

STATEWIDE SAFETY COMMITTEE BASIC PROGRAM GUIDELINES

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INJURY PREVENTION PROGRAM

PURPOSE:

The State of Nebraska is committed to providing the safest possible working conditions for all employees. The goal is to identify, correct, and prevent safety and health hazards that could affect employees, visitors, and customers.

The goal of each Agency is to eliminate safety and health-related risks at each work location. The Statewide Safety Committee has adopted this Injury Prevention Program to assist state agencies in creating safe, healthy working environments. The general requirements found herein may be used as a guideline to create an Agency specific Injury Prevention Program.

RESPONSIBILITIES:

Each Agency should:

- Develop, administer, and maintain the Agency's Safety Program in cooperation with the Agency Safety Committee and the Statewide Safety Committee.
- Maintain ongoing programs to identify employee safety and health risks and communicate the Agency's Safety and Health Policies to all employees.
- Attempt to control and reduce employee exposure to all known and/or suspected occupational safety and health risks.
- Encourage employees to identify, control, and eliminate occupational safety and health risks.
- Plan work locations to provide safe and healthy work environments.
- Designate a point of contact to act in the capacity of liaison with the Statewide Safety Committee.

Each Director should:

- Ensure that Agency safety policies and periodic safety health-related educational materials are communicated to all employees.

Each Manger/Supervisor should:

- Encourage employees to bring safety and/or health concerns to their attention.
- Analyze work performed under their supervision to identify potential hazards.
- When appropriate, take an active role in routine safety inspections.
- Investigate workplace accidents, and provide feedback to the Agency Safety Committee and if necessary to the Statewide Safety Committee. If warranted, the Statewide Safety Committee will review this information and make written recommendations regarding future prevention.

Each Employee should:

- Promptly report all accidents or any incident that could lead to injuries or damage.
- Analyze their jobs to identify potential hazards, and recommend safer work procedures.
- Participate in provided safety and health training and request any additional training needed to perform their duties in the safest possible manner.

EXPECTATIONS OF SAFETY PROGRAMS

Nebraska state law requires the review, determination, and enforcement of safety issues. OSHA guidelines are used to determine a minimum standard. Each Agency should seek to establish a Safety Committee(s) to assist the Agency as it addresses safety and health hazards at its location(s). The Committee(s) must be comprised of equal members of management and labor. The names of Safety Committee members should also be posted in a visible location at each workplace.

Each Agency should establish and maintain written safety programs that are specific to each agency's needs. OSHA guidelines shall be used as a basis of reference. Each agency's program should meet the basic requirements outlined in this document, but may be expanded as necessary.

Each Agency must assess each workplace for hazards and provide the necessary protective equipment to keep workers safe. Employees are required to use the protective equipment assigned to specific tasks. Employees should also be trained in the proper use of their assigned PPE. Best practices support that training be conducted regularly and documented.

Each Agency shall advise employees when occupational health and/or safety risks are identified. The Statewide Safety Committee can develop and recommend protective measures and notify each Agency of new occupational health and/or safety information as it becomes available.

Each Agency must provide training on subjects such as workplace hazards, emergency action procedures, the contents of the Injury Prevention Program, and other topics as applicable to the Agency's working site(s). Written documentation of all safety procedures and available health training must be maintained by the Agency.

Each Agency must maintain proper care and maintenance of the property it possesses. Each employee will follow safe operating procedures when utilizing the Agency's equipment, machinery, vehicles, or any other State property.

Each employee must promptly report malfunctions of State property. Written documentation of any malfunctions, and the corrective actions taken, will be maintained by the Agency.

EMERGENCY ACTION PLAN

The Emergency Action Plan will ensure employee safety in the event of fire or other emergencies. Each building shall assess its own standards to meet its own specific needs. Provisions for the regular testing of fire alarms and extinguishers should also be included in the emergency action plan. All employees should have the opportunity to review the written Plan.

At the minimum, the Plan should include the following elements:

1. Escape procedures, routes and means of reporting emergencies (i.e., fire, tornado, bomb threats, etc.).
2. Any additional information needed to ensure safe evacuation of the building (i.e., method of alarm, evacuation routes posted, etc.).
3. Provisions to accommodate individuals requiring assistance.
4. Provisions to inform all employees of the emergency action plan.
5. Standards for building evacuation drills. Drills should be held at a minimum of once per year.
6. Procedures to verify that all employees have evacuated.

Sample Tornado/Fire Emergency Plan:

**Lincoln State Office Building
Evacuation And Sheltering Plan**
Developed by the Department of Administrative Services for DHHS

Purpose
This plan outlines the procedure to safely and rapidly exit the work area and proceed to an evacuation or sheltering assembly area. Employees should review and become familiar with this plan.

Agency Emergency Personnel

- Emergency Coordinator, _____, 5th floor NSOB, (402) 471-____ or Support Services at (402) 471-9601.
- Lincoln State Office Building Security, (402) 471-2400.

Possible State Office Building Emergencies

Fire Alarm Evacuations

- Fire Alarms are announced by building-wide fire alert sounds (bells/sirens).
- The elevators are not operational during a fire alarm evacuation.

Threat or actual hazardous material spill, mechanical failure or environmental systems failure

- These emergencies will be announced over the public address system.

Severe Weather Sheltering (TORNADO)

- Severe weather announcements are made over the public address system.

General Emergency Instructions

- Follow the directions of agency emergency personnel.
- Assist visitors to evacuation and/or sheltering assembly areas.
- Move quickly and carefully.
- Do not stop to gather unnecessary personal belongings.
- Do not stop to wait for friends.
- As you exit the building, move to the assembly area so others can get out.
- Follow the directions of emergency responders.
- Remain calm and orderly.
- Do not block foot or vehicle traffic.
- Report immediately to your supervisor or designee.
- Remain at your assembly area and await the official all-clear signal.

Evacuation
Evacuation means that it is necessary to leave the building. Evacuations will be occur in response to fire alarms and other emergencies where it is imperative to remove people from the building.

Each supervisor is responsible for accounting for its personnel as quickly as possible so that information can be supplied to emergency responders. When you arrive at the designated the IMS Parking Garage, the designated

DHSS assembly area, report immediately to your supervisor or designee so all people can be accounted for.

Evacuation of People with Disabilities
During an emergency, the Nebraska State Office Building is evacuated using strategically located stairwells. If you are unable to use the stairs, or require additional assistance, you may complete an

[Emergency Assistance Card.](#)

Fire Alarms

- The elevators do not operate during a fire alarm. They automatically return to the first floor and stop when a fire alarm sounds.
- During fire evacuations, people requiring assistance should go to the elevator area and press the intercom button to alert responders that there are people on the floor. Emergency responders will be responsible for the evacuation.

