Safety Compliance Manual

for

Michigan Auto Recyclers

Disclaimer

Workplace safety and health are important. MIOSHA regulates workplace safety by developing workplace standards and limits, offering guidelines, making recommendations, and conducting inspections and enforcement. MIOSHA regulations are “performance-oriented”, which means that MIOSHA establishes the required results, but often does not specify how to achieve those results. Therefore, achieving MIOSHA compliance is quite complicated.

This Manual is intended to provide guidance on MIOSHA record keeping and reporting requirements for standards that typically apply to auto recyclers. Our goal is to simplify and clarify some of the more common requirements. It does not include all of the requirements that could apply to any situation within an auto recycling facility. For further guidance, and if there are concerns about a particular topic, you should refer to the actual MIOSHA regulations, and/or to a more comprehensive report such as the *OSHA Compliance Manual* published and regularly updated by J.J. Keller & Associates, Inc®, or various compliance assistance materials available from MIOSHA.

Following the record keeping and reporting guidelines in this Manual does not guarantee absolute compliance with MIOSHA regulations. Neither Stormtech, Inc. nor the association assume any liability or responsibility for errors, omissions, or ambiguity contained within this Manual, and shall not be held liable in any degree for any loss, injury, or violation caused by such errors, omissions, or ambiguity.

OSHA Record Keeping & Reporting Requirements for Auto Recyclers

1. **OSHA Workplace Poster**
    - **Recyclers are required to display OSHA Workplace Poster in their workplace. The poster (OSHA Form 3165) notifies employees of their rights and responsibilities under the Occupational Safety & Health Act.**

2. **Hazard Communication**
    - **Recyclers who store or use hazardous chemicals must:**
        - **Maintain a written Hazard Communication Program**
        - **Provide Safety Data Sheets**
        - **Document Annual Training**

3. **Personal Protective Equipment**
    - **Provide a written Hazard Assessment that identifies appropriate PPE for various operations**
    - **Document initial and as-needed PPE training for employees who are required to utilize PPE**

4. **Eyewash Station**
    - **Annual inspection**
    - **Annual training**

5. **Hearing Protection**
    - **Hearing Conservation Program**
    - **Initial and annual training**

6. **Fire Protection**
    - **Fire Prevention Plan**
        - **Recyclers with 11 or more employees must have a written Fire Prevention Plan**

- **A verbal Fire Prevention Plan is allowed for recyclers with 10 or fewer employees**

- **Portable Fire Extinguishers**
  - **Document annual maintenance inspections and monthly visual observations for all fire extinguishers (tags)**
  - **Document annual fire response training**

7. **First Aid**
   - **No recordkeeping required**
   - **If injury occurs, follow injury/illness reporting requirements**

8. **Bloodborne Pathogens**
   - **Recyclers whose operations may expose employees to blood or other infectious materials must provide a written Bloodborne Pathogen Exposure Control Plan**
   - **Document annual bloodborne pathogen training of employees with potential exposure**
   - **Retain training records for 3 years, and medical records for duration of employment plus 30 years**

9. **Hazardous Material (Airbag) Transportation Training**
   - **Document training every three years**
   - **Shipping personnel, and their supervisors, must be trained**

10. **Torch Cutting**
    - **Document review of torch cutting rules and procedures with all employees authorized to use torches (utilize ARA's *Torch-Use Education and Orientation* or equivalent). ARA CAR program recommends an annual review**
    - **Initial, and as needed training, training required**
    - **Note: ARA CAR program recommends annual training**

11. Powered Industrial Truck Operator Training

- **Document "classroom" (or online) training and hands-on operator training for all employees who operate powered industrial trucks (forklifts, loaders, skid steers, cranes, crushers)**
- **Training to be provided initially, and then evaluate at least once every 3 years**

12. Electrical Panels and Cords

- **No recordkeeping or training required**

13. Gasoline Containers

- **No recordkeeping or training required**

14. Machine Guards & Devices

- **No recordkeeping or training required**

15. Lockout/Tagout

- **Recyclers whose employees service and maintain machines and equipment that may cause injury by the *unexpected* energization or start-up, or the release of stored energy must prepare a lockout/tagout plan of procedures**
- **Document initial and as-needed lockout/tagout training**
- **Provide certification of annual periodic inspections of the energy control procedures that have been performed**

16. Emergency Action Plan

- **Annual training required**

17. Injury & Illness

- **Injury and Illness Record Keeping**
  - **Recyclers with 11 or more employees record work related injuries and illnesses on OSHA Forms 300, 301, and 300A**
  - **Post 300A Summary Form from February 1 through April 30 of each year**
  - **All employees have a right to review injury and illness records**
  - **Retain all records for 5 years following the covered year**
- **Reporting Fatalities and Multiple Hospitalization Incidents**
  - **Report within 8 hours of an employee death or in-patient hospitalization of three or more employees from a work related incident**
  - **Report verbally to the nearest OSHA office or the OSHA Hotline at 800-321-6742**
- **Access to Employee Exposure and Medical Records**
  - **Maintain medical records related to work-related exposure to toxic substances or harmful physical agents**
  - **Maintain medical records for duration of employment plus 30 years**
  - **Maintain exposure records for 30 years**
  - **Ensure that records are accessible to the employee and designated representative**
- **Annual OSHA Injury and Illness Survey**
  - **Recyclers who receive a written request from OSHA to participate in an annual OSHA injury and illness survey must respond to the survey within 30 days, or the date listed on the survey form (whichever is longer)**

18.Lift Safety

- **No recordkeeping or training required**

19.MIOSHA

- **MIOSHA Citations**
  - **Recyclers who receive citations for MIOSHA violations must immediately post the citation(s) at or near the place where the violation occurred**
  - **Post the citation until the violation has been abated, or for three working days, whichever is later**
- **Abatement Verification Procedures**
  - **Recyclers who receive citations for willful, repeat, or serious MIOSHA violations must, within 10 days of abating the violation, submit documentation to MIOSHA showing that the abatement is complete**
  - **Abatement plans and schedules may be required when the abatement time is more than 90 days**
  - **Periodic progress reports may be required**

Training Requirement

Safety Standard	Annual	Every 3 Years	Initial	As-Needed
1. OSHA Workplace Poster	--	--	--	--
2. Hazard Communication	X	--	--	--
3. Person Protective Equipment	--	--	X	X
4. Eyewash Station	X	--	--	--
5. Hearing Protection	X	--	X	--
6. Fire Response	X	--	--	--
7. First Aid	--	--	--	--
8. Bloodborne Pathogens	X	--	--	--
9. HazMat (Airbag) Training	--	X	X	--
10.Torch Cutting	--	--	X	X
11. Powered Industrial Truck Operator	--	X	X	X
12. Electrical Panels & Cords	--	--	--	--
13. Gasoline Container	--	--	--	--
14. Machine Guards & Devices	--	--	--	--
15. Lockout/Tagout	--	--	X	X
16. Emergency Action Plan	X	--	--	--
17. Injury & Illness Reporting	--	--	--	--
18. Lift Safety	--	--	--	--
19. MIOSHA	--	--	--	--

ARA University Safety Training for ARM Members

All ARM members have access to at least 14 online Safety Courses. These courses (most are 20 – 30 minutes) are convenient, available 24/7, and include tests, certificates, and tracking.

Additional ARA University Training Available to Chapter Members

- Access to all ARAU interactive online courses and video-on-demand courses from J.J. Keller & Associates. Includes exercises, tests, certificates, and tracking

- Choose from hundreds of self-paced online training programs. $20 per course per person, unlimited access for 90 days

- Choose from 140 Video-on-Demand videos. Excellent for large meetings, seminars, and webinars. $40 per video, unlimited access for 30 days

- Special Discount ARA U Membership: Access to all courses and videos. $24.95/month for up to 10 User Licenses, additional users are $5 per month each. This is a 50% discount from normal ARA member fees

ARA University Health and Safety Training Courses

1. **Haz Com (GHS)**
2. **Back Safety**
3. **Blood Borne Pathogens**
4. **Electrical Safety**
5. **Eye Safety**
6. **Fire safety**
7. **Forklift Safety**
8. **Rough Terrain Forklift Safety**
9. **Hearing Safety**
10. **Hoists & Slings**
11. **Lockout/Tagout**
12. **Machine Guards**
13. **Personal Protective Equipment**
14. **PPE: Eye and Face**
15. **PPE: Head**

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TAB 1

OSHA Workplace Poster

What is the OSHA poster and why do I need it?

The **OSHA Job Safety and Health: It's the Law** poster, available for free from OSHA, informs workers of their rights under the Occupational Safety and Health Act. All covered employers are required to display the poster in their workplace. Employers do not need to replace previous versions of the poster. Employers must display the poster in a conspicuous place where workers can see it.

How do I get a copy?

You can get a copy of the OSHA poster in several ways:

- **Order a print copy online from the OSHA Publications Web page.** The English version is publication number 3165. The Spanish version is publication number 3167.
- **Order a print copy by phone.** Call OSHA's toll-free number at 1-800-321-6742 (OSHA) or the OSHA Publications Office at 202-693-1888.
- **Order safety posters from MIOSHA at:**
  https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=4&ved=2a-hUKEwii6KrrqP3dAhWpz4MKHexJAAEQFjADegQIBxAC&url=https%3A%2F%2Fwww.pciaonline.com%2Fdocuments%2F40344_Michigan_Required_Workplace_Posters.pdf&usg=AOvVaw2HuPuksz09C49DmztSeaXS

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TAB 2
Hazard Communication

OSHA's Hazard Communication Standard
Globally Harmonized System

- Written HazCom Plan
- Hazardous Material Inventory
- Hazard Classification
- Pictograms
- Labels
- Safety Data Sheets (SDS)
- Training

GHS Schedule

- Workers to be trained for new labels and SDS by December 1, 2013
- Full implementation by June 1, 2015 (except distributors may ship products with old labels until December 1, 2015)
- By June 1, 2016, "update alternative workplace labeling and hazard communication as necessary, and provide additional employee training for newly developed hazards"

GHS Pictograms

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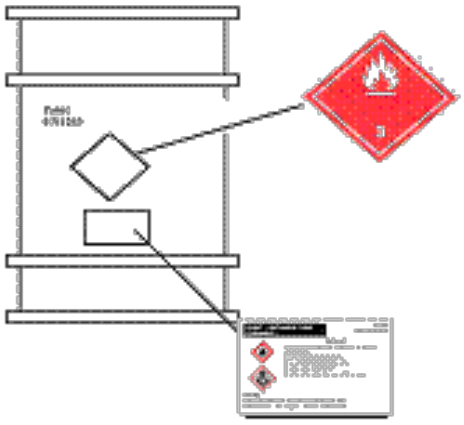
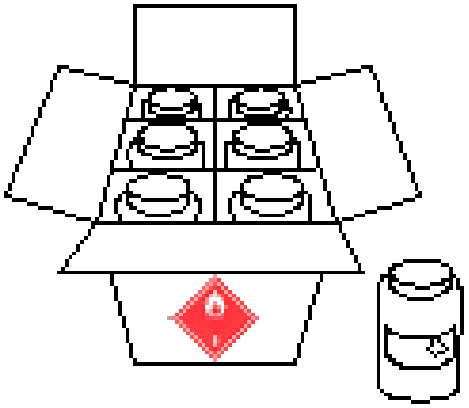
GHS Safety Data Sheet (SDS) Requirements

- Section 1, Identification
- Section 2, Hazard(s) Identification
- Section 3, Composition/Information on Ingredients
- Section 4, First-Aid Measures
- Section 5, Fire-Fighting Measures
- Section 6, Accidental Release Measures
- Section 7, Handling and Storage
- Section 8, Exposure Controls/Personal Protection
- Section 9, Physical and Chemical Properties
- Section 10, Stability and Reactivity
- Section 11, Toxicological Information.
- Section 12, Ecological Information
- Section 13, Disposal Consideration
- Section 14, Transport Information
- Section 15, Regulatory Information
- Section 16, Other Information

GHS Labeling Requirement





Sample HazCom Plan

Hazard Communication Plan
XYZ Auto Recyclers, Inc.
333 Faraway Drive
Anytown, MI 48100

Company Policy

This Hazard Communication Plan describes the procedures used by XYZ Auto Recyclers, Inc. to provide information to employees about the potential dangers and exposure risks related to hazardous chemicals. All employees who could potentially be exposed to hazardous chemicals will be trained, and will help implement the procedures presented in this plan. This written Hazard Communication Plan will be available in the lunch room for review by any interested employee. Should you have any questions about this plan, please contact Safety Manager Barry Sanders.

Container Labeling

Safety Manager Barry Sanders, will verify that all hazardous and fluid storage containers are clearly labeled according to OSHA's GHS Hazard Communication Standard, which provides general information regarding the hazards of the chemical. Existing labels will not be removed or defaced unless the container is immediately re-marked with the required information. The labels will provide the product name, signal word, hazard statements, pictograms, precautionary statements, and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party. Safety Manager Barry Sanders, will review the company labeling procedures annually, and on an as-needed basis if concerns are raised or regulations change. Labels will be updated as appropriate.

The following storage containers will be labeled:

1. 500-gallon used oil tank in the dismantling building
2. 250-gallon used antifreeze tank in the dismantling building
3. 60-gallon gasoline buggy in the dismantling building
4. 250-gallon gasoline tank in secondary containment
5. 250-gallon diesel tank in secondary containment
6. Used battery box in the dismantling building
7. 3-gallon ELVS mercury switch container in the dismantling building
8. Box containers for new motor oil, hydraulic fluid, lubricants, antifreeze, cleaner solvents, and paint located in the shop.

The used oil is picked up by Joe's Oil Company. The used antifreeze is sold in small containers. The used gasoline is re-used in facility trucks. Used batteries are picked up by Alliance Battery Co. Mercury switches are shipped to the ELVS program.

Safety Data Sheets (SDSs)

Safety Manager Barry Sanders is responsible for establishing and monitoring the company SDS program. He will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information.

He will see that any significant new information is passed on to affected employees. Old MSDS forms will be replaced with new SDSs in accordance with the GHS implementation schedule.

Copies of SDSs for all hazardous chemicals, to which employees are exposed or are potentially exposed will be kept in the lunch room. SDSs will be readily available to all employees in a three-ring binder. If an SDS is not available, contact Safety Manager Barry Sanders.

If an SDS (or MSDS prior to the deadline) is not provided with a shipment labeled as hazardous or has not been received prior to the shipment, the chemical will not be used until an SDS is obtained from the supplier, manufacturer, online sources, or other sources.

Employee Training and Information

Safety Manager Barry Sanders is responsible for employee training and information. He will ensure that all program elements specified below are carried out.

All employees must be made familiar with the new standardized labels and data sheets. This will be accomplished through on-site safety training by Barry Sanders, supplemented by online training through ARA University.

Every exposed employee will be trained at the time of their initial assignment, and whenever a new chemical hazard the employees have not been previously trained on is introduced into their work area.

Prior to starting work, each new employee will attend a health and safety orientation that includes the following information and training:

- An overview of the requirements contained in the Hazard Communication Standard, 29 CFR 1910. 1200
- The hazardous chemicals present in the workplace
- The physical and health risks of the hazardous chemicals
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels received on shipped containers and the workplace labeling system
- An explanation of the safety data sheet
- Location of the SDS file and written hazard communication program

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard.

Hazardous Chemical Inventory

The following is a list of all hazardous chemicals known to be present at XYZ Auto Recyclers, Inc. This list includes the product identifier, the chemical manufacturer, the work area the chemicals are used in, the dates of use, and the quantity stored/used. Further information on each chemical may be obtained from the SDSs which are located in the lunchroom. When new chemicals are received, this list is updated (including date the chemicals were introduced), within 30 days of introduction into the workplace. The hazardous chemical inventory was compiled and is maintained by Safety Manager Barry Sanders.

