**COMPANY NAME**

**SAFETY MANUAL**

Due to the continually changing laws, codes, standards and regulations, the most current information and forms must always be examined to assure that you are in their compliance. This publication is provided for informational reference purposes only and is not warranted to be complete or accurate.

***COMPANY NAME* SAFETY PROGRAM**

**Scope**

In order for a safety program to be effective, it is vital that rules be established, monitored by responsible individuals and implemented at all levels of employment.

Employees are expected to utilize proper judgment in their personal habits. All employees are required to be in good physical condition to meet their daily working obligations when they report to work.

**Purpose**

To establish procedures for providing a safe and efficient work environment. All ***COMPANY NAME*** employees are expected to comply with safety and office procedures designated for this purpose.

**Procedures**

Employees at all levels must work diligently to execute the Company's policy of maintaining safety and occupational health. Safety does not occur by chance. Safety is the result of careful attention to all company operations by those who are directly and indirectly involved.

***COMPANY NAME*** Safety Program has been developed to assure compliance with Federal, State and Local regulations. It is the obligation of all employees to be knowledgeable of the standards established for this program and to implement the rules and procedures developed for this purpose.

Additionally, a safe operation is organized, clean and efficient. If every employee views accidents in the same way we will be in a better position not only control accidents, but assure that all aspects of our safety program will be strictly adhered to and that the intent of this program will be followed to the letter. Any recommendations to improve the Safety Program are encouraged.

**SAFETY RULES**

The following safety rules apply to all ***COMPANY NAME*** employees. They are for the guidance and protection of you and your fellow workers. Safety is the responsibility of every employee. Your cooperation is necessary in order for us to create and maintain safe working conditions. Each employee must think about safety and take appropriate actions to keep our work areas clean and free from hazards.

Safety is serious business. Neither the Company nor any employee has any option regarding safety. Any employee performing an unsafe act is a hazard and will be subject to appropriate disciplinary action up to and including discharge if warranted. Management will not condone an employee performing an unsafe act.

As a ***COMPANY NAME*** employee, you are expected to do your share to prevent accidents.

1. Always wear safety protection appropriate for your job. Employees must wear all required personal protective equipment and any other such equipment specified by the company for the job. Safety glasses are mandatory, at all times, in the shop area. ANSI approved are stamped Z87 or have manufacture mark on lens.

2. Report all injuries to management at the time they occur, no matter how minor you think the injury may be.

3. Only lift what you can safely handle. Ask for help when heavy objects are to be lifted or moved and always lift correctly. Use the appropriate lifting equipment.

4. Fighting, horseplay and throwing of objects will not be permitted at any time.

5. Ask if you are unsure of the safe and/or correct way to do a job.

6. Never block aisles, fire extinguishers, workspaces, exit doors and control cabinets.

7. Employees must use tools and equipment in a proper and safe manner.

8. No employee will hitch rides on any moving equipment.

9. Smoking is allowed only in designated smoking areas. Never smoke near flammable liquids or Combustible material.

10. Drinking alcoholic beverages, intoxication, or possession of illegal drugs on company property, or being under the influence of alcohol or other substance is not, and will not be permitted. Any employee taking prescription medication that effects his/her job function must notify management immediately.

11. Do not operate any machine or other equipment unless you are specifically trained and authorized to do so.

12. Machines and work areas must be kept clean at all times. Good housekeeping is essential to safe and efficient work.

13. Remember the position of all safety switches and how to use them. Safety devices such as guard covers, lockout devices, control switches, etc. must be properly used.

14. When you move from one work location to another, in the shop, always go the safest way. Do not take short cuts though restricted areas, between machines or under loads hanging from overhead.

15. Do not jump off platforms or any elevated locations. Use the ladder and stairs provided.

16. Never point a compressed air hose at yourself or fellow employee. This includes using an air hose for housekeeping purposes. Never dust yourself off using compressed air.

17. Never place a tool where it can injure you or anyone else by slipping, rolling, or falling. When using tools on a ladder, scaffold or platform keep them in a container or otherwise secured from falling.

18. Notify management immediately of any hazardous working situation.

19. Lift-truck drivers must be aware of and observe all safety rules when operating a lift-truck. Only trained authorized operators shall be permitted to operate such vehicles. **Seatbelts must be worn at all times.**

20. Any employee engaging in conduct inconsistent with his/her medical restrictions or which operates to further or lengthen the period of work related disabilities will be subject to discipline up to and including discharge.

**NOTE**:

This includes any conduct described above regardless of where it occurs, on or off company premises.

**\*\*ANYONE FOUND VIOLATING ANY OF THE SAFETY PROCEDURES SET FORTH IN THESE AND RELATED SAFETY RULES WILL BE SUBJECT TO DISCIPLINARY ACTION\*\***

**POLICY STATEMENT ON SAFETY AND HEALTH**

The safety and health of all employees of ***COMPANY NAME*** is of primary importance. The prevention of work-related injuries shall be given precedence over operating productivity. Safety shall be practiced by all personnel at all times. Only safe methods and equipment shall be used.

Recognizing that the responsibilities for safety must be shared by all, the Company establishes the following:

* The company accepts responsibility for enacting and maintaining our company’s safety and health standards and expects full cooperation by all of its employees to prevent job-related accidents, injuries, and/or illnesses.
* The safety coordinator and the safety committee are responsible for the implementation and maintenance of the company safety program.
* The safety coordinator and the safety committee will be responsible for developing the proper attitudes toward safety and health in all employees and for ensuring that all operations are performed with the utmost regard for safety of all.
* Each employee is responsible for wholehearted cooperation with all aspects of safety and health, including compliance with all safety-related rules and regulations and for continuously practicing safety while performing his or her duties.

Failure to comply with safe and healthful work practices may result in disciplinary action, up to and including termination.

The company’s safety requirements include:

* Compliance with all applicable safety laws, rules, and regulations.
* Regular safety inspections to identify and eliminate unsafe working conditions and practices.
* Prompt and thorough investigation of every accident.
* The company’s safety and health program is designed to reduce the number of injuries to a minimum. Our goal is zero accidents, injuries, and illnesses.
* Your co-operation is expected.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Safety Coordinator

**GENERAL RULES FOR ALL EMPLOYEES**

**1. Application & Responsibility**

* + **Possession** - all employees shall be given a copy of the safety rules. These rules shall be kept while they are employed here and returned when their services are terminated.
  + **Knowledge** - Each employee shall carefully study (not merely read) the safety rules. Safety rules shall be obeyed, and ignorance will not be accepted as an excuse for their violation. Job site inspections by supervisors or project managers will be done on a regular basis.
  + **Interpretation** - If and employee is called upon to perform work which they consider hazardous and not properly protected, they shall bring the matter to the attention of their supervisor before commencing work. If questions arise, a suitable resolution must be agreed upon by all parties.

**NOTE: For the purpose of these rules, the term “supervisor” shall mean any person directly in charge of work, including project managers.**

* **Emergencies** - These rules represent minimum requirements and are only intended to cover average conditions. Since it is impracticable to cover all conditions and emergencies, the earnest cooperation of all employees, with their supervisors, is requested in meeting conditions not provided for in these rules.

**2. Employees’ Responsibility for Safety**

* **Ability** - Before proceeding with a job, the employee shall satisfy themselves that they can perform the work without injury. If the employee is assigned work they are not qualified to perform, they shall call this to the attention of their supervisor.
* **Understanding** - Before starting a job, each employee shall thoroughly understand the work to be done, their part in it, and the safety rules that apply. “Tool Box Talks”, pre-job discussions, and preplanning of hazard exposures will promote safe operations. Work at a pace consistent with safety for that job.

**3. Reporting Employee Injuries**

* **Injuries** - no matter how slight, shall be reported immediately to the person in charge. An accident report form should be completed by the superintendent and injured employee and filed with the office.
* When the services of a physician are necessary, a physician designated by the company shall be used whenever possible. Such injuries shall be reported on the company Employee Accident Investigation Report form.
* In case of serious or fatal accidents to employees or others, the injured shall be attended to promptly. The accident shall then be reported immediately to the job site supervisor and the office. Fatal accidents must be reported to OSHA within 8 hours.

**4. Practical Jokes**

* Practical jokes and “horseplay” are strictly forbidden.

**SAFETY MANAGEMENT**

Employee's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The employee named above has been informed of:

\_\_\_\_\_\_\_ Management’s Commitment to Safety

\_\_\_\_\_\_\_ Company Safety Rules

\_\_\_\_\_\_\_ A Chance to Ask Questions or Submit Ideas

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACCIDENT INVESTIGATION**

**Scope**

In order to develop an effective accident investigation program total commitment is needed from all branches of the company, with a lot of the investigating being done by the first line supervisors.

All employees are required to report all accident or near misses to their supervisor as soon as they happen. All injuries will be investigated no matter what the size.

**Purpose**

To establish an accident investigation program that will help COMPANY NAME reduce the amount of down time and stop the reoccurrence of unwanted and costly accidents.

**Definitions**

**Accident** - is an unexpected occurrence that may or may not result in injury, property, equipment or product damage which usually interrupts work.

**Near Miss** - is a close call, no one was actually hurt or damage done, but the potential for injury and expense was there.

**Procedure**

There are five steps to follow when doing an accident investigation:

1. **Reporting** - It is the employees’ responsibility to immediately report all accidents and unsafe conditions to his/her supervisor no matter what the severity.
2. **Investigating** - Determine if it was a non-injury accident or an accident that caused personal injury. You should investigate both accidents the same way with the level of seriousness establishing the amount of management involvement.
3. **Analysis** - First determines if it was a preventable injury and then list the items damaged. Then review the relationship of the accident with the role of the job, and determine if there was an unsafe condition or an unsafe act present.
4. **Correcting** - In correcting the problem, cooperation is needed from top management all the way down to the part-time workers. Reviewing past loss runs will aid in trying to pick out any trends or any repeat offenders that might need refresher training. The safety committee will then discuss the accident with the information presented to them and try to prevent reoccurrence.
5. **Follow-Up** - Installing a format that describes the items that need to be repaired or replaced, date of initial action, date of completion and a remark section. A good follow-up is necessary to prevent further accidents.

**Supervisors Role**

Accident investigation is the responsibility of all levels of plant management, but to establish a good program requires the help of first line supervisors. This is needed because the supervisors are the closest link management has to the working conditions, and the employees, who do the jobs. A good supervisor will know the details needed in performing the job and also enforce the company rules.

In having the first line supervisors reporting all accidents it shows the employees that accident prevention will be taken seriously.

Supervisors need to know about accident causes and what methods should be taken when investigating an accident. In most cases the supervisor knows the job responsibilities and is able to pick out unsafe conditions.

Supervisors need to react immediately to prevent reoccurrence of the accident. This might include retraining, eliminating a machine or adding a safety device, all, which is dependent on the type of accident.

**STEPS IN INTERVIEWING THE WITNESSES**

1. Interview witnesses promptly and separately.

a) The sooner the interview the fresher the information

b) Groups tend to influence each other, not everybody sees things the same way.

2. Reassure the witness of the investigation's purpose.

a) Don’t make the witness feel like what he/she says will get the injured into any trouble.

3. Get the witness' version with minimal interruptions.

a) With a lot of interruptions the witness has a tendency to forget important items.

4. Direct questions to clarify and fill in missing parts.

a) Don’t ask questions that imply an answer; wanted or not wanted.

b) Let the witness talk, listening can be more important then asking questions. Listen for clues that might help in leading the investigation.

5. Summarize your understanding of what the witness related to you.

a) Always make sure you understand what the witness has just told you.

b) Don’t say anything that lays blame on anyone.

c) Be cooperative, don't badger the witness.

d) Make the witness feel like there is a partnership in the investigation.

When completed with the interviewing process a review session is needed to discuss the findings. This review session should be conducted in your monthly safety meetings with your supervisors. When everybody understands why the accident happened; a solution should not be far behind. Also remember the steps in trying to eliminate a hazard are:

1. Engineering
2. Administration
3. Personal Protective Equipment

The time you spend investigating one accident could save you time and money that's involved in a reoccurrence.

**ACCIDENT/INCIDENT REPORT**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_

Time of Incident: \_\_\_\_\_\_\_\_ Dept. /Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Years w/Co.: \_\_\_\_\_\_\_\_

Location of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_

Witness Yes No If yes, who: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Injury or Damage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the Pain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Describe What Happened: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Activity at Time of Injury or Occurrence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What Corrective Action Was/Will Be Taken? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Did You Receive Medical Treatment For Your Injury? Yes No

If Yes Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANALYSIS OF ACCIDENT CAUSE

\_\_\_\_\_ Unaware of (job) Hazards \_\_\_\_\_ Tried to Avoid Extra Effort

\_\_\_\_\_ Inattentive to Hazards \_\_\_\_\_ Acted to Avoid Discomfort

\_\_\_\_\_ Low Level of Job Skill \_\_\_\_\_ Influence of Fatigue/Illness

\_\_\_\_\_ Tried to Gain or Save Time \_\_\_\_\_ Other

ACTIONS TAKEN TO PREVENT REOCCURRENCE

\_\_\_\_\_ Re-instruction of Person(s) \_\_\_\_\_ Equipment Repair/Replace

\_\_\_\_\_ Reprimand of Person(s) \_\_\_\_\_ Install Safety Guards

\_\_\_\_\_ Action to Improve Clean-up \_\_\_\_\_ Action to Improve Construction

\_\_\_\_\_ Order Use of Safer Materials \_\_\_\_\_ Other

**SUPERVISOR’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYEE’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMERGENCY EVACUATION PROCEDURE**

In response to the OSHA Standard CFR 1910.38, "Employee Emergencies", COMPANY NAME Inc. has developed a written evacuation procedure.

**Scope**

The purpose of this procedure is to inform all employees of emergency evacuation procedures and what precaution should be taken when leaving the building in an emergency.

**Written Procedure**

This procedure covers emergency evacuation for fires, hazardous spills, bad weather, and tornadoes.

**FIRE EVACUATION**(hazardous spills)

1. It will be the responsibility of the person who first notices the fire to relay the information to other individuals and notify the local fire department. (9-1-1) If the area of building doesn't have a fire alarm, some other way of informing the employees is needed.
2. An emergency escape plan is needed mapping out the safest means of egress. This escape plan will be posted in each department. Each department should have their own designated route to avoid overcrowding of the exits.
3. In case of emergency, certain responsibilities should be taken care of. Each department should assign someone as a warden. The warden will be responsible for checking all the rooms and making sure that all individuals are out of the building, windows are shut, and equipment turned off. Special assistance plans are needed if any individuals in the company have physical disabilities. You should assign helpers to these individuals to aid in a fast and safe exit.
4. After the evacuation each department will have assigned meeting places. While in their assigned area, the department head will be responsible for doing a head count to insure that all of the employees got out safely.
5. For the well being of the employees, the assigned first responder will be in charge of going around to the different meeting places and checking for any injuries. In the case that there was an injury, the designated first responders will send one of the other employees to get additional help.
6. Rescue attempts will not be made by any non-trained personnel. In the case of a rescue the fire department or paramedics will be the only ones allowed back in the building until it is given the all clear.
7. All employees should be trained on these evacuation procedures, once in the classroom and then an actual walk through of what to do. This training will be done yearly. It is important all new employees are trained before they work in a department. Training records will be signed after completion of the session and kept on file for the duration of employment.

**TORNADO** (bad weather)

1. When weather is probable for a tornado one individual should be in charge of listening for potential spottings around the area. All employees should be aware of the warning and ready to take shelter.
2. Some kind of alarm system should be established to warn employees to go to their assigned shelter. All employees should be able to recognize the difference between fire and tornado alarm.
3. There will be assigned tornado shelters that employees will be assigned to that gives them the best protection for the tornado.
4. The department supervisor will be appointed to take a head count and make sure everybody is in their designated spot. Again, if any individual needs help, have the same assigned helpers for the fire evacuation help in the tornado shelter. By using the same individuals it will cut down on confusion.
5. All employees will be required to stay in the shelter area until the all-clear siren blows. After the exposure all employees are required to look over their workstation and report any damages the weather may have caused.

There are other potential problems that may occur, but the most common are fire and tornado. For this reason all employees should be trained and have the written emergency plan accessible to them at all times. The emergency evacuation plans will be posted in each department and practiced once a year.

**EMERGENCY TRAINING RECORD**

EMPLOYEES NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The named employee has been trained in the emergency evacuation procedures for ***COMPANY NAME*** Items covered in the training included:

1. Fire Evacuation
2. Tornado Shelter
3. Bad Weather and Chemical Spill

EMPLOYEE'S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HAZARD COMMUNICATION MANUAL**

This manual was developed as ***COMPANY NAME*** Written Hazard Communication Program as required under the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

The purpose of the OSHA Communication Standard is to ensure that the hazards of all chemicals produced or imported by chemical manufacturers or importers are evaluated, and that information concerning their hazards is transmitted to affected employers and employees. A summary of the standard will be kept on file and used as a reference.

This manual contains an explanation of the employee’s right to know about the chemical substance with which they work, to which they are exposed, how to protect themselves, the list of chemical substances in the work area along with corresponding Material Safety Data Sheets (MSDS), and an explanation of how to use and understand the MSDS.

The program describes the policy for evaluating hazardous chemicals along with guidelines for developing appropriate MSDS’s and the labeling of the product. Also explained is use of personal protective equipment which is made available to employees after proper training is given.

The program further describes how communication is made with contractors to assure their employees are adequately informed of the hazards to which they may be exposed to while on our property and to assure that contractors provide ***COMPANY NAME*** with appropriate information concerning hazards of materials they bring onto ***COMPANY NAME*** property.

**CHAPTER I**

The Hazard Communication Standard requires chemical manufacturers and importers to evaluate the hazards of the chemicals they produce or import. This information must be transmitted to employers downstream and made available to the employees. The standard covers products containing hazardous substances with the exception of:

1. Hazardous Wastes
2. Tobacco Products
3. Wood Products
4. Foods, drugs, or cosmetics intended for personal consumption by employees in the workplace.

The manufacturer or importer must determine which chemicals are hazardous based upon certain criteria spelled out in the standard. The hazards associated with mixtures of chemicals will be considered to be the same as for the individual components unless the mixture as a whole has been tested.

The standard requires employers to have a written communication program. It must include:

1. A list of hazardous chemicals found in the workplace.
2. The methods used to inform employees of the hazards associated with non-routine tasks.
3. Unlabeled pipes and methods of informing outside contractors of hazards associated with materials found in the workplace.

Containers of hazardous chemicals must be labeled to warn the users of potential hazards associated with the material. Exception to this rule include small temporary transfer containers. The type of label is not specified in the standard and may contain warning signs, symbols and pictographs, as well as words.

All hazardous chemicals shipped by a manufacturer or importer to a customer for the first time must be accompanied by a material safety data sheet (MSDS). These MSDS’s, along with labels, are the primary method for transmitting hazard information. The employer:

1. Must keep a MSDS for each hazardous material in the workplace.
2. These MSDS’s must be made available to the employees whenever the chemical is in use.
3. Employees who work with hazardous chemicals must be trained about the hazards associated with those materials and about provisions of the Hazard Communication Standard.

If a company determines that revealing the chemical composition of a product would damage its competitive position, it may choose to claim that such information is a "trade secret". It can then withhold information about the specific chemical composition of the material, noting confidentiality on the MSDS. However, information concerning hazards associated with the material must be released.

It will be ***COMPANY NAME*** responsibility to make sure all employees are trained, products are labeled, and that all hazardous chemicals are accompanied with a material safety data sheet.

A master list of Hazardous chemicals at ***COMPANY NAME*** will be maintained in the following locations:

1.

2.

3.

\*\*\* The presence of a chemical on this list does not, in itself, constitute a danger. The degree of exposure, route of entry into the body, concentrations of the various components, and methods of application or operation all play important roles in the degree of hazard presented by a particular chemical. All of these factors must be considered in assessing the degree of the hazard.

Questions concerning any listed chemicals or material in the work area should be directed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**CHAPTER II**

**MSDS Information**

MSDS is the abbreviation for Material Safety Data Sheet. The MSDS is an informational sheet on a material indicating the chemical and physical characteristics along with information regarding safety practices to be used when handling the material. The MSDS, along with the product label, is a major means for providing detailed hazard information about a particular product.

Manufacturers and importers of all hazardous chemicals must obtain or develop a MSDS for each hazardous chemical. The information must reflect the most current available toxicological information. The manufacturer or importer is not required to perform their own scientific studies to obtain the new hazard information unless they choose not to rely on the evaluation performed by the chemical manufacturer or importer. MSDS’s must be updated periodically as new hazard data becomes available.

The Material Safety Data Sheets must identify:

1. The chemicals in a material.
2. Information about the physical and chemical properties.
3. The hazards that using the product may produce.
4. Physical hazards, particularly relating to fire & explosion are explained.
5. Information on health hazards associated with exposure to the chemical.
6. What signs or symptoms to look for.
7. Ways in which the chemical can enter the body.
8. OSHA Permissible Exposure Limits or ACGIH Threshold Limit Values.
9. Information concerning the safe handling of the material.
10. Hygienic practices needed.
11. Clean up procedures.
12. Protective measures.

**CHAPTER III**

**MSDS Procedure Policy**

1. When purchasing non-stock authorized material by requisition, status of the MSDS for material ordered will be the responsibility of the requisitioner.
2. The requisitioner must request a MSDS for chemicals ordered unless it is already on file. If possible, write on the purchase order that a MSDS is needed.
3. If there is a question regarding the material you are ordering and whether it requires an MSDS, contact the Plant Manager or Area Supervisor. It will be the responsibility of the requisitioner to know the "status" of the MSDS for the material ordered and to be sure one is received for filing if required.
4. If an MSDS on a new substance ordered is not secured from the supplier the date the substance is received at our operation, the receiving department will write to the supplier, requesting immediate receipt of the MSDS, and keep a copy of that written request for documented evidence.

***COMPANY NAME* is required by law to have on file a Material Safety Data Sheet for material ordered. Please forward (3) copies with shipment, attached to the packing slip.**

1. When the Material Safety Data Sheets are received with the shipment, the Receiving Department will forward all copies to the Plant Manager or Area Supervisor who will file the MSDS in the MSDS Binder along with the copy of the Purchase Order.
2. In the absence of MSDS, a temporary data sheet, containing all information known about the substance, will be used as an alternative until the required sheet is secured from supplier.
3. Material brought in for evaluation or testing must be accompanied by an MSDS unless product is exempt from MSDS requirements. Person requesting or accepting material for evaluation or testing is responsible for obtaining MSDS.

MSDS’s for products used by contractors are required to be on file at ***COMPANY NAME*** before they bring material to the work site. The buyer is responsible for obtaining and forwarding to the Plant Manager the MSDS’s as required by the company's Contractor/Vendor Safety Policy.

Contractors may obtain MSDS's for materials supplied or used by ***COMPANY NAME*** at the worksite by request to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**CHAPTER IV**

**Description of Plan Labeling Policies**

A warning label is a visual reminder of the potential hazards associated with the material. The warning label may consist of printed, written or graphic materials. The purpose of the label is to give a visual warning and to make users immediately aware of potential hazards. The label may also provide a link to more detailed information contained in the Material Safety Data Sheet.

Labels must identify:

1. The hazardous chemicals in the material which are regulated by the Standard.
2. Appropriate hazard warnings.
3. Name and address of manufacturer, importer, or other responsible party.

Labels must not be removed or defaced unless the container is immediately remarked with the information as required by the Standard. Identity of the chemical on the label must be given either as the proper chemical name or common name which allows cross-referencing with the Material Safety Data Sheet for the material. Trade names, unless they are commonly used and accepted for a given chemical, may not be sufficient.

There are various manufacturers’ concepts on labeling. Three common systems were developed by the American National Standards Institute (ANSI), The National Fire Protection Association (NFPA) and The National Paint and Coating Association (NPCA). A brief description and pictorial where applicable of these labeling concepts follows:

**ANSI**

**The ANSI format uses set statements for hazardous chemicals based on their defined class of hazard for each material. The set statements include four parameters: the signal work, statements of hazard, precautionary measures, and instructions in case of contact or exposure. These labels may also include information on fighting fires, containing spills, and storage and handling.**

**NFPA**

**The NFPA 704-1980 system is concerned with the health, fire, reactivity and other related hazards created by short term exposure as might be encountered under fire or related emergency conditions. The system identifies hazards of a material in terms of three principal categories; namely, "health", "flammability", and "reactivity". It indicates the order of severity numerically by five divisions ranging from (4) for severe hazard to (0) which indicates no special hazard. A fourth space is provided to indicate special instructions such as reactivity with water. The health hazard ratings are established on the basis of health hazards that would be present under fire conditions. This system applies to chemical substances not mixtures. See Figure 1.**

**NPCA**

**The NPCA developed the Hazardous Materials Identification System (HMIS) in 1976. The NPCA format is a visual system similar to the NFPA system. The health, flammability, and reactivity of a material is identified by a numerical designation ranging from 0 to 4. A rating of 0 represents a minimal degree of hazard, a rating of 4 represents a sever degree of hazard. The system consists of a square divided into four horizontal divisions. The fourth division is used for recommended personal protective equipment. See Figure 1.**

The color codes for both the NFPA and NPCA systems are as follows:

BLUE - HEALTH

RED - FLAMMABILITY

YELLOW - REACTIVITY

WHITE - PERSONAL PROTECTIVE EQUIPMENT OR SPECIAL

HAZARD WARNING INSTRUCTIONS

**Labeling Definition**

**Health (blue)**

4) Deadly: short exposure could cause death of major residual injury even with prompt medical attention. Specialized protective equipment required.

3) Extreme Danger: short exposure could cause serious injury even with prompt medical attention. Exposure to any part of the body should be avoided.

2) Dangerous: intense or continuous exposure could cause incapacitation or residual injury without prompt medical attention. Personal protective equipment is indicated.

1) Slight Hazard: exposure would cause irritation or minor injury even if no medical treatment is provided. Personal protective equipment is indicated.

0) No Hazard: exposure under fire condition offers no significant risk to health beyond that of ordinary combustible material.

**Flammability (red)**

4) Flammable gases, cryogenic liquids and flammable liquids having a flash point below 73 F and a boiling point below 100 F. These materials are extremely flammable, volatile or explosive.

3) Liquids or solids that can be ignited under almost all ambient temperature conditions. This includes liquids having a flash point at or below 73 F and a boiling point at or below 100 F.

2) Materials that must be moderately heated or exposed to relatively high temperature before ignition occurs. This includes liquids with a flash point above 100 F but not exceeding 220 F.

1) Materials that must be preheated to ignite; i.e. most ordinary combustibles and any liquids, solids or semisolids having a flash point above 200 F.

0) Materials that will not burn; i.e. any materials that will not burn in air when exposed to a temperature of 1500 F for a period of (5) minutes.

**Reactivity (yellow)**

4) Self-reactive Materials: i.e. materials that are shock sensitive or are capable of detonation or explosion at normal temperatures and pressures. No external ignition source is required.

3) Explosive Materials: i.e. materials that are capable of detonation or explosion provided there is an initial source of heat, shock, or water.

2) Unstable Materials: i.e. materials which do not detonate but undergo violent chemical change at either ambient or elevated temperature and pressure. This includes water reactive materials.

1) Normally Stable Materials: i.e. materials that can become unstable at elevated temperatures and pressures. This includes materials which may react with water but not violently.

0) Stable Materials: i.e. materials that are themselves normally stable even when exposed to fire and/or water.

**Special (white)**

* Water - reactive: materials which demonstrate unusual reactivity in water
* Oxidizer - materials that initiate or promote combustion by spontaneous evolving oxygen at room temperature or under slight heating
* Radioactive Materials - materials that posses radioactive hazards

**CHAPTER V**

**Training Policies**

**Hazard Communication Orientation**

All employees attend a Hazard Communication orientation when hired. Topics covered during the orientation session include:

1. Explanation of purpose and effective dates of standard.
2. Health hazard terms and examples:

* Toxicity vs. exposure.
* Acute vs. chronic effects and exposures.
* Routes of entry (Inhalation, absorption, ingestion, injection).
* Chemical classifications (carcinogens, corrosives, sensitizers, irritants).
* Toxicity evaluations (oral LD50, skin LD50, inhalation LC50).
* TWA, PEL, TLV

1. Physical hazard terms and examples

* Flammables
* Combustibles
* Oxidizers
* Reactivity

1. Explanation of Material Safety Data Sheets

* Requirements and definition of terms by section of MSDS.
* Examples of implant MSDS’s.
* Implant procedures for requisitioning, receipt, recording, and distributing.
* MSDS’s

1. Labeling requirements

* Explanation of Standard requirements.
* Definition of container.
* Transfer container practices.
* Examples of labeling systems.
* Examples of specific product labels.

1. Training

* Standard requirements.
* Review of previous training programs.

1. Written Program

* Examples of Hazard Communication Manual.
* Explanation of Manuals' Table of Contents.

1. Methods/Observations for Exposures & Protective Measures

* Air quality monitoring equipment demonstration.
* Dosimeters, sound level meters.
* Use of senses: visual.
* Work practices.
* Department policy examples.
* Plant respiratory protection policies.

Employees are provided an opportunity to ask questions at end of each session.

**Refresher Training**

Refresher training is to be provided by the employee's supervisor whenever a new hazard is introduced into the work area.

**Contractor Education and Training Procedures**

**OSHA HAZARD COMMUNICATION STANDARD 29CFR1910.1200**

Contractors are required by above law to have on file with ***COMPANY NAME*** Material Safety Data Sheets (MSDS) for all Hazardous materials they bring to the work site. The company will advise contractors of any hazards at the work site and make suggestions for appropriate protective measures. MSDS's will be kept on file for all hazardous material in the area provided by ***COMPANY NAME*.**

The safety rules are to be made part of any pertinent purchase orders including vendors performing specified work such as usual construction contractors, preventive maintenance of office equipment janitorial, etc. It is the responsibility of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to obtain and forward to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MSDS’s provided by vendors with a copy of the Purchase Order.

It is also the responsibility of the ***COMPANY NAME*** to advise vendor/subcontractor of any hazard at the work site covered by the Standard and make suggestions for appropriate protective measures, prior to the start of work. Questions on potential hazards at the work site that subcontractors may be exposed to or on required precautionary measures may be addressed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**HAZARD COMMUNICATION RECORD**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The employee named above has received Hazard Communication with:

\_\_\_\_\_\_ Employees Right to Know

\_\_\_\_\_\_ OSHA Hazardous Communication Law

\_\_\_\_\_\_ Training as outlined in Hazard Communication Manual

The above employee comes in contact with the following chemical(s) (list most used chemicals first):

1.

2.

3.

4.

5.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature to be kept on file

**CHAPTER VI**

**MSDS Definition of Terms**

The following is an explanation of terms which may be used on Material Safety Data Sheets.

**SECTION 1 – Manufacturer’s Information**

**Manufacturer's Name and Address**

Name and address of manufacturer of subject product.

**Telephone Number**

Phone number where additional information concerning MSDS or product may be obtained.

**Date of Preparation**

Using date.

**Chemical Name**

Scientific designation of a chemical in accordance with nomenclature system as developed by the International Union of Pure and Applied Chemistry or the Chemical Abstracts Services rules of nomenclature; referring to products consisting of a single element or compound such as oxygen or methyl ethyl ketone.

**Common Name**

Designated or identification that may be used to identify a chemical other than its chemical name, such as code name or number, trade or brand name.

**Chemical Family**

Indicates the general class of compounds in which the hazardous substance is a member. (acids, ketones).

**Trade Name and Synonyms**

Look at common names.

**Formula**

Refers only to chemical formula for single elements or compounds, not to the formulation of a mixture.

**SECTION 2 – Hazardous Ingredients**

**Hazardous Components**

The chemical and/or common names of all ingredients determined to be health hazard and comprising 1% or greater of composition (0.1% or greater is a carcinogen).

**%WT**

The percentage by weight of each chemical component greater than 1% in the total product (0.1 or greater is a carcinogen).

**TLV**

Threshold Limit Value developed by ACGIH; exposure level under which most people can work consistently for 8 hours a day, repeatedly without experiencing adverse effects.

**PEL**

Permissible exposure limit; employees permitted exposure to any material listed in table z-1-a, z-2, or z-3 of OSHA regulation 1910.1000, Air Contaminants.

TLV's or PEL's may be expressed in parts of material per million(ppm) parts of air by volume for gases and vapors, or as milligrams of material per cubic meter (mg/m3) of air for dusts, mists, gases and vapor.

**SECTION 3 – Physical and Chemical Data**

**Boiling Point**

The temperature at which a liquid changes to a vapor at a given pressure; normally stated in degrees Fahrenheit at a sea level pressure of 760 millimeters of mercury. The initial boiling point is generally considered when addressing a mixture, or the boiling range may be given.

**Vapor Pressure**

Pressure exerted by a saturated vapor above its own liquid in a closed container and is normally expressed in millimeters of mercury at 68 degrees Fahrenheit or 20 degrees Celsius.

**Vapor Density**

The relative density or weight of a vapor or gas compared with an equal volume of air; values are usually given in the ambient temperature range of 60-90 degrees Fahrenheit.

Note: vapors of most flammable liquids are heavier than air.

**Specific Gravity**

Refers to the ratio of weight of a volume of material to the weight of an equal volume of water at 39.2 degrees F. This determines whether the material floats or sinks in water.

**Solubility in Water**

Amount of material that can be dissolved in a given volume of water expressed in terms of milligrams per liter or in general terms as:

Negligible................less than 0.1 percent

Slight.......................0.1 - 1 percent

Moderate................1 - 10 percent

Appreciable.............more than 10 percent

Complete................in all proportions

**Percent Volatile by Volume**

Percentage of liquid or solid by volume that evaporates at ambient temperature of 70 degrees F.

**Evaporation Rate**

Rate at which a particular material will vaporize when compared to the rate of vaporization of a known material such as butyl acetate or ether.

**pH Information**

Means used to express the degree of acidity or alkalinity of a solution with neutrality indicated as 7.

**Appearance and Odor**

Brief description of substance at normal room temperature and atmospheric conditions.

**Reactivity in Water**

Any solid substance that by interaction with water is likely to become spontaneously flammable or to give off flammable or toxic gases in dangerous quantities.

**SECTION 4 – Fire and Explosion Hazard Data**

**Flash Point**

The lowest temperature at which a liquid gives off enough vapor to form an ignitable mixture with air near its surface or within a vessel.

**Flammability Limits (% Vol) LEL and UEL**

Indicates the range of concentrations over which a vapor mixed with air will ignite or explode if an ignition source is present. The data is indicated from the lower explosive limit (LEL) to the upper explosive limit (UEL) and are expressed in percent by volume of fuel vapor in the air. These values are usually for normal ambient conditions of temperature and pressure.

**Auto Ignition Temperature**

The temperature at which a material will self ignite and sustain combustion in the absence of a spark or flame.

**Extinguishing Media**

Refers to the fire fighting substance to be used to control the specific material in the event of a fire; generally named by its generic name, such as fog, foam, water, alcohol foam, carbon dioxide, dry chemical, etc.

**Special Fire Fighting Procedures**

Refers to any special handling procedures in fire fighting and personal protective equipment that should be used; indicates when certain fire fighting substances have been found to be unsafe and/or ineffective to control a specific burning material.

**Unusual Fire and Explosion Hazards**

Refers to hazards that might occur as a result of overheating or burning a specific material and should include chemical reactions or changes in chemical composition or any special hazards involved in extinguishing the burning material.

**SECTION 5 – Reactivity Data**

This tells you if the material reacts with other materials or conditions. It lists materials that, when mixed together, will burn or explode. It also tells you about certain conditions like heat that may make a chemical unstable or cause a dangerous reaction, such as a fire or explosion. Section 5 contains reactivity data. An explanation of each of the terms used in this section is provided below.

**Stability**

Indicates whether a chemical is stable or unstable under reasonable conditions of storage, use, or misuse. If unstable, those conditions which may cause a dangerous reaction are listed. (EXAMPLE: avoid shocks; avoid temperatures above 150 degrees F; reacts violently with water, etc.)

This section will indicate any specific conditions to be avoided.

**Incompatibility**

Any common materials and/or contaminants which should be avoided since contact between these materials and the chemical would produce a reaction which would release large amounts of energy, should be indicated. If none, so state.

This section will specifically indicate any materials that must be kept segregated from the chemical covered by the MSDS to prevent fires, explosions of other problems resulting from contact between the substances.

**Hazardous Decomposition Products**

Any hazardous material that would result in dangerous amounts from burning, oxidizing or heating from welding or burning should be listed. For example, thermal decomposition of vinyl chloride plastics produces such hazardous material as CO, CO2, and hydrochloric acid.

This section will tell you which products your employees may be exposed to if the material is burned or heated.

**Hazardous Polymerization**

A chemical reaction in which molecules of a material unite to form a larger, different material and which is accompanied by the release of large amounts of energy. Frequently, the energy that is produced is sufficient to cause ignition, over pressurization of storage container, or other hazardous situations. Reasonable foreseeable storage conditions which could result in polymerization are generally specified. Any known inhibitors are indicated along with their expected duration. Care must be taken to ensure the adequacy of these inhibitors.

This section indicates whether or not a runaway reaction (hazardous polymerization) can occur. If so, list those reasonably foreseeable storage conditions which would start polymerization. Chemicals which can be added to the substance to prevent or retard polymerization are referred to as "inhibitors". Include the expected time period in which the inhibitors may be used up.

**SECTION 6 – Health Hazard Data**

This explains to you how you might feel if you come into contact with a hazardous material, such as a skin rash, headache or dizziness. It also tells you what to do in case of an emergency and what kind of first aid to administer.

**Route(s) of Entry**

A chemical may enter the body either through inhalation, by contact with the skin or eyes, or by being swallowed.

**Health Hazards**

Indicates any long term (chronic) or short term (acute) effects of a chemical on the human body.

**Carcinogenicity**

Indicates whether the chemical causes cancer.

**Signs and Symptoms of Exposure**

Indicates and describes the effects of exposure to the chemical, such as an employee's appearance, and the most common resulting symptoms, for example: headache, dizziness or nausea.

**Medical Conditions Severely Aggravated by Exposure**

Indicates how the chemical will affect any pre-existing medical conditions.

**Emergency and First Aid Procedures**

The first aid procedures covered in this section deal only with problems resulting from inhalation, or from skin or eye contact. These are emergency procedures only. The victim should be examined by a doctor as soon as possible after exposure.

This section should help you determine whether provisions such as eye wash stations, emergency showers, first aid kits, and respiratory protection are needed.

**SECTION 7 – Precautions for Safe Handling and Use**

Section 7 covers procedures to be followed in the event that spills and leaks occur, as outlined below:

**Steps to be Taken in Case Material is Released or Spilled**

Indicate any applicable precaution such as avoid breathing gases and vapors; avoid contact with liquids and solids; remove sources of ignition; use of any special equipment, such as glass or plastic scoops, to be used in cleaning up.

**Waste Disposal Methods**

Indicates proper disposal of the chemical and contaminated materials.

**Precautions to Take in Handling and Storing**

Indicates safe handling and storage procedures to be taken to avoid hazardous reactions. This section will emphasize incompatibility or polymerization problems which could occur during storage or handling of the chemical.

**Other Precautions**

Indicates special precautions to use in handling or disposing of the chemical.

**SECTION 8 – Control Measures**

Section 8 covers special protection information. The items are outlined below:

**Respiratory Protection**

Specifies necessary protection to avoid inhalation overexposure.

This section indicates the proper type of respiratory protection needed when the material is used in the manner intended, even in non-emergency situations. (Examples include filter-type masks, activated charcoal type masks, self contained breathing apparatus, etc.)

**Ventilation**

Indicates type of ventilation needed to avoid overexposure.

This item has several sub parts. Local exhaust ventilation is a ventilation system with high velocity and low volume that captures a material very soon after its release and before it reaches an employee's normal breathing zone.

Mechanical ventilation is the normal ventilation used to distribute heated or cooled air in a plant. Again, these requirements are to be followed when the material is used in its intended manner.

**Protective Gloves/Eye Protection/Other Equipment**

Indicates type of eye protection, hand protection and/or body protection necessary to provide protection.

This section should specify whether gloves are required and if so, the type of material they should be made of to avoid skin contact. It also indicates the appropriate type of eye protection, whether glasses, goggles or face shield. Other protective equipment would be aprons, boots, etc. and what material they should be made of to avoid contact. Remember, these requirements are those to be followed when the material is used in its proper manner.

**BLOODBORNE PATHOGENS**

**Scope**

The purpose of this procedure is to identify workers with occupational exposure to blood or infectious materials an act accordingly when the situation may arise. We do not require our employees to clean blood or infectious spills. If possible, employees are to clean up their own mess with a solution of 1 part bleach to 10 parts water... If this is not possible, an outside service will be called to conduct the clean up.

911 will be called for treatment of any injury beyond normal first aid.

**RESTRICTED DUTY PROGRAM**

**Scope**

***COMPANY NAME*** Restricted Duty Program has been developed to provide work activities for employees who temporarily become physically unable to perform their regular work assignments due to an industrial injury or illness. By providing temporary restricted activities (UP TO SIX MONTHS) the injured employee remains an active part of ***COMPANY NAME*** work force.

**Administration**

The restricted duty program will be administered through ***COMPANY NAME*** management department in conjunction with the examining medical doctor. When an activity is decided on being within the provisions set for the employee, the employee will be allowed to work under medical surveillance. This program will continue until the employee is back to his normal physical condition.

**Eligibility**

All active employees who become temporarily unable to perform his/her regular work assignment satisfactorily due to a compensable industrial injury or illness may be eligible for Restricted Duty.

The degree and duration of restricted work activity shall be determined by the examining doctor with concurrence with COMPANY NAME management. In the event that the employee and management disagree on the physical condition a third party will be brought in.

**Periodic Reviews**

The employee’s medical status shall be periodically reevaluated by the examining doctor to see how the healing progress is coming long. Such reviews may require physical examinations by outside doctors. The non-work related injuries will be done on the employee’s personal time, not on the company's time.

When the employee is no longer physically restricted as determined by the examining doctor the employee will return to his/her full daily function.

**WORK STATUS REPORT**

**ATTENTION:** The bearer of this form is a participant in COMPANY NAME Restricted Duty Program. This participant has reported a W/C injury (subject to the provisions of the Workmen's Compensation Act). A copy of this form must be forwarded to COMPANY NAME within 24 hours of providing services.

**TO BE COMPLETED BY EMPLOYEE**

|  |  |  |
| --- | --- | --- |
| Employee Name (Last/First): |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee Address:  Street/City/State/Zip Code: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Social Security No.: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employer Name: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Injury: |  | \_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ |
| Employee's Job Description: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**TO BE COMPLETED BY PROVIDER**

|  |  |  |
| --- | --- | --- |
| Diagnosis: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Examination: |  | \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_ |
| Treatment Plan: |  | \_\_\_\_\_\_\_\_ Must return for re-evaluation on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ |
|  |  | \_\_\_\_\_\_\_\_ To receive PT/OT Services Duration: \_\_\_\_\_ x week x \_\_\_\_\_ weeks |
|  |  | \_\_\_\_\_\_\_\_ Surgery Scheduled \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_  Time: \_\_\_\_\_\_\_\_ a.m. /p.m. \_\_\_\_\_ Inpatient \_\_\_\_\_ Outpatient |
|  |  | \_\_\_\_\_\_\_\_ No Further Care Required Discharge Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |
| Expected Healing Time: |  | \_\_\_\_\_\_\_\_ Days \_\_\_\_\_\_\_\_\_\_ Weeks \_\_\_\_\_\_\_\_\_\_\_\_ Months |
|  |  | \_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Current Status: |  | \_\_\_\_\_\_\_\_ May work full duty now (No Restrictions) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (Date) |
|  |  | \_\_\_\_\_\_\_\_ May work light duty now with identified restrictions,  through \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ |
|  |  | \_\_\_\_\_\_\_\_ Presently working as of \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ |
|  |  | \_\_\_\_\_\_\_\_ May not work until: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_; \_\_\_ Full Duty \_\_\_ Light Duty |
| Restrictions (if any): |  | \_\_\_\_\_\_\_\_ Lifting: Maximum Weight in Lbs.:  \_\_\_\_\_\_\_\_ Pushing: \_\_\_\_0 \_\_\_\_10 \_\_\_\_20 \_\_\_\_30 \_\_\_\_40 \_\_\_\_50 \_\_\_\_60 |
| ATTENTION PROVIDER: |  | \_\_\_\_\_\_\_\_ Pulling: \_\_\_\_0 \_\_\_\_10 \_\_\_\_20 \_\_\_\_30 \_\_\_\_40 \_\_\_\_50 \_\_\_\_60 |
| EMPLOYER HAS RESTRICTED DUTY WORK AVAILABLE |  | \_\_\_\_\_\_\_\_ Bending: Maximum Times/Hour: \_\_\_0-2 \_\_\_2-6 \_\_\_6-10 \_\_\_10-20  Degree of bend: \_\_\_10-20 \_\_\_20-45 \_\_\_ Full |
|  |  | \_\_\_\_\_\_\_\_ No Sitting \_\_\_\_\_\_\_\_ No Standing \_\_\_\_\_\_\_\_ No Walking |
|  |  | \_\_\_\_\_\_\_\_ Sitting Job Only \_\_\_\_\_\_\_\_ No Climbing or Overhead Work |
|  |  | \_\_\_\_\_\_\_\_ May not use: \_\_\_\_\_\_\_\_ Right Hand \_\_\_\_\_\_\_\_ Left Hand |
|  |  | \_\_\_\_\_\_\_\_ Keep dressing/wound clean and dry |
|  |  | \_\_\_\_\_\_\_\_ Medication may cause drowsiness. Use caution operating machinery or equipment. |
| Comments: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_  Physician Signature Date |

**Employee:** To expedite prompt claim handling, this completed form is to be returned to your employer either on the same day of the appointment, or should lost time be incurred, it is to be forwarded to your employer the day following the appointment.

**MEDICAL EVALUATION FORM**

**aTTENTION:** The bearer of this form is a participant in COMPANY NAME Inc. Restricted Duty Program. This participant has reported a W/C injury (subject to the provisions of the Workmen's Compensation Act). A copy of this form must be forwarded to COMPANY NAME Inc. within 24 hours of providing services.

**EMPLOYER INFORMATION**

|  |  |  |
| --- | --- | --- |
| Employer Name: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Street City State Zip Code |
| Authorized Employer Signature: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date Notified: |  | \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |
| Employee's Job Description: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**EMPLOYEE INFORMATION**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Name: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Social Security No.: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Describe Injury: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Injury Date: |  | \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_a.m./p.m. |
| Year with Company: |  | \_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | **I hereby give authorization to release any medical information or medical records which may be requested in the course of my examination or treatment of my work related injury or illness.** |
| Employee Signature: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |
| Employee to receive medical attention at Clinic/Hospital/Physician: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**TO BE COMPLETED BY PHYSICIAN**

|  |  |  |
| --- | --- | --- |
| Diagnosis: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Current Status: |  | \_\_\_\_\_\_\_\_\_ May return to full duty now (date): \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ |
|  |  | \_\_\_\_\_\_\_\_\_ May not return to full duty work until (date): \_\_\_\_/\_\_\_\_/\_\_\_\_ |
| ATTENTION PROVIDER:  EMPLOYER HAS RESTRICTED DUTY  WORK AVAILABLE. |  | \_\_\_\_\_\_\_\_\_ May return to modified work (date): \_\_\_\_/\_\_\_\_/\_\_\_\_ with the following restrictions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Treatment: |  | \_\_\_\_\_\_\_\_\_ Discharged from care |
|  |  | \_\_\_\_\_\_\_\_\_ Return visit scheduled for (date): \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ |
|  |  | \_\_\_\_\_\_\_\_\_ Referred to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_  i.e. Therapy, Specialist, etc. |
| Expected Healing Time: |  | \_\_\_\_\_\_\_\_\_ Days \_\_\_\_\_\_\_\_\_ Weeks \_\_\_\_\_\_\_ Months |
| Comments: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_  Physician Signature Date |

**Employee:** To expedite prompt claim handling, this completed form is to be returned to your employer either on the same day of injury, or should lost time be incurred, it is to be forwarded to your employer the day following the injury.

# OSHA 300 LOG PACKET

**FORKLIFT & MOTORIZED PALLET JACK SAFETY**

**Purpose**

**Material handling is a significant safety concern.** During the movement of products and materials there are numerous opportunities for personal injury and property damage if proper procedures and caution are not used. This chapter applies to all powered industrial tucks, hoists & lifting gear. The information in this chapter shall be used to train prospective industrial truck operators and provide the basis for refresher and annual retraining. OSHA reference for Powered Industrial Trucks is 1910.178.

**Responsibilities**

**Management**

1. Provide adequate training in safe operation of all equipment used to move or access materials.
2. Provide equipment that is safe to operate.
3. Implement an "Out of Service" program for damaged equipment.
4. Not allow modification to equipment except those authorized in writing by the equipment manufacturer.
5. Establish safe operating rules and procedures.

**Supervisors**

1. Monitor safe operations of material handling equipment.
2. Ensure all equipment is safety checked daily.
3. Tag "Out of Service" any damaged equipment.

**Employees**

1. Operate only that equipment for which they have been specifically trained and authorized.
2. Conduct required daily pre-use inspections.
3. Report any equipment damage of missing safety gear.
4. Follow all safety rules and operating procedures.

**Hazards**

1. Falling loads.
2. Overloading of equipment.
3. Impact with equipment.
4. Piercing of containers.
5. Loading dock roll off.
6. Chemical contact - battery acid.
7. Fires during refueling.

**Hazard Controls**

1. Control of equipment keys.
2. Authorized fueling & recharge areas.
3. Proper palletizing of material.
4. Marked travel lanes.
5. Equipment warning lights.
6. Seat belts
7. Mounted fire extinguishers.

**Pre-Qualification**

All candidates for Powered Industrial Truck (PIT) operators must meet the following basic requirements prior to starting initial or annual refresher training:

1. Must have no adverse vision problems that cannot be corrected by glasses or contacts.
2. No adverse hearing loss that cannot be corrected with hearing aids.
3. No physical impairments that would impair safe operation of the PIT.
4. No neurological disorders that affect balance or consciousness.
5. Not taking any medication that affects perception, vision, or physical abilities.

**TRAINING**

**Training for Powered Industrial Truck (PIT) Operators** shall be conducted by an experienced operator, selected by Management. All operational training shall be conducted under close supervision. All training and evaluation must be completed before an operator is permitted to use a Powered Industrial Truck (forklift, etc) without continual & close supervision. Training consists of:

**Trainees may operate a powered industrial truck only:**

1. Under the direct supervision of persons, selected by management, who have the knowledge, training, and experience to train operators and evaluate their competence.
2. Where such operation does not endanger the trainee or other employees.

**Training Content**

Training consists of a combination of formal instruction, practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

**Initial Training:** Powered industrial truck operators shall receive initial training in the following topics:

**Truck-related training topics:**

* Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
* Differences between the truck and the automobile.
* Truck controls and instrumentation: where they are located, what they do, and how they work.
* Engine or motor operation.
* Steering and maneuvering.
* Visibility (including restrictions due to loading).
* Fork and attachment adaptation, operation, and use limitations.
* Vehicle capacity.
* Vehicle stability.
* Any vehicle inspection and maintenance that the operator will be required to perform.
* Refueling and/or charging and recharging of batteries.
* Operating limitations.
* Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

**Workplace-related topics**:

* Surface conditions where the vehicle will be operated.
* Composition of loads to be carried and load stability.
* Load manipulation, stacking, and unstacking.
* Pedestrian traffic in areas where the vehicle will be operated.
* Narrow aisles and other restricted places where the vehicle will be operated.
* Hazardous (classified) locations where the vehicle will be operated.
* Ramps and other sloped surfaces that could affect the vehicle's stability.
* Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.
* Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

**Refresher training and evaluation**. Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely. Refresher training in relevant topics shall be provided to the operator when:

* The operator has been observed to operate the vehicle in an unsafe manner.
* The operator has been involved in an accident or near-miss incident.
* The operator has received an evaluation that reveals that the operator is not operating the truck safely.
* The operator is assigned to drive a different type of truck.
* A condition in the workplace changes in a manner that could affect safe operation of the truck.
* Once every 3 years an evaluation will be conducted of each powered industrial truck operator's performance.

**Safe Operating Procedures (SOP) & Rules**

1. Only authorized and trained personnel will operate PITs.
2. All PITs will be equipped with a headache rack, fire extinguisher, rotating beacon, back-up alarm and seat belts. Seat belts will be worn at all times by the Operator.
3. The operator will perform daily pre- and post-trip inspections.
4. Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) will be reported for immediate repair or have the PIT taken "Out of Service".
5. Operators will follow the proper recharging or refueling safety procedures.
6. Loads will be tilted back and carried no more than 6 inches from the ground. Loads that restrict the operator's vision will be transported backwards.
7. PITs will travel no faster than 5 mph or faster than a normal walk.
8. Hard hats will be worn by PIT Operators in high lift areas. .
9. Operator will sound horn and use extreme caution when meeting pedestrians, making turns and cornering.
10. Passengers may not ride on any portion of a PIT. Only the operator will ride PITs. "NO PASSENGERS" decals will be affixed on all PITs.
11. If PITs are used as a man lift, an appropriate man lift platform (cage with standard rails and toe-boards) will be used.
12. Aisle will be maintained free from obstructions, marked and wide enough (six foot minimum) for vehicle operation.
13. Lift capacity will be marked on all PITs. Operator will assure load does not exceed rated weight limits.
14. When un-attended, PITs will be turned off, forks lowered to the ground and parking brake applied.
15. All PITs (with exception of pallet jacks) will be equipped with a multi-purpose dry chemical fire extinguisher. (Minimum rating; 2A:10B:C)
16. Operators are instructed to report all accidents, regardless of fault and severity, to Management. Management will conduct an accident investigation.
17. When loading rail cars and trailers, dock plates will be used. Operators will assure dock plates are in good condition and will store on edge when not in use.
18. Rail cars and trailers will be parked squarely to the loading area and have wheels chocked in place. Operators will follow established Docking/Un-Docking Procedures.

**Changing and Charging Storage Batteries**

1. Battery charging installations shall be located in areas designated for that purpose.
2. Facilities shall be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.
3. A conveyor, overhead hoist, or equivalent material handling equipment shall be provided for handling batteries.
4. Reinstalled batteries shall be properly positioned and secured in the truck.
5. A carboy tilter or siphon shall be provided for handling electrolyte.
6. When charging batteries, acid shall be poured into water; water shall not be poured into acid.
7. Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.
8. Care shall be taken to assure that vent caps are functioning. The battery (or compartment) cover(s) shall be open to dissipate heat.
9. Smoking is prohibited in the charging area.
10. Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas.
11. Tools and other metallic objects shall be kept away from the top of uncovered batteries.

**Trucks and Railroad cars**

1. The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.
2. The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks.
3. Wheel stops or other recognized positive protection shall be provided to prevent railroad cars from moving during loading or unloading operations.
4. Fixed jacks may be necessary to support a semitrailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.
5. Positive protection shall be provided to prevent railroad cars from being moved while dockboards or bridge plates are in position.

**Operations**

1. If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
2. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
3. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
4. Unauthorized personnel shall not be permitted to ride on powered industrial trucks.
5. Arms or Legs shall not be placed between the uprights of the mast or outside the running lines of the truck.
6. When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
7. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car. Trucks shall not be used for opening or closing freight doors.
8. There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
9. An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
10. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
11. Trucks shall not be parked so as to block fire aisles, access to stairways, or fire equipment.

**Traveling**

1. All traffic regulations shall be observed, including authorized speed limits. A safe distance shall be maintained approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
2. The right of way shall be yielded to ambulances, fire trucks, or other vehicles in emergency situations.
3. Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.
4. The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
5. Railroad tracks shall be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
6. The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
7. Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade. On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
8. Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
9. Stunt driving and horseplay shall not be permitted.
10. The driver shall be required to slow down for wet and slippery floors.
11. Dockboard or bridgeplates, shall be properly secured before they are driven over. Dockboard or bridgeplates shall be driven over carefully and slowly and their rated capacity never exceeded.
12. Running over loose objects on the roadway surface shall be avoided.
13. While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

**Loading**

1. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
2. Only loads within the rated capacity of the truck shall be handled.
3. The long or high (including multiple-tiered) loads which may affect capacity shall be adjusted.
4. Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.
5. A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
6. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

**Fueling Safety**

1. Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
2. Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
3. No truck shall be operated with a leak in the fuel system until the leak has been corrected.
4. Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

**Maintenance of Powered Industrial Trucks**

1. Any power-operated industrial truck not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.
2. Those repairs to the fuel and ignition systems of industrial trucks which involve fire hazards shall be conducted only in locations designated for such repairs.
3. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
4. All parts of any such industrial truck requiring replacement shall be replaced only by parts equivalent as to safety with those used in the original design.
5. Industrial trucks shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counter-weighting of fork trucks shall not be done unless approved by the truck manufacturer.
6. Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined prior to use each shift. Defects when found shall be immediately reported and corrected.
7. When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
8. Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Low flash point (below 100 deg. F.) solvents shall not be used. High flash point (at or above 100 deg. F.) solvents may be used.

**Safe Operation Procedure for Charging LPG Tank**

1. No Smoking.

2. Move LPG PIT outside for refueling.

3. Turn off PIT.

4. LPG tanks will be removed in the following order:

* Shut off service valve.
* Disconnect tank from hose.
* Unbuckle and remove tank from bracket.

5. LPG tanks will be replaced in to following order:

* Place tank in bracket and re-buckle.
* Reconnect hose to tank and tighten firmly.
* Open valve slowly and assure proper seal.

**NOTE:** Federal Law Prohibits dispensing an improper fuel type into any Vehicle or into a non-approved fuel container.

**In Case of LPG Leaks or Tank Rupture**

* DO NOT start or move the PIT.
* If fuel hose is leaking, Close valve immediately and place PIT "Out of Service" until repaired.
* If tank ruptures, warn other, immediately leave the area (at least 50 feet) and notify Management. Do not re-enter the area until cleared by Management.

**Powered Industrial Truck Pre-Use Checklist**

**A check of the following items (as applicable) is to be conducted by the operator prior to use each shift.**:

* Lights
* Horn
* Brakes
* Leaks
* Warning Beacon
* Backup Warning Alarm
* Fire Extinguisher

If any deficiencies are noted, the unit is to be placed OUT OF SERVICE until the problem has been corrected. Additionally, it is the operator’s responsibility to notify the immediate supervisor and fill out a maintenance request.

**PERSONAL PROTECTIVE EQUIPMENT**

**Purpose**

The Company provides all Employees with required PPE to suit the task and known hazards. This Chapter covers the requirements for Personal Protective Equipment with the exception of PPE used for hearing conservation and respiratory protection or PPE required for hazardous material response to spills or releases, which are covered under separate programs.

**General Policy**

Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards. Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses.

**Responsibilities**

**Management**

* Conduct hazard assessments to identify specific PPE for specific tasks.
* Train employees in the selection, use, inspection, storage, cleaning, and limitations of specific PPE.

**Supervisors**

* Monitor use of PPE.
* Provide replacement PPE when needed.
* Identify any new hazards that would require the use of PPE.

**Employees**

* Properly use and care for assigned PPE.
* Immediately inform supervisor if PPE is damaged or not effective.

**General Rules**

**Design**

All personal protective clothing and equipment will be of safe design and construction for the work to be performed. Only those items of protective clothing and equipment that meet National Institute of Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use.

**Hazard assessment and equipment selection**

Hazard analysis procedures shall be used to assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the following actions will be taken:

* Select, and have each affected Employee use, the proper PPE.
* Communicate selection decisions to each affected Employee.
* Select PPE that properly fits each affected employee.

**Defective and damaged equipment**

Defective or damaged personal protective equipment shall not be used.

**Training**

All Employees who are required to use PPE shall be trained to know at least the following:

* When PPE is necessary.
* What PPE is necessary?
* How to properly don, remove, adjust, and wear PPE.
* The limitations of the PPE.
* The proper care, maintenance, useful life and disposal of the PPE.

Each affected Employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

Certification of training for PPE is required by OSHA and shall be accomplished by using the Job Safety Checklistto verify that each affected Employee has received and understood the required PPE training.

**PPE Selection**

**Controlling hazards**

PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound manufacturing practices.

**Selection guidelines**

The general procedure for selection of protective equipment is to:

* + - Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do; i.e., splash protection, impact protection, etc.
    - Compare the hazards associated with the environment; i.e., impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment.
  + Select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards.
  + Fit the user with the protective device and give instructions on care and use of the PPE. It is very important that end users be made aware of all warning labels for and limitations of their PPE.

**Fitting the Device**

Careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

**Devices with adjustable features**

Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face. In addition, proper fitting of helmets is important to ensure that it will not fall off during work operations. In some cases a chin strap may be necessary to keep the helmet on an employee's head. (Chin straps should break at a reasonably low force, however, so as to prevent a strangulation hazard). Where manufacturer's instructions are available, they should be followed carefully.

**Eye and Face Protection**

The majority of occupational eye injuries can be prevented by the use of suitable/approved safety spectacles, goggles, or shields. Approved eye and face protection shall be worn when there is a reasonable possibility of personal injury.

* Each employee shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
* Each employee shall use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors are acceptable.
* Each employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.
* Eye and face PPE shall be distinctly marked to facilitate identification of the manufacturer.
* Each employee shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation.

**Typical hazards that can cause eye and face injury are:**

* Splashes of toxic or corrosive chemicals, hot liquids, and molten metals.
* Flying objects, such as chips of wood, metal, and stone dust.
* Fumes, gases, and mists of toxic or corrosive chemicals.
* Aerosols of biological substances.

Prevention of eye accidents requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazardous area. To provide protection for these personnel, activities shall procure a sufficient quantity of heavy duty goggles and/or plastic eye protectors which afford the maximum amount of protection possible. If these personnel wear personal glasses, they shall be provided with a suitable eye protector to wear over them.

