

Dream Team Pizza LLC

Safety Manual

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Dream Team Pizza LLC

SAFETY AND HEALTH POLICY STATEMENT

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

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

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

PROGRAM OVERVIEW

EMERGENCY ACTION, EVACUATION AND FIRE PREVENTION SAFETY PROGRAM

REGULATORY STANDARD: OSHA - 29CFR1910.36, .38, .157, .165
NFPA-10

INTRODUCTION

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

TRAINING

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

ACTIVITIES

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

FORMS

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

Table of Contents

- 1. Purpose**
- 2. Scope**
- 3. Responsibilities**
- 4. Procedure**
- 5. Safety Information**
- 6. Training and Information**
- 7. Definitions**

EMERGENCY ACTION, EVACUATION AND FIRE PREVENTION SAFETY PROGRAM

1. **Purpose.** This program outlines the requirements for the Emergency Action and Evacuation Program in the workplace. It is a federal requirement that all companies have Emergency Action Plans (plans must be in writing for companies with more than 10 employees).
2. **Scope.** This program applies to all workplaces, facilities, and sites at the company.
3. **Responsibilities**
 - 3.1 Management
 - 3.1.1 Determine flight or fight response for the company (i.e. will all employees evacuate during fire or spill emergencies, or will some employees be required as part of their job duties to fight a fire, contain a spill or provide medical treatment).
 - 3.1.2 Write Emergency Action Plan (EAP), including specific procedures or responsibilities for employees and wardens.
 - 3.1.3 Communicate programs to employees and staff.
 - 3.1.4 Ensure evacuation alarm systems and notifications are in place, and are distinctive and consistent throughout the site. It is recommended that evacuation programs be periodically tested through physical drills (partial evacuation drills and/or full evacuation drills) or via table-top drills or discussions.
 - 3.1.5 Ensure all employees are appropriately trained to the responsibilities they are expected to take during an emergency situation, including how to report a fire or other emergency and what to do during an evacuation.
 - 3.1.6 If evacuation wardens are designated and trained, it is recommended that there be a ratio of at least one warden for every 20 employees.
 - 3.1.7 Ensure that fire extinguishers (if located on-site) are inspected, maintained, tested and of the proper size and type for the area hazards. If employees are expected to use them, annual training is required.
 - 3.1.8 If utilized, provide on-site emergency response teams with appropriate equipment and training to perform their expected duties. Maintain training documentation for response team members, and documentation for equipment inspection and maintenance.
 - 3.1.9 Inspect Fire Doors annually, and keep all fire doors closed. If they must be held open due to production or operation-specific requirements, they must be fitted with automated releases in accordance with state building codes. Maintain documentation for the life of the fire door.

3.2 Employees

3.2.1 Attend initial training, and refresher training as required.

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

3.3 Wardens (evacuation assistance as appropriate or designated)

3.3.1 Attend appropriate training.

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

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

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

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

3.4.2 Attend appropriate training to maintain appropriate certifications.

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

4. Procedure.

4.1 Emergency Action Plan

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

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

4.1.3 Programs must include:

4.1.3.1 Procedures for reporting a fire or other emergency.

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

- 4.1.3.3 Procedures to be followed by employees who remain to operate or shut down critical operations before they evacuate (power systems, water supplies, ammonia tanks, chemical processes that must be shut down in sequence, etc.).
- 4.1.3.4 Procedures, assigned areas and responsibilities of evacuation wardens, if utilized.
- 4.1.3.5 Procedures to account for all employees after evacuation.
- 4.1.3.6 Procedures to be followed by employees who perform rescue or medical duties (on-site response teams).
- 4.1.3.7 The name or job title of the person(s) who may be contacted by employees who need more information about the program, or an explanation of their duties and responsibilities under the program.
- 4.1.4 An alarm system must be maintained, if present. The system must have a distinctive signal for each type of alarm (i.e. evacuation alarms must sound the same throughout the site).
- 4.1.5 Wardens (or evacuation assistance) must be designated and properly trained to assist in a safe and orderly evacuation of other employees.
- 4.1.6 Programs should address the types of emergencies that are reasonably likely to occur (fire, chemical spills, severe weather, etc.).

4.2 Evacuation and Notification

- 4.2.1 Alarms and Signals to notify employees of an emergency evacuation are distinctive in sound and consistent throughout the site.
 - 4.2.1.1 Alarms may be automatic or verbally provided in person or through a public address system, but they must be able to be understood by all employees.
 - 4.2.1.2 The same sound or wording must be used throughout the site.
 - 4.2.1.3 Employees must be trained or informed of the sounds or wording used.
- 4.2.2 Evacuation Routes will be established for each area of the building or site.
 - 4.2.2.1 Employees will be trained and informed of their work-area route.
 - 4.2.2.2 It is highly recommended that maps be posted at each area of the building to assist employees and others in determining their evacuation routes. Maps should be color coded, with the evacuation route in red.

- 4.2.2.3 Off-site job locations will have evacuation routes determined and communicated to employees who work at these off-site locations.
- 4.2.3 Relocation Points will be established for employees to congregate during an evacuation. Designated relocation points assist in assuring that all employees are accounted for.
 - 4.2.3.1 Employees will be trained in their respective relocation point during initial (or refresher) training.
 - 4.2.3.2 Supervisors or other specifically designated people at each relocation point will be responsible for assuring that all employees have been accounted for.
 - 4.2.3.2.1 An accounting for the relocation point will be made to the incident commander or other designated person at the command post.
 - 4.2.3.3 Off-site job locations will have relocation points determined and communicated to employees who work at these off-site locations before the job commences or the employee reports to the site.
 - 4.2.3.4 Where appropriate, severe weather relocation points (shelters or arrangements with neighboring facilities) will be communicated to employees during the training.
- 4.2.4 Return to Work Signals will be provided once it is safe for employees to re-enter the workplace. Each supervisor or other designated person at each relocation point will be aware of the signal used, and be watchful for it.
- 4.2.5 Evacuation Wardens
 - 4.2.5.1 "Sweep" the assigned area to assure that all employees are appropriately evacuated.
 - 4.2.5.2 Carry out any other assigned duties, prior to evacuating.
 - 4.2.5.3 Report either "all clear" or any problems to the incident commander or other person designated under the company's EAFP prior to reporting to their assigned relocation point.

5. Safety Information.

5.1 Means of Egress (exits and exit paths)

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

- 5.1.2 There are specific requirements for exits, paths to exits, exit signs, aisle widths and for stairways. These "life safety" codes must be considered during renovation, construction or when re-arranging a work area..
- 5.1.3 All exits, aisles and exit paths, and stairways must be kept clear and unobstructed. No storage is allowed that will restrict the access or use of the exit path below the required widths. No storage is allowed that will block or obstruct stairs or exit doors.
- 5.1.4 All exits and the paths to them must be clearly visible or have visible signs that indicate the location of the exit.
- 5.1.5 Locks or fastening devices to keep exit doors closed and locked from the inside (preventing the use of the door as an exit) are prohibited in almost every workplace structure (mental and correctional institutions are two exceptions). Doors that could be mistaken for an exit, but are not exits must be marked "Not an Exit" or "Closet" or with similar markings so that they will not be mistaken for an exit in an emergency.
- 5.1.6 Emergency lighting, signs and exits must meet requirements for the number of exits, the location and size of signs and the amount of illumination required.

5.2 Fire Alarms and Detection

- 5.2.1 Fire alarms are required in buildings where the location of the fire will not provide adequate warning to employees and other occupants (i.e. multi-floor buildings or segregated work spaces).
- 5.2.2 Alarms must be loud enough to be heard above the ambient noise level of the work area and activate in time to provide adequate warning for the work area occupants to safely evacuate.
- 5.2.3 Alarms and signals must be tested or maintained to assure they remain in working order.
- 5.2.4 Buildings undergoing construction and renovation (where employees are still working and occupying the work areas) must have appropriate (or alternate) alarms and fire prevention systems that are at least equal to those required for the occupancy and type of hazards in the area. This includes hazards inherent to the work area and tasks performed, as well as any additional hazards caused by the construction or renovation.

5.3 Fixed Fire Suppression Equipment

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

- 5.3.2 There are various types of fixed suppression equipment. Each type must be specifically designed for the types of fires likely to be encountered. These types are:
- 5.3.2.1 Automatic sprinklers that discharge water into an area when heat or smoke causes the valve (sprinkler head) to open. Sprinkler heads must be kept free from any obstruction (at least 18" clearance vertically and horizontally).
 - 5.3.2.2 Standpipe systems include fixed water supplies (risers) with a hose and nozzle. These systems are usually recessed in walls or found in stairwells. Standpipe systems are for use by trained fire-fighting personnel only.
 - 5.3.2.3 Dry chemical systems are discharged in rooms or over a specific process (like an electrical system). Pre-discharge alarms are required where vision could be obscured that would affect employee evacuation.
 - 5.3.2.4 Gaseous agents are normally used in enclosed rooms and spaces. Depending on the agent used to suppress the fire, pre-discharge alarms are required. Where employee evacuation can not occur within a specific time frame, specific agents are prohibited from being used as suppression agents.
 - 5.3.2.5 Water spray and foam systems are usually utilized for a specific process hazard (like a kitchen grease pit or solvent tank). They discharge a chemical-foam that will "blanket" the fire or area with foam to "smother" the fire.

5.4 Portable Fire Extinguishers

- 5.4.1 The Two Extinguisher Rule: Fire extinguishers are for controlling small, incipient fires. NEVER should more than two (2) extinguishers be used to control a fire. If the fire is not controlled with two extinguishers, it is no longer considered an incipient fire and should ONLY be extinguished by trained Firefighters or by fixed fire suppression systems.
- 5.4.2 Classes. There are five classes or types of Fire Extinguishers. Each class has distance requirements that are required for employees to access them. These types and distances are:
 - 5.4.2.1 Class A – used on ordinary combustibles (wood, paper, cloth, etc.). Extinguishers must be 75 ft. or less from the hazard.
 - 5.4.2.2 Class B – used for flammable or combustible liquids (gasoline, paint, solvents, propane). Distance must be 50 ft. or less from the hazard.