Other Emergency Situations

- For evacuations other than fire, the elevators will remain operational for the transport of persons with disabilities. The decision to evacuate will be made after emergency responders make a threat assessment. In some situations, the safest decision may be to shelter in-place.
- People needing assistance should stay alert for announcements over the floor intercom stations in the elevator lobbies and the building public address system.
- If necessary, call 911 from the nearest phone and report your location in the NSOB, so the dispatcher can relay this information to the on-scene responders.

Fire and Emergency Evacuation Route
Take the closest emergency stairwell (located in the building corners) to the ground floor exit. Corner emergency stairwells are designed and built to provide the greatest protection. Use them as your **primary** evacuation route.

The center stairwell should **not be used** during a fire alarm; this stairway is reserved for responders.

Leave the building and proceed to the IMS Parking Garage located behind the 501 Building at 13th and K Street.

[Evacuation Route Map.](#)

Evacuation Assembly Areas

Assembly areas are designated sites where employees and visitors will immediately report, in order to locate missing people.

The assembly area for evacuation of HHSS employees from the State Office Building is located at the IMS Parking Garage on the southeast corner of 13th and 'K' St.

This is the state parking facility west of the IMS and Print Shop building at 501 S. 14th St. There is an upper and lower level to this facility.

Sheltering
Sheltering means that it is safe to remain inside the State Office Building or the South Parking Garage.

Sheltering will be required during severe weather (e.g., tornado warnings) where people need to be moved to areas of greater safety and protection.

When you arrive at the designated assembly area, report immediately to your supervisor or designee so we can account for all persons.

Sheltering for People with Disabilities
During an emergency, sheltering areas are reached using strategically located stairwells. If you are unable to use the stairs, or require additional assistance, you may complete an [Emergency Assistance Card.](#)

- The lower level lunchroom will be the **primary** sheltering area for people with disabilities.
- All restrooms may be considered **secondary** sheltering areas for people with disabilities if there is insufficient time to make it to the lower level lunch room.
- People with disabilities are to proceed to shelter on their own or with assigned assistants. Assigned assistants will remain with the person they are escorting for the duration of the sheltering.

Sheltering Route
Take the closest emergency stairwell (located in the building corners) to the lower level. Corner emergency stairwells are designed and built to provide the greatest protection. Use them as your **primary** sheltering route.

The center stairwell may be used as a **secondary** sheltering route.

Proceed to the South Parking Garage through the tunnel. Continue to assembly area in the south half of Level One in the South Garage.

Sheltering Assembly Areas
Assembly areas are designated sites where employees and visitors will immediately report, in order to locate missing people. The DHSS designated site is the south half of Level One in the **South Parking Garage.**

- Personnel working in the lower level may remain in their work areas during sheltering emergencies.
- Personnel located on the lower level are reminded to not block or interfere with others moving through the lower level hallways to assembly areas in the south garage.
- Sheltering assembly areas for other employees and visitors are located on the first and second levels of the South Parking Garage. These levels are underground and afford the best protection.

Remember there will be vehicles parked in this facility which must be negotiated around, and a clear pathway must be maintained so others can reach their assembly areas.

For more information, contact:

*** This Plan shall be shared with all new employees during Employee Orientation. This Plan is also available for review in Human Resources and Facilities Department. The Plan may also be shared annually via email to all employees. ***

Sample Active Shooter Policy: Please note that this sample is provided by the United States Department of Homeland Security. The complete document may be found at:

https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf.

PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911
WHEN IT IS SAFE TO DO SO!

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

TRAINING YOUR STAFF FOR AN ACTIVE SHOOTER SITUATION

To best prepare your staff for an active shooter situation, create an Emergency Action Plan (EAP), and conduct training exercises. Together, the EAP and training exercises will prepare your staff to effectively respond and help minimize loss of life.

Components of an Emergency Action Plan (EAP)

Create the EAP with input from several stakeholders including your human resources department, your training department (if one exists), facility owners / operators, your property manager, and local law enforcement and/or emergency responders. An effective EAP includes:

- A preferred method for reporting fires and other emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments (i.e., floor plans, safe areas)
- Contact information for, and responsibilities of individuals to be contacted under the EAP
- Information concerning local area hospitals (i.e., name, telephone number, and distance from your location)
- An emergency notification system to alert various parties of an emergency including:
 - Individuals at remote locations within premises
 - Local law enforcement
 - Local area hospitals

Components of Training Exercises

The most effective way to train your staff to respond to an active shooter situation is to conduct mock active shooter training exercises. Local law enforcement is an excellent resource in designing training exercises.

- Recognizing the sound of gunshots
- Reacting quickly when gunshots are heard and/or when a shooting is witnessed:
 - Evacuating the area
 - Hiding out
 - Acting against the shooter as a last resort
- Calling 911
- Reacting when law enforcement arrives
- Adopting the survival mind set during times of crisis

Additional Ways to Prepare For and Prevent an Active Shooter Situation

- Preparedness
 - Ensure that your facility has at least two evacuation routes
 - Post evacuation routes in conspicuous locations throughout your facility
 - Include local law enforcement and first responders during training exercises
 - Encourage law enforcement, emergency responders, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your location
- Prevention
 - Foster a respectful workplace
 - Be aware of indications of workplace violence and take remedial actions accordingly

For more information on creating an EAP contact the U.S. Department of Labor, Occupational Health and Safety Administration, www.osha.gov.

FIRE PREVENTION PLAN

A Fire Prevention Plan shall be developed in order to reduce the likelihood of a fire. Fire prevention includes safeguarding human life and preserving property through preventing, detecting, and extinguishing fires. Each Agency shall assess all buildings for which it occupies.

The Plan for each facility shall include procedures for the following:

- Maintenance and testing of all fire equipment. Fire extinguishers are expected to be tested once a month.
- Exits are readily accessible and identified.
- Identification and documentation of workplace fire hazards.
- Identification of specific housekeeping procedures:
 - Adequate disposal of all combustible wastes and rubbish.
 - Ensuring proper storage of flammable or combustible materials.
 - All hazardous chemicals identified and properly stored.
 - All employees working with hazardous chemicals must be sufficiently trained, and Agencies should use Safety Data Sheets.
 - Controlling or cleanup of flammable or combustible material spills
- Special instructions pertinent to the individual facility.
- Training and education of all employees.
- Evacuation Routes Posted in Common Areas.
- All employees counted and present.

