



County of Ventura
GENERAL SERVICES AGENCY
MEMORANDUM



DATE: May 4, 2016

TO: All General Services Agency Employees

FROM: David Sasek
Director

SUBJECT: GENERAL SERVICES INJURY AND ILLNESS PREVENTION PROGRAM

The State of California has adopted regulations that affect all employers, including local governments. General Industry Safety Order 3203 specifically mandates that each employer maintain an effective Injury and Illness Prevention Program (IIPP). The General Services Agency (GSA) has compiled this IIPP manual to comply with the requirements for a written IIPP and to provide structure for our efforts to minimize occupational injuries and illnesses.

GSA managers and supervisors have the responsibility to implement and maintain the IIPP at each work location within GSA, including the responsibility to review the IIPP, become familiar with its contents, implement the required core program activities, and maintain supporting documentation as prescribed in Section 1.0 of the manual. Program activities include training, hazard inspections, accident investigations, communication on occupational health and safety issues, and measures to ensure employee compliance with safe and healthful work practices at each GSA work location, regardless of the operations involved.

GSA employees have the responsibility to work in a safe manner and to report all unsafe and unhealthy work conditions as prescribed in Section 1.7 of the manual.

This manual is a resource for developing and maintaining an effective IIPP at each location. The IIPP is also located at our Health and Safety intranet <http://myvcweb/index.php/health-policies-procedures>. Questions and comments regarding the IIPP manual should be directed to your supervisor.

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INJURY AND ILLNESS PREVENTION PROGRAM

INTRODUCTION

The Board of Supervisors, by way of approval of the County Administrative Manual dated December 1997, adopted the general plan for the Countywide Injury and Illness Prevention Program (CIIPP). The CIIPP was adopted to provide a healthful and safe work environment; prevent, reduce or minimize occupational injuries and illnesses. The CIIPP delegates overall authority and responsibility to the County Executive Officer or his/her designee (no less than director or senior level manager). Each agency is solely responsible and accountable for the development, implementation and maintenance of a written, agency specific Injury Illness Prevention Program (IIPP). In addition the CIIPP provides a technical resource to develop agency specific Injury & Illness Prevention Programs (IIPP) to eliminate unhealthy and/or unsafe practices through job training and injury and illness prevention awareness to employees and a method to correct unhealthy and/or unsafe work and environmental conditions.

It is the policy of the County of Ventura that no job is so important that it takes precedence over the health, safety and welfare of County employees or the public they serve. All County employees are required to conduct business in a healthy and safe manner, while adhering to established regulations and County policies and procedures. The CIIPP provides the basic framework and reference guidelines necessary for County agencies to develop IIPP awareness on the part of all employees. California Code of Regulations, Title 8, General Industry Safety Order (GISO) Subchapter 7, Section 3203 requires every employer to maintain a written IIPP, which consists of the following eight elements:

1. Responsibility
2. Communication
3. Compliance
4. Hazard assessment
5. Incident/exposure investigation
6. Hazard correction
7. Training and instruction
8. Recordkeeping

1.0 RESPONSIBILITY

1.1 Program Administrator

The General Services Agency (GSA) Director is responsible for the health and safety of employees in GSA. The Deputy Director, Administrative Services or his/her designee is delegated the responsibility for direct contact with Cal/OSHA for any related inspections, citations, accident investigations or other intervention. The GSA IIPP provides employees with the necessary guide for working in a manner that will not endanger the life, health, or well being of themselves, their co-workers or the public. Employees are authorized to take reasonable steps to ensure a healthful and safe work environment.

1.2 Employee Health Services

Employee Health Services shall administer and specify medical clearance and evaluations, maintain medical evaluations, exposure data, and other information related to GSA IIPP, notify the agency when an employee is or is not medically cleared for specific job task, provide appropriate notification of medical evaluations, work limitations, and other follow up evaluations covered in the GSA IIPP.

1.3 CEO-Human Resources

CEO-Human Resources shall ensure the GSA IIPP and all addenda information is incorporated into job descriptions as essential functions of specified job classifications.

1.4 GSA-Procurement

GSA-Procurement shall ensure that all equipment purchased by GSA, including replacement parts are readily available. GSA Procurement will also confirm that all related operator/owner manuals and safety information (including Safety Data Sheets) are available for each piece of equipment purchased.

1.5 GSA Management

Management - The GSA Director has the primary responsibility for ensuring the implementation of the IIPP for the agency. The Director is responsible for the overall operation and administration of the agency and has the authority to implement changes as required. The Director also can delegate responsibility and authority to designated managers to allocate resources and implement change on their behalf. Management is responsible for ensuring the GSA IIPP has an approved budget to meet the GSA IIPP needs of the agency.

Duties of management include:

1. Implementing the GSA IIPP, including working with the GSA Safety Officer to evaluate the program through periodic review of the GSA IIPP, insuring worker participation, employee safety training, and maintaining records
2. Identification and elimination of work place job hazards
3. Budgeting for GSA IIPP job task hazard evaluations, control measures, and training

Each manager is responsible for adequate budgeting of funds necessary to implement and maintain the GSA IIPP. Some, but not all, budgetary items to consider are:

1. Personal Protective Equipment (PPE) i.e., hearing protection, footwear, gloves, aprons, safety glasses, respirators, face shields, etc.

2. Physical exams, i.e., pulmonary function test for respirator use, Department of Transportation (DOT) physicals for drivers, audiometric testing, etc.
3. Training, i.e., ergonomic, hearing conservation, hazard communication, hazardous material handling, etc.
4. Job hazard evaluations, task analyses, program development, industrial hygiene studies for noise, air contaminants, regulatory compliance, training, etc.

1.6 GSA Supervisors

Supervisors have the responsibility to ensure that the GSA IIPP is implemented in their particular area. In addition to being knowledgeable about the GSA IIPP requirements, supervisors must also ensure the GSA IIPP is understood and followed by those employees in their charge. Duties of supervisors include:

1. Ensuring work activities and materials under their span of responsibility have been reviewed for hazards, control measures, Personal Protective Equipment (PPE), or other safety, security, and injury prevention concerns
2. Monitoring job task to identify new or unrecognized work place hazards
3. Ensuring that employees are notified of all job task work hazards prior to performing task

1.7 GSA Employees

GSA employees are responsible to:

1. Participate in the GSA IIPP pursuant to established policies and procedures
2. To attend safety training that is scheduled, provided and /or made available to them
3. To report all unsafe and unhealthy work conditions to their supervisor/manager
4. To report security hazards immediately to supervisor
5. Report all workplace injury, illness and near miss incidents to supervisor immediately
6. To report threats from co-workers and customers to supervisor immediately
7. Work in a safe manner, obeying all safety rules, procedures, policies and safe work practices. Inspect all tools and/or equipment before use and notify supervisor or manager if any tools or equipment are damaged or malfunctioning.

2.0 COMMUNICATION

Communication is required to achieve GSA IIPP goals. Those goals are to provide a system for effectively communicating with employees on matters relating to occupational health, safety and workplace security and to encourage employees to inform management of work place hazards without fear of reprisal.

Meetings are the primary method to communicate GSA IIPP issues. Managers, supervisors, or other designated staff must hold documented meetings with employees to provide safety training, discuss injuries, illnesses, near misses, unsafe acts or conditions, rules and other related GSA IIPP issues. Whenever training is provided, the meeting leader must document training and record required information. The GSA IIPP training records are to be maintained on file for three years.

GSA IIPP suggestions can be made on any injury/illness prevention related item such as workplace hazards, unhealthful or unsafe actions, new training topics, equipment purchases, or modifications,

new work procedures or rearranging the workplace. Suggestions are encouraged and to be addressed to the appropriate level of management for review and possible implementation.

GSA employees may communicate safety and security issues suggestions or concerns with the Agency Director through "[Ask the Director](#)" located on GSA intranet.

Posters shall be placed in a prominent area on the employee bulletin board, break room or other employee gathering area. Posters will include GSA IIPP posters and other regulatory posters. Below is a partial listing of required postings.

1. Annual Summary of Work-Related Injuries and Illnesses- OSHA Form 300A: is to be posted February 1 through April 30 of each calendar year
2. Cal/OSHA "Safety and Health Protection on the Job"
3. Notice to employee of possible exposure to toxic substances
4. Access to medical and exposure records
5. Workers' Compensation Notice
6. Emergency telephone numbers and evacuation routes

Memoranda regarding specific GSA IIPP items will be issued through management. These memoranda are to be posted on bulletin boards or other visible locations and filed with the GSA Safety Officer for record keeping.

3.0 COMPLIANCE

In order to support the GSA IIPP, this system will be used to ensure employee compliance with the GSA IIPP policies and procedures. This system includes, but is not limited to:

1. Recognition and commendation
2. Performance reviews
3. Training
4. Periodic Worksite Inspections
5. Disciplinary action for violation of known safety rules, policies and procedures

3.1 Recognition and Commendation

A written commendation may be issued to employees who demonstrate outstanding GSA IIPP related performance. It can be initiated by the employee's immediate supervisor and forwarded to the GSA personnel unit for inclusion in the employee's personnel file. Any written document placed in the employee's official file must have the employee's signature.

3.2 Performance Reviews

IIPP awareness should be a factor in completing an annual Performance Review (PR). The level of awareness should be equal to the risk of hazard exposure. Prior to the annual PR, the supervisor should review the number of incidents and near misses that have been reported. If an employee has not had any incidents since the last PR, that should be taken into consideration.

3.3 Training

Supervisors must know the safety and health hazards to which employees under their immediate direction may be exposed. All employees must receive general and job/task specific safety training in accordance with the California Code of Regulations (CCR), General Industry Safety Orders (GISO) and/or Construction Safety Orders (CSO). Training and instruction must be provided when:

1. The program is first established
2. New employees are hired
3. Employees are assigned new job duties for which training was not previously provided
4. New substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
5. The employer is made aware of a new or previously unrecognized hazard
6. Training and instruction must also be provided as specified under the Construction Safety Orders (CSO) as warranted by departmental responsibilities and the work being conducted
7. Employees are observed working in an unsafe manner, under unsafe conditions, or have violated a safety rule

The job task assigned and overall job description dictate the training an employee receives. Training is a means for ensuring employees are informed on all GSA IIPP policies and procedures. New and current employees need to be informed and trained on all relevant aspects of the GSA IIPP. The training may include but is not limited to:

1. Procedures for hazard identification
2. Procedures for hazard corrections
3. Individual responsibility for injury and illness prevention
4. Procedures for reporting unhealthy or unsafe condition and practices
5. Work-related Injury or illness / Incident reporting procedures
6. Disciplinary policy for GSA IIPP violations

3.4 GSA IIPP Inspections

Management, supervisors, designated employees, safety officer, safety committee members, or Risk Management identifying unhealthy, unsafe practices or conditions, during the course of any project or operation may perform IIPP audits. Audits may include, but are not limited to:

1. Evaluation of employee actions, including manner in which employee uses the equipment, machinery or tools
2. Condition of equipment, machinery or tools being used
3. Adherence to safety policies and procedures
4. Proper permits on site
5. Knowledge of emergency procedures
6. Review of employee training documentation
7. Results of periodic work site inspections

Any discrepancies observed from the established GSA IIPP policies will be noted on the audit form and the operation or project will be evaluated for methods to ensure the GSA IIPP is followed. GSA IIPP audits may be planned or unplanned.

3.5 Safety Disciplinary Policy

GSA believes that an Injury and Illness Prevention Program is unenforceable without a disciplinary policy. GSA believes that in order to maintain a safe and healthful workplace all employees are accountable for obeying IIPP safety and health rules as they apply to their specific job duties. Disciplinary action will be in accordance with the County's Progressive Discipline Policy as provided for in the "Personnel Rules and Regulations" manual or applicable labor agreement.

4.0 HAZARD ASSESSMENT

A periodic inspection of GSA facilities is an integral part of ensuring that employees work in a healthful and safe environment. The evaluation and identification of hazards is an ongoing process and are to be performed to achieve the following goals:

1. Eliminate or control unhealthy or unsafe acts or conditions before they result in an injury/illness or an exposure that may produce an injury/illness and/or damage
2. Encourage employee participation in hazard detection and control activities
3. Identify employee safety training to address the identified hazard exposure
4. Provide a system for employees to report hazards and make suggestions without fear of reprisal

Any unhealthy or unsafe condition observed by an employee shall be reported to the supervisor immediately. If warranted and feasible, the work in the area will be halted until the hazard can be corrected or controlled. If the work is such that it cannot be halted, work shall proceed under direct management supervision. Prior to the commencement of work the affected employees must receive safety training on: the reported unhealthy or unsafe condition that they will be working around, identification of measures taken to protect them, the appropriate use of all required Personal Protective Equipment (PPE) and any other safety procedures or precautions that employees are to follow.

In cases where limited authority or resources prevent prompt remedial action, the hazard shall be made temporarily healthy or safe until a permanent correction of the problem can be implemented. The supervisor is responsible for initially investigating the problem, evaluating the situation and implementing prompt corrective action. The supervisor will notify the safety officer and management in writing of action taken. The written action report is to be forwarded to the appropriate manager. In the event that the supervisor determines that the corrective action is beyond the supervisor's authority, the supervisor shall notify the safety officer for assistance in evaluating the condition and implementing corrective action.

4.1 Cal/OSHA Inspections

Without notice, a Cal/OSHA inspector may inspect any facility or worksite to assess compliance with Title 8 of the California Code of Regulation, General Industry Safety Order/and /or Construction Safety Order. If his should occur, immediately notify the Deputy Director, safety officer and department manager.

5.0 ACCIDENT/EXPOSURE INVESTIGATION

GSA has established the following goals regarding injury/illness reporting and investigation:

1. To acquire all pertinent information contributing to an injury/illness so that control can be developed to prevent similar occurrences in the future
2. To provide information to satisfy local, State and Federal agencies.
3. To provide the Workers' Compensation Claims Administrator with needed information to manage claims
4. To inform management of incidents resulting in serious employee injury/illness and property damage

Employees must report a work-related illness or injury to their supervisor immediately or as soon as reasonably practical. This includes those injuries/illnesses requiring minor first aid. Any employee who fails to report an injury/illness is subject to disciplinary action. The immediate responsibilities of the supervisor are:

1. Provide prompt medical attention to employee
2. Secure the area, if necessary, to prevent further mishap
3. Report the incident to safety officer and management

Upon an occupational death or "serious injury or illness", the supervisor must report immediately, within 8 hours, by telephone the incident to Cal/OSHA Van Nuys district office at 818- 901-5403. Immediately report all serious injury to GSA-HR Safety 662-6506.

Once an injury or illness is reported, the employee's supervisor must complete the following steps

1. Provide an *Employee's Claim for Workers' Compensation Benefits* form (RM-135/DWC-1) within 24 hours. If the employee is not present, this form must be mailed via certified mail or delivered in person within 24 hours
2. Complete the appropriate [Employer's Report of Occupational Injury or Illness \(RM75\)](#) form
3. Complete the [Accident Incident Near Miss Investigation Report](#) form

All of the forms previously described must be completed immediately and forwarded in accordance with department policy. The supervisor should retain a copy. All forms must be received by GSA - HR within 24 hours of being notified of an occupational injury or illness. Fax copies to 662-6764 or email to [GSA HR/Safety](#) and forward original copy to GSA HR/Safety at location #1060.

In the event of a minor injury requiring first-aid only supervisors are to complete an *Employer's Report of Injury* and forward to GSA HR/Safety. The report shall contain the words "REPORTING ONLY" and will remain in agency file to document incident.

Close calls or near miss events must be reported to supervisors. Supervisors must fill out an *Accident Incident Near Miss Investigation Report* form in order to document the circumstances involved with

the event. This information can identify unhealthy or unsafe procedures or conditions and help to develop corrective action to eliminate potential future exposures.

The supervisor is responsible for the injured or ill employee and/or property damage and must investigate every incident as soon as possible. If needed, technical or staff assistance is available through GSA Safety Officer by calling 662.6506. The supervisor should investigate serious incidents immediately and contact the appropriate GSA management personnel promptly.

Less serious incidents should be investigated within one working day. This process shall include:

1. Visiting the accident scene as soon as possible
2. Interviewing injured workers and witnesses
3. Examining the work place for factors associated with the incident/exposure
4. Determining the cause of the incident/exposure
5. Taking corrective action to prevent incident/exposure from recurring

6.0 HAZARD CORRECTION

Site supervisors should conduct inspections to document unhealthy and/or unsafe conditions and/or work practices. Inspection reports are to be reviewed by GSA management and GSA Safety Officer to identify outstanding hazards or recommendations. Completed inspection reports are to be maintained for three years. Routine scheduled Inspections to identify unsafe conditions; work practices and hazard evaluations will be conducted as follows:

1. Whenever new substances, processes, procedures or equipment are introduced to the workplace representing a new occupational health or safety hazard
2. Whenever the employer is made aware of a new or previously unrecognized hazard
3. Whenever a workplace injury or occupational illness occurs
4. At least annually or as warranted by the employee's exposure(s) to actual or potential workplace health and safety hazards and the organization's accident or incident activity frequency (including near misses & accidents involving property damage)

All newly recognized hazards must be brought to the attention of the manager/supervisor in charge of the unit or project. If the manager/supervisor has the authority to correct the hazard, they should do so; otherwise, the manager/supervisor must notify the appropriate person within GSA to correct the hazard. Employee operations in the hazard area cannot resume until the corrections have been made; employees must be advised of the hazard and the steps being taken to eliminate or correct it. If the area in question is critical to operations and cannot be shut down, the manager must temporarily implement an adjusted safe form of operation designed to circumvent the hazard.

Affected employees must receive training on what the hazard is, how to safely work under the adjusted operation procedures and how to properly use needed PPE. Upon removal or correction of the hazard, routine operation can resume. If the correction of the recognized hazard results in a change in equipment or process, all employees affected by the change need to be trained and the training documented.

7.0 EMPLOYEE TRAINING

Employee training is one of the most important elements of the IIPP. Effective training can increase the productivity of employees and prepare them to work in a healthful and safe manner. In order to ensure that all employees recognize and understand the hazards and risks associated with their work, training programs have been developed to comply with various requirements of both federal and state regulations. Training is provided through any combination of the following methods:

1. New employee orientation
2. Staff meetings
3. Field/Tailgate meetings
4. Project meetings
5. Program reviews

7.1 New Employee Orientation Training

All new employees must receive new employee orientation training at their department level. The employees must receive training specific to their job requirements. Employees cannot be sent to work without first receiving instruction and training on hazards associated with their job. Once completed, the New Hire Orientation Checklist is maintained in the employee's personnel file. The topics addressed in (the) new Employee Orientation include the following:

1. Review of the GSA IIPP
2. Reporting workplace hazards or unsafe acts
3. GSA Hazard Communication Program
4. Workplace injury and illness reporting procedures

As employees are assigned to a crew, function, or job task, the immediate supervisor provides orientation training, which includes the following:

1. Specific chemical and/or job hazards associated with their job assignments
2. Safe work practices including safety rules and procedures for the job task(s)
3. Orientation to the facilities where the new employee will be working and location of all relevant safety information
4. Emergency and Evacuation procedures, location of first aid kits, AED, and fire extinguisher
5. Personal Protective Equipment (PPE) to be used (PPE Hazard Assessment Certification)
6. Operating procedures for equipment and machinery

7.2 Temporary Employee or Directed Individuals Orientation

All employees, regardless of status will receive job specific training before beginning work. At a minimum, all employees, including temporary employees, must receive training in the following areas as warranted:

1. PPE needed to complete the job task
2. Specific chemical and/or job hazards associated with their job assignments
3. Workplace injury and illness reporting procedures
4. Evacuation and emergency procedures

7.3 Refresher Training

Selected training topics will be presented to all employees on an annual basis. GSA Safety will recommend annual training topics to ensure compliance with Federal, State, and Local regulations. Required refresher training will be conducted as needed to address specific workplace safety issues. This includes re-training of individuals observed to be working in an unsafe manner, under unsafe conditions, that have violated a safety rule or that were involved in a workplace accident or safety related incident.

7.4 New Assignments or Transfers

When employee enters a new job classification or is transferred to another department, the employee must receive documented training relative to the hazards and exposures of the new position. Depending upon the complexity of the new assignment, the duration of the training and the topics covered will vary. If an employee is assigned to a job and has not been properly trained, the employee should notify the supervisor that training has not been provided. The supervisor or manager must arrange for the proper training as soon as possible. The employee cannot be allowed to perform the work until the training has been completed.

7.5 New Process or Equipment

Prior to the startup of a new process, procedure, or equipment, all employees who may be exposed will be trained in the hazards of the new process or procedures, including method to operate the equipment or machinery in a safe manner. Managers, supervisors, crew leaders, safety officer, equipment vendors, consultants, or other qualified persons may conduct the training. Documentation of this training shall be maintained by the supervisor.

7.6 Training Documentation

All training must be documented. The subject matter must be outlined in writing and kept on file. Documentation must minimally include the following:

1. Date(s) of training
2. Instructor's name
3. Topic
4. Names of employees in attendance
5. Employees' signature on the attendance sheet

Employee training records must be maintained by the employee's supervisor. Additionally, training records are entered into the GSA safety training database. Specific OSHA mandated training records shall be maintained in the employee's personnel file.

7.7 Cal/OSHA Mandated Training

GSA managers and supervisors are responsible for evaluating employee training needs and capabilities. The training that an employee receives is determined by the potential hazards and exposures presented to the employee. Appendix A provides a list of the specific requirements for employee instruction or training contained in Title 8 of the California Code of Regulations. Employees must receive initial training on all applicable topics and refresher training as indicated.

8.0 RECORDKEEPING

The following is a standardized OSHA recordkeeping system. The purpose of recordkeeping is to:

1. Provide injury/illness information as it relates to IIPP activities
2. Acquire the necessary reporting information, as required by law
3. Provide guidelines and procedures for classifying various types of injuries so that accurate reporting can be consistently accomplished

The following records will be maintained for at least the period indicated:

- | | |
|---|--------------------------------------|
| 1. The written IIPP | Indefinitely |
| 2. Periodic Workplace Inspection Reports | 3 years |
| 3. Accident Investigation Records | 3 years |
| 4. Employee Training Sign-in Sheets | 3 years |
| 5. Records relating to employee communication and enforcement: | 3 years |
| 6. Medical and employee exposure records subject to access standard | Duration of employment plus 30 years |
| 7. Cal/OSHA 300 and 300A forms | 5 years |

OSHA regulations require an annual summary of the injuries and illnesses recorded on the OSHA Form 300 using OSHA Form 300A. GSA management must certify that he or she has examined the form and that the annual summary is correct and complete. The OSHA form 300A is to be posted in the work place during the months of February through April. Summary information should be from the previous calendar year.

9.0 IIPP GENERAL WORK PLACE SAFETY

9.1 Workplace Safety Programs

Following is a partial listing of exposure specific safety programs that are required, depending on the actual or potential workplace health and safety exposures or hazards that may be encountered by employees. Whether or not a program or programs are required depends on the findings of the workplace hazard assessments that departments are mandated to conduct.

1. **Hazard Communication Program** — Employees will be notified of any hazardous materials that they may encounter in the course of their duties and trained in the hazards associated with the materials including proper handling procedures and how to read a Safety Data Sheet (SDS). *Policy 1- A*
2. **Bloodborne Pathogens and Infectious Disease Exposure Control** — Employees who are exposed or potentially exposed to infectious body fluids will receive training in the Program. In addition to the County Infectious Disease Program our GSA Program includes Blood and Other Infectious Material Cleanup Procedures Program. *Policy 1-B* and Sewage Backflow Cleanup Procedures Program. *Policy 1- C.*
3. **Lockout/Tagout Program for the Control of Hazardous Energy** – Applies practices and procedures during operations to disable machinery or equipment in order to prevent the release of potential hazardous energy while services are being performed. *Policy 1-D*

4. **Periodic Workplace Inspection Policy** – Regular workplace inspection is a fundament element of our IIPP. *Policy 1-E.*
5. **Respiratory Protection Program** – Employees who wear respirators during the course of their work duties must be trained in the Respiratory Protection Program. *Policy 1-F.*
6. **Asbestos Awareness** – GSA maintains an Asbestos Operation and Maintenance Program to safely and effectively manage asbestos containing materials so as to minimize human exposure to asbestos fibers. *Policy 1-G.*
7. **Heat Illness Prevention Program** – Addresses the conditions of outdoor work that includes sun exposure for employees. *Policy 1-H.*
8. **Non-Permit Confined Space Entry Procedures**– GSA employees will not enter permit-required spaces. Entry into non-permit confined spaces (NPCS) must be done in accordance with GSA Non-Permit Confined Space Entry Procedures. NPCS Working in Attic Spaces Above Inmate Cells. *Policy 1- I, NPCS Thermal Energy Storage Pits. Policy 1-J, NPCS Todd Rd Jail Communication Vaults. Policy 1-K.*
9. **Personal Protective Equipment Policy** – Personal Protective Equipment in conjunction with other controls methods is used to protect employee from the risks of work place hazards. The PPE Hazard Assessment Certification serves to identify work place hazards and document PPE requirements. *Policy 1-L*
10. **Hearing Conservation** – Employees exposed to noise levels above 85 decibels (dB) in an 8-hour TWA; are included in the Hearing Conservation Program, must be trained in the use of hearing protectors, and receive annual audiometric testing.
11. **Workplace Ergonomics** – Procedures and awareness training to minimize and prevent repetitive motion injuries.
12. **Aerial Lift Program**—All employees operating aerial scissor and boom lift are certified every three years.
13. **CPR/AED and First Aid**—Certification every two years.
14. **Security and Emergency Action Plan – including building evacuation plan** – contains workplace security and building emergency planning for the safety/security of GSA employees, clients, vendors and visitors.
15. **COVID19 Worksite and Re-entry Plan** – All employees will be trained on the prevention and spread of COVID19 and the re-entry plan for each department.

9.2 General Safety Rules

1. General safety rules have been established and implemented for the health and safety of all GSA employees. These rules have been established to provide a healthful and safe working environment.
2. All employees of the County of Ventura shall report to their assigned work site ready to work; this includes wearing proper clothing and footwear. It also requires the employee to arrive at work mentally alert and prepared to carry out their job duties. It is the employee's responsibility to inform their supervisor or lead person if they feel sick or are otherwise not physically or mentally prepared to work.
3. All employees shall follow the established safe practices and procedures and shall immediately report all unsafe conditions, practices or procedures to their supervisor or lead person.
4. The supervisor or lead person shall insist that all employees observe and comply with every rule, regulation and order as is necessary to safely carry out the work duties. They shall take such action as is necessary to maintain compliance with the safety rules.
5. All employees shall be given frequent accident prevention instructions. Instructions should be conducted at least every 10 working days, depending on their workplace exposures and accident or incident frequency.
6. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition. Additionally, being under the influence of a substance is grounds for immediate discipline up to and including termination.
7. Horseplay, scuffling, running, jumping from heights and other acts that tend to have an adverse influence on the safety or well being of employees are strictly prohibited.
8. All employees will receive proper training and supervision in order to conduct their job duties in a safe manner. This is especially important when employees will be working together while handling machinery, power equipment or tools.
9. Employees shall not enter any Permit-Required confined space. Entry into manholes, underground vaults, chambers, tanks, silos or other similar places that receive little ventilation, is prohibited unless it is determined that it is safe and the proper mandated safety program and procedures are in place. This is to include required safety training and completion of a GSA Confined Space Entry Evaluation Form.
10. All work shall be well planned and supervised in order to help reduce or eliminate the possibility of an occupational injury or illness.
11. Employees shall be instructed to ensure that all guards and other protective devices are in proper place, adjusted properly and shall report deficiencies promptly to the supervisor or lead person.
12. Crowding or pushing when boarding or leaving any vehicle or other conveyance is prohibited.
13. All injuries shall be reported promptly to the supervisor or lead person so that arrangements can be made for medical or first aid treatment.
14. Workers shall not handle or tamper with any electrical equipment, machinery or air/water lines in a manner not consistent with the scope of their assigned job duties.
15. Inappropriate footwear or shoes with badly worn soles shall not be worn at work.
16. Employees shall not throw materials, tools, other objects or substances from buildings or structures until proper precautions are in place to protect others from falling objects.
17. No one shall knowingly be permitted or required to work while their ability, fatigue, illness or other causes, might expose the employee or others to Injury, or impair their alertness.
18. No employee will attempt to operate, startup, or climb aboard a piece of equipment, machinery or tool that they have not been properly trained and/or authorized to use.

CAL/OSHA & COUNTY MANDATED TRAINING TOPICS TITLE 8 - APPENDIX A

Specific requirements for employee instruction or training are contained in Title 8, Division 1, Chapter 4 of the California Code of Regulations. Following is a list of some standards with the appropriate code section listed on the left. Certain standards require specific training and/or programs, while others provide specific guidelines to address specific issues or items. The list is not all-inclusive and serves to enhance awareness of safety requirements.

CCR TITLE 8 General Industry Safety Orders

Section:	Program Name:
3203	Injury and Illness Prevention Program (IIPP)
3220	Emergency Action Plan
3221	Fire Prevention Plan
3314	Lockout/Tagout Program for the Control of Hazardous Energy
3380	Personal Protective Devices
3400	Medical Service and First Aid
3401/5194	Hazard Communication and Safety Data Sheets (SDS)
3648	Elevating Work Platforms and Aerial Devices
3668	Powered Industrial Truck
5097	Hearing Conservation Program
5110	Ergonomics Program
5144	Respiratory Protection Program
5193	Blood Borne Pathogen Infectious Disease Exposure Control Plan
5208	Asbestos Awareness
6151	Portable Fire Extinguishers
3464	Accident Prevention and First Aid
4355	Operating Rules for Compaction Equipment
5158	Non-Permit Confined Space Operations
5185	Changing and Charging Storage Batteries
3395	Heat Illness Prevention
4799	Gas Systems and for Welding and Cutting

IIPP SAFETY PROCEDURES -APPENDIX B

General safety rules have been established and implemented for the health and safety of all County employees. These rules have been established to provide a healthful and safe working environment. Additionally, any county facility or department may have more specific rules, which must also be followed. These additional rules, if any should be added at the end of this Appendix.

Emergency Procedures

In the event of an emergency such as workplace security, earthquake, fire, flood, etc., all County employees must follow the Ventura County Employee Security and Emergency Action Plan for their assigned work site.

Hazardous Materials Handling and Disposal

1. Warning labels, signs and other notification systems are used to identify and clearly mark hazardous materials in facilities. Employees receive training in accordance with the GSA's Hazard Communication Program.
2. Hazardous material information sheets known as Safety Data Sheets (SDS/MSDS) are available for review upon request. County personnel are required to observe all warnings and use appropriate PPE when handling these materials.
3. All County personnel are responsible to report hazardous or potentially hazardous materials/conditions that they believe are present in the work area. Reports of such conditions are to be made directly to the respective supervisor or Risk Management. For hazardous material abatement call 654-3197.
4. If the contents of a container are unknown, employees should notify supervisor so that the material can be classified and disposed of properly.
5. All hazardous waste should be placed in an appropriate container, labeled, and placed in the hazardous waste containment area for pending disposal. For disposal contact Risk Management at 654-3197.
6. Under no circumstances shall an employee dispose of hazardous or potentially hazardous materials in a common trash receptacle.
7. Emergency Response Procedures and Response Service Contact numbers are to be posted in all areas storing and/or using hazardous materials.
<http://vcweb/ceo/Risk/docs/HMAP.ER.Procedure.20101014.pdf>

Asbestos Containing Materials

1. Under no circumstances are County personnel to disturb or attempt to remove, repair or clean known or suspected asbestos containing material (ACM) unless the project has been reviewed and approved by management and concurred by Risk Management.
2. Employees are to report any activity that presents a potential for ACM damage to their immediate supervisor.
3. Request material evaluation of suspected ACM or report ACM problems to 654-3197 or fax to 648-9238.
4. ACM notification information is available for review by all County personnel.
5. Reference GSA Operations and Maintenance Program for Asbestos *Policy 1G*

Lead Containing Materials

Employees may encounter lead during various work tasks. Materials that may contain lead include paint and soil. Procedures for handling lead containing materials include:

1. Under no circumstances are personnel to disturb or attempt removal, repair or clean up known or suspected lead containing materials unless the project has been reviewed and approved by Risk Management.
2. Request evaluation of suspected lead or report lead problems to 654-3197 or fax 648- 9238.
3. Soil along roadways may contain lead due to the settling of vehicle exhaust emissions. If the soil is found to contain hazardous lead levels, employees should be made aware of the presence of lead; furnished with appropriate PPE and follow proper handling procedures in accordance with Risk Management and department policy.
4. All employees working with and around lead containing materials must wash hands, arms, face and any exposed part of the body.
5. Eating, drinking and smoking are not allowed in lead work area. Separate areas are provided for these activities away from the work area. All employees must wash hands, arms and face before eating, drinking or smoking.

Electrical Safety

Exposure to electrical hazards can result in electrical shock, electrocution, and possibly death. The following procedures have been developed to minimize the potential for injury due to electrical hazards:

1. Do not use any electrical equipment with frayed or otherwise deteriorated insulation. Black electrical tape may not be used to cover these defects.
2. All extension cords should be limited in their use and replaced when conditions show signs of wear, mechanical damage, and deterioration.
3. Cords shall not be wrapped or attached in any manner to walls, floors or machines.
4. Extension cords shall not run through walls, doorways or through windows.
5. Do not run extension cords across roadways or other areas in which they may be run over by vehicles or other moving objects.
6. Excessive scraping, coiling and stretching will cause damage to power cables and cause premature failure and possible shock or burns. Inspect cords for broken insulation before use.
7. Ground wires or prongs leading from electrical equipment must not be disconnected or broken. Only extension cords with a ground should be used with electrical equipment.
8. Avoid use of extension cords in areas where they create a tripping hazard. Do not drag cords over sharp edges or run cables across aisles.
9. All electrical wires must be considered live.
10. Office work areas should be kept free of loose electrical and telephone wires. Such wires should be placed along wall baseboards or in cord guards.
11. Octopus electrical connections should be avoided through the use of fuse outlet strips.
12. Pull on the plug instead of yanking the cords. Never remove a cord if it is in use.
13. Working fire extinguishers that have been properly approved for electrical fires must be kept in appropriate areas.
14. In the case of overheating, sparking or smoking motors, wiring, and other electrical equipment, turn off the power and report the condition to your supervisor. Damaged equipment should be secured with a lockout tagout device until repaired.
15. Never put your hands inside an electrical panel while the main power is still on.
16. All office machines should be grounded with either a three prong plug or be the double insulated type.
17. Ground lead provided on electrical equipment must not be disconnected or broken.
18. Shocks, no matter how slight, are a warning sign that something is wrong. Tag the equipment and have it checked before using it again. Do not use broken electrical equipment.
19. Personal heaters are not authorized without prior approval.

20. Notification tags, four by six-inch sturdy paper or plastic signs are placed on the machinery being maintained or repaired. Captions on the signs should say, "Machine Under Repair" or "Machine Locked Out." The user's name and department identify each lock or tag. Contact this person if you have any questions. Never try to operate machinery or bypass lockout/blockout devices that have been installed. Refer to *GSA LOTO Policy 1D*
21. The hazard of contacting underground cables, pipes, and utilities may also be present during excavation. Contact with electrical lines can result in electrical shock resulting in death. All underground cables, pipes, and utilities should be identified before excavation is conducted.

Fire Extinguisher Use

The steps for operating a fire extinguisher are:

1. Grasp the carrying handle firmly, but do not depress the discharge lever.
2. Remove the safety pin under the handle with a twisting motion.
3. Point the fire extinguisher hose at the base of the fire and depress the discharge lever.
4. Use a side-to-side sweeping motion remembering to aim the hose of the fire extinguisher at the base of the fire.

Selected County employees receive annual training in the use of fire extinguishers. In addition, GSA ensures all fire extinguishers be inspected annually to ensure that they will work in the event of a fire. A checklist and numbering system has been established to ensure that all fire extinguishers have been inspected. If an employee identifies a fire extinguisher that has exceeded the one-year inspection date, the employee shall immediately report it to their supervisor.

Hand and Power Tool Safety

Hand Tools

1. Safety glasses/goggles or face shields must be worn when operating with or in the vicinity of hand tool operations.
2. Keep tools in good condition and use the right tools for the job.
3. Store tools with the cutting edge protected.
4. Keep your "off hand" out of danger. Work-holding devices are to be used whenever possible.
5. Do not cut toward your body or your other hand.
6. Never use any tool in such a way that you will be injured if it slips. Think about your movements and position your body accordingly.

Power Tools

1. Safety glasses/goggles or face shields must be worn when operating with or in the vicinity of power tool operations.
2. Where there is a risk of injury from entanglement of hair in moving parts of machinery or contamination with combustible or toxic contaminants, hair should be tied up.
3. Do not wear loose clothing, which can be entangled in moving machinery.
4. Pay close attention to what you are doing; do not look away or become distracted.
5. Keep your hand away from the work area where the power tool is operating.
6. Use grounded or double insulated power tools.
7. Keep motor vents clean; dirty power tools often overheat.
8. Keep moving parts properly lubricated.
9. Make sure work is supported on a flat stable surface and use clamps when necessary. Do not hold work in your hand.
10. If the electrical cord is damaged or frayed, do not use the tool until the cord has been properly repaired.

Lifting and Carrying Procedures

Proper lifting and carry techniques minimize back injuries. General rules for lifting and carrying include:

1. Loads are to be kept close to the body.
2. Knees are to be slightly bent and maintain the backs natural curve.
3. If it is necessary to turn while carrying an object, move the position of the feet and do not twist the trunk of the body.

Lifting

1. Observe the load position and surrounding hazards. Get help, if needed.
2. Stand as close to the load as possible. Spread your feet, either parallel or one in front of the other. Move in the direction of the lift. This will control your center of gravity and give you better balance.
3. Take a secure grip. Injuries have occurred when loads slip/fall due to inadequate grip.
4. Face in the direction of the lift with knees and hips bent. Widen base as needed. Tighten abdominal muscles, breathe, and lift.
5. Keep weight close to the body. The elbows should be kept close to the body. Use leg and hip muscles and not the back.
6. Bend hips and knees while lifting and maintain the back's natural curves.
7. When reaching for an object overhead, grip it with palms up and lower the object slowly. On the way down, keep the object close to the body.
8. Watch out for protruding objects, sharp edges, etc.
9. Keep fingers away from pinch points.
10. Wear protective gloves as necessary. Use available hand truck, whenever possible.

Carrying

1. Maintain your backs natural curve whenever possible.
2. Keep weight of the load close to the body and centered over your pelvis.
3. Counterbalance your load by shifting part of your body in the opposite direction from the load so your load will be in balance.
4. Put your load down by bending the hips and knees with your back in a neutral position and the load close to the body.
5. If the load is too heavy, get help.

6. When the load is carried by more than one person, allow one individual to be the leader for good timing and coordination.

Motor Vehicle Safety

The operation of motor vehicles poses great risk of worker injury and exposure to public liability claims. County employees shall conform to the County Policy "Use of County and Private Vehicles for County Business." This policy requires that all employees have a valid driver's license, exercise the highest degree of care when operating a vehicle, and comply with all motor vehicle laws. In conjunction with the policy it is the policy of the GSA the use of a cellular telephone while driving is prohibited, refer to General Services Driving Safety Program Cellular Phone Usage Policy. Employees operating County vehicles should be reminded of these responsibilities on a frequent basis. Smoking is not permitted in any County vehicle. Employees will not be allowed to operate a County owned vehicle if their license is currently under suspension or expired. Any employee who appears to be under the influence of an intoxicating substance will not be allowed to operate a County owned vehicle. California Vehicle Code, Section 27315, The Private Motor Vehicle Safety Act, requires all occupants of most motor vehicles to wear seat belts. For the safety of the County employees, and in compliance with the California Vehicle Code, the County requires all employees and directed individuals to wear seat belts while driving or as a passenger in a motor vehicle while on County business. The County also encourages employees to use seat belts in their personal vehicles as well. Each department will ensure the prompt reporting to GSA/Fleet Services of all vehicle mechanical defects. A copy of the County of Ventura/GSA Fleet Services Vehicle Operator's Handbook is kept in each County owned/leased vehicle. All vehicles will be subject to:

1. Preventive maintenance safety check during each service or repair.
2. Complete documentation of all inspections and mechanical work.

Personal Protective Equipment (PPE)

If all hazards cannot be eliminated through engineering or administrative controls, employees should use Personal Protective Equipment (PPE). The County provides a variety of PPE for the prevention of injury or illnesses to employees. Use of this equipment is mandatory where indicated by operations. Failure to use this equipment may result in disciplinary action up to and including termination. Employees are to properly care for all PPE issued to them. The manager/supervisor, with the help of the agency's designated Safety Officer, will evaluate all tasks to determine if there is a need for PPE. Refer to Personal Protective Equipment *Policy 1-L*. The evaluation process must be documented and should consider the following:

1. Risk of receiving eye injury as a result of contact with flying particles, projections, or injurious light rays, which are inherent in the work or environment and must be safeguarded by means of a face or eye protection.
2. Hand protection for employees whose work involves unusual and excessive exposure to physical, chemical agents or radioactive materials or any job task(s) which exposes employees to the possibilities of cuts, bruises or burns.
3. Where the eyes or any other part of the body may be exposed to corrosive materials, eye wash stations or other suitable facilities for quick drenching or flushing of the eyes and body must be provided within the work area for immediate emergency use.
4. Persons assigned to tasks requiring the use of respirators must be physically able to perform the work while using respiratory protective equipment. Employee Health Services (EHS) determines the physical ability of employees to perform work with the required respiratory protective

equipment and issues. All employees requiring the use of respirators must receive annual clearance "blue card" issued by EHS and be trained in accordance with the GSA Respiratory Protection Program.

5. Ensure employees requiring the use of hearing protection use hearing protection, employees requiring the use of hearing protection must be trained in accordance with the Hearing Conservation Program.
6. Advise employees in the selection of personal protective equipment in accordance with Cal/OSHA guidelines and the type of job task being performed.
7. Maintain an updated list of activities requiring the use and type of PPE needed.
8. Provide the PPE that has been selected, and document the issuance of the PPE to the employee.
9. Train employees on the proper fit, use and care of PPE and ensure the use and maintenance of the proper PPE.
10. Document training and maintain the records for a period of not less than three (3) years.
11. Assure employee-owned equipment meets standards in accordance with ANSI and Cal/OSHA guidelines. NOTE: Employee owned equipment needs prior approval from agency/department management.
12. Issue PPE to visitors if the visitor enters an area where such equipment must be worn.
13. Ensure employees and visitors meet physical, mental, fit testing, and training requirements for use of PPE, if applicable.

All County employees wearing PPE will:

1. Wear PPE as identified in PPE Certification
2. Maintain proper care of all PPE.
3. Conduct appropriate equipment checks.
4. Immediately report any defects or ineffective equipment to their supervisor.

Department Directors will:

1. Ensure managers/supervisors do not knowingly expose unprotected employees to unsafe conditions or environments.
2. Ensure managers/supervisors enforce use of PPE as required.
3. Advise managers/supervisors and employees about disciplinary action related to noncompliance with this directive.

GSA Safety Officer will:

1. Keep managers and supervisors advised of Federal and State regulations for the use of PPE.
2. Identify appropriate resources for equipment and training materials and ensure availability to managers/supervisors for training purposes. Review training documents annually for accuracy and achieve full participation by employees required to use PPE.
3. Provide all signs and posters generic to operations that will increase employee awareness for the use of PPE.
4. Keep management aware of any discrepancies in compliance with this directive.
5. Establish guidelines for the use of PPE as needed or required.

Ladder Safety

Falls from ladders can cause serious physical injury to an employee. The following procedures should be used when placing ladders.

1. Place a ladder so that the horizontal distance from the base to the vertical plane of the support is approximately one-fourth the ladder length between supports.

2. Do not use ladders in a horizontal position as runways or scaffolds.
3. Never place a ladder in front of a door that opens toward the ladder unless the door is blocked, locked, or guarded.
4. Portable ladders shall be placed on secure footing. The top rest should be reasonably rigid and shall have ample strength to support the applied load.
5. Ladders shall not be placed on boxes or other unstable bases to gain additional height.
6. Securely lash or otherwise fasten the ladder to prevent its slipping. Secure both bottom and top to prevent displacement during usage.
7. Extend the ladder side rails to at least 3 feet above the top landing.
8. Do not place a ladder close to electrical wiring or against any operational piping (acid chemical, sprinkler system, etc.), where damage could occur.

The following practices should be followed when ascending or descending ladders:

- Hold on with both hands when going up or down. If material must be handled, raise or lower it with a rope either before going down or after reaching the desired level.
- Always face the ladder while going up or down a ladder.
- Never slide down a ladder.
- Be sure shoes are free of grease and mud before climbing.
- Do not climb higher than the third rung from the top on straight or extension ladders or the second step from the top of the stepladders.
- Tools should be carried in a tool belt when ascending or descending

Other General Provisions

1. Makeshift Ladders shall not be used
2. Be sure that a stepladder is fully open and the metal spreader locked before starting to climb.
3. Before using a ladder, inspect it for defects.
4. A defective ladder should never be used.
5. Short ladders shall not be spliced or lashed together. Ladders are designed for use in their original lengths and are not strong enough for use in greater lengths.
6. Never attempt to adjust an extension ladder while a user is standing on the ladder.
7. Only one employee shall use a ladder at one time.
8. The maximum length of a straight portable ladder shall not exceed 30 feet and the maximum length of an extension ladder shall not exceed 60 feet.
9. For two section extension ladders, the minimum overlap shall be as follows:

<i>Size of Ladder (feet)</i>	<i>Overlap (feet)</i>
Up to and including 36	3

<i>Size of Ladder (feet)</i>	<i>Overlap (feet)</i>
Over 36 up to and including 48	4
Over 48 up to and including 60	5

10. All ladders should be inspected upon receipt to ensure conformity to purchase order specifications and compliance with applicable codes.
11. All ladders shall be inspected prior to use to identify defects.
12. If a ladder is found to be weak, improperly repaired, damaged, missing rungs, or appears unsafe, it shall be removed from the job for repair or disposal. Before disposing of the ladder, cut it to prevent it from being used.

13. Metal ladders are electrical conductors; do not use them around energized electrical circuits or equipment or place where they may come in contact with electrical circuits. All portable metal ladders shall be marked with the following warning "CAUTION" Do Not Use Near Electrical Equipment.

Lockout/Blockout Equipment

All energy sources (electrical, hydraulic, and pneumatic) must be de-energized, then locked out, and tagged for the safety of employees when repairing or servicing machinery according to the GSA Lockout/Tagout Program for the Control of Hazardous Energy *Policy 1-D*.

Housekeeping

Housekeeping is a continuous process of keeping the work place free of debris and other hazards. Housekeeping practices will be part of scheduled inspections to identify work place hazards and the responsibility of every employee to observe housekeeping practices at all times. Some housekeeping tips are:

1. Keep work areas clean and orderly.
2. Store all equipment, supplies, and tools in their proper place.
3. Wipe up all spills or notify your supervisor if additional help is needed.
4. Place trash in the proper containers.
5. Maintain stairway, exits ladders, aisles, electrical equipment, fire extinguishers, and all other emergency equipment so that they are clear and unobstructed.
6. Report broken or damaged lights, stairs, railings, and flooring to the supervisor.
7. Do not store supplies on top of lockers, boxes, or other movable containers at a height where they are not visible from the floor.
8. Do not place extension cords, phone cords, hoses, etc., across aisles or traffic paths unless properly guarded and approved for use.

Office Safety

Cuts, Abrasions and Punctures

1. Keep scissors, knives, and letter openers in a separate compartment of your drawer where they can be seen. Sheaths are used to provide protection for the instrument and yourself.
2. Keep fingers away from the point of operation on such equipment as staplers, hole punchers, and paper cutters.
3. When a paper cutter is not in use, the blade must be kept in the closed position with the guard in place.
4. Use rubber finger guards when working with stacks of paper. Use a sponge or sealing device to moisten stamps and envelopes.
5. Sweep up pieces of broken glass instead of picking them up by hand. Wrap glass in paper or a box and mark it. Glass splinters can be picked up with a damp towel.
6. Do not cut toward your body or your other hand when using a knife.

Trip & Fall Prevention

1. Keep floors clean.
2. Use aisles and avoid between desk short cuts. Wastebaskets, phones, and extension cords are trip and fall hazards.
3. Watch your step.
4. Do not read while walking or obstruct your vision while carrying loads.
5. Report burned out lights promptly.

6. Carry drinks in covered containers or on trays to prevent spills. Wipe up spills.
7. Do not tilt back in a chair since this may result in overbalancing and a fall.
8. Report defective chairs to your supervisor.
9. Do not stand on chairs, desks, upper shelves, or other office furniture.
10. Always use handrails on stairways.
11. Take one step at a time when ascending or descending stairs. Do not run.
12. Do not go up or down stairs with both hands full. When carrying materials, use an elevator if possible. If you must use stairs, be sure to have at least one hand on the handrail.

File and Storage Cabinets

1. Avoid overloading top file drawers. Too much weight near the front of a drawer can also cause overbalancing.
2. Pull out only one file drawer at a time to prevent the cabinet from toppling over.
3. If unfamiliar with the file cabinet, test the drawers and do not pull them out too far if there is no locking device on them.
4. Close file drawers immediately if not in use; close drawers gently and use handles.
5. If any drawers or doors are stuck, do not struggle to open them. If stuck, place a warning sign and call maintenance.

Office Equipment and Machine Incidents

1. Trained personnel should be called to clear jams in copiers, laminating, or other machinery.
2. Do not use any machine that you have not been trained, instructed, or authorized.
3. Keep hands, hair, and clothing away from moving parts of machines.
4. Turn machines off while adjusting them and whenever you leave a machine unattended.
5. Report malfunctions or potentially unsafe conditions to your supervisor immediately. Do not attempt to fix a machine yourself. Meanwhile, to prevent others from using it, put a sign on the machine to indicate that it is out of order and unsafe.
6. Be sure your equipment is grounded.
7. Be alert for frayed wiring, especially near the flex point at the plug. Exposed wires can cause a shock or start a fire.
8. Watch your clothes around machinery. Loose sleeves, hair, belts, dangling jewelry, ties, and key chains are dangerous around machines with moving parts.
9. Office areas should be kept free from unnecessary paper and other highly flammable materials.
10. All office machines are to be shut off each evening at the close of the workday except identified computer systems.
11. Water or oil leaks near electrical equipment must be reported immediately to the supervisor in charge.
12. Working surfaces will be kept dry when working with or near electrical equipment.

COUNTY OF VENTURA	2012 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA Policy: GSA	Last Issued 8/6/2012	Revised Policy No. 1A HAZARD COMMUNICATION PROGRAM
Forms : N/A		

1.0 POLICY

It is policy of the General Services Agency (GSA) to take every reasonable action to protect the health and safety of our employees. These actions are implemented through the Agency's Injury and Illness Prevention Program (IIPP) and other occupational health and safety programs.

The GSA Hazard Communication Program (HCP) addresses an employee health issue that includes protections and safeguards for all employees who may be exposed to potentially hazardous substances. Employees shall be informed about the hazards of those substances and will be trained in the precautions to take to prevent exposure and what to do if they are accidentally exposed. No employee shall engage in or be required to perform any task that is determined to be unsafe or unreasonably hazardous.

The primary objective of this HCP is to establish a program that reduces the risk of occupational exposure to hazardous substances, which also complies with the requirements specified in California Code of Regulations Title 8 §5194, Globally Harmonized System of Classification & Labeling of Chemical (GHS) and the County Administrative Manual.

2.0 PURPOSE

Hazardous substances in the workplace in some forms and concentrations, pose potential acute and chronic health hazards to employees who are exposed to them. The purpose of this program is to improve the detection, treatment, and prevention of occupational illness and disease and to support workers' right to know. It is further intended to ensure that employees have the information necessary for them to know when they are working with or may be exposed to hazardous substances. This program is also intended to ensure that managers and supervisors provide their employees with training on how to avoid exposure to hazardous substances and what to do if they are accidentally exposed to such substances.

3.0 SCOPE, APPLICATION AND DEFINITIONS

- 3.1 This program shall apply to all GSA employees that use, handle, or store hazardous substances.

- 3.2 This program applies to any hazardous substance that is known to be present in the workplace in which employees may be exposed under normal conditions of use or in a foreseeable emergency.
- 3.3 This program does not apply to:
- a. Any hazardous waste regulated by the Solid Waste Disposal Act, amended by the Resource Conservation and Recovery Act of 1976
 - b. Tobacco or tobacco products
 - c. Wood or wood products
 - d. Articles which may have been manufactured using hazardous substances;
 - e. Food, drugs, or cosmetics intended for personal consumption by employees while in the workplace
 - f. Any product sold at retail in the same form, approximate amount, concentration, and manner as it is sold to consumers.
 - g. Pesticides
 - h. Work operations where employees only handle hazardous substances in sealed containers that are not opened under normal conditions of use (warehousing, shipping, receiving, etc.).

4.0 RESPONSIBILITIES

4.1 GSA Safety Administrator

Assist departments in complying with program requirements including labeling, Safety Data Sheet (SDS)/ Material Safety Data Sheets (MSDS), employee information and training, and record keeping. Develop and maintain training aids and assist managers and supervisors in employee training.

4.2 Managers and Supervisors

Identify hazardous substances present in the work area.

- a. Maintain a hazardous substances inventory list readily accessible to department employees.
- b. Maintain a file of SDS (MSDS) in a location readily accessible to department employees.
- c. Conduct a review prior to use of chemicals to determine the appropriate protective control measures.
- d. Follow the "Hierarchy of Controls", to limit employee chemical exposure. Engineering controls, i.e. substitution of less hazardous material, and local ventilations are the method of choice when protecting workers. The last choice is personal protective equipment (PPE).
- e. Conduct a review for appropriate PPE selection. Appropriate sources of information include the SDS, or consultation with chemical vendor or Safety Administrator.

- f. Ensure employees are trained on physical hazards, health hazards, emergency procedures, and safe-handling procedures for hazardous substances including any applicable Proposition 65 warnings.
- g. Ensure employees are trained prior to performing non-routine tasks on the potential hazards associated with the task.
- h. Ensure employees follow established safety procedures.
- i. Maintain a copy of this written program in the workplace.

4.3 Employees

Because of the number of potential hazards that may exist or be created in the work environment, employees must first use common sense and good judgment at all times. Each employee assigned to work with a hazardous substance shall read and comply with all hazard communication procedures, whether written or oral, while performing assigned duties. Employees are required to use the appropriate PPE, safe work practices and be knowledgeable in measures to take if a spill or release occurs. When performing a non-routine task involving working with a hazardous substance the employee has the responsibility to ensure that his/her immediate supervisor knows that the non-routine task will be performed.

5.0 LIMITING CHEMICAL EXPOSURES – HIERARCHY OF CONTROLS

Three main methods are to be used to control chemical exposure: engineering controls, safe work practices, and personal protective equipment (PPE).

5.1 Engineering Controls

Engineering controls are the preferred method of reducing exposure. Engineering controls should be used whenever the chemical hazard information on the chemical label or the safety data sheet (SDS) indicates a need. The use of local ventilation and the selection of alternate less toxic chemicals are examples of engineering controls.

5.2 Safe Work Practices

Safe work practices offer a second method to reduce exposure after the use of engineering controls. SDS and chemical labels should be reviewed for specific work practice instructions before using chemicals. Additional safe work practices include not working alone, washing hands after using chemicals, and reducing the amount of chemicals used.

5.3 Personal Protective Equipment (PPE)

PPE should be used in addition to, but not as a substitute, for engineering controls and safe work practices to reduce exposure. PPE may consist of respiratory protection, eye protection, face protection, gloves, hearing protection, and protective clothing. SDS and chemical labels contain specific information on the proper PPE needed. Personnel must wear PPE to help prevent chemical exposures. PPE needed for the performance of a job function will be provided at no cost to the employee.

6.0 CHEMICAL PROCUREMENT, DISTRIBUTION, STORAGE AND DISPOSAL

6.1 Procurement

- a. Before a substance is used, an SDS / MSDS with information on proper handling, storage, and disposal shall be obtained and made available for those who will be using the substance. No container is to be accepted without an adequate identifying label. Manufacturers' labels are not to be defaced or removed.
- b. Whenever possible, supervisors should consider using alternative chemicals for very hazardous chemicals.
- c. To reduce future wastes, chemicals should be purchased only in quantities necessary.

6.2 Distribution

When chemicals are transported by hand or cart, the container should be placed within a second, larger container or bucket.

6.3 Storage

- a. Periodic inventories must be conducted. At least annually, a visual inspection for replacement, deterioration, and of container integrity should be performed when inventories are done.
- b. Chemicals must be stored correctly. Consult the SDS and product labels for recommended storage procedures. Manufacturers should be consulted for additional recommended storage recommendations.

6.4 Disposal

All hazardous waste generated shall be disposed of in accordance with the County Hazardous Material Abatement Program (HMAP), local, state and federal regulations.

7.0 LIST OF HAZARDOUS SUBSTANCES

Each department shall maintain a list of hazardous substances used in the department. This inventory is in the form of an index in the front of the GSA SDS (MSDS) binder. Departments are to review their inventory at least annually to confirm accuracy and to address any out-of-date information. Chemicals in quantities of 55 gallons, 500 pounds, 200 cubic feet or greater shall be indicated on inventory list.

8.0 SAFETY DATA SHEETS (SDS's) / (MSDS)

Each Department shall maintain a copy of the SDS (MSDS) for each hazardous substance used in the work area. Managers and supervisors shall ensure that this information is readily accessible during each work shift to employees when they are in their work area(s). A product will not be used until a SDS is on file.

Each department shall designate a responsible party for replacing old MSDS with new SDS when received from the manufacturer. Employees will be informed and trained on any changes. *The revised Safety Data Sheet must be received from the distributor by December 1, 2015.

If a SDS / MSDS is not available, a copy can be obtained by contacting the Safety Administrator.

9.0 LABELING

9.1 Each Department shall ensure that each container of hazardous substances in the workplace is labeled, tagged or marked. The following information must be included on the label **with additional requirements effective after December 1, 2015:*

- a. Identification of the hazardous substance(s) (product identifier)
- b. Signal word (Danger or Warning) / Appropriate hazard warning
- c. Hazard Statements / Required after 12/1/15
- d. Pictograms / Required after 12/1/15
- e. Precautionary statements / Required after 12/1/15
- f. Name and address and phone number of manufacturer

9.1 If the shipping label is not appropriate, the department will notify procurement that the label is not adequate. The department is responsible for identifying an appropriate label if one is not supplied by the manufacturer. A container will not be used until an appropriate label is affixed to the container.

9.2 All secondary containers of hazardous materials, with one exception, shall be labeled using secondary container label requirements:

- a. Identity of the hazardous substance
- b. Hazard warning statements, including Proposition 65 warnings if applicable

9.3 Exception: Departments are not required to label portable containers into which hazardous substances are transferred from labeled containers if intended only for immediate use by the employee who performs the transfer.

9.4 Employees shall not remove or deface existing labels on incoming containers of hazardous substances.

9.5 The labeling requirements of this program do not apply to the following substances:

- a. Any pesticide regulated by the Federal Insecticide, Fungicide, and Rodenticide Act;
- b. Any food, food additive, color additive, drug, or cosmetic regulated by the Federal Food, Drug, and Cosmetic Act;
- c. Any distilled spirits, wine, or malt beverage intended for non-industrial use regulated by the Federal Alcohol Administration Act; and

- d. Any consumer product or hazardous substance regulated by the Consumer Product Safety Act.

10.0 EMPLOYEE INFORMATION AND TRAINING

10.1 Managers and supervisors shall ensure employees are provided with information and training on hazardous substances in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area.

10.2 Employee training on new or revised SDS/MSDS information must be provided within 30 days of the employer receiving that information.

10.3 When training employees who may be exposed to hazardous substances, managers and supervisors shall ensure that each of the following hazard communication training requirements are covered:

10.3.1 Information

a. Employees shall be informed of their right:

- To personally receive information regarding hazardous substances to which they may be exposed.
- To have their physician or collective bargaining agent to receive information regarding hazardous substances to which the employee may be exposed.
- Against dismissal or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information Act.

b. Employees shall be informed of any operations in their work area where hazardous substances are present.

c. Employees and designated representatives shall be informed of the location and availability of the GSA written Hazardous Communication Program and (Material) Safety Data Sheets (SDS's).

10.3.2 Training

a. Employees shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous substance in the work area (such as monitoring conducted, visual appearance or odor of hazardous substances when being released, etc.).

b. Employees shall be trained in the physical and health hazards of substances in the work area, and the measures they can take to protect themselves from these hazards, including specific procedures GSA has implemented to protect employees from exposure to hazardous substances, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.

c. Employees shall be trained in the details of the Hazard Communication Program developed by GSA, including an explanation of the labeling system and the material

safety data sheet, and how employees can obtain and use the appropriate hazard information.

11.0 TRADE SECRETS

Under certain circumstances, the manufacturer may withhold the specific chemical identity, including the chemical name and other specific identification of a hazardous substance, from the SDS. However, when a treating physician determines that a medical emergency exists and the chemical identity is required for first-aid treatment, the manufacturer must disclose the trade secret information to the physician.

12.0 INFORMING CONTRACTORS

- 12.1 Each contractor bringing chemicals on site must provide GSA with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.
- 12.2 Managers and supervisors are responsible for informing contractors and sub-contractors of the hazardous substances that employees may be exposed to while performing their work. This information shall be provided to the contractor during the pre-construction meeting.
- 12.3 Responsible Party (i.e. Landlords, Property Management Company, etc.) are also responsible for obtaining copies of SDS's for any hazardous substance that the contractor is bringing into the workplace.

13.0 RECORDS

- 13.1 Chemical inventories and SDSs must be maintained by the department and kept in a location accessible in an emergency. A copy of the inventory shall be forwarded to Safety Administrator annually.
- 13.2 Injuries or chemical exposures will be documented on Employer's Report of Occupational Injury or Illness RM 75 form; a copy is to be retained by the supervisor.
- 13.3 Departments will keep records of site specific training provided to their employees.

A sample revised HCS label, identifying the required label elements

<h1>GHS SAMPLE LABEL</h1>	
PRODUCT IDENTIFIER CODE _____ Product Name _____	HAZARD PICTOGRAM 
SUPPLIER IDENTIFICATION Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____	SIGNAL WORD Danger
PRECAUTIONARY STATEMENTS Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measure against static discharge. Ground and bond container and receiving	HAZARD STATEMENT Highly flammable liquid and vapor. May cause liver and kidney damage.
	SUPPLEMENTAL INFORMATION Directions for use Fill weight: _____ Lot Number _____

Updated requirements for labeling for hazardous chemicals under the hazard Communication Standard (HCS) required pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identifications. Distributors must comply with revised labeling requirements by December 1, 2015.

HCS Pictograms and Hazards

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

Pictograms

A pictogram means a graphical composition that includes a symbol plus other graphic elements, such as a border, background pattern or color that is intended to convey specific information. All hazard pictograms used in the GHS should be in the shape of a square set at a point. Pictograms prescribed by the GHS should have a black symbol on a white background with a red frame sufficiently wide to be clearly visible.

Signal Words

A signal word means 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 the GHS are “Danger” and “Warning”.

“**Danger**” is used for the more severe hazard categories

“**Warning**” is used for the less severe.

Hazard Statements

A hazard statement means a phrase assigned to a hazard class and category that describes the nature of the hazards of a hazardous product including, where appropriate, the degree of hazard.

Example of Hazard Statements for Flammable liquids

Category 1 “Extremely flammable liquid and vapor”

Category 2 “Highly flammable liquid and vapor”

Category 3 “Flammable liquid and vapor”

Category 4 “Combustible liquid”

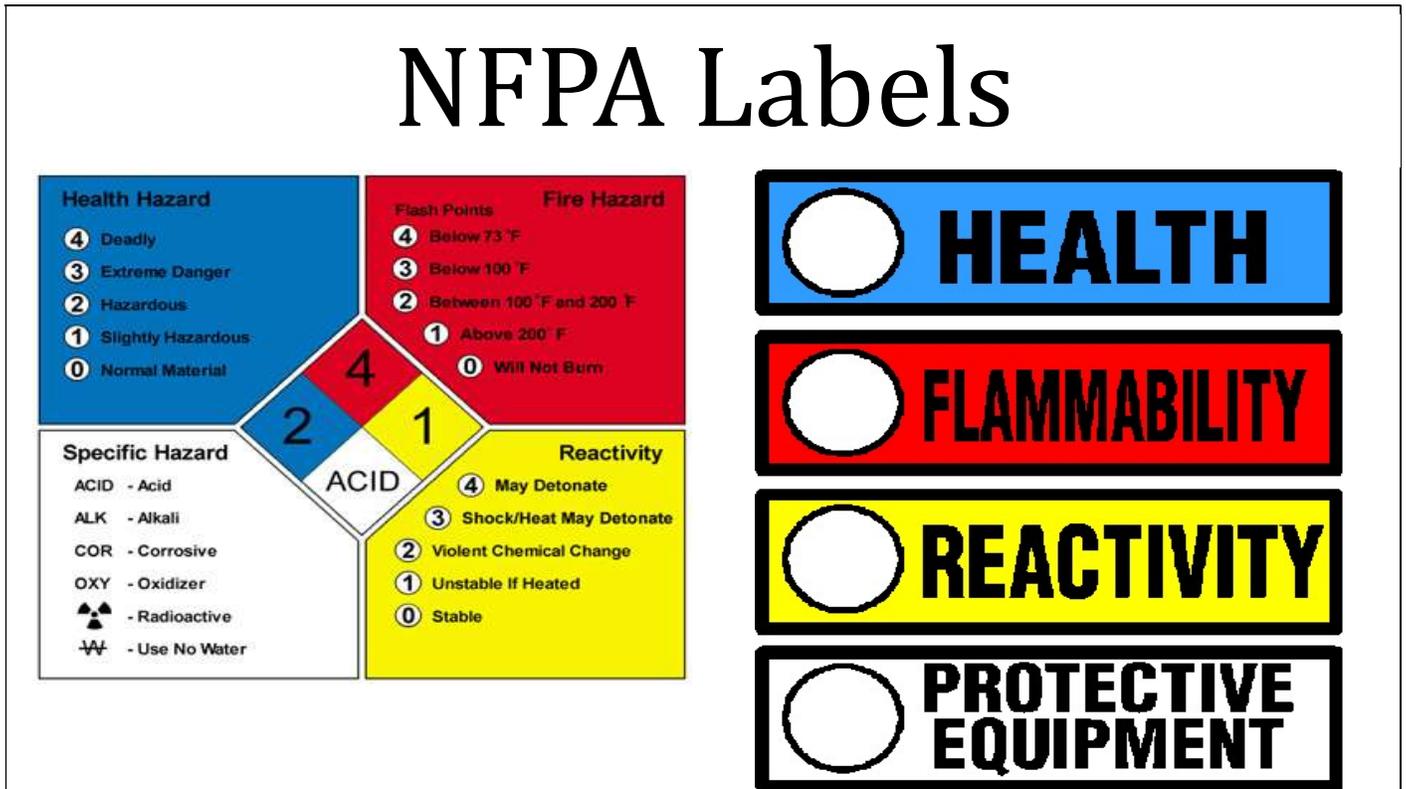
Precautionary Statements

A precautionary statement means a phrase (and/or pictogram) that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product, or improper storage or handling of a hazardous product. The GHS label should include appropriate precautionary information. Annex 3 contains examples of precautionary statements, which can be used.

Product Identifier

1. A product identifier should be used on a GHS label and it should batch the product identifier used on the SDS. Where a substance or mixture is covered by the UN Model Regulations on the Transport of Dangerous Goods, the UN proper shipping name should also be on the package;
2. The label for a substance should include the chemical identify of the substance.
3. Where a substance or mixture is supplied exclusively for workplace use, the competent authority may choose to give suppliers discretion to include chemical identities on the SDS, in lieu of including them on labels.
4. The competent authority rules for CBI (Confidential Business Information) take priority over the rules for product identification.

NFPA LABEL



The National Fire Protection Association (NFPA) developed the diamond system for easy and immediate warning on the hazards of material or an area. The diamond is separated into four colored areas to represent three specific types of hazards (health, flammability, and reactivity) and a special category for additional information (water reactive, radioactive etc.) The hazards based on a scale of 0-4

0 = Minimal Hazard

1 = Slight hazard

2 = Moderate hazard

3 = Serious hazard

4 = Extreme hazard

GHS GLOSSARY

Aspiration: means the entry of a liquid or solid chemical product into the trachea and lower respiratory system directly through the oral or nasal cavity, or indirectly from vomiting;

ASTM: means the "American Society of Testing and Materials";

Boiling Point: means temperature at which a liquid changes to a vapor state at a given pressure. Flammable materials with low boiling points generally present special fire hazards;

Carbon Dioxide: (CO₂) heavy, colorless gas produced by combustion and decomposition of organic substances and as by-product of chemical processes. Will not burn, and is relatively non-toxic and unreactive. Can cause oxygen deficient environments in large concentration;

Carbon Monoxide: (CO) colorless, odorless, flammable, and very toxic gas produced by the incomplete combustion of carbon compounds and as a by-product of many chemical processes. A chemical asphyxiate, it reduces the blood's ability to carry oxygen;

Carcinogen: means a chemical substance or a mixture of chemical substances which induce cancer or increase its incidence;

CAS: means "Chemical Abstract Service";

Chemical identity: means a name that will uniquely identify a chemical. This can be a name that is in accordance with the nomenclature systems of the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS), or a technical name;

Chronic effect: means an adverse effect with symptoms that develop slowly over a long period of time or that recur frequently;

Compressed gas: means a gas which when packaged under pressure is entirely gaseous at -50 °C (-59°F); including all gases with a critical temperature -50 °C (-58°F);

Contact sensitizer: means a substance that will induce an allergic response following skin contact. The definition for "contact sensitizer" is equivalent to "skin sensitizer";

Corrosive to metal: means a substance or a mixture which by chemical action will materially damage, or even destroy metals

Dermal corrosion: see skin corrosion;

Dermal irritation: see skin irritation;

Dissolved gas: means a gas which when packaged under pressure is dissolved in a liquid phase solvent; to Article 2(7)(c) REACH Regulation shall be regarded as a downstream user;

Dust: means solid particles of a substance or mixture suspended in a gas (usually air);

EC50: means the effective concentration of substance that causes 50% of the maximum response;

Explosive article: means an article containing one or more explosive substances;

Explosive substance: means a solid or liquid substance (or mixture of substances) which is in itself capable by chemical reaction of producing gas at such a temperature and pressure and at such a speed as to cause damage to the surroundings. Pyrotechnic substances are included even when they do not evolve gases;

Eye irritation: means the production of changes in the eye following the application of test substance to the anterior surface of the eye, which are fully reversible within 21 days of application;

Flammable gas: means a gas having a flammable range with air at 20 °C (68°F) and a standard pressure of 101.3 kPa (1atm);

Flammable liquid: means a liquid having a flash point of not more than 93 °C (199°F);

Flammable solid: means a solid which is readily combustible, or may cause or contribute to fire through friction;

Flash point: means the lowest temperature at which a liquid will give off enough flammable vapor to ignite under specified test conditions;

Fume: mean an airborne suspension consisting of minute solid particles arising from the heating of a solid. This heating is often accompanied by a chemical reaction where the particles react with oxygen to form an oxide.

Gas: means a substance that occupies the space of its enclosure. Can settle to the bottom or top of an enclosure when mixed with other materials. Can be changed to its liquid or solid state only by increased pressure and decreased temperature;

Gastrointestinal tract: means stomach and intestine as a functional unit;

GHS: means the "Globally Harmonized System of Classification and Labeling of Chemicals";

Hazard categories: means the division of criteria within each hazard class;

Hazard class: means the nature of the physical, health or environmental hazard;

Hazard statement: means a phrase assigned to a hazard class and category that describes the nature of the hazards of a hazardous substance or mixture, including, where appropriate, the degree of hazard;

IARC: means the "International Agency for the Research on Cancer";

Immediately dangerous to life and health: (IDLH) means maximum concentration from which one could escape within 30 minutes without any escape-impairing symptoms or any irreversible health effects;

Initial boiling point: means the temperature of a liquid at which its vapor pressure is equal to the standard pressure (101.3 kPa or 1atm), i.e. the first gas bubble appears;

Label: means an appropriate group of written, printed or graphic information elements concerning a hazardous product, selected as relevant to the target sector (s), that is affixed to, printed on, or attached to the immediate container of a hazardous product, or to the outside packaging of a hazardous product;

Label element: means one type of information that has been harmonized for use in a label, e.g. pictogram, signal word;

LC50 (50% lethal concentration): means the concentration of a chemical in air or of a chemical in water which causes the death of 50% (one half) of a group of test animals;

LD50: means the amount of a chemical, given all at once, which causes the death of 50% (one half) of a group of test animals;

Liquefied gas: means a gas which when packaged under pressure, is partially liquid at temperatures above -50 °C (-58°F). A distinction is made between: (i) High pressure liquefied gas: a gas with a critical temperature between -50 °C and +65 °C (154°F); and (ii) Low pressure liquefied gas: a gas with a critical temperature above +65 °C;

Mist: means liquid droplets of a substance or mixture suspended in a gas (usually air);

Mixture: means a mixture or solution of two or more substances which do not react

Note: Mixture and preparation are synonymous

Local ventilation: means drawing off and replacement of contaminated air directly from its source

Mutagen: means an agent giving rise to an increased occurrence of mutations in populations of cells and /or organisms;

Mutation: means a permanent change in the amount or structure of the genetic material in a cell;

NOEC: means the "no observed effect concentration";

Neutralize: means to render chemically harmless; to return the pH to the neutral level of 7;

Nuisance particulates: means dusts that do not produce significant organic disease or toxic effect from "reasonable" concentration and exposures;

Organic peroxide: means a liquid or solid organic substance which contains the bivalent -O-O- structure and may be considered a derivative of hydrogen peroxide, where one or both of the hydrogen atoms have been replaced by organic radicals. The term also includes organic peroxide formulations (mixtures);

Oxidizing gas: means any gas which may, generally by providing oxygen, cause or contribute to the combustion of other material more than air does;

Oxidizing liquid: means a liquid which, while in itself not necessarily combustible, may, generally by yielding oxygen, cause, or contribute to, the combustion of other material;

Oxidizing solid: means a solid which, while in itself not necessarily combustible, may, generally by yielding oxygen, cause, or contribute to, the combustion of other material;

Pictogram: means a graphical composition that includes a symbol plus other graphic elements, such as a border, background pattern or color that is intended to convey specific information;

Precautionary statement: means a phrase and/or pictogram that describes recommended measure(s) to minimize or prevent adverse effects resulting from exposure to a hazardous substance or mixture due to its use;

Product identifier: means the name or number used for a hazardous product on a label or in the SDS. It provides a unique means by which the product user can identify the substance or mixture within the particular use setting e.g. transport, consumer or workplace;

Pulmonary edema: means fluid in the lungs;

Pyrophoric liquid: means a liquid which, even in small quantities, is liable of igniting within five minutes after coming into contact with air;

Pyrophoric solid: means a solid which, even in small quantities, is liable of igniting within five minutes after coming into contact with air;

Pyrotechnic article: means an article containing one or more pyrotechnic substances;

Pyrotechnic substance: means a substance or mixture of substances designed to produce an effect by heat, light, sound, gas or smoke or a combination of these as the result of non-detonative self-sustaining exothermic chemical reactions;

Readily combustible solid: means powdered, granular, or pasty substance or mixture which is dangerous if it can be easily ignited by brief contact with an ignition source, such as a burning match, and if the flame spreads rapidly;

Refrigerated liquefied gas: means a gas which when packaged is made partially liquid because of its low temperature;

Respiratory sensitizer: means a substance that induces hypersensitivity of the airways following inhalation of the substance;

Routes of entry: mean by which material may gain access to the body (inhalation, ingestion, skin contact);

SDS: means "Safety Data Sheet";

Self-heating substance: means a solid or liquid substance, other than a pyrophoric substance, which, by reaction with air and without energy supply, is liable to self-heat; this substance differs from a pyrophoric substance in that it will ignite only when in large amounts (kilograms) and after long periods of time (hours or days);

Self-reactive substance: means a thermally unstable liquid or solid substance liable to undergo a strongly exothermic decomposition even without participation of oxygen (air). This definition excludes substances or mixtures classified under the GHS as explosive, organic peroxides or as oxidizing;

Serious eye damage: means the production of tissue damage in the eye, or serious physical decay of vision, following application of a test substance to the anterior surface of the eye, which is not fully reversible within 21 days of application;

Signal word: means a word that indicates the relative level of severity of hazards to alert the potential reader of the hazard; the following two levels are distinguished:

(a) *Danger* means a signal word indicating the more severe hazard categories;

(b) *Warning* means a signal word indicating the less severe hazard categories.

Skin corrosion: means the production of irreversible damage to the skin following the application of a test substance for up to 4 hours;

Skin irritation: means the production of reversible damage to the skin following the application of a test substance for up to 4 hours;

Skin sensitizer: means a substance that will induce an allergic response following skin contact. The definition for "skin sensitizer" is equivalent to "contact sensitizer";

Solid: means a substance or mixture which does not meet the definitions of liquid or gas;

Solution: means uniformly dispersed mixture;

Solvent: means substance, usually liquid in which other substances are dissolved;

Specific gravity: means weight of material compared to equal volume of water;

Stability: means ability of a material to remain unchanged

Substance: means a chemical element and its compounds in the natural state or obtained by any manufacturing process, including any additive necessary to preserve its stability and any impurity deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition;

Substance which, in contact with water, emits flammable gases: means a solid or liquid substance or mixture which, by interaction with water, is liable to become spontaneously flammable or to give off flammable gases in dangerous quantities;

Supplemental label element: means any additional non-harmonized type of information supplied on the container of a hazardous product that is not required or specified under the GHS. In some cases this information may be required by other competent authorities or it may be additional information provided at the discretion of the manufacturer/distributor;

Symbol: means a graphical element intended to succinctly convey information;

Technical name: means a name that is generally used in commerce, regulations and codes to identify a substance or mixture, other than the IUPAC or CAS name, and that is recognized by the scientific community. Examples of technical names include those used for complex mixtures (e.g., petroleum fractions or natural products), pesticides (e.g., ISO or ANSI systems), dyestuffs (Color Index system) and minerals;

Vapor: means the gaseous form of a substance or mixture released from its liquid or solid state;

Ventilation: means circulating fresh air to replace contaminated air;

Viscosity: Means measure of how quickly a substance forms a vapor at ordinary temperatures

Water reactive: means a material that reacts with water to release a gas that is either flammable or presents a health hazard

WHO: means the "World Health Organization"

COUNTY OF VENTURA	2012 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA	Last Issued Revised	Policy No. 1B
Policy: GSA	8/6/2012	BLOOD AND OTHER INFECTIOUS MATERIAL CLEAN UP PROCEDURES
Forms: N/A		

BACKGROUND

Blood and blood-contaminated/infectious material may contain viruses, bacteria, and parasites that can cause harm to exposed individuals. In order to reduce exposure to these bloodborne pathogens all Custodial/Maintenance/Parks staff must use the following procedures when cleaning up blood and/or blood contaminated material or other infectious materials.

1. **ROUTINE CLEANING:** During the course of routine cleaning staff may encounter small drops of blood and receptacles with used feminine hygiene products and/or used bandages/gauze with small amounts of blood. If normal cleaning procedures are followed when dealing with these situations, there is no risk of exposure to bloodborne pathogens. If a situation arises in which you observe more than a few drops of blood, or a used syringes, employees should respond by following the procedures listed below.
2. **RESPONSE TO A BLOOD SPILL INCIDENT:**

In the event of an unusual or particularly large spill contact your supervisor

1. The first step in responding to a blood spill is to select and don the appropriate personnel protective equipment (PPE). Always check PPE for tears or damage before wearing. Select the following PPE and cleanup equipment based on the situation.

Personal Protective Equipment (PPE): Mandatory

Gloves: Are mandatory for all clean up, utility style recommended

PPE: To be used as needed

- Face Shield/Goggles: Use if splashing may occur
- Booties: Use if walking on blood-contaminated area is unavoidable
- Apron or coveralls: Wear if the possibility exists of contaminating one's own clothing

Clean Up Equipment:

- PPE
- Absorbent material (paper towels, absorbent powder)
- Sharps container
- Plastic or biohazard bags
- Dust pan/broom/scoop
- Mop
- Forceps/tongs or other mechanical means for picking-up broken glass (do not however, use forceps to pickup syringes)

Disinfectant

One of the following sanitizers freshly prepared:

- **Ramsey Frequency 256 Disinfectant Cleaner** 0.5 oz (1 Tablespoon) of product per gallon of water.
- **EnviroX H₂Orange₂ Concentrate 117** - 10 ounces (1¼ cup) of product concentrate per gallon of water.
- **Household Bleach** - 10% solution (1 to 10 dilution, ½ cup bleach to 1 gallon of cool water) – DO NOT ADD other chemicals to bleach.
- **Or other registered EPA disinfectant** prepared to manufacturer's specifications

Encountering Sharps Material or Syringe

2. If any sharp object / or broken glass contaminated with blood glass or any syringe is encountered be careful to avoid cuts by removing objects with dust broom/dustpan or other mechanical means. Remove and place in "sharps container" or in other ridged sealable container. Place container in a secure location until material can be disposed of as regulated biohazardous sharps waste. Notify supervisor for proper disposal of sharps container/material. Sharps container may be brought to Employee Health Services on campus HOA LP for proper disposal.
 3. Remove blood and other organic matter with disposable paper towel or an absorbent powder. Use adequate toweling or absorbent to ensure all liquid material is completely absorbed into powder or paper towel
 4. Remove paper towels and place in garbage bag. Remove powder with scoop and place in garbage bag
 5. Carefully pour prepared disinfectant or 10 % bleach solution around edge of the spill working toward the center. Allow disinfectant to stand for several minutes and wipe clean with either paper towel, disposable or reusable mop and/or sponge
 6. Decontaminate any reusable equipment by placing in disinfectant solution and allowing it to soak. Dump wastewater down sanitary drain
 7. Place all blood contaminated materials & disposable clean-up material in double plastic trash bag and tie each bag closed
- Note: Cleaning materials and blood contaminated materials are *not* considered bio-hazardous waste unless blood is dripping or flowing when material is compressed or dried blood is flaking off. Material dripping or flowing with blood is considered regulated bio-hazardous waste. Notify supervisor for proper disposal

8. Remove PPE with caution; removing gloves last after all re-useable PPE and cleaning items (utility gloves, shield, dust pan etc.) are sanitized. Dispose of single-use disposable gloves in trash – do not re-use.
9. Wash hands thoroughly with soap and warm water for 10 seconds after removing gloves.
10. Should a blood exposure incident occur, wash the affected area for 15 minutes with soap and water. If a splash occurs to the eyes or mucous membranes, flush the affected area with running water for at least 15 minutes. **Report the exposure to your supervisor immediately.**

3. TRAINING/ RECORDKEEPING

- Training shall be provided at the time of initial hire or initial assignment to tasks where occupational exposure may take place
- An annual refresher shall be provided
- A copy of training record shall be maintained in personnel file.

I have watched the Bloodborne Pathogen training video and I have read and understand the procedures for cleaning blood/and blood contaminated material in the GSA policy.

Name: _____

Signature: _____

Supervisor: _____

Date: _____

Reference: County of Ventura Infectious Disease Control Program

COUNTY OF VENTURA	2012 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA	Last Issued Revised	Policy No. 1C
Policy: GSA	8/6/2012	SEWAGE BACKFLOW CLEAN UP PROCEDURES
Forms: N/A		

BACKGROUND

This procedure outlines the requirements for cleanup of a sewage backflow/spill. Water contaminated with sewage may contain a number of bacteria and viruses, which can affect health. The major health concern is related to organisms that affect the gastrointestinal tract causing vomiting and diarrhea (gastroenteritis), and those that affect the liver (Hepatitis A, yellow jaundice). You can contract these illnesses by putting contaminated hands or articles into your mouth. These bacteria and viruses are *not* transmitted through the air. Skin irritation or infection can also occur from contact with contaminated water if open cuts, skin rashes or sores are present.

Every sewage backup is unique and will require different responses but there are some universal principles that can be applied to all situations.

MAJOR OVERFLOWS

Immediate Notification

Contact Facilities Operation dispatch at 654-3878

Notify Environmental Health at 654-2813 or 320-6244 if the spill:

- Is in a food service or food preparation area
- Enters or flows into storm drains

Storm Drains

Properly trained maintenance personnel should attempt to prevent the spill from entering storm drains

MINOR OVERFLOWS

When a toilet overflows or drain backs up and the overflow volume is less than several gallons, decontamination procedure will include water extraction, cleaning, and use of a disinfectant.

Sewage Disposal

Cleanup personnel are to use the sanitary sewer system (toilet, sewer manhole, or floor drains) to dispose of sewage. Sewage is NOT to be disposed of in storm drains, gutters, ditches, surface waters or any other location where it could enter surface waters, cause groundwater contamination, or result in human exposure.

Cleanup Personnel

Personnel who perform sewage spill cleanup must be properly trained in accordance with this procedure and the County of Ventura Infectious Disease Control/Bloodborne Pathogen Plan. Employees shall employ good personal hygiene practices.

Uninvolved Individuals

Cleanup personnel shall ensure individuals not involved in the cleanup and disinfection of the sewage spill remain out of the area until the contamination has been removed and the area disinfected.

Security shall be contacted and guard posted if necessary to prevent uninvolved individuals from contacting contaminated material and potentially tracking contaminants to other parts of the building.

PERSONAL PROTECTION

Proper hand washing must be considered the most important aspect of personal protection. Cleanup personnel should wash their hands thoroughly after cleanup when removing gloves.

Personal Protective Equipment (PPE):

1. Gloves: mandatory for all clean up, utility style recommended (at no time should cuts or open sores be left exposed)
2. Rubber boots
3. Face shield/goggles: when splashing of contaminated water may occur
4. Work clothes

DISINFECTANT

Freshly prepare one of the following sanitizers and generously apply. Sanitizer may be applied with spray bottle, pump up pressure sprayer, cloth, sponge or mop. Allow surface to remain wet for 5 minutes (15 minutes when using bleach) then allow to air dry or wipe dry. Heavy soiled surfaces should be pre-cleaned.

- Ramsey Frequency 256 Disinfectant Cleaner 0.5 oz (1 Tablespoon) of product per gallon of water.
- EnvirOx H_2O Orange₂ Concentrate 117 - 10 ounces (1¼ cup) of product concentrate per gallon of water
- Household Bleach - 10% solution (1 to 10 dilution)
- Other registered EPA disinfectant prepared to manufacturer's specifications

Safe handling of disinfectants:

1. Wear PPE, gloves and goggles when working with cleaning products.
2. Read the label carefully before using a disinfectant.

3. Use disinfectant in well-ventilated areas and be aware of the handling precautions and first aid procedures.

Warning! Mixing bleach with other cleaning chemicals may result in the generation of heat and/or toxic gasses.

GENERAL SAFETY

4. Take care - wet surfaces can be very slippery.
5. Be aware of the potential for electrical shock.
6. Don't enter a flooded room if there is any chance that an electrical device or outlet has come in contact with the water, it might be carrying electrical current.
7. Operate electrical equipment only when plugged into a ground fault circuit interrupter or ground fault equipped outlet.
8. Rubber boots and gloves offer only very limited protection from electrical shock.
9. Do not use electrical extension cords where there is a possibility of standing water.
10. Do not turn on any appliances that have become wet until they have been thoroughly dried and checked for proper operation.
11. Do not eat, drink or smoke during cleanup.

CLEAN UP PROCEDURES

Use the following steps in all cleanup procedures:

1. Assure that the personal protection and general safety steps previously described have been taken.
2. Remove all water and gross contamination as soon as possible using various methods; dry all surfaces as much as possible. The wettest areas can be pumped, squeegeed or mopped to a floor drain. A wet/dry vacuum can be used to remove remaining water.
3. If the water is really deep and an electric sump pump or gasoline-powered pump may be an option. If a gas-powered pump is used, set it outside and run the intake hose in through door to avoid fumes.
4. All water incursion incidents that involve sewage, regardless of the extent will require cleaning of contaminated surfaces with an initial disinfectant contact time of at least 5 minutes. When using bleach, increase contact time to 15 minutes.
5. Thoroughly wash and disinfect walls several inches up from the level reached by water and over the entire floor.
6. Once surfaces are clean and sanitary, fans can be used to increase circulation and dry area.
7. Remove PPE with caution, making sure gloves are removed last.
8. Wash hands thoroughly with soap and warm water for 10 seconds after removing gloves.
9. Report a puncture wound or other injury occurring while performing cleanup, to your supervisor as soon as possible.

References:

Suggested Guidelines for Remediation of Damage from Sewage Backflow into Buildings,
U.S.EPA/Research Triangle Park Institute/IICRC

COUNTY OF VENTURA	2012	GENERAL
	EMPLOYEE HEALTH & SAFETY MANUAL	
Originating Agency: GSA	Last Issued Revised	Policy No. 1D
Policy: GSA	8/6/2012	LOCKOUT/TAGOUT PROGRAM FOR THE CONTROL OF HAZARDOUS ENERGY
Forms:	LOTO PERMIT LOTO PROCEDURES AUDIT LOTO SOP TEMPLATE	

I.0 POLICY

- 1.1 Introduction. The objective of the GSA Injury and Illness Prevention Program (IIPP) is to provide GSA employees with places and conditions of employment in which the risk of potential hazards is minimized. This Lockout /Tagout (LOTO) Program is an integral part of that effort. This LOTO Program applies practices and procedures during operations to disable machinery or equipment in order to prevent the release of potentially hazardous energy while maintenance, servicing, or other activities are being performed.
- 1.2. Controlling Regulations The legal requirements for developing, implementing, and maintaining this LOTO Program are found in Title 8 of the California Code of Regulations (T8 CCR) § 3314.
- 1.3 Policy Statement
1. All workers must be protected from injuries caused by the unexpected or incidental energizing or start up of machines or equipment, or release of stored energy during service, repair, maintenance, operation, and associated activities.
 2. This LOTO Program establishes minimum performance requirements for the control of such potentially hazardous conditions. This is to be done by locking out and tagging out energy isolating devices or otherwise disabling systems to prevent unexpected energizing, start-up or release of stored energy.
 3. Except as noted in the following section 4.c, the repairing and/or maintaining systems during normal on-going operations are also covered by this policy if:
 - a. A worker is required to remove or bypass a guard or other safety device; or
 - b. A worker is required to place any part of his or her body into or near an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.
 4. To the extent approved by GSA Management in written procedures, this policy does not apply to the following:
 - a. Minor tool changes and adjustments, and other minor servicing activities that take place during normal on-site operations, provided they are routine, repetitive, and integral to the use of the system as long as the work is done using prescribed alternative measures approved by GSA Management in written procedures for the subject job task.

- b. Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energizing or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the worker doing the work.
- c. Work on a system that cannot be shut down, provided that:
 - (1) Continuity of the service provided by the system is essential;
 - (2) Shutdown of the system will impair the continuity of the essential system; and
 - (3) Special equipment is provided and/or special protective procedures are documented and followed that will provide the affected worker/s the same level of protection that would be provided by a LOTO procedure.

1.4 Policy Deployment

- 1. This LOTO Program is the base guide by which all our employees are to meet GSA's commitment to occupational health and safety as expressed in the GSA IIPP. In those cases where this LOTO Program or its implementation conflicts with the GSA IIPP, any other County program pertinent to operations, or T8 CCR § 3314, the one that is more restrictive, as determined per GSA IIPP procedures, shall apply.
- 2. This LOTO Program is an addendum to the GSA IIPP, and should be read, understood, and implemented within that context. Except as otherwise detailed herein, this LOTO Program is to be managed, maintained, and continuously improved per the GSA IIPP.

2.0 DEFINITIONS

For purposes herein, unless the context otherwise requires, the following definitions shall apply:

"Affected Employees" means those employees whose assigned job tasks require them to do the following:

- 1. Operate or use a machine or equipment on which servicing or maintenance is being done,
- 2. Work in an area where servicing or maintenance is being done, or
- 3. Enter a space where LOTO devices and procedures are being used to prevent entry.

"Authorized Employee" means those employees authorized, qualified, and trained to perform LOTO procedures.

"Blockout" refers to a device that physically prevents the operation or dissipation of the energy from all stored energy devices that present a hazard, such as capacitors or pneumatic, hydraulic, spring-loaded, and like mechanisms (see Mass Isolating Device).

"Energy Isolating Device" refers to a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:

- 1. Manually operated electrical circuit breaker
- 2. Disconnect switch
- 3. Manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, also, no pole can be operated independently

4. Line valve
5. Block
6. Any other similar device used to block or isolate energy

Note: Push buttons, selector switches, and other control circuit type of devices **are not** acceptable as an Energy Isolating Device.

"Lockout" means the placement of a Lockout Device, which will result in effective isolation or securing of prime movers, machinery and equipment from mechanical, hydraulic, pneumatic, chemical, electrical, thermal, or other energy sources.

"Lockout Device" refers to a device that uses a positive means such as a lock to hold a mass energy-isolating device in a "safe" position and prevent the energizing of the machine/equipment.

"LOTO Kit" refers to tool box of LOTO supplies and contains, at least:

1. Lock hasp
2. Ten 5"x10" LOTO tags
3. Two F&M approved padlocks with only one key for each lock
4. Approved specialty locks/blocks to be signed out from GSA Supply

"Mass Isolating Device" refers to a mechanical device that physically prevents the transmission or release of a liquid, gas, powder, granule or other physical matter, including but not limited to line valve, blank flange, bolted slip blind, or a block.

"Primary Authorized Employee" is an Authorized Employee that, in a multi-lock LOTO situation, affixes his/her personal Lockout Device first to a multi-lock accepting device and removes same last at the end of a LOTO.

"Servicing and/or Maintenance" refers to activities such as constructing, installing, setting up, cleaning, adjusting, altering, inspecting, modifying, reconditioning, replacing, servicing, and maintenance. These also include lubrication, cleaning, painting, or unjamming of machines and making adjustments or tool changes. Any activity that may expose an employee to unexpected energization of machinery or accidental release of hazardous energy is included.

"Tagout" refers to the placement of a Tagout Device on an energy-isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the Tagout Device is officially removed.

"Tagout Device" means a conspicuous warning device such as a tag (also called a LOTO tag), which is securely fastened to a mass or energy-isolating device to indicate that they are being controlled and may not be operated until the Lockout Device is officially removed.

"Work Crew" means two or more Authorized Employees engaged as a team on a common job task under a single on-site supervisor who is a member of the team.

"Work Crew Supervisor" means an Authorized Employee that is vested with the responsibility for the members of a particular Work Crew performing work during a LOTO. The Work Crew Supervisor shall LOTO for the entire Work Crew as if the Work Crew was a single individual.

3.0 ROLES AND RESPONSIBILITIES

3.1. General This section expands and amplifies the roles and responsibilities contained in the GSA IIPP as they relate to this LOTO Program.

3.2 Management and Supervisory Personnel

1. Make certain that sufficient LOTO equipment (padlocks, tags, signs, chains, wedges, blocks, etc.) is made available to each Authorized Employee.
2. Only allow Authorized Employees to do jobs covered by this LOTO Program.
3. Create an inventory of machines, equipment, and the activities conducted on them, during which LOTO protection will be needed.
4. Create a library of specific, written LOTO procedures for each item in the inventory. See Standard Operating Procedures Lock out Tag Out template.
5. Ensure that employees likely to conduct hazardous servicing and maintenance jobs are adequately trained in the LOTO process and provided refresher training annually.
6. Conduct periodic audits to assure that LOTO procedures are being followed when needed. See LOTO Procedures Audit.
7. The list of Authorized Employees may include Maint. Engineers, Building Equipment Utility Workers, Heating/AC Mechanics, Plumbers, Electricians, Maint. Welders, Heavy Equipment Technicians, Recreation Services GSA Maint. Workers III, and Graphic Technicians.
8. Ensure that non-compliance of any provision this LOTO Program by any employee is managed per the disciplinary measures found in the GSA IIPP.

3.3 Authorized Employees

1. Attend initial and annual training on the subject when offered.
2. Be familiar with the hazardous conditions presented by different systems and the use of LOTO equipment along with the specific procedure/s to be used.
3. Obtain a properly issued LOTO Permit before doing any job task requiring LOTO. APPENDIX.
4. Use the prescribed LOTO procedure for the specific type of equipment and/or job task.
5. If doing work beyond one shift under a LOTO Permit, follow notification procedures.
6. Do not loan personal LOTO keys to anyone, nor duplicate them. *Each LOTO lock is to have only one key.*
7. Report a key loss to the supervisor promptly. *If the loss is discovered during an active LOTO Permit, stop work, secure the area around the allied LOTO lock, and promptly notify the area supervisory and/or the GSA Authorizing Supervisor who signed the LOTO Permit.*

3.4. All Other Employees

1. Be aware of this LOTO Program.
2. Comply with the restrictions set during a lockout procedure.

3. Do not try to start, energize, or use a machine that has been locked out.
4. Do not defeat the LOTO process.

4.0 GENERAL PROCEDURES – SINGLE WORKER

4.1 General This set of general LOTO procedures applies to all Authorized Employees working alone on any job task requiring LOTO.

4.2 Preparing for Shutdown

1. LOTO Permit.
2. F&M Authorized Employees. Obtain a verbal LOTO Permit Number by contacting F&M Dispatch and providing, at minimum, the work location, the start time and estimated stop time, and the LOTO procedure to be used.
3. Other Authorized Employees. Review and have LOTO Permit signed by the controlling GSA F&M Authorizing Supervisor.
4. Before turning off a machine, get to know the type and magnitude of the energy to be controlled and the method to control it.
5. Inform the operator and the supervisor of the condition of the apparatus.
6. Inform all employees likely to be affected by the apparatus shutdown or by being in the proximity that the apparatus is being shut down.
7. Inform the facility supervisor about the initial LOTO, expected repair, LOTO schedule, and the final removal of the LOTO.
8. If the LOTO is to continue past the current shift, request that the on-shift supervisor notify the next-shift supervisor of the on-going LOTO conditions.
9. If the LOTO is to go over 24-hrs, tell F&M Dispatch to add in "Pasdown" information.

4.3 Shutdown Process

1. Post a LOTO tag (i.e., Tagout Device) on the machine.
2. Turn off or shut down the apparatus per its normal procedures.
3. For stored energy sources (e.g., in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, water pressure etc.), dissipate or restrain the energy by methods such as grounding, repositioning, blocking, bleeding down, etc.
4. Switch off the power source of the apparatus and lock it out.

4.4 Use of LOTO Tags

1. Use a new LOTO tag for each job.
2. Describe the work being done on the LOTO tag.
3. Remove the LOTO tag only after all servicing/maintenance work is completed.
4. Only the Authorized Employee who posted the LOTO tag is to remove it.
5. Place the LOTO tag to clearly prohibit the transfer from "safe" or "off" position.
6. Do not use a LOTO tag in lieu of a Lockout Device unless the latter cannot be used and a written variance (with allied work procedures and training therein) has been obtained and approved by the F&M Facilities Engineer and Risk Management.
7. If the LOTO tag cannot be placed on the Lockout Device, post it at a conspicuous location as close as safely possible to the Lockout Device.

4.5 Use of Lockout Devices

1. Place mass and energy isolating devices such that they isolate the machine from the mass and energy sources.
2. Only an Authorized Employee will affix a Lockout Device.

4.6 Verification of Isolation

1. Ensure that no other person is exposed to the hazard when operation is started.
2. Verify that the lockout is working and effective by trying to operate the machine by normal methods ensuring that it does not start and that all energy sources have dissipated or been restrained/blocked. Use appropriate test equipment and/or visual inspection to verify that the stored energy sources have been effectively isolated. If it appears that stored energy could possibly re-accumulate to a hazardous level, include in the procedures a specification that covers the frequency that the lockout needs to be verified during the LOTO period.
3. Return the machine to neutral or off position.

4.7 Work Activity

Only after verification of isolation has been done may work on the apparatus start.

4.8 Release from LOTO

Only after verification of isolation has been done may work on the apparatus start.

4.9 LOTO Transfer

If work being done under a LOTO Permit is to pass to another Authorized Employee, the off-going Authorized Employee shall tell F&M Dispatch that the current LOTO Permit will be ended and that the on-coming Authorized Employee will start a new LOTO Permit without a time gap. F&M Dispatch will issue a new LOTO Permit number for the on-coming Authorized Employee. All LOTO devices affixed by the off-going Authorized Employee shall be removed and immediately replaced with like LOTO devices by the on-coming Authorized Employee. The on-coming Authorized Employee shall tell F&M Dispatch when this transfer took place, which is the stop time for the old LOTO Permit and the start time for the new LOTO Permit.

4.10 Removal of LOTO Devices Under Unusual Circumstances

1. To be done only after a knowledgeable Senior Manager has done the following:
 - a. Verified that the Authorized Employee who set the LOTO devices is not at the facility;
 - b. Made all reasonable efforts to contact the Authorized Employee to advise that the Lockout Device is to be removed; and
 - c. Ensures that the Authorized Employee will have this knowledge before s/he resumes work at that facility.
2. The Senior Manager may only remove the Lockout Device in the presence of another suitably trained Authorized Employee.
3. The removal of locks shall be by the use of a bolt cutter.

4. The Senior Manager will double check to ensure that the Lockout Device is safely removed and that the machine can be started or the space can be entered safely.
5. The Senior Manager shall document the removal and the reasons why it was not possible to wait for the Authorized Employee who applied the LOTO devices initially.
6. After removal of the LOTO devices, the Senior Manager shall notify all Affected Employees before placing the machine into service.

5.0 GENERAL PROCEDURES – TWO OR MORE WORKERS

5.1 Group LOTO When more than one worker (working alone or in a Work Crew) is to LOTO the same energy source(s) during the same time period as noted in the LOTO Permit, they shall use procedures that accord each worker the same level of protection as detailed in § 4, General Procedures – Single Worker. In these cases, a written LOTO Permit is to be generated using the attached “Lockout/Tagout (LOTO) Permit” form.

5.2 Multi-Locks

1. The Primary Authorized Employee identified in the LOTO Permit first applies a multi-lock accepting device to the energy-isolating device and appropriate LOTO tag.
2. The Primary Authorized Employee affixes his/her personal Lockout Device to the multi-lock accepting device first.
3. Each Authorized Employee then affixes his/her personal Lockout Device to the multi-lock accepting device.
4. Work can only begin once all of the Authorized Employees listed on the LOTO Permit have affixed their personal Lockout Device to the multi-lock accepting device.
5. Only the Authorized Employees listed on the LOTO Permit shall work on or come into contact with the subject machinery or equipment during LOTO.
6. Each Authorized Employee removes his/her personal Lockout Device to the multi-lock accepting device as the work is completed.
7. The Primary Authorized Employee shall be the last one in the group to remove his/her personal Lockout Device from the multi-lock accepting device per the general procedures for such removal as found in § IV.H and the LOTO procedures referenced in the LOTO Permit.

5.3 Crew Lock In certain incidences, it may be advisable for a Work Crew to be covered under a single Lockout Device referred to herein as a Crew Lock. In these incidences, all or a subset of the Authorized Employees listed on the LOTO Permit maybe members of a Work Crew. If the GSA Authorized Supervisor who signed the LOTO Permit finds it advisable for a Work Crew to operate under a Crew Lock, the following rules apply:

1. Designating the Primary Authorized Employee
 - b. If more than one Work Crew is listed on the LOTO Permit, the GSA Authorized Supervisor who signed the LOTO Permit shall be designated the Primary Authorized Employee.
 - c. If a single Work Crew and other Authorized Employees are listed on the LOTO Permit, the Work Crew supervisor shall be the Primary Authorized Employee.
 - d. If a single Work Crew and no others are listed on the LOTO Permit, the Work Crew supervisor shall be the Primary Authorized Employee.

2. Work Crew Supervisor. The designated Work Crew Supervisor, with full knowledge and permission of each member of the Work Crew, shall LOTO for the entire Work Crew as if the Work Crew was a single individual. It is the full responsibility of the Work Crew Supervisor to carry out all of the steps called for in the subject LOTO procedures and to inform each member of the Work Crew individually when it is safe to begin work on the subject system. The Work Crew Supervisor shall not remove the Crew Lock until the Work Crew Supervisor has personally verified that each member of the Work Crew is clear.

6.0 GENERAL PROCEDURES -- CONTRACTORS

Anytime that a contractor's work on County premises requires the application of LOTO procedures, the following shall apply to that part of the contractor's scope of work.

1. As part of the contractor's required site-specific IIPP, the County's contract administrator or Project Manager shall ensure that the contract requires the contractor's LOTO procedures to be used on County premises conform to the applicable CCR and/or this LOTO Program, whichever is more restrictive as they apply to the contemplated procedures.
2. The contractor shall be given a copy of this LOTO Program during pre-job contract activities.
3. The contractor shall be required to cooperate with the LOTO Permit by having their subject employees sign as AEs and comply with the conditions therein. Unless otherwise provided for in the contract between the parties, the contractor is to work within the meaning of Cal/OHSA's definition of a Multi-Employer work site, i.e., the contractor is fully responsible for the health and safety of its employees while working on County premises.
4. All contractor LOTO work on County premises under the control of GSA shall be per LOTO Permit signed by the controlling GSA Authorized Supervisor. Contractor LOTO work shall not be allowed without such LOTO Permit.

7.0 TRAINING

1. Each employee will be LOTO trained before being allowed to work under LOTO procedures.
2. Each training session attendee shall sign a sign-in sheet affirming their attendance.
3. All training will be recorded and the records maintained per the GSA IIPP.
4. New employees who may use or be affected by LOTO procedures will be trained during the LOTO training in the details of LOTO and their responsibilities in the LOTO process.
5. All Authorized Employees shall be re-trained in LOTO procedures at least annually.

8.0 RECORD KEEPING

Each Building Maintenance Office shall, at minimum, maintain the following records:

1. Updated list of all machines, equipment and processes that may require LOTO for their safe operation, repair, and maintenance.
2. Specific LOTO procedures for each machine/equipment.
3. Checklists and LOTO permits for the purpose of documentation.
4. Names of authorized employees and their supervisors.
5. Locations of LOTO kits and supplies.

6. Certification of periodic inspections and allied reports and forms.

9.0 INSPECTIONS

Inspections hereunder shall be as required in the GSA IIPP and as set forth in the following.

1. Periodic inspections (at least annually) must be conducted by an authorized inspector other than the one performing LOTO and energy control procedures. The inspector shall review the procedure with each Authorized Employee and their responsibilities during the procedure.
2. The Manager shall certify that the periodic inspections have been performed.
3. The certification shall contain at least the identification of the machine, equipment or space on which the LOTO procedures were performed, the inspection date, and the names of employees included in the inspection.

APPENDIX

LOCKOUT / TAGOUT (LOTO) PERMIT					
County Of Ventura / GSA / F&M			Permit No.:		
Work Location	Date	Time (24-hr clock)			
		Issued	Start	Stop	Expires
<p>LOTO procedure that this permit applies to:</p> <p> </p> <p> </p> <p> </p>					
Permit is issued to the following Authorized Employees (AE)					
<p>1. If a County employee is on the AE list, the Primary Authorized Employee (PAE) must be a County employee.</p> <p>2. If there is only one AE covered under this permit, that AE is the PAE.</p> <p>3. If one or more of the AEs listed are to be part of a Work Crew covered under a Crew Lock, identify each member of the Work Crew by a common letter (e.g., "A") and identify the designated Work Crew Supervisor by checking the "Work Crew Super" column. Otherwise write "NO" in the "Work Crew" column. Leave no blank "Work Crew" box next to a listed AE.</p> <p>4. If one or more Work Crews, the PAE is to be designated per § V.C of the LOTO Program.</p> <p>5. The F&M Facilities Engineer's approval is also required if a Work Crew is indicated or if the AE list includes both County employees and non-County employees.</p>					
	Work Crew	Work Crew Super	Print Name	Organization	Signature
PAE					
AE					
<p>6. By signature, the PAE is confirming that they are a PAE within the meaning of the County of Ventura GSA Lockout / Tagout Program as it applies to the LOTO procedure to which this permit applies.</p> <p>7. By signature, each AE is confirming that they are an AE within the meaning of the County of Ventura GSA Lockout / Tagout Program as it applies to the LOTO procedure to which this permit applies. This LOTO Permit is not complete until every AE listed has signed in the "Signature" box next to their name.</p> <p>8. Use back of this form if more room is needed.</p>					
GSA F&M Authorizing Supervisor					
Print Name			Signature		
F&M Facilities Engineer (see item 5 above)					
Print Name			Signature		

LOCKOUT / TAGOUT (LOTO) PERMIT

County Of Ventura / GSA / F&M

Permit No.: _____

Continuation of AE list

Page ____ **of** ____

	Work Crew	Work Crew Super	Print Name	Organization	Signature
AE					

Lock Out Tag / Out Procedures Audit

Date of Audit Inspection: _____ Person Performing Review: _____

Area, Equipment and Activity being audited: _____

Names of employees involved in the audited activity:

1 _____ 4 _____

2 _____ 5 _____

YES NO

		All participants were interviewed and understand LOTO procedures and their responsibilities. If no, state exceptions:
		The equipment and activity subject to the LOTO procedure has a written SOP. If no, state exceptions:
		All participants' training records indicate training in the LOTO procedures. If no, state exceptions:
		Call was placed to GSA F&M dispatch to obtain a verbal LOTO permit, location start time and estimated stop time for lock out.
		Locking devices were properly placed and utilized to ensure de-energization. If no, state exceptions:
		LOTO accident prevention signs/tags were used as required. If no, state exceptions:
		De-energization was effective as verified through testing with all employees clear during the audit. If no, state exceptions:
		Proper procedures for restoration of normal operations were followed. If no, state exceptions:

Recommended follow-up action: _____

Signature _____ Date _____

COUNTY OF VENTURA	2012 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA	Last Issued Revised	Policy No. 1E
Policy: GSA	8/6/2012	PERIODIC WORKPLACE INSPECTION POLICY
Forms: GSA Inspection Checklist – General Work Area / Office & Facility Self-Inspection Checklist		

POLICY

Regular workplace inspection, evaluation and correction of hazardous conditions and/or practices are a fundamental element of our Agency's Injury & Illness Prevention Program. These inspections are in addition to the everyday "walkabouts" or "continuous inspections" performed by employees and supervisors to check for obvious hazards.

1.0 Worksite inspections

1. High-risk work-areas (such as workshops or other work areas where potentially hazardous tasks are undertaken) shall be thoroughly inspected at least annually. A Facility Self-Inspection Checklist is provided. Departments however may choose to use other inspection formats and should include items unique to their facilities. (Facility Self-Inspection Checklist). This inspection emphasizes:
 - Review and updating of hazardous materials inventory/MSDS/storage
 - Review of LOTO procedures
 - Hazardous materials/waste management plans, safe work practices and employee training documentation
2. All other areas shall be inspected annually. (General Work Area and Office Checklist). This checklist can also be completed on-line at Target Solutions:
 - [Target Solutions](#) website
 - Under *Schedule* on the home page locate - *GSA Inspection Checklist - General Work Areas/Offices*
 - Complete workplace audit noting any deficiencies found and corrective actions taken or entering N/A, if no deficiencies were found
 - *Submit* as complete

2.0 Checklists

- Facility Self-Inspection Checklist
- GSA Inspection Checklist – General Work Areas/Offices

3.0 Corrective Action

Hazards discovered as a result of a scheduled periodic inspection must be corrected by the supervisor in control of the work area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Checklist with corrective action completed and/or correct target date identified must be signed by area supervisor and a copy is to be sent to the GSA HR/Safety #1060.

4.0 Reference

Cal/OSHA Title 6 § 3203

PERIODIC WORKPLACE INSPECTION POLICY 1E

Facility Self-Inspection Checklist

Facility location: _____ **Conducted by:** _____
Area(s) inspected: _____ **Date:** _____

Indicate: **Yes No N/A**

1. Safe and Orderly Operating Conditions - All Buildings

- _____ 1.1 Are all areas clean and orderly?
- _____ 1.2 There are no tripping hazards, grease/oils, protruding objects, or miscellaneous debris?
- _____ 1.3 Are emergency exits correctly marked, visible, accessible, a minimum width of 28 inches?
- _____ 1.4 Is unused equipment kept in a safe and orderly manner?
- _____ 1.5 Does the noise level permit normal, working conversation and safe communication?
- _____ 1.6 Is there sufficient lighting?
- _____ 1.7 Are warning and hazard signs posted where they are required?
- _____ 1.8 Are doors that are not exits but could be mistaken for exits clearly marked "NOT AN EXIT"?
- _____ 1.9 In elevated area(s), are the load limits for stored items clearly marked?
- _____ 1.10 Are open pits, tank ditches, etc, covered or provided with standard guard rail protection?
- _____ 1.11 Are unguarded holes or openings in floors properly covered?
- _____ 1.12 Do elevated platforms and working areas have standards rails? toe boards?
- _____ 1.13 Are fixed industrial stairs in good repair?
- _____ 1.14 Are eye wash facilities and a quick drench shower within the work areas where employees are exposed to injurious corrosive materials?
- _____ 1.15 Are supervisors documenting that they flush essential eye-wash stations monthly?
- _____ 1.16 Are emergency showers working?
- _____ 1.17 Is first aid kit available and easily accessible? Cabinet and contents clean & orderly?

2. Employer Postings - All Buildings

- _____ 2.1 Is the Cal/OSHA Poster "Safety and Health Protection on the Job" displayed in prominent location?
- _____ 2.2 Is the "Summary of Occupational Injuries and Illnesses" posted February through April?
- _____ 2.3 Are the Notice of Unemployment & Disability Insurance and Compensation Carrier posters displayed?
- _____ 2.4 Is the Discrimination in Employment, Americans with Disabilities Act, Voting Time Off, Fair Employment Practices, Notice of Pay Day, State Minimum Wage, Harassment or Discrimination in Employment posters displayed?

3. Fire Safety - All Buildings

- _____ 3.1 Are fire extinguishers clearly accessible; are their seals intact; are they properly mounted to wall panels; are current inspection tags attached?
- _____ 3.2 Is the correct number of fire extinguishers required for the facility provided and are they suitably located in the building?

- ___ 3.3 Are appropriate fire extinguishers mounted within 75 ' of outside areas containing flammable liquids, and within 10' of any inside storage area for such materials?
- ___ 3.4 Are backs of inspection tags initialed and dated by parties responsible for monthly checks?
- ___ 3.5 Is there an 18" minimum clearance below all fire sprinklers; are sprinklers clear of interference by stored materials (boxes and so forth) sprinkler heads free from damage?
- ___ 3.6 Is the presence of combustible material minimized?
Are flammable and combustible liquids kept closed, properly labeled & stored? flammable cabinet provided?
- ___ 3.7
- ___ 3.8 Are exits properly marked? Exit lights provided, including directional indicators where required? illuminated by a reliable light source?
- ___ 3.9 Are exit-access corridors free of storage?
- ___ 3.10 Are emergency evacuation maps clearly displayed?
- ___ 3.11 Your department's/division's emergency supply kit is available? Inventory contains recommended emergency supplies?

4. Earthquake Safety- All Buildings

- ___ 4.1 Are all heavy objects below 5 feet; all shelves below 7'6"?
- ___ 4.2 Are furniture and equipment that could tip and block an exit properly anchored?
- ___ 4.3 Are stored materials stacked securely to prevent tipping, scattering, tripping?
- ___ 4.4 Are heavy workbenches anchored?
- ___ 4.5 Are shelf units bolted to wall/floor/desk; not ceiling high?
- ___ 4.6 Are wheels on large machines properly blocked?
- ___ 4.7 Are machine shop fixed equipment/electronic racks anchored?

5. Electrical Safety - All Buildings

- ___ 5.1 Extension cords; not used in place of permanent wiring; not run through walls; ceiling, doors; equipped with proper plugs; three-conductor cable used; no damaged or taped cords; not daisy-chained?
- ___ 5.2 Are power cords in good condition; no fraying; ground pin in place; necessary strain-relief measures taken?
- ___ 5.3 Are portable electrical tools and equipment grounded or of the double insulated type?
- ___ 5.4 Are electrical appliances such as vacuum cleaners, polishers, vending machines grounded?
- ___ 5.5 Is access to electrical panels clear and not obstructed (36" minimum)?
- ___ 5.6 Is access to switches and circuit breakers clear and not obstructed?
- ___ 5.7 Are electrical receptacles located within 6 feet of sinks and all outdoor receptacles GFCIs?
Do Ground-Fault Circuit Interrupters (GFCIs) pass first test using push buttons in the outlet receptacles?
- ___ 5.8 In wet or damp locations, are electrical tools and equipment appropriate for use or otherwise protected?
- ___ 5.9
- ___ 5.10 Are there protective covers in place over switches, junction boxes, raceways, fittings and so forth?
- ___ 5.11 Are power cabinets and breakers properly labeled?
- ___ 5.12 Are all energized parts (for example, power panels, junction boxes, switch equipment) guarded to prevent accidental contact?
- ___ 5.13 Are electrical panel directories in place and accurate?
- ___ 5.14 Are all unused openings (including conduit knockouts) in electrical enclosure & fitting closed with appropriate covers, plugs or plates?

- 5.15 Are doors or gate to vaults, equipment rooms and similar enclosures kept locked?
- 5.16 Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
- 5.17 Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls) determined before digging, drilling or similar work is begun?

6. Electrical

- 6.1 Are your workplace electricians familiar with the Cal/OHSA Electrical Safety Orders?
- 6.2 Do you specify compliance with Cal/OSHA for all contract electrical work?
- 6.3 Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
- 6.4 Are employees instructed to make preliminary inspections and/or appropriate test to determine what conditions exist before starting work on electrical equipment or lines?
Are employees who regularly work on or around energized electrical equipment or lines instructed in CPR?
- 6.5 Are employees prohibited from working alone on energized lines or equipment over 600 volts?
- 6.6 Are all switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating).
- 6.7 Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?
- 6.8 Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probably injury from inadvertent starting?

7. Lockout Blockout

- 7.1 Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing or setting up operations, whenever required?
- 7.2 Are all equipment control valves handles provided with a means for locking-out?
- 7.3 Is library maintained of current specific written LOTO procedures for all equipment and/or machine requiring LOTO protection?
- 7.4 Are audits conducted annually for all "Authorized LOTO" employees consisting of a physical demonstration of authorized employees performing work under LOTO procedures?

8. Power Tools and Equipment

- 8.1 Are grinders, saws and similar equipment provided with appropriate safety guards? Bench grinders: 1/8" tool rest, 1/4" tongue guard?
- 8.2 Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- 8.3 Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- 8.4 Are bench and pedestal grinders permanently mounted?
- 8.5 Is cleanliness maintained around grinders?
- 8.6 Are rotating or moving parts of equipment guarded to prevent physical contact?
Are cord-connected, electrical operated tool/equipment effectively grounded or approved double insulated?
- 8.7 Are cord-connected, electrical operated tool/equipment effectively grounded or approved double insulated?
- 8.8 Do all compressed air vessels have a current operating permit issued by DOSH?
- 8.9 Are pneumatic & hydraulic hoses on power operated tools checked regularly for deterioration

or damage?

- 8.10 Are portable fans provided with full guards or screens having openings 1/2 " or less?
- 8.11 Is appropriate PPE used while using power tools/equipment which might produce flying material or be subject to breakage?
Are employees who operate powder-actuated tools trained in use and carry a valid operator's card?
- 8.12
- 8.13 Is each powder-actuated tool stored in its own locked container when not being used?
- 8.14 Is a sign at least 7"x10" with bold face type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
- 8.15 Are powder-actuated tools left unloaded until they are actually ready to be used?
- 8.16 Do powdered-actuated tool operators have and use appropriate PPE such as safety goggles, safety shoes and ear protection?
- 8.17 Is hoisting equipment available and used for lifting heavy objects, and are hoist rating and characteristics appropriate for the task?

9. Hand Tools and Equipment

- 9.1 Are tools and equipment in workplace in good condition?
- 9.2 Are broken or fractured handles on hammers and similar equipment replaced promptly?
- 9.3 Are employees aware of the hazards caused by faulty or improperly used hand tools?
- 9.4 Is appropriate PPE used while using hand tools or equipment which might produce flying material or be subject to breakage?
- 9.5 Are jacks checked periodically to sure they are in good operating condition?
- 9.6 Are appropriate handles used on files
- 9.7 Are tool handles wedged tightly in the head of all tools?
- 9.8 Are hand tools such as chisels, punches, etc. which develop mushroomed heads during use, reconditioned/replaced as necessary?
- 9.9 Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- 9.10 Are worn or bent wrenches replaced regularly?

10. Portable Ladders

- 10.1 Are all ladders maintained in good condition, joints between step and side rails right, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?
Stored correctly?
- 10.2 Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- 10.3 Faulty or defective ladders are immediately tagged and removed from service?
- 10.4 Are non-slip safety feet provided on each ladder?
- 10.5 Are ladder rungs and steps free of grease and oil?
- 10.6 Are portable metal ladders legibly marked "Caution - Do Not Use Around Electrical Equipment" or equivalent wording?

11. Chemical Storage

- 11.1 Are employees trained in safe handling practices of hazardous chemicals in their work area in accordance with GSA Hazard Communication Program?
- 11.2 Are cabinets and containers properly labeled?

- 11.3 Are there separate disposal areas or containers for rags, glass, trash and so forth?
- 11.4 Are bottles, cans, flasks and so forth, properly labeled with contents and date?
- 11.5 Are flammables, stored in the appropriate cabinet?
- 11.6 Are all flammable liquids kept in closed containers when not in use?
- 11.7 Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- 11.8 Are acids & bases stored apart from each other?
- 11.9 Are spill-containment materials readily available?
- 11.10 Are Safety Data Sheets (SDSs) / Material Safety Data Sheets (MSDS) available for all hazardous substances present? Chemical inventory list current? Stored in yellow SDS binders? Copy of GSA Hazard Communication Program contained in SDS/HazCom binder? Copies of SDS for all new chemicals forwarded to Safety Officer?
- 11.11 Are all containers i.e. vats, storage tanks, pot feeders labeled as to their contents e.g. "CAUSTICS"?
- 11.12 Are good housekeeping practices enforced?
- 11.13 Is general exhaust ventilation system (natural or mechanically induced fresh air movement) used to control dust, vapors, fumes, solvents which may be generated in the work place?

12. Identification Of Piping Systems

- 12.1 When non-potable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?
- 12.2 When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?
- 12.3 When pipes are identified by color painting, color bands, or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve, or connection/are all visible ports of the line so identified?
- 12.4 When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?
- 12.5 When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?
- 12.6 When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the systems?

13. Personal Protective Equipment

- 13.1 Are supervisors assessing the workplace to determine if hazards that require the use of PPE are present or are likely to be present?
- 13.2 Have employees been trained on PPE procedures; what PPE is necessary for a job task, when they need it, and how to properly adjust it?
- 13.3 Are employees who need corrective lenses and their task requires use of eye protection, wearing approved safety glasses or protective goggles?
- 13.4 Where special equipment/PPE is needed for electrical workers, is it available?
- 13.5 Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored warning vests?
- 13.6 Is hearing protection provided in areas where sound levels exceeds the OSHA noise level standard? Are these areas posted?

14. Hazardous Waste

- _____ 14.1 Is a Waste Accumulation Area designated?
- _____ 14.2 Are appropriate disposal cans available, properly labeled with contents and date, and clearly marked "Hazardous Waste"?
- _____ 14.3 Are "Accumulation Start" date and content information provided on containers?
- _____ 14.4 Are containers closed except when being filled or emptied?
- _____ 14.5 Is there separate secondary containment for incompatible materials?
- _____ 14.6 Are there separate containers for solvents, solids wastes, and oil and coolant wastes?
- _____ 14.7 Is Hazardous Emergency Response Service Information posted?
Hazardous Material Business Plan & Hazardous Materials Inventory current? Annual employee training provided?
- _____ 14.8

15. Welding, Cutting & Brazing

- _____ 15.1 Is a check made for adequate ventilation where welding or cutting is performed?
- _____ 15.2 Are welders and other workers nearby provided with flash shields during welding operations?
- _____ 15.3 Hot Work Permits available and issued when required?
- _____ 15.4 Are employees exposed to the hazards created by welding, cutting or brazing operations protected with PPE & clothing
- _____ 15.5 Is it required that eye protection helmets, had shield & goggles meet appropriate standards?
- _____ 15.6 Is suitable fire extinguishing equipment available for immediate use?
When welding is done on metal walls, are precautions taken to protect combustibles on the other side?
- _____ 15.7
- _____ 15.8 Are firewatchers assigned when welding/cutting is performed, in location where fire might develop?
- _____ 15.9 When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?
- _____ 15.10 Do means for connecting cables lengths have adequate insulation?
Are work and electrode lead cables frequently inspected for wear and damage & replaced when needed?
- _____ 15.11
- _____ 15.12 Is the welder forbidden to coil or loop welding electrode cable around his body?
- _____ 15.13 Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas & air hose?
- _____ 15.14 Are electrodes removed from the holders when not in use?
Is grounding of machine frame & safety ground connections for portable machines checked periodically?
- _____ 15.15
- _____ 15.16 Are combustible floors protected by fire-resistant shields, covered by damp sand are kept wet?
- _____ 15.17 Is it required that electric power to the welder be shut off when no one is in attendance?
- _____ 15.18 Are signs reading: DANGER NO-SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent posted?

16. Compressed Gases

- _____ 16.1 Are cylinder bottles properly restrained; caps in place when not in use; tags attached showing full, empty, or in use?
- _____ 16.2 Are cylinders clearly marked as to contents?
- _____ 16.3 Are fuel gas and oxygen cylinders separated by distance, and fire-resistant barriers while in storage?
- _____ 16.4 Are compress gas cylinder stored in an area protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?

- _____ 16.5 Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?
- _____ 16.7 Are compressed gas cylinder regularly examined for obvious signs of defects, deep rusting or leakage?

17. Compressors & Compressed Air

- _____ 17.1 Are safety devices on compressed air systems checked frequently?
- _____ 17.2 If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?
- _____ 17.3 Are compressors equipped with pressure relief valves, and pressure gauges?
- _____ 17.4 Are air filters installed on the compressor intake?
- _____ 17.5 Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system lock-out?
- _____ 17.6 Are signs posted to warn of the automatic starting feature of the compressors?
- _____ 17.7 Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?
- _____ 17.8 Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?
- _____ 17.9 When compressed air is used to inflate auto tires: a clip-on chuck with a minimum 24-inch length hose to an in-line foot or hand valve and gauge or an in-line regulator (factory preset at 40 psi maximum) or an equivalent restraining device is used?
- _____ 17.10 Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?
- _____ 17.11 Before any repair work is done are the pressure bled off and the system locked-out?

18. Hoist & Auxiliary Equipment

- _____ 18.1 Are hooks with safety latches or other arrangements used when hoisting material so that slings or load attachments won't accidentally slip off the hoist hooks?
- _____ 18.2 Is the overhead electric hoist equipped with a limit device to stop the hook travel at its highest or lowest point of safe travel?
- _____ 18.3 Will each hoist automatically stop and hold any load up to 125% of its rated load, if its actuating force is removed?
- _____ 18.4 Is the rated load of each hoist legibly marked and visible to the operator?
- _____ 18.5 Is each cage-controlled hoist equipped with an effective warning device?
- _____ 18.6 Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave grooves?
- _____ 18.7 Are nip points or contact points between hoist ropes and sheaves which are permanently located within 7" of the floor, ground or working platform, guarded?
- _____ 18.8 Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times?
- _____ 18.9 Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?
- _____ 18.10 Are the controls of hoist plainly marked to indicate the direction of travel or motion?
- _____ 18.11 Is the operator instructed to avoid carrying loads over people?
- _____ 18.12 Are all sling or cable is good condition without frays, labeled with load capacity rating?
- _____ 18.13 Before repair work is done is equipment Locked-out?

_____ 18.14 Are only employees who have been trained in the proper use of hoist allowed to operate them?

19. General Safety

- _____ 19.1 Safe Operating Procedures available and current for plant, machinery, equipment and tasks (including LOTO procedures)?
- _____ 19.2 Training in both general and specific safe work practices provided?
- _____ 19.3 Are safety meeting and training records maintained?
- _____ 19.4 Are employees encouraged to participation in health and safety matters?
- _____ 19.5 Are employee disciplined for willful violations or disregard of safe work practices?
- _____ 19.6 Are all accident investigated by the supervisor after the accident have occurred? Copies forwarded to Safety Officer?
- _____ 19.7 Is documentation of workplace safety inspections and corrections maintained?
- _____ 19.8 Are employees potentially exposed to infectious agents aware of specific workplace practices to follow when appropriate? (using PPE, handwashing, handling sharp instruments, disposal of contaminated materials, safe trash disposal practices & medical sharps/needles)?

20. Inspection Items Unique to Facility

- 20.1 _____
- 20.2 _____
- 20.3 _____
- 20.4 _____
- 20.5 _____

Note: these checklists are by no means all-inclusive. You should add items that apply to your facility

List Inspection Items That Need Correction

Facility: _____

Inspection No.	Corrective Action Needed	Date Corrected
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

All above deficiencies are corrected except as noted: (Include targeted corrective action completion date)

Name

Date

PERIODIC WORKPLACE INSPECTION POLICY 1E

Form: Inspection Checklist for General Work Areas and Offices

Department: _____ Inspected by: _____
 Area(s) _____
 inspected: _____ Date: _____

*Note deficiencies, corrective actions required, and verification of corrections on page (2).

(California Code of Regulations, Title 8, General Safety Orders specific section noted)

Y	N	N/A	1.0	General Office Work Areas
			1.1	Is the OSHA poster displayed in the building & accessible to all?
			1.2	Are office work sites clean and orderly? (§3362)
			1.3	Are tops of file drawers and office overhead laterals maintained free of supplies, heavy objects or unstable material? Are all heavy objects below 5 feet? (§3203)
			1.4	Are stairways, aisles, electrical equipment, fire extinguishers, and all other emergency equipment clear and unobstructed? (§3272)
			1.5	Are furniture and equipment that could tip and block an exit properly anchored? (§3203)
			1.6	Are all work areas adequately illuminated? Are burnt out lights reported promptly? (§3317)
			1.7	Are combustible scrap, debris and waste stored safely and removed promptly from the work area? (§3221 & 5177)
			1.8	Are floor surfaces kept dry or are appropriate means taken to ensure the surfaces are slip-resistant? (§3272)
			1.9	Are extension cords, phone cords, hoses, etc. prevented from crossing aisles or traffic paths, or properly guarded to prevent a trip hazard? (§3273)
			1.10	Are broken, defective or otherwise dangerous equipment and furniture reported to supervisor, labeled and removed from work area? (§3203)
			1.11	Have computer workstation been ergonomically evaluated for all employees who spend 4 or more hours at a computer each day?
Y	N	N/A	2.0	Exiting or Egress
			2.1	Are all exits kept free of obstructions? (§3227)
			2.2	Are aisles and passageways kept reasonably clear and in good repair?(§3272)
Y	N	N/A	3.0	Electrical Safety

Y	N	N/A	3.0	Electrical Safety (cont.)
			3.1	Are work surfaces near electrical equipment kept dry?
			3.2	Are all office machine grounded with either a three-prong plug or double insulated? (§2395)
			3.3	Is electrical equipment with frayed or otherwise deteriorated insulation immediately reported to supervisor? (§3203)
Y	N	N/A	4.0	Building Emergency Plan
			4.1	Is there a written Building Emergency Plan? (§3220)
			4.2	Have emergency evacuation procedures been communicated to all employees and routes posted? (§3220)
Y	N	N/A	5.0	Fire Prevention
			5.1	Is equipment plugged directly into outlet strip to avoid overloading circuits? (§3221)
			5.2	Do you know where the fire alarm pull boxes are located? Are they clearly identifiable and unobstructed? (§3221)
			5.3	Are all extinguishers serviced, in their designated places, free from obstructions or blockage, maintained and tagged at intervals not to exceed one year? (§6151)

Deficiencies Noted and Corrective Actions Required (If unsafe condition or equipment was not corrected immediately, indicate measures taken in the interim to mitigate hazard)

Deficiency	Corrective Action(s) Required

Verification of Correction of Deficiencies All above deficiencies are corrected except as noted: (Include targeted corrective action completion date)

Signature _____ Location _____ Date _____

COUNTY OF VENTURA	2012 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA	Last Issued Revised	Policy No. 1F
Policy: GSA	8/6/2012	RESPIRATORY PROTECTION PROGRAM
Forms: Periodic Respirator Program Evaluation		

POLICY

The General Services Respiratory Protection Program (RPP) sets forth the policies and procedures implementing the Cal/OSHA Respirator Standard [8 CCR §5144] at this facility. Management is responsible for ensuring the RPP has an approved appropriate budget to meet the RPP needs of the agency/department. Duties of management include implementing the RPP per this policy with guidance from the Program Administrators.

1.0 Qualified Respirator Program Administrator

Fleet Customer Service Supervisor and the Senior Body/Paint Shop Mechanic are designated as the Qualified Respirator Program Administrators. Our administrators' duties are to oversee the respiratory program and make sure it is carried out at the workplace. The administrators will also evaluate the program regularly to make sure procedures are followed, respirator use is monitored and respirators continue to provide adequate protection when job conditions change.

2.0 Respiratory Hazards and Respirator Selection

General Service Agency has selected the following respiratory protection devices for Fleet Services:

- 2.1 Supplied Air One Man Full Head Hood System: To be used inside spray booth for spray paint operations
- 2.2 Disposable Particulate Respirator: To be used for work operations producing only minor nuisance dust levels
- 2.3 Routine Operations and Chemical/Substances

Work Area Operation	Chemical/Substance	PEL/STEL	Supplied Air Respirator
Paint Booth & Paint & Body Shop	Solvent Based Formulations: <i>presently being phasing out</i> Primers, Enamel, Sealers, Binders, Basemakers	Refer to specific MSDS	Ambient

Paint Booth & Paint & Body Shop	Clear & Urethane Hardener Solvent- based <i>presently no water- based alternative is available</i>	Refer to specific MSDS	Ambient
Paint Booth & Paint & Body Shop	Water-Based Formulations Chromate, Lacquer Thinners and Solvent, Activators, Reducers	MSDS Binder & RPP is Maintained in Shop	Ambient

3.0 Medical Evaluations

All employees who are assigned to wear respirators (except for employees who voluntarily use filtering dust masks) shall receive medical evaluation initially upon assignment of the respiratory protection device and annually thereafter or as directed by the Health Care Agency – Employee Health Services (HCA - EHS), physician or other licensed health care professional (PLHCP). Medical evaluations shall be conducted using the following procedures:

- 3.1 Employees will complete a *Respirator Medical Evaluation Questionnaire*. If help is needed, HCA-EHS will be available to assist in completing form.
- 3.2 Employees will schedule appointment with EHS for examinations 654-3813. Completed medical questionnaires are to be brought to appointment.
- 3.3 Periodic medical evaluations will be based on EHS or PLHCP's recommendation or whenever an employee answers any questions 1 through 8 in Section 2 Part A of the *Respirator Medical Evaluation Questionnaire* positively.
- 3.4 "Blue Cards" will be issued by EHS to employees who have a current medical certification and respirator training. "Blue Cards" are active for one year from signature date on the card. The use of respiratory protection is authorized only with the possession of an active medical clearance "Blue Card"

4.0 Fit-Testing

Employees who are assigned to wear loose-fitting positive pressure supplied air hoods are not required to be fit-tested.

5.0 Training

Employees who are assigned to wear respirators shall be provided annual training. This training shall include the following elements:

- Why the respirator is necessary and how improper, usage or maintenance can compromise the protective effect of the respirator;
- The limitations and capabilities of each respirator used;
- How to inspect, don and remove;
- The procedures for maintenance and storage of the respirator;
- Components of the respirator to be used;
- Air supply source and system;
- Recognition of medical signs and symptoms that may limit or prevent the effective use of respirators;
- The general requirements of our department's program and the standard.

This training will be repeated at least annually and will be documented.

Supplemental training will be provided as necessary based on the following factors:

- Changes in the workplace or a new type of respirator;
- Demonstrated inadequacies in an employee's knowledge or use of the respirator; or
- Any other situation in which retraining appears necessary to ensure safe respirator use.

6.0 Cleaning, Storage and Maintenance of Respirators

6.1 Individually Assigned Respirators

GSA will provide supplies and parts necessary to assure proper sanitation and maintenance of any respirator assigned to an individual employee. Employees shall keep their respirators clean and disinfected at all times. Each respirator must be inspected before each use and during cleaning for proper functioning of all parts and components.

6.2 Replacement of Damaged Respirators

Any worn or damage respirator component must be reported to supervisor, discarded and replaced with a new one. Failure to do so may adversely affect respirator performance and may result in sickness or death.

6.3 Storage of Respirators

All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation.

Air Quality for Air Line Devices

Compressor Systems used to supply breathing air to respirators are constructed and situated as to:

- Prevent entry of contaminated air into the air-supply systems and guarantee clean, breathable, grade D air.

- Minimize moisture content so that the dew point at 1 atmosphere pressure is 10 deg. F (-5.56 deg. C) below the ambient temperature.
- Have suitable in-line air-purifying sorbent beds and filters to further ensure that the quality of breathing air is maintained by following the manufacturer's instructions.
- Have intake filter and exhaust filter changed every 90 to 100 running hours or if pressure drops below recommendations.
- Breathing air couplings are incompatible with outlets for non-respirable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing air lines.
- Provide a means to assure that carbon monoxide levels in the breathing air do not exceed 10 ppm.
- Are not run without breathing air-line and mask attached causing pump to overheat and shut off.
- Only used with grounded electrical receptacles and connections.

Before start up:

- Unscrew aluminum cup on exhaust filter assembly and check exhaust filter is firmly seated in place, replace cup and tighten firmly.
- Check intake filter is secured to pump housing
- Check pressure gauge for a minimum 9.0 PSA while air is flowing into supplied-air respirator. Pressure relieve valve is factory set to deliver more that the minimum OSHA required 6 CFM.

7.0 Voluntary Respirator Use

Filtering Masks

Employees who use disposable filtering masks in situations that do not otherwise require the use of a respirator are not covered by this program.

8.0 Providing Respirators and Medical Evaluations at No Cost to the Employee

Employees shall be provided respirators, medical evaluations and other requirements of the respirator standard at no cost to them.

9.0 Periodic Program Evaluation

Periodic evaluation of the respirator program will be conducted. The evaluation shall be conducted by the Respirator Program Administrator(s) and shall consist of:

- A review of the written respiratory protection program to assure that it is up-to-date, effective and is being properly implemented;
- Observation to ensure that employees are using the respirators properly;
- Consultation with an employee representative to assess the employees' views on program effectiveness and to identify any problems;
- Requiring proper respirator use under the workplace conditions the employee encounters; and
- Proper respirator maintenance.

10.0 Record Keeping

Any problems that are identified during this assessment shall be corrected.

A *Periodic Respirator Program Evaluation* shall be used to document the periodic evaluation of the respirator program (APPENDIX).

Records shall be maintained for at least three years thereafter, of compliance with the elements of the standard including medical evaluations, training, periodic evaluation of the respirator program and the program itself.

GRADE D BREATHING AIR SPECIFICATIONS

Compressed breathing air must meet the following specifications for Grade D

air (ANSI/CGA G-7.1'97):

- Oxygen (volume/volume) within 19.5-23.5%
- Hydrocarbon (condensed): no more than 5 milligrams per cubic meter of air
- Carbon **monoxide** (CO): no more than 10 parts per million (ppm)
- Carbon **dioxide** (CO₂): no more than 1,000 ppm
- No noticeable odor

RESPIRATORY PROTECTION PROGRAM POLICY 1F

PERIODIC RESPIRATOR PROGRAM EVALUATION

Person(s) Performing Evaluation: _____ Title: _____

Date of This Evaluation: _____ Date of Last Evaluation: _____

1.0 Review of Written Program

1.1 Is written program up-to-date?

Yes No If no, what changes are needed?

1.2 Have there been any changes in respirator use or exposure conditions since the last review?

Yes No If yes, summarize the changes:

1.3 Are all personnel responsible for the respirator program properly listed?

Yes No If no, what changes should be made?

2.0 Observation of Respirator-using Employees

2.1 Have all employees currently required to use respirators received current medical clearance, and training (i.e. current "Blue Cards")?

Yes No If no, what problems need to be corrected?

2.2 When asked, are employees satisfied and comfortable with respirator use and the employer's program?

Yes No If no, what problems need to be corrected?

2.3 Are respirators in use appropriate for exposure conditions and required work?

Yes No If no, what problems should be corrected?

2.4 Are respirators maintained in clean and sanitary condition

Yes No If no, what problems should be corrected?

2.5 Are respirators visually examined prior to each use for rips and tears & any worn or damage component replaced?'

Yes No If no, what problems should be corrected?

3.0 Air-Line Respirators

3.1 Are air-supply lines and hoses, including attachment and end fittings examined for integrity?

Yes No If no, what problems should be corrected?

3.2 Are all regulators or flow regulators (e.g. valves) examined for proper operation and condition?

Yes No If no, what problems should be corrected?

3.3 Are air-supply lines and hoses, including quick disconnections on end fittings, as specified by the approval label or manufacturer's instructions?

Yes No If no, what problems should be corrected?

3.4 Are proper air-supply line, hose length, and pressure settings in accordance with approval label or manufacturer's instructions?

Yes No If no, what problems should be corrected?

3.5 Does air quality meet Grade D breathing air criteria?

Yes No If no, what problems should be corrected?

3.6 Are hoods examined for rips and tears and seam integrity?

Yes No If no, what problems should be corrected?

3.7 The protective face shield examined for cracks, breaks, or impairment of vision?

Yes No If no, what problems should be corrected?

4.0 Documentation Review

4.1 Are training records available for all users within the past 12 months?

Yes No If no, what problems should be corrected?

4.2 Are copies of current medical clearance documents available for all employees who use respirators?

Yes No If no, what problems should be corrected?

4.3 Are all employees currently using respirator identified? Yes No

Fleet Services Body Shop employees using Respirators: County of Ventura Respiratory Medical Clearance and Fit Test verified

_____ Yes No Expiration Date: _____

_____ Yes No Expiration Date: _____

_____ Yes No Expiration Date: _____

Comments:

Signed: _____ Date: _____

COUNTY OF VENTURA	2012 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA	Last Issued Revised	Policy No. 1 G
Policy: GSA	8/6/2012	ASBESTOS OPERATIONS AND MAINTENANCE PROGRAM
Forms: N/A		VANGUARD BUILDING

1.0 INTRODUCTION

The General Service Agency (GSA) maintains an Asbestos Operations and Maintenance Program. The purpose of the Asbestos Operations and Maintenance Program is to safely and effectively manage asbestos-containing materials (ACM) in County buildings so as to minimize human exposure to asbestos fibers. This is accomplished by:

1. Maintaining in-place ACM in good condition by preventing its disturbance or damage
2. Monitoring the condition of in-place ACM
3. Ensuring proper abatement of ACM in poor condition or cleanup of asbestos fibers previously released
4. Restricting access to areas with ACM in poor condition until proper abatement work can be done.

In accordance with the Asbestos Operations and Maintenance Program (O & M Program), items 3 and 4 are to be handled by Risk Management, Health, Safety and Loss Prevention (HSLP) through consultants and abatement contractors. Items 1 and 2 on the other hand, must be implemented through specific work practices and procedures by trained personnel during building cleaning, maintenance, renovation, and general activities that may involve ACM.

This document provides basic guidance on how to effectively achieve the objectives of items 1 and 2. It elaborates general O&M work practices and procedures as they apply to custodial staff, maintenance staff (trades, communications, etc.), and professional staff (project engineers, program managers, contract administrators, etc.). It also provides general procedures to use in reporting ACM-related problems.

This program is given with the following understanding. First, employees are to contact their immediate supervisor before executing any of the procedures noted herein. Secondly, the program presented herein is general and basic, and there may be more

specific O&M procedures for the area where work is being contemplated. Again, employees should seek immediate supervisor's advice about such matters.

2.0 REPORTING PROBLEMS

It is important to realize that *intact, undisturbed asbestos-containing materials (ACM) do not pose any unusual health risk; they do become hazardous when damaged, disturbed, or deteriorated thereby releasing fibers into building air.* It is thus critical that everyone working in County buildings:

1. Report any evidence of disturbance or damage of known or suspect ACM to their immediate supervisor, who in turn should contact HSLP for corrective actions
2. Report any dust or debris that might have come from known or suspect ACM to their immediate supervisor for appropriate action
3. Report *any* on-going activity that presents a potential for ACM damage to their immediate supervisor, who should then either (a) set in-place special procedures to lessen the potential for damage, or (b) contact HSLP for evaluation.

In keeping with this policy, *under no circumstance* should the person making the report or the responsible supervisor take any action to abate, cleanup, or effect any change in the situations being reported. Rather, the supervisor should report a problem to appropriate GSA management. To request a material evaluation for asbestos, contact Risk Management, at 654-2166.

3.0 MAINTENANCE

3.1. OVERVIEW

This section presents general maintenance practices for communication (computer and telephone) and maintenance (trades and crafts) personnel working in County ACM-buildings.

3.2 GENERAL WORK PRACTICES

ACM promptly releases fibers when certain mechanical processes are done on it. Drilling, cutting, abrading, sanding, breaking, sawing, or otherwise abusing ACM is the concern here. Since such work is routinely done during maintenance work, there are three general rules for maintenance staff: 1. confirm work area is ACM-free, 2. report to Risk Management any damage to building materials and 3. don't do any work on known or suspected ACM. For example:

1. **SUSPENDED CEILINGS.** Don't go above suspended ceilings unless area is known to be safe. Tops of suspended ceilings may have debris coming from ACM in the area.
2. **CRAWLSPACES AND ATTICS.** Don't go into crawlspaces or attics unless area is known to be safe. These spaces may be contaminated with asbestos fibers coming from ACM in the area.

3. REPAIR, REMOVAL AND RENOVATION. Don't repair, remove or renovate thermal insulation (on pipes, boilers, ducts, etc.), surfacing materials (sprayed-on or toweled-on finishes, fire-proofing, etc.) or other materials (floor tiles, cement pipes/panels, ceiling tiles, wallboard, etc.) without checking for ACM.
4. WATER PIPES. Don't repair or replace pipes without ensuring both the insulation, if any, and the pipe itself is not ACM.
5. ELECTRICAL AND TELEPHONE WIRES. Don't remove or repair wiring without ensuring that the insulation/covering is not ACM.
6. LIGHT BULB AND FIXTURES. Don't replace light bulbs or fixtures without ensuring removal of these items won't cause damage or exposure to ACM. ACM ceiling materials and possible ACM above ceilings is the problem here.
7. HVAC FILTERS. Do mist HVAC system filters with water from spray bottles before removing. Discard filter by sealing in a trash bag and putting in trash. This is to minimize the amount of dust created from handling the filter.

4.0 CUSTODIAL

4.1 OVERVIEW

The custodial practices of wet cleaning, vacuuming, and floor covering maintenance are addressed here. *Unless the building or work area is known to be asbestos-free, these procedures should be followed.* Improper cleaning can damage ACM, thus releasing airborne asbestos fibers. Similar results may occur if the ACM is accidentally damaged. Cleaning around ACM should always be performed cautiously. And if damage to a specific building material is encountered, and if it is known or suspected ACM, notify the supervisor before cleaning in the area.

4.2 HARD SURFACE CLEANING

Follow the procedures below when hand-cleaning hard surfaces (e.g., walls and desks) in ACM bearing areas (this is also a good ideal in non-ACM areas).

1. When using dry rags or paper towels, do:
 - a. Immerse rag/towel in pail filled with water and soap, wring out the excess water, and then fold it in quarters.
 - b. Wipe surface once (one pass per quarter), refold to a fresh quarter, and carry on until all quarters have been used.
 - c. Don't place dirty rag back into the pail (if a used rag/towel comes in contact with the water, empty and refill)
 - d. Dispose of rag/towel in plastic bags
2. Steps b. through d. apply for pre-packaged wet cleaning cloths.
3. Don't use tools to scrape debris which is adhered to the surface being cleaned.

4.3 VACUUMING

Don't use common vacuums or other dry cleaning methods in ACM buildings. Regardless of the flooring type (e.g., tile, carpet, etc.), dry sweeping or vacuuming with a common vacuum will force dust back into the air. To make sure the dust particles that have settled to the floor are not re-suspended into the air, clean the surface with a vacuum cleaner equipped with a High Efficiency Particulate Air (HEPA) filter. In fact, do:

1. Regularly clean all carpets and non-carpeted flooring using HEPA-vacuums.
2. Vacuum non-floor surfaces using attachments made for HEPA-vacuums.
3. Remove and dispose of the vacuum bag when it is about three-quarters full (when removing the bag, spray water from a bottle directly onto the bag so as to suppress the dust created by the bag removal and disposal; dispose of the bag in trash by first putting it in a plastic trash bag)

4.4 FLOOR COVERINGS

Tiles and sheets are the two basic types of floor coverings that may contain asbestos. While today's products are asbestos-free, it was common in the past to add asbestos fibers into these products to provide durability and adaptability. The fibers in these floorings are not free, but rather are firmly encased or locked into the product during the manufacturing process. Normal wear of these products does not present an asbestos exposure hazard provided the flooring is not drilled, sanded, or otherwise physically abused. Nevertheless, special cleaning methods are required when working with ACM flooring coverings.

Detailed herein are work procedures for the two types of floor coverings. Unless positive (e.g., by laboratory test) that the flooring is asbestos-free, assume it to be ACM and treat it as prescribed here.

1. CLEANING, STRIPPING, AND BUFFING PROCEDURES
 - a. Don't dry sweep floors, rather use HEPA-vacuums or wet mops.
 - b. Strip ACM flooring as infrequently as possible. But when stripping, follow these basic rules:
 - i. Keep the floor wet during the stripping operations; don't dry strip.
 - ii. Fit machine with least abrasive pad available and run it at a slow speed of 190 revolutions per minute (if the pad picks up the floor color, it's too abrasive and needs changing to one less abrasive)
 - iii. Stop Stripping floors when the old wax or finish coat is removed (over stripping can damage the floor and cause asbestos fiber release)
 - iv. After stripping and before application of the new surface clean the floor thoroughly by wet means.
 - c. Don't use a floor buffing machine on unwaxed or unfinished ACM floors.
2. DAMAGED OR WORN SHEET FLOORING.

Sheet vinyl flooring and linoleum often have ACM paper backing. The surface layer, which is not typically ACM, protects the ACM backing under normal

conditions. Since the flooring is soft, however, it will eventually wear through, exposing the ACM backing. Notify HSLP of any sheet flooring which has been worn so the surface pattern no longer shows, or if it is cut, torn, or has curled at the edges of the backing.

3. DAMAGED OR LOOSE FLOOR TILES.

Minor wear, such as at the exposed edges of the floor tile or near doorways, is not of concern. If tiles are loose, broken into loose pieces, pulverized, or worn through to the adhesive notify your supervisor for appropriate action.

5.0 PROFESSIONAL STAFF

5.1 OVERVIEW

Professional staff should develop and implement asbestos control procedures necessary for their normal scope of work. Such procedures should utilize HSLP support. Minimum objectives for such procedures are set forth below. They list recommended practices for project managers and engineers that will minimize the risk of human exposure to asbestos fibers. They will also ensure that projects comply with GSA policy and all applicable state, county and federal regulations.

5.2 CONSTRUCTION WORK ON EXISTING BUILDINGS

1. ACM SURVEYS

An ACM survey should be done as needed prior to the start of any construction project (repairs, demolitions, seismic upgrades, etc.). Surveys are organized and directed by project managers in consultation with Risk Management. In general, when work is going to involve ACM disturbance, its abatement (removal, encapsulation, etc.) will be required before work starts. And since vendors do all surveys (and abatements), project managers should budget accordingly as part of project planning.

2. WORK DONE BY COUNTY EMPLOYEES

- a. No employee shall work with or cause disturbance of ACM in any way that might cause fiber release. All work with such expectation must be coordinated with an asbestos abatement contractor with consultation of Risk Management HSLP.
- b. Before starting any projects involving building materials, the employee should be given information about the status of ACM in the project's work area.
- c. Any employee who encounters building damage which does or could involve ACM should secure the area and report to the immediate supervisor.

3. WORK DONE BY NON-ACM COUNTY CONTRACTORS

- a. Unless contracted to do so, contractors are not to work with any known or suspect ACM.
 - b. Notify contractors of the results of ACM surveys. Point out that ACM survey are not 100% accurate, and that suspect material may be found in previously inaccessible areas (e.g. inside walls)
 - c. Include contract language which states that contractor is responsible for notifying GSA of *any* suspect material found during project. Language should also specify that the contractor is to stop all work in the area where the suspect material is found pending evaluation by the GSA.
4. WORK DONE BY ACM CONTRACTORS.
- County initiated work involving ACM is accomplished through a DOSH Certified Asbestos Abatement Contract with Risk Management HSLP's oversight.

APPENDIX

ASBESTOS OPERATIONS AND MAINTENANCE PLAN (ACM O&M PLAN)

Vanguard Building, 1400 Vanguard Street, Oxnard, CA 93030

1.0 ROUTINE WORK PRACTICES – Non-Friable ACM Identified in Survey

1.1. Non-friable ACM flooring (mastic only) is to be cleaned in accordance with GSA ACM O&M Plan as detailed in the Custodial practices for floor covering maintenance. Fiber release from non-friable material is extremely low unless these materials are broken, drilled, sanded or otherwise disturbed. No special personal protective equipment is required for this work. Refer to the survey summary for floor locations with ACM mastic. **(Table 1)**

1.2. The non-friable ACM roof repair mastic and roof cap sheet is to be encapsulated with a single-ply roof. All routine maintenance on encapsulated roof shall be done in accordance with the General Work Practices detailed in the GSA ACM O&M Plan.

2.0 MONITORING IN-PLACE NON-FRIABLE ACM

Maintenance and Custodial personnel will routinely survey in- place non-friable ACM as encountered to note and document any changes in the condition of materials. Circumstances in which ACM or its covering is damaged, deteriorate, or delaminated shall be reported to supervisor for appropriate response action.

REFERENCE:

General Services Asbestos Operations and Maintenance Plan

Criterion Environmental, Inc., Pre-Renovation Asbestos and PCB's Survey, Vanguard Building, June 20, 2008 *CEI Client ID# VTA-1220-AsbPCB*

Summary of Identified Asbestos Containing Material (ACM)

Criterion Environmental, Inc.

Asbestos and PCB's Survey

June 20, 2008

1400 Vanguard St.

Oxnard, CA 93033

Location	Material	Comments
Roof	Vent Penetration Mastic	Non-Friable
Roof	Repair Mastic	Non-Friable
Roof	Cap Sheets	Non-Friable
Entry Overhang	Flashing Mastic	Non-Friable
ALL LOCATIONS	Off-White & Blue 12x12" Tile - No Asbestos Detected	
First Floor- West Electric Room	Black Mastic(Beneath off-White 12x12"Floor tile)	Non-Friable
First Floor- West Janitors Closet	Black Mastic(Beneath off-White 12x12"Floor tile)	Non-Friable
Second Floor- Roof Access Stairwell	Black Mastic(Beneath off-White 12x12"Floor tile)	Non-Friable
Second Floor- West Janitor Closet	Black Mastic(Beneath off-White 12x12"Floor tile)	Non-Friable
Second Floor- West Server Room	Black Mastic(Beneath off-White 12x12"Floor tile)	Non-Friable
Second Floor- Southwest Kitchen	Black Mastic(Beneath off-White 12x12"Floor tile)	Non-Friable
Second Floor-Closets in Southwest Cubical Area	Black Mastic(Beneath off-White 12x12"Floor tile)	Non-Friable
Second Floor-East Janitor Closet	Black Mastic(Beneath off-White 12x12"Floor tile)	Non-Friable
Second Floor- East Electric Room	Black Mastic(Beneath off-White 12x12"Floor tile)	Non-Friable
Second Floor- East Maintenance Shop	Black Mastic(Beneath off-White 12x12"Floor tile)	Non-Friable
Second Floor- Northeast File Room, Closet	Black Mastic(Beneath off-White 12x12"Floor tile)	Non-Friable
First Floor-Northwest Kitchen	Black Mastic(Beneath Blue 12x12" Floor Tile)	Non-Friable
First Floor- Southeast Cubical Area, Kitchen	Black Mastic(Beneath Blue 12x12" Floor Tile)	Non-Friable
First Floor- East Maintenance Shop	Black Mastic(Beneath Blue 12x12" Floor Tile)	Non-Friable
First Floor- East Electric Room	Black Mastic(Beneath Blue 12x12" Floor Tile)	Non-Friable
Second Floor- North Break Room	Black Mastic(Beneath Blue 12x12" Floor Tile)	Non-Friable
Second Floor Probation-Southeast Storage Closets	Black Mastic(Beneath Blue 12x12" Floor Tile)	Non-Friable

COUNTY OF VENTURA	2012 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA	Last Issued Revised	Policy No. 1H
Policy: GSA	8/6/2012	HEAT ILLNESS PREVENTION PROGRAM
Forms; N/A		

1.0 POLICY

It is policy of the General Services Agency (GSA) to take every reasonable action to protect the health and safety of our employees. These actions are implemented through the Agency's Injury and Illness Prevention Program (IIPP) and other occupational health and safety programs.

The GSA Heat Illness Prevention Program (HIPP) addresses the conditions of outdoor work that includes sun exposure for the employees. Employees shall be informed about the dangers of heat illness and will be trained in the precautions to take to prevent it.

The primary objective of this HIPP is to establish a program that reduces the risk of heat illness, which also complies with the requirements specified in California Regulations Title 8, Section 3395 (T8 CCR 3395).

2.0 PURPOSE

Outdoor employment exposes employees to the risk of heat illness. The purpose of this program is to improve the detection, treatment, and prevention of occupational illness and disease and to support workers' right to know. It is further intended to ensure that employees have the information necessary for them to know when they may be at risk for heat illness. This program is also intended to ensure that managers and supervisors provide their employees with training on how to avoid heat illness and what to do if they do become affected by it.

2.1 Heat Illness Overview

- a. Heat illness includes heat cramps, fainting, heat exhaustion, and heatstroke. Workers have died or suffered serious health problems from these conditions. Heat illness can be prevented.

- b. Early Symptoms
 - a. Fatigue
 - b. Heavy sweating
 - c. Headache
 - d. Cramps
 - e. Dizziness
 - f. High pulse rate
 - g. Nausea/ vomiting
- c. Life-threatening symptoms
 - a. High-body temperature
 - b. Red, hot, dry skin
 - c. Confusion
 - d. Convulsions
 - e. Fainting

3.0 PROVISION OF WATER

- 3.1 Water is a key preventive measure to minimize the risk of heat related illnesses.
- 3.2 Employees shall have access to potable drinking. Where the supply of water is not plumbed or otherwise continuously supplied, water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water shall be encouraged.
- 3.3 To ensure access to sufficient quantities of potable drinking water, the following steps will be taken:
 - a. The Landscape Department has a filtered water dispenser at the landscape shop. All new employees are informed of location and importance of drinking lots of water at the beginning of each work shift. Workers are encouraged to drink water throughout the day.
 - b. The Crew Leader or Lead person has been trained to instruct new workers at the beginning of each shift.
- 3.4 To encourage frequent drinking of potable water, all GSA employees working outdoors are trained in Heat Illness Prevention and informed of the importance of drinking potable water on a frequent basis.

4.0 ACCESS TO SHADE

- 4.1 Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat related illnesses.
- 4.2 Employees who are suffering from heat illness or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access

to shade shall be permitted at all times. Cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if it can be demonstrated that these measures are at least as effective in allowing employees to cool.

4.3 To ensure access to shade at all times, the following steps will be taken:

- a. At the beginning of each shift new employees are informed of the location of water, importance of drinking water frequently and the location of areas in the shop where they can cool down and take a break. The Crew Leader or Lead Person is trained to inform all workers.
- b. Water is available at the shop, cups are available. A cool ventilated shop is available for breaks provided whenever an employee may need it.

4.4 To ensure that employees have access to a preventative recovery period, all new employees are shown the areas used for recovery if necessary.

5.0 WRITTEN PROCEDURES

5.1 Written procedures help reduce the risk of heat related illnesses and ensure that emergency assistance is provided without delay.

5.2 The HIPP procedures shall be made available to employees. These include:

- a. Procedures for complying with the requirements of this standard.
- b. Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- c. Procedures for contacting emergency medical services, and if necessary, for transporting employees to an emergency medical service provider.
- d. Procedures for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

5.3 To reduce the risk of heat-related illness (HI) and respond to possible symptoms of HI, the following steps will be taken:

- a. Crew Leaders and Lead Persons have been trained in how to recognize symptoms of Heat Related Illness and how to respond.
- b. Crew Leaders and Lead Persons have cell phones to call emergency medical services or 911.

5.4 To ensure that emergency medical services are provided without delay, the following steps will be taken. The procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided, should they become necessary, are:

- a. Crew Lead or Lead Person will have employee rest in cool shady area or air conditioned truck and call 911 for emergency services. If employee is experiencing mild symptoms, lead person may escort individual to Employee Health Services on campus or hospital emergency as necessary.

- 5.5 The procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency service provider are:
- a. Same as above.
 - b. Lead Person will give precise description of location for emergency service provider.

6.0 TRAINING

- 6.1 Training is critical to help reduce the risk of heat related illnesses and to assist with obtaining emergency assistance without delay.
- 6.2 Employee training: training in the following topics shall be provided to all supervisory and non-supervisory employees:
- a. The environmental and personal risk factors for heat illness.
 - b. The employer's procedures for complying with the requirements of this standard.
 - c. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
 - d. The importance of acclimatization.
 - e. The different types of heat illness and the common signs and symptoms of heat illness.
 - f. The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
 - g. The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
 - h. The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
 - i. The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.
- 6.3 Supervisor training: prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:
- a. The information required to be provided by section 6.2 above
 - b. The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures
- 6.4 To ensure employees are trained, all new employees working outdoors will receive initial training. Supervisors will provide annual re-fresher training prior to the warm weather season.

COUNTY OF VENTURA	2012 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA Policy: GSA	Last Issued Revised 8/6/2012	Policy No. 1 I NON-PERMIT CONFINED SPACE ENTRY PROCEDURES – WORKING IN ATTIC SPACES ABOVE INMATE CELLS

1.0 POLICY

This policy is to assure that the attic spaces above inmate cells in housing units are accessed and occupied in a safe manner, and employees are monitored and supervised while in these areas in the event assistance is needed, or an employee comes across a hazard and needs attention.

2.0 BACKGROUND

The attic space above inmate cells has limited ventilation and egress and meets the Cal/OSHA definition of a confined space. The atmosphere does not contain volatile toxic products and is *not* considered a Permit-Required Confined Space. These entry procedures are limited in scope to work activities and environmental conditions that do not pose or create a potentially hazardous atmosphere. No combustion equipment, cleaners, glues, welding or other volatile toxic chemicals are allow in or around the confined space.

3.0 PROCEDURE

1. When accessing these areas, use an appropriately sized ladder. Standing on the top of the ladder is an unsafe practice and is in violation of OSHA regulation.
2. Open the closest plumbing chase door to allow for cross ventilation in the attic area.
3. On hot days, install an air-circulating fan, facing the opening to increase ventilation.
4. Use the buddy system while in these areas. Let a workmate or supervisor know that you are accessing these areas.
5. The workmate shall contact the co-worker every 10 minutes via radio to check on his condition. If there is no response, the workmate shall immediately go to the area and check on his situation.
6. The workmate and/or supervisor assigned to monitor the co-worker (either officially or implied by being the only other employee on site) shall not leave the premises until they have verbal confirmation that the co-worker is no longer working in the overhead space.
7. When working alone, call standby personnel for assistance. If unavailable, ensure Sheriff Staff is notified to monitor your status in accordance with this procedure while in the attic spaces.
8. Use common sense and safe working habits while making repairs. If an unsafe condition is encountered, **leave area immediately** and inform a CME, FOS or SSM.

Reviewed by: _____

Employee Name

Date: _____

COUNTY OF VENTURA	2012 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA	Last Issued Revised	Policy No. 1J
Policy: GSA	8/6/2012	NON-PERMIT CONFINED SPACE ENTRY PROCEDURES – THERMAL ENERGY STORAGE PITS
Forms: N/A		

1.0 POLICY

There are two thermal energy storage pits which GSA maintenance engineers and contractors may enter to perform visual inspection or conduct repairs. The purpose of these procedures is to specify safe practices for entry into these areas.

2.0 BACKGROUND

Both thermal energy pits have limited ventilation and egress and meet the Cal/OSHA definition of a confined space. Evaluation of testing data has demonstrated the atmosphere inside the pits to be generally safe. The energy pits do not contain volatile toxic products and are not considered a Permit-Required Confined Space.

3.0 PRE ENTRY PROCEDURES

Before entering the pit, the surrounding area shall be evaluated for conditions with a potential to create air contamination within the space.

3.1 The following activities and /or conditions are not permitted under the scope of these procedures:

- a. Combustion equipment being operated in or around the confined space
- b. Working with cleaners, glues, or other chemicals in or around the confined space
- c. The presence of large amounts of organic matter or other debris within the confined space
- d. Welding in or around the confined space

3.2 Before entering the confined space cones or other temporary barriers shall be used to prevent an accidental fall through the opening.

4.0 ENTRY PROCEDURES

4.1 Employee(s) entering space are to lift utility cover carefully to prevent back injury as well as protect against slipping and falling.

- 4.2 An attendant knowledgeable about the hazards associated with confined space entry is to remain outside the space at all times. The attendant shall be equipped with a radio and/or cell phone to summon help if necessary. The attendant will continuously monitor the entrant(s), as well as conditions outside the space for any change.
- 4.3 The entrant(s) and attendant shall maintain frequent visual or radio contact.
- 4.4 The entrant(s) shall immediately leave the space should any adverse change in condition be observed (by the attendant or entrant) that could indicate the presence of unexpected contaminants.

5.0 TRAINING

Employees required to enter confined space, as well as attendant personnel, shall be trained as to the potential hazards associated with confined space entry, and the importance of following these specific procedures.

6.0 EMERGENCY PROCEDURE

It is NOT the practice of GSA to enter any Permit-Required Confined Space.

It is not the practice of GSA to perform rescue by entry into any confined space. Immediately call 911 and request Fire Department service.

Confined space emergencies shall be reported to the immediate supervisor as soon as possible.

GSA CONFINED SPACE EVALUATION FORM

Date: 6/3/2005

Department: F&M

Area/Building: Hall of Administration - West Lawn

Equipment Name: Thermal Energy Storage Pit

CONFINED SPACE		Yes	No
1. Size	Is the space large enough or configured to permit bodily entry?	X	
2. Access/Egress	Are there limited or restricted means of access or egress?	X	
3. Occupancy	The space is not designed for continuous human occupancy.	X	
PERMIT REQUIRED CONFINED SPACE		Yes	No
4. Hazard	1. Is there a potential or actual hazardous atmosphere? If yes, explain - see attached air monitoring data		X
	2. Is there a potential for engulfment or entrapment?		X
	3. Is the internal configuration such that an entrant may be trapped or asphyxiated?		X
	4. Does the space contain any other safety or health hazard? (e.g. mechanical, chemical, thermal, electrical, etc.) If yes, identify		X
If any of the above answers were YES , then YES must be checked for hazard.		Yes	No
5.	If the only hazard checked for question 4 above was a., would continuous forced air ventilation be sufficient to maintain the confined space safe for entry?		
6.	Monitoring data available to support question 5?		

Based on the answers to the above questions, define the type of confined space.

- Type of space determined:**
1. ____ **Non-regulated space** (no, checked for one or more of questions 1-3)
 2. X **Non-permit confined space** (yes, checked for questions 1-3 only)
 3. ____ **Alternate procedure** (yes, checked for questions 1-6, declassify space by providing sufficient ventilation and monitor before entering)
 4. ____ **Permit required** (yes, checked for question 1-4 only) Do Not Enter

***Some conditions that would cause question 4. a to be answered "Yes":**

- * Combustion equipment being operated in or around the confined space.
- * Working with cleaners, glues, or other chemicals in or around the confined space.
- * The presence of organic matter or other debris within the confined space.
- * Workers welding in or around the confined space.
- * The presence of natural gas or other chemical lines within or around the confined space.

A NEW EVALUATION MUST BE COMPLETED IF ENTRY CONDITIONS CHANGE

Completed by: Paula Oberst

Date: 6/3/2005

GSA CONFINED SPACE EVALUATION FORM

Date: 6/3/2005

Department: F&M

Area/Building: Hall of Justice –HOJ Lot E Parking

Equipment Name: Thermal Energy Storage Pit

CONFINED SPACE		Yes	No
1. Size	Is the space large enough or configured to permit bodily entry?	X	
2. Access/Egress	Are there limited or restricted means of access or egress?	X	
3. Occupancy	The space is not designed for continuous human occupancy.	X	
PERMIT REQUIRED CONFINED SPACE		Yes	No
4. Hazard	1. Is there a potential or actual hazardous atmosphere? If yes, explain - see attached air monitoring data		X
	2. Is there a potential for engulfment or entrapment?		X
	3. Is the internal configuration such that an entrant may be trapped or asphyxiated?		X
	4. Does the space contain any other safety or health hazard? (e.g. mechanical, chemical, thermal, electrical, etc.) If yes, identify		X
If any of the above answers were YES , then YES must be checked for hazard.		Yes	No
5. If the only hazard checked for question 4 above was a., would continuous forced air ventilation be sufficient to maintain the confined space safe for entry?			
6. Monitoring data available to support question 5?			

Based on the answers to the above questions, define the type of confined space.

- Type of space determined:**
1. ___ **Non-regulated space** (no, checked for one or more of questions 1-3)
 2. **X** **Non-permit confined space** (yes, checked for questions 1-3 only)
 5. ___ **Alternate procedure** (yes, checked for questions 1-6, declassify space by providing sufficient ventilation and monitor before entering)
 6. ___ **Permit required** (yes, checked for question 1-4 only) Do Not Enter

***Some conditions that would cause question 4. a to be answered "Yes":**

- * Combustion equipment being operated in or around the confined space.
- * Working with cleaners, glues, or other chemicals in or around the confined space.
- * The presence of organic matter or other debris within the confined space.
- * Workers welding in or around the confined space.
- * The presence of natural gas or other chemical lines within or around the confined space.

A NEW EVALUATION MUST BE COMPLETED IF ENTRY CONDITIONS CHANGE

Completed by: Paula Oberst

Date: 6/3/2005

COUNTY OF VENTURA	2012 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA	Last Issued Revised	Policy No. 1K
Policy: GSA	8/6/2012	CONFINED SPACE ENTRY PROCEDURES
Forms: N/A		TODD ROAD JAIL COMMUNICATION VAULTS

POLICY STATEMENT

There are six communication storage vaults which GSA maintenance engineers, communication technicians and contractors may enter to perform visual inspection, pull cable or conduct repairs. The vaults originate at intake services / classification unit and are labeled C1 through C-6. The purpose of the entry procedure is to specify safe practices for entry into these areas.

BACKGROUND

The communication vaults have limited ventilation and egress and meet the Cal/OSHA definition of a confined space. Evaluation of testing data has demonstrated the atmosphere inside the vaults to be generally safe. The vaults do not contain volatile toxic products and are not considered a Permit-Required Confined Space.

These entry procedures are limited in scope to work activities and environmental conditions that do not pose or create a potentially hazardous atmosphere.

Non-permit confined spaces must be reevaluated if changes in the use or configuration of the space increases the hazard to entrants.

PRE-ENTRY PROCEDURES

1. Supervisors are to contact GSA/Safety 24-48 hours prior to entering vaults or any confined space.
2. Before entering the communication vault, the surrounding area shall be evaluated for conditions with a potential to create air contamination within the space.

The following activities and /or conditions are not permitted under the scope of these procedures:

- a. Combustion equipment being operated in or around the confined space
- b. Working with cleaners, glues, or other chemicals in or around the confined space
- c. The presence of large amounts of organic matter or other debris within the confined space
- d. Welding in or around the confined space

3. Before entering the confined space, hazard barricade, cones or other temporary barriers shall be erected to identified opening and prevent an accidental fall through.
4. Open unoccupied vaults are not to be left unattended. Only exception permitted are for brief periods under the following situations
 - a. Open vault located inside the cage area and gate is locked
 - b. Open vault located within fenced landscape area and
 - Personnel are NOT leaving immediate area
 - Vault is marked with hazard cones and/or traffic A-Frame style barricade covering opening

ENTRY PROCEDURES

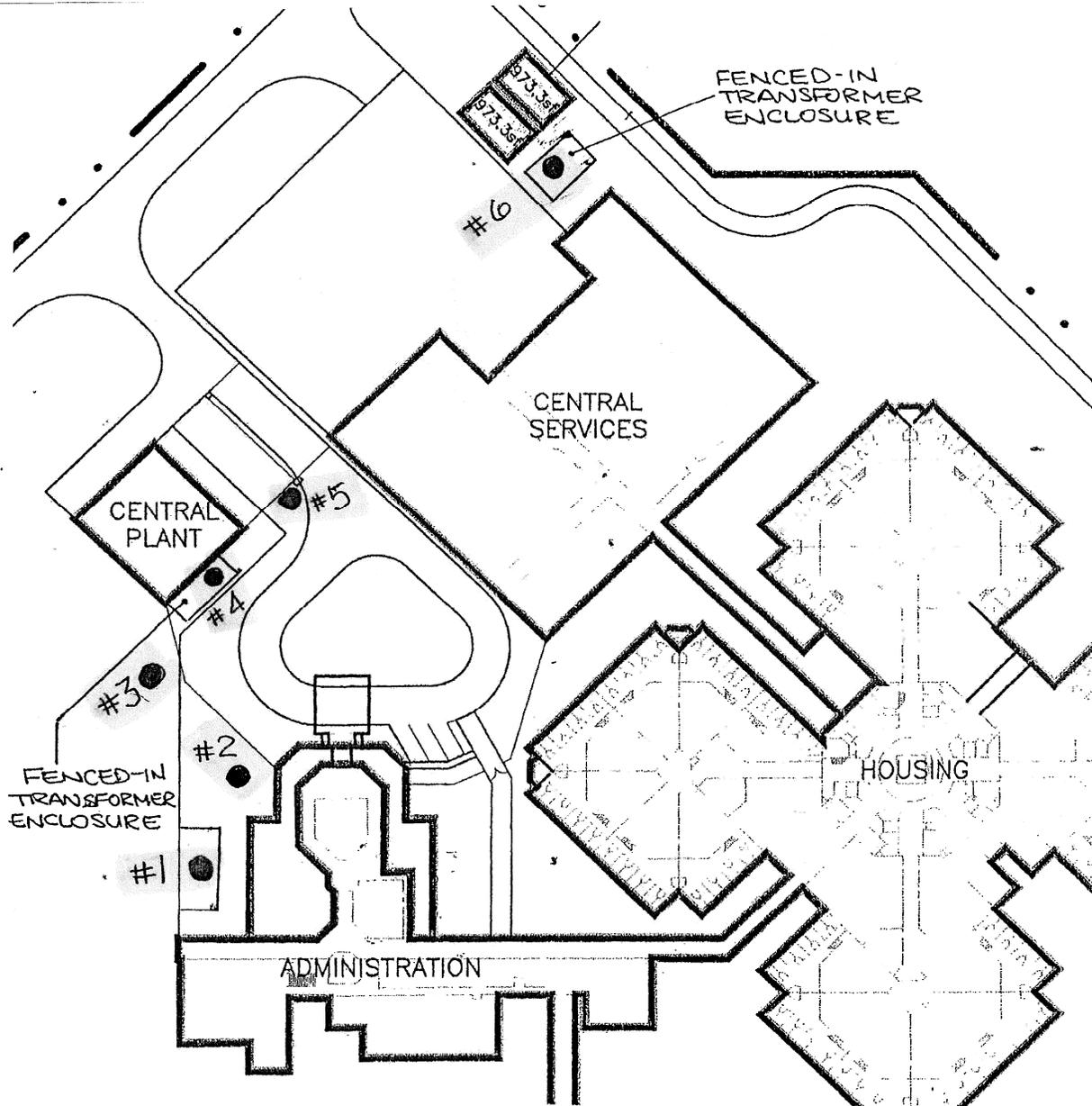
1. Employee(s) entering space are to lift utility cover in tandem. Using J hook or other manhole lifter device employees must be cautious to prevent back strain.
2. When mounting and dismounting ladder employees are to watch footing and maintain a three point contact. The vault floor may be wet and slippery.
3. An attendant knowledgeable about the hazards associated with confined space entry is to remain outside the space at ALL times. The attendant shall be equipped with a radio and/or cell phone to summon help if necessary. The attendant will continuously monitor the entrant(s), as well as conditions outside the space for any change.
4. The entrant(s) and attendant shall maintain frequent visual or radio contact.
5. The entrant(s) shall immediately leave the space should any adverse change in condition be observed (by the attendant or entrant) that could indicate an unsafe environment and/or presence of unexpected contaminants.

TRAINING

Employees required to enter confined space, as well as attendant personnel, shall be trained as to the potential hazards associated with confined space entry, and the importance of following these specific procedures.

EMERGENCY PROCEDURE

- Employee must exit the space immediately if hazard develops.
- It is NOT the practice of GSA to enter any Permit-Required Confined Space.
- It is not the practice of GSA to perform rescue by entry into any confined space. Immediately call 911 and request Fire Department service.
- Confined space emergencies shall be reported immediately or as soon as possible to supervisor.



TODD ROAD JAIL
COMMUNICATIONS VAULT LOCATIONS = ●

GSA CONFINED SPACE EVALUATION FORM

Date: 3/11/2011 Department: FM Trades

Area/Building: Todd Road Jail Equipment Name: Communications Vaults 1-6

CONFINED SPACE		Yes	No
1. Size	Is the space large enough or configured to permit bodily entry?	x	
2. Access/Egress	Are there limited or restricted means of access or egress?	x	
3. Occupancy	The space is not designated for continuous human occupancy	x	
PERMIT REQUIRED CONFINED SPACE		Yes	No
4. Hazard	*a. Is there a potential or actual hazardous atmosphere? If yes, explain - see attached air monitoring data		x
	b. Is there a potential for engulfment or entrapment?		x
	c. Is the internal configuration such that an entrant may be trapped or asphyxiated?		x
	d. Does the space contain any other safety or health hazard? (e.g. mechanical, chemical, thermal, electrical, etc.) If yes, identify:		x
If any of the above answers were YES, then YES must be checked for hazard			
		Yes	No
	5. If the only hazard checked for question 4 above was a., would continuous forced air ventilation be sufficient to maintain the space safe for entry?		
	6. Monitoring data available to support question 5?		

Based on the answers to the above questions, define the type of confined space.			
Type of space:	1		Non-regulated space (no, checked for one or more of questions 1-3)
	2	x	Non-permit confined space (yes, checked for question 1-3 only)
	3		Alternate procedure (yes, checked for questions 1-6, declassify space by providing sufficient ventilation and monitor before entering)
	4		Permit required (yes, checked for question 1-4 only) - Do Not Enter
* Some conditions that would cause question 4 a to be answered 'Yes':			
	•	Combustion equipment being operated in or around the confined space.	
	•	Working with cleaners, glues, or other chemicals in or around the confined space.	
	•	The presence of organic matter or other debris within the confined space.	
	•	Workers welding in or around the confined space.	
	•	The presence of natural gas or other chemical lines within or around the confined space.	
A NEW EVALUATION MUST BE COMPLETED IF ENTRY CONDITIONS CHANGE			
Completed by:	Paula Oberst		Date: 3/11/2011

CONFINED SPACE ATMOSPHERIC TESTING LOG

Confined Space Location: Todd Road Jail - Communication Vaults 1-6

ATMOSPHERIC TESTING RECORD

Date:	Time:	Duration (min):	Oxygen Peak Low Reading (%)	Oxygen Average Reading (%)	Explosive (Gas/Vapor) Peak (%LEL)	Explosive (Gas/Vapor) Avg (%LEL)	Carbon Monoxide Peak (ppm)	Carbon Monoxide Avg (ppm)	Hydrogen Sulfide Peak (ppm)	Hydrogen Sulfide Avg (ppm)	Reading taken by:
3/11/2011	9:30 AM	5	20.9	20.9	0	0	0	0	0	0	P. Oberst
3/11/2011	10:30 AM	5	20.9	20.9	0	0	0	0	0	0	P. Oberst
3/11/2011	10:40 AM	5	20.9	20.9	0	0	0	0	0	0	P. Oberst
3/11/2011	11:30 AM	5	20.9	20.9	0	0	0	0	0	0	P. Oberst

*Reading taken at depths of 4' and 10'

Entry Criteria Levels:

Percent of Oxygen	19.5 - 23.5%
Explosive (%) LEL	0% non-detectable
Toxic	<35 ppm CO
Toxic	<10 ppm H₂S

COUNTY OF VENTURA	2013 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA Policy: GSA	Last Issued Revised 2/15/13	Policy No. 1L PERSONAL PROTECTIVE EQUIPMENT POLICY
Forms: APPENDIX - PPE HAZARD ASSESSMENT CERTIFICATE		

1.0 PURPOSE

The purpose of the Personal Protective Equipment Policy is to protect our employees from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to lessen the likelihood of occupational injury and/or illness.

This policy addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection. Separate programs exist for respiratory protection and occupational exposure to bloodborne pathogens / infectious disease control and are addressed in the IIPP Policy 1B, 1C, and 1G. Personal Protective Equipment Policy includes:

- Employee and supervisor responsibilities
- PPE hazard assessment and PPE selection
- Employee training
- PPE cleaning and maintenance

2.0 RESPONSIBILITIES

GSA departments shall provide employees adequate personal protective equipment when necessary in performance of their duties. Departments shall determine and document what constitutes adequate PPE through completion of a PPE Hazard Assessment Certification. PPE shall be provided to employees at no cost; which includes replacement resulting from regular use. Departments shall ensure that employees are adequately trained and that assigned PPE is worn when hazards are present.

Employees are expected to use assigned PPE when called for by the PPE Hazard Assessment, operating procedures, container label or Safety Data Sheet (SDS).

Departments shall provide visitors with appropriate PPE when entering a hazardous area.

2.1 Supervisor

- Identify the hazards and risks associated with assigned work
- Ensure that employee PPE Hazard Assessment Certifications are provided to GSA Safety Officer
- Select, purchase, and provide PPE
- Ensure employees are trained on the proper use, care, and cleaning of PPE
- Audit his/her employees to ensure PPE is used when needed
- Notify management and the GSA Safety Officer when new hazards are introduced or new processes are added

2.2 Safety Officer

- Ensure PPE hazard assessments are conducted throughout the Agency to determine the presence of hazards which necessitate the use of PPE
- Periodically re-evaluate the suitability and effectiveness of previously selected PPE
- Provide training, guidance and assistance to supervisors and employees on the proper use, care and cleaning of approved PPE
- Review, update and evaluate the overall effectiveness of PPE training and policies

2.3 Employee

- Wear PPE required in PPE Hazard Assessment Certification for specific tasks
- Become familiar with the capabilities and limitations of PPE used
- Maintain PPE in a clean, sanitary and usable condition
- Report or replace as appropriate worn or damaged PPE to their supervisor

Employees who violate PPE policy will face disciplinary action in accordance with IIPP Policy and the County's Progressive Discipline Policy as provided for in the "Personnel Rules and Regulations" manual or applicable labor agreement.

3.0 OVERVIEW OF PPE

3.1 Eye and Face Protection

Safety glasses are required when operating or when in near vicinity of power tools, lawn equipment and industrial machinery. Safety glasses with side-shields provide impact protection from flying objects are required when hammering, grinding, chipping sawing or cutting.

- All protection must meet ANSI Z87.1-1989.
- Common sunglasses and prescription eyewear are not ANSI compliant.
- When eye protection with vision correction is required, safety glasses with suitable corrected lenses, safety goggles designed to fit over spectacles, or protective goggles with corrective lenses mounted behind the protective lenses shall be provided.
- Safety glasses with side shields and foam-lining are recommended as additional protection from flying objects, dust and debris and when working overhead.
- Non-side shield spectacles are available for frontal protection only and are not acceptable eye protection for the sources and operations listed for "impact."
- Chemical splash goggles provide protection from significant chemical splash, sprays, irritation mist, and biohazards.
- When working with corrosive chemicals during battery maintenance, splash goggles are mandatory
- Face shields provide additional protection to the eyes and face

- Never wear a face shield without safety glasses or goggles – preferably goggles.
- Caution should be exercised in the use of metal frame protective devices in electrical hazard areas.
- Welding helmets or shields with the appropriate filter designation are necessary for protection against radiant energy - welding for example.
- Workers adjacent to welding operation shall be protected from rays with flameproof screen/shield or required to wear appropriate goggles.
- Safety glasses are to be worn when changing or making repairs to the UVC lamps / fixtures.

3.2 Head Protection

A protective helmet (hard hat) is required where there is danger of falling objects, impact hazards or electrical hazards. Hard hats are required on all construction and demolition sites. All hard hats must meet ANSI Z89.1-1997.

Class E (Electrical; Application) – (formerly Class B), must be worn when electrical hazards are commonly encountered.

3.3 Hand Protection

Hand injury can be caused by work with chemicals, acids, exposure to cut or abrasion hazards, work with very hot or cold objects and exposure biohazards including sharps. A variety of gloves are available for safe material handling. Glove selection must consider:

- Need for barrier protection with infectious materials
- Potential for absorption into the body
- Need for cut or abrasion resistance
- Need for puncture resistance
- Potential vibration
- Potential of thermal burns
- Potential/need for protection against electrical hazards

Contact the GSA Safety Officer if help is needed to select the proper glove for the task.

3.4 Hearing Protection

Hearing protection is required at >85 dBA and in all posted areas. As a matter GSA policy, hearing protection is required during all noisy tasks. Hearing protection is required when operating or when near power tools, lawn equipment, industrial machinery, automotive repair equipment/machinery, working in mechanical rooms, in vicinity of; generators, air handlers / fans, and chillers.

3.5 Respiratory Protections

The GSA Respiratory Protection Program covers respiratory protection.

Wearing a disposable dust/mist mask is recommended practice for exposure to nuisance levels of dust/mist.

3.6 Foot and Leg Protection

Safety shoes are required when there is the potential of puncturing the soles or a risk of falling or rolling objects over 50 pounds. All individuals involved in routine material handling must wear safety shoes. Safety shoes are also required on all construction and demolition projects. All safety footwear must meet ANSI Z41.1-1991.

Slip resistant soles are to be worn for work on wet and slippery surfaces.

Rubber boots may be required footwear in wet areas or when responding to sewage backflow.

3.7 Fall Protection

When employees are exposed to falls in excess of 4 feet or more above a lower level, use of an approved personal fall arrest system is required.

A Personal fall arrest system must be used when operating a boom-type aerial lift.

A Fall-restraint / positioning device system is required when operating a stock /order picker.

3.8 Body Hazards

Injury of the body can occur during exposure to chemicals, acids, or other hazardous material, abrasive blasting, welding, cutting, brazing, chipping, sanding, grinding, use of chain saws or similar equipment, moving vehicles, and work around electrical arcs.

Reflective safety vests are required when working in the vicinity of traffic; in center meridians, campus parking lots and in construction zones.

Fleet personnel responding to emergency vehicle repair along public roadways are required to wear high visibility Class 3 ANSI approved traffic safety vests.

Personnel operating chain saws are required to use Kevlar or ballistic nylon chaps or leggings.

Fire resistant clothing for employees working in areas where there are potential electrical hazards shall be provided with and use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed. The exact personal protective equipment to be worn shall be determined by referring to NFPA 70E Table 130.7(C) (9) (a), "*Hazard/Risk Category Classifications*".

4.0 Hazard Assessment for PPE

The GSA Safety Officer, in conjunction with supervisors, will conduct a survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form (APPENDIX), which identifies the work area, job category or individual surveyed, the person(s) conducting the survey, findings of potential hazards, and the date.

The Safety Officer or designated person will conduct, review and update the hazard assessment for PPE whenever:

- A job changes
- New equipment or process is installed
- There has been an accident
- In response to a supervisor or employee requests

5.0 Employee Training

Training will be required for each employee/position identified in PPE Hazard Assessment to require the use of PPE. Each such employee shall be trained in the following:

1. When PPE is necessary
2. What PPE is necessary
3. How to properly don, doff, and wear PPE
4. The limitations of the PPE
5. The proper care, maintenance, useful life and disposal of the PPE

6.0 Reference – State Regulation

Title 8 California Code of Regulations, General Safety Orders:

[Cal/OSHA Standard 3380, Personal Protective Devices](#)

[Cal/OSHA Standard 3381, Head Protection](#)

[Cal/OSHA Standard 3382, Eye and Face Protection](#)

[Cal/OSHA Standard 3383, Body Protection](#)

[Cal/OSHA Standard 3384, Hand Protection](#)

[Cal/OSHA Standard 3385, Foot Protection](#)

[Cal/OSHA Standard 5098, Hearing Protectors](#)

[Cal/OSHA Standard 5144, Respiratory Protective Equipment](#)

[Cal/OSHA Standard Specifications](#)

[Personal Protective Equipment \(Collection From OSHA\)](#)

PERSONAL PROTECTIVE EQUIPMENT PROGRAM Policy No. 1L

APPENDIX: Personal Protective Equipment (PPE) Hazard Assessment Certification Instructions
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Based on the hierarchy of controls, PPE is a last resort. Personal protective equipment alone should not be relied upon to provide protection against hazards but should be used in conjunction with engineering controls, administrative controls, and procedural controls.

This document addresses eye, face, head, hand, foot, torso, respiratory, noise, and fall protection. It will serve as the Personal Protective Equipment (PPE) Certification document required to satisfy the state requirements of the CA Occupational Safety and Health Administration (Cal/OSHA) Standard, 3380, Personal Protective Devices.

General Guidelines

The PPE Hazard Assessment can be conducted for an area, a job category or for an individual by selecting and filling in the appropriate box. The assigned evaluator shall include their name, department/division being assessed, and the date. Completed assessments must be accessible to employees and updated when needed.

PPE HAZARD ASSESSMENT INSTRUCTIONS

STEP 1: Inform affected employees of the process

Affected employees from each work area being assessed should be involved in the process. Discuss the reasons for the survey and the procedures being used for the assessment. Review the job procedures, potential hazards and the PPE currently in use.

Step 2: Review data:

Reports of work-related injuries or illnesses, near-miss events and reported safety concerns are sources of data that can provide helpful information for assessing hazards.

Step 3: Conduct Survey:

The purpose of the survey is to identify sources of hazards to employees. Consider a walk through to observe the following: layout of the workplace, location of the employees, work operations, hazards and places where PPE is currently used including the device and reason for use.

Using the form, check the type of hazard(s) present within each section by body part. Further descriptions can be provided in the adjacent box.

Consideration should be given to the following basic hazard categories:

1. Impact (falling/flying objects)
2. Penetration (sharp objects piercing)
3. Compression (roll-over or pinching objects)
4. Chemical exposure (inhalation, ingestion, skin contact, eye contact or injection)

5. Temperature extremes (heat/cold)
6. Dust/flying debris (blowing, grinding, chipping, sanding, etc.)
7. Fall (slip/trip, scaffolds, elevated work)
8. Radiation (non-ionizing: UV/IR/light, welding, brazing, cutting, etc.)
9. Noise (mechanical rooms, machines, tire machines, jackhammers, etc.)
10. Electrical (shock, short circuit, arcing, static)

Step 4: Select PPE:

After considering and/or planning for other controls, select the PPE which provides the minimum level of protection required to protect employees from the hazards. Using the form, note the appropriate PPE in the required PPE box. For help with proper PPE selection, consult the Safety Officer.

Step 5: Make Document Accessible:

Once completed, signed and dated, send copy (hard or electronic) to the Safety Officer for employee personnel file. Additionally, store the form either electronically or as a hard copy in a location easily accessible to employees.

Step 6: Revise Protocol:

Update departmental protocols with the new or modified PPE requirements if applicable.

Step 7: Reassess the workplace as necessary by identifying and evaluating:

1. New equipment and processes
2. Accident records
3. Suitability of previously selected PPE

See the attached PPE Hazard Assessment Certificate.

The HR/Safety office can be reached at 662.6506 if there are questions regarding this PPE Hazard.

PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT CERTIFICATION

JOB TITLE: _____

Date: _____

DEPARTMENT: _____

Supervisor: _____

EMPLOYEE NAME: _____

Analysis: A Worksite

Job description for a class(es) of employees

Single employee's job description

Task / Worksite	Potential Hazard	Type of PPE Required

I acknowledge that I understand, accept and will wear PPE as required in the PPE Hazard Assessment Certification. Furthermore, I understand that failure to comply with the PPE Policy may result in disciplinary action.

EMPLOYEE SIGNATURE: _____

DATE: _____

SUPERVISOR _____

SIGNATURE: _____

DATE: _____