- 5.4.2.3 Class C – used for electrical equipment and must be 50 ft. or less from the hazard.
- 5.4.2.4 Class D – used for metals (magnesium, potassium and sodium). Extinguishers must be 75 ft. or less from the hazard.
- 5.4.2.5 Class K – used for fires that involve cooking oils, trans-fats, or fats in cooking appliances and are typically found in restaurant and cafeteria kitchens.
- 5.4.3 General. Extinguishers must be located so they are clearly visible, readily accessible to the employees or persons designated and trained to use them, and located so they are protected from damage by moving equipment.
 - 5.4.3.1 Extinguishers must be maintained in a fully charged and operable condition, and kept in their designated locations.
 - 5.4.3.2 Extinguishers must be appropriate to the type (or class) of fire hazard likely to be found in the work area.
 - 5.4.3.3 Standard signs and floor markings may be utilized to increase visibility.
 - 5.4.3.4 Extinguishers should be located along normal paths of travel but protected from the direct line of traffic to avoid injury to personnel or mechanical damage.
 - 5.4.3.5 Extinguishers are not required in workplaces where all employees will be required to evacuate the facility (total evacuation) upon the initial alarm sounding, unless extinguishers are required by a specific regulatory standard (i.e. welding, confined space, and some flammable liquid usages).
- 5.4.4 Inspection and Testing. Extinguishers must be visually inspected monthly. Extinguishers must be maintained annually. Extinguishers must be physically (hydrostatically) tested every 5 years or 12 years depending on the type of extinguisher. When removed from service for maintenance or testing, or due to corrosion or damage, they must be replaced with an equivalent protective system.
 - 5.4.4.1 Documentation of the inspection, maintenance and testing may be kept with the extinguisher or in a separate system, provided the records are accessible to employees or agencies that may be required to review these records. Documentation must be kept for the life of the extinguisher.
- 5.4.5 Employee Training

- 5.4.5.1 Where extinguishers are located, but employees will not be required to use them, employees should be informed that they are for trained fire fighter use only.
- 5.4.5.2 Where employees will be required to use extinguishers, employees must be trained annually in the general principles of fire extinguisher use and the hazards involved in incipient (beginning) stage fire fighting.

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

- 5.5.1 Fire Brigades and Medical Response teams must be trained to the level or type of emergency they will likely encounter. In most cases, verified training is required, and documentation must be maintained with periodic or annual refresher training.
- 5.5.2 Team members must be physically capable of performing their duties (including the use of respiratory protection, where required). Employees with known physical conditions (heart disease, emphysema or epilepsy) or known mental or physical disabilities that would impair their ability to perform the expected duties may be required to be approved by a licensed physician prior to being allowed to participate on the team.
- 5.5.3 Teams must be provided with adequate equipment and protective clothing to perform their duties.
- 5.5.4 Equipment and clothing must be maintained in good working order. Equipment removed from service must be promptly repaired or replaced, or else team members must be informed that the equipment is no longer available.
- 5.5.5 Teams must be organized, with either elected or appointed leaders, and have specific written procedures that outline their responsibilities (and limitations) with regard to emergency response at the workplace.

5.6 Hot Work, Open Flame Work or Spark Producing Equipment

- 5.6.1 Permission and Permits. Any hot work or work with open flames should be performed only with the permission of company management. (Approvals may be required by the landlord or building owner, if different than company ownership.) Such work should be done only under specific restrictions and limitations to prevent fires or other hazards. This information and any restrictions or limitations should be documented. A signed permit system is recommended that outlines the details of the work and the restrictions or limitations.
- 5.6.2 Permanent Hot Work/Open Flame Permission - Permanent permission should be obtained for areas where hot work/open flame is regularly used, such as metal and welding shops or special laboratories and work areas.

- 5.6.2.1 Areas should be physically inspected by individuals who are knowledgeable about the hazards of the area and appropriate fire protection systems for these hazards. Annual re-inspection for the duration of the permit/permission is recommended, at a minimum.
- 5.6.3 Temporary Hot Work/Open Flame Permission - Allows only specified personnel to perform a single operation. Areas where one-time use of flames is required (such as maintenance and construction operations, in areas such as buildings, sheds, yard areas, and streets and parking lots) should have areas physically inspected for fire hazards by a knowledgeable person.
- 5.6.4 Special Situations and Equipment
 - 5.6.4.1 Thermogrip Solder Tongs, Electric Soldering Irons, Flameless Heat Guns are prohibited in areas where flammable vapors or gases, or combustible dusts are present.
 - 5.6.4.2 Electric or Other Spark/Heat-Producing Tools in High-Fire Hazard Areas require special permission.
 - 5.6.4.3 Pressure Vessels - All burning or welding operation, emergency or otherwise, are prohibited on any pressure vessel unless specific approval has been obtained from a qualified engineering specialist or the lead welder.
 - 5.6.4.4 Contractors - shall obtain Hot Work/Open Flame Permits through the manager or supervisor in charge of the job or process.

6. Training and Information.

- 6.1 Emergency Action Plans and Evacuation Programs must be reviewed with each employee:
 - 6.1.1 When the program is developed or when it is changed
 - 6.1.2 Upon initial assignment to a work area
 - 6.1.3 When the workplace changes (construction or remodeling) that require a different evacuation route
 - 6.1.4 When an employee's responsibilities under the program change.
- 6.2 Fixed Suppression Systems. Employees where fixed suppression equipment agents activate (non-water systems) must be specifically trained in the alarm signal, and any protective equipment and controls needed to ensure their safety. They must have (and be trained to) specific evacuation programs from the area of discharge.

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

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

7. Definitions.

- *Brigades* – A workplace team of employees who are specifically designated to respond and fight incipient fires.
- *Fixed Suppression Equipment* – Fire extinguishing systems that are affixed in place. For example: sprinkler systems.
- *Command Post* – A designated location that is set up for communications and direction of emergency responders.
- *Incident Commander* – The person designated to direct the activities of an emergency response. This person normally remains at the command post.

PROGRAM OVERVIEW

HAZARD COMMUNICATION SAFETY PROGRAM

REGULATORY STANDARD: OSHA - 29 CFR 1910.1200

INTRODUCTION

The Hazard Communication Standard requires employers to inform employees of the hazards and identities of workplace chemicals to which they are exposed. This program specifies the requirements for evaluation of chemical hazards in the workplace and establishes means for communicating hazard information to all affected workers including chemical Safety Data Sheets (SDS), labeling, a Written Hazard Communication Program, employee training and communication requirements for contractors and vendors.

TRAINING

- Employees and contractors must be made aware of the hazards they may encounter and the precautions they must take to protect themselves from these hazards.
- Employees or contractors must be trained on initial assignment and whenever any new physical, chemical or health hazards are introduced, when non-routine tasks or procedures are required, or when employees are working with or near unlabeled piping systems that contain hazardous chemicals.

ACTIVITIES

- Determine if hazardous chemicals are present in the workplace
- Ensure the availability of a SDS for each hazardous chemical or mixture in the workplace
- Ensure a Hazardous Chemical List is maintained
- Evaluate the hazards for each chemical or mixture used and/or stored in the workplace
- Ensure proper labeling of chemical containers in accordance with Globally Harmonized System (GHS) requirements.
- Complete the Written Hazard Communication Program
- Employees trained
- Process to evaluate and document any new hazards or changes

FORMS

- Hazardous Chemical List
- Training Attendance Roster
- Written Hazard Communication Program

Table of Contents

1. Purpose
2. Scope
3. Responsibilities
4. Procedure
5. Safety Information
6. Training Information & Requirements
7. Definitions

HAZARD COMMUNICATION PROGRAM

1. **Purpose.** To provide an effective, written hazard communication program in compliance with company, State and Federal regulatory requirements. Hazard Communication applies to all chemicals and mixtures purchased, manufactured, used, and/or stored by the company to which employees, contractors, tenants or visitors may be exposed. (Laboratories, as defined by OSHA regulations, are not covered under this program.)
2. **Scope.** This program applies to all operations at company facilities and job-sites. This program does not apply to articles, food or beverage items. Consumer products are exempt if they are used at the same frequency, duration, and concentration as home use.
3. **Responsibilities.**

3.1 Management must:

- 3.1.1 Perform a hazard determination. The company is required to determine the hazards of any products or chemicals they manufacture and/or sell.
- 3.1.2 Ensure a Hazardous Chemical List is maintained either for the company as a whole, or for each department or work area.
- 3.1.3 Evaluate the hazards for each chemical or mixture used or stored in the workplace.
- 3.1.4 Maintain a Written Hazard Communication Program.
- 3.1.5 Assure labels and other forms of warning are affixed to chemical containers, as appropriate, meeting Globally Harmonized System (GHS) label requirements.
- 3.1.6 Train and inform employees on initial assignment and whenever a new physical, chemical or health hazard is introduced into the workplace, or when non-routine tasks or procedures are required.
- 3.1.7 Develop and implement a method of communication between any contractors and the company which describes and outlines.

3.2 Employees must:

- 3.2.1 Attend Hazard Communication Training upon initial assignment, and when changes to the workplace hazards occur (through process changes or a change of work assignment).
- 3.2.2 Re-label any containers into which hazardous chemicals or mixtures are transferred.

3.2.3 Inform management of any changes to chemicals or chemical uses.

4. Procedure.

4.1 Determine if hazardous chemicals are present in the workplace.

4.2 Written Hazard Communication Program (See the included form for the Written Hazard Communication Program.) This program must contain or describe:

4.2.1 A list of hazardous chemicals

4.2.2 Criteria and Label information

4.2.3 Safety Data Sheets (SDS)

4.2.4 Employee information and training

4.2.5 Procedures for evaluating the hazards of any non-routine tasks (e.g. one-time chemical uses) and for evaluating any unlabeled pipes in the work area that contain hazardous chemicals.

4.2.6 Multi-employer workplaces (Provisions for contractors)

4.3 Hazardous Chemical List (See the included Form for a Hazardous Chemical List)

Create a list of all hazardous chemicals used in the workplace. If necessary, use the chemical SDSs to determine whether or not a chemical is a hazardous chemical.

4.4 Chemical Labeling

4.4.1 Manufacturer/GHS Compliant labeling: All containers must be labeled with the product identifier, signal word, hazard statement, pictogram(s), precautionary statement, and manufacturer name, address, and phone number. Such labels may not be defaced or covered.

4.4.2 Workplace labeling: May be used for process materials and must contain the chemical identity and appropriate hazard warnings.

4.4.3 Portable Container labels: should be on all containers at all times. However, labels are not required for portable containers provided they are immediately used by the employee on that work-shift *and* remain in the direct control of the employee at all times.

4.4.4 All labels must be in legible English. Other languages may be used, provided a label in English is also provided.

- 4.4.5 Pipes or piping systems that contain a hazardous chemical shall be identified to employees by at least one (1) readily accessible label, sign, placard, written operating instructions, process sheet, batch ticket or substance identification system.

4.5 Safety Data Sheets

- 4.5.1 Ensure the availability of a SDS for each hazardous chemical or mixture in the workplace and are:
 - 4.5.1.1 Readily accessible and available by employees on each work shift
 - 4.5.1.2 Written in English
 - 4.5.1.3 Obtained from the manufacturer or supplier of the chemical or material before it is used at the workplace, if one did not accompany the shipment
 - 4.5.1.4 Kept for the duration of its use or storage, at a minimum, and for 30 years after discontinuing chemical use.
- 4.5.2 SDSs are prepared by the chemical manufacturer following the GHS requirements.

4.6 Multi-employer workplaces (Provisions for contractors) must be informed about:

- 4.6.1.1 Onsite access to and maintenance of a current SDS
 - 4.6.1.2 Labeling procedures
 - 4.6.1.3 Protective and precautionary measures
- 4.7 Maintain a process to evaluate and document any new hazards or changes to the workplace that would affect the above requirements, including any non-routine tasks or procedures, or unlabeled piping systems that contain hazardous chemicals.

5. **Safety Information**

Trade Secret Information - Trade Secrets are products which, when the chemical identity of the product is revealed, would jeopardize the manufacturer's competitive advantage. Trade secret materials (and requests to reveal trade secret information) must comply with the requirements of OSHA 1910.1200(i) and Appendix D.

6. **Training and Information**

- 6.1 Employees must be trained on initial assignment and whenever any new physical, chemical or health hazards are introduced, when non-routine tasks or procedures are required, or when employees are working with or near unlabeled piping systems that contain hazardous chemicals.

6.2 Training includes

- 6.2.1 Identification of the work areas where hazardous chemicals are used.
- 6.2.2 The location and availability of the written program, hazardous chemical list, and SDSs.
- 6.2.3 Information on the methods and observations used to detect the presence or release of chemicals (monitors, alarm systems, odors, visual appearance, etc.) including any "non-routine" tasks that employees may be asked to periodically perform which are beyond their regularly assigned duties.
- 6.2.4 The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazard information of the chemicals present
- 6.2.5 The measures employees can take to protect themselves from identified chemical hazards (procedures, personal protective equipment, etc.)
- 6.2.6 The labeling system used in the workplace
- 6.2.7 The details of the Written Hazard Communication Program

7. Definitions

- *Hazard Statement* - statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
- *Laboratory* - A facility where relatively small quantities of hazardous chemicals are used on a non-production basis. The following conditions must be met:
 - Chemical manipulations are carried out on a "laboratory scale"
 - Multiple chemical procedures or chemicals are used
 - The procedures involved are not part of a production process, nor in any way simulate a production process
 - "Protective laboratory practices and equipment" are available and in common use to minimize the potential for employee exposure to hazardous chemicals
- *Pictogram* - a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.
- *Precautionary statement*- a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.
- *Process Materials* - Chemicals that are routinely used in a chemical process or as part of a mixture for a chemical process.

- *Product Identifier* - the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical.
- *Safety Data Sheets (SDS)* - reference documents that outline the product information, hazards and other required elements for hazardous chemicals or materials. These documents are produced by the manufacturer of the chemical or material and must be maintained at any workplace where they are used or stored.
- *Signal Word* – a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

PROGRAM OVERVIEW

PERSONAL PROTECTIVE EQUIPMENT SAFETY PROGRAM

REGULATORY STANDARD: 29 CFR §1910.132-138

INTRODUCTION

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

TRAINING

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

ACTIVITIES

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

FORMS

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

Table of Contents

1. Purpose
2. Scope
3. Responsibilities
4. Procedure
5. Safety Information
6. Training and Information
7. Definitions

PERSONAL PROTECTIVE EQUIPMENT (PPE) SAFETY PROGRAM

1. **Purpose.** Personal Protective Equipment (PPE) shall be used in areas where there is potential exposure to hazards which cannot be adequately controlled by elimination, substitution, engineering methods or administrative controls. PPE is to be considered the last line of defense against exposure to chemical hazards, radiation hazards, biological agents, temperature extremes, noise, electrical energy, mechanical forces, irritants, or projectiles which can produce injury or illness. This defines the required elements for implementing a PPE program.
 - 1.1 Exclusions: PPE requirements for hearing conservation, fall protection, cartridge type respiratory protection, eyewash/safety shower, and electrical work are covered in separate, specific standards. Back Belts and Wrist Braces used in mitigation of ergonomic disorders as part of an ergonomics evaluation are not considered PPE.
2. **Scope.** Applies to any area where Personal Protective Equipment is required or used by company employees.
3. **Responsibilities**
 - 3.1 Management
 - 3.1.1 Conduct and document a Hazard Assessment of the workplace.
 - 3.1.2 Select the appropriate PPE to reduce or eliminate hazards, based on the types of tasks and activities performed at the company.
 - 3.1.3 Maintain PPE or provide employees with the proper training and tools to maintain PPE used at the company.
 - 3.1.4 Best practice is to post signs to inform employees where PPE is required.
 - 3.1.5 Provide appropriate protective equipment to employees, visitors or other personnel, as needed or required. The employer is not required to pay for steel-toe shoes and prescription safety glasses (if allowed to be worn off the job), logging boots, everyday clothing, normal work boots, winter coat, sunglasses, and sunscreen.
 - 3.1.6 Provide training to each employee who is required to use PPE.
 - 3.2 Employees
 - 3.2.1 Wear PPE as required and trained.
 - 3.2.2 Maintain PPE, as required by this program
 - 3.2.3 Report concerns, issues or violations of this program to Supervisors or management.

4. Procedure

4.1 Certification of Hazard Assessment

- 4.1.1 Conduct a hazard assessment of the workplace to identify the hazards associated with each job task or facility.
- 4.1.2 A Certification of Hazard Assessment shall be completed as verification that a hazard assessment was performed. The "certification document" may be completed by job task or operation, for buildings, or for organizations. If you do not use the provided form for this purpose, your documentation must specifically be identified as a "Certification of Hazard Assessment", and contain all the required elements (person certifying, date, location evaluated)
 - 4.1.2.1 This document shall be updated for changes to operating procedures, when the method of performing the job changes and/or when incident investigations determine those PPE modifications are necessary.

4.2 PPE Selection

- 4.2.1 Obtain the appropriate PPE. Selected PPE may include: eye and face, hand and arm, foot, head, torso and body protection, etc.
 - 4.2.1.1 The type of PPE must protect against the hazards identified.
 - 4.2.1.2 Inform affected employees of the PPE they are required to wear.
 - 4.2.1.3 Selected PPE must fit each affected employee.
 - 4.2.1.4 For chemical protective clothing, manufacturer information is maintained by the company. For suits, gloves, apron, eyewear/goggles - generic chemical permeation data (what the item is resistant to or not resistant to for general groupings of chemicals) will be maintained.

4.3 Access to and Maintenance of PPE

- 4.3.1 Ensure adequate supplies, storage, and employee access to PPE when required for a specific work area or operation.
- 4.3.2 PPE must be maintained in a sanitary and reliable condition. Ensure that damaged or defective PPE is taken out of service and not used, and that contaminated clothing and PPE are disposed of or cleaned properly.

5. Safety Information

5.1 Types of PPE and Their Use(s)

5.1.1 Eye and Face Protection

- 5.1.1.1 Safety glasses, goggles, and face shields are designed to protect the eyes and/or face of individuals who may be exposed to flying particles, molten metal, liquid chemicals, acid or caustic liquids, chemical gases or vapors, etc.
- 5.1.1.2 Only safety glasses and face protection meeting ANSI Z87 requirements shall be worn.
- 5.1.1.3 In special applications, such as welding or laser operations, helpers shall be protected to the same level as the operator.
- 5.1.1.4 Individuals, who work on or near exposed electrically energized circuit parts, at 50 volts and above, shall wear non-conductive eyewear. Non-conductive eyewear is also necessary for individuals exposed to electrical burn hazards (e.g.: working on systems less than 50 volts, but with high current levels such as electroplating systems, large capacity batteries, etc.). Metal frame glasses are not permitted for these activities.
- 5.1.1.5 Where contact lenses are permitted, they shall be worn with required PPE appropriate to the exposure. Safety non-prescription glasses shall be available to wearers of contact lenses.

5.1.2 Gloves and Hand Protection

- 5.2.2.1 Gloves, gauntlets, and protective sleeves are designed to protect the hands and arms of individuals who may be exposed to skin contact and/or absorption of chemical or biological agents, cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, or harmful temperature extremes. Materials used in the manufacture of clothing must be resistant to the chemicals or materials being handled.
- 5.2.2.2 Gloves shall be removed properly so as not to expose an unprotected hand or part of the arm.
- 5.2.2.3 After removing gloves, hands should be thoroughly washed with soap and water.
- 5.2.2.4 Disposable gloves shall be disposed of at the end of each use. Chemical contact, signs of physical wear, or loss of glove integrity shall require more frequent disposal.

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

5.2.2 Foot Protection

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

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

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

5.2.4 Head Protection

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

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

5.2.4.3 Types of Head Protection

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

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

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

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

5.2.5 Hearing Protection

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

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

5.2.5.4 Employers shall ensure hearing protection is worn when:

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

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

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

5.2.6 Protective Clothing

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

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

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

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

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

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

5.3 Signs

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

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

6. Training and Information

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

6.2 Training must be documented.

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

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

7. Definitions

- *Filtering facepiece (dust mask)* - A negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.
- *Personal Protective Equipment (PPE)* - Devices worn to protect employees from potential hazards encountered in the workplace.
- *Certification of Hazard Assessment* - Certification that the Hazard Assessment has been conducted.

PROGRAM OVERVIEW

PORTABLE LADDER SAFETY PROGRAM

REGULATORY STANDARD: OSHA - 29 CFR 1910.25 Portable Wood Ladders
- 29 CFR 1910.26 Portable Metal Ladders
- 29 CFR 1926.1050-1060

INTRODUCTION: Details minimum requirements for the construction, care, and use of the common types of portable ladders ensuring safe use under normal conditions. The program has provisions for step, extension, and rung ladders.

TRAINING:

Employers must train all employees to recognize hazards of ladder use, the inspection of ladders and in the limitations of ladders to minimize the risk exposure.

ACTIVITIES:

- Ensure the appropriate type of ladder is selected based on the nature of the project
- Ensure employees are trained to inspect ladders for defects and in the safe use of ladders
- Ensure ladder inspections are performed
- Ensure ladders are properly repaired and maintained in accordance with regulatory standards or are properly disposed of when they are found to be defective (and or are removed from service)
- Ladders will be selected based on the type of work anticipated to be performed, and in accordance with applicable OSHA regulatory standards

FORMS:

- Ladder Safety Checklist
- Training attendance roster

Table of Contents

- 1. Purpose**
- 2. Scope**
- 3. Responsibilities**
- 4. Procedure**
- 5. Safety Information**
- 6. Training and Information**
- 7. Definitions**

Portable Ladder Safety Program

1. Purpose. Effective implementation for the safe use of ladders. This safety program is designed to establish safe use and handling requirements and will be communicated to all required personnel.

1.1 When changes occur to the governing regulatory standards

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

2. Scope. This program applies to the total workplace, regardless of the number of workers, work shifts or numbers and types of ladders used.

3. Responsibilities.

3.1 Management and Supervisors:

3.1.1 Procure the appropriate type of portable ladders

3.1.2 Ensure employees are trained (as needed or required) in the inspection techniques used to inspect ladders and in the safe use of ladders (proper pitch, angle and hazard awareness)

3.1.3 Ensure ladder inspections are performed (pre-use and periodic inspection)

3.1.4 Ensure ladders are properly repaired in accordance with regulatory standards or properly disposed of when they are found to be defective or are removed from service

3.2 Employees:

3.2.1 Inspect ladders daily or before each use if ladders are not used daily

3.2.2 Do not use ladders that have not passed inspection

3.2.3 Notify management or supervisors if ladders are found to be defective and promptly tag them with a do not use sign and remove them from service

3.3 Competent Person:

3.3.1 Train employees in ladder inspection techniques

3.3.2 Provide recommendations for procurement, repair and disposal of ladders.

4. Procedure.

4.1 General Requirements.

- 4.1.1 A stairway or ladder must be provided at all personnel points of access where there is a break in elevation of 19 inches (48 cm) or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.
- 4.1.2 A uniform step spacing must be employed which must be not more than 12 inches. Steps must be parallel and level when the ladder is in position for use.
- 4.1.3 Rungs and steps shall be corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize the possibility of slipping.
- 4.1.4 Rungs should be kept free of grease and oil.
- 4.1.5 Ladders will be maintained in good condition at all times, the joint between the steps and side rails will be tight, all hardware and fittings securely attached, and the movable parts will operate freely without binding or undue play.
- 4.1.6 Ladders will not be placed in front of doors opening toward the ladder unless the door is blocked, locked, or guarded.
- 4.1.7 Ladders will not be placed on boxes, barrels, or other unstable bases to obtain additional height.
- 4.1.8 Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment will not be used, ladders having any of these conditions present will be destroyed and disposed of. Improvised repairs will not be made.
- 4.1.9 Short ladders will not be spliced together to provide long sections.
- 4.1.10 Ladders made by fastening cleats across a single rail will not be used.
- 4.1.11 Ladders will not be used as guys, braces, or skids, or for other than their intended purposes.

4.2 Step Ladders.

- 4.2.1 Tops of ordinary stepladders will not be used as steps.
- 4.2.2 The bracing on the back legs of step ladders is designed solely for increasing stability and not for climbing.
- 4.2.3 The metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in open positions must be properly maintained for each stepladder. The spreader must have all sharp points covered or removed to protect the user.
- 4.2.4 Stepladders longer than 20 feet will not be used.
- 4.2.5 Stepladders of one of the following types specified will be used:

- Type I--Industrial stepladder, 3 to 20 feet for heavy duty, such as utilities, contractors, and industrial use.
- Type II--Commercial stepladder, 3 to 12 feet for medium duty, such as painters, offices, and light industrial use.

4.2.6 The minimum width between side rails at the top, inside to inside, must be not less than 11 1/2 inches. From top to bottom, the side rails must spread at least 1 inch for each foot of length of stepladder.

4.2.7 Painter's stepladders longer than 12 feet will not be used.

4.3 Extension/Rung Ladders.

4.3.1 Metal bearings of locks, wheels, pulleys, etc., will be frequently lubricated.

4.3.2 Frayed or badly worn rope will be replaced.

4.3.3 Safety feet and other auxiliary equipment will be kept in good condition to ensure proper performance.

4.3.4 Equipped with non-slip bases when there is a hazard of slipping. Non-slip bases are not intended as a substitute for care in safely placing, lashing, or holding a ladder that is being used upon oily, metal, concrete, or slippery surfaces.

4.3.5 The length of single ladders or individual sections of ladders must not exceed 30 feet.

4.3.6 Two-section ladders shall not exceed 48 feet in length and over two-section ladders must not exceed 60 feet in length.

4.3.7 Trestle ladders, or extension sections or base sections of extension trestle ladders longer than 20 feet will not be used.

4.3.8 Ladders will be so placed that the side rails have a secure footing, unless equipped with a single support attachment. The top rest for portable rung and cleat ladders will be reasonably rigid and will have ample strength to support the applied load.

4.3.9 No ladder should be used to gain access to a roof or elevated work area unless the top of the ladder is extended at least 3 feet above the point of support.

4.3.10 Rung and cleat ladders will, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). The ladder will be so placed as to prevent slipping, or it will be lashed, or held in position. Ladders will not be used in a horizontal position as platforms, runways, or scaffolds.

- 4.3.11 On two-section extension ladders the minimum overlap for the two sections in use will be as follows:

Size of Ladder (in Feet)	Overlap (in Feet)
Up to and including 36	3
Over 36 up to and including 48	4
Over 48 up to and including 60	5

- 4.3.12 Ladders with reinforced rails will only be used with the metal reinforcement on the underside.
- 4.3.13 Mason's ladder. A mason's ladder is defined as a special type of single ladder intended for use in heavy construction work. Mason's ladders longer than 40 feet will not be used.

5. Safety Information.

- 5.1 Ladders will be inspected frequently and those which have developed defects will be taken out of service until repaired by either maintenance department or the manufacturer.
- 5.2 If a ladder is involved in any of the following, immediate inspection is necessary:
- 5.2.1 If ladders tip over, inspect ladder for side rails dents or bends, or excessively dented rungs; check all rung-to-side-rail connections; check hardware connections; check rivets for shear.
 - 5.2.2 If ladders are exposed to oil and grease, equipment should be cleaned of oil, grease, or slippery materials.
- 5.3 Portable ladders are designed as a one-man working ladder based on a 200-pound load.
- 5.4 When ascending or descending, the climber must face the ladder.
- 5.5 Ladders should not be used as a brace, skid, guy or gin pole, gangway, or for other uses than that for which they were intended, unless specifically recommended for use by the manufacturer.
- 5.6 Metal ladders will not be used when work is performed on or near electric circuits.
- 5.7 Procurement and Disposal of Ladders. All procurement and disposal of ladders will be performed through or with the knowledge of the competent person or other designated person. Ladders will be destroyed beyond use prior to disposal to prevent further use by anyone. Procurement of ladders will be accomplished based on the type of work anticipated to be performed and in accordance with this safety program and applicable OSHA regulatory standards.

6. Training and Information.

- 6.1 Employees will be trained, as needed or required, in the inspection techniques related to daily or pre-use ladder inspections.
- 6.2 Employees will be trained in the safe use requirements of ladders (pitch, angle, etc.) and in their limitations of use (not near electrical current, not placed on top of other materials to increase height, etc.).

7. Definitions.

- *Competent Person* - is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them.