Sample Pre-Inspection Fire Checklist:

PRE-INSPECTION FIRE CHECKLIST

Fire inspectors look at many items in your place of business. So that you may have a better idea and understanding of what to keep an eye on in regard to maintenance, we have provided the following checklist:

A. EXITS

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Door/aisle is not obstructed. | <input type="checkbox"/> Illuminated exit signs maintained in working order. |
| <input type="checkbox"/> Proper lock/hardware on exit door.
(No flush bolts, hasps, etc.) | <input type="checkbox"/> Means of egress shall be kept clear. |
| <input type="checkbox"/> Exit doors open easily. | <input type="checkbox"/> Emergency lights maintained and in working order. |
| <input type="checkbox"/> There is a sign over the main entrance, "This door to remain unlocked during business hours," if the door has a double-keyed deadbolt. | <input type="checkbox"/> Doors with panic hardware shall have no other locking devices. |
| | <input type="checkbox"/> Maximum occupancy signage shall be posted in a conspicuous location near the main entrance for assembly occupancies. |

B. EXTINGUISHERS/FIRE PROTECTION EQUIPMENT

- | | |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Minimum 2A10BC extinguisher(s) installed. | <input type="checkbox"/> Hood extinguishing system maintained, and six month service and cleaning documented. |
| <input type="checkbox"/> Extinguisher has been serviced within the past year and a new service tag is attached. | <input type="checkbox"/> Class K extinguisher installed within 30' of hood and duct system. |
| <input type="checkbox"/> Extinguisher is securely mounted or in an approved cabinet. | <input type="checkbox"/> Fire alarm system in proper working order – system tested annually and records kept. |
| <input type="checkbox"/> Fire extinguisher not obstructed. | <input type="checkbox"/> 18" clearance between storage and sprinkler head. |
| <input type="checkbox"/> Fire extinguisher top does not exceed 5' from floor as mounted. | <input type="checkbox"/> Sprinkler system shall be maintained and tested annually. |
| <input type="checkbox"/> Standpipe shall be tested every 5 years. | <input type="checkbox"/> Private hydrants (painted red) maintained – flushed yearly and flows taken every three years. |

C. ELECTRICAL

- | | |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> No extension cords in use in place of permanent wiring. | <input type="checkbox"/> Electrical panel is not overloaded/obstructed. |
| <input type="checkbox"/> There are no spliced or frayed cords/wires. | <input type="checkbox"/> No multi-plug adapters in use, other than approved power strips. |
| <input type="checkbox"/> Spacer(s) in electrical panel gap(s) provided. | <input type="checkbox"/> Circuit breakers are labeled. |
| <input type="checkbox"/> No broken or faulty switch/outlets. | <input type="checkbox"/> Electrical cords do not extend through walls, ceilings and |

- ___ No exposed wire in conduit. _____ floors or under doors or floor coverings.
 ___ No missing/broken electrical cover plate(s). _____ 30" clearance maintained in front of electrical panels.

D. APPLIANCES/MECHANICAL DEVICES

- ___ No propane used/stored in building. _____ All appliances are properly connected and vented.

E. STORAGE/COMBUSTIBLE MATERIAL/HOUSEKEEPING

- | | |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| ___ Flammable liquid properly stored. | ___ No accumulation of combustible materials. |
| ___ Oil rags in non-combustible container with lid. | ___ Compressed gas cylinders secured. |
| ___ "No Smoking" signs installed as required. | ___ Area around building free of combustible material (weeds, trash, boxes, etc.). |
| ___ No combustible material stored near ignition source. | ___ No storage shall be kept in exit stairways. |
| ___ Maintain clear and visible access to and around fire department connection. | ___ Fire and smoke walls shall be maintained and have no opening other than those allowed by code. |

F. MISCELLANEOUS

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ___ Fire lanes shall be approved by the fire department. (Mark Sweany, 913/438-4888, ext.238) | ___ Rapid key entry box maintained by property owner. |
| ___ Address numbers shall be posted in contrasting colors on front and rear doors for commercial businesses and shall be 8" on the front door, 4" on back doors. All other structures shall be 4" except home daycares, which shall be 6". | ___ Charcoal grills, propane grills and/or other open-flame cooking devices shall not be located on combustible balconies or within 10' of combustible construction. EXCEPTIONS: 1) One and two family dwellings, and 2) Where balconies/decks are protected by an automatic sprinkler system. |

NOTE: *This list is a general guideline only for common violations that can be readily determined by the occupant.*

HAZARD COMMUNICATION PLAN

A Hazard Communication Plan shall be developed to provide employees with information concerning any chemicals they may be exposed to in the course of their work.

Definition:

For the purpose of this Plan Safety Data Sheets or SDS shall be defined as documents that include information of each chemical, the physical, health and environmental hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. For more information see the United States Department of Labor OSHA Definition of SDS.

The plan for each facility shall include:

- The identity of responsible party coordinating the maintenance of the program.
- The identity of responsible party maintaining an up-to-date list of all chemicals in the workplace and obtaining and distributing Safety Data Sheets (SDS) for all hazardous materials in the workplace.
- Copies of all MSDSs identified on the list of chemicals.
- Procedures for ensuring that all containers of chemicals in the location are properly labeled.
- Procedures to ensure that all employees that use hazardous chemicals will receive training on chemicals they use or may come in contact with while performing their duties. Each employee trained will sign a form stating they received training.

The training shall include:

- The chemicals and hazards associated with them.
- How to lessen or prevent exposure to these hazardous materials (Information on SDS and includes safety equipment required).
- Procedures to follow if overexposed to the hazardous materials (Information on SDS).
- Location of written hazard communication program and SDS.
- Introduction to the Global Harmonization System (GHS) for Hazard Communication.

When new hazardous materials are introduced into the workplace, new training will be provided on these materials in the same manner as above.

- Procedures for ensuring that no employee will perform a non-routine task that involves exposure or the potential of exposure to hazardous materials, before being trained as outlined in the training section of this plan.
- Procedures for informing employees before they begin work on or near unlabeled pipes, of the hazards and safety requirements necessary for the work.
- Procedures for coordinating with outside contractors working in the Agency locations and providing them and their employees the following information:
 - A list of the hazardous materials to which they may be exposed.
 - Measures they must take to reduce or eliminate exposure.
 - The location and method for accessing the SDSs.

Also, obtaining copies of SDSs on any hazardous materials the contractor plans to introduce into the workplace and for informing all employees in the area of the provided above.

The written plan and SDSs for each facility shall be available for employee review at all times.

ACCESS TO MEDICAL AND/OR EXPOSURE RECORDS

This section covers an employee who may have been exposed to or used toxic substances or harmful physical agents during the course and scope of employment. A designated employee representative may access medical or exposure records of an employee in limited circumstances. However, the designated employee must have written authorization from the employee to access these records.

An employee has the right to access any records that measure or monitor that employee's exposure to toxic substances or harmful physical agents. If the employer does not have records specific to that employee, the employee may have access to records of employees who perform a similar type of work or work in similar conditions.

Employee exposure records include:

- Monitoring results of workplace air or measurement of toxic substances;
- Monitoring results of harmful physical agents;
- Monitoring of biological results, such as blood and urine;
- Compilations of data or statistical studies; or
- Safety Data Sheets containing information about a substance's hazards to human health.

PERSONAL PROTECTIVE EQUIPMENT PLAN

A Personal Protective Equipment ("PPE") Plan shall be developed to ensure the safety and health of all employees. The plan shall be in writing and reviewed with all employees. For the purposes of this Plan, "personal protective equipment" shall be defined as any protective device used to protect an employee against workplace injury, e.g., gloves, face shields, goggles, etc.

A Plan can be developed for an area, job category or for a specific individual. Job duties need to be studied to determine the necessary PPE for each job assignment. Once completed, the Plan should be made available to employees and updated as needed. To being drafting a personal protective equipment plan follow these steps:

1. Inform employees of the intention to create a protective equipment plan. Discuss the reasons for the plan and allow employees to provide feedback on the hazards of their jobs. Also during this time, job descriptions, potential hazards and current PPE should be evaluated.

2. Review workers' compensation data for all work-related injuries/illnesses and near misses for each particular area and/or job description. Analyze this data for potential cost and injury saving techniques.
3. Conduct a walk-through of the area and/or shadow particular job descriptions. Be sure to pay particular attention to the layout of the workspace, location of employees, location of hazards, and location of PPE. Using the form below, mark the known and potential hazards found. Also, be sure to provide a greater description of the hazards and the necessary PPE needed to adequately protect employees.
4. After conducting the walk-through, obtain the PPE that would provide employees with the required protections. Proper measures should be taken to be sure that selected PPE fits properly. Never use damaged, defective or expired PPE.
5. Make the PPE assessment form assessable. Sign, date, and post the form in an area for all employees to review. This form and workers' compensation data should be reviewed routinely and updated as needed.

Training:

Each employee who is required to use PPE will receive training. Such training shall include, but not be limited to, how to properly put on, take off, adjust, wear and maintain the PPE.

Each employee will demonstrate the understanding of the training and the ability to use PPE before being allowed to perform work requiring the PPE. Retraining will be required under the provision of specific PPE regulations or upon the request of either the employer or the employee.




The person responsible for providing PPE training will verify that each affected employee has received and understood the training through a written certification, indicating employee's name, date of training and subject of certification. Specific documentation on any PPE certification requirements shall also be maintained.

Plan Review and Update:




The PPE plan shall be reviewed and updated whenever there is any new equipment or personnel changes that may affect the Plan.

Sample PPE Hazard Assessment Form:






PPE HAZARD ASSESSMENT FORM

I am reviewing (check the appropriate box):	<input checked="" type="checkbox"/> A worksite <input type="checkbox"/> A single employee's job description <input type="checkbox"/> A job description for a class of employees	Specify location: Name of employee: Position Title: Position Title: Location:	
Your Name:		Department/Division:	Date:
	EYE HAZARDS: Tasks that can cause eye injury include: working with chemicals or acids; UV lights; chipping, sanding, or grinding; welding; furnace operations; and metal and wood working.		
	<i>Check the appropriate box for each hazard:</i>		
		<i>Description of hazard(s)</i>	<i>Required PPE</i>
	<input type="checkbox"/> Chemical Exposure <input type="checkbox"/> High Heat/Cold <input type="checkbox"/> Dust/Flying Debris <input type="checkbox"/> Impact <input type="checkbox"/> UV/R Radiation <input type="checkbox"/> Other:		
	HEAD/NECK/FACE HAZARDS: Tasks that can cause head/neck/face injury include: working below other workers who are using tools or materials that could fall, working on energized electrical equipment or utilities, and working in trenches or confined spaces.		
	<i>Check the appropriate box for each hazard:</i>		
		<i>Description of hazard(s)</i>	<i>Required PPE</i>
	<input type="checkbox"/> Chemical Exposure <input type="checkbox"/> Dust/Flying Debris <input type="checkbox"/> Impact <input type="checkbox"/> UV/R Radiation <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Other:		
	FOOT HAZARDS: Tasks that can cause foot injury include: exposure to chemicals or acids; welding or cutting; materials handling; renovation or construction; and electrical work.		
	<i>Check the appropriate box for each hazard:</i>		
		<i>Description of hazard(s)</i>	<i>Required PPE</i>
	<input type="checkbox"/> Chemical Exposure <input type="checkbox"/> High Heat/Cold <input type="checkbox"/> Impact/Compression <input type="checkbox"/> Electrical <input type="checkbox"/> Puncture <input type="checkbox"/> Slippery/Wet Surfaces <input type="checkbox"/> Other:		






PPE HAZARD ASSESSMENT FORM

I am reviewing (check the appropriate box): <input type="checkbox"/> A worksite <input type="checkbox"/> A single employee's <input checked="" type="checkbox"/> A job description for a class of employees	Specify location:				
	Name of employee:				
	Position Title:				
	Position Titles: <i>Pharmacy Tech, all levels</i>				
Location: <i>Central Pharmacy IV Sterile Room, DHH 0-level</i>					
Your Name: John Doe		Department/Division: Central Pharmacy, IV Sterile Room			
		Date: 10/09/09			
EYE HAZARDS: Tasks that can cause eye injury include: working with chemicals or acids; UV lights; chipping, sanding, or grinding; furnace operations; and metal and wood working.					
	Check the appropriate box for each hazard: Chemical Exposure <input checked="" type="checkbox"/> High Heat/Cold <input type="checkbox"/> Dust/Flying Debris <input checked="" type="checkbox"/> Impact <input type="checkbox"/> UV/IR Radiation <input type="checkbox"/> Other: <input type="checkbox"/>	Description of hazard(s): Exposure to hazardous and non-hazardous drugs during handling and preparation, spill clean-up. Safety hoods/glove boxes in separate clean room used for hazardous drug preparation.	Required PPE: Safety glasses w/ side shields for non-liquids, goggles for liquids, surgical mask with shield, face shields (disposable/reusable). In this case, a surgical mask/face shield is designed to prevent exposure from splashing below eye level. A safety shield in lieu of safety eyewear may be sufficient since the splash hazard is not corrosive.		
	HEAD/NECK/FACE HAZARDS: Tasks that can cause head/neck/face injury include: working below other workers who are using tools or materials that could fall, working on energized electrical equipment or utilities, and working in trenches or confined spaces.				
		Check the appropriate box for each hazard: Chemical Exposure <input checked="" type="checkbox"/> Dust/Flying Debris <input checked="" type="checkbox"/> Impact <input type="checkbox"/> UV/IR Radiation <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Other: <input type="checkbox"/>	Description of hazard(s): Exposure to hazardous and non-hazardous drugs during handling and preparation, spill clean-up. Safety hoods/glove boxes in separate clean room used for hazardous drug preparation.	Required PPE: Surgical mask with face shield, face shield (disposable or reusable). Re-use of equipment depends on departmental protocol.	
		FOOT HAZARDS: Tasks that can cause foot injury include: exposure to chemicals or acids; welding or cutting; materials handling; renovation or construction; and electrical work.			
			Check the appropriate box for each hazard: Chemical Exposure <input type="checkbox"/> High Heat/Cold <input type="checkbox"/> Impact/Compression <input type="checkbox"/> Electrical <input type="checkbox"/> Puncture <input type="checkbox"/> Slippery/Wet Surfaces <input type="checkbox"/> Other: <input type="checkbox"/>	Description of hazard(s):	Required PPE

PPE HAZARD ASSESSMENT CERTIFICATE

HAND HAZARDS: Hand injury can be caused by: work with chemicals or acids; exposure to cut or abrasion hazards (for example, during demolition, renovation, woodworking, or foot service preparation); work with very hot or cold objects or materials; and exposure to sharp.					
	Check the appropriate box for each hazard: Chemical Exposure <input type="checkbox"/> High Heat/Cold <input type="checkbox"/> UV/IR Radiation <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Puncture <input type="checkbox"/> Cuts/Abrasion <input type="checkbox"/> Other: <input type="checkbox"/>	Description of hazard(s):	Required PPE		
	BODY HAZARDS: Injury of the body (torso, arms, or legs) can occur during: exposure to chemicals, acids, or other hazardous materials; abrasive blasting; welding, cutting, or brazing; chipping, sanding, or grinding; use of chainsaws or similar equipment; and work around electrical arcs.				
		Check the appropriate box for each hazard: Chemical Exposure <input type="checkbox"/> High Heat/Cold <input type="checkbox"/> Impact/Compression <input type="checkbox"/> Electrical Arc <input type="checkbox"/> Cuts/Abrasion <input type="checkbox"/> Other: <input type="checkbox"/>	Description of hazard(s):	Required PPE	
		FALL HAZARDS: Personnel may be exposed to fall hazards when performing work on a surface with an unprotected side or edge that is 4 feet or more above a lower level, or 10 feet or more on scaffolds. Fall protection may also be required when using vehicle man lifts, elevated platforms, tree trimming, performing work on poles, roofs, or fixed ladders.			
			Check the appropriate box for each hazard: Fall hazard <input type="checkbox"/>	Description of hazard(s):	Required PPE
			NOISE HAZARDS: Personnel may be exposed to noise hazards when working in mechanical rooms; machining; grinding; sanding; cage washing; dish washing; working around pneumatic equipment; grounds equipment; generators; chains; motors; saws; jackhammers; or similar equipment.		
			Check the appropriate box for each hazard: Noise hazard <input type="checkbox"/>	Description of hazard(s):	Required PPE
			RESPIRATORY HAZARDS: Personnel may be exposed to respiratory hazards that require the use of respirators: during emergency response; when using certain chemicals outside of a chemical fume hood; when working with hazardous powders; when entering fume hood plenums; when working with animals; when applying paints or chemicals in confined spaces; when welding, cutting, or brazing on certain metals; and when disturbing asbestos, lead, silica, or other particulate hazards.		
			Check the appropriate box for each hazard: Chemical exposure <input type="checkbox"/> Particulate exposure <input type="checkbox"/> Other: <input type="checkbox"/>	Description of hazard(s):	Required PPE
			I certify that the above hazard assessment was performed to the best of my knowledge and ability, based on the hazards present on this date.		
		(signature)			

PPE HAZARD ASSESSMENT CERTIFICATE

PPE HAZARD ASSESSMENT CERTIFICATE		
	HAND HAZARDS: Hand injury can be caused by: work with chemicals or acids, exposure to cut or abrasion hazards (for example, during demolition, renovation, woodworking, or food service preparation), work with very hot or cold objects or materials, and exposure to slivers.	
	<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>
	Chemical Exposure <input checked="" type="checkbox"/>	Exposure to hazardous and non-hazardous drugs during handling and preparation; spill clean-up.
	High Heat/Cold <input type="checkbox"/>	
	UV/IR Radiation <input type="checkbox"/>	Punctures from syringe needles that may contain hazardous and non-hazardous drugs during preparation and handling activities such as: dilution/reconstitution, pulling and transferring, recapping and removing needle from syringe for pharmacist review, recapping syringe for medication dispensing. Size of needles used range from 18 to 19 gauge.
Electrical Shock <input type="checkbox"/>		
Puncture <input checked="" type="checkbox"/>		
Cuts/Abrasion <input checked="" type="checkbox"/>		
Other: <input type="checkbox"/>	Cuts from breaking drug containing ampules.	
<i>Required PPE</i>		
Double gloving with chemo gloves for hazardous drug handling, double gloving with approved gloves for non-hazardous drug handling.		
	BODY HAZARDS: Injury of the body (torso, arms, or legs) can occur during: exposure to chemicals, acids, or other hazardous materials; abrasive blasting; welding, cutting, or brazing; chipping, sanding, or grinding; use of chainsaws or similar equipment; and work around electrical arcs.	
	<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>
	Chemical Exposure <input checked="" type="checkbox"/>	Exposure to drugs during handling and preparation.
	High Heat/Cold <input type="checkbox"/>	
	Impact/Compression <input type="checkbox"/>	
Electrical Arc <input type="checkbox"/>		
Cuts/Abrasion <input type="checkbox"/>		
Other: <input type="checkbox"/>		
<i>Required PPE</i>		
Tyvek body suits.		
	FALL HAZARDS: Personnel may be exposed to fall hazards when performing work on a surface with an unprotected side or edge that is 4 feet or more above a lower level, or 10 feet or more on scaffolds. Fall protection may also be required when using vehicle man lifts, elevated platforms, tree trimming, performing work on poles, roofs, or fixed ladders.	
	<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>
Fall hazard <input type="checkbox"/>		
<i>Required PPE</i>		
	NOISE HAZARDS: Personnel may be exposed to noise hazards when working in mechanical rooms; machining, grinding, sanding; cage washing, dish washing, working around pneumatic equipment; grounds equipment; generators, chains motors, saws, jackhammers, or similar equipment.	
	<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>
Noise hazard <input type="checkbox"/>		
<i>Required PPE</i>		
	RESPIRATORY HAZARDS: Personnel may be exposed to respiratory hazards that require the use of respirators: during emergency response, when using certain chemicals outside of a chemical fume hood, when working with hazardous powders; when entering fume hood plenums, when working with animals, when applying paints or chemicals in confined spaces; when welding, cutting, or brazing on certain metals; and when disturbing asbestos, lead, silica, or other particulate hazards.	
	<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>
	Chemical exposure <input checked="" type="checkbox"/>	Spill clean up of hazardous drugs.
	Particulate exposure <input checked="" type="checkbox"/>	Clean up of powdered drugs.
	Other: <input type="checkbox"/>	
<i>Required PPE</i>		
Powered Air Purifying Respirator (PAPR)		
I certify that the above hazard assessment was performed to the best of my knowledge and ability, based on the hazards present on this date.		
(signature) _____		

BLOODBORNE PATHOGEN PROGRAM

A Bloodborne Pathogen Plan shall be developed to safeguard employees who may be occupationally exposed to blood and other potentially infectious material during workplace incidents as determined through an exposure assessment. It is the intent of the plan to comply with 29 CFR 1910.1030.

The Plan shall include the following components:

Responsible Parties:

The Plan shall identify parties responsible for coordinating the various components of the Plan, including, but not limited to, occupational exposure determination (29 CFR 1910, 1030, b), investigations, medical records, vaccination program, labels and signs and training.

Accessibility of the Plan:

Employees will be advised that the Plan is accessible to all employees. Copies of the Plan will be available at [insert location].

Exposure Determination:

The person(s) responsible for exposure determination shall conduct a periodic investigation to identify which employees may incur occupational exposure to potentially infectious materials. NOTE: This exposure determination is made without regard to personal protective equipment ("PPE").

Such determination shall include a list of job classifications and any procedures that might expose the employee in that classification. This list shall be periodically updated as tasks, procedures and classifications change.

Methods of Compliance:

The following areas must be addressed in order to effectively eliminate or minimize exposure to Bloodborne pathogens in the facility. Those areas include:

- The Use of Universal Precautions.

- Establishing appropriate Engineering Controls.
- Implementing Appropriate Work Practice Controls.
- Using necessary PPE.
- Implementing appropriate Housekeeping Procedures.

Note: Many elements exist for each of the methods of compliance listed above. For a comprehensive list, please contact [list name and phone number].

Hepatitis B Vaccination Program:

To protect employees as much as possible from the possibility of Hepatitis B infection, a vaccination program may be implemented. The program will be offered at no cost to the employee who has been identified as having the possibility of occupational exposure to blood or other body fluids. Vaccinations shall be made available either (a) within ten working days of that job assignment or (b) ten days after an exposure, and will be performed under the supervision of a licensed physician or other healthcare professional.

Employees who decline the vaccination must sign a waiver on a prescribed form [see attached sample form]. Employees who initially decline but subsequently wish to receive the vaccination shall receive it within ten days from his or her request.

The person responsible for the vaccination program shall maintain all consent or refusal forms.

Post-Exposure and Follow-Up:

If an employee is involved in an incident where exposure to Bloodborne pathogens may have occurred, focus must be placed on two areas:

- Investigating the circumstances surrounding the exposure incident.
- Insuring that the employee receives medical consultation and treatment (if necessary) as soon as possible.

An investigation of every exposure must be initiated within 24 hours of the incident. Pertinent information regarding the exposure should include, but is not limited to, the following:

- Where, when, and how the incident occurred.
- What potentially infectious material(s) were involved.
- Source of the infectious material.
- What circumstances surrounded the incident.
- PPE being used at the time of exposure.
- Action taken as a result of the incident.

All information is evaluated, documented, and provided to the exposed employee. The exposed employee will be kept apprised of any applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual. The exposed employee will meet with a qualified healthcare professional to discuss his or her medical status.

Remember that confidentiality of the parties is critical.

Information Provided to Healthcare Professional:

The following documents shall be forwarded to the healthcare professional:

- A copy of the Agency's Bloodborne Pathogen Standard (29 CFR 1910.1030)
- A copy of the Incident Investigation Form and any accompanying information pertaining to the incident.
- The exposed employee's medical records.
- Any other pertinent information.

Healthcare Professional's Written Opinion:

After consultation, the healthcare professional will provide a written opinion to the employer (within 15 days) evaluating the exposed employee's situation. The employer will then notify the exposed employee of the results of that evaluation. The opinion will not reference any personal medical information.

Medical Records:

Pertinent medical records will be maintained on exposed employees. Again, confidentiality is critical and no information will be disclosed without the express written permission of the employee, unless as otherwise permitted by law.

Labels and Signs:

Biohazard labels are the most obvious warnings of possible exposure to Bloodborne pathogens. Labels shall be affixed to the following items:

- Containers containing blood or other potentially infectious materials
- [Name] shall be responsible for setting up and maintaining the labeling program in the facility.

Information, Training and Recordkeeping:

All employees who have the potential for exposure to Bloodborne pathogens shall complete a Bloodborne pathogens training program. New employees or employees changing job or job functions requiring Bloodborne pathogens training must receive this training at the time of their new job assignment. After initial training, employees must be retrained at least annually. Adequate time will be allotted to give employees the opportunity to ask questions and interact with the instructor.

Records of all training sessions will be maintained. Such records shall include: Dates of training sessions; contents/summary of training; name and qualifications of the instructor(s); and names and job titles of employees attending. Training records will be made available for review and photocopying by employees and representatives.

ADDITIONAL FORMS/DOCUMENTS

Sample Employee Safety Training Checklist:

EMPLOYEE SAFETY TRAINING CHECKLIST			
Employee Name:			
Job Title:	Supervisor:	Start Date:	
		Date & Initial When Completed:	
Location:	Original Orientation	OR	Refresher Training
Training on the following items is required for all employees:			
Emergency Action and Fire Prevention Procedures			
Personal Protective Equipment			
Hazard Communication			
Access to Medical and Exposure Records			
Bloodborne Pathogens			
Written Injury Prevention Program			
Safety Committee Members			
Specific Training is required when performing certain tasks (i.e., Lockout/Tagout). List Specifics below:			
Provide additional blank spaces, as needed.			
Comments:			
Employee's Signature:			
Supervisor's Signature:			
Forward the original to _____ and maintain a copy at the workplace.			
Form Revision Date May 2016			

Key Program Elements

Y/N Comment

Safety management – Written Injury Prevention Program (IPP)

Responsibilities – Agency Leadership, Management and Staff		
Job Hazard Assessment and Safe Work Practices		
Safety Training Plan – Orientation, Job Specific, Annual, Ongoing		
Incident Reporting, Investigation and Corrective Action		
Annual Agency Goals, Metrics and Program Review		

Safety Programs – Written Policy and Procedures

Emergency Procedures		
Security Procedures		
Hazard Communication/GHS – Chemical Safety		
Bloodborne Pathogen		
Personal Protective Equipment		
Respiratory Protection		
Fall Prevention/Protection – Work At Heights		
Portable Electrical Hand Tools; Machine Guarding		
Lockout/Tagout; Electrical Safety		
Hearing Conservation Program		
Ergonomics Training: Office, Lifting, Material Handling		
Powered Industrial Truck/Forklift		
Vehicle/Driver Safety		
Other:		

Safety Committee – Agency and Divisional

Active Committee – Comprised of 50/50 Management/Staff		
Regular Meetings – Quarterly Minimum		
Agenda and Meeting Minutes – Published and Maintained		
Activities – Inspections, Root Cause Analysis, Safety Fair		
Annual SC Goals – Leading and Lagging Metrics		

Vaccination Declination Form [SAMPLE]

Employee Name: _____

Employee ID #: _____

I decline the Hepatitis B vaccination at this time. I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B viral (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself.

If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series, at no charge to me, at that time.

Employee Signature

Date

Management Signature

Date

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1.0 SCOPE

The purpose of this plan is to establish a written program and procedures for the safe handling and use of hazardous chemical substances at ABC Agency.

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) 29 CFR 1910.1200 calls for the development of a hazard communication program when employees may be exposed to any chemical in the workplace under normal conditions of use or in a foreseeable emergency. In 2012, OSHA revised the HCS to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This program complies with the requirements of the OSHA HCS 2012.

This hazard communication program applies to all Agency associates, temporary employees, contractors and visitors to our facilities who handle, or work with, any hazardous material under normal conditions.

In workplaces where chemicals are only handled in sealed containers and are not opened under normal conditions of use this program applies in limited scope. Included is training of employees for protection in the event of a spill or leak, access by associates to Safety Data Sheets, and assuring labels on incoming containers of hazardous materials are not removed or defaced.

2.0 RESPONSIBILITY

Safety Coordinator / Haz Com Program Administrator

- Is responsible for administering the hazard communication program..
- Will maintain the workplace chemical list and insure access to SDSs
- Ensure new employees receive new-hire hazardous communication training and all employees receive annual refresher training.
- Review the effectiveness of the hazard communication program and ensure the program satisfies the requirements of all applicable federal, state or local hazard communication requirements

Associate Responsibilities

- Identify hazards before starting a job
- Read container labels and SDSs
- Notify their supervisor of torn, damaged or illegible labels or of unlabeled containers
- Use controls and/or personal protective equipment provided to minimize exposure
- Follow instructions and warnings pertaining to chemical handling and usage
- Properly care for personal protective equipment, including cleaning, storage, and replacement
- Know and understand the consequences associated with the safe handling and use of chemicals
- Participating in training

3.0 DEFINITIONS

Consumer Products: Any article, or component thereof, produced or distributed for sale to a consumer for use in or around a permanent or temporary household or residence, school, in recreation or otherwise (personal use).

Hazardous Substance: A substance that is a physical or a health hazard.

Health Hazard: Chemical for which there is statistically significant evidence based on at least one study conducted in accordance with scientific principles that acute or chronic health effects may occur in exposed employees. Health hazards include carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes, or mucous membranes.

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SDS: Safety Data Sheet. Document concerning a hazardous substance that is prepared in accordance with the OSHA Hazard Communication Standard.

Physical Hazard: Chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, or unstable (reactive).

Workplace Chemical List: A chemical inventory list to be developed by the program administrator. The master list will be kept maintained as appendix A of this document. Any new chemicals will be added to the workplace chemical inventory list as needed.

4.0 STANDARD/GUIDELINE/PROCEDURE

4.1 Program Overview

4.1.1 This hazardous communication program contains the following elements;

- Workplace Chemical List (inventory)
- Access and maintenance of Safety Data Sheets (SDS)
- Container labeling
- Associate training

4.1.2 The following are not a requirement of this program;

- Foods, drugs, cosmetics or tobacco products
- Untreated wood products
- Hazardous and Universal Waste

4.2 The Workplace Chemical List (Inventory)

4.2.1 This list will contain the product identifier that is referenced on the appropriate SDS, and the location or work area where the chemical is used or stored.

4.2.2 This list will be updated annually and whenever a new chemical is introduced to the workplace.

4.3 Safety Data Sheets

4.3.1 An SDS will be obtained and maintained for each hazardous chemical in the workplace. SDSs for each hazardous chemical will be readily accessible during each work shift to associates when they are in their work areas.

4.3.2 SDSs will be obtained from the chemical manufacturer, importer or distributor. The name on the SDS will be the same as that listed on the chemical inventory list. SDSs for chemicals or process streams produced by the company will be developed and provided by the safety coordinator.

4.3.3 Operating Companies may elect to keep SDS's either electronically (in a database or other electronic media) or manually in a binder. Regardless, SDS's should be readily available.

4.3.4 All SDS's will be organized in a standard format as referenced in attachment 9.2.

4.4 Labeling and Other Forms of Warning

4.4.1 Each container of hazardous chemicals received from the chemical manufacturer, importer or distributor will be labeled with the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)
- Name, address and telephone number of the chemical manufacturer, importer or other responsible party

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4.4.2 When a chemical is transferred from the original container to a portable or secondary container, the container will be labeled, tagged or marked with a GHS label containing the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)

4.4.3 Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label. If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled. Food and beverage containers should never be used for chemical storage.

4.4.4 Workplace labels or other forms of warning will be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift. If employees speak languages other than English, the information in the other language(s) may be added to the material presented as long as the information is presented in English as well.

4.5 Non Routine Tasks

4.5.1 The Agency Safety Coordinator and the immediate supervisor of an associate performing a nonroutine task, such as cleaning machinery and other process equipment, is responsible for ensuring that adequate training has been provided to the associate on any hazards associated with the nonroutine task. Associates share in this responsibility by ensuring that their immediate supervisor knows that the nonroutine task will be performed.

4.6 Contractors

4.6.1 Prior to beginning work, the safety coordinator or local supervision will inform contractors with employees working on company property of any hazardous chemicals that the contractors' employees may be exposed to while performing their work. The safety coordinator or supervisor will also inform contractors of engineering or work practice control measures to be employed by the contractor, personal protective equipment to be worn by the contractors' employees, and any other precautionary measures that need to be taken to protect their employees during the workplace's normal operating conditions and in foreseeable emergencies.

4.6.2 The safety coordinator or local supervision will advise contractors that they must comply with all OSHA standards while working on company property. Appropriate controls will be established with the contractor to ensure that company employees are not exposed to safety and health hazards from work being performed by the contractor and that company operations do not expose contractors' employees to hazards.

4.7 Employee Rights under the Hazard Communication Standard

4.7.1 At any time, an associate has the right to;

- Review the written Hazard Communication Program
- Access the Workplace Chemical List and SDS
- Ask questions regarding the hazards of a chemical.

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5.0 TRAINING REQUIREMENTS

- 5.1 Employees included in the Haz Com program receive the following information and training prior to starting work and when new chemical hazards are introduced to their work area;
 - 5.1.1 Requirements of the Hazard Communication Standard including the GHS updates.
 - 5.1.2 Location of the written program, workplace chemical inventory list and SDS's.
 - 5.1.3 How to access Safety Data Sheets.
 - 5.1.4 Proper work practices for working with hazardous substances
 - 5.1.5 Personal Protective Equipment selection.
 - 5.1.6 Emergency procedures and first aid for spills and other exposure.
- 5.2 Training will be conducted initially and as new hazards are introduced. Periodic training may be conducted to further educate associates on chemical hazardous and the methods of safeguarding themselves. At least annually, refresher training will be conducted to reacquaint everyone with the standard and discuss any changes made to the program.

6.0 RECORDKEEPING

- 6.1 The Agency Hazardous Communication Program must be reviewed annually and updated when appropriate.
- 6.2 Training records pertaining to the hazard communication program will be maintained in the employee training file.
- 6.3 The Safety Coordinator will maintain the Workplace Chemical list and update it when a new chemical is introduced into the workplace.

7.0 FORMS

No specific forms apply to this plan

8.0 REFERENCES

OSHA 29CFR1910.1200

9.0 ATTACHMENTS

- 9.1 Workplace Chemical List
- 9.2 Safety Data Sheets Quick Reference
- 9.3 Hazard Communication Standard Pictogram

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9.1 Workplace Chemical List

Sample Chemical Inventory Lists

Example: Completed Inventory Template

id	Chemical Name	Chemical Concentration	CAS	Container Size	Units	Container Number	Chemical Physical State	Container Type	HazMat Type	Storage Pressure	Storage Temperature	Location	Manufacturer	Catalog Number	Chemical Custom1	Chemical Custom2
	2-propanol	99	67-63-0	4	L	1	Liquid	Glass Bottle	Pure	Ambient	Ambient	Flammable Cabinet	Sigma Aldrich	109827-4L	propanol	Jim
	acetone	99	67-64-1	4	L	4	Liquid	Plastic Bottle	Pure	Ambient	Ambient	Flammable Cabinet	Sigma Aldrich	179973-4L	propanone	Melissa


Item #	Chemical Name	Concentration	CAS #	Quantity	Unit	Hazard Class	Location	Date Received	Date Expired	Supplier
1	Sodium hypochlorite	6.15%	7681-52-9	3	gal	Corrosive	Rm 101, Cabinet1	1/1/2012	6/30/2012	MyGrocery
2	Acetic Acid	99.70%	64-19-7	2.5	L	Corrosive	Rm 101, Acid	4/1/2012	4/1/2013	Sigma
3	Glycerin	100%	56-81-5	350	ml		Rm 101, Cabinet2	5/3/2012	7/5/2014	Aldrich
4	Sodium Hydroxide	98%	1310-73-2	250	g	acute toxicity, corrosive	Rm 101, Base	6/29/2012	6/8/2013	Aldrich
5	3,5-Dinitrobenzoyl Chloride	98%	99-33-2	25	ug	Corrosive, Mutagen, Irritant	Rm 101, Cabinet1	8/12/2011	4/3/2012	Aldrich

Chemical Name (*), CAS #	Quantity	Hazard Class(es)	NFPA Hazard Codes	Location	Date Received	Date Removed
2-Propanol (a.k.a. Isopropyl alcohol) CAS # 67-63-0	1x one gallon glass bottle, 1x 500ml glass bottle	Flammable, Irritant	1,3,0	Fumehood "flammables" cabinet	Used & Replaced regularly	
Diethyl Carbonate * (DEC) CAS # 105-58-8	1x 60ml nalgene bottle, bagged	Flammable, Irritant	1,3,1	shelf below the sink	unknown	
Solids						
Silica gel desiccant CAS # 112926-00-8 Cobalt Chloride (indicator) CAS # 7646-79-9	1x 500g glass jar	CoCl ₂ : carcinogen, irritant	Not published CoCl ₂ : 2,0,0	shelf below the sink	unknown	
Calcium Sulfate desiccant CaSO ₄ (Drierite) CAS # 7778-18-9	1x 1lb glass jar	Irritant (dust form)	1,0,0	shelf above the sink	unknown	
Graphite powder CAS # 7782-42-5	2x 4oz plastic bottles	irritant	1,1,0	shelf above the sink	unknown	
Lithium foil * CAS # 7439-93-2	1x 25 gram pkg.	Corrosive, Flammable, Reacts violently with water	3,2,2, W	inside the glove box	3-2005	
"Consumer" chemicals						
"Shiela Shine" metal polish	1 quart can	Irritant,		shelf above sink	unknown	
Linseed oil CAS # 8001-26-1	1 quart can		0,1,0	shelf above sink	unknown	
Turpentine CAS # 8006-64-2	16 oz plastic bottle	Flammable, poison	1,3,0	shelf above sink	unknown	

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Attachment 9.2

Safety Data Sheets Quick Reference



Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.


Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.



Hazard Communication Safety Data Sheets

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.
See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents.




Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:
 Occupational Safety and Health Administration (800) 321-OSHA (6742) www.osha.gov


SAMPLE LABEL

<p>CODE Product Name _____ } Product Identifier</p> <p>Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____ } Supplier Identification</p>	<p>Hazard Pictograms</p>  <p>Signal Word Danger</p> <p>Hazard Statements Highly flammable liquid and vapor. May cause liver and kidney damage.</p> <p>Precautionary Statements</p> <p>Supplemental Information Directions for Use _____ _____</p> <p>Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____</p>
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OSHA 3492-02-2012

Attachment 9.3










Hazard Communication Standard Pictogram



Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

<p style="text-align: center;">Health Hazard</p> <div style="text-align: center;"></div> <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p style="text-align: center;">Flame</p> <div style="text-align: center;"></div> <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p style="text-align: center;">Exclamation Mark</p> <div style="text-align: center;"></div> <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p style="text-align: center;">Gas Cylinder</p> <div style="text-align: center;"></div> <ul style="list-style-type: none"> • Gases Under Pressure 	<p style="text-align: center;">Corrosion</p> <div style="text-align: center;"></div> <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	<p style="text-align: center;">Exploding Bomb</p> <div style="text-align: center;"></div> <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p style="text-align: center;">Flame Over Circle</p> <div style="text-align: center;"></div> <ul style="list-style-type: none"> • Oxidizers 	<p style="text-align: center;">Environment (Non-Mandatory)</p> <div style="text-align: center;"></div> <ul style="list-style-type: none"> • Aquatic Toxicity 	<p style="text-align: center;">Skull and Crossbones</p> <div style="text-align: center;"></div> <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

GLOSSARY:

- **Global Harmonization System (GHS)** – The Globally Harmonized System of Classification and Labeling of Chemicals includes standards methods for the classification of health, physical and environmental hazard, including specifying what information should be included on labels of hazardous chemicals.
- **Occupational Safety and Health Administration (OSHA)** – The Occupational Safety and Health Administration is an agency of the United States Department of Labor tasked with the responsibility of assuring safe and healthful working conditions for working men and women by setting and enforcing standards.
- **Personal Protective Equipment (PPE)** – Personal Protective Equipment, examples include: helmets, goggles, gloves, and any other garment/equipment designed to protect the wearer’s body from injury and/or infection.
- **Safety Data Sheets (SDS)** –Safety Data Sheets are documents used to provide information on the properties of hazardous chemicals and identifies how the chemicals will affect health and safety in the workplace.