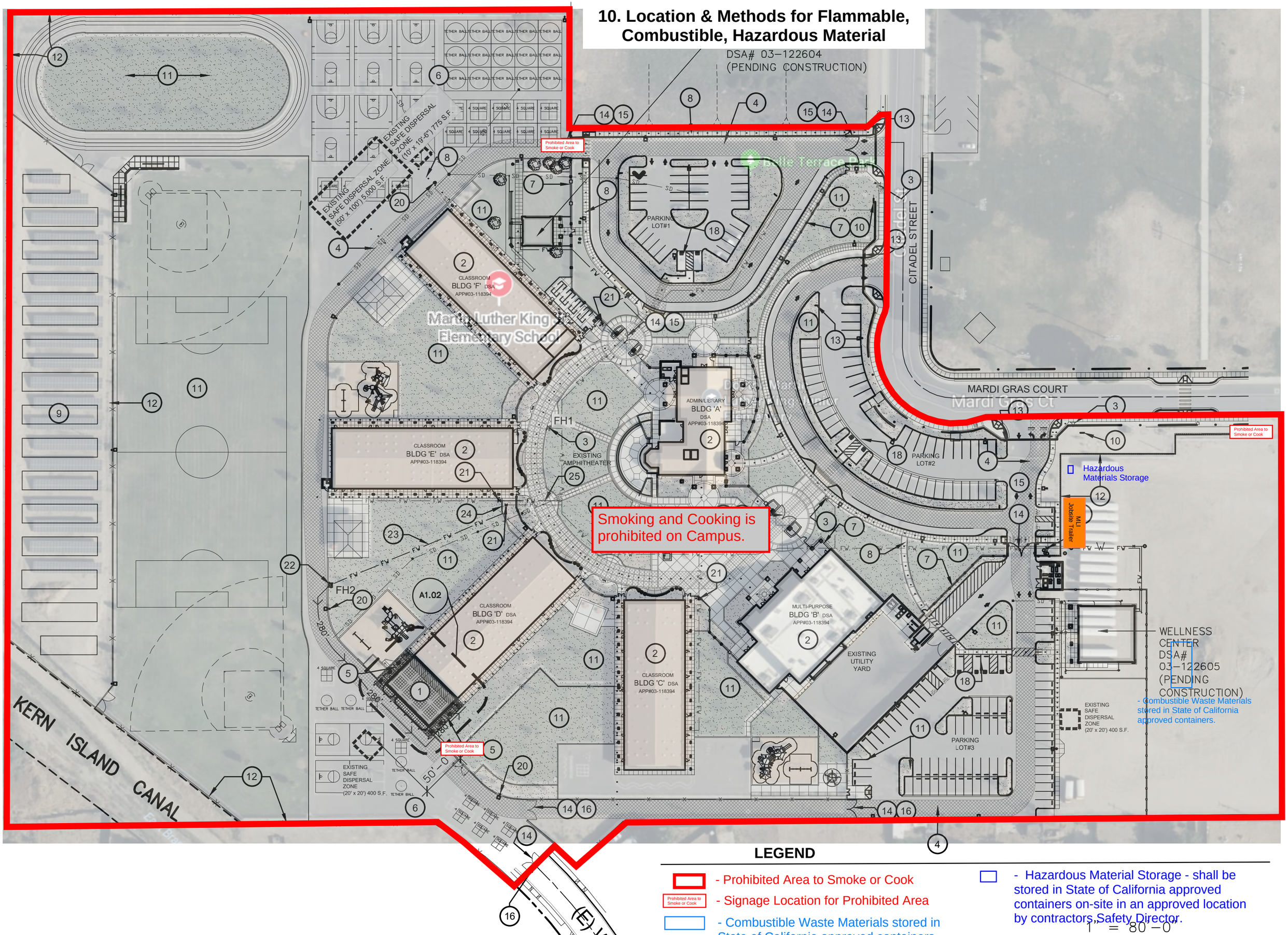
SITE PLAN

TRANSITIONAL KINDERGARTEN

All construction and demolition shall be in accordance with Chapter 33 of the CBC and CFC, and the written site safety plan.

SCALE: 1" = 80'

10. Location & Methods for Flammable, Combustible, Hazardous Material



LEGEND

- Prohibited Area to Smoke or Cook
- Signage Location for Prohibited Area
- Combustible Waste Materials stored in State of California approved containers.
- Hazardous Material Storage - shall be stored in State of California approved containers on-site in an approved location by contractors Safety Director.

1" = 80'-0"

80 0 80 160 240

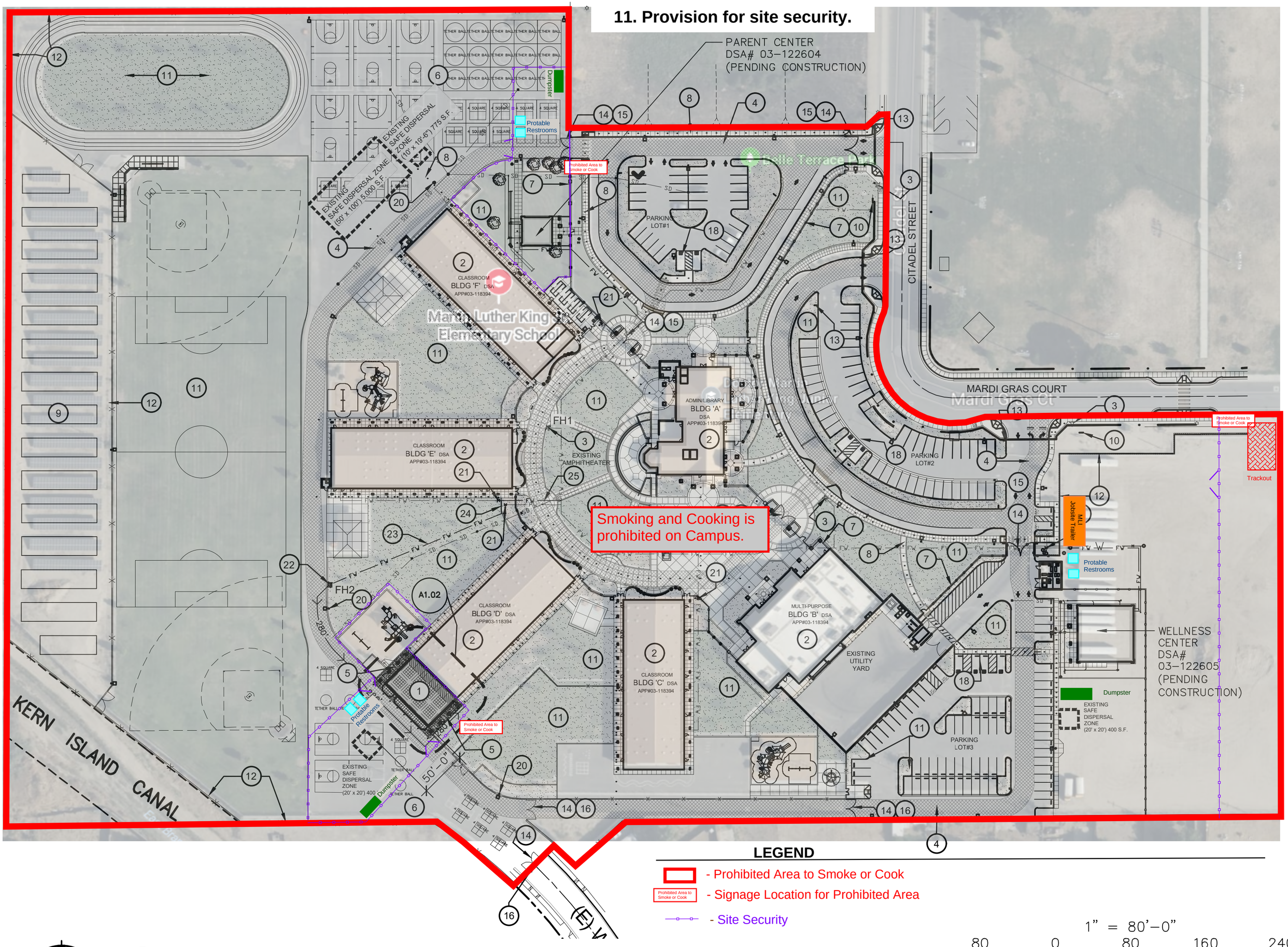
SITE PLAN

TRANSITIONAL KINDERGARTEN

All construction and demolition shall be in accordance with Chapter 33 of the CBC and CFC, and the written site safety plan.

SCALE: 1" = 80'

11. Provision for site security.



LEGEND

- Prohibited Area to Smoke or Cook
- Signage Location for Prohibited Area
- Site Security

1" = 80'-0"

80 0 80 160 240

SITE PLAN

TRANSITIONAL KINDERGARTEN

All construction and demolition shall be in accordance with Chapter 33 of the CBC and CFC, and the written site safety plan.

SCALE: 1" = 80'

3. Procedures for reporting emergencies.

PROGRAM OVERVIEW

EMERGENCY ACTION, EVACUATION AND FIRE PREVENTION SAFETY PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR 1910.36, 1910.38, 1910.157, 1910.165*
OSHA 29 CFR 1926.34, 1926.35, 1926 Subpart F, 1926.150, 1926.151
NFPA-10

INTRODUCTION

This program is intended to assist in establishing requirements to ensure that fire and other potential emergency situations are evaluated, and safety procedures implemented.

TRAINING

- All employees and supervisors will be trained in emergency actions and their responsibilities including how emergencies are communicated. Training is required initially, and as changes to the workplace, program or employee responsibilities occur
- Conduct drills, if required
- Emergency Response Team members must be trained based on the types of emergencies they will be expected to encounter. Fire fighting techniques, first aid treatment or both may be required, depending upon the duties and responsibilities of the team
- Employees designated to use fire extinguisher users must be trained annually in the general principles of fire extinguisher use and the hazards involved in incipient (beginning) stage fire fighting

ACTIVITIES

- Identify and evaluate fire hazards
- Identify and evaluate exit routes
- Identify fire wardens and response teams and define responsibilities, if applicable
- Provide emergency equipment as needed
- Write and communicate policies and procedures including Emergency Action and Fire Prevention Programs

FORMS

- Emergency Action Plan
- Fire Drill or Evacuation Assessment
- Training Attendance Roster – Emergency Action
- Training Attendance Roster – Fire Extinguisher

Table of Contents

EMERGENCY ACTION, EVACUATION AND FIRE PREVENTION SAFETY PROGRAM

1. Purpose. This program outlines the requirements for the Emergency Action and Evacuation Program in the workplace. It is a federal requirement that all companies have Emergency Action Plans (plans must be in writing for companies with more than 10 employees).