	Product	Manufacturer/ Supplier	Location	Quantity	Dates Used
1.	Used Oil	Salvage vehicles	Dismantling building	500 gallon	Continuous
2.	Used Antifreeze	Salvage vehicles	Dismantling building	250 gallon	Continuous
3.	Gasoline buggy	Salvage vehicles	Dismantling building	60 gallon	Continuous
4.	Gasoline (new)	Mobil	Outside-secondary containment	250 gallon	Continuous
5.	Diesel fuel (new)	Mobil	Outside-secondary containment	250 gallon	Continuous
6.	Used batteries	Salvage vehicles	Dismantling building	Up to 50 batteries/box	Continuous
7.	Mercury switches	Salvage vehicles	Dismantling building	3 gallon-up to 450 switches	Continuous
8.	New Products • Motor oil • Hydraulic fluid • Lubricants • Antifreeze • Cleaner solvents • Paint	Farm & Fleet	Shop	Small containers (<1 gallon) in box	Re-stocked quarterly

Date prepared: April 20, 2014
By Barry Sanders
Safety Manager

Updates: _____

_____

_____

Fill-In HazCom Plan

_____
_____
_____
_____

Company Policy

This Hazard Communication Plan describes the procedures used by _____ to provide information to employees about the potential dangers and exposure risks related to hazardous chemicals. All employees who could potentially be exposed to hazardous chemicals will be trained, and will help implement the procedures presented in this plan. This written Hazard Communication Plan will be available in the lunch room for review by any interested employee. Should you have any questions about this plan, please contact _____.

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_____, will verify that all hazardous and fluid storage containers are clearly labeled according to OSHA's GHS Hazard Communication Standard, which provides general information regarding the hazards of the chemical. Existing labels will not be removed or defaced unless the container is immediately re-marked with the required information. The labels will provide the product name, signal word, hazard statements, pictograms, precautionary statements, and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party. _____, will review the company labeling procedures annually, and on an as-needed basis if concerns are raised or regulations change. Labels will be updated as appropriate.

The following storage containers will be labeled:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

The used oil is picked up by _____. The used antifreeze is sold in small containers. The used gasoline is re-used in facility trucks. Used batteries are picked up by _____. Mercury switches are shipped to the ELVS program.

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Hazardous Chemical Inventory

The following is a list of all hazardous chemicals known to be present at _____ This list includes the product identifier, the chemical manufacturer, the work area the chemicals are used in, the dates of use, and the quantity stored/used. Further information on each chemical may be obtained from the SDSs which are located in the lunchroom. When new chemicals are received, this list is updated (including date the chemicals were introduced), within 30 days of introduction into the workplace. The hazardous chemical inventory was compiled and is maintained by _____.

	Product	Manufacturer/ Supplier	Location	Quantity	Dates Used
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Date prepared: _____

By: _____

Updates: _____

_____

_____

HazCom Training

Instructor:_____

Date:_____

Attendance

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

INDEPENDENT ELECTRICAL CONTRACTORS

Safety Data Sheet – Gasoline, Unleaded –Sample

Please note: the following is not intended to represent factual information for this product. It is to be used during training as an example of what a new safety data sheet will look like under the new Hazard Communication Standard requirements. As you are reading through this document you will notice 16 sections shaded in blue. These are the new required 16 sections that you will see on all Safety Data Sheets once the new standard rules are applied. Any section shaded in yellow is additional information that would not be seen on a normal SDS. If there is no yellow area included under a section it is because we feel that area is self explanatory.

Section 1: Identification

In this section you will find the product name which will be listed on the label as well as any contact information on the manufacturer.

Product name : Gasoline, Unleaded

Synonyms :

Blend of Highly Flammable Petroleum Distillates, Regular, Mid-Grade, Premium, 888100008809

SDS Number :

888100008809 Version : 1.1

Product Use Description :

Fuel

Company :

Big Joe's Oil Corp.
555 Oil Lane, Lubbock, TX 77777

Big Joe's Call Center :

(877) 783-7676

Chemtrec :

(800) 424-9300 (Emergency Contact)

Section 2: Hazard(s) Identification

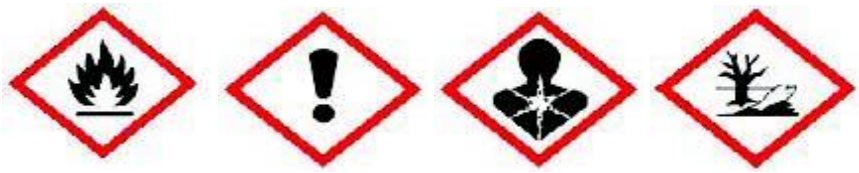
When looking at the different classifications of hazards this chemical meets you will see category numbers to tell you how severe the hazard is. Please remember, these numbers **ARE NOT** the same as the old NFPA / HMIS system. In this case, the numbering generally starts at 1(most hazardous) and ends at 5(Least hazardous). There are letters used in certain categories as well. Always remember, the lower the number or letter, the more severe the hazard.

Classifications :

Flammable Liquid – Category 1
Aspiration Hazard – Category 1
Carcinogenicity – Category 2

Specific Target Organ Toxicity (Repeated Exposure) – Category 2
Specific Target Organ Toxicity (Single Exposure) – Category 3
Skin Irritation – Category 2 Eye Irritation – Category 2B
Chronic Aquatic Toxicity – Category 2

Pictograms :



Signal Word:

Danger

Hazard Statements:

Extremely flammable liquid and vapor.
May be fatal if swallowed and enters airways – do not siphon gasoline by mouth.
Suspected of causing blood cancer if repeated over-exposure by inhalation and/or skin contact occurs.
May cause damage to liver, kidneys and nervous system by repeated and prolonged inhalation or skin contact. Causes eye irritation. Can be absorbed through skin.
May cause drowsiness or dizziness. Extreme exposure such as intentional inhalation may cause unconsciousness, asphyxiation and death.
Repeated or prolonged skin contact can cause irritation and dermatitis.
Harmful to aquatic life.

Precautionary statements

Prevention :

Obtain special instructions before use.
Do not handle until all safety precautions have been read and understood.
Keep away from heat, sparks, open flames, welding and hot surfaces.
No smoking.
Keep container tightly closed.
Ground and/or bond container and receiving equipment.
Use explosion-proof electrical equipment.
Use only non-sparking tools (if tools are used in flammable atmosphere).
Take precautionary measures against static discharge.
Wear gloves, eye protection and face protection (as needed to prevent skin and eye contact with liquid).
Wash hands or liquid-contacted skin thoroughly after handling.
Do not eat, drink or smoke when using this product.
Do not breathe vapors.
Use only outdoors or in a well-ventilated area.

Response :

In case of fire: Use dry chemical, CO2, water spray or fire fighting foam to extinguish.
If swallowed: Immediately call a poison center, doctor, hospital emergency room, medical clinic or 911. Do NOT induce vomiting. Rinse mouth.
If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower.
If in eye: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
If skin or eye irritation persists, get medical attention.
If inhaled: Remove person to fresh air and keep comfortable for breathing.
Get medical attention if you feel unwell.

Storage :

Store in a well ventilated place. Keep cool. Store locked up. Keep container tightly closed . Use only approved containers. Some containers not approved for gasoline may dissolve and release flammable gasoline liquid and vapors.

Disposal :

Dispose of contents/containers to approved disposal site in accordance with local, regional, national, and/or international regulations.

Section 3: Composition/Information on Ingredients

This section lists the ingredients of this chemical. For Exposure limits please refer to section 8 of this document.

Component	***CAS-No.***	***Weight %***
Gasoline, natural; Low boiling point naphtha	8006-61-9	10 -30%
Toluene	108-88-3	10 -30%
Xylene	1330-20-7	10 -30%
Ethanol; ethyl alcohol	64-17-5	0-8.2%
Trimethylbenzene	25551-13-7	1 -5%
Isopentane; 2-methylbutane	78-78-4	1 -5%
Naphthalene	91-20-3	1 -5%
Benzene	71-43-2	Less than 1.3%
Pentane	109-66-0	1 -5%
Cyclohexane	110-82-7	1 -5%
Ethylbenzene	100-41-4	1 -5%
Butane	106-97-8	1 -20%
Heptane [and isomers]	142-82-5	0.5 -0.75%
N-hexane	110-54-3	0.5 -0.75%

Section 4: First-Aid Measures

This area will tell you what to do if there is an exposure to this chemical. If there is an exposure situation that requires emergency care, remember to bring a copy of this document as there are specific physician notes listed.

Inhalation: If inhaled, remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Seek medical attention immediately.

Skin contact :

In case of contact, immediately flush skin with plenty of water. Take off contaminated clothing and shoes immediately. Wash contaminated clothing before re-use. Contaminated leather, particularly footwear, must be discarded. Note that contaminated clothing may be a fire hazard. Seek medical advice if symptoms persist or develop.

Eye contact :

Remove contact lenses. Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Seek medical advice if symptoms persist or develop.

Ingestion :

Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Obtain medical attention.

Notes to physician :

Symptoms: Dizziness, Discomfort, Headache, Nausea, Kidney disorders, Liver disorders. Aspiration may cause pulmonary edema and pneumonitis. Swallowing gasoline is more likely to be fatal for small children than adults, even if aspiration does not occur.

Section 5: Fire-Fighting Measures

This section lists how to extinguish a fire but more importantly any specific hazards that can be created should this product burn.

Suitable extinguishing media :

SMALL FIRES: Any extinguisher suitable for Class B fires, dry chemical, CO2, water spray or fire fighting foam. LARGE FIRES: Water spray, fog or fire fighting foam. Water may be ineffective for fighting the fire, but may be used to cool fire exposed
containers. Keep containers and surroundings cool with water spray.

Specific hazards during fire fighting:

Extremely flammable liquid and vapor. This material is combustible/flammable and is sensitive to fire, heat, and static discharge.

Special protective equipment for fire-fighters :

Firefighting activities that may result in potential exposure to high heat, smoke ortoxic by-products of combustion should require NIOSH/MSHA- approved pressure-demand self-contained breathing apparatus with full face-piece and full protective clothing.

Further information :

Isolate area around container involved in fire. Cool tanks, shells, and containers exposed to fire and excessive heat with water. For massive fires the use of unmanned hose holders or monitor nozzles may be advantageous to further

minimize personnel exposure. Major fires may require withdrawal, allowing the tank to burn. Large storage tank fires typically require specially trained personnel and equipment to extinguish the fire, often including the need for properly applied fire fighting foam. Exposure to decomposition products may be a hazard to health. Use extinguishing measures that are appropriate to local circumstances and the surrounding environment. Use water spray to cool unopened containers. Fire residues and contaminated fire extinguishing water must be disposed of in accordance with local regulations.

Section 6: Accidental Release Measures

Personal precautions :

Evacuate personnel to safe areas. Ventilate the area. Remove all sources of ignition. Response and clean-up crews must be properly trained and must utilize proper protective equipment (see Section 8).

Environmental precautions :

Discharge into the environment must be avoided. If the product contaminates rivers and lakes or drains inform respective authorities.

Methods for cleaning up :

Contain and collect spillage with non-combustible absorbent material, (e.g. sand, earth, diatomaceous earth, vermiculite) and place in container for disposal according to local / national regulations.

Section 7: Handling and Storage

Critical information on how this chemical will react to certain physical conditions will be listed here as well as safe storage conditions.

Precautions for safe handling :

Keep away from fire, sparks and heated surfaces. No smoking near areas where material is stored or handled. The product should only be stored and handled in areas with intrinsically safe electrical classification.

Hydrocarbon liquids including this product can act as a non-conductive flammable liquid (or static accumulators), and may form ignitable vapor-air mixtures in storage tanks or other containers. Precautions to prevent static-initiated fire or explosion during transfer, storage or handling, include but are not limited to these examples:
(1) Ground and bond containers during product transfers. Grounding and bonding may not be adequate protection to prevent ignition or explosion of hydrocarbon liquids and vapors that are static accumulators.
(2) Special slow load procedures for "switch loading" must be followed to avoid the static ignition hazard that can exist when higher flash point material (such as fuel oil or diesel) is loaded into tanks previously containing low flash point products (such gasoline or naphtha).
(3) Storage tank level floats must be effectively bonded.

For more information on precautions to prevent static-initiated fire or explosion, see NFPA 77, Recommended Practice on Static Electricity (2007), and API Recommended Practice 2003, Protection Against Ignitions Arising Out of Static, Lightning, and Stray Currents (2008).

Conditions for safe storage, including incompatibilities :

Keep away from flame, sparks, excessive temperatures and open flame. Use approved containers. Keep containers closed and clearly labeled. Empty or partially full product containers or vessels may contain explosive vapors. Do not pressurize, cut, heat, weld or expose containers to sources of ignition. Store in a well-ventilated area. The storage area should comply with NFPA 30 "Flammable and Combustible Liquid Code". The cleaning of tanks previously containing this product should follow API Recommended Practice (RP) 2013 "Cleaning Mobile Tanks In Flammable and Combustible Liquid Service" and API RP 2015 "Cleaning Petroleum Storage Tanks".

Reports suggest that government-mandated ethanol, if present, may not be compatible with fiberglass gasoline tanks. Ethanol may dissolve fiberglass resin, causing engine damage and possibly allow leakage of explosive gasoline.
Keep away from food, drink and animal feed. Incompatible with oxidizing agents. Incompatible with acids.

No decomposition if stored and applied as directed. Emergency eye wash capability should be available in the near proximity to operations presenting a potential splash exposure. Store only in containers approved and labeled for gasoline.

Section 8: Exposure Controls/Personal Protection

Listed in the first part of section 8 you will see all the listed exposure limits for each chemical. This will be covered in your training class. This section will tell you any **specific PPE** required such as type of hand protection or the need for respirators.

Exposure Guidelines

List	Components	CAS-No.	Type:	Value
OSHA	Benzene	71-43-2	TWA	1 ppm
		71-43-2	STEL	5 ppm
		71-43-2	OSHA_ACT	0.5 ppm
OSHA Z1	Xylene	1330-20-7	PEL	100 ppm 435 mg/m3
	Ethanol; Ethyl alcohol	64-17-5	PEL	1,000 ppm 1,900 mg/m3
	Naphthalene	91-20-3	PEL	10 ppm 50 mg/m3
	Cyclohexane	110-82-7	PEL	300 ppm 1,050 mg/m3
	Ethylbenzene	100-41-4	PEL	100 ppm 435 mg/m3
	Heptane [and isomers]	142-82-5	PEL	500 ppm 2,000 mg/m3
	N-hexane	110-54-3	PEL	500 ppm 1,800 mg/m3

ACGIH	Toluene	108-88-3	TWA	50 ppm
	Xylene	1330-20-7	TWA	100 ppm
		1330-20-7	STEL	150 ppm
	Ethanol; Ethyl alcohol	64-17-5	TWA	1,000 ppm
	Trimethylbenzene	25551-13-7	TWA	25 ppm
	Isopentane; 2-Methylbutane	78-78-4	TWA	600 ppm
	Naphthalene	91-20-3	TWA	10 ppm
		91-20-3	STEL	15 ppm

Section 8 – Continued PPE

Engineering measures : Use adequate ventilation to keep gas and vapor concentrations of this product below occupational exposure and flammability limits, particularly in confined spaces. Use only intrinsically safe electrical equipment approved for use in classified areas.

Eye protection : Safety glasses or goggles are recommended where there is a possibility of splashing or spraying. Ensure that eyewash stations and safety showers are close to the workstation location.

Hand protection : Gloves constructed of nitrile or neoprene are recommended. Consult manufacturer specifications for further information.

Skin and body protection : If needed to prevent skin contact, chemical protective clothing such as of DuPont TyChem®, Saranex or equivalent recommended based on degree of exposure. Flame resistant clothing such as Nomex ® is recommended in areas where material is stored or handled.

Respiratory protection : A NIOSH/ MSHA-approved air-purifying respirator with organic vapor cartridges or canister may be permissible under certain circumstances where airborne concentrations are or may be expected to exceed exposure limits or for odor or irritation. Protection provided by air-purifying respirators is limited. Refer to OSHA 29 CFR 1910.134, ANSI Z88.2-1992, NIOSH Respirator Decision Logic, and the manufacturer for additional guidance on respiratory protection selection. Use a NIOSH/ MSHA-approved positive-pressure supplied-air respirator if there is a potential for uncontrolled release, exposure levels are not known, in oxygen deficient atmospheres, or any other circumstance where an air-purifying respirator may not provide adequate protection.

Work / Hygiene practices : Emergency eye wash capability should be available in the near proximity to operations presenting a potential splash exposure. Use good personal hygiene practices. Avoid repeated and/or prolonged skin exposure. Wash hands before eating, drinking, smoking, or using toilet facilities. Do not use as a cleaning solvent on the skin. Do not use solvents or harsh abrasive skin cleaners for washing this product from exposed skin areas. Waterless hand cleaners are effective. Promptly remove contaminated clothing and launder before reuse. Use care when laundering to prevent the formation of flammable vapors which could ignite via washer or dryer. Consider the need to discard contaminated leather shoes and gloves.

