

# **INJURY & ILLNESS PREVENTION PROGRAM**

For Compliance with:  
California Code of Regulations,  
Title 8  
General Industry Safety Orders  
Section 3203

First Baptist Church of Windsor  
Windsor, CA

Revised

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Injury and Illness Prevention Program

# Table of Contents

IN EVENT OF AN EMERGENCY.....	4
SECTION I.....	5
SAFETY POLICY STATEMENT.....	6
INJURY ILLNESS PREVENTION PLAN REQUIREMENTS.....	7
CAL OSHA REGULATIONS.....	8
I. Responsibility 8 CCR Section 3203(a)(1).....	8
II. Adherence to Health and Safety Policies and Procedures 8 CCR Section 3203(a)(2).....	8
III. Safety Communication 8 CCR Section 3203(a)(3).....	8
IV. Hazard Assessment and Control 8CCR Section 3203( a)(4).....	8
V Accident Investigation.....	9
VI. Correction of Unsafe Conditions and Work Practices.....	9
VII. Safety and Health Training.....	10
SAFETY PROGRAM ORGANIZATION and PROCEDURES.....	12
SAFETY PROGRAM ORGANIZATION.....	13
Safety Program Committee Chairperson.....	13
DIVISION OF RESPONSIBILITY.....	14
SAFETY TRAINING STATEMENT.....	15
NEW EMPLOYEE TRAINING and ORIENTATION.....	16
ON-GOING TRAINING FOR ALL EMPLOYEES.....	16
SELF-INSPECT FOR ON-GOING COMPLIANCE.....	16
POST ACTUAL AND POTENTIAL SAFETY HAZARDS.....	17
DOCUMENTATION-INDIVIDUAL SAFETY TRAINING RECORDS.....	17
APPENDIX A.....	18
Sample Training Matrix.....	19
PREVENTION INFORMATION FOR GENERAL HAZARDS.....	21
APPENDIX B.....	22
CHEMICAL SAFETY.....	23
ERGONOMICS.....	24
FIRE PREVENTION.....	25
FIRST AID & BLOODBORNE PATHOGENS.....	27
FOOT PROTECTION: KEEPING ON YOUR TOES.....	29
EYE PROTECTION: SEEING IS BELIEVING.....	30
FORK LIFT SAFETY.....	31
HAND PROTECTION.....	33
HAZARD COMMUNICATION.....	34
HEADSETS AND EARPHONES.....	36
LIFTING TECHNIQUES.....	37
LOCKOUT/TAGOUT.....	39
SAFE DRIVING.....	40
SLIPS, TRIPS AND FALLS.....	43
TOOL SAFETY.....	46
REPORTING HAZARDS or HAZARDS OR HAZARDOUS ACTIVITIES.....	47
EMERGENCY EVACUATION PLAN.....	48
Evacuation Map.....	51

EMPLOYEE SAFETY HAZARD REPORTING FORM.....	58
SAFETY HAZARD CHECKLIST.....	59
SECTION II.....	61
SECTION II.....	61
SECTION II.....	61
BLOODBORNE PATHOGENS CONTROL PLAN.....	62
EXPOSURE DETERMINATION.....	62
IMPLEMENTATION METHODOLOGY.....	62
Compliance Methods.....	63
RECORD OF HEPATITIS \“B\.....	71
CONFIDENTIAL *** MEDICAL RECORD.....	72
SECTION III.....	73
Heat Illness Prevention Plan.....	74
APPENDIX C.....	77
Job Hazards and Safety Training Topics.....	77
Cooks/Kitchen Worker.....	78
Maintenance/Gardening.....	79
Teaching Staff.....	80
Clerical.....	81
Bus Drivers.....	82
Administrative.....	83
Nurse (School or Parish).....	84
Playground Staff/ Daycare.....	85
Coaches/PE Teachers.....	86
Youth Ministers.....	87
Clergy.....	88
APPENDIX D.....	89
MRSA (Methicillin-Resistant Staphylococcus Aureus).....	89
Questions and Answers about MRSA.....	90
Sample Safety Procedure for dealing with MSRA.....	94
SECTION IV.....	97
CONSTRUCTION OPERATIONS.....	98