2. Scope. This program applies to all workplaces, facilities, and sites at the company.

3. Responsibilities

3.1 Management

3.1.1 Determine flight or fight response for the company (i.e. will all employees evacuate during fire or spill emergencies, or will some employees be required as part of their job duties to fight a fire, contain a spill or provide medical treatment).

3.1.2 Write Emergency Action Plan (EAP), including specific procedures or responsibilities for employees and wardens.

3.1.3 Communicate programs to employees and staff.

3.1.4 Ensure evacuation alarm systems and notifications are in place and are distinctive and consistent throughout the site. It is recommended that evacuation programs be periodically tested through physical drills (partial evacuation drills and/or full evacuation drills) or via table-top drills or discussions.

3.1.5 Ensure all employees are appropriately trained to the responsibilities they are expected to take during an emergency situation, including how to report a fire or other emergency and what to do during an evacuation.

3.1.6 If evacuation wardens are designated and trained, it is recommended that there be a ratio of at least one warden for every 20 employees.

3.1.7 Ensure that fire extinguishers (if located on-site) are inspected, maintained, tested and of the proper size and type for the area hazards. If employees are expected to use them, annual training is required.

3.1.8 If utilized, provide on-site emergency response teams with appropriate equipment and training to perform their expected duties. Maintain training documentation for response team members, and documentation for equipment inspection and maintenance.

3.1.9 Inspect Fire Doors annually and keep all fire doors closed. If they must be held open due to production or operation-specific requirements, they must be fitted with automated releases in accordance with state building codes. Maintain documentation for the life of the fire door.

3.2 Employees

3.2.1 Attend initial training, and refresher training as required.

3.2.2 Evacuate, or perform expected tasks prior to evacuation, during an emergency.

3.3 Wardens (evacuation assistance as appropriate or designated)

3.3.1 Attend appropriate training.

3.3.2 Follow established procedures to assist in the safe and orderly evacuation of employees.

3.3.3 Report either the all-clear or problems to the incident commander or other designated person at the command post.

3.4 On-site Response Teams (as appropriate or designated)

3.4.1 Provide emergency response to fires, spills or medical emergencies, as designated.

3.4.2 Attend appropriate training to maintain appropriate certifications.

3.4.3 Ensure emergency response equipment is functioning and adequate to the response(s) required.

4. Procedure.

4.1 Emergency Action Plan

4.1.1 May be combined with Fire Prevention Plan, if required, into one document that serves both purposes.

4.1.2 Must be in writing, kept at the workplace and available for employees to review. Companies with 10 or fewer employees may communicate the program orally, rather than in writing.

4.1.3 Programs must include:

4.1.3.1 Procedures for reporting a fire or other emergency.

4.1.3.2 Procedures for emergency evacuation, including types of evacuations and assigned evacuation routes. (Posted, color coded evacuation route maps are highly recommended for each area of the building or structure.)

4.1.3.3 Procedures to be followed by employees who remain to operate or shut down critical operations before they evacuate (power systems, water supplies, ammonia tanks, chemical processes that must be shut down in sequence, etc.).

4.1.3.4 Procedures assigned areas and responsibilities of evacuation wardens, if utilized.

4.1.3.5 Procedures to account for all employees after evacuation.

4.1.3.6 Procedures to be followed by employees who perform rescue or medical duties (on-site response teams).

4.1.3.7 The name or job title of the person(s) who may be contacted by employees who need more information about the program, or an explanation of their duties and responsibilities under the program.

4.1.4 An alarm system must be maintained, if present. The system must have a distinctive signal for each type of alarm (i.e. evacuation alarms must sound the same throughout the site).

4.1.5 Wardens (or evacuation assistance) must be designated and properly trained to assist in a safe and orderly evacuation of other employees.

4.1.6 Programs should address the types of emergencies that are reasonably likely to occur (fire, chemical spills, severe weather, etc.).

4.2 Evacuation and Notification

4.2.1 Alarms and Signals to notify employees of an emergency evacuation are distinctive in sound and consistent throughout the site.

4.2.1.1 Alarms may be automatic or verbally provided in person or through a public address system, but they must be able to be understood by all employees.

4.2.1.2 The same sound or wording must be used throughout the site.

4.2.1.3 Employees must be trained or informed of the sounds or wording used.

4.2.2 Evacuation Routes will be established for each area of the building or site.

4.2.2.1 Employees will be trained and informed of their work-area route.

4.2.2.2 It is highly recommended that maps be posted at each area of the building to assist employees and others in determining their evacuation routes. Maps should be color coded, with the evacuation route in red.

4.2.2.3 Off-site job locations will have evacuation routes determined and communicated to employees who work at these off-site locations.

4.2.3 Relocation Points will be established for employees to congregate during an evacuation. Designated relocation points assist in assuring that all employees are accounted for.

4.2.3.1 Employees will be trained in their respective relocation point during initial (or refresher) training.

4.2.3.2 Supervisors or other specifically designated people at each relocation point will be responsible for assuring that all employees have been accounted for.

- An accounting for the relocation point will be made to the incident commander or other designated person at the command post.

4.2.3.3 Off-site job locations will have relocation points determined and communicated to employees who work at these off-site locations before the job commences or the employee reports to the site.

4.2.3.4 Where appropriate, severe weather relocation points (shelters or arrangements with neighboring facilities) will be communicated to employees during the training.

4.2.4 Return to Work Signals will be provided once it is safe for employees to re-enter the workplace. Each supervisor or other designated person at each relocation point will be aware of the signal used and be watchful for it.

4.2.5 Evacuation Wardens

4.2.5.1 “Sweep” the assigned area to assure that all employees are appropriately evacuated.

4.2.5.2 Carry out any other assigned duties, prior to evacuating.

4.2.5.3 Report either “all clear” or any problems to the incident commander or other person designated under the company’s Emergency Action and Fire Prevention Plans prior to reporting to their assigned relocation point.

4.3 Fire Prevention Plan is required if Ethylene Oxide, Methylenedianiline, or 1,3-Butadiene is being used or stored in the facility.

4.3.1 A fire prevention plan must be in writing, be kept in the workplace, and be made available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees. At a minimum, your fire prevention plan must include:

4.3.1.1 A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard.

4.3.1.2 Procedures to control accumulations of flammable and combustible waste materials.

4.3.1.3 Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials.

4.3.1.4 The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.

4.3.1.5 The name or job title of employees responsible for the control of fuel source hazards.

4.3.2 An employer must inform employees upon initial assignment to a job of the fire hazards to which they are exposed. An employer must also review with each employee those parts of the fire prevention plan necessary for self-protection.

5. Safety Information.

5.1 Means of Egress (exits and exit paths)

5.1.1 All employees must be able to safely exit the building in a direct path and within a reasonable time frame.

5.1.2 There are specific requirements for exits, paths to exits, exit signs, aisle widths and for stairways. These “life safety” codes must be considered during renovation, construction or when re-arranging a work area.

5.1.3 All exits, aisles and exit paths, and stairways must be kept clear and unobstructed. No storage is allowed that will restrict the access or use of the exit path below the required widths. No storage is allowed that will block or obstruct stairs or exit doors.

5.1.4 All exits and the paths to them must be clearly visible or have visible signs that indicate the location of the exit.

5.1.5 Locks or fastening devices to keep exit doors closed and locked from the inside (preventing the use of the door as an exit) are prohibited in almost every workplace structure (mental and correctional institutions are two exceptions). Doors that could be mistaken for an exit but are not exits must be marked “Not an Exit” or “Closet” or with similar markings so that they will not be mistaken for an exit in an emergency.

5.1.6 Emergency lighting, signs and exits must meet requirements for the number of exits, the location and size of signs and the amount of illumination required.

5.2 Fire Alarms and Detection

5.2.1 Fire alarms are required in buildings where the location of the fire will not provide adequate warning to employees and other occupants (i.e. multi-floor buildings or segregated work spaces).

5.2.2 Alarms must be loud enough to be heard above the ambient noise level of the work area and activate in time to provide adequate warning for the work area occupants to safely evacuate.

5.2.3 Alarms and signals must be tested or maintained to assure they remain in working order.

5.2.4 Buildings undergoing construction and renovation (where employees are still working and occupying the work areas) must have appropriate (or alternate) alarms and fire prevention systems that are at least equal to those required for the occupancy and type of hazards in the area. This includes hazards inherent to the work area and tasks performed, as well as any additional hazards caused by the construction or renovation.

5.3 Fixed Fire Suppression Equipment

5.3.1 All fixed suppression equipment must be maintained and tested by trained persons. The local fire department may provide or be able to be contracted to perform this maintenance and testing. Specific employees may be designated and trained for this service, depending upon the maintenance and testing requirements for the system.

5.3.2 There are various types of fixed suppression equipment. Each type must be specifically designed for the types of fires likely to be encountered. These types are:

5.3.2.1 Automatic sprinklers that discharge water into an area when heat or smoke causes the valve (sprinkler head) to open. Sprinkler heads must be kept free from any obstruction (at least 18" clearance vertically and horizontally).

5.3.2.2 Standpipe systems include fixed water supplies (risers) with a hose and nozzle. These systems are usually recessed in walls or found in stairwells. Standpipe systems are for use by trained fire-fighting personnel only.

5.3.2.3 Dry chemical systems are discharged in rooms or over a specific process (like an electrical system). Pre-discharge alarms are required where vision could be obscured that would affect employee evacuation.

5.3.2.4 Gaseous agents are normally used in enclosed rooms and spaces. Depending on the agent used to suppress the fire, pre-discharge alarms are required. Where employee evacuation cannot occur

within a specific time frame, specific agents are prohibited from being used as suppression agents.

5.3.2.5 Water spray and foam systems are usually utilized for a specific process hazard (like a kitchen grease pit or solvent tank). They discharge a chemical-foam that will “blanket” the fire or area with foam to “smother” the fire.

5.4 Portable Fire Extinguishers

5.4.1 The Two Extinguisher Rule: Fire extinguishers are for controlling small, incipient fires. NEVER should more than two (2) extinguishers be used to control a fire. If the fire is not controlled with two extinguishers, it is no longer considered an incipient fire and should ONLY be extinguished by trained Firefighters or by fixed fire suppression systems.

5.4.2 Classes. There are five classes or types of Fire Extinguishers. Each class has distance requirements that are required for employees to access them. These types and distances are:

5.4.2.1 Class A – used on ordinary combustibles (wood, paper, cloth, etc.). Extinguishers must be 75 ft. or less from the hazard.

5.4.2.2 Class B – used for flammable or combustible liquids (gasoline, paint, solvents, propane). Distance must be 50 ft. or less from the hazard.

5.4.2.3 Class C – used for electrical equipment and must be 50 ft. or less from the hazard.

5.4.2.4 Class D – used for metals (magnesium, potassium and sodium). Extinguishers must be 75 ft. or less from the hazard.

5.4.2.5 Class K – used for fires that involve cooking oils, trans-fats, or fats in cooking appliances and are typically found in restaurant and cafeteria kitchens.

5.4.3 General. Extinguishers must be located so they are clearly visible, readily accessible to the employees or persons designated and trained to use them and located so they are protected from damage by moving equipment.

5.4.3.1 Extinguishers must be maintained in a fully charged and operable condition and kept in their designated locations.

5.4.3.2 Extinguishers must be appropriate to the type (or class) of fire hazard likely to be found in the work area.

5.4.3.3 Standard signs and floor markings may be utilized to increase visibility.

5.4.3.4 Extinguishers should be located along normal paths of travel but protected from the direct line of traffic to avoid injury to personnel or mechanical damage.

5.4.3.5 Extinguishers are not required in workplaces where all employees will be required to evacuate the facility (total evacuation) upon the initial alarm sounding, unless extinguishers are required by a specific regulatory standard (i.e. welding, confined space, and some flammable liquid usages).

5.4.4 Inspection and Testing. Extinguishers must be visually inspected monthly. Extinguishers must be maintained annually. Extinguishers must be physically (hydrostatically) tested every 5 years or 12 years depending on the type of extinguisher. When removed from service for maintenance or testing, or due to corrosion or damage, they must be replaced with an equivalent protective system.

5.4.4.1 Fire extinguishers must be inspected internally at least monthly. The inspection will include the following:

- Ensure that units are accessible,
- Install units on wall 3-5 feet from floor from top of unit,
- Ensure that the gauge needle is in the green zone, showing the unit is fully charged,
- Ensure that the handle is secured by a pin to avoid accidental release,
- Ensure that the pin is secured with a plastic tie, and
- Ensure that the tag on the unit shows the date of each monthly inspection and the initials of the person doing the inspection.

5.4.4.2 Documentation of the inspection, maintenance and testing may be kept with the extinguisher or in a separate system, provided the records are accessible to employees or agencies that may be required to review these records. Documentation must be kept for the life of the extinguisher.

5.4.5 Employee Training

5.4.5.1 Where employees will not be required to use them, employees should be informed that they are for trained fire fighter use only.

5.4.5.2 Where employees will be required to use extinguishers, employees must be trained annually in the general principles of fire extinguisher use and the hazards involved in incipient (beginning) stage fire fighting.

5.5 Fire Brigades and On-Site Response Medical Teams (as appropriate)

5.5.1 Fire Brigades and Medical Response teams must be trained to the level or type of emergency they will likely encounter. In most cases, verified training is required, and documentation must be maintained with periodic or annual refresher training.

5.5.2 Team members must be physically capable of performing their duties (including the use of respiratory protection, where required). Employees with known physical conditions (heart disease, emphysema or epilepsy) or known mental or physical disabilities that would impair their ability to perform the expected duties may be required to be approved by a licensed physician prior to being allowed to participate on the team.

5.5.3 Teams must be provided with adequate equipment and protective clothing to perform their duties.

5.5.4 Equipment and clothing must be maintained in good working order. Equipment removed from service must be promptly repaired or replaced, or team members must be informed that the equipment is no longer available.

5.5.5 Teams must be organized, with either elected or appointed leaders, and have specific written procedures that outline their responsibilities (and limitations) about emergency response at the workplace.

5.6 Hot Work, Open Flame Work or Spark Producing Equipment

5.6.1 Permission and Permits. Any hot work or work with open flames should be performed only with the permission of company management. (Approvals may be required by the landlord or building owner, if different than company ownership.) Such work should be done only under specific restrictions and limitations to prevent fires or other hazards. This information and any restrictions or limitations should be documented. A signed permit system is recommended that outlines the details of the work and the restrictions or limitations.

5.6.1.1 Contractors - shall obtain Hot Work/Open Flame Permits through the manager or supervisor in charge of the job or process.

6. Training and Information.

6.1 Emergency Action Plans and Evacuation Programs must be reviewed with each employee:

6.1.1 When the program is developed or when it is changed

6.1.2 Upon initial assignment to a work area

6.1.3 When the workplace changes (construction or remodeling) that require a different evacuation route

6.1.4 When an employee's responsibilities under the program change.

6.2 Fixed Suppression Systems. Employees where fixed suppression equipment agents activate (non-water systems) must be specifically trained in the alarm signal, and any protective equipment and controls needed to ensure their safety. They must have (and be trained to) specific evacuation programs from the area of discharge.

6.3 Emergency Response Team members must be trained based on the types of emergencies they will be expected to encounter. Fire fighting techniques, first aid treatment or both may be required, depending upon the duties and responsibilities of the team.

6.4 Fire extinguisher users must be trained annually in the general principles of fire extinguisher use and the hazards involved in incipient (beginning) stage fire fighting.

7. Definitions.

- *Brigades* – A workplace team of employees who are specifically designated to respond and fight incipient fires.

- *Fixed Suppression Equipment* – Fire extinguishing systems that are affixed in place. For example: sprinkler systems.

- *Command Post* – A designated location that is set up for communications and direction of emergency responders.

- *Incident Commander* – The person designated to direct the activities of an emergency response. This person normally remains at the command post.

PROGRAM OVERVIEW

FIRST AID AND EMERGENCY MEDICAL RESPONSE SAFETY PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR 1910.151, 1910.151 App A*
OSHA 29 CFR 1926.23, 1926.50, 1926.50 App A

INTRODUCTION

This program is designed to assist the company to insure medical personnel are readily available for emergency response and applies to all company facilities and employees, including any on-site emergency medical response personnel.

TRAINING

- All employees and supervisors trained on how to summon emergency assistance
- Any on-site emergency response teams trained appropriately in skills and bloodborne pathogens

ACTIVITIES

- Determine if on-site first aid or emergency response teams or designated and trained personnel are required.
- Designate, train and equip emergency response personnel, if appropriate
- Establish agreements with local ambulance or fire/EMT services to provide emergency medical response, if appropriate
- Determine what supplies are needed in first aid kit.
- Evaluate potential for injuries and implement hazard controls where possible
- Write and communicate policies and procedures

FORMS

- First Aid Kit Supply List
- First Aid Basics Training Roster

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FIRST AID AND EMERGENCY MEDICAL RESPONSE SAFETY PROGRAM

1. **Purpose.** This program is designed to provide guidance and information to companies with regard to first-aid and emergency medical response situations.

2. **Scope.** This program applies to all company facilities and employees, including any on-site emergency medical response personnel.

3. **Responsibilities**

3.1. Management

3.1.1. Determine if on-site first aid or emergency response teams or designated and trained personnel are required.

3.1.2. Determine what supplies are needed in first aid kit.

3.1.3. If trained emergency medical response (an ambulance or EMT/fire department) is more than 5 minutes from the facility or site, a certified and trained first aid response person is required to be present at the work site for each work shift.

3.1.4. Construction sites are (generally) required to have an emergency responder where more than one contractor is working at the site. The main responsible construction company or project manager is responsible to ensure this requirement is met.

3.1.5. Designate, train and equip emergency response personnel, if appropriate. Training is at no cost to the employee and is provided at a reasonable time and place whenever possible; OR

3.1.6. Inform employees on how to summon emergency assistance.

3.1.7. In conjunction with the Safety Officer and/or Human Resources, notify the injured/ill employee's family of the incident, as needed or required.

3.2. Employees

3.2.1. Summon emergency medical assistance, when required.

3.2.2. Notify management, as soon as possible.

3.2.3. Notify the Safety Officer or Human Resources as soon as possible after the emergency response personnel have taken charge of the situation.

3.3. On-Site Medical Response Team/Person (as appropriate)

3.3.1. Attend Basic First Aid or EMT training.

3.3.2. Attend Bloodborne Pathogen training.

3.3.3. Maintain training.

3.3.4. Provide basic first aid for injured or ill employees who require assistance.

3.3.5. Maintain supplies and equipment, as needed, for emergency response.

4. Procedure

4.1. Summoning Emergency Response Personnel

4.1.1. Employees must be informed of the proper procedure to summon emergency medical assistance from their work area or job site (e.g. telephoning “911” or another number).

4.1.2. Information should be provided to the emergency service provider on:

4.1.2.1. The nature of the injury/illness, if known.

4.1.2.2. The specific location (company address or specific work area) of the injured employee.

4.1.2.3. Any other pertinent details of the incident.

4.1.2.4. Any procedures or escorts required to enter the facility.

4.1.3. If possible, remain with the injured or ill employee to provide comfort and support. Designate another employee to meet the emergency response personnel, if appropriate.

5. Safety Information

5.1. First Aid Kits or Supplies

5.1.1. Emergency responders must be provided with the first aid supplies they would need to perform their emergency response duties.

5.1.2. First aid kits, where otherwise required, will contain items appropriate to the number of employees, and for the types of likely injuries. First Aid Kit Supply List form lists items required in a class A and class B kit.

6. Training and Information

6.1. Employees will be trained in:

6.1.1. How to summon emergency medical assistance.

6.2. On-site emergency response personnel will be trained (and certified) in basic first aid or EMT level response, and annually in the requirements of the Bloodborne pathogens standard. Certifications must be maintained appropriately.

7. Definitions

- *EMT* – Emergency Medical Technician

FIRST AID KIT SUPPLY LIST

All first aid must meet these minimum supply requirements and must be labeled. All labeling should be legible and permanent and should be written with, at the least, a six-point font. Class A kits are designed to deal with the most common types of workplace injuries. Class B kits are designed with a broader range and quantity of supplies to deal with injuries in more complex or high-risk environments.

Below is a table listing the minimum required components for both Class A and Class B kits. The quantity and size specifications given are the minimum necessary to comply with the ANSI 2015 standard.

Minimum Supply Requirements	Minimum Quantity Class A Kits	Minimum Quantity Class B Kits
Adhesive Bandage 1 x 3 in.	16	50
Adhesive Tap 2.5 yd. (total)	1	2
Antibiotic Application 1/57 oz.	10	25
Breathing Barrier	1	1
Burn Dressing (Gel Soaked) 4 x 4 in.	1	2
Burn Treatment 1/32 oz.	10	25
Cold Pack 4 x 5 in.	1	2
Eye Covering (with Means of Attachment) 2.9 sq. in.	2	2
Eye/Skin Wash	1 fl. oz. total	4 fl. oz. total
First Aid Guide	1	1
Hand Sanitizer 1/32 oz.	6	10
Medical Exam Gloves	2 pair	4 pair
Roller Bandage (2 inch) 2 in. x 4 yd.	1	2
Roller Bandage (4 inch) 4 in. x 4 yd.	0	1
Scissors	1	1
Splint 4.0 x 24 in.	0	1
Sterile Pad 3 x 3 in.	2	4
Tourniquet 1 in. (width)	0	1
Trauma Pad 5 x 9 in.	2	4
Triangular Bandage 40 x 40 x 56 in.	1	2

Construction	Date and time:
	Site information: Elementary School
	Inspection by:

JOBSITE SAFETY INSPECTION

LOCATION:

IN STATUS BOX ENTER EITHER: S=SATISFACTORY U=UNSATISFACTORY NA=NOT APPLICABLE

GENERAL/SAFETY&HEALTH	
1. ARE THE PUBLIC AND OTHER TRADES PROTECTED FROM DANGERS POSED BY OUR WORK?	
2. ARE WORK AREAS WELL LIT, CLEAN AND FREE FROM SLIP AND TRIP HAZARDS?	
3. HAS A TAILGATE SAFETY MEETING TAKEN PLACE WITHIN THE LAST 7 DAYS?	
4. IS FIRST AID KIT ACCESSIBLE AND ADEQUATELY STOCKED?	
5. DO ALL EMPLOYEES HAVE ACCESS TO PORTABLE WATER?	
6. IS A FIRE EXTINGUISHER READLY AVALIABLE?	
7. ARE ALL FLAMMABLE LIQUIDS STORED	
8. ARE MANHOLES OR SIMILAR OPENINGS PROTECTED WITH BARRICADES OR FENCING?	
9. ARE LAYDOWN AREAS NEAT AND ORDERLY?	
10. IS JOBSITE SAFETY BINDER WITH SITE SPECIFIC AHA'S READILY ACCESSIBLE?	
11. DOES SITE HAVE AN OFFICAL SAFETY AND HEALTH BULLETIN BOARD?	
12. IS A MAP TO THE NEAREST EMERGENCY CARE FACILITY POSTED?	
13. ARE EMERGENCY PHONE NUMBERS POSTED?	
14. IS OSHA FORM 300A POSTED?(FROM February 1 TO April 30)	
15. IS DEFICIENCY TRACKING LOG POSTED?	
PERSONAL PRTECTIVE EQUIPMENT PPE	
1. ARE HARDHATS BEING WORN BY ALL EMLOYEES?	
2. ARE ALL EMPLOYEES WEARING PROPER WORK ATTIRE(SAFETY VESTS, WORK BOOTS, ETC)?	
3. ARE SAFETY GLASSES BEING WORN BY ALL EMPLOYEES?	
4. ARE GLOVES BEING WORN WHEN REQUIRED?	
5. IS HEARING PROTECTION BEING USED WHEN REQUIRED?	
6. IS ALL PPE IN GOOD CONDITION?	
HAND AND POWER TOOLS	
1. ARE ALL POWER TOOLS FREE FROM VISUAL DAMAGE?	
2. ARE THE PROPER TOOLS BEING USED FOR THE JOB?	
3. ARE POWER CORDS AND EXTENSION CORDS FREE FROM CUTS, FRAYS OR OTHER DAMAGE?	
4. ARE GFCI'S BEING USED ON ALL PORTABLE POWER TOOLS?	
5. ARE GUARDS ON TOOLS IN PLACE AND WORKING PROPERLY?	
6. ARE ALL COMPANY TOOLS BEING STORED PROPERLY?	
LADDERS	

1. ARE LADDERS INSPECTED FOR VISIBLE DEFECTS, AND IN GOOD CONDITION?	
2. ARE LADDERS THE RIGHT HEIGHT FOR THE JOB BEING PERFORMED?	
3. ARE LADDERS OF SUFFICIENT STRENGTH FOR THE TASK?	
4. ARE WARNING TAGS AND LADDER ID LABLES VISIBLE AND LEGIBLE?	
HEAVY EQUIPMENT , BUCKET AND LINE TRUCKS	
1. ARE DAILY INSPECTIONS PERFORMED BY OPERATORS?	
2. ARE SEAT BELTS PROVIDED AND BEING USED ON HEAVY EQUIPMENT?	
3. IS HEAVY EQUIPMENT PROPERLY SECURED WHEN NOT IN USE?	
4. ARE BACK UP ALARMS WORKING AND AUDIBLE?	
5. ARE WHEELS CHOCKED WHEN NECESSARY?	
6. ARE LIGHTS, BRAKES AND WARNING DEVICES OPERATIVE?	
7. IS A FIRE EXTINGUISHED AVALIABLE ON ALL HEAVY EQUIPMENT?	
8. NO EMPLOYEE RIDING ON EQUIPMENT WITHOUT PROPER SEATING?	
9. ARE ALL OPERATORS QUALIFIED AND DESIGNATED AS OPERATORS BY POLAR?	
HOUSEKEEPING	
1. ARE WALKING/WPRKING KEPT CLEAR?	
2. IS LOOSE SCRAP OR LIGHT MATERIALS THAT MAY BE BLOWN AWAY BY WIND, PROPERLY SECURED?	
3. ARE HOLES AND OPENINGS PROTECTED AND MARKED APPROPRIATELY?	
4. IS TRASH PLACED IN CONTAINERS PROVIDED FOR THAT PURPOSE?	
5. ARE SCRAP MATERIALS REMOVED, OR STACKED IN AN ORDERLY FASHION?	
6. ARE NAILS, SCREWS OR OTHER PROTRUDING OBJECTS REMOVED FROM UNUSED MATERIAL?	
7. IS JOBSITE FREE AND CLEAR OF ANY DANGEROUS WASTE OR MATERIAL?	
NOTES/ REMARKS	
MAKE A NOTE OF ANY CORRECTIVE ACTION TAKEN OR ANY CORRECTIVE ACTION NEEDED.	

PROGRAM OVERVIEW

PERSONAL PROTECTIVE EQUIPMENT SAFETY PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR 1910 Subpart I, 1910.132, 1910.133, 1910.134, 1910.135, 1910.136, 1910.137, 1910.138*

INTRODUCTION

Personal protective equipment (PPE), when its use is required, must be provided and used by employees. PPE should only be used where engineering and work practice controls are not sufficient to prevent exposure to a hazard. The type of personal protective equipment and the reasons for its use must be documented. Where required, employees must be trained in how to use the equipment, reasons for its use, the care and maintenance of the equipment and disposal considerations.

TRAINING

- Training and information is required for employees who use PPE.
- Additional training is required for specific types and uses of PPE (respirators, hearing protection, etc.)

ACTIVITIES

- Conduct and document a Hazard Assessment
- Provide protective equipment, as required
- Ensure employees are trained in the use, care and maintenance of the equipment

FORMS

- Certification of Hazard Assessment
- Information for Filtering Facepiece (Dust Mask) Use
- Training Attendance Roster

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PERSONAL PROTECTIVE EQUIPMENT (PPE) SAFETY PROGRAM

1. Purpose. Personal Protective Equipment (PPE) shall be used in areas where there is potential exposure to hazards which cannot be adequately controlled by elimination, substitution, engineering methods or administrative controls. PPE is to be considered the last line of defense against exposure to chemical hazards, radiation hazards, biological agents, temperature extremes, noise, electrical energy, mechanical forces, irritants, or projectiles which can produce injury or illness. This defines the required elements for implementing a PPE program.

1.1 Exclusions: PPE requirements for hearing conservation, fall protection, cartridge type respiratory protection, eyewash/safety shower, and electrical work are covered in separate, specific standards. Back Belts and Wrist Braces used in mitigation of ergonomic disorders as part of an ergonomics evaluation are not considered PPE.

2. Scope. Applies to any area where Personal Protective Equipment is required or used by company employees.

3. Responsibilities

3.1 Management

3.1.1 Conduct and document a Hazard Assessment of the workplace.

3.1.2 Select the appropriate PPE to reduce or eliminate hazards, based on the types of tasks and activities performed at the company.

3.1.3 Maintain PPE or provide employees with the proper training and tools to maintain PPE used at the company.

3.1.4 Best practice is to post signs to inform employees where PPE is required.

3.1.5 Provide appropriate protective equipment to employees, visitors or other personnel, as needed or required. The employer is not required to pay for steel-toe shoes and prescription safety glasses (if allowed to be worn off the job), logging boots, everyday clothing, normal work boots, winter coat, sunglasses, and sunscreen.

3.1.6 Provide training to each employee who is required to use PPE.

3.2 Employees

3.2.1 Wear PPE as required and trained.

3.2.2 Maintain PPE, as required by this program

3.2.3 Report concerns, issues or violations of this program to Supervisors or management.

4. Procedure

4.1 Certification of Hazard Assessment

4.1.1 Conduct a hazard assessment of the workplace to identify the hazards associated with each job task or facility.

4.1.2 A Certification of Hazard Assessment shall be completed as verification that a hazard assessment was performed. The "certification document" may be completed by job task or operation, for buildings, or for organizations. If you do not use the provided form for this purpose, your documentation must specifically be identified as a "Certification of Hazard Assessment", and contain all the required elements (person certifying, date, location evaluated)

4.1.2.1 This document shall be updated for changes to operating procedures, when the method of performing the job changes and/or when incident investigations determine those PPE modifications are necessary.

4.2 PPE Selection

4.2.1 Obtain the appropriate PPE. Selected PPE may include: eye and face, hand and arm, foot, head, torso and body protection, etc.

4.2.1.1 The type of PPE must protect against the hazards identified.

4.2.1.2 Inform affected employees of the PPE they are required to wear.

4.2.1.3 Selected PPE must fit each affected employee.

4.2.1.4 For chemical protective clothing, manufacturer information is maintained by the company. For suits, gloves, apron, eyewear/goggles - generic chemical permeation data (what the item is resistant to or not resistant to for general groupings of chemicals) will be maintained.

4.3 Access to and Maintenance of PPE

4.3.1 Ensure adequate supplies, storage, and employee access to PPE when required for a specific work area or operation.

4.3.2 PPE must be maintained in a sanitary and reliable condition. Ensure that damaged or defective PPE is taken out of service and not used, and that contaminated clothing and PPE are disposed of or cleaned properly.

5. Safety Information

5.1 Types of PPE and Their Use(s)

5.1.1 Eye and Face Protection

5.1.1.1 Safety glasses. Goggles, and face shields are designed to protect the eyes and/or face of individuals who may be exposed to flying particles, molten metal, liquid chemicals, acid or caustic liquids, chemical gases or vapors, etc.

5.1.1.2 Only safety glasses and face protection meeting ANSI Z87 requirements shall be worn.

5.1.1.3 In special applications, such as welding or laser operations, helpers shall be protected to the same level as the operator.

5.1.1.4 Individuals, who work on or near exposed electrically energized circuit parts, at 50 volts and above, shall wear non-conductive eyewear. Non-conductive eyewear is also necessary for individuals exposed to electrical burn hazards (e.g.: working on systems less than 50 volts, but with high current levels such as electroplating systems, large capacity batteries, etc.). Metal frame glasses are not permitted for these activities.

5.1.1.5 Where contact lenses are permitted, they shall be worn with required PPE appropriate to the exposure. Safety non-prescription glasses shall be available to wearers of contact lenses.

5.1.2 Gloves and Hand Protection

5.2.2.1 Gloves, gauntlets, and protective sleeves are designed to protect the hands and arms of individuals who may be exposed to skin contact and/or absorption of chemical or biological agents, cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, or harmful temperature extremes. Materials used in the manufacture of clothing must be resistant to the chemicals or materials being handled.

5.2.2.2 Gloves shall be removed properly so as not to exposed an unprotected hand or part of the arm.

5.2.2.3 After removing gloves, hands should be thoroughly washed with soap and water.

5.2.2.4 Disposable gloves shall be disposed of at the end of each use. Chemical contact, signs of physical wear, or loss of glove integrity shall require more frequent disposal.

5.2.2.5 Latex Gloves: Due to the increasing concerns with latex gloves and associated skin reactions, latex gloves may be selected based on latex content, protein content (usually <50ug/g) or other requirements based on employee needs. Gloves may be required to be powdered or powder-free, depending upon the needs of the business activities.

5.2.2 Foot Protection

5.2.3.1 Foot protection is designed to protect the foot when working in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, and exposure to electrical hazards.

5.2.3.2 Where safety shoes are required, only foot protection meeting ANSI Z41 requirements shall be worn.

5.2.3.3 Electricians should select shoes rated for electrical hazards and/or use insulating mats when working on or near energized equipment.

5.2.4 Head Protection

5.2.4.1 Head Protection is designed to provide protection against impact and penetration from falling or stationary objects. They also may provide protection against electrical shock and burns caused when coming in contact with energized parts.

5.2.4.2 Where head protection is required, only Head protection meeting ANSI Z89 requirements shall be worn.

5.2.4.3 Types of Head Protection

- Hard Hats - There are two types and three classes of hard hats. They type and class used or required at the facility or site will be documented based on the hazards.

- Bump Caps - Provide protection from impact against stationary objects but do NOT protect against impact or penetration from falling objects or electrical shock hazards.

- Welding Helmets - Provide protection against ultraviolet, infrared, and visible radiation sources during welding operations.

- Hair Nets/Hats - Protect employees from entanglement hazards (e.g. equipment with moving parts, etc.) This can be done with the use of hair restraining devices, such as hair nets, hats, etc.

5.2.5 Hearing Protection

5.2.5.2 Hearing Protection is designed to protect against the affects of noise exposure in the workplace.

5.2.5.3 Where noise levels equal or exceed an 8 hour time weighted average of 85 dba, a Hearing Conservation program must be implemented and hearing protection shall be made available to affected employees.

5.2.5.4 Employers shall ensure hearing protection is worn when:

- Employees are exposed to noise levels equal or exceed an 8 hour time weighted average of 90 dba.

- Any employee who is exposed to an 8 hour time weighted average of 85 dba or greater who has not had their baseline audiogram or has experienced a standard threshold shift.

5.2.5.5 Voluntary Use: Employers can offer hearing protection to employees for voluntary use where noise levels do not exceed the requirements specified above.

5.2.6 Protective Clothing

5.2.5.1 Clothing such as suits, aprons, coveralls, coats, and pants are available to protect the torso and body of individuals who may be exposed to skin absorption of chemical or biological agents, cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, or harmful temperature extremes. Materials used in the manufacture of such clothing must be matched in resistance to the chemicals or materials being handled.

5.2.5.2 Company provided clothing: Laundering of company-issued work clothing shall be provided by the company to avoid the need for employees to launder clothing at home whenever there is a potential for infectious material or chemical contamination such as asbestos, lead, cadmium, arsenic, sensitizers, etc.

5.2.5 Dust Mask (Filtering Facepiece) Protection – Voluntary Use: This section applies to employees at any company facility or job-site where the use of a dust mask is utilized for voluntary use by employees.

5.2.5.1 Required and voluntary use of a cartridge respirator or required use of a dust mask must comply with the Respiratory Protection standard.

5.2.5.2 Dust mask will be packed or stored to prevent deformation of the face piece and/or exhalation valve.

5.2.5.3 The employer must provide employees with Information for Voluntary Respirator Use form or equivalent Appendix D from the OSHA standard.

5.3 Signs

5.3.5 Signs should be posted, as needed, to warn employees and other personnel when protective equipment is required.

5.3.6 Signs may read “Safety Glasses Required”; “DANGER – Eye/Face Hazard area – Do Not Enter Without Protective Equipment”; or “DANGER – Hard Hat Required Area” or similar language may be used.

6. Training and Information

6.1 Employees must be trained in the when PPE is necessary, what PPE is necessary, limitations, proper use, cleaning, storage and disposal practices for any PPE used in the workplace

6.2 Training must be documented.

6.3 Employees must demonstrate their understanding of the training and ability to properly use PPE before performing work. This can be done at the time of training (quizzes, classroom discussion, etc.) or through demonstration of work practices in the workplace.

6.4 Retraining will be performed when changes to the workplace necessitate different equipment or when changes to the type/design of the PPE are made which require a new skill or knowledge for its successful use. Retraining will also be done when an employee exhibits a lack of understanding or skill to use the equipment properly.

7. Definitions

- *Filtering facepiece (dust mask)* - A negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

- *Personal Protective Equipment (PPE)* - Devices worn to protect employees from potential hazards encountered in the workplace.

- *Certification of Hazard Assessment* - Certification that the Hazard Assessment has been conducted.

PROGRAM OVERVIEW

FALL PROTECTION SAFETY PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR 1910 Subpart D, 1910.21, 1910.22, 1910.23, 1910.24, 1910.25, 1910.26, 1910.27, 1910.28, 1910.29, 1910.30, 1910.132*
OSHA 29 CFR 1926 Subpart M, 1926.500, 1926.501, 1926.502, 1926.503, 1926 Subpart M App A, 1926 Subpart M App B, 1926 Subpart M App C, 1926 Subpart M App D, 1926 Subpart M App E

INTRODUCTION

Fall protection systems are required when working from heights greater than 6 feet in construction and greater than 4 feet in general industry, above hazardous equipment and working in an aerial lift bucket. This program establishes procedures for fall hazard control, inspections, equipment maintenance, workplace evaluations and employee training.

TRAINING

- Employees trained initially in the type of fall protection system used. Training includes classroom instruction in the hazards of fall protection and the type of protective systems used.
- Annual re-training is required in some states.

ACTIVITIES

- Determine if fall hazards are present in the workplace. Ensure these hazards are controlled through fall protection systems and that employees have appropriate alternative fall protection equipment and training.

FORMS

- Fall Hazard Evaluation
- Fall Protection Equipment Inspection Checklist
- Training Certificate
- Training Attendance Roster for Construction
- Training Attendance Roster for General Industry

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FALL PROTECTION SAFETY PROGRAM

1. Purpose. The hazards of potential falls at heights of 4 feet and above (or 6 feet and above at construction sites) will be addressed in this document. This safety program describes a systematic approach that must be used to protect and prevent people from falling. This safety program also lists some of the most common fall hazards, and provides recommendations and guidelines for selecting fall arrest systems. The company will review and evaluate this safety program:

1.1 When changes occur to 29 CFR, that prompt revision of this document

1.2 When facility operational changes occur that require a revision of this document

1.3 When there is an accident or close-call that relates to this area of safety

1.4 Review the safety program any time fall protection procedures fail

2. Scope. This program encompasses the total workplace regardless of the number of workers employed or the number of work shifts. It also applies to fall hazards on off-site jobs or activities to which company employees are exposed.

3. Responsibilities

3.1 Management/Supervisors

3.1.1 Assess the workplace, or each job site, for fall hazards.

3.1.2 Provide fall protection equipment, as needed or required.

3.1.3 Enforce the use of appropriate fall protection systems and equipment.

3.1.4 Ensure employees are properly trained in the use of fall protection systems and equipment.

3.1.5 Ensure equipment is inspected prior to each use, when subjected to falls or impact loads, and on a frequent and regular basis.

3.1.6 As required, write fall protection procedures and ensure they are followed.

3.1.7 Ensure fall protection systems are installed and set up by a professional engineer or other qualified person.

3.1.8 For Contractors - Inform the contractor of the company's Fall Protection Safety Program. The contractor must agree to follow the company's policy with regard to any of any hazards confronted or created in conducting operations involving fall protection within company owned facilities.

3.2 Employees

3.2.1 Attend appropriate training.

3.2.2 Utilize fall protection systems and equipment, as needed or required.

3.2.3 Inspect equipment before each use. Equipment that has been subjected to a fall or impact-load must be removed from service until inspected by the manufacturer or designated professional engineer.

3.2.4 Report hazards and hazardous conditions to your Supervisor immediately.

4. Procedure

4.1 Facility/Department Evaluation. The workplace will be assessed before each assigned job for potential fall hazards. (The Fall Hazard Evaluation Form may be used to document fall hazards.)

4.2 Proper fall arrest systems will be used for jobs requiring fall protection when elimination of the hazard(s) is not possible.

4.3 If anchor points are required, involve qualified Engineers when load rating of anchorage points must be determined or is in doubt.

4.4 Fall Protection Options.

4.4.1 Personal Fall Arrest Systems (PFAS). A PFAS consists of a full-body harness, lanyard, anchor point and may include a lifeline, and energy shock absorber.

4.4.1.1 Before using a PFAS, the supervisor and/or the user must address such issues as:

- The user must be trained to recognize fall hazards and to use fall arrest systems.
- Components of the PFAS must be compatible with the manufacturer's instructions.
- Appropriate anchorage points and attachment techniques must be reviewed.
- Free fall distance must be considered so that a worker will not strike a lower surface or object before the fall is arrested.
- The full-body harness and all of its components must be inspected before each use.

4.4.1.2 Standard Harnesses. Harnesses for general purpose work should be Class III, constructed with a sliding back D-ring. Standard harnesses are suitable for continuous fall protection while climbing, riding, or working on elevated personnel platforms. They are suitable for positioning, fall arrest, and the rescue and evacuation of people who are working at elevated heights.

4.4.1.3 Retractable Lifeline Lanyard. A retractable lifeline lanyard is a fall arrest device used in conjunction with other components of a fall arrest system. A properly inspected and maintained retractable lifeline lanyard, when correctly installed and used as part of the fall arrest system, automatically stops a person's descent in a short distance after the onset of an accidental fall. Retractable lifeline lanyards should be used by one person at a time.

4.4.1.4 Anchor Points

- Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

- Capable of withstanding the ultimate load of 5,000 lbs. per employee attached.

4.4.2 Guardrail Systems - A barrier erected along an unprotected or exposed side, edge, or other area of a walking-working surface to prevent workers from falling to a lower level.

4.4.3 Safety Net System – A horizontal or semihorizontal, cantilever-style barrier that uses a netting system to stop falling workers before they make contact with a lower level or obstruction.

4.4.4 Positioning System – A system of equipment and connectors that, when used with a body harness or body belt, allows a worker to be supported on an elevated vertical surface, such as a wall or window sill, and work with both hands free.

4.4.5 Travel Restraint System – A combination of an anchorage, anchorage connector, lanyard (or other means of connection), and body support to eliminate the possibility of a worker going over the unprotected edge or side of a walking-working surface.

4.4.6 Residential Construction, Commercial Leading Edge work and Commercial Precast Concrete Erection can use alternative fall protection measures such as controlled access zones or a safety monitoring systems when the employer can demonstrate that it is infeasible or creates a greater hazard to use conventional methods.

4.4.6.1 Fall Protection Plan. The employer must develop and implement a fall protection plan which meets the following provisions.

- The fall protection plan must be prepared by a qualified person and developed specifically for the site where the leading edge work, precast concrete work, or residential construction work is being performed and the plan must be maintained up to date.

- Any changes to the fall protection plan must be approved by a qualified person.

- A copy of the fall protection plan with all approved changes must be maintained at the job site.

- The implementation of the fall protection plan must be under the supervision of a competent person.

- The fall protection plan must document the reasons why the use of conventional fall protection systems (guardrail systems, personal fall arrest systems, or safety nets systems) are infeasible or why their use would create a greater hazard and identify each location where conventional fall protection methods cannot be used. These locations must then be classified as controlled access zones.

4.4.6.2 Controlled Access Zones. When used to control access to areas where leading edge and other operations are taking place the controlled access zone must be defined by a control line or by any other means that restricts access.

- When control lines are used, they must be erected not less than 6 feet (1.8 m) nor more than 25 feet (7.7 m) from the unprotected or leading edge, except when erecting precast concrete members.

- When erecting precast concrete members, the control line must be erected not less than 6 feet (1.8 m) nor more than 60 feet (18 m) or half the length of the member being erected, whichever is less, from the leading edge.

- The control line must extend along the entire length of the unprotected or leading edge and must be approximately parallel to the unprotected or leading edge.

- The control line must be connected on each side to a guardrail system or wall.

- Control lines must consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:

    - Each line must be flagged or otherwise clearly marked at not more than 6-foot (1.8 m) intervals with high-visibility material.

- Each line must be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches (1 m) from the walking/working surface and its highest point is not more than 45 inches (1.3 m) [50 inches (1.3 m) when overhand bricklaying operations are being performed] from the walking/working surface.

- Each line must have a minimum breaking strength of 200 pounds.

- On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones must be enlarged, as necessary, to enclose all points of access, material handling areas, and storage areas.

- On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work must be removed.

4.4.6.3 Safety Monitoring Systems. The employer must designate a competent person to monitor the safety of other employees and the employer must ensure that the safety monitor complies with the following requirements:

- The safety monitor must be competent to recognize fall hazards;

- The safety monitor must warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner;

- The safety monitor must be on the same walking/working surface and within visual sighting distance of the employee being monitored;

- The safety monitor must be close enough to communicate orally with the employee; and

- The safety monitor must not have other responsibilities which could take the monitor's attention from the monitoring function.

- Mechanical equipment must not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations low-slope roofs.

- No employee, other than an employee engaged in roofing work [on low-sloped roofs] or an employee covered by a fall protection plan, must be allowed in an area where an employee is being protected by a safety monitoring system.

- Each employee working in a controlled access zone must be directed to comply promptly with fall hazard warnings from safety monitors.

5. Safety Information

5.1 Inspection and Maintenance. To ensure that fall protection systems are ready and able to perform their required tasks, a program of inspection and maintenance will be implemented and maintained. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

5.1.1 Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.

5.1.2 All fall protection equipment will be inspected prior to each use or in accordance with the manufacturers guidelines.

5.1.3 Any fall protection equipment subjected to a fall or impact-load will be removed from service immediately and inspected by a qualified person (sent back to the manufacturer).

5.1.4 Check all equipment for mold, damage, wear, mildew, or distortion.

5.1.5 Hardware should be free of cracks, sharp edges, or burns.

5.1.6 Ensure that no straps are cut, broken, torn or scraped.

5.1.7 Special situations such as radiation, electrical conductivity, and chemical effects will be considered.

5.1.8 Equipment that is damaged or in need of maintenance will be tagged as unusable, and will not be stored in the same area as serviceable equipment.

5.1.9 Anchors and mountings will be inspected before each use for signs of damage.

6. Training and Information

6.1 Training is required for all employees who will use a PFAS. Training will include:

6.1.1 When fall protection is required

6.1.2 What equipment is necessary

6.1.3 A description of fall hazards in the work area

6.1.4 Procedures for using personal fall arrest systems

6.1.5 Equipment limitations

6.1.6 The elements encompassed in total fall distance

6.1.7 Prevention, control and fall arrest systems

6.1.8 Inspection and storage procedures for the equipment

6.1.9 Maintenance and Care

6.1.10 Employee must demonstrate an understanding of the training.

6.2 Refresher training. Refresher training must encompass all the requirements for initial training, and be provided whenever there is reason to believe the employee's knowledge is insufficient or the employee would benefit from additional training.

6.2.1 Retraining will be provided for employees whenever (and prior to) a change in their job assignments, a change in the work place, type of fall protection equipment used, or when a known hazard is added to the work environment which affects the Fall Protection Safety Program.

6.2.2 When the employer has reason to believe the employee cannot demonstrate an understanding of the training.

7. Definitions

- *Anchorage* - A secure point of attachment for lifelines, lanyards or deceleration devices.

- *Body belt* – A strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

- *Body harness* - Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

- *Connector* – A device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabineer, or it may be an integral component of part of the system.

- *Deceleration device* - Any mechanism with a maximum length of 3.5 feet, such as a rope grab, rip stitch lanyard, tearing or deforming lanyards, self-retracting lifelines, etc. which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

- *Energy shock absorber* - A device that limits shock-load forces on the body.

- *Free fall* - The act of falling before a personal fall arrest system begins to apply force to arrest the fall.
- *Free fall distance* - The vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall (maximum of 6 feet). This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

- *Lanyard* - A flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline or anchorage.

- *Lifeline* - A component consisting of a flexible line for connection to an anchorage at one end to hang vertically or for connection to anchorages at both ends to stretch horizontally and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

- *Personal fall arrest system* - A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

- *Retractable lifeline lanyard*- A fall arrest device that allows free travel without slack rope, but locks instantly when a fall begins.

- *Self-retracting lifeline/lanyard* - A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

- *Snap-hook* - A connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snap-hooks are generally one of two types:
  - The locking type with a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection.
  - The non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. As of January 1, 1998, the use of a non-locking snap-hook as part of personal fall arrest systems and positioning device systems is prohibited.

FALL HAZARD EVALUATION

Designation:	Location:

Date Assessed:	Related Operating Procedures Reviewed: ☐ Yes ☐ No	Location Marked and Entry Controlled: ☐ Yes ☐ No

FALL HAZARD ASSESSMENT CHECKLIST

Can an employee enter the area without restriction and perform work?	☐ Yes	☐ No
Are fall prevention systems such as cages, guardrails, toeboards, man lifts in place?	☐ Yes	☐ No
Have slipping and tripping hazards been removed or controlled?	☐ Yes	☐ No
Have visual warnings of fall hazards been installed?	☐ Yes	☐ No
Can the distance a worker could fall be reduced by installing platforms, nets etc.?	☐ Yes	☐ No
Are any permanently installed floor coverings, gratings, hatches, or doors missing?	☐ Yes	☐ No
Does the location contain any other recognized safety and or health hazards?	☐ Yes	☐ No
Is the space designated as a Permit Required Confined Space?	☐ Yes	☐ No
Have anchor points been designated and load tested?	☐ Yes	☐ No

Assessment Information: (indicate specifics with initials)

Initial	Hazard	Remarks/Recommendations
	Total potential fall distance:	
	Number of workers involved:	
	Frequency of task:	
	Obtainable anchor point strength:	
	Required anchor point strength: (not less than 5000 lbs)	

Additional Requirements:

- *Potential environmental conditions that could impact safety:*

Initial	Condition	Remarks/Recommendations

- *Possible required structural alterations:*

Initial	Alteration	Remarks/Recommendations

- *Possible task modification that may be required:*

Initial	Task	Remarks/Recommendations

- *Breakdown of vertical and horizontal movement: (sketch out work task):*

- *Training requirements:*

Initial	Requirement	Remarks/Recommendations

- *Personal protective equipment required:*

Initials	Requirement	Remarks/Recommendations

☐ **Approved**

AUTHORIZATION

I acknowledge that I have conducted a Fall Hazard Assessment of the above designated location and have detailed the findings of the assessment on this form.

*** Further detailed on attachment:**

☐ Yes ☐ No

Name:	**Signature:**	
Title:	**Date:**	**Time:**

ASSESSMENT FORM RETENTION INFORMATION		**ATTACHMENTS**	
Permanent Retention File:	**Location:**	☐ **Yes**	☐ **No**
Date Filed:	**Filed By:**		

FALL PROTECTION EQUIPMENT INSPECTION CHECKLIST

Equipment Assessed:	Assessor:	Date:

Safety Belt and Harness Inspection

Visual inspections of fall protection equipment shall be conducted before each use. If any defects described in this checklist are found, the equipment must not be used. Beginning at one end, holding the body side of the belt/harness toward you, grasp the belt with your hands, placing them six to eight inches apart. Bend the belt into an inverted "U" and examine the surface for damaged or broken fibers, pulled stitches, cuts, abrasions or chemical damage. **FOLLOW THIS PROCEDURE ALONG THE ENTIRE LENGTH ON THE INSIDE AND OUTSIDE OF THE BELT/HARNESS.**

CONDITION	PASS	FAIL
Inspect for frayed or broken strands. Broken webbing strands appear as tufts on the webbing surface. **Check for thread separation or rotting both inside as well as outside of the body pad.**	☐	☐
Buckle tongues should be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. The roller should turn freely on frame. **Check for distortion or sharp edges.**	☐	☐
The tongue or billet of the belts receives heavy wear from repeated buckling and unbuckling. Inspect for loose, distorted or broken grommets. Belts using punched holes without grommets should be checked for torn or elongated holes causing slippage of the buckle tongue. **Check for excessive elongation or distortion.**	☐	☐
Rivets should be tight and unmovable with fingers. Body site rivet base and outside rivet burr should be flat against the material. **Bent rivets will fail under stress.**	☐	☐
Note the condition of "D" ring rivets and "D" ring metal wear pads (if any). **Discolored, pitted or cracked rivets indicated chemical corrosion.**	☐	☐
Friction buckles must be inspected for distortion. The outer bars and center bars must be straight. Pay special attention to corners and attachment points of the center bar.	☐	☐
Sliding bar buckles must have the buckle frame and sliding bar inspected for cracks, distortion and sharp edges. The sliding bar should move freely. The knurled edge will slip if worn smooth. Inspect the corners and ends of the sliding bar carefully.	☐	☐

NEVER CUT OR PUNCH ADDITIONAL HOLES IN THE WAIST STRAP OR STRENGTH MEMBERS

Safety Strap, Lanyard and Hardware Inspection

Only use snaps and "D" rings which are compatible with each other. When inspecting lanyards, begin at one end and work to the opposite end. Slowly rotate the lanyard so that the entire circumference is checked.

CONDITION	PASS	FAIL
Inch by inch visual inspection for fiber laceration or stitch damage is done by flexing the strap in an inverted "U".	☐	☐
Strap buckles shall be inspected in the same manner as waist belt/harness buckles. (Buckle tongues should be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. The roller should turn freely on frame. **Check for distortion or sharp edges.)**	☐	☐
Snap hooks shall be checked for distortion of the hook or frame attachment to the belt. The keeper (latch) should seat into the snap nose without binding or obstruction and the keeper spring should have sufficient force to close the keeper firmly.	☐	☐
The thimble must be movable in the eye of the splice and the splice shall have no loose or cut strands. The thimble must be free of sharp edges, distortion or cracks.	☐	☐
All rivets shall be tight, free of distortion or wear and without cracks, sharp edges or corrosion.	☐	☐
Inspect wire rope lanyards for cuts or broken strands and unusual wearing patterns.	☐	☐
Inspect fiber rope lanyards for weakened areas by examining changes in the original diameter.	☐	☐
Inspect closely the forged steel "D" rings for cracks or other defects. Inspect the assembly of the "D" rings to the body pad or "D" ring saddle. **If the "D" ring can be moved vertically, independent of the body pad or "D" saddle, the belt should be replaced. The "D" ring bar shall be at a 90 degree angle with the long axis of the belt and should pivot freely.**	☐	☐

Webbing Inspection

Type of webbing	Heat	Chemical	Molten Metal or Flame	Paint or Solvents
Cotton	Scorches at 200 degrees to 250 degrees F, and turns a yellow color. Turns brown at 285 degrees F and is destroyed.	Changed in color depend on chemical exposure. Changes to light color or turns brown. Fibers may break when pulled or stressed.	Charred black marks or brown pockmarks. Holes through the webbing.	Paint which has saturated the webbing causing hardening and fiber breaks. Paints containing lead will attack webbing fibers.
Nylon and Cordura	In excessive heat nylon becomes brittle and has a shriveled, brownish appearance. The fibers will break when flexed. Should not be used above 200 degrees F.	Change in color usually appearing as a brownish smear or smudge. Transverse cracks when the belt is bent over. Loss of elasticity.	Webbing strands fuse together. Hard shiny spots which are brittle. Will not support combustion.	Paint which penetrates and dries restricts movement of fibers. Drying agents and solvents in some paints will appear as chemical damage.
Polyester, Dacron	Same as nylon except do not use above 180 degrees F.	Same as nylon.	Same as nylon except will support combustion.	Same as nylon.

PROGRAM OVERVIEW

ACCIDENT INVESTIGATION AND REPORTING SAFETY PROGRAM

REGULATORY STANDARD: *OSHA 29 CFR 1903. (General Duty Clause)*

INTRODUCTION

The accident investigation and reporting program is a tool used to ensure notification of accidents and assist in the correction action process. Accident investigation is primarily a fact-finding procedure - the facts revealed are used to prevent recurrences of similar accidents in the future.

TRAINING

- Supervisors should be trained in accident investigation
- Employees should be trained on when and how to report accidents and incidents

ACTIVITIES

- Determine who is a part of the Accident Investigation Team, which may include supervisors, management, and employees
- Determine accident and near miss reporting procedures
- Inform employees of the work-related injuries and illness procedures and their rights to report
- OSHA Recordkeeping, forms 300 and 301 or equivalent
- Injury trending

FORMS

- Accident, Incident, or Near Miss Investigation Report
- Training Attendance Roster - Accident Investigation
- Training Attendance Roster – Accident Reporting

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ACCIDENT INVESTIGATION AND REPORTING SAFETY PROGRAM

1. **Purpose.** Accidents and Incidents result from a failure of people, equipment, supplies, or surroundings. A successful accident investigation determines not only what happened, but also attempts to find out how and why the accident occurred. Investigations are an effort to prevent a similar or perhaps more disastrous sequence of events. The company will review and evaluate this safety program:

   1.1 When changes occur that prompt revision of this document (within the company or to regulatory documents)

   1.2 When facility operational changes occur that require a revision of this document

2. **Scope.** This program applies to the total workplace regardless of the number of workers employed or the number of work shifts.

3. **Responsibilities**

   3.1 Management:

      3.1.1 Ensure supervisors are trained in accident investigation, as needed or required.

      3.1.2 Inform employees of the company's work-related injury or illness procedures and the employees' rights to report work-related injuries and illnesses.

      3.1.3 Provide resources, as needed or required, to implement corrective actions based on results of incident investigations.

      3.1.4 Review incident reports and any incident trends to establish corrective and preventive actions.

      3.1.5 Communicate incident information to other areas of the company where similar incidents may occur, and implement preventive actions to eliminate the potential for future incidents.

      3.1.6 Maintain required documentation.

      3.1.7 Train appropriate personnel to review and implement Job Hazard Analysis and Trend Analysis as needed.

   3.2 Supervisor

      3.2.1 Provide or arrange for adequate medical treatment for any injured employee.

      3.2.2 Promptly investigate any incidents or near miss incidents that occur.

      3.2.3 Provide recommendations to management on corrective actions to prevent recurrence of similar incidents.

3.3 Employees

3.3.1 Promptly report incidents or near misses that occur.

3.3.2 Report hazardous conditions to your supervisor.

3.3.3 Participate in incident investigations, as needed or required.

4. Procedure

4.1 Inform employees of the company's work-related injury or illness procedures and the employees' rights to report work-related injuries and illnesses without fear of being discriminated against in any manner or fear of being discharged. Post the OSHA "It's The Law" worker rights poster.

4.2 Accident Investigation Team Composition. Supervisors, in conjunction with the safety officer as needed or required, are primarily responsible for the investigation of accidents and incidents. In addition, members of the safety committee or a separate Accident Investigation Team may serve as incident investigators.

4.3 Hazard Reporting:

4.3.1 Hazards or potential hazards identified by employees will immediately be reported to management or supervision.

4.3.1.1 Person reporting hazard

- Notify department Supervisor of the hazard.
- Initiate lock-out/tag-out, if required, on the machine.

4.3.1.2 Supervisor

- Notify all affected workers of hazard.
- Notify Maintenance Department of hazard, if required.
- Ensure hazard is properly marked and controlled until corrected.

4.4 Accident Investigation, Analysis and Reporting. Accident investigation is primarily a fact-finding procedure; the facts revealed are used to prevent recurrences of similar accidents. The focus of accident investigation will be to prevent future accidents and injuries to increase the safety and health of all our employees.

4.4.1 Immediate concerns:

4.4.1.1 Ensure any injured person receives proper care.

4.4.1.2 Ensure co-workers and personnel working with similar equipment or in similar jobs are aware of the situation. This is to ensure that procedural problems or defects in certain models of equipment do not exist.

4.4.1.3 Start the investigation promptly.

4.4.2 Accident Investigation and Reporting Form. OSHA Form 301 (or a standardized investigation report form which details specific company requirements for investigation) will be used to gather data to determine causes and corrective actions. As a minimum the form will contain the following areas of concern.

4.4.2.1 Injured employee's name and any other identifier

4.4.2.2 Employee's address

4.4.2.3 Date and time of injury

4.4.2.4 Shift and department

4.4.2.5 Sex/DOB

4.4.2.6 Length of service (hire date) and length of time at specific job

4.4.2.7 Time shift started

4.4.2.8 Physician's and hospital name (if transported)

4.4.2.9 Indication if employee was hospitalized as an in-patient (i.e. overnight)

4.4.2.10 Type of injury

4.4.2.11 Body part or body system injured

4.4.2.12 Resulting fatalities (date of death)

4.4.2.13 Occupation or task being performed just prior to being injured

4.4.2.14 Description and analysis of accident

4.4.2.15 Indication of the object or substance that directly harmed the employee

4.4.2.16 Name of person completing form, their title, phone number and the date

4.4.3 Additional information that is recommended on the form is:

4.4.3.1 Time shift started

4.4.3.2 Overtime length when injury occurred

4.4.3.3 Action taken to prevent recurrence

4.4.3.4 Employee's statement

4.4.3.5 Witnesses' statement

4.4.3.6 Employer's statement

4.4.3.7 Name of person(s) reviewing form and date of review

4.5 Accident Investigation Review Team. A member of management responsible will review all Incident Reports for the department/section involved ensuring pertinent information is transmitted to all concerned and remedial action(s) taken.

4.6 Accident Investigation Final Report. The report will include but is not limited to the following:

4.6.1 Investigation report form and pertinent data

4.6.2 Photographs/drawings/exhibits of scene

4.6.3 Narrative of accident

4.6.4 Sequence of events

4.6.5 Contributing information

4.6.6 Findings and recommendations of review team

4.6.7 Action items and completion dates

4.6.8 Responsible persons

4.6.9 Follow-up procedures to ensure completion

4.6.10 Distribution list

4.7 Safety and Job Hazard Analysis. The company will identify through the use of information sources, screening and job surveys any activities that place employees at risk. After any accident or near miss, the task or job in question will have a job hazard analyses routinely performed by a qualified person(s). This analysis will help to verify that all required actions are being taken to determine if risk factors for a work position have been reduced or eliminated to the maximum extent feasible.

4.7.1 Workstation Analysis. Workstation analysis will be conducted to identify risk factors present in each job or workstation.

5. Safety Information:

5.1 Administrative Controls. Once data has been gathered from the Incident Report, administrative controls will be used where needed to eliminate or reduce the frequency and severity of accidents and near misses. Examples of administrative controls include the following:

5.1.1 Reducing the production rates and or line speeds where possible.

5.1.2 Providing rest pauses to relieve fatigued muscle-tendon groups.

5.1.3 Increasing the number of employees assigned to a task to alleviate severe conditions, especially in lifting heavy objects.

5.1.4 Using job rotation and as a preventive measure, not as a response to physical symptoms. The principle of job rotation is to alleviate physical fatigue and stress of a particular set of muscles and tendons by rotating employees among other jobs that use different muscle-tendon groups. If rotation is utilized, the job analyses must be reviewed to ensure that the same muscle-tendon groups are not used when they are rotated.

5.1.5 Providing sufficient numbers of standby/relief personnel to compensate for foreseeable upset conditions on the line (e.g., loss of workers).

5.1.6 Job enlargement. Having employees perform broader functions which reduce the stress on specific muscle groups while performing individual tasks.

5.1.7 Machine maintenance/guarding. Ensure regular maintenance is performed on machines and/or tools used by employees are properly guarded and that maintenance is routinely performed.

5.1.8 Employee training. Ensure all employees are properly trained in the hazards associated with the job before work is performed unsupervised.

5.2 Medical Management. The Safety Officer or other designated person will manage the safety program. Employees of each work shift should have access to health care providers or designated alternates in order to facilitate treatment, surveillance activities, and recording of information. During an accident investigation the medical management safety program will, as a minimum, address the following issues:

5.2.1 Injury and illness recordkeeping

5.2.2 Early recognition of problems such as strains and muscle fatigue that could lead to accidents

5.2.3 Systematic evaluation and referral

5.2.4 Conservative treatment after an accident

5.2.5 Conservative return to work after an accident

5.2.6 Systematic monitoring

5.2.7 Recordability criteria. The accident must be work related. Simply stated, unless the illness was caused solely by a non-work-related event or exposure off-premises, the case is presumed to be work related.

5.2.8 Occupational injuries. Injuries are caused by instantaneous events in the work environment. To keep recordkeeping determinations as simple and equitable as possible, back cases are classified as injuries even though some back conditions may be triggered by an instantaneous event and others develop as a result of repeated trauma. Any occupational injury involving any of the following circumstances is to be recorded on the OSHA-Form 300:

5.2.8.1 Medical treatment resulting from significant injury/illness as diagnosed by a physician or other licensed health care professional

5.2.8.2 Loss of consciousness

5.2.8.3 Restriction of work or motion

5.2.8.4 Contaminated needle stick or sharp exposure

5.2.8.5 Work related tuberculosis infection

5.2.8.6 Cases of medical removal as required under specific OSHA Regulatory Standard

5.2.8.7 Transfer to another job

5.2.9 When an incident is recorded on the OSHA Form 300, that same incident must also be recorded on OSHA Form 301.

5.2.10 Periodic Workplace Walk-throughs. Supervisors, in conjunction with the Safety Officer or Health Care provider as needed or required, will conduct periodic, systematic workplace walk-throughs on a monthly basis (OSHA recommended) to remain knowledgeable about operations and work practices, to identify potential light duty jobs, and to maintain close contact with employees. Safety Officers and Health care providers also should be involved in identifying accident risk factors in the workplace as part of the Accident Investigation Team. A record will be kept documenting the date of the walk-through, area(s) visited, accident risk factors recognized, and action initiated to correct identified problems. Follow-up will be initiated and documented to ensure corrective action is taken when indicated.

5.3 Accident Trend Analysis

5.3.1 The information gathered from incident investigations, OSHA logs and hazard reports will help to identify areas or jobs where potential accident or injury conditions could or do exist. This information may be shared with anyone in the company since employees' personal identifiers are not solicited. The analysis of medical records (e.g., sign-in logs and individual employee medical records) may reveal areas or jobs of concern, but it may also identify individual workers who require further follow-up. The information gathered while analyzing medical records will be of a confidential nature, therefore care must be exercised to protect the individual employee's privacy.

5.3.2 The information gained from the trend analysis may help determine the effectiveness of the various safety programs initiated to decrease accidents in our facility.

5.3.3 Employee survey or Job Hazard Analysis. A survey may be used to provide a standardized measure of the extent of progress in reducing work-related accidents for each area of the plant or facility. This will determine which jobs are exhibiting problems and measure progress of the overall safety program.

5.3.3.1 Design of the survey. A survey of employees will be conducted to measure employee awareness of work-related accident and to report the location, frequency, and type of accidents likely to occur.

5.3.3.2 Surveys normally will not include an employee’s personal identifiers. This is to encourage employee participation in the survey.

5.3.3.3 Frequency. Surveys will be conducted anytime deemed necessary by the Accident Investigation Team. Conducting the survey should help detect any major change in the prevalence, incidence, and/or location of reported and unreported accidents.

5.3.4 List of Jobs. The company will compile a list of jobs, tasks and activities. This listing should be prioritized, based on the risk factors for type of injury (s) sustained. Jobs will be analyzed to determine the physical procedures used in the performance of each job including lifting requirements, postures, handgrips, frequency of repetitive motion, and general safety requirements of the job. This information will assist health care providers in recommending assignments to light or restricted duty jobs. Supervisors should periodically review and update the lists.

6. Training and Information

6.1 The purpose of accident investigation training and education is to ensure those members of the Accident Investigation Team and all of our employees are sufficiently informed about the Accident Investigation Safety Program.

6.1.1 Employees should be adequately trained about the company's Accident Investigation Safety Program. Proper training will allow managers, supervisors, and employees to understand the procedures to follow to report an accident, hazards associated with a job or production process, their prevention and control, and their medical consequences.

6.1.2 Training program design. The program will be designed and implemented by the Safety Officer, Senior Manager or other designated person. Appropriate special training will be provided for personnel responsible for administering the program.

6.1.3 Learning level. The safety program will be presented in language and at a level of understanding appropriate for the individuals being trained. It will provide an overview of the potential risk of illnesses and injuries, their causes and early symptoms, the means of prevention, and treatment.

6.1.4 Training for affected employees will consist of both general and specific job training:

6.1.4.1 General Training. Employees will be given formal instruction on the hazards associated with their jobs and with their equipment. This will include information on the varieties of hazards associated with the job, what risk factors cause or contribute to them, how to recognize and report hazardous conditions, and how to prevent accident with their respective jobs. This instruction will be repeated for each employee as necessary.

6.1.4.2 Job-Specific Training. New employees and reassigned workers will receive an initial orientation and hands-on training before being placed in a full-production job. Each new hire will receive a demonstration of the proper use of and procedures for all tools and equipment before assignment.

6.1.5 Training for Supervisors. Supervisors are responsible for ensuring that employees follow safe work practices and receive appropriate training to enable them to do this. Supervisors therefore will undergo training comparable to that of the employees. Such additional training as will enable them to recognize and correct hazardous work practices, proper accident reporting/investigation requirements, and to reinforce the company safety program.

6.1.6 Training for Managers. Managers will be made aware of their safety and health responsibilities and will receive sufficient training pertaining to issues at each workstation and in the production process as a whole so that they can effectively carry out their responsibilities.

6.1.7 Training for Engineers and Maintenance Personnel. Plant engineers and maintenance personnel will be trained in the prevention and correction of job hazards through job and workstation design and proper maintenance, both in general and as applied to the specific conditions of the facility.

6.2 Employee Training and Education. Health care providers will participate in the training and education of all employees, as needed or required. This training will be reinforced during workplace walk-throughs and the individual health surveillance appointments. All new employees will be given such education during orientation. This demonstration of concern along with the distribution of information should facilitate early recognition of accident conditions before their development, an elimination or reduction in accidents, and increased likelihood of compliance with recognition, prevention, and control.

7. Definitions.

- *Accident* - An injury or substance exposure that results in a detrimental health effect to an individual.

- *Incident* – An event that results in an accident, near miss or property damage.

- *Near Miss* – An avoided accident. An incident that could have occurred, but due to mitigating circumstances (or luck) did not occur.

ACCIDENT, INCIDENT OR NEAR MISS INVESTIGATION REPORT

PART 1 IDENTIFICATION INFORMATION

Employee Name	
Date of Accident	Time: ☐ AM PM ☐
Occupation	Shift
Department	SS#:
Employee Home Address:	Date of Birth:
	Date of Hire
	Gender: Male ___ Female ___

PART 2 SUPPLEMENTARY INFORMATION

Company			
Mailing Address			
City	State	Zip	
Telephone ( )			
Accident Location	☐ Same as establishment?	☐ On premises?	(Check if applies)
Location Where Accident Occurred (if different from above):			
Remarks:			
Was injured person performing regular job at time of accident? ☐ Yes ☐ No			
Describe activity the person was doing just before they were injured:			
Length of Service: With Employer		On this job	
Time shift started ☐ AM PM ☐		Overtime? ☐ Yes ☐ No	
Name and address of physician:			
City	State	Zip	
Employee treated in an emergency room? __ Yes __ No.		Employee hospitalized overnight? __ Yes __ No	
If hospitalized, name and address of hospital:			
City	State	Zip	
Fatality? Yes No		If Yes, date of death	

PART 3 ACCIDENT TREE

NATURE OF INJURY OR ILLNESS:	PART OF BODY AFFECTED:

Operation Location:	Operation Task:	Employee Task:	Employee Body Position/Activity	Preceding Situation or Event	Type of Accident

PART 4 DESCRIPTION AND ANALYSIS

Fully describe accident:

What factors led to the accident (from Part 3/Tree)?

MACHINERY/EQUIPMENT INVOLVED

Manufacturer		Equip. age
Serial No.	Model	
Function		
Location		
Has machine/equipment been modified? ☐ Yes ☐ No		If so, when?
Was it guarded? ☐ Yes ☐ No		
If Yes, describe guarding and how it functions to provide element of safety desired:		
Was guarding properly:	Constructed? ☐ Yes ☐ No	
	Installed? ☐ Yes ☐ No	
	Adjusted? ☐ Yes ☐ No	
If No to any of above, explain:		
Was there any mechanical failure? ☐ Yes ☐ No	If yes, explain:	
If construction related, date of contract:		
Is firm ☐ General Contractor ☐ Subcontractor		
Name of other contractors		
List any weather conditions that contributed to the incident:		

TRAINING

Did employee receive specific training or instructions relating to safety and health on the job being performed? ☐ Yes ☐ No	
Type:	
Instructed by:	
When instructed:	Length of training:

PERSONAL PROTECTIVE EQUIPMENT
Did employee use any protective equipment for the job or task performed? ☐ Yes ☐ No
Type:
Did equipment fail? ☐ Yes ☐ No
If so, describe:

CORRECTIVE ACTIONS:
Were any corrective or preventive actions put into place due to the incident? ☐ Yes ☐ No
If so, list them:

Action Taken	Expected Result	Expected Completion Date

Were corrective actions followed through to completion? Yes No
If so, list results and dates:

Action Taken	Expected Result	Expected Completion Date

STATEMENTS CONCERNING ACCIDENT

EMPLOYEE STATEMENT CONCERNING ACCIDENT

Name	Title	Date

SUPERVISOR/EMPLOYER'S STATEMENT

Name	Title	Date

WITNESS STATEMENT

Name	Title	Date

SAFETY COMMITTEE COMMENTS

Name	Title	Date

ATTACH ADDITIONAL COMMENTS, REPORTS AND PHOTOS ON NEXT PAGE