Section 9: Physical and Chemical Properties

Important information in this area could include:

- **Flash point (what temperature will this product produce ignitable vapors?)**

- **Upper and lower explosive limits (important if using in a confined space)**
- **Vapor density (when in vapor form will this product be lighter or heavier than air?)**

Appearance : Clear to straw colored liquid

Odor : Characteristic hydrocarbon-like

Odor threshold : 0.5 - 1.1 ppm

pH: Not applicable

Melting point/freezing point About -101°C (-150°F)

Initial boiling point & range

Flash point < -21°C (-5.8°F)

Boiling point varies: 30 – 200°C (85 – 392°F)

Evaporation rate : Higher initially and declining as lighter components evaporate

Upper explosive limit	7.6 %(V)
Lower explosive limit	1.3 %(V)
Vapor pressure	345 -1,034 hPa at 37.8 °C (100.0 °F)
Vapor density (air = 1)	Approximately 3 to 4
Relative density (water = 1)	0.8 g/mL
Solubility (in water)	Negligible
Partition coefficient (n-octanol/water)	2 – 7 as log Pow
Auto-ignition temperature	Approximately 250°C (480°F)
Decomposition temperature	Will evaporate or boil and possibly ignite before decomposition occurs.

Section 10: Stability and Reactivity

This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other.

Reactivity	: Vapors may form explosive mixture with air.

Chemical stability	: Stable under normal conditions.
Possibility of hazardous Reactions	:Can react with strong oxidizing agents
Conditions to avoid	: Avoid high temperatures, open flames, sparks, welding.
Hazardous decomposition dioxide.	: Ignition and burning can release carbon monoxide, carbon

Section 11: Toxicological Information

This section contains information on routes of entry and conditions that can result from both short (acute) and long term (chronic) exposure. If this product contains a chemical that has been known to cause cancer (carcinogen) it will be listed in this section.

Irritating to skin. Can be partially absorbed through skin. Irritating to eyes.
Aspiration hazard if liquid is inhaled into lungs, particularly from vomiting after ingestion. Aspiration may result in chemical pneumonia, severe lung damage, respiratory failure and even death. Ingestion may cause gastrointestinal disturbances, including irritation, nausea, vomiting and diarrhea, and central nervous (brain) effects similar to alcohol intoxication. In severe cases, tremors, convulsions, loss of consciousness, coma, respiratory arrest and death may occur.
Inhalation and further information
Acute toxicity of benzene results primarily from depression of the central nervous system (CNS). Inhalation of concentrations over 50 ppm can produce headache, lassitude, weariness, dizziness, drowsiness, over excitation. Exposure to very high levels can result in unconsciousness and death.

Repeated over-exposure may cause liver and kidney injuries. Components of the product may affect the nervous system.
IARC has determined that gasoline and gasoline exhaust are possibly carcinogenic in humans. Inhalation exposure to completely vaporized unleaded gasoline caused kidney cancers in male rats and liver tumors in female mice. The U.S. EPA has determined that the male kidney tumors are species-specific and are irrelevant for human health risk assessment. The significance of the tumors seen in female mice is not known. Exposure to light hydrocarbons in the same boiling range as this product has been associated in animal studies with effects to the central and peripheral nervous systems, liver, and kidneys. The significance of these animal models to predict similar human response to gasoline is uncertain.

This product contains benzene. Human health studies indicate that prolonged and/or repeated overexposure to benzene may cause damage to the blood-forming system (particularly bone marrow), and serious blood disorders such as plastic anemia and leukemia. Benzene is listed as a human carcinogen by the NTP, IARC, OSHA and ACGIH.

Section 12: Ecological Information *(Not mandated by OSHA but part of GHS SDS Requirements)*

Keep out of sewers, drainage areas, and waterways. Report spills and releases, as applicable, under Federal and State regulations.

Section 13 Disposal Considerations *(Not mandated by OSHA but part of GHS SDS Requirements)*

Disposal : Dispose of container and unused contents in accordance with federal, state and local requirements.

SECTION 14. TRANSPORT INFORMATION *(Not mandated by OSHA but part of GHS SDS Requirements)*

CFR

Proper shipping name : Petrol
UN-No. : 1203
Class : 3
Packing group : II

TDG

Proper shipping name : Gasoline
UN-No. : UN1203
Class : 3
Packing group : II

IATA Cargo Transport

UN UN-No. : UN1203
Description of the goods : Gasoline
Class : 3
Packaging group : II
ICAO-Labels : 3
Packing instruction (cargo aircraft): 364
Packing instruction (cargo aircraft): Y341

Section 15: Regulatory Information *(Not mandated by OSHA but part of GHS SDS Requirements)*

OSHA Hazards :

Flammable liquid
Highly toxic by ingestion
Moderate skin irritant
Severe eye irritant
Carcinogen

TSCA Status :

On TSCA Inventory

DSL Status : .

All components are on the Canadian DSL list.

SARA 311/312 Hazards :

Fire Hazard
Acute Health Hazard
Chronic Health Hazard

CERCLA SECTION 103 and SARA SECTION 304 (RELEASE TO THE ENVIROMENT)

The CERCLA definition of hazardous substances contains a “petroleum exclusion” clause which exempts crude oil. Fractions of crude oil, and products (both finished and intermediate) from the crude oil refining process and any indigenous components of such from the CERCLA Section 103 reporting requirements. However, other federal reporting requirements, including SARA Section 304, as well as the Clean Water Act may still apply**.**

California Prop. 65 :

WARNING! This product contains a chemical known to the State of California to cause birth defects or other reproductive harm.
Toluene 108-88-3
Benzene 71-43-2

Section 16: Other Information

Further information

The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The

information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text.

TAB 3

Personal Protective Equipment

- Perform written “Hazard Assessment”
- Identify and provide appropriate PPE
- Train employees on proper use of PPE: initial and as-needed

Auto Recycler PPE

- Leather gloves
- Safety glasses
- Safety shoes
- Hard hat
- Safety vest
- Respirator
- Ear protection

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PPE Hazard Assessment for Auto Recyclers

Location:_____

Conducted by:_____

Date of assessment:_____

Task	Hazard/Exposure	PPE Required (check all that apply)
1. Salvage vehicle inspection		☐ Leather gloves ☐ Safety vest ☐ Safety glasses ☐ Respiration ☐ Safety shoes ☐ Ear protection ☐ Hard hat Other_____
2. Salvage vehicle processing & dismantling		☐ Leather gloves ☐ Safety vest ☐ Safety glasses ☐ Respiration ☐ Safety shoes ☐ Ear protection ☐ Hard hat Other_____
3. Warehouse/parts storage		☐ Leather gloves ☐ Safety vest ☐ Safety glasses ☐ Respiration ☐ Safety shoes ☐ Ear protection ☐ Hard hat Other_____
4. Salvage vehicle, crushing, flattening		☐ Leather gloves ☐ Safety vest ☐ Safety glasses ☐ Respiration ☐ Safety shoes ☐ Ear protection ☐ Hard hat Other_____
5. Fluid storage		☐ Leather gloves ☐ Safety vest ☐ Safety glasses ☐ Respiration ☐ Safety shoes ☐ Ear protection ☐ Hard hat Other_____
6. Vehicle storage yard		☐ Leather gloves ☐ Safety vest ☐ Safety glasses ☐ Respiration ☐ Safety shoes ☐ Ear protection ☐ Hard hat Other_____
7. Shipping/receiving		☐ Leather gloves ☐ Safety vest ☐ Safety glasses ☐ Respiration ☐ Safety shoes ☐ Ear protection ☐ Hard hat Other_____
8. Torch cutting		☐ Leather gloves ☐ Safety vest ☐ Safety glasses ☐ Respiration ☐ Safety shoes ☐ Ear protection ☐ Hard hat Other_____
9. Office		☐ Leather gloves ☐ Safety vest ☐ Safety glasses ☐ Respiration ☐ Safety shoes ☐ Ear protection ☐ Hard hat Other_____
10. Equipment/truck drivers		☐ Leather gloves ☐ Safety vest ☐ Safety glasses ☐ Respiration ☐ Safety shoes ☐ Ear protection ☐ Hard hat Other_____
11. Other:		☐ Leather gloves ☐ Safety vest ☐ Safety glasses ☐ Respiration ☐ Safety shoes ☐ Ear protection ☐ Hard hat Other_____

Personal Protective Equipment Training

Training Type:

Initial:_____

As-Needed:_____

Instructor:_____

Date:_____

Attendance

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TAB 4

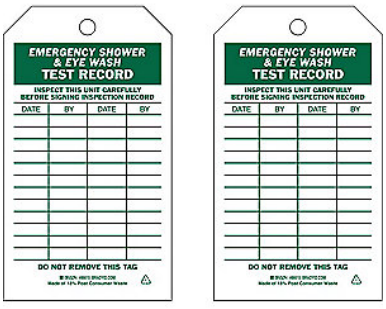
Eyewash Station

Plumbed Eyewash Stations

- Accessible within 10 seconds
- No obstructions; same level of building
- When idle, cover spray nozzles
- Sign required
- Annual inspection (tag)
- Annual training
- Water temperature must be tepid: 60º F-100º F

Portable Eyewash Stations

- Accessible within 10 seconds
- 15-minute continuous flow
- Minimum flow: 0.4 gpm
- Minimum volume: 6 gallons
- Replace fluid: Eye Saline: 6 months
  Water: Weekly (?)
- Sign required
- Annual inspection (tag)
- Annual training



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Eyewash Station Training

Instructor:_____

Date:_____

Attendance

1._____

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ANNUAL INSPECTION OF EMERGENCY EYEWASH STATION FOR USERS
REFERENCE GUIDE ONLY

This reference guide is for the benefit of the users so you are informed of the annual inspection requirements for emergency eyewash stations. The Laboratory Biosafety Guidelines and the Occupational Health and Safety Act, Reg 851, refer to ANSI Z3548.1-2004 for the operation and maintenance of emergency eyewash stations. Below are the requirements.

The annual inspection is the responsibility of the Facility Services due to the skill set needed to certify the units. However, it is a collective effort between the Lab Occupants, Department/Faculty, Department of Occupational Health and Safety, and Facility Services in order to meet certain requirements.

This guide does not replace the ANSI Z358.1-2004 Standards Manual, and as such, Facility staff should refer to the ANSI manual per se for annual inspections.

If your eyewash has not been annually inspected or if any of the below requirements may be of an issue, please contact your facilities manager regarding the matter.

REQUIREMENT	Yes	No
LOCATION		
Is there a clear passage and easy access to the eyewash station? *(refer to ANSI Manual for specific timed distance requirement: section 5.4.2)*	☐	☐
Is the eyewash on the same floor level as the hazard? *(section 5.4.2)*	☐	☐
Is there enough room to allow the user to open the eyelids while the eyes are in the flushing fluid stream? *(section 5.1.7)*	☐	☐
Is the area well lit? *(section 5.4.3)*	☐	☐
Is the eyewash station easily visible? *(section 5.4.3)*	☐	☐
EYEWASH UNIT		
Are the nozzles equipped with protective covers? *(section 5.1.3)*	☐	☐
Are the covers removed by activation of the eyewash? *(section 5.1.3)*	☐	☐
Is the eyewash easily activated? *(section 5.2)*	☐	☐
Once activated, can the eyewash be used without requiring the use of the hands? *(section 5.1.4)*	☐	☐
Is the unit plumb to allow water flow for more than 15 minutes? *(section 5.1.6)*	☐	☐
Are there no signs of corrosion to the metal? *(section 5.1.5 and 5.2)*	☐	☐
WATER FLOW		
Does the spray pattern deliver a steady stream of water within 1 second of activating? *(i.e. no sign of deposit build up) (section 5.2)*	☐	☐
Is the flow at a low velocity to be non-injurious to the user? *(refer to ANSI Manual for specific flow velocities: section 5.1.1, 5.1.6 and 5.3.1)*	☐	☐
Is the flow of water of approximate equal height? *(refer to ANSI Manual for specific distance measurements: sections 5.3.1, 5.1.8, and appendix 3c)*	☐	☐
Is the water temperature constant and tepid? *(section 5.4.6)*	☐	☐
Is the flow of water clear? *(section 5.3.3)*	☐	☐
Does the flow continue until the unit is returned to its resting position? *(section 5.2)*	☐	☐
Does the water drain properly from the basin/sink? *(section 5.4.7)*	☐	☐
Are there other concerns:		

For more information regarding the ANSI Standards, please contact the Department of Occupational Health and Safety, ext. 55491

TAB 5
Hearing Protection

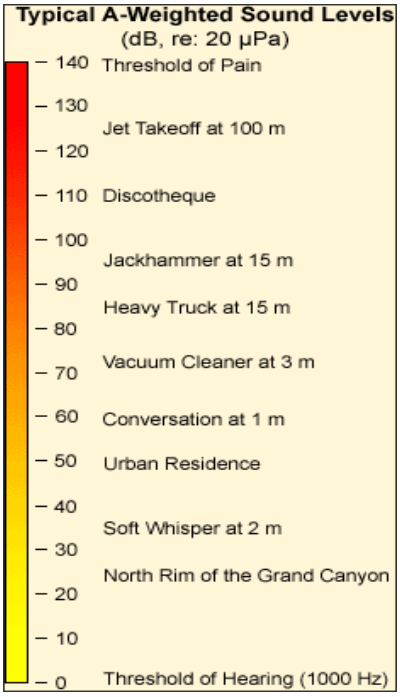
- Noise Limits
    - OSHA limits noise exposure to an equivalent of an 8-hour time weighted average of 90 decibles (dBA). The OSHA standard uses a 5dBA exchange rate. So the limit at 95 dBA is 4-hours, the limit at 100 dBA is 2 hours, the limit at 105 dBA is 1 hour, and the limit at 110 dBA is 30 minutes.
    - If noise levels exceed 85 dBA over an 8-hour period, employers must implement a Hearing Conservation Program.

Hearing Conservation Program Elements

1. Measure noise levels
2. Provide free annual hearing exams
3. Provide free hearing protection
4. Provide initial, and annual, training
5. Conduct evaluations of the adequacies of the hearing protectors being used.

- Training: Provide initial, and annual thereafter, training to employees exposed to excessive noise levels.

- Hearing Protection
    - Engineering Controls: low noise tools or machines, isolate the noise source, place a barrier between noise and employees.
    - Administrative Controls: Limit length of time tools/machines are used. Limit worker access to high noise areas.
    - Devices
    - Formed or molded earplugs: individually fitted by a professional. Generally re-usable
        - Self-forming earplugs: waxed cotton, foam, or fiberglass wool (plain cotton is ineffective). Generally disposable.
        - Earmuffs: form total seal around the ear



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Sample Hearing Conservation Program

XYZ Auto Recyclers, Inc.
333 Faraway Drive
Autoway, MI 48000

XYZ Auto Recyclers recognizes that exposure to loud noise can damage employees' hearing. The following work practices have been implemented to minimize the potential risks.

Introduction

- Appropriate hearing protection will be worn as specified by project supervisors. Hearing protection will be worn when it will provide greater safety and protection benefits.
- The requirements outlined below are mandatory while working at XYZ Auto Recyclers. They apply to all employees, visitors, and contractors.

Identification of Noise Sources

- Noise levels will be determined for all high-noise areas and equipment.
- Representative monitoring will be performed to determine personnel exposures where appropriate.
- Equipment or areas with noise levels equal to or exceeding 85 dBA will be identified with labels or signs, which will be posted on the individual pieces of equipment or at the entrance to noisy areas.
- The sign or label will state either "Hearing Protection Is Required While the Equipment is Operating" or "Hearing Protection Is Required While Working in the Area" or similar wording, as appropriate
- Equipment typically requiring labels includes but is not limited to compressors, heavy equipment, pneumatic tools, and power saws.
- Labels will be placed where the operator can readily see the warning, such as next to power switches.

Reduction of Noise Levels

- Whenever practical, noise levels identified as exceeding 85 dBA will be reduced by means of engineering or administrative controls, including isolation, enclosure and application of noise-reduction materials.
- Noise reduction ratings (NRRs) must be considered when selecting the type of hearing protection (ear plugs, ear muffs, or both) for a particular job.

Hearing Protection

- Only company-approved hearing protection will be used.
- Hearing protection will be worn at all times when noise levels are suspected of equaling or exceeding 90 dBA.
- Use of portable radios with earphones is prohibited at all times.

Training

- A current copy of the Occupational Noise Standard, 29 CFR 1926.52, will be posted in the company's main office. Copies will be made available to employees on request.
- Once each calendar year, training will be conducted for all employees who may be exposed to noise levels of 85 dBA or greater.
- At a minimum, the training program will include a discussion of the following:
    - The purpose of hearing protection
    - The effectiveness, advantages and disadvantages of various types of hearing protection
    - Pertinent noise-monitoring results
    - Specific equipment and/or operations that produce high noise levels
    - The purpose of audiometric testing and an explanation of testing procedures
- Training records will be kept at the main office

Responsibilities

- Each employee is responsible for:
    - Following the instructions received in the training program
    - Wearing proper hearing protection when needed

- Foreman and supervisors are responsible for ensuring:
    - Hearing protection is used in areas or operations where such use is required
    - Affected employees receive appropriate training and participate in annual audiometry as required
    - High-noise areas and equipment are identified and labeled accordingly

- Management is responsible for:
    - Determining whether noise reduction is feasible by means of engineering controls
    - Ensuring adequate supplies of ear plugs or other well-maintained hearing protection devices are available
    - Determining the adequacy of hearing protection devices
    - Assisting in training
    - Coordinating and overseeing all audiometric testing

Fill-In Hearing Conservation Program

_____
_____
_____

_____ recognizes that exposure to loud noise can damage employees' hearing. The following work practices have been implemented to minimize the potential risks.

Introduction

- Appropriate hearing protection will be worn as specified by project supervisors. Hearing protection will be worn when it will provide greater safety and protection benefits.
- The requirements outlined below are mandatory while working at _____. They apply to all employees, visitors, and contractors.

Identification of Noise Sources

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- Equipment or areas with noise levels equal to or exceeding 85 dBA will be identified with labels or signs, which will be posted on the individual pieces of equipment or at the entrance to noisy areas.
- The sign or label will state either "Hearing Protection Is Required While the Equipment is Operating" or "Hearing Protection Is Required While Working in the Area" or similar wording, as appropriate
- Equipment typically requiring labels includes but is not limited to _____ _____.
- Labels will be placed where the operator can readily see the warning, such as next to power switches.

Reduction of Noise Levels

- Whenever practical, noise levels identified as exceeding 85 dBA will be reduced by means of engineering or administrative controls, including isolation, enclosure and application of noise-reduction materials.
- Noise reduction ratings (NRRs) must be considered when selecting the type of hearing protection (ear plugs, ear muffs, or both) for a particular job.

Hearing Protection

- Only company-approved hearing protection will be used.
- Hearing protection will be worn at all times when noise levels are suspected of equaling or exceeding 90 dBA.
- Use of portable radios with earphones is prohibited at all times.

Training

- A current copy of the Occupational Noise Standard, 29 CFR 1926.52, will be posted _____. Copies will be made available to employees on request.
- Once each calendar year, training will be conducted for all employees who may be exposed to noise levels of 85 dBA or greater.
- At a minimum, the training program will include a discussion of the following:
    - The purpose of hearing protection
    - The effectiveness, advantages and disadvantages of various types of hearing protection
    - Pertinent noise-monitoring results
    - Specific equipment and/or operations that produce high noise levels
    - The purpose of audiometric testing and an explanation of testing procedures
- Training records will be kept _____

Responsibilities

- Each employee is responsible for:
    - Following the instructions received in the training program
    - Wearing proper hearing protection when needed

- _____ are responsible for ensuring:
    - Hearing protection is used in areas or operations where such use is required
    - Affected employees receive appropriate training and participate in annual audiometry as required
    - High-noise areas and equipment are identified and labeled accordingly

- _____ is responsible for:
    - Determining whether noise reduction is feasible by means of engineering controls
    - Ensuring adequate supplies of ear plugs or other well-maintained hearing protection devices are available
    - Determining the adequacy of hearing protection devices
    - Assisting in training
    - Coordinating and overseeing all audiometric testing

Hearing Protection Training

Training Type:

Initial:_____

Annual:_____

Instructor:_____

Date:_____

Attendance

1._____

2._____

3._____

4._____

5._____

6._____

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8._____

9._____

10._____

11._____

12._____

13._____

14._____

15._____

Topics Covered:

_____

_____

TAB 6

Fire Protection

- Fire prevention plan
    - Recyclers with 11 or more employees must have a written Fire Prevention Plan
    - A verbal Fire Prevention Plan is allowed for recyclers with 10 or fewer employees

- Portable Fire Extinguishers
    - Document annual maintenance inspections and monthly visual observations for all fire extinguishers (tags)
    - Document annual fire response training
    - Annual maintenance inspection
    - Monthly visual inspection
    - Select proper class of extinguisher or use multi-purpose extinguisher
        - A: Paper, wood, plastic: water/dry chemical
        - B: Flammable liquids & gases: dry chemical, foam, CO_2
        - C: Electrical: Dry chemical or CO_2
        - D: Combustible Metals: Special techniques
        - K: Cooking Oils: Special techniques

PASS Method
- Pull the Pin; stand back 8-10 feet
- Aim at the base of fire
- Squeeze the handle
- Sweep at the base

Fire Prevention Plan Elements

1. Purpose
2. Plan Administrator Responsibilities
3. Fire Hazards
4. Fire Protection Equipment
5. Inspection & Maintenance of Equipment
6. Training

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Sample Fire Prevention Plan

XYZ Auto Recyclers, Inc.
333 Faraway Drive
Autoway, MI 48100

This Fire Prevention Plan (FPP) for XYZ Auto Recyclers, Inc. is to reduce the possibility of fire and to specify the type of equipment to use in case of fire. This FPP describes the policies and procedures to follow in a fire emergency. This plan addresses the following issues:

- FPP Administrator responsibilities
- Major workplace fire hazards
- Proper handling and storage procedures for hazardous materials
- Potential ignition sources and their control
- The type of fire protection equipment
- The name of job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.
- The name of job title of employees responsible for the control of fuel source hazards

Under this plan, XYZ Auto Recycler employees will be informed of the plan's purpose, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system. The plan is closely tied to our Emergency Action Plan.

Safety Manager Barry Sanders is responsible for FPP Administration and has overall responsibility for the plan. The written plan is kept in the Safety Manager's Office. The safety manager will review and update the plan as necessary. Copies of this plan may be obtained from the Safety Manager.

Plan Administration

Safety Manager Barry Sanders is responsible for the following activities:

- Develop a written Fire Prevention Plan
- Immediately notify the Anytown fire and/or police departments in the event of a fire emergency
- Distribute procedures for reporting a fire, the location of fire exits, and exit routes to each employee
- Conduct drills to acquaint the employees with fire procedures, and to judge their effectiveness

- Satisfy all local fire codes and regulations as specified
- Train designated employees in the use of fire extinguishers and the application of medical first-aid techniques

If evacuation is deemed necessary, the Safety Manager ensures that employees are notified and evacuated and a head count is taken to confirm total evacuation of all employees.

Fire Hazards

Flammable or Combustible Materials Activities:

- Diesel fuel
- Gasoline
- New and used oils/fluids
- Cardboard (shipping)
- Vehicle dismantling
- Vehicle crushing

Potential Ignition Sources:

- Equipment use
- Torch cutting
- Employee smoking
- Lighting

Prevention Procedures:

- Electrical systems are maintained
- Equipment is maintained
- Torch cutting allowed only outside, and with safety precautions
- Smoking is prohibited
- Spills and fluid releases are immediately cleaned up

Fire Protection Equipment

XYZ Auto Recyclers has 12 dry chemical fire extinguishers located throughout the facility. Extinguishers are placed in the office, every other building, dismantling building, shop, crusher, and where fluids are used or stored. The extinguishers are purchased,

and maintained by Advanced Fire Protection, Inc. All fire extinguishers are visually inspected by the Safety Manager each month.

Training

The Safety Manager will explain to employees the fire prevention and response procedures. XYZ Auto Recyclers trains employees through classroom instruction followed by a drill.

Training, conducted on initial assignment, includes:

- Fire hazards to which an employee is exposed
- Fire prevention procedures
- What to do if employee discovers a fire
- Demonstration of fire alarm
- Location of fire exits
- Evacuation routes and procedures
- Measures to contain fire (e.g., closing office doors and windows in immediate vicinity)
- Head count procedures (see EAP for details)
- Return to building after the “all clear” signal

If the Safety Manager has reason to believe an employee does not have the understanding required, the employee must be retrained.

The Safety Manager also provides training on the proper use of fire extinguishers. Training, before an individual is assigned responsibility to fight a fire, includes:

- Types of fires
- Types of fire extinguishers
- Location of fire extinguishers
- How to use fire extinguishers
- Limitations of fire extinguishers
- Proper care and maintenance of fire extinguishers

Employees must demonstrate an understanding of the training and the ability to use the equipment properly.

Fill-In Fire Prevention Plan

_____
_____
_____

This Fire Prevention Plan (FPP) for _____ is to reduce the possibility of fire and to specify the type of equipment to use in case of fire. This FPP describes the policies and procedures to follow in a fire emergency. This plan addresses the following issues:

- FPP Administrator responsibilities
- Major workplace fire hazards
- Proper handling and storage procedures for hazardous materials
- Potential ignition sources and their control
- The type of fire protection equipment
- The name of job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.
- The name of job title of employees responsible for the control of fuel source hazards

Under this plan, _____ employees will be informed of the plan's purpose, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system. The plan is closely tied to our Emergency Action Plan.

_____ is responsible for FPP Administration and has overall responsibility for the plan. The written plan is kept in _____. The safety manager will review and update the plan as necessary. Copies of this plan may be obtained from _____.

Plan Administration

_____ is responsible for the following activities:

- Develop a written Fire Prevention Plan
- Immediately notify the _____ fire and/or police departments in the event of a fire emergency
- Distribute procedures for reporting a fire, the location of fire exits, and exit routes to each employee

- Conduct drills to acquaint the employees with fire procedures, and to judge their effectiveness
- Satisfy all local fire codes and regulations as specified
- Train designated employees in the use of fire extinguishers and the application of medical first-aid techniques

If evacuation is deemed necessary, the _____ ensures that employees are notified and evacuated and a head count is taken to confirm total evacuation of all employees.

Fire Hazards

Flammable or Combustible Materials Activities:

- Diesel fuel
- Gasoline
- New and used oils/fluids
- Cardboard (shipping)
- Vehicle dismantling
- Vehicle crushing

Potential Ignition Sources:

- Equipment use
- Torch cutting
- Employee smoking
- Lighting

Prevention Procedures:

- Electrical systems are maintained
- Equipment is maintained
- Torch cutting allowed only outside, and with safety precautions
- Smoking is prohibited
- Spills and fluid releases are immediately cleaned up

Fire Protection Equipment

_____ has _____ dry chemical fire extinguishers located throughout the facility. Extinguishers are placed in

_____. The extinguishers are purchased, and maintained by Advanced Fire Protection, Inc. All fire extinguishers are visually inspected by the Safety Manager each month.

Training

_____ will explain to employees the fire prevention and response procedures. _____ trains employees through classroom instruction followed by a drill.

Training, conducted on initial assignment, includes:

- Fire hazards to which an employee is exposed
- Fire prevention procedures
- What to do if employee discovers a fire
- Demonstration of fire alarm
- Location of fire exits
- Evacuation routes and procedures
- Measures to contain fire (e.g., closing office doors and windows in immediate vicinity)
- Head count procedures (see EAP for details)
- Return to building after the “all clear” signal

If _____ has reason to believe an employee does not have the understanding required, the employee must be retrained.

_____ provides training on the proper use of fire extinguishers. Training, before an individual is assigned responsibility to fight a fire, includes:

- Types of fires
- Types of fire extinguishers
- Location of fire extinguishers
- How to use fire extinguishers
- Limitations of fire extinguishers
- Proper care and maintenance of fire extinguishers

Employees must demonstrate an understanding of the training and the ability to use the equipment properly.

Fire Extinguisher Training

Training Type:

Initial:_____

As-Needed:_____

Instructor:_____

Date:_____

Attendance

1._____

2._____

3._____

4._____

5._____

6._____

7._____

8._____

9._____

10._____

11._____

12._____

13._____

14._____

15._____

TAB 7

First Aid

Emergency Response Until EMS/Paramedics Arrive

- MIOSHA does not specify acceptable first aid kits or training
- Most training is provided through the American Red Cross, National Safety Council, or private institutions
- MIOSHA “advises” that first aid procedures be written
- MIOSHA requires “trained first aid provider” if there is no hospital or clinic in “near proximity”
- Determine size, number, and placement of first aid kits
- CPR training and automated external defibrillation (AED) are not required, but should be considered

Back to ToC

TAB 8
Bloodborne Pathogens

Potentially infectious materials must be labeled with fluorescent orange or orange-red biohazard warning labels. The warning label must contain the biohazard symbol and must have the word BIOHAZZARD on it and be attached to each object by string, wire, adhesive, or another method to prevent loss or unintentional removal of the label.

Exposure Incidents

An exposure incident is specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (OPIM) that results from the performance of any employee's duties. Examples of exposure incidents include:

- A puncture from a contaminated sharp;
- An employee responder getting blood or OPIM in a cut or in the mouth while administering first aid or CPR to an injured employee; or
- Maintenance or janitorial personnel getting blood or OPIM in a cut or open sore while cleaning up following an incident.

Employees should immediately report exposure incidents. This allows for timely medical evaluation and follow-up by a health care professional as well as for timely testing of the source individual's blood for HIV and HBV. Reports must be treated by employers in the strictest confidence.

Evaluating the Incident

It is the employer's responsibility to establish procedure for evaluating exposure incidents. When evaluating an exposure incident, thorough assessment and confidentiality are critical issues. At the time of the exposure incident, the exposed employee must be directed to a health care professional. The employer must provide the health care professional with a copy of the bloodborne pathogens standard, a description of the employee's job duties as they relate to the incident, a report of the specific exposure (accident report), including route of exposure, and relevant employee medical records, including hepatitis B vaccination status.

Record Keeping

- OSHA 300 Log
- Written exposure control plan (annual update)
- Medical records
- Sharps Injury Log
- Annual Training

Back to ToC

Sample Bloodborne Pathogens Exposure Control Plan

XYZ Auto Recyclers, Inc.
333 Faraway Drive
Anytown, MI 48100

Policy

XYZ Auto Recycler's, Inc. is committed to providing a safe and healthful work environment for all employees. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

Program Administration

Safety Manager Barry Sanders is responsible for the implementation of the ECP. The Safety Manager will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

The Safety Manager will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g. sharps containers), labels, and red bags as required by the standard; and the Safety Manager will ensure that adequate supplies of this equipment are available in the appropriate sizes.

The Safety Manager will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.

The Safety Manager will be responsible for training, documenting training, and making the written ECP available to employees and OSHA representatives. This ECP will be kept in the Safety Manager's office.

Employee Exposure Determination

All employees could potentially be exposed to bloodborne pathogens due to accidents or medical emergencies.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of the ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting the Safety Manager. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of request.

The Safety Manager is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls available are listed below:

- Biohazard container
- Sharps container
- Blood spill clean up kit

Personal Protective Equipment

Bloodborne PPE is provided to our employees at no cost to them. Training is provided by the Safety Manager in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees include: plastic gloves and eye protection.

PPE is located in the lunch room and may be obtained from the Safety Manager.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE
- Remove PPE after it becomes contaminated, and before leaving the work area
- Used PPE may be disposed of in the trash if no biohazard is present. If biohazard is present, place used PPE in the Biohazard container.
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose or mouth
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Housekeeping

- **Contaminated sharps** are discarded immediately in the sharps container in the office rest room.
- **Bins and pails** used to clean up body fluids are cleaned and decontaminated as soon as feasible after contamination.
- **Broken glassware** which may be contaminated is picked up using mechanical means, such as a brush and dust pan.

- **Laundry** which is contaminated will be bagged. Use PPE when laundering the clothes.
- **Labels** will be used when contaminated material is placed in a red bag or a bag labeled "biohazard"

Hepatitis B Vaccination

The Safety Manager will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after training to employees identified in the exposure documentation section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series, 2) antibody testing reveals that the employee is immune, or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept by the Safety Manager.

Following the medical evaluation, the healthcare professional will provide a written opinion to our company. The information in the opinion is limited to whether the employee requires the hepatitis vaccine, and if the vaccine was administered. The opinion letter further acknowledges that the employee has been informed of the medical evaluation results relating to the exposure and whether additional treatment is recommended. We give the employee a copy of the written opinion within 15 days after the evaluation.