## IN EVENT OF AN EMERGENCY

A. For non life-threatening injuries such as minor cuts, sprains, and strains, the employer or designee is to be notified immediately so as to provide first aid or medical treatment. If required, the employer shall provide for the injured party to be transported to the designated MPN (medical provider network). The injured party will be provided the necessary forms to receive medical treatment

The designated MPN is:

Santa Rosa Memorial Hospital  
1165 Montgomery Drive  
Santa Rosa, CA 95405  
(707) 546-3210

B. For potentially life-threatening injuries call **911**. These injuries include but are not limited to heart attack, loss of consciousness, severe bleeding, severe trauma and situations where a person should not be moved. The person should be transported to the nearest Emergency Medical Facility. The Safety Program Chairperson, if available should be informed immediately. If not available, a member of the Safety Committee and a supervisor should be informed.

Report all Injuries as soon as possible to Jeff Marshall, but no more than 24 (twenty-four) hours after being informed or becoming aware of a work related injury.

Within 48 (forty-eight) hours a written Accident Report including a description of incident and witness statements needs to be submitted to Jeff Marshall. This individual will complete the necessary employer forms and reports injury to the Workers Comp Company and OSHA as required.

# SECTION I

# SAFETY POLICY STATEMENT

People are one of the greatest resources given by God to accomplish His purposes on earth. This Injury and Illness Prevention Program is one way of expressing gratitude to God, and to our employees, for His provision of a unique and diversely gifted resource. As an employer, our organizational leadership is committed to provide the safest possible working environment for the employees of First Baptist Church of Windsor.

As the employees of First Baptist Church of Windsor, each of us has a responsibility to make safety a priority in our work setting. All employees are strongly encouraged to report unsafe conditions or practices to their immediate supervisor for corrective action. There is no job so important, nor any service so urgent, that we cannot take time to accomplish the task in a safe manner.

Each employee is important to this Ministry and the goals that we have set forth in our Mission Statement. To this end, every reasonable effort will be made to ensure the prevention of accidents and to preserve each individual's health and safety. To accomplish this, management feels there is nothing more important than:

- 1) Supporting all employees with Prayer and Leadership.
- 2) You are provided with all reasonable safeguards to ensure safe working conditions.
- 3) You are provided with neat, clean, safe, attractive, and healthful working conditions.
- 4) You are provided with the proper equipment, tools, and machines and we maintain all equipment, tools, and machines in good repair.
- 5) We study and develop safe work methods, and train employees in these methods.
- 6) We comply with federal, state and local laws regarding accident prevention and working.

As the leadership of First Baptist Church of Windsor we fully support our Injury and Illness Prevention Program, and we anticipate and expect your full cooperation in making our program an effective one.

# INJURY ILLNESS PREVENTION PLAN REQUIREMENTS

(IIPP)

# CAL OSHA REGULATIONS

The following information is only an excerpt from California Occupational Safety and Health Standards - Title 8, Chapter 4, Section 1509 and 3202, including Labor Code Sections 142.3 and 6401.7 (SB198).

a) Every employer shall establish, implement, and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and shall, at a minimum:

## **I. Responsibility** 8 CCR Section 3203(a)(1)

Identify the person or persons with authority and responsibility for implementing the Program.

## **II. Adherence to Health and Safety Policies and Procedures** 8 CCR Section 3203(a)(2)

Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

## **III. Safety Communication** 8 CCR Section 3203(a)(3)

Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes: meetings, training programs, posting written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees or any other means that ensures communication with employees.

## **IV. Hazard Assessment and Control** 8CCR Section 3203( a)(4)

Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices.

Inspections shall be made to identify and evaluate hazards:

- 1) When your program is first established.
- 2) Whenever new substances, processes, procedures, or equipment are introduced into the work place that represent a new occupational safety and health hazard.
- 3) Whenever the employer is made aware of a new or previously unrecognized hazard. A record of scheduled and periodic inspections to identify unsafe conditions and work practices, including person(s) conducting the inspection, recording unsafe conditions and work practices that have been identified, and action taken to correct the identified unsafe conditions and work practices.
- 4) These records shall be maintained for a minimum of 3 years.