**Eye / Face Protection Specifications**

Eye and face protectors procured, issued to, and used by employees, contractors and visitors must conform to the following design and performance standards:

* Provide adequate protection against the particular hazards for which they are designed.
* Fit properly and offer the least possible resistance to movement and cause minimal discomfort while in use.
* Be durable.
* Be easily cleaned or disinfected for or by the wearer.
* Be clearly marked to identify the manufacturer.
* Persons who require corrective lenses for normal vision, and who are required to wear eye protection, must wear goggles or spectacles of one of the following types:
* Spectacles with protective lenses which provide optical correction.
* Goggles that can be worn over spectacles without disturbing the adjustment of the spectacles.
* Goggles that incorporate corrective lenses mounted behind the protective lenses.

**Eye & Face Protector Use**

**Safety Spectacles -** Protective eye glasses are made with safety frames, tempered glass or plastic lenses, temples and side shields which provide eye protection from moderate impact and particles encountered in job tasks such as carpentry, woodworking, grinding, scaling, etc.

**Single Lens Goggles -** Vinyl framed goggles of soft pliable body design provide adequate eye protection from many hazards. These goggles are available with clear or tinted lenses, perforated, port vented, or non-vented frames. Single lens goggles provide similar protection to spectacles and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.

**Welders/Chippers Goggles -** These goggles are available in rigid and soft frames to accommodate single or two eye piece lenses.

* Welder’s goggles provide protection from sparking, scaling or splashing metals and harmful light rays. Lenses are impact resistant and are available in graduated shades of filtration.
* Chippers/grinders goggles provide eye protection from flying particles. The dual protective eye cups house impact resistant clear lenses with individual cover plates.

**Face Shields -** These normally consist of an adjustable headgear and face shield of tinted/transparent acetate or polycarbonate materials, or wire screen. Face shields are available in various sizes, tensile strength, impact/heat resistance and light ray filtering capacity. Face shields will be used in operations when the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/ biological splash.

**Welding Shields -** These shield assemblies consist of vulcanized fiber or glass fiber body, a ratchet/button type adjustable headgear or cap attachment and a filter and cover plate holder. These shields will be provided to protect workers' eyes and face from infrared or radiant light burns, flying sparks, metal spatter and slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding and oxyacetylene welding and cutting operations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Filter Lenses for Protection Against Radiant Energy** | | | |
| **Operations** | **Electrode Size 1/32 in** | **Arc Current** | **Protective Shade** |
| Shielded metal arc welding | Less than 3 | Less than 60 | 7 |
|  | 3-5 | 60-160 | 8 |
|  | 5-8 | 160-250 | 10 |
|  | More than 8 | 250-550 | 11 |
|  | | | |
| Torch brazing |  |  | 3 |
| Torch soldering |  |  | 2 |
| **Note:** as a rule of thumb, start with a shade that is too dark to see the weld zone. Then go to a lighter shade which gives sufficient view of the weld zone without going below the minimum. In oxyfuel gas welding or cutting where the torch produces a high yellow light, it is desirable to use a filter lens that absorbs the yellow or sodium line in the visible light of the (spectrum) operation. | | | |

|  |  |  |
| --- | --- | --- |
| **Selection chart guidelines for eye and face protection** | | |
| The following chart provides general guidance for the proper selection of eye and face protection to protect against hazards associated with the listed hazard "source" operations. | | |
| **Source** | **Hazard** | **Protection** |
| **IMPACT** - Chipping, grinding machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding | Flying fragments, objects, large chips, particles, sand, dirt, etc. | Spectacles with side protection, goggles, face shield  For severe exposure, use face shield |
| **HEAT**-Furnace operation and arc welding | Hot sparks | Face shields, spectacles with side. For severe exposure use face shield. |
| **CHEMICALS**-Acid and chemical handling, degreasing, plating | Splash | Goggles, eyecup and cover types. For severe exposure, use face shield. |
| **DUST** - Woodworking, buffing, general, buffing, general dusty conditions. | Nuisance dust | Goggles, eye cup and cover type |

**Head Protection**

Hats and caps have been designed and manufactured to provide workers protection from impact, heat, electrical and fire hazards. These protectors consist of the shell and the suspension combined as a protective system. Safety hats and caps will be of nonconductive, fire and water resistant materials. Bump caps or skull guards are constructed of lightweight materials and are designed to provide minimal protection against hazards when working in congested areas.

Head protection will be furnished to, and used by, all employees and contractors engaged in construction and other miscellaneous work in head-hazard areas. Head protection will also be required to be worn by engineers, inspectors, and visitors at construction sites. Bump caps/skull guards will be issued to and worn for protection against scalp lacerations from contact with sharp objects. They will not be worn as substitutes for safety caps/hats because they do not afford protection from high impact forces or penetration by falling objects.

**Selection guidelines for head protection**

All head protection is designed to provide protection from impact and penetration hazards caused by falling objects. Head protection is also available which provides protection from electric shock and burn. When selecting head protection, knowledge of potential electrical hazards is important. Class A helmets, in addition to impact and penetration resistance, provide electrical protection from low-voltage conductors (they are proof tested to 2,200 volts). Class B helmets, in addition to impact and penetration resistance, provide electrical protection from high-voltage conductors (they are proof tested to 20,000 volts). Class C helmets provide impact and penetration resistance (they are usually made of aluminum which conducts electricity), and should not be used around electrical hazards.

Where falling object hazards are present, helmets must be worn. Some examples include: working below other workers who are using tools and materials which could fall; working around or under conveyor belts which are carrying parts or materials; working below machinery or processes which might cause material or objects to fall; and working on exposed energized conductors.

**Foot Protection**

**General requirements**

Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where employee's feet are exposed to electrical hazards.

**Selection guidelines for foot protection**

Safety shoes and boots provide both impact and compression protection. Where necessary, safety shoes can be obtained which provide puncture protection. In some work situations, metatarsal protection should be provided, and in other special situations electrical conductive or insulating safety shoes would be appropriate. Safety shoes or boots with impact protection would be required for carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped; and, for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection would be required for work activities involving skid trucks (manual material handling carts) around bulk rolls (such as paper rolls) and around heavy pipes, all of which could potentially roll over an employee's feet. Safety shoes or boots with puncture protection would be required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal etc., could be stepped on by employees causing a foot injury.

**Hand Protection**

**General Requirements**

Hand protection is required when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Gloves should be selected on the basis of the material being handled, the particular hazard involved, and their suitability for the operation being conducted. One type of glove will not work in all situations.

Most accidents involving hands and arms can be classified under four main hazard categories: chemicals, abrasions, cutting, and heat. There are gloves available that can protect workers from any of these individual hazards or combination of hazards.

Gloves should be replaced periodically, depending on frequency of use and permeability to the substance(s) handled. Gloves overtly contaminated should be rinsed and then carefully removed after use.

Gloves should also be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold materials. The type of glove materials to be used in these situations include leather, welder's gloves, aluminum-backed gloves, and other types of insulated glove materials.

Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or other moving parts. To protect the hands from injury due to contact with moving parts, it is important to:

* Ensure that guards are always in place and used.
* Always lock out machines or tools and disconnect the power before making repairs.
* Treat a machine without a guard as inoperative.
* Do not wear gloves around moving machinery, such as drill presses, mills, lathes, and grinders.

**Selection guidelines for hand protection**

Selection of hand PPE shall be based on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified. Gloves are often relied upon to prevent cuts, abrasions, burns, and skin contact with chemicals that are capable of causing local or systemic effects following dermal exposure. There is no glove that provides protection against all potential hand hazards, and commonly available glove materials provide only limited protection against many chemicals. Therefore, it is important to select the most appropriate glove for a particular application and to determine how long it can be worn, and whether it can be reused. It is also important to know the performance characteristics of gloves relative to the specific hazard anticipated; e.g., chemical hazards, cut hazards, flame hazards, etc. Before purchasing gloves, request documentation from the manufacturer that the gloves meet the appropriate test standard(s) for the hazard(s) anticipated. Other factors to be considered for glove selection in general include:

* As long as the performance characteristics are acceptable, in certain circumstances, it may be more cost effective to regularly change cheaper gloves than to reuse more expensive types.
* The work activities of the employee should be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure of the hazard, and the physical stresses that will be applied.

**Selection of gloves for chemical hazards**

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and glove characteristics (i.e., thickness and permeation rate and time) are known. The safety office can assist is determining the specific type of glove material that should be worn for a particular chemical.

* + - The toxic properties of the chemical(s) must be determined; in particular, the ability of the chemical to cause local effects on the skin and/or to pass through the skin and cause systemic effects.
    - Generally, any "chemical resistant" glove can be used for dry powders.
  + For mixtures and formulated products (unless specific test data are available), a glove should be selected on the basis of the chemical component with the shortest breakthrough time, since it is possible for solvents to carry active ingredients through polymeric materials.
  + Employees must be able to remove the gloves in such a manner as to prevent skin contamination.