Post-Exposure Evaluation and Follow-Up

Should an exposure incident occur, contact the Safety Manager. An immediately available confidential medical evaluation and follow-up will be arranged by the Safety Manager. Following the initial first aid (clean wound, flush eyes or other mucous membrane, etc.) the following activities will be performed:

- Document the routes of exposure and how the exposure occurred
- Identify and document the source individual
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individuals test results were conveyed to the employee's healthcare provider
- If the source individual is already know to be HIV HCV, and/or HBV positive, new testing need not be performed
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality)
- After obtaining consent, collect exposed employees blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed

employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible

Administration of Post-Exposure Evaluation and Follow-Up

The Safety Manager ensures that healthcare professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's Bloodborne Pathogens standard.

The Safety Manager ensures that the healthcare professional evaluating an employee after an exposure incident receives the following:

- A description of the employees job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test, and
- Relevant employee medical records, including vaccination status

The Safety Manger provides the employee with a copy of the evaluating healthcare professionals written opinion within 15 days after completion of the evaluation.

Procedures for evaluating circumstances surrounding an exposure incident

The Safety Manager will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time;
- Work practices followed;
- A description of the device being used, including type and brand;
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc)
- Location of the incident
- Procedure being performed when incident occurred; and
- Employee training

The Safety Manager will record all percutaneous injuries from contaminated sharps in the Sharps Injury Log and/or with comparable information on the OSHA 300 Log.

Employee Training

All employees who have occupational exposure to bloodborne pathogens receive training identified by the Safety Manager.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the standard;
- An explanation of our ECP and how to obtain a copy
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident;
- An explanation of the use and limitations of engineering controls, work practices, and PPE;
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE;
- An explanation of the basis for PPE selection;
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility; and
- An opportunity for interactive questions and answers with the person conducting the training session

Training materials for this facility are available from the Safety Manager.

Recordkeeping

Training Records: Training records are completed for each employee upon completion of training. These documents will be kept for at least three years by the Safety Manager.

The training records include:

- Dates of training session
- Contents or a summary of the training sessions
- Names and qualifications of persons conducting the training, and
- Names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days.

Medical records: Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, “Access to Employee Exposure and Medical Records”

The Safety Manager is responsible for maintenance of the required medical records. These confidential records are kept by the Safety Manager for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days.

Injury and Illness Recordkeeping: An exposure incident is evaluated to determine if the case meet’s OSHA’s recordkeeping requirements in 29 CFR 1904. This determination and the recording activities are done by the Safety Manager.

Sharps Injury Log: In addition to the 29 CFR 1904 recordkeeping requirements, a confidential sharps injury log is maintained for recording percutaneous injuries from contaminated sharps.

Each incident record includes the date of the injury, the type and brand of the device involved, the department where the incident occurred, and explanation of how the incident occurred.

The sharps log is reviewed at least annually as part of the annual evaluation of the program and is maintained for at least five years following the end of the calendar year covered.

If a copy is requested, it must have any personal identifiers removed from the report. The log is kept by the Safety Manager.

Exposure Control Plan Evaluation

If it is determined that revisions need to be made, the Safety Manager will ensure that appropriate changes are made to this ECP.

Hepatitis B Vaccine Declination (Mandatory)

When an employee with bloodborne pathogens exposure risks declines the hepatitis B vaccine, he or she must read and sign the following declination form.

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed:_____ (Employee name)
Date:_____

Fill-In Bloodborne Pathogens Exposure Control Plan

_____
_____
_____

Policy

_____is committed to providing a safe and healthful work environment for all employees. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens.”

Program Administration

_____ is responsible for the implementation of the ECP. _____ will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

_____ will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g. sharps containers), labels, and red bags as required by the standard; _____ will ensure that adequate supplies of this equipment are available in the appropriate sizes.

_____ will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.

_____ will be responsible for training, documenting training, and making the written ECP available to employees and OSHA representatives. This ECP will be kept in _____.

Employee Exposure Determination

All employees could potentially be exposed to bloodborne pathogens due to accidents or medical emergencies.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of the ECP during their initial training session. It will also be reviewed in their annual refresher training . All employees have an opportunity to review this plan at any time during their work shifts by contacting the Safety Manager. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of request.

_____ is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

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- Biohazard container
- Sharps container
- Blood spill clean up kit

Personal Protective Equipment

Bloodborne PPE is provided to our employees at no cost to them. Training is provided by _____ in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees include: plastic gloves and eye protection.

PPE is located in the lunch room and may be obtained from _____.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE
- Remove PPE after it becomes contaminated, and before leaving the work area
- Used PPE may be disposed of in the trash if no biohazard is present. If biohazard is present, place used PPE in the Biohazard container.
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose or mouth
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Housekeeping

- **Contaminated sharps** are discarded immediately in the sharps container in the office rest room.
- **Bins and pails** used to clean up body fluids are cleaned and decontaminated as soon as feasible after contamination.
- **Broken glassware** which may be contaminated is picked up using mechanical means, such as a brush and dust pan.

- **Laundry** which is contaminated will be bagged. Use PPE when laundering the clothes.
- **Labels** will be used when contaminated material is placed in a red bag or a bag labeled "biohazard"

Hepatitis B Vaccination

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The hepatitis B vaccination series is available at no cost after training to employees identified in the exposure documentation section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series, 2) antibody testing reveals that the employee is immune, or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept by _____.

Following the medical evaluation, the healthcare professional will provide a written opinion to our company. The information in the opinion is limited to whether the employee requires the hepatitis vaccine, and if the vaccine was administered. The opinion letter further acknowledges that the employee has been informed of the medical evaluation results relating to the exposure and whether additional treatment is recommended. We give the employee a copy of the written opinion within 15 days after the evaluation.

Post-Exposure Evaluation and Follow-Up

Should an exposure incident occur, contact _____. An immediately available confidential medical evaluation and follow-up will be arranged by the Safety Manager. Following the initial first aid (clean wound, flush eyes or other mucous membrane, etc.) the following activities will be performed:

- Document the routes of exposure and how the exposure occurred
- Identify and document the source individual
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individuals test results were conveyed to the employee's healthcare provider
- If the source individual is already know to be HIV HCV, and/or HBV positive, new testing need not be performed
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality)
- After obtaining consent, collect exposed employees blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status

- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible

Administration of Post-Exposure Evaluation and Follow-Up

_____ ensures that healthcare professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's Bloodborne Pathogens standard.

_____ ensures that the healthcare professional evaluating an employee after an exposure incident receives the following:

- A description of the employees job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test, and
- Relevant employee medical records, including vaccination status

_____ provides the employee with a copy of the evaluating healthcare professionals written opinion within 15 days after completion of the evaluation.

Procedures for evaluating circumstances surrounding an exposure incident

_____ will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time;
- Work practices followed;
- A description of the device being used, including type and brand;
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc)
- Location of the incident
- Procedure being performed when incident occurred; and
- Employee training

_____ will record all percutaneous injuries from contaminated sharps in the Sharps Injury Log and/or with comparable information on the OSHA 300 Log.

Employee Training

All employees who have occupational exposure to bloodborne pathogens receive training identified by _____.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the standard;
- An explanation of our ECP and how to obtain a copy
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident;
- An explanation of the use and limitations of engineering controls, work practices, and PPE;
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE;
- An explanation of the basis for PPE selection;
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility; and
- An opportunity for interactive questions and answers with the person conducting the training session

Training materials for this facility are available from _____.

Recordkeeping

Training Records: Training records are completed for each employee upon completion of training. These documents will be kept for at least three years by _____.

The training records include:

- Dates of training session
- Contents or a summary of the training sessions
- Names and qualifications of persons conducting the training, and
- Names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days.

Medical records: Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, “Access to Employee Exposure and Medical Records”

_____is responsible for maintenance of the required medical records. These confidential records are kept by _____ for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days.

Injury and Illness Recordkeeping: An exposure incident is evaluated to determine if the case meet’s OSHA’s recordkeeping requirements in 29 CFR 1904. This determination and the recording activities are done by _____.

Sharps Injury Log: In addition to the 29 CFR 1904 recordkeeping requirements, a confidential sharps injury log is maintained for recording percutaneous injuries from contaminated sharps.

Each incident record includes the date of the injury, the type and brand of the device involved, the department where the incident occurred, and and explanation of how the incident occurred.

The sharps log is reviewed at least annually as part of the annual evaluation of the program and is maintained for at least five years following the end of the calendar year covered.

If a copy is requested, it must have any personal identifiers removed from the report. The log is kept by _____.

Exposure Control Plan Evaluation

If it is determined that revisions need to be made, _____will ensure that appropriate changes are made to this ECP.

Hepatitis B Vaccine Declination (Mandatory)

When an employee with bloodborne pathogens exposure risks declines the hepatitis B vaccine, he or she must read and sign the following declination form.

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed:_____ (Employee name)
Date:_____

Establishment/Facility: _____

Sample sharps injury log **Year 2** _____

Date	Case/ Report number	Type of device (e.g., syringe, suture needle)	Brand name of device	Work area where injury occurred [e.g., Geriatrics, Lab]	Brief description of how the incident occurred [i.e., procedure being done, action being performed (disposal, injection, etc.), body part injured]

29 CFR 1910.1030, OSHA's Bloodborne Pathogens standard, in paragraph (h)(5), requires an employer to establish and maintain a Sharps Injury Log for recording all percutaneous injuries in a facility occurring from *contaminated* sharps. The purpose of the Log is to aid in the evaluation of devices being used in healthcare and other facilities and to identify problem devices or procedures requiring additional attention or review. This log must be kept in addition to the injury and illness log required by 29 CFR 1904. The Sharps Injury Log should include all sharps injuries occurring in a calendar year. The log must be retained for five years following the end of the year to which it relates. The Log must be kept in a manner that preserves the confidentiality of the affected employee.

Bloodborne Pathogen Exposure Control Training

Type: Initial _____
As-Needed _____
Annual _____

Instructor:_____

Date:_____

Attendance

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

*Retain records for 3 years

Certificate of Hazardous Materials (Airbag) Training

NAME

COMPANY

Has completed the Hazardous Materials
(Airbag) Shipping Training

Instructor:

Date of Certification:

Name _____

Company Name _____

Company Location _____

Date _____

Trainer _____

Hazardous Materials (Airbag) Transportation Test

1. Who determines whether a material to be shipped is hazardous?

   ☐ a. The automobile manufacturer
   ☐ b. The shipper (you)
   ☐ c. U.S. Department of Transportation (DOT)

2. What airbag components are potentially considered Hazardous Material?

   1)._____

   2)._____

   3)._____

3. Who needs to be trained?

   ☐ a. HazMat Employer (supervisor)
   ☐ b. HazMat Employees (shippers, drivers)
   ☐ c. All of the above

4. How frequently must HazMat transportation training be conducted?

   ☐ a. Just once
   ☐ b. Every year
   ☐ c. Once every three years

5. Who is responsible for complying with DOT regulations when shipping Hazardous Materials?

   - ☐ a. Carrier company (UPS, Fed Ex)
   - ☐ b. Shipper (you)
   - ☐ c. All of the above

6. What Hazard Class do *pyrotechnic* airbag modules, inflators, and seat belt pre-tensioners fall into?

   - ☐ a. Hazard Class 9
   - ☐ b. Hazard Class 2.2
   - ☐ c. Hazard Class 1

7. What Packing Group do *pyrotechnic* airbag modules, inflators, and seat belt pre-tensioners fall into?

   - ☐ a. Packing Group I (great danger)
   - ☐ b. Packing Group II (medium danger)
   - ☐ c. Packing Group III (minor danger)

8. What does the UN in the UN Number stand for?

   - ☐ a. United Nations
   - ☐ b. Uses Nitrogen
   - ☐ c. Understood Nothing

9. HazMat transportation training should be conducted within what period of time after a new HazMat employee is hired?

   - ☐ a. 90 minutes
   - ☐ b. 90 days
   - ☐ c. 9 months

10. Drivers delivering airbag components should do the following:

    - ☐ a. Wear hard hats
    - ☐ b. Honk horn every 5 minutes
    - ☐ c. Keep shipping papers within an arm's length

11. How long are shipping papers required to be retained?

    - ☐ a. 1 day
    - ☐ b. 1 year
    - ☐ c. 3 years

12. Yes or No: Does the 24-hour Emergency Response Telephone Number have to be included on the shipping papers?

- ☐ a. Yes
- ☐ b. No

13. HazMat transportation training must address what topic(s)?

- ☐ a. General Awareness
- ☐ b. Function Specific
- ☐ c. Safety
- ☐ d. Driver Duties
- ☐ e. All of the above

14. Yes or No: Does HazMat transportation training have to be documented?

- ☐ a. Yes
- ☐ b. No

15. What type of package may be used to ship hazardous airbag components?

- ☐ a. UN Specified 4G Fiberboard Box
- ☐ b. Regular box with sufficient padding
- ☐ c. Any box with proper labeling

Torch-use Education and Orientation

for an automotive recycling facility

The Automotive Recyclers Association (ARA) Certified Auto Recycler (CAR) program suggests that the gas cutting torch is a tool that should have limited use and that any use should be monitored and restricted to employees that have been properly trained. All safety protocols must be in place prior to the use of any gas cutting torch.

Facility management and every employee that uses the gas cutting torch should review this document. Further training may be required or advisable based upon your jurisdiction or your property and casualty insurance carrier requirements or suggestions.

A cutting torch is a tool that if not properly used, can lead to explosion, fire, flash burns, skin burns, eye injury and even loss of life. Some insurance companies have changed their insurance policies so that property damage and loss caused by the use of a cutting torch would lead to steeply increased deductibles in the event of a claim. Retain a signed and dated copy of this and any other training programs in the employee files prior to use of a gas cutting torch.

Here are some facts you need to know:

- Flame temperature can be in excess of 6000 degrees Fahrenheit.
- A misdirected flame, excess heat, or sparks that come near combustible material may cause instant fire, explosion or a delayed, unattended fire or explosion.
- Equipment must be inspected for proper operation. Damaged tips, valves, tanks, regulators, hoses or torch bodies could lead to injuries or devastation related to fire or explosion.
- Pressures must be properly regulated, due to the possibility of an explosion or serious injury.
- Fire and explosion resulting in property damage or injury can occur when the torch comes in contact with hidden dangers such as compressed gas in shock absorbers, exotic materials, hidden fuel lines, hidden insulation or sound deadeners, batteries, and other flammables.

Best Management Practices (BMP's) for Safe Use:

- The best practice is to eliminate the use of the torches completely. The next best option is to severely limit their use. With modern air tools and rechargeable electric tools, torch use can be virtually eliminated. Many facilities around the country have eliminated their use.
- Limit access to torch equipment by locking it up, allowing access only by approval of a supervisor, and only allow use to a properly orientated employee.
- If the torch must be used, move the vehicle or part to be cut into a "clear zone" that is away from combustibles and safety hazards.
- If the torch must be used, all vehicles located in the work area must have the gas tank removed and placed away from the work area. Any fuel spills must be properly cleaned. Confirm floor or soil is dry and free of debris and flammable materials. Many fires are the result of the fuel igniting after the tank has been removed from the vehicle, but not cleared from the "clear zone". Confirm all flammables are removed from the cutting path or near it. Do not take any chances. Sparks from cutting activities can fly up to 35 feet; confirm your zone is clear to that size. **REMOVE ALL FLAMABLE INTERIOR AND INSULATION COMPONENTS.**
- OSHA eye and face protection standard, 29 CFR 1910.133, requires the use of eye and face protection whenever workers may be exposed to hazards such as flying objects, molten metal, liquid chemicals, acids, or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Eye protection must conform to the American National Standards Institute (ANSI) Standard Z87.1 - 1989.
- Wear non-flammable gloves and make sure that clothing is worn in such a manner that sparks or slag cannot enter shirts, ignite flammable clothing, burn skin, or get trapped in loose or baggy clothing.
- A second employee should observe and be on "FIRE WATCH" during all cutting activities. Fire watch must be continued for at least 30 minutes after the cutting has been completed. **Do not do any cutting at the end of the day, when no employees will be around to observe the area.** After hours fires are usually the result of a smoldering area that ignites into a fire when no one is there to contain it.
- Know and understand the type and use of each fire extinguisher. Have the proper class of fire extinguisher on hand in the instance a flame or spark comes in contact with flammable materials while using the gas cutting torch. Have the proper fire extinguishers at your immediate access during all cutting operations. A further safeguard is the use of rechargeable water extinguishers or garden sprayers that can be used to wet the grounds around the cut area. Water provides an affordable solution for fighting the small fires that can occur with paper and grass that may become ignited.

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revised 2/18/09

- The cutting torch is not a hammer. The tip should be free of restriction and properly formed. A damaged tip can lead to improper temperatures and flow that will result in dangerous results and "spitting" of hot molten metal. If your tip is not in good condition, do not use the torch until it is cleaned or replaced.
- Ensure the area is properly ventilated. Ideally, cutting and welding should be conducted outside. Improper ventilation can lead to an oxygen depleted atmosphere, which can lead to suffocation, while an oxygen rich environment is a severe risk for accelerated fire or explosion.
- **Do not use acetylene at operating pressures above 15 psig (103kPa).** This is the maximum working pressure currently permitted by federal regulations.
- **Do not handle oxygen regulators, oxygen cylinders, valves or any other equipment with oily or greasy hands or gloves.** Oxygen reacts with oil and grease in a manner that could easily result in a fire or explosion.
- **Do not use the oxygen to blow dirt off clothing.** The fabric can become saturated with oxygen and ignited by spark, flames, or cigarettes.
- **Do not empty an oxygen cylinder below 25 psig-50 psig (172 kPa-345 kPa).** When pressure is below this level, the cylinder will lose its positive pressure allowing dangerous contamination to occur.
- **Do not smoke when oxygen or fuel gases are present.**
- Perform inspections before every use. Look for cracked or damaged hoses and damaged regulators, valves or tips. Look for any contamination with oil or grease. If any damage is reported, do not use the equipment until it is in proper working order.
- Back off the pressure adjusting screw of the regulator to release spring force before opening the cylinder valve.
- Open the cylinder valves very slowly. Opening oxygen valves quickly could result in a violent reaction if contaminants are present.
- You must purge hose lines individually before lighting the torch with the proper flint type device. **(Do not use a lighter or matches!)** This purge will assure that no oxy-fuel gas mixture is present in the hoses, which could cause an explosion or fire when the torch is ignited.

Both the Occupations Safety and Health Administration (OSHA - 29CFR 1910.252(a) Fire Prevention and Protection Basic Precautions) and the National Fire Protection Association (NFPA - 51B Standard for Fire Prevention During Welding, Cutting, and Other Hot Work) have established specific requirements for conducting cutting operations (or other "hot" work). Both standards hold management and supervisors responsible for conducting overall safe cutting operations, providing fire protection equipment, and authorizing hot work.

The goal of this document and training is to make the cutting tool the tool of last resort. If the torch is used, follow proper guidelines. **If proper guidelines are not followed, death, serious injury or devastating property damage could result.**

Supervisor, Owner or Manager

I have explained this document and ensured the employee has taken the time to read it.

Print Name:_____Signature:_____Date:_____

Employee

I have taken adequate time to read this document. I have been provided proper hands-on training by supervisors, owners or managers and have had the opportunity to ask questions. I feel confident in my abilities to properly execute safe cutting operations.

Print Name:_____Signature:_____Date:_____

A copy of this documentation should be retained in the employee's personnel file, and one copy should be given to the employee for his records.

revised 2/18/09

TAB 11

Powered Industrial Truck Operator Training

- Daily equipment safety inspections
- Formal training (classroom)
- Practical training (hands-on)
- Renew evaluation every 3 years

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DAILY FORKLIFT/LOADER SAFETY INSPECTION FORM

Equipment: _____ **Inspector:** _____

Week Beginning:

Operating Controls (Operational)	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Maintenance Needed
Emergency Stop & Brakes								
Operation Levers & Controls								
Foot Controls (if applicable)								
Safety Signs & Load Charts								
Forks								
Hydraulic Leaks								
Extension Cylinders & Chains								
Pivot Pins								
Electrical Lines								
Vert. Mast Sliding & Rolling Prts.								
Base (Visual)								
Broken, Cracked or Loose Parts								
Lights, Mirrors & Windows Clean								
Seat Belt & It's Mounts								
Tires								
Back Up Alarm, Horn & Manual								
Engine Compartment (Visual)								
Oil Level								
Fuel Level								
Belt, Hose & Motor Condition								
Battery & Electrical								

Additional Notes: _____

Powered Industrial Truck Operator Training

Training Type:

Formal (classroom):_____

Practical (hands-on):_____

Instructor:_____

Date:_____

Attendance

1._____

2._____

3._____

4._____

5._____

6._____

7._____

8._____

9._____

10._____

11._____

12._____

13._____

14._____

15._____

*Note: to be renewed every 3 years

TAB 12

Electrical Panels and Cords

Panels & Circuit Breaker

- Easily accessible
- Surrounding area kept clear: 3 foot clearance; 6.5 foot headroom
- Panels closed, and have dead front panel board
- Box door can open 90 degrees without obstacles
- Circuit breakers to be clearly labeled

Extension Cords

- Selection
- Placement
- Handling
- Visual inspection
- Grounding type equipment
- Wet environments
- Plugging in procedures
- Must be 3-wire grounded plug with strain relief
- Must be designed for hard usage
- Cannot be modified or show any signs of damage
- Cannot be run through holes in wall, ceiling, or floor, or through doors or windows
- Cannot be attached to any building surface, nor be hidden behind walls, ceilings, or floors
- Cannot connect to another extension cord or surge protector/power strip
- Inspect before each work shift (unless cord remains plugged in, and in-place)
- Use properly rated cord
- Do not use in wet conditions or handle with wet hands

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TAB 13

Gasoline Containers

- Up to 5 gallon capacity
- Spring—closing lid and spout cover
- Means to relieve internal pressure
- Flash-arresting screen
- Most common types:
  - Red round can with yellow labeling
  - Metal or high-density polyethylene plastic

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TAB 14

Machine Guards & Devices

Alligator shears, grinders, compressors, power saws

- Guards: Provide physical barriers
  - Prevent contact
  - Be secure
  - Create no new hazards or interference
- Devices: Interrupt the machine's operation
  - Pull back or restraint (cords connect to wrists)
  - Presence-sensing
  - Safety trip control (hair, clothing, fingers)
  - Two hand controls
- You may purchase from manufacturer, buy after market, or make your own
- No documented training or inspection required

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Back to ToC

Forklift LOTO

Lock Out Procedure Title: 6k & 10k Forklifts Location: Company Wide	Purpose: The purpose of this procedure is to specifically cover the servicing and maintenance of the specified machine in which the unexpected energization, start-up or release of stored energy could cause injury to employees.

Lockout Application Process

1. Notify affected personnel. 2. Properly shut down the machine. 3. Isolate all energy sources 4. Each and every person entering lockout space must apply all required lockout devices. 5. Verify that all stored or residual energy is de-energized, dissipated, restrained, relieved, disconnected and rendered safe.

Lockout Steps

Step #	Info	Process
1		NOTE: This Applies to all 6k & 10K Forklifts That are NOT Bakers 1. Set the forks/bucket on the ground. 2. Work the controls to relieve pressure in the cylinders. 3. Place the controls in neutral. 4. Set the brake. 5. Shut off the engine. 6. Place a tag on the steering wheel. 7. Block the wheels.
2		1. Locate battery, which is under the drivers seat (6K has access panel). 2. Disconnect the negative wire to the battery.
3		1. Place the disconnected wire in a Plug or Battery Cable Lockout box as shown in picture. Then engage lock.

Full Equipment View

WARNING: LOTO procedures must be machine-specific

Lockout Removal Process

1. Ensure all tools, items and employees are safely located. 2. Verify that controls are in the off or in neutral position 3. Remove lockout devices and reenergize energy sources. 4. If work is completed, skip to step 5. For testing, perform necessary tests and then return to step 2 of the "Lockout Application Process" at the top of the page to de-energize the machine properly before resuming work on the equipment. Notify affected employees that servicing is complete.

Small Front End Loader LOTO

Lock Out Procedure Title: Front End Loader (Small) Location: Company Wide	Purpose: The purpose of this procedure is to specifically cover the servicing and maintenance of the specified machine in which the unexpected energization, start-up or release of stored energy could cause injury to employees.

Lockout Application Process

1. Notify affected personnel. 2. Properly shut down the machine. 3. Isolate all energy sources 4. Each and every person entering lockout space must apply all required lockout devices. 5. Verify that all stored or residual energy is de-energized, dissipated, restrained, relieved, disconnected and rendered safe.

Lockout Steps

Step #	Info	Process
1		1. Make sure the bucket or forks are secure on the ground, gears are in neutral, key is off and parking break is set.
2		1. Locate access compartment on the drivers side just behind the driver compartment. 2. To disconnect battery, you must first remove metal strap in front of battery box. Then remove top strap. Next open top and disconnect positive. Last pull out battery and remove disconnect negative.
3		1. Engage lockout box on the negative wire.

WARNING: LOTO procedures must be machine-specific

Lockout Removal Process

1. Ensure all tools, items and employees are safely located. 2. Verify that controls are in the off or in neutral position 3. Remove lockout devices and reenergize energy sources. 4. If work is completed, skip to step 5. For testing, perform necessary tests and then return to step 2 of the "Lockout Application Process" at the top of the page to de-energize the machine properly before resuming work on the equipment. Notify affected employees that servicing is complete.

Skid Steer LOTO

Lock Out Procedure Title: Skid Steer Location: Company Wide	Purpose: The purpose of this procedure is to specifically cover the servicing and maintenance of the specified machine in which the unexpected energization, start-up or release of stored energy could cause injury to employees.

Lockout Application Process

1. Notify affected personnel. 2. Properly shut down the machine. 3. Isolate all energy sources 4. Each and every person entering lockout space must apply all required lockout devices. 5. Verify that all stored or residual energy is de-energized, dissipated, restrained, relieved, disconnected and rendered safe.

Lockout Steps

Step #	Info	Process
1		**Verify Equipment Number** 1. Set the forks/bucket on the ground. 2. Work the controls to relieve pressure in the cylinders. 3. Set the brake. 4. Shut off the engine. 5. Place a tag on the steering wheel. 6. Block the wheels.
2		1. To lock out; locate battery which is in the lower right rear. 2. Open the back to gain access. 3. Disconnect the negative wire to the battery.
3		1. Place the disconnected wire in a Plug or Battery Cable Lockout box as shown in picture. Then engage lock.

Full Equipment View

WARNING: LOTO procedures must be machine-specific

Lockout Removal Process

1. Ensure all tools, items and employees are safely located. 2. Verify that controls are in the off or in neutral position 3. Remove lockout devices and reenergize energy sources. 4. If work is completed, skip to step 5. For testing, perform necessary tests and then return to step 2 of the "Lockout Application Process" at the top of the page to de-energize the machine properly before resuming work on the equipment. Notify affected employees that servicing is complete.

Forklift Hoist LOTO

Lock Out Procedure Title: Forklift Hoist Location: Forklift Garage	Purpose: The purpose of this procedure is to specifically cover the servicing and maintenance of the specified machine in which the unexpected energization, start-up or release of stored energy could cause injury to employees.

Lockout Application Process

1. Notify affected personnel. 2. Properly shut down the machine. 3. Isolate all energy sources 4. Each and every person entering lockout space must apply all required lockout devices. 5. Verify that all stored or residual energy is de-energized, dissipated, restrained, relieved, disconnected and rendered safe.

Lockout Steps

Step #	Info	Process
1		1. Make sure that platform is completely lowered OR, if the platform must remain raised, ensure that all four safety latches are engaged. Note: Each post has it's own safety latch.
2		2. Turn off power switch on west wall and install lock and tag.
3		3.Attempt to operate hoist

Full Equipment View

WARNING: LOTO procedures must be machine-specific

Lockout Removal Process

1. Ensure all tools, items and employees are safely located. 2. Verify that controls are in the off or in neutral position 3. Remove lockout devices and reenergize energy sources. 4. If work is completed, skip to step 5. For testing, perform necessary tests and then return to step 2 of the "Lockout Application Process" at the top of the page to de-energize the machine properly before resuming work on the equipment. Notify affected employees that servicing is complete.

Car Crusher LOTO

Lock Out Procedure Title: Car Crusher Location: Lincoln Lot	Purpose: The purpose of this procedure is to specifically cover the servicing and maintenance of the specified machine in which the unexpected energization, start-up or release of stored energy could cause injury to employees.

Lockout Application Process

1. Notify affected personnel. 2. Properly shut down the machine. 3. Isolate all energy sources
4. Each and every person entering lockout space must apply all required lockout devices.
5. Verify that all stored or residual energy is de-energized, dissipated, restrained, relieved, disconnected and rendered safe.

Lockout Steps

Step #	Info	Process
1		1. Step 1 is Turn the key to the "OFF" position. (Counter Clockwise) Key is located on front side behind second panel. Keep ownership of key on person at all times.
2		1. Step two, install 2 orange supports, on both sides, in the crushing area, to prevent the release of stored energy.
3		1. STEP 3 MUST ONLY BE USED IF PERFORMING WORK ON THE ENGINE. 2. Remove the negative cable, and place it in a yellow lockout cylinder.
4		1. For steps one and two verify you have the key, and the supports are in correctly. 2. For step three verify the box is securely on the negative wires.

Full Equipment View

WARNING: LOTO procedures must be machine-specific

Lockout Removal Process

1. Ensure all tools, items and employees are safely located. 2. Verify that controls are in the off or in neutral position 3. Remove lockout devices and reenergize energy sources. 4. If work is completed, skip to step 5. For testing, perform necessary tests and then return to step 2 of the "Lockout Application Process" at the top of the page to de-energize the machine properly before resuming work on the equipment. Notify affected employees that servicing is complete.

TAB 16
Emergency Action Plan

- Written plan if 11 or more employees
- Verbal plan allowed for recyclers with 10 or fewer employees
- Document initial and as-needed training
- Emergency Action Plan Content
    1. Purpose
    2. Administrative Responsibility
    3. Contacts
    4. Alarms
    5. Emergency Reporting/Weather Monitoring
    6. Evacuation Procedures/Plan Map
    7. Non-evacuation Procedures
    8. Lockdown
    9. Training
    10. Emergency Equipment & Support

Potential Emergencies

- Fire/explosion
- Fluid spill
- Tornado
- Flood
- Workplace violence
- Serious accident

Back to ToC

Sample Emergency Action Plan

XYZ Auto Recyclers, Inc.
333 Faraway Drive
Anytown, MI 48100

Purpose

XYZ Auto Recyclers, Inc. is dedicated to the protection of its employees from emergencies. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure employee safety from emergencies. It provides a written documentn detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

OSHA's Emergency Action Plan requirements require our company to have a written Emergency Action Plan (EAP). This plan applies to all operations in our company where employees may encounter an emergency situation.

The EAP communicates to employees, policies and procedures to follow in emergenies. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

Administrative Responsibility

Safety Manager Barry Sanders has overall responsibility for this EAP. This responsibility includes the following:

1. Developing and maintaining a written Emergency Action Plan;
2. Ensuring that the proper rescue and law enforcement authorities, and the company owner, are promptly notified in the event of an emergency;
3. Taking security measures to protect employees;
4. Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee;
5. Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan;
6. Training designated employees in emergency response such as the use of fire extinguishers and the application of first aid;
7. Deciding which emergency response to initiate (evacuate or not);
8. Maintaining records as necessary, and;
9. Ensuring that our facility meets all local fire codes, building codes, and regulations.

Safety Manager Barry Sanders is responsible for reviewing and updating the plan as necessary. Copies of this plan may be obtained from the Safety Manager.

Safety Manager Barry Sanders has full authority to decide to implement the EAP if an emergency threatens human health. The following potential emergencies might reasonably be expected at this facility and thus call for the implementation of this EAP:

1. Fire/explosion
2. Fluid spill
3. Tornado
4. Flood
5. Workplace violence
6. Serious accident

Contacts

Key management personnel home telephone numbers are kept at the receptionist's desk for immediate use in the event of an emergency. These telephone numbers include:

- Safety Manager Barry Sanders
  Phone (444) 222-2222
  Cell (444) 111-1111

- Owner George Jones
  Phone (444) 333-3333
  Cell (444) 444-4444

- Facility Manager Jose Artez
  Phone (444) 555-5555
  Cell (444) 777-7777

Alarms

Different emergencies require different alarms to indicate what actions employees should take. XYZ Auto Recyclers, Inc. has established an employee alarm system. Employees should use direct voice communication/telephones/radios to alarm employees of an emergency. We will use the tornado alarm to notify employees of a tornado warning.

All emergency messages have priority over all non-emergency messages.

We have posted the following emergency telephone numbers near telephones, or emergency notice boards, and have other conspicuous locations for use when telephones serve as a means of reporting emergencies:

- Emergency: 911
- Police: 414-333-1212
- Fire: 444-999-1234

Emergency Reporting and Weather Monitoring Procedures

Evacuation emergency: When employees detect an emergency that requires an evacuation, such as a fire or hazardous release, they should notify all employees immediately. Mr. Sanders or Mr. Artez will notify the Anytown Fire Department and/or Police Department.
Tornado emergency: We monitor tornadoes by National Weather Service reports and local news and media stations (such as a tornado warning).

Evacuation Procedures

Some emergencies (such as a fire) may require evacuation or escape procedures, while others (such as a tornado warning) require employees to stay indoors, or in a safe area. Our emergency escape procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. Nothing in these procedures precludes the Safety Manager's authority in determining whether employees should remain inside or evacuate.

Employees need to know what to do if they are alerted to a specific emergency. After an alarm is sounded to evacuate, employees should follow procedures discussed during the training and the guidance from supervisors.

Once evacuated, employees are to move directly to the front parking lot, where a head count will be performed, and further instructions given.

Procedures to Account for Employees

Before leaving, supervisors will check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.

No employees are to return to the building until advised by a supervisor after determination has been made that such re-entry is safe. If anyone is injured or contaminated, the Safety Manager or designee will activate rescue and first aid actions. If an emergency incident expands, the Safety Manager may send employees home by normal means or provide them with transportation to an offsite location.

Non-Evacuation Emergency Procedures

XYZ Auto Recyclers has the following non-evacuation procedures:
Shelter or Shelter-In-Place: In the event of a tornado, it is corporate policy to provide emergency warning and shelter. Once employees are made aware of a tornado warning, they are to move swiftly to the basement of the office. Employees should stay away from the windows.

Employees are not to leave the shelter or return to their regular duties until the all clear is given. Safety Manager Barry Sanders or his designee will determine when it is safe for employees to leave their tornado shelter and return to work.

If anyone is injured or contaminated, the Safety Manager will activate rescue and first aid actions. If there is structural damage, the Safety Manager will identify precautions and corrective actions.

Lockdown

An act of workplace violence may necessitate a lockdown where every employee shall hide, seek refuge, and remain silent. Where possible, a lockdown warning shall be broadcast.

Training

The Safety Manager reviews the Emergency Action Plan with each of our employees at the following times:

- Initially when the plan is developed
- Whenever a new employee is hired
- Whenever the employee is assigned initially to a job
- Whenever an employee's responsibilities or designated actions under the plan change
- Whenever new equipment, materials, or processes are introduced into the workplace
- Whenever the layout or design or the facility changes, and
- Whenever the plan is changed

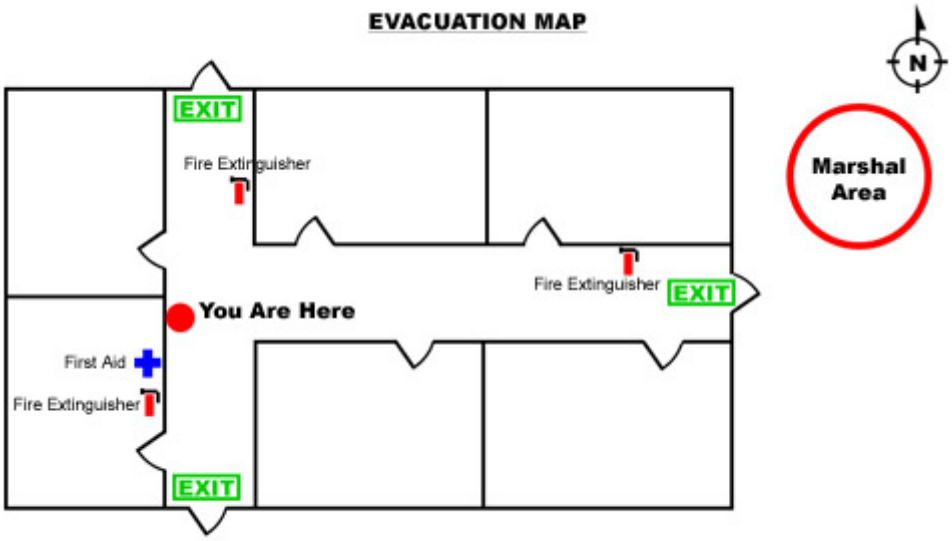
The training includes a review of the EAP objectives, procedures, and responses. We communicate the contents of this plan through a briefing delivered by supervisors followed by a demonstration and through a presentation followed by a drill for emergencies such as a tornado warning or fire.

Emergency Equipment and Support

Our company provides the following equipment and support for use by our trained personnel during emergencies:

- Fire extinguishers
- First aid kit
- AED
- Spill kits
- Eyewash station

EVACUATION MAP



Fill-In Emergency Action Plan

_____
_____
_____

Purpose

_____ is dedicated to the protection of its employees from emergencies. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure employee safety from emergencies. It provides a written documentn detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

OSHA's Emergency Action Plan requirements require our company to have a written Emergency Action Plan (EAP). This plan applies to all operations in our company where employees may encounter an emergency situation.

The EAP communicates to employees, policies and procedures to follow in emergenies. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

Administrative Responsibility

_____ has overall responsibility for this EAP. This responsibility includes the following:

1. Developing and maintaining a written Emergency Action Plan;
2. Ensuring that the proper rescue and law enforcement authorities, and the company owner, are promptly notified in the event of an emergency;
3. Taking security measures to protect employees;
4. Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee;
5. Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan;
6. Training designated employees in emergency response such as the use of fire extinguishers and the application of first aid;
7. Deciding which emergency response to initiate (evacuate or not);
8. Maintaining records as necessary, and;
9. Ensuring that our facility meets all local fire codes, building codes, and regulations.

_____ is responsible for reviewing and updating the plan as necessary. Copies of this plan may be obtained from _____.

_____ has full authority to decide to implement the EAP if an emergency threatens human health. The following potential emergencies might reasonably be expected at this facility and thus call for the implementation of this EAP:

1. Fire/explosion
2. Fluid spill
3. Tornado
4. Flood
5. Workplace violence
6. Serious accident

Contacts

Key management personnel home telephone numbers are kept at the receptionist's desk for immediate use in the event of an emergency. These telephone numbers include:

- _____
  _____
  _____
- _____
  _____
  _____
- _____
  _____
  _____

Alarms

Different emergencies require different alarms to indicate what actions employees should take. _____ has established an employee alarm system. Employees should use direct voice communication/telephones/radios to alarm employees of an emergency. We will use the tornado alarm to notify employees of a tornado warning.

All emergency messages have priority over all non-emergency messages.

We have posted the following emergency telephone numbers near telephones, or emergency notice boards, and have other conspicuous locations for use when telephones serve as a means of reporting emergencies:

- Emergency: 911
- Police: _____
- Fire: _____

Emergency Reporting and Weather Monitoring Procedures

Evacuation emergency: When employees detect an emergency that requires an evacuation, such as a fire or hazardous release, they should notify all employees immediately. _____ will notify _____ Fire Department and/or Police Department.
Tornado emergency: We monitor tornadoes by National Weather Service reports and local news and media stations (such as a tornado warning).

Evacuation Procedures

Some emergencies (such as a fire) may require evacuation or escape procedures, while others (such as a tornado warning) require employees to stay indoors, or in a safe area. Our emergency escape procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. Nothing in these procedures precludes the _____ authority in determining whether employees should remain inside or evacuate.

Employees need to know what to do if they are alerted to a specific emergency. After an alarm is sounded to evacuate, employees should follow procedures discussed during the training and the guidance from supervisors.

Once evacuated, employees are to move directly to _____, where a head count will be performed, and further instructions given.

Procedures to Account for Employees

Before leaving, supervisors will check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.

No employees are to return to the building until advised by a supervisor after determination has been made that such re-entry is safe. If anyone is injured or contaminated, the _____ or designee will activate rescue and first aid actions. If an emergency incident expands, the _____ may send employees home by normal means or provide them with transportation to an offsite location.

Non-Evacuation Emergency Procedures

_____ has the following non-evacuation procedures:
Shelter or Shelter-In-Place: In the event of a tornado, it is corporate policy to provide emergency warning and shelter. Once employees are made aware of a tornado warning, they are to move swiftly to _____. Employees should stay away from the windows.

Employees are not to leave the shelter or return to their regular duties until the all clear is given. _____ or his designee will determine when it is safe for employees to leave their tornado shelter and return to work.

If anyone is injured or contaminated, the _____ will activate rescue and first aid actions. If there is structural damage, the _____ will identify precautions and corrective actions.

Lockdown

An act of workplace violence may necessitate a lockdown where every employee shall hide, seek refuge, and remain silent. Where possible, a lockdown warning shall be broadcast.

Training

_____ reviews the Emergency Action Plan with each of our employees at the following times:

- Initially when the plan is developed
- Whenever a new employee is hired
- Whenever the employee is assigned initially to a job
- Whenever an employee's responsibilities or designated actions under the plan change
- Whenever new equipment, materials, or processes are introduced into the workplace
- Whenever the layout or design or the facility changes, and
- Whenever the plan is changed

The training includes a review of the EAP objectives, procedures, and responses. We communicate the contents of this plan through a briefing delivered by supervisors followed by a demonstration and through a presentation followed by a drill for emergencies such as a tornado warning or fire.

Emergency Equipment and Support

Our company provides the following equipment and support for use by our trained personnel during emergencies:

- Fire extinguishers
- First aid kit
- AED
- Spill kits
- Eyewash station

Evacuation Map

Emergency Action Plan Training

Training Type:

Initial:_____

As-Needed:_____

Instructor:_____

Date:_____

Attendance

1._____

2._____

3._____

4._____

5._____

6._____

7._____

8._____

9._____

10._____

11._____

12._____

13._____

14._____

15._____

TAB 17
Injury & Illness

- Injury and illness record keeping
    - Recyclers with 11 or more employees record work related injuries and illnesses on OSHA Forms 300, 301, 300A
    - Post 300A Summary Form from February 1 through April 30 of each year
    - All employees have a right to review injury and illness records
    - Retain all records for 5 years following the covered year

- Reporting fatalities and multiple hospitalization incidents
    - Report within 8 hours of an employee death or in-patient hospitalization of three or more employees from a work related incident
    - Report verbally to the nearest OSHA office or the OSHA hotline at 800-321-6742

- Access to employee exposure and medical records
    - Maintain medical records related to work-related exposure to toxic substances or harmful physical agents
    - Maintain medical records for duration of employment plus 30 years
    - Ensure that records are accessible to the employee and designated representative

- Annual OSHA injury and illness survey
    - Recyclers who receive a written request from OSHA to participate in an annual OSHA injury and illness survey must respond to the survey with 30 days, or the date listed on the survey form (whichever is longer)

Back to ToC

OSHA
Forms for Recording
Work-Related Injuries and Illnesses

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

Dear Employer:

This booklet includes the forms needed for maintaining occupational injury and illness records for 2004. These new forms have changed in several important ways from the 2003 recordkeeping forms.

In the December 17, 2002 Federal Register (67 FR 77165-77170), OSHA announced its decision to add an occupational hearing loss column to OSHA's Form 300, Log of Work-Related Injuries and Illnesses. This forms package contains modified Forms 300 and 300A which incorporate the additional column M(5) Hearing Loss. Employers required to complete the injury and illness forms must begin to use these forms on January 1, 2004.

In response to public suggestions, OSHA also has made several changes to the forms package to make the recordkeeping materials clearer and easier to use:

- On Form 300, we've switched the positions of the day count columns. The days "away from work" column now comes before the days "on job transfer or restriction."
- We've clarified the formulas for calculating incidence rates.
- We've added new recording criteria for occupational hearing loss to the "Overview" section.
- On Form 300, we've made the column heading "Classify the Case" more prominent to make it clear that employers should mark only one selection among the four columns offered.

The Occupational Safety and Health Administration shares with you the goal of preventing injuries and illnesses in our nation's workplaces. Accurate injury and illness records will help us achieve that goal.

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

What's Inside...

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

- ***An Overview: Recording Work-Related Injuries and Illnesses —*** General instructions for filling out the forms in this package and definitions of terms you should use when you classify your cases as injuries or illnesses.

- ***How to Fill Out the Log —*** An example to guide you in filling out the *Log* properly.

- ***Log of Work-Related Injuries and Illnesses —*** Several pages of the *Log* (but you may make as many copies of the *Log* as you need.) Notice that the *Log* is separate from the *Summary*.

- ***Summary of Work-Related Injuries and Illnesses —*** Removable *Summary* pages for easy posting at the end of the year. Note that you post the *Summary* only, not the *Log*.

- ***Worksheet to Help You Fill Out the Summary —*** A worksheet for figuring the average number of employees who worked for your establishment and the total number of hours worked.

- ***OSHA's 301: Injury and Illness Incident Report —*** A copy of the OSHA 301 to provide details about the incident. You may make as many copies as you need or use an equivalent form.

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

An Overview: Recording Work-Related Injuries and Illnesses

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

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

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

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

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

When is an injury or illness considered work-related?

An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies. See 29 CFR Part 1904.5(b)(2) for the exceptions. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment. See 29 CFR Part 1904.5(b)(1).

Which work-related injuries and illnesses should you record?

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

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

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

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

What are the additional criteria?

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

- any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material;
- any case requiring an employee to be medically removed under the requirements of an OSHA health standard;
- tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis.
- an employee's hearing test (audiogram) reveals 1) that the employee has experienced a Standard Threshold Shift (STS) in hearing in one or both ears (averaged at 2000, 3000, and 4000 Hz) and 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS.

What is medical treatment?

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

- visits to a doctor or health care professional solely for observation or counseling;

What do you need to do?

1. Within 7 calendar days after you receive information about a case, decide if the case is recordable under the OSHA recordkeeping requirements.
2. Determine whether the incident is a new case or a recurrence of an existing one.
3. Establish whether the case was work-related.
4. If the case is recordable, decide which form you will fill out as the injury and illness incident report.

   You may use *OSHA's 301: Injury and Illness Incident Report* or an equivalent form. Some state workers compensation, insurance, or other reports may be acceptable substitutes, as long as they provide the same information as the OSHA 301.

How to work with the Log

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

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

- diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes; and
- any procedure that can be labeled first aid. (*See below for more information about first aid.*)

What is first aid?

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

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

How do you decide if the case involved restricted work?

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

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

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

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

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

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

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

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

What if the outcome changes after you record the case?

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

Classifying injuries

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

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

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

Classifying illnesses

Skin diseases or disorders

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

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

Respiratory conditions

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

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

Poisoning

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

Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.

Hearing Loss

Noise-induced hearing loss is defined for recordkeeping purposes as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more in either ear at 2000, 3000 and 4000 hertz, and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 hertz) in the same ear(s).

All other illnesses

All other occupational illnesses.

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

When must you post the Summary?

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

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

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

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

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

How can we help you?

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

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

Optional

Calculating Injury and Illness Incidence Rates

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

What is an incidence rate?

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

How do you calculate an incidence rate?

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

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

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

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

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

Total number of injuries and illnesses x *200,000* ÷ *Number of hours worked by all employees* = *Total recordable case rate*

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

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

(Number of entries in column H + Number of entries in column I) x *200,000* ÷ *Number of hours worked by all employees* = *DART incidence rate*

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

What can I compare my incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence rate data by various classifications (e.g., by industry, by employer size, etc.). You can obtain these published data at www.bls.gov/iif or by calling a BLS Regional Office.