Include a procedure to provide training and instruction:

- 1) When the program is first established.
- 2) To all new employees.
- 3) To all employees given new job assignments for which training has not previously been received.
- 4) Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard. Training will be conducted prior to use.
- 5) Whenever the employer is made aware of a new or previously unrecognized



hazard.

6) For supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

## **V. Accident Investigation**

Include a procedure to investigate occupational injury or occupational illness.

The investigation of any accident/incident shall include a complete description of all facts surrounding the accident and nature of injury/illness.

- Date and Time of Occurrence.
- Name of Injured Employee.
- Name and Job Title of person reporting the incident.
- Location of Event.
- Name of Person(s) at the accident site (especially witnesses or those assisting in care of injured party).
- Location of where injured party was moved/transported to.
- List of any Emergency Personnel (Paramedic, Fire Department or Law Enforcement) at site of incident.

Include all facts surrounding the incident operating procedures being used:

- 1) Condition of Work Area.
- 2) Employee Behavior.
- 3) Was employee trained for task being performed?

The investigation must determine the root causes(s) of the accident and the most reasonable corrective action(s). The intent is not to establish blame, but to ensure a like incident does not occur in the future. This shall be accomplished by communication the results of the investigation to affected persons and the corrective actions that will be implemented.

Any contractor performing services for organization will report any work related accident/illness to Jeff Marshall or his/her designated representative within 1 hour. The contractor will be required to comply with all applicable California Labor Code and Cal-OSHA regulations regarding work related injuries or illness.

## **VI. Correction of Unsafe Conditions and Work Practices**

Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard.

It is the policy of First Baptist Church of Windsor to conduct self-inspections on a periodic and regularly scheduled basis. These inspections play an integral role in identifying conditions or practices potentially hazardous to our employees.

Because the safety of our employees is at the heart of these inspections, we view them as fact finding, not fault finding.

The Self-Inspection Form will be used to this end.

In the event a potentially hazardous condition or practice is identified, a Plan of Correction will be established and given to the department supervisor for resolution of the concern.

All Corrections will be made as follows:

- 1) When observed or discovered.
- 2) Or When condition cannot be immediately abated, a suitable timetable will be developed to correct the hazard.
- 3) A Report of Corrected Safety will be submitted to Safety Committee.

When an imminent hazard exists, which cannot be immediately abated without endangering employees, Remove all exposed personnel from the area **except** those necessary to correct the existing condition and these Employees necessary to correct the hazard **shall be** provided the necessary safeguards.

## **VII. Safety and Health Training**

Include effective dissemination of safety information.

It is necessary to provide employee training on general safe work practices and specific instruction related to hazards unique to each employee's job assignment.

- School Administrators and job supervisors are the primary safety trainers.
- Training and instruction which ensures that each employee is knowledgeable about the materials and equipment they will be working with, what known hazards are present and how they are controlled shall be provided to:
  - a. All new employees.
  - b. All employees given new job assignments for which training has not previously been received and documented.
  - c. All employees when a new piece of equipment is introduced and a new hazard is identified Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard.
  - d. Whenever the employer is made aware of a new or previously unrecognized hazard.
  - e. Supervisors to familiarize themselves with the safety and health hazards to which employees under their responsibility may be exposed.

Training and instruction shall inform employees:

- a. Any known hazards involved with the work being performed.
- b. Of the safe work procedures required for their jobs, and how these procedures protect them against exposure.
- c. Training in the use of any equipment that is required to perform job.
- d. When personal protective equipment is required or needed, how to use it and maintain it in good condition.
- e. What to do if emergencies occur in the workplace.
- f. All employees must be informed and understand that they shall not undertake a job until they have received instructions on how to perform it properly and safely.
- g. They shall not undertake any job that appears to be unsafe.
- h. Mechanical safeguards must always be kept in place.
- i. They are to report to their immediate supervisor all unsafe conditions encountered during work.
- j. Any work-related injury or illness suffered, however slight, must be reported immediately to the appropriate administrator.

# **SAFETY PROGRAM ORGANIZATION AND PROCEDURES**

## **SAFETY PROGRAM ORGANIZATION**

Employers have an option to use either labor/management team or may designate an individual to have authority for implementation and maintenance of the Injury and Illness Prevention Plan.

Employers who elect to use a **labor/management safety and health committee** to comply with the communication requirements of sub-section a-3 of this section shall be presumed to be in substantial compliance with sub-section a-3 if the committee:

1. Meets regularly, but not less than quarterly (90 days).
2. Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and maintained for review by inspectors from the Division (Cal-OSHA) upon request.
3. Reviews results of the periodic scheduled worksite inspections.
4. Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances.
5. Where appropriate, submits suggestions to management for the prevention of future incidents.
6. Reviews investigation of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions.
7. Submits recommendations to assist in the evaluation of employee safety. Upon request from the Division, verifies corrective actions taken by the employer to abate citations issued by the Division.

The Safety Program Committee Chairperson is Jeff Marshall. He/she can be contacted at (707) 838-6694 x1145, E-mail or in person. As Chairperson of the Safety Committee, Jeff Marshall is responsible and has the authority for overall implementation and maintenance of First Baptist Church of Windsor Injury and Illness Prevention Program, and as such has the following responsibilities:

1. Appoint a committee to assist in managing the IIPP.
2. Ensure that all Managers/Supervisors/Administrators are trained in work place safety and are familiar with the safety and health hazards, to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations, safety rules and policies related to the operations of this ministry.
3. Ensure that employees are trained in accordance with this program.
4. Inspect, recognize, and evaluate work place hazards on a continuing basis.
5. Develop methods for abating work place hazards as they are discovered or reported.
6. Ensuring that work place hazards are abated in a timely and effective manner.
7. Purchase and maintain the necessary safety supplies.
8. The Safety Program Chairperson, will work with the safety program representatives:

Tad Theiss and Bob Corbet

to achieve the above listed requirements. Nevertheless, he/she remains ultimately responsible for the implementation and maintenance of the First Baptist Church of Windsor Injury and Illness Prevention Program.

## **DIVISION OF RESPONSIBILITY**

Work Place Injury and Illness Prevention is the responsibility of all employees.

The employer accepts responsibility for the design, implementation, and on-going evaluation of the Injury Illness Prevention Program (IIPP) to ensure its maximum effectiveness.

Managers, supervisors, administrators are responsible for developing and reinforcing proper attitudes toward safety and health in themselves and in those entrusted to their supervision. They are to ensure that all operations are performed with the highest regard for safety and health of all personnel.

Each employee is responsible for full and genuine cooperation with all aspects of our Injury and Illness Prevention Program. This includes compliance with all rules and regulations, and for the continuous exercise of safe practices in daily duties.

# SAFETY TRAINING STATEMENT

The goal of the First Baptist Church of Windsor safety training program is, to reduce the potential for injury in the workplace. We accomplish this by developing safe work habits and attitudes.

To accomplish this goal, the following procedures are followed:

NEW EMPLOYEE ORIENTATION AND TRAINING

ON-GOING TRAINING FOR ALL EMPLOYEES

SELF-INSPECT FOR ON-GOING COMPLIANCE

POST POTENTIAL SAFETY HAZARDS

DOCUMENTATION-INDIVIDUAL SAFETY TRAINING RECORDS

**Supervisors** are responsible for providing safety training and orientation for new employees and ongoing safety training for all employees. As new conditions, machinery, practices, or chemicals are introduced into the work environment; the supervisor shall review current safety practices and inform the staff of any new practices to accommodate the new condition.

Documentation of safety and health training required by sub-section 8 CCR Section 3203 (a-7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training provider(s).

This documentation shall be maintained for three (3) years.

## NEW EMPLOYEE TRAINING and ORIENTATION

All new employees will meet with safety personnel and job supervisor to review job description and safe work practices. They will read this IIPP and acknowledge that they have read it and understand the content. An opportunity to ask questions concerning this manual and safety procedures of First Baptist Church of Windsor will fully explain and understood before employee assumes job duties.

It will be communicated that all employees shall follow these safe practices, rules, and render every possible aid to safe operations and report all unsafe conditions or practices.

## ON-GOING TRAINING FOR ALL EMPLOYEES

There will be a minimum of one (1) safety meeting conducted annually for all staff.

These meetings will be organized by The Safety Committee and may include a guest speaker and/or a video presentation.

There will be a minimum of one (1) safety meeting conducted per quarter for each department. If common hazards are present then departments may join together for training.

These Department level meetings will be conducted by a safety committee member, supervisor or designee and may include a guest speaker and/or a video. The Safety Committee will review and approve the Safety Meeting Topics.

- It is mandatory that **ALL** Employees are required to attend Safety Meetings.
- An attendance sheet will be kept as part of the records.
- Advance notice by memo will be given and employees are asked to make arrangements in their schedules to ensure their attendance.

Some Employees may need to attend 2 or more department safety meetings due to their job description.

If similar safety hazards are present, safety training may be combined for employees from different departments.

## SELF-INSPECT FOR ON-GOING COMPLIANCE

Supervisors have a duty to inspect their work area with the purpose of determining unsafe working conditions and/or work practices. In addition all employees have a responsibility to inform their supervisor or the Safety Chairman with any known, suspected or probable work hazard. Forms are available in the appendix section of this manual which is to be used for reporting these conditions.

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for First Baptist Church of Windsor to take any actions against an employee in reprisal for exercising rights to participate in communications involving safety. First Baptist Church of Windsor will investigate any report or question as required by the Injury and Illness Prevention Program and advise the employee who provided the information or the workers in the area of the employer's response.



## POST ACTUAL AND POTENTIAL SAFETY HAZARDS

All Safety Hazards reported by employees or as a result of self-inspection will be posted and will remain posted until the hazard has been corrected.

## DOCUMENTATION-INDIVIDUAL SAFETY TRAINING RECORDS

Employees who fail to comply with safety rules and practices are endangering themselves and their co-workers. For this reason, the following procedures are to be followed when violations occur:

First Violation - an informal verbal counseling time will be documented in the employee's personnel file. Retraining and review of safety materials as relates to their job description

Second Violation - a written reprimand explaining the nature of the violation and the corrective action taken will be signed by the employee acknowledging receipt of a copy. The original will be placed in the employee's personnel file.

Third Violation - Suspension of duties without pay for a period of time to be determined. Note: In the event of a serious violation, suspension may be implemented immediately.

Fourth Violation - Termination of employment based on established procedures of documentation.

Supervisors will be subject to disciplinary action for any of the following reasons:

1. Repeat violations in the department under their direct supervision.
2. Failure to provide adequate safety orientation.
3. Failure to report actions immediately.
4. Failure to correct, or seek assistance to correct an unsafe condition.

Records will be kept for the period of time as follow:

- a. Notices of Safety Violations - 3 years
- b. Reports of Corrected Safety Violations - 3 years
- c. Employee safety training documents conducted by the First Baptist Church of Windsor - Duration of employment career
- d. Cal/OSHA 300 Log and Summary of Occupational Injury and Illness - 5 years
- e. IIPP audit and inspection records - 3 years
- f. Accident Report forms - 3 years
- g. Safety postings - 3 years
- h. Periodic inspection records - 3 years
- i. Safety meeting agendas - 3 years
- j. Employee safety training documents - Duration of employee's career

# APPENDIX A

## SAMPLE TRAINING MATRIX

## APPENDIX A Sample Training Matrix

Hazard

YES	NO	Hazard Title 8 Code	Job Classification	Frequency of Training	Training	Specific Training
		Back Strain / Lifting	All	Initial, Annual		Proper lifting technique Limitations
		Bloodborne Pathogens and OPIM 5193(g)(2)	All	Initial, Annual	Mandatory	Best Practices Approach for Reducing Blood borne Pathogens Exposure  Exposure Control Plan for Bloodborne Pathogens
		Chemicals (Hazard Communication) 5194(b)(1)  Pesticide Safety 5194(h)	All  Lawn Care, Sports	Initial, Annual, New Exposure	Mandatory MSDS Requirement	Effects of chemicals Response to incident Disposal
		Clothing / Footwear	All Affected Persons	Initial, As needed		Proper Clothing for The Job
		Communicable Disease / Infection	All	Initial, Annual New Exposure	Mandatory	Childhood Disease Symptoms, Infection (MRSP) Prevention and Exposure Control
		CPR / First Aid 3439(b) 6251(d)(2) 3400(b) 5157, 5158, 5193 3421, 6052	All  Certified Personnel	Initial, Annual  Certification as required	Mandatory	Proper use of equipment to prevent and minimize Bloodborne Pathogens and OPIM exposure
		Electrical Safety	All	Initial, Annual	General Safety	Extension Cords, Power Strips Circuit Overload Safe Practices when working on Electrical
		Emergency Action Plan 3220(e) Natural Disasters	All	Initial, Annual Review  Review & "Drills"	Mandatory  Familiarity with procedures	Evacuation Routes, Staging Area,  Responsibility & Duties
		Ergonomics 5110(b)(3)	All affected Employees	Initial, Annual On-going	Mandatory	Back Injury, Carpal Tunnel
		Fire Extinguishers Fire Safety 6151(g)(1)-(2) 3221(d) (1)-(2)	All	Initial, Annual	Mandatory	Proper Use, Location  How to respond to a Fire
		Forklift/Tractor 3657(i) 3664(b) 3668	Operators of Equipment	Initial As needed		Instruction by Qualified Instructor
		Golf Carts	Operators of Equipment	Initial,		Proper use. Speed, Terrain
		Heights	Affected Persons	Initial, New Exposure		Safety when working on projects 10' feet or more from ground.
		Heat Stress 3395(e)	Affected Person Persons working outside	Initial, Annual	Mandatory	Proper use of liquids, clothing Recognizing symptoms and how to respond

YES	NO	Hazard Title 8 Code	Job Classification	Frequency of Training	Training	Specific Training
		Lockout/Blockout 3314 3314(j)	Affected Persons	Initial, Annual New Exposure	Mandatory	Do not use.  Reporting a piece of “defective” machinery
		Horseplay	All	Initial, Annual		None, ever
		Kitchen Safety	Cafeteria Workers	Initial, Annual and New Exposure		Burns, Slip and Fall
		Ladders/Step Stools	All	Initial, annual		Proper Use of ladder. No substitutions  2 people
		Natural Disasters	ALL	Initial, Annual	Mandatory Drills	Evacuation Routes-Earthquake Staging Area Area of Responsibility
		Personal Protective Equipment 3380(c)	Those defined as needing PPE	Initial, Annual New Exposure	Mandatory	How to use, when to use, How to maintain
		Playground Safety	Playground / Daycare	Initial, Annual		Toys, Sports Equipment, Students running etc.
		Power Equipment Machinery and Equipment 1510(b)	All affected people	Initial, Annual New Exposure	Mandatory	Operating Manuals Personal Instruction from a qualified instructor or user
		Sharp Objects	Those affected	Initial, Annual	Use, Storage	
		Stairs	All	Initial, Annual	Use of Handrails Non-slip surface	Carrying items while using steps
		Students	All Affected	Initial, Annual		Dangers of Students-
		Sports	All	Initial, Annual	Why and what to avoid	Coaches are coaches, not participants. Chaperones are Chaperones, not participants
		Trip and Fall	All	Initial, Annual	Hazards	Uneven Surface Different Conditions – water, ice
		Vehicle	Any who drive	Initial, Annual	Bus Drivers – proper training	Driving techniques for specific type of vehicles (vans) Maintenance Issues
		Work Place Violence	All	Initial, Annual	How to recognize and respond	Angry Students, Parents or other individual. Gun, Explosives, etc.

All employees will have training in detecting, understanding and instruction on how to avoid, prevent or minimize Injury from these common hazardous situations.

# **PREVENTION INFORMATION FOR GENERAL HAZARDS**

# APPENDIX B

1. Chemical Safety
2. Ergonomics
3. Fire Prevention & Control
4. First Aid & Blood Borne Pathogen
5. Foot Protection
6. Eye Safety
7. Fork Lift Safety
8. Hand Protection
9. Hazard Communication
10. Headsets
11. Lifting
12. Lockout/Tagout
13. Safe Driving
14. Slips, Trips & Falls
15. Tool Safety
16. Reporting Hazard
17. Emergency Evacuation Plan
18. Evacuation Routes Map
19. Assembly Area Location Map
20. Locations of Fire Extinguishers
21. Hazard Reporting Form
22. Inspection Checklist

## CHEMICAL SAFETY

- All personnel will be trained on chemical usage before they work with any chemical.
- The Employer must notify each employee what Hazardous Substance they may be in exposed to as apart of their job. This notification must inform the symptoms, long term effects and type of injury that may occur.
- Before working with any chemical, read all pertinent information.
- All chemicals must have a Material Safety Data Sheet (MSDS) on file.
- All employees will use proper protective equipment as prescribed on the MSDS.
- Employees are to use chemicals as they are intended and follow directions on the container.
- Employees are never to mix chemicals together especially ammonia and bleach.
- All spray bottles will have a manufacturer's provided secondary label.
- If you find an unlabeled chemical, you are to notify your supervisor immediately and do not use.

**Hazardous Materials range from Copy Machine Toner to Acids. Many items are considered to be Hazardous to an individual's health. Always read the label and if side effects can be attributed to the use of the item, notify your supervisor.**

# **ERGONOMICS: WORK THAT FITS PEOPLE**

## **What is Ergonomics?**

Ergonomics involves arranging the environment to fit the person. While it is most often associated with the workplace these days, ergonomics has been applied elsewhere as well. Bicycles are an example of an ergonomically designed product. In the workplace, ergonomics helps the job to fit the person to reduce stress and eliminate many potential injuries and disorders associated with the overuse of muscles, bad posture, and repetitive motion. The objective of ergonomics is to adapt the job and workplace to the worker by designing tasks, work stations, controls, displays, safety devices, tools, lighting, and equipment to fit the worker.

## **Why is Ergonomics a Concern in the Workplace?**

Technological advances resulting in more specialized risks, higher assembly line speeds, and increased repetition in the workplace are often major causes of current ergonomic problems. Worker's hands, wrists, arms, shoulders, backs, and legs may be subjected to thousands of repetitive twisting, forceful, or flexing motions during a typical work day.

Some jobs expose workers to excessive vibration and noise, eye strain, repetitive motion, and heavy lifting. Machines, tools, and the work environment may be poorly designed, placing stress on workers' tendons, muscles, and nerves. In addition, workplace temperature extremes may aggravate or increase ergonomic stress. Recognizing ergonomic hazards in the workplace is the first step in improving worker protection.

(For more information concerning Ergonomics, you are encouraged to check out additional resources from the Safety Program Chairperson).



# FIRE PREVENTION: LEARN NOT TO BURN

Fire is among the most deadly of workplace disasters and among the most preventable. In a recent year, industrial fires accounted for nearly \$203 million in losses. That's direct loss, not the loss of jobs and earning power for companies and employees. OSHA regulates several aspects of fire prevention and response. Emergency planning, fire prevention plans and evacuation that would need to be done in the event of a serious fire need to be addressed. Proper use of Fire Extinguishers needs to be taught to all employees.

## The Best Offense is Defense

The best defense against a fire is to prevent a fire from starting in the first place. Although many products stored in a warehouse or work area are not flammable, some packaging types commonly used today, such as cardboard, excelsior, foam compositions, and paper packaging, is definite fire hazards. In addition, some of the chemicals you work with may be able to start or feed a fire.

You need to know what to do to keep fires from starting, as well as how to deal with the emergency of an accidental fire. Because of the deadly danger of fire, it's to your benefit to know how to size up a fire and how to respond in a fire emergency.

## What Kind of Fire Is It?

The National Fire Protection Association (NFPA) has classified four general types of fires, based on the combustible materials involved and the kind of extinguisher needed to put them out. The four fire classifications are A, B, C and D. Each classification has a special symbol and color identification.

**Class A** This type of fire is the most common. The combustible materials are wood, cloth, paper, rubber and plastics. The common extinguisher agent is water, but dry chemicals are also effective. Carbon dioxide extinguishers and those using sodium or potassium bicarbonate chemicals are not to be used on this type of fire.

**Class B** Flammable liquids, gases and greases create Class B fires. The extinguishers to use are foam, carbon dioxide and dry chemical extinguishers are to be used. Never use foam or water-type extinguishers on these fires.

**Class C** Are electrical fires and a non-conducting agent must be used. Carbon dioxide and dry chemical extinguishers are to be used. Never use foam or water-type extinguishers on these fires.

**Class D** Combustible metals, such as magnesium, titanium, zirconium and sodium fires are Class D. These fires require specialized techniques to extinguish them. None of the common extinguishers should be used since they can increase the intensity of the fire by adding an additional chemical reaction.

There are only two dry chemical extinguishers that can be used on A, B, C fires, and those are multi-purpose. ABC extinguishers, either stored pressure or cartridge operated.

Multi-purpose extinguishers will handle A, B, and C fires. All fire extinguishers are labeled with either ABC or A, or B, or C, so be sure to read the label.

## **Fire Checklist**

Try not to panic. Although fire is a panic situation, when one panics, dangerous mistakes can be made. The person who stays as calm as possible, assesses the extent of the blaze, and acts quickly to contain or extinguish the blaze is the one acting responsibly.

A properly trained person should use the right extinguisher on the blaze if the fire can be contained or extinguished.

Think of the word PASS, which is an acronym for:

“Pull the Pin”.

“AIM” at the base of the fire

“Squeeze Trigger”

“Sweep the base of the Fire”

Most extinguishers have a very limited operation time, only 8-10 seconds, so you have to act fast and spray correctly at the base of the fires, not at smoke or flames.

Time is of the essence if fire fighting. The smaller the fire, the easier it is to extinguish. Know the location of the fire alarms and extinguishers. Know your nearest fire exit and proceed to it in an orderly fashion.

Be aware, especially, of smoke and noxious fumes. These fumes enter the lungs and leave a person unconscious and at the mercy of the flames. All fires consume oxygen to burn. Most victims of fire suffocate from lack of oxygen and die. They are already unconscious or dead before the flames consume them.

Inside a building that is in flames you should shut all doors within your reach. If you are trapped, and you can make your way to an exit, get to your hands and knees and crawl. This is important because smoke and heat rise rapidly, and you will inhale less smoke near the floor. Outside, get away from the direction of the flames and smoke to avoid inhaling smoke and fumes. In any fire situation inside a building, anything you can use--any type of shield, heavy blankets or tarps, will help you get out of the building with less risk of injury. A wet cloth or handkerchief over your nose will help cut down the smoke intake.

**FIRE PREVENTION**-In your workplace, it is part of your responsibility to help prevent fires.

(For more information concerning Fire Prevention, you are encouraged to check out additional resources from the Safety Program Chairperson).

# FIRST AID & BLOODBORNE PATHOGENS:

## REGULATORY REQUIREMENTS AND TRAINING TIPS

The blood borne pathogens standard was designated to provide a set of practices to follow when rendering first aid to help protect you against infections caused by Bloodborne pathogens.

Regulations governing exposure to bloodborne pathogens have been issued by OSHA, specifically in the Title 8 5193(g)(2). It is the employer's responsibility to develop an exposure control plan, provide training to those workers (i.e. child care workers, janitorial staffs in school settings,...) potentially exposed to Bloodborne pathogens, implement engineering and work practice controls, enforce use of personal protective equipment, offer a hepatitis B vaccine and exposure evaluation and follow-up, and use of signs and labels to warn of potential hazards.

## Key Definitions

Because of the technical nature of some of the words used when talking about Bloodborne pathogens, some definitions are spelled out here.

**Blood borne Pathogens:** Microorganisms present in human blood that can cause disease in humans. These include, but are not limited to: Hepatitis B virus, HBV Human Immunodeficiency virus, HIV.

**Exposure incident:** A specific eye, