

Although it may not be possible to completely eliminate all accidents, most injuries can be prevented. Community Action Partnership of Mid-Nebraska's goal is to create a zero injury environment. To assist in achieving this goal, we have developed formal safety practices and guidelines.

Safety is a responsibility shared by everyone within Mid. You, and everyone else in the organization, are expected to work safely and follow these general guidelines:

- Practice safe work habits that protect all other personnel as well as yourself.
- Report unsafe conditions or acts to your supervisor.
- Correct unsafe conditions
- Report to work "fit for duty."
- Use proper safety equipment.
- Follow all safety rules.
- Report all accidents immediately.
- Advise your immediate supervisor of safety training needs.
- Participate in safety training.
- Review assigned jobs to ensure that safe work practices are followed.
- If you do not clearly understand the safety rules on any work assignment, ask your supervisor for clarification.
- Above all, maintain safety as a personal value.

The prevention of accidents is an objective affecting all levels of our company and its operations. It is, therefore, a basic requirement that each member of management make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures. Failure to follow safety rules could result in serious injury, and may lead to disciplinary action up to and including termination. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees who need help should be assisted.

Every injury, no matter how minor that occurs on the job must be reported to management as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the worksite without reporting an injury.

Everyone is encouraged to provide suggestions to eliminate accidents and injuries. Participation in meetings to discuss safety aspects of each assignment is also encouraged. If the source of a danger cannot be eliminated, the use of special procedures, safety devices, or personal protective equipment must be utilized to reduce the exposure potential.

NOTE: As Mid determines necessary, the contents of this handbook may be modified and updated.

Purpose/Scope

Federal law requires the company to maintain a safe working environment for its employees. Because of this regulation, and this company's concern for the health and well-being of its employees, the company's enforcement of safety rules is strictly followed.

Willful violation of company safety rules will subject violators to disciplinary action up to and including termination.

Responsibilities

Management

The most important single element of effective safety activity is the leadership and support of management. If management believes that safety is worthwhile and supports a safety program, the possibility of preventing accidents is maximized.

Safety must be built into business operations in the same manner as other good practices of business. Management has the basic responsibility of providing a safe place of employment, and must be kept informed of all safety and health issues throughout the company in order to review the effectiveness of the injury prevention program.

Management's basic responsibility is the prevention of accidents, since management is responsible for the work environment. Management provides the incentive and support for all safety procedures, training, and danger elimination practices. Management will be kept informed of all health and safety items throughout the company in order to review the effectiveness of the injury prevention program. By doing this, management will continue to have the confidence of its personnel in providing for their safety and health.

Supervisors

Supervisors must inform all personnel that Community Action Partnership of Mid-Nebraska has an injury prevention program, and that all employees must support the program in order to reduce accidents.

Supervisory personnel are responsible for the instruction of personnel under their jurisdiction. Training should address proper procedures, safe work methods, corrective measures, danger elimination, and accident prevention. The supervisor must enforce the established injury prevention program. Supervisors will ensure that safety and production work go hand in hand, and that safety is not sacrificed for any reason.

Employees

The management expects each person, regardless of position with the organization, to cooperate and participate in every aspect of the company's injury prevention program. No employee is required to perform any job function known to be unsafe or dangerous to their health. It is responsibility of each employee to report any hazards or dangerous conditions that they detect. Every employee who suffers an on the job injury or illness, regardless of how minor the injury may appear to be, shall immediately report this event to their supervisor. Controlling workplace hazards is a condition of employment. All company policies will be followed while performing duties for Community Action Partnership of Mid-Nebraska. Employees shall not engage in practical jokes or "horseplay" that may impact safety.

Safety Committee

Mid recognizes that open, two-way communication between management and staff on health and safety issues are essential to an injury-free, productive workplace. To help provide this communication, we have established a safety committee.

The safety committee for Community Action Partnership of Mid-Nebraska will be composed of an equal number of management and employee representatives. The safety committee will study and discuss safety in all operating methods and practices, to adopt and maintain an effective injury prevention program. The safety committee will meet at least quarterly to implement and evaluate the injury and illness prevention program. The committee will evaluate all accident reports and/or employee or subcontractor hazardous situation reports, and will make recommendations for improving safety. In addition, the committee may periodically present training programs to educate employees on the importance of safety. Written minutes will be maintained of all meetings for a period of three years.

Suggestions for safety improvements are encouraged. No employee shall be retaliated against for reporting dangers or potential dangers, or for making suggestions related to safety and health. Please make your suggestions to a member of the safety committee.

Recordkeeping

No operation can be successful without recordkeeping that enables the company to learn from past experience and make corrections for future operations. This company shall retain up-to-date records or documents required by law. Community Action Partnership of Mid-Nebraska will retain the following records on file for at least three (3) years, or as established by law:

1. Master copy of Injury Prevention Program
2. Accident and injury records
(OSHA Form 300 and/or first report if injury NWCC Form 1)
3. Written minutes of all safety committee meetings

4. Records of safety and health training provided to employees
5. All OSHA-required records.

Workplace Danger Evaluation and Abatement

Danger control is the heart of an effective injury prevention program. Community Action Partnership of Mid-Nebraska's danger control procedure is: identify dangers that exist or develop in the workplace; describe how to correct those dangers; and initiate steps to prevent their recurrence.

Assessment of Dangers

Job hazard analysis and inspection of the workplace are the primary tools used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct dangers and poor safety practices, certain situations require formal evaluation and documentation. Along with each inspection/investigation, we shall evaluate the severity of the dangers identified. If it cannot be abated immediately, we will suggest priority for corrective action. The Report of Safety/Health Hazard form will be used to document inspections/investigations.

The program administrator, safety committee, or designee will conduct an inspection or investigation whenever any of the following occur:

1. Routinely in each work area, the time and frequency (daily, monthly, weekly) of inspections will be set by the company or its designee according to the type of work being performed in each worksite. Prior to the periodic inspection, the inspector should review workplace injury reports and inspection reports which have been filed since the previous investigation or inspection.
2. The introduction of new substances, processes, procedures, or equipment present a new safety danger.
3. Management becomes aware of a new or previously unrecognized danger, either independently or by receipt of information from an employee or by receipt of a Report of Safety/Health Hazard form.
4. An occupational injury, occupational illness, or near-miss accident occurs.
5. The company conducts an unannounced inspection.

All investigations and findings shall be fully documented and filed as directed. The company may conduct unannounced inspections at any time.

Abatement of Dangers

It is Mid's intention to eliminate all dangers and unsafe work practices immediately. Some corrective actions may require more time. The shortest interval within which a danger can be corrected or abated shall be established. Priorities shall be established by severity of hazard or number of employees exposed to the hazard. Imminent danger situations shall be abated immediately, and all affected personnel will be removed from the danger zone until the imminent danger has been abated.

Safety Training

The Program Director or their designee shall be responsible for providing all new employees an initial general safety orientation. This orientation may include reviews of:

1. Written injury prevention program
2. Accident reporting and first aid procedures
3. Emergency action and disaster plans
4. How to report hazardous conditions
5. Housekeeping requirements
6. Special dangers
7. Personal hygiene
8. Means of egress
9. Location and use of fire extinguishers
10. Proper lifting techniques
11. Other safety and health topics of general interest
12. Exposure and medical records

After the general safety orientation, Program Director or their designee shall provide the employee with job-specific safety and health training. No employee will be allowed to start a job until she/he has received instructions on how to perform their job properly and safely.

Periodic refresher training or dissemination of information will be provided to employees regarding the injury prevention program, safety rules, policies, and procedures, as required by changes to the work environment.

All training shall be documented in training records and filed as directed.

Communications

Matters concerning occupational safety and health will be communicated to employees by means of written documentation, staff meetings, formal and informal training, and posting. Communication from employees to supervisors and/or safety representatives about unsafe or unhealthy conditions are encouraged, and may be verbal or written, as the employee chooses. No employee shall be retaliated against for reporting dangers or potential dangers, or for making suggestions related to safety and health.

General Safety Rules

The goal in establishing safety rules is to keep personnel free from injury which causes pain, suffering, and lost pay.

Community Action Partnership of Mid-Nebraska is constantly striving to protect you from being injured while performing your duties. We have invested a considerable amount of time, effort, and money in providing safe work procedures and a danger-free environment, as well as protecting company resources.

Accidents can be prevented with your cooperation. You must learn and understand the established safety procedures to perform your work in a safe manner. If you have any doubt about a proper procedure, inform your supervisor immediately. Remember, to prevent injuries you must remain alert and avoid taking risks.

Emergency Situations

Extreme Heat

A. During Extreme Heat, take the following precautions:

1. Slow down. Avoid strenuous activity. Reduce, eliminate or reschedule strenuous activities. Get plenty of rest to allow your natural “cooling system” to work. If you must do strenuous activity, do it during the coolest part of the day.
2. Avoid too much sunshine. Sunburn slows the skin’s ability to cool itself. The sun will also heat the inner core of your body, resulting in dehydration. Use a sunscreen lotion with a high sun protection factor (SPF) rating.
3. Dress appropriately:
 - a. Wear loose-fitting, lightweight, light-colored clothing that will cover as much skin as possible. Lightweight, light-colored clothing reflects heat and sunlight and helps maintain normal body temperature. Cover as much skin as possible to avoid sunburn and overwarming effects of sunlight on your body.
 - b. Protect face and head by wearing a wide-brimmed hat. A hat will keep direct sunlight off your head and face. Sunlight can burn and warm the inner core of your body.
4. Drink plenty of fluids even if you do not feel thirsty. Injury and death can occur from dehydration. Water is the safest liquid to drink during heat emergencies. Avoid drinks with caffeine.
5. Take frequent breaks if you must work outdoors. Frequent breaks, especially in a cool area, and drinking fluids can help people tolerate heat better.
6. Use a buddy system when working in extreme heat. Partners can keep an eye on each other and can assist each other when needed. Sometimes exposure to heat can cloud judgment. Chances are if you work alone, you may not notice this.
7. Avoid using salt tablets unless directed to do so by a physician. Salt causes the body to retain fluids, resulting in swelling. Salt affects areas of your body that help you sweat, which would keep you cool.

8. Heat emergency symptoms include:
- a. **Heat exhaustion:** Cool, moist, pale, or flushed skin; heavy sweating; headache; nausea or vomiting; dizziness; and exhaustion. Body temperature may be normal, or is likely to be rising.
 - b. **Heat stroke:** Hot, red skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing. Body temperature can be very high—sometimes as high as 105 degrees.
9. Treating a Heat Emergency:
- a. **Heat stroke:** Heat stroke is a life-threatening situation. Help is needed fast. Immediately call 911 or follow established emergency procedures. Move the person to a cooler place. Quickly cool the body. Immerse victim in a cool bath, or wrap wet sheets around the body and fan it. Watch for signals of breathing problems. Keep the person lying down and continue to cool the body any way you can. If the victim refuses water, is vomiting, or there are changes in the level of consciousness, do not give anything to eat or drink.
 - b. **Heat cramps:** Get the person to a cooler place and have him or her rest in a comfortable position. Lightly stretch the affected muscle and replenish fluids. Give a half glass of cool water every 15 minutes. Do not give liquids with alcohol or caffeine in them, as they can cause further dehydration, making conditions worse.
 - c. **Heat exhaustion:** Get the person out of the heat and into a cooler place. Remove or loosen tight clothing and apply cool, wet cloths, such as towels or sheets. If the person is conscious, give cool water to drink. Make sure the person drinks slowly. Give a half glass of cool water every 15 minutes. Let the victim rest in a comfortable position, and watch carefully for changes in his or her condition.

Fire Emergencies

A. Anyone who discovers a fire shall follow these guidelines:

1. If available, activate any local alarm pull station and/or notify local fire department.
2. Alert all other persons within the immediate danger area.
3. If appropriate, inform management that you have a fire and provide the following information:
 - a. Location of the fire.
 - b. Magnitude (size) of the fire.
 - c. Type of fire.

B. Personnel Actions During Fire Emergencies:

1. Upon notification of a fire or activation of a fire alarm, nonessential personnel within the area or building shall evacuate immediately.
 - a. Locate the nearest exit.

- b. Before opening doors, use the back of your hand to check for heat. If the door is hot do not open it and find another way out. If the door is not hot, open it slowly and assess the conditions before exiting.
 - c. If you see or smell smoke, stay below the smoke or get down on your hands and knees and crawl out. Smoke is the number one killer in fires.
 - d. When exiting through a stairwell, remember to shut the door behind you. This will help to prevent smoke from entering the stairwell.
 - e. Do not use an elevator as an escape route during a fire.
 - f. All personnel evacuated from the affected area shall assemble at their designated assembly area. Supervisors shall verify that all of their personnel have been evacuated from the fire area and are accounted for.
 - g. No one is to reenter the building or area until an official all-clear announcement is made.
 - h. REMEMBER: Stay calm and think about what to do—it can save your life.
2. Only personnel trained on the operation of fire extinguishers shall utilize fire extinguishers in an attempt to contain or extinguish a fire in its incipient stage, and only as long as their personal safety is not affected. If it appears that the fire threatens to cut off the avenue of escape, immediately leave the area.
 3. Personnel trained in the use of fire extinguishers should familiarize themselves with the location and use of the fire extinguishers in the area where they work before a fire starts.
 4. After using a fire extinguisher, replace the expended extinguisher as soon as possible.

Fire Extinguishers

- A. All employees should know the where fire extinguishers are located.
- B. All fire extinguishers are to be checked monthly.
- C. Verify that the extinguisher is properly mounted. Mounting a fire extinguisher prevents the fire extinguisher from being damaged by passing traffic. Horizontal mounting of fire extinguishers helps prevent caking of the dry powder especially in vehicles or where vibration occurs.
- D. A trained person who has undergone the instruction necessary to perform maintenance reliably and who has the manufacturer's service manual shall service the fire extinguishers at least once a year.

Fire Protection and Emergency Plans

- A. Employees shall become familiar with and follow all applicable emergency procedures and plans.
- B. Employees shall familiarize themselves with the emergency exits, alarm signals, and escape procedures when working inside a building.
- C. In buildings or structures, all fire exits and escape routes shall be visibly marked and shall be kept free of obstructions.
- D. Exit doors shall be kept unlocked from the inside at all times while a building is occupied. Exit doors shall not be locked, chained, or barricaded at any time.

- E. No storage is allowed, at any time, in any exit corridor or path to any exit. The aisle to the exit cannot be less than the width of the exit corridor.
- F. No curtains, furniture or other items can obstruct or cover up any exit.
- G. Any smoke barrier door or fire door in the path of emergency exits or exit pathways shall be kept closed at all times unless held open by approved magnetic door holders or similar devices approved by the State Fire Marshal.
- H. Fire protection equipment shall be properly located at all times. Except for actual use, employees shall not move or remove such equipment without proper authority.
- I. Only properly trained employees equipped with the necessary protective equipment shall attempt to extinguish or contain a fire.
- J. Interior doors and passageways that could be mistaken for an exit will be marked indicating its purpose or with the words “Not an Exit.”
- K. Vegetation, snow, and stored equipment shall be kept away from hydrants, hydrant houses, and valve and hose stations.
- L. Fire alarm pull stations shall be visible and cannot be obstructed from view by signs, curtains, furniture, etc.

First Aid

- A. First aid kits shall be readily available and maintained and inspected annually for expired and missing items.

Flammable and Combustible Liquids Container Storage

- A. Flammable liquids (flash point 100 degrees F or less) such as gasoline are to be stored in red safety cans and the name of the contents conspicuously stenciled or painted on the can.
- B. Combustible liquids (flash point 100–200 degrees F) such as kerosene shall be stored in a container approved for storage of combustible liquids and the name of the contents shall be conspicuously marked, stenciled or painted on the can. Approved containers can be various colors. For example, combustible liquid containers are often yellow or blue.
- C. Flammable liquids shall either be stored in a safety can with a maximum size of 5 gallons, in a flammable liquid storage cabinet, or a room designed to store flammable liquids.
- D. Safety cans shall either be metal or plastic containers approved for storing their contents. Plastic safety cans shall be approved by the Department of Transportation or a nationally recognized testing laboratory (UL, FM, or equivalent).
- E. Flammable liquid storage cabinets for containers can not exceed 60-gallon capacity and cabinets for drums cannot exceed 120-gallon capacity. Cabinets that meet OSHA design requirements can be purchased from a variety of vendors. These cabinets are not required to have self-closing doors.

Flooding

- A. The National Weather Service issues a Flash Flood Watch when the conditions are favorable for flooding to occur.

- B. The National Weather Service issues a Flash Flood Warning when flooding is occurring or is going to occur.
- C. Personnel should avoid crossing moving water in vehicles when unsure of the depth and speed at which the water is moving.
- D. Personnel should avoid known areas subject to sudden flooding under flood conditions and evacuate personnel and equipment to higher ground.

Lightning

- A. Precautions for lightning include:
 - 1. Only use telephones in emergency situations. Electrical charges from a lightning strike can be carried over the telephone lines, resulting in injury to the parties using the phones.
 - 2. If possible, avoid working outside of buildings during electrical storms.
 - 3. Avoid being in contact with metal objects attached to the buildings.
 - 4. If outside, avoid being under natural lightning rods such as isolated trees.

Medical Emergencies

- A. All personnel shall know where first aid kits are located in your work areas.
NOTE: Community Action Partnership of Mid-Nebraska first aid kits contain disposable gloves and face shields which should be used by rescuers or those persons providing first aid treatment to prevent contamination by blood or other body fluids.
 - 1. Provide the immediate first aid as necessary for life-threatening emergencies (i.e., stopping severe bleeding, restoring breathing or providing CPR) and call for help.
 - 2. Immediately request medical assistance by stating:
 - a. Location of the injured or ill person. Be as specific as possible.
 - b. The number of people involved and their names if known.
 - c. A description of the victim's injury or illness and their condition (conscious, unconscious, etc.).
 - d. Other emergency conditions present (fire, explosion, etc.).
 - 3. If conditions permit, stay with the victim until help arrives.
 - 4. Do not move the victim except to save a life or to prevent further injury from existing conditions.

NOTE: If an individual requires off-site medical treatment for an on-the-job illness or injury, and this illness or injury prevents or has the potential of adversely affecting their ability, either physically or mentally, to transport themselves safely to a medical facility, the individual's supervisor or other management representative in charge of responding to the situation shall determine what form of transport will be used. An ambulance and trained rescue personnel should be summoned in serious illness or injury cases where life may be at risk. In situations that are clearly less serious, it is permissible for qualified Mid employees to transport an individual to a medical treatment facility.

Severe Winter Weather

A. Precautions that personnel who must work outside in these conditions can take include:

1. Wearing warm, layered clothing.
2. Avoiding overexertion and exposure.
3. Adequately protect your extremities including your head, ears, hands, and feet.
4. Keep your clothing dry.
5. Take frequent warm-up breaks.
6. Wear appropriate footwear to help avoid slips and falls.

Tornadoes and High Winds

A. Tornado Watches are generally issued for a wide area exposed to the threat of developing storms. When a Tornado Watch is issued:

1. Listen for further announcements.
2. Be aware of changing weather conditions.
3. Be prepared to move to a place of safety.

B. Tornado Warnings are generally issued for much smaller areas and periods of time. Tornado Warnings indicate that a tornado has actually been sighted in the area or is indicated on radar.

C. When a Tornado Warning is issued or high winds are expected, take the following precautions:

1. Seek shelter by moving to areas that provide protection from flying debris, severed electrical lines, ruptured steam or hot water lines, or other hazards.
2. If you are at a facility with designated shelter areas, utilize these shelters.
NOTE: Personnel should use their best judgment in seeking appropriate shelter. Staying put and taking cover offered by your surroundings may be your safest option. Structural steel, block walls, concrete floors, steel ceilings and interior areas away from exterior walls can provide protection.
3. If you are caught outside, the safest thing to do is go to a nearby sturdy building and go inside to an area on the lowest level, without windows. If a sturdy building is not available, then lay down in a low spot on the ground not subject to flooding, protecting your head and neck.

General Rules

Ergonomic Control Techniques

A. If you are spending more than 2 hours a day on the computer you need to arrange your workstation to fit you.

1. Use a good chair and sit back.
 - a. The back of chair should support lumbar and shoulder blade in 90-degree angle when sitting.
 - b. When sitting, legs should be at 90-degree angle.

2. Top of monitor 2–3 inches above eyes.
 - a. Monitor should be placed at a distance of 18–31 inches from you.
 - b. If you wear bifocals, the monitor needs to go down to prevent your head from coming up when looking into the screen.
3. No glare on screen.
 - a. Monitor should be straight to prevent glare, not tilted upward.
 - b. Monitor should be at 90-degree angle from window. Shades should direct light up or away from user.
 - c. Glare screens may also be used.
4. Feet on floor or footrest.
5. Use a document holder.
 - a. Place the document holder in front of you so you can read it easily without moving forward.
6. Wrists flat and straight.
 - a. Use a wrist rest to position the wrists.
 - b. Rest palm of hands lightly on wrist rest.
7. Arms and elbows close to body.
 - a. If you are using arms on your chair, make sure your shoulders are down in a natural position and the arms of your chair do not require you to work with your elbows out.
8. Center monitor and keyboard in front of you.
9. Use a keyboard and mouse tray that places tray at a negative tilt or horizontal position.
 - a. Use a light touch on the keys.
 - b. Make controlled mouse movements using your elbow as the pivot point and keep your wrist straight and neutral.
10. Use a stable work surface.
11. Take frequent short breaks.
 - a. This can be standing up while talking on the phone and stretching, or do some copying or filing to break from keying.
12. Use the desk top for reading and writing and a desk light for dark areas.
13. Set up workstation to eliminate twisting and reaching.
14. Do not store items on the floor.

Office Safety

- A. Do not stand on furniture, chairs, boxes or other make shift platforms to reach elevated objects. Use an approved ladder or stool designed for that purpose.
- B. Aisles and corridors and work areas shall be kept free of tripping hazards such as telephone and extension cords, paper cartons and open file cabinet drawers.
- C. Telephone or extension cords may require being run through normal aisle ways. If so, they shall be protected by a rubber protective strip to prevent tripping and cord abuse.
- D. Hallways and aisles shall be kept clear of all obstructions.
- E. Desk and file cabinet drawers should be kept closed when not in use.
- F. Only one drawer of a file cabinet should be opened at a time in order to avoid tipping.
- G. The lower drawers of a file cabinet should be loaded with the heavier materials.

- H. Emergency exits and emergency equipment such as fire extinguishers and fire hose racks shall be kept clear of obstructions.
- I. Keep the blade of a hand-operated paper cutter in the down position.
- J. Doors should be opened slowly to avoid striking someone on the other side.
- K. Do not stand or work in front of closed doors.
- L. When you must work in front of a door, post a caution sign advising personnel of the work taking place or leave the door open.
- M. All liquid spills shall be cleaned up immediately.
- N. Loose objects such as pencils, paper clips, etc., shall be picked up immediately.
- O. Employees shall walk cautiously up and down stairs.
- P. The handrail shall be used whenever possible.
- Q. Report unsafe conditions such as broken treads, loose handrails or poor lighting immediately.
- R. Store all materials in such a manner as to not be a hazard to yourself or anyone else.
- S. Material should be stored on shelves in a manner to prevent falling; heavy objects should be placed on lower shelves.
- T. Where possible, electrical outlets should be installed to eliminate extension cords.
- U. When extension cords are needed, use grounded three-wire cords.
- V. Personnel shall obtain assistance in lifting awkward and/or heavy objects or use power equipment.

Lockout-Tagout

1. The purpose of this procedure is to establish, specifically, how employees will protect themselves from injuries. Employees shall be trained on lockout-tagout requirements applicable to their jobs.
2. Definitions:
 - A. Affected Employee - An employee who operates machinery or equipment that is locked out for maintenance or service, or a person who works in the area where maintenance or service is performed.
 - B. Authorized Employee - An employee who is trained to lockout machines/equipment and perform maintenance/service.
 - C. Qualified Employee - An employee who has been thoroughly trained and has demonstrated the ability to safely perform work.
 - D. Energy Isolation Device - Any switch, valve, control, or device that removes hazardous energy from a machine or equipment.
 - E. Hazardous Energy - Any energy such as mechanical, electrical, hydraulic, pneumatic, gravity, spring tension, chemical, thermal, etc., that, if released, could cause harm.
 - F. Lockout - To place a lock on the energy isolation device.
 - G. Zero-Energy State - When all forms of energy have been locked out, blocked out, or neutralized in a machine or equipment which is about to receive maintenance or service.

- H. Maintenance/Service - Activities such as constructing, installing, setting up, adjusting, inspecting, repairing or modifying. These activities include lubricating, cleaning, unjamming, changing tools, and/or making adjustments where the employee could be injured by the reintroduction of hazardous energy.

3. General Lockout/Tagout Procedures:

Before any type of maintenance or service is performed on equipment or machines which expose the employee to any moving parts; points of operation; electrical, pneumatic, gravity, spring tension, or hydraulic energy; or any other foreseeable hazard, the employee is required to Lockout or Tagout the hazardous energy or hazard as follows:

- A. Application of Lockout/Tagout (LOTO) Device:
 - 1. Review the Specific Procedure for locking out the machine or equipment. These Specific Procedures are available on machines, in office, etc.
 - 2. Inform all affected personnel that the machine is going to be locked out.
 - 3. Disconnect all Energy Isolation Devices (EIDs) to the machine or equipment.
 - 4. Place multi-lock hasp and LOTO devices on the EID. In group situations, each person involved in the maintenance or service must place their own lock on the EID.
 - 5. Block, bleed, or release any stored energy as outlined in the specific instructions for that machine.
 - 6. Test the controls to ensure the machine or equipment is at a zero-energy state. Leave the controls in the off or neutral position.
 - 7. Perform the maintenance or service.
- B. Releasing from LOTO:
 - 1. Inspect equipment to ensure:
 - a. All nonessential items have been removed (tools, old parts, etc.).
 - b. All safety guards and devices are in place.
 - 2. Inform all affected personnel that the machine is about to be energized, and make sure they are safely clear of the machine/equipment.
 - 3. Remove the LOTO devices. In group situations, each person must remove their own lock.
- C. When testing, moving or adjusting machines/equipment, follow the lockout procedures each time.

4. Energy Restoration Procedure:

- a. Inspect to ensure all tools and old parts are removed and that all safety guards are properly in place.
 - b. Inform all affected employees that the conveyor is about to be energized and ensure they are safely clear.
 - c. Remove lockout device.
 - d. Test conveyor to ensure it operates as expected.
5. If further adjustments are needed, follow lockout procedure each time.

Material Handling and Lifting

- A. An employee shall obtain assistance in lifting heavy objects or power equipment shall be used.
- B. When two or more workers are lifting or pulling together, one worker should give the signals for the group.
- C. When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried.
- D. When lifting an object, the employee should crouch or squat with feet close to the object to be lifted; secure good footing; take a firm grip; bend the knees; keep the back vertical; and lift by bending at the knees and using the leg and thigh muscles.
- E. Employees should avoid twisting or excessive bending when lifting or setting down loads.
- F. When moving a load horizontally, employees should push the load rather than pull it.
- G. When performing a task that requires repetitive lifting, the load should be positioned to limit bending and twisting. The use of lift tables, pallets, and mechanical devices should be considered.

Portable Ladders

- A. All ladders shall be inspected prior to each use. Ladders with weakened, broken, or missing steps, broken side rails, or other defects shall be tagged and removed from service.
- B. Secure your work area from traffic—avoid using ladders in front of doorways or in traffic areas. When necessary, use warning signs, barricades, or guarding to prevent the ladder from accidentally being knocked over.
- C. Use both hands when climbing—always use two hands on the ladder side rails when climbing, both going up and coming down. Always face the ladder while climbing. Never overreach on any ladder—maintain your center of gravity between the side rails of the ladder.
- D. Do not carry large objects up or down a ladder—you chance losing your balance. Hoist or lift them up after you are up. Lower them down before you go down. Whenever necessary, get additional help.
- E. Boxes, chairs, etc., shall not be used in place of ladders.

F. Prior to working from or climbing a straight or extension ladder, the ladder shall be securely placed, held, tied, or otherwise made secure to prevent slipping or falling. If the ladder cannot be secured or if additional fall hazards exist, supplemental fall protection equipment may be required.

G. Select a ladder long enough to safely do the job—a straight or extension ladder should extend at least 3 feet above the level to be accessed. Never climb above the third rung from the top on a straight or extension ladder. Tops of ordinary stepladders shall not be used as steps.

H. Never use a stepladder by leaning it against a support— stepladders shall be fully opened and the spreader bars locked before use.

I. All ladders shall be properly stored when not in use.

Eye and Face Protection

A. Mid requires a minimum of safety glasses with side shields or goggles to be worn as the primary protection at all times in posted areas and when personnel are exposed to the possibility of eye or face injury.

B. At a minimum, chemical goggles and a faceshield shall be worn when working with hazardous chemicals. Review the Material Safety Data Sheet (MSDS) for specific requirements. Personnel shall also be familiar with the location of the nearest eyewash station.

C. Contact lenses do not provide eye protection. Appropriate eye protection, as previously defined, shall be used in conjunction with the contact lenses.

D. Eyewash solutions with a manufacturer's expiration date need to be replaced by the expiration date.

Hand Protection

A. All personnel shall select and wear appropriate hand protection when their hands are exposed to hazards such as:

1. Electrical burns.
2. Chemical burns (review MSDS).
3. Absorption of harmful substances.
4. Thermal burns.
5. Cuts, lacerations, or abrasions.

Safety Shoes

A. Each employee with exposure to foot injury shall wear safety shoes suitable for work performed. Appropriate footwear required for special work shall be worn as directed by the supervisor.

Work Clothing

- A. Clothing shall be worn that is appropriate to the work performed and the conditions encountered.
- B. Loose-fitting clothing, such as sleeves, cuffs, ties, or jewelry, shall not be worn near moving parts or equipment.
- C. When working with chemicals, clothing meeting the requirements of the MSDS for the chemical being handled shall be worn whenever the chemical may spill, splash, fly, or drip upon the individual handling them.

Health and Environmental Control

- A. This section deals with general health areas and depicts some of the control methods that employees shall use for their protection. The general principles outlined in this section are applicable to all work activities.

Acids and Caustics

A. General

- 1. When mixing acid or caustic with water, the acid or caustic shall be poured into the water, not the water into the acid or caustic.

B. Storage

- 1. Acids, in any quantity, shall be kept in approved containers and prominently labeled. These containers shall not be used for any other purpose.
- 2. Acids shall not be stored near heaters, steam pipes, or other sources of heat.
- 3. Acid containers shall be securely covered.
- 4. Acids kept on shelves shall not be stored higher than waist level.
- 5. If acids or caustics are spilled, they shall be neutralized or flushed away with an ample supply of water—never wiped up.
- 6. Employees handling acids, caustics, or other corrosive, toxic chemicals shall wear approved gloves, aprons, eye and face protection and shall take precautions to prevent personal injury.
- 7. The use and toxic quality of new materials shall be investigated thoroughly, and personnel shall be advised of any hazards involved.
- 8. Storage areas for acids and caustics shall be posted with appropriate warning signs.
- 9. Acids and caustics shall not be stored or shipped together. The reaction caused by mixing acids and caustics can generate significant heat.

C. Handling

1. Approved protective equipment and clothing shall be worn whenever acids or caustics in harmful quantities may spill, splash, fly, or drip upon the person handling them. The quantity of acid or caustic handled shall determine the kind of quantity of clothing and equipment. Minimum protection shall be chemical goggles, acid proof gloves, and apron.
2. Should any acid, caustic, or other chemical come in contact with the eyes, they shall be thoroughly washed with large amounts of running water and a physician consulted as soon as possible. DO NOT RUB THE EYES.
3. Employees shall not handle acids or caustics unless there is access to an adequate supply of water for quick drenching and flushing of the eyes and body within 100 feet.
4. After handling large quantities of caustics, employees shall wash as necessary to avoid skin irritation.

Animal Bite Prevention

- A. Employees should let their presence be known when approaching a client's home in order to alert animals to their presence.
- B. The employee should not make sudden or unexpected moves that will be misunderstood by the dog.
- C. If a dog is on a chain or leash, the employee should note the area the dog is allowed to cover before he or she approaches the client's house.
- D. An employee shall never touch or pet a strange dog.
- E. The presence of dogs on customer premises shall be noted for future reference.
- F. When necessary, employees shall ensure that animals are confined in a secure location before entering client's premises.

Animal Bite Reporting

- A. If any employee is bitten by an animal which results in reddened or broken skin, the following procedure shall be followed:
 1. Have the bite treated immediately by a doctor.
 2. Notify the owner of the animal about the bite.
 3. Appeal to the owner to have the animal confined and observed daily for signs of rabies.
 4. If the owner refuses or fails to cooperate, ask the attending doctor to notify health or police authorities to have the animal confined.
 5. When a wild animal is involved, the animal should be killed and immediately delivered to a veterinarian for examination.

Hazardous Materials

- A. To reduce the risks of working with hazardous materials, manufacturers of hazardous materials are required to convey hazard information to the users of their products. This is accomplished through the use of MSDS and container labeling.

Lead

A. Employees are exposed to lead from various sources including lead-based paint removal. Employees who are subject to exposure to lead at or above the action level (30 micrograms of lead per cubic meter of air) without regard to respirator use, or for whom there is the possibility of skin or eye irritation shall receive annual training on the hazards of lead, sources of lead, controls, medical surveillance, respirator use and methods of protection. Respiratory protection will be needed for employees subject to exposure to lead above the Permissible Exposure Limit (50 micrograms of lead per cubic meter of air).

Noise

A. Employees shall wear proper ear protection when exposed to excessive noise. Excessive noise is defined as being greater than 90 decibels or as noted by signs.

Respirators

A. When various types of respirators are available, care shall be taken in proper selection. The respirator shall provide adequate protection against the anticipated hazard. Whenever there is doubt, the more protective device shall be used.

Industrial Trucks—Fork Lifts

A. Industrial trucks shall be operated only by authorized and trained employees who have been certified in fork lift operation.

B. Training for industrial truck operators shall include truck-related topics and workplace-related topics. Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, videotape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

C. An evaluation of each powered industrial truck operator's performance shall be conducted at least once every 3 years. Refresher training shall be provided to an operator when:

1. The operator has received an evaluation that reveals that the operator is not operating the truck safely.
2. The operator has been observed to operate the vehicle in an unsafe manner.
3. The operator has been involved in an accident or near-miss incident.
4. The operator is assigned to drive a different type of truck.
5. A condition of the workplace changes in a manner that could affect safe operation of the truck.

D. Brakes and controls shall be tested before use. Equipment with faulty brakes or mechanical or electrical defects shall not be operated. Needed repairs shall be completed or reported immediately.

E. Equipment shall be operated at a safe speed for existing conditions.

- F. Before moving the equipment, the operator shall make sure that no person or objects are in the path of the vehicle. Clearances in all directions shall be checked, particularly overhead clearances.
- G. Industrial trucks shall not be fueled with the engine running.
- H. When picking up a load, forks shall be set squarely and as far as possible under the load. Loads should not be raised or lowered while traveling. Loaded or empty, forks should be carried as low as possible, but high enough to clear uneven surfaces.
- I. Loads shall not be suspended or swung over other persons. No one should be allowed to stand, walk, or work under elevated forks.
- J. The operator shall face in the direction of travel.
- K. On inclines, loaded lift trucks shall be driven with the load on the upgrade side of the driver whether ascending or descending.
- L. Sudden stops and sharp turns, which might spill the load, shall be avoided.
- M. All loads shall be securely fastened or safely positioned to prevent tipping or falling.
- N. Forklift trucks equipped with lift bars that are movable or replaceable shall be held firmly in place by a proper securing pin. Jury-rigged devices, such as using a threaded bolt, shall not be permitted.
- O. Only attachments provided by or approved by the manufacturer may be used. Such attachments shall be properly secured. Improvised methods shall not be used.
- P. No one shall be allowed to ride the truck, forklift, or other equipment other than the operator, except when seats are provided for this purpose. Seat belts shall be used when provided.
- Q. Equipment with internal combustion engines shall not be operated in enclosed areas for prolonged periods of time so as not to exceed the allowable levels of carbon monoxide.
- R. All nameplates and markings shall be kept in place and in legible condition.
- S. Trucks shall not be driven up to anyone standing in front of a bench or fixed object.