Worksheet

Total number of injuries and illnesses		200,000	÷	Number of hours worked by all employees	=	Total recordable case rate
	x					

Number of entries in Column H + Column I		200,000	÷	Number of hours worked by all employees	=	DART incidence rate
	x					

How to Fill Out the Log

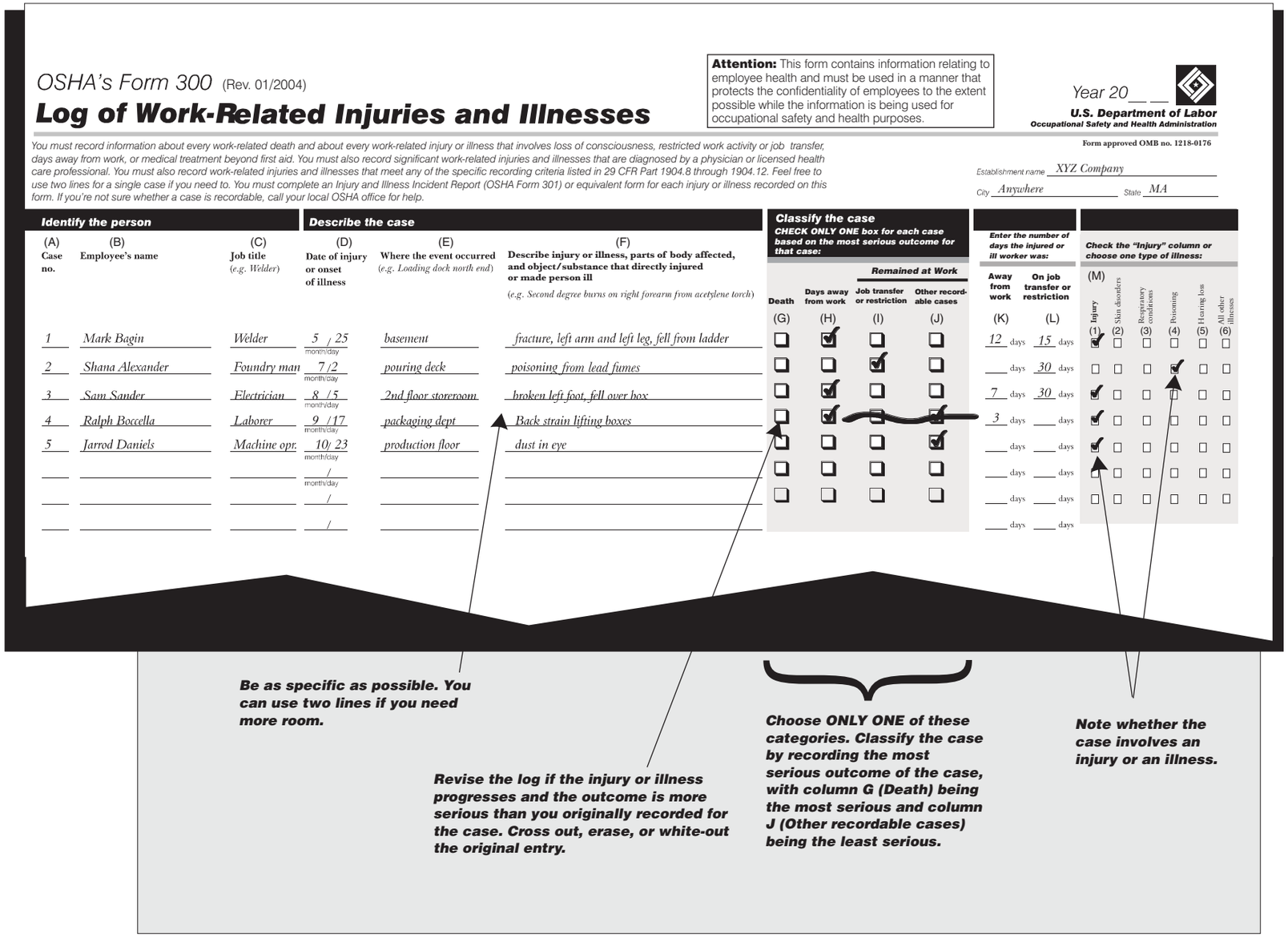
The *Log of Work-Related Injuries and Illnesses* is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the *Log* to record specific details about what happened and how it happened.

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

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

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

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



OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

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

Year 20__ __

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

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name: XYZ Company
City: Anywhere State: MA

Identify the person			Describe the case			Classify the case (CHECK ONLY ONE box for each case based on the most serious outcome for that case:)				Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness:					
							Remained at Work					(M)					
(A) Case no.	(B) Employee's name	(C) Job title (e.g. Welder)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)	Away from work (K)	On job transfer or restriction (L)	Injury (1)	Skin disorders (2)	Respiratory conditions (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)
1	Mark Bagin	Welder	5/25	basement	fracture, left arm and left leg, fell from ladder	☐	☑	☐	☐	12 days	15 days	☑	☐	☐	☐	☐	☐
2	Shana Alexander	Foundry man	7/2	pouring deck	poisoning from lead fumes	☐	☐	☑	☐	___ days	30 days	☐	☐	☐	☑	☐	☐
3	Sam Sander	Electrician	8/5	2nd floor storeroom	broken left foot, fell over box	☐	☑	☐	☐	7 days	30 days	☑	☐	☐	☐	☐	☐
4	Ralph Boccella	Laborer	9/17	packaging dept	Back strain lifting boxes	☐	☑	☐	☐	3 days	___ days	☑	☐	☐	☐	☐	☐
5	Jarrod Daniels	Machine opr.	10/23	production floor	dust in eye	☐	☐	☐	☑	___ days	___ days	☑	☐	☐	☐	☐	☐
			/			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/			☐	☐	☐	☐	___ days	___ days						

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

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

Choose ONLY ONE of these categories. Classify the case by recording the most serious outcome of the case, with column G (Death) being the most serious and column J (Other recordable cases) being the least serious.

Note whether the case involves an injury or an illness.

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

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

Year 20__ __

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

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name _____

City _____ State _____

Identify the person			Describe the case			Classify the case (CHECK ONLY ONE box for each case based on the most serious outcome for that case:)				Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness:					
								Remained at Work				(M)					
(A) Case no.	(B) Employee's name	(C) Job title (*e.g., Welder*)	(D) Date of injury or onset of illness	(E) Where the event occurred (*e.g., Loading dock north end*)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (*e.g., Second degree burns on right forearm from acetylene torch*)	Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other record-able cases (J)	Away from work (K)	On job transfer or restriction (L)	Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)
			___/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			___/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			___/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
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			___/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
Page totals ➤						___	___	___	___	___	___	___	___	___	___	___	___

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Injury (1) | Skin disorder (2) | Respiratory condition (3) | Poisoning (4) | Hearing loss (5) | All other illnesses (6)

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 20__ __

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

Form approved OMB no. 1218-0176

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

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

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

Number of Cases

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

Number of Days

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

Injury and Illness Types

Total number of . . .	(M)		
(1) Injuries	_____	(4) Poisonings	_____
		(5) Hearing loss	_____
(2) Skin disorders	_____	(6) All other illnesses	_____
(3) Respiratory conditions	_____		

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

Establishment information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (*e.g., Manufacture of motor truck trailers*)

_____

Standard Industrial Classification (SIC), if known (*e.g., 3715*)

____ ____ ____ ____

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

____ ____ ____ ____ ____ ____

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

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

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

_____ _____
Company executive Title

( ) - / /
Phone Date

Optional

Worksheet to Help You Fill Out the Summary

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

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

❶ ***Add*** the total number of employees your establishment paid in all pay periods during the year. Include all employees: full-time, part-time, temporary, seasonal, salaried, and hourly.

The number of employees paid in all pay periods = ❶ _____

❷ ***Count*** the number of pay periods your establishment had during the year. Be sure to include any pay periods when you had no employees.

The number of pay periods during the year = ❷ _____

❸ ***Divide*** the number of employees by the number of pay periods.

❶ / ❷ _____ = ❸ _____

❹ ***Round the answer*** to the next highest whole number. Write the rounded number in the blank marked *Annual average number of employees*.

The number rounded = ❹ _____

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

For pay period...	Acme paid this number of employees...
1	10
2	0
3	15
4	30
5	40
▼	▼
24	20
25	15
26	+10
	830

Number of employees paid = 830 ❶

Number of pay periods = 26 ❷

830 / 26 = 31.92 ❸

31.92 rounds to 32 ❹

32 is the annual average number of employees

How to figure the total hours worked by all employees:

Include hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day to day supervision by your establishment (e.g., temporary help services workers).

Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

If this number isn't available, you can use this optional worksheet to estimate it.

Optional Worksheet

_____ ***Find*** the number of full-time employees in your establishment for the year.

X _____ ***Multiply*** by the number of work hours for a full-time employee in a year.

_____ This is the number of full-time hours worked.

\+ _____ ***Add*** the number of any overtime hours as well as the hours worked by other employees (part-time, temporary, seasonal)

_____ ***Round*** the answer to the next highest whole number. Write the rounded number in the blank marked *Total hours worked by all employees last year.*

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

OSHA's Form 301
Injury and Illness Incident Report

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

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

Form approved OMB no. 1218-0176

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

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

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

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

Completed by _____

Title _____

Phone (_____)_____--_____ **Date** ____/ ____/ ____

Information about the employee

1) **Full name** _____

2) **Street** _____

City _____ **State** _____ **ZIP** _____

3) **Date of birth** _____ / _____ / _____

4) **Date hired** _____ / _____ / _____

5) ❒ **Male**
❒ **Female**

Information about the physician or other health care professional

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

_____

7) **If treatment was given away from the worksite, where was it given?**

Facility _____

Street _____

City _____ **State** _____ **ZIP** _____

8) **Was employee treated in an emergency room?**
❒ **Yes**
❒ **No**

9) **Was employee hospitalized overnight as an in-patient?**
❒ **Yes**
❒ **No**

Information about the case

10) **Case number from the *Log*** _____ *(Transfer the case number from the Log after you record the case.)*

11) **Date of injury or illness** _____ / _____ / _____

12) **Time employee began work** _____ **AM / PM**

13) **Time of event** _____ **AM / PM** ☐ **Check if time cannot be determined**

14) ***What was the employee doing just before the incident occurred?*** **Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific.** ***Examples:*** **"climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."**

15) ***What happened?*** **Tell us how the injury occurred.** ***Examples:*** **"When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."**

16) ***What was the injury or illness?*** **Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or sore."** ***Examples:*** **"strained back"; "chemical burn, hand"; "carpal tunnel syndrome."**

17) ***What object or substance directly harmed the employee?*** ***Examples:*** **"concrete floor"; "chlorine"; "radial arm saw."** ***If this question does not apply to the incident, leave it blank.***

18) ***If the employee died, when did death occur?*** **Date of death** _____ / _____ / _____

If You Need Help...

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

- **Visit us online at www.osha.gov**
- **Call your OSHA Regional office and ask for the recordkeeping coordinator**

  or

- **Call your State Plan office**

Federal Jurisdiction

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

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

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

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

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

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

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

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

Region 9 - 415 / 975-4310

Region 10 - 206 / 553-5930
Idaho

State Plan States

Alaska - 907 / 269-4957

Arizona - 602 / 542-5795

California - 415 / 703-5100

*Connecticut - 860 / 566-4380

Hawaii - 808 / 586-9100

Indiana - 317 / 232-2688

Iowa - 515 / 281-3661

Kentucky - 502 / 564-3070

Maryland - 410 / 527-4465

Michigan - 517 / 322-1848

Minnesota - 651 / 284-5050

Nevada - 702 / 486-9020

*New Jersey - 609 / 984-1389

New Mexico - 505 / 827-4230

*New York - 518 / 457-2574

North Carolina - 919 / 807-2875

Oregon - 503 / 378-3272

Puerto Rico - 787 / 754-2172

South Carolina - 803 / 734-9669

Tennessee - 615 / 741-2793

Utah - 801 / 530-6901

Vermont - 802 / 828-2765

Virginia - 804 / 786-6613

Virgin Islands - 340 / 772-1315

Washington - 360 / 902-5554

Wyoming - 307 / 777-7786

*Public Sector only

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

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

Have questions?

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

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

TAB 18
Vehicle Lift Safety

There are no OSHA certification programs or specific standards for vehicle lifts. However, certain aspects of lift installation may be governed under OSHA's Construction Standards, and lift operation and maintenance may be covered under OSHA's General Duty Clause when conducting inspections and issuing citations. In other words, OSHA covers vehicle lifts at a workplace as it does any other potentially dangerous activity.

However, the Automotive Lift Institute, Inc. (ALI), a trade association of US and Canadian lift manufacturers and distributors, has established an excellent set of safety standards, certifications, and training materials for the construction, installation, operation, testing, and inspection of vehicle lifts. The standards have been approved as American National Standards by the American National Standards Institute, Inc. (ANSI). Although not specifically approved or endorsed by OSHA, the ANSI/ALI standards, training, and certification materials represent a solid, comprehensive safety program for vehicle lifts. The standards address many different types of lifts, including in-ground lifts, surface-mounted lifts (two post and four post), mobile lifts, and scissors lifts. The lifts may employ pneumatic cylinders (compressed air), hydraulic power systems, and/or mechanical systems.

ANSI/ ALI guidelines call for third-party product certification and meeting the following standards:

1. ANSI/ALI ALCTV-2011, Standard for Automotive Lifts - Safety Requirements for Construction, Testing, and Validation
2. ANSI/ALI ALOIM- 2008 (R2013), Standard for Automotive Lifts - Safety Requirements for Operation, Inspection, and Testing
3. ANSI/ALI ALIS- 2009, Standard for Automotive Lifts - Safety Requirements for Installation and Service

The standards address the following topics:

- Vehicle lift models certified under the ALI third party certification and labeling program
- Lift selection, placement, and installation
- Installer qualifications, training, and responsibilities
- Troubleshooting
- Lift operator qualifications, training, and responsibilities
- Periodic qualified inspection procedures, training, documentation, frequency (per manufacturer recommendation), and inspection points
- Planned and repair maintenance and service procedures, personnel qualifications, training, documentation, and frequency

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Vehicle Lift Safety Tips

Post these safety tips where they will be a constant reminder to your lift operator. For information specific to the lift, always refer to the lift manufacturer's manual

1. Inspect your lift daily. Never operate if it malfunctions or if it has broken or damaged parts. Repairs should be made with original equipment parts.
2. Operating controls are designed to close when released. Don't block or override them.
3. Never overload your lift. Manufacturer's rated capacity in shown on name-plate affixed to the lift.
4. Positioning of vehicle and operation of the lift should be done only by trained and authorized personnel.
5. Never raise vehicle with anyone inside it. Customers or by-standers should not be in the lift area during operation.
6. Always keep lift area free of obstructions, grease, oil, trash, and other debris.
7. Before driving vehicle over lift, position arms and supports to provide unobstructed clearance. Do not hit or run over lift arms, adapters, or axle supports. This could damage lift or vehicle.
8. Load vehicle on lift carefully. Position lift supports to contact at the vehicle manufacturer's recommended lifting points. Raise lift until supports contact vehicle. Check supports for secure contact with vehicle. Raise lift to desired working height. CAUTION: If you are working under vehicle, lift should be raised high enough for locking device to be engaged.
9. Note that with some vehicles, the removal (or installation) of components may cause a critical shift in the vehicle's center of gravity, and result in raised vehicle instability. Refer to the vehicle manufacturer's service manual for recommended procedures when vehicle components are removed.
10. Before lowering lift, be sure tool trays, stands, etc. are removed from under vehicle. Release locking devices before attempting to lower lift.
11. Before removing vehicle from lift, position lift arms and supports to provide an unobstructed exit (See item # 7).

Source: Automotive Lift Institute

Resources

1. *Lifting It Right: A Safety Manual from the Automotive Lift Institute* (ALI SM10-1).
2. *"Lifting It Right",* Version 3.0. A 24-minute safety video presentation (DVD) from the Automotive Lift Institute, Inc.
3. Student Quiz and Instructor Answer Sheet from the Automotive Lift Institute, Inc.
4. ANSI/ALI Standards (listed above) are available from the Automotive Lift Institute, Inc. or from various vendors.
5. Quick Reference Guide: Vehicle Lifting Points for Frame Engaging Lifts, Domestic and Imported Cars and Light Trucks, Model Years 1991-2014. Automotive Lift Institute, Inc. (ALI/LP – Guide).

Contact

Automotive Lift Institute, Inc.
P.O. Box 85
Cortland, NY 13045
(607) 756-7775
www.autolift.org
E-mail: info@autolift.org

TAB 19
MIOSHA

The Michigan Occupational Safety and Health Administration (MIOSHA) is responsible for working collaboratively with employees and employers to prevent workplace injuries. MIOSHA establishes and enforces safety and health standards, and provides extensive safety training and education. There are several cooperative compliance programs available, including the Alliance Program, MIOSHA Partnership Program, the Michigan Voluntary Protection Program (MVPP), the Michigan Challenge Program, and the Michigan Safety & Health Achievement Recognition Program (MSHARP).

MIOSHA inspections generally consist of an opening conference, re cords review, walkaround, abatement suggestions and explanations, and a closing conference. Written citations may follow. Citations will include a description of the alleged violation, and an explanation of the applicable rule. Citations may carry monetary penalties.

- MIOSHA Citations
    - Recyclers who receive citations for MIOSHA violations must immediately post the citation(s) at or near the place where the violation occurred
    - Post the citation until the violation has been abated, or for three working days, whichever is later
- Abatement Verification Procedures
    - Recyclers who receive citations for willful, repeat, or serious MIOSHA violations must, within 10 days of abating the violation, submit written documentation to MIOSHA showing that the abatement is complete
    - Abatement plans and schedules may be required when the abatement time is more than 90 days
    - Periodic progress may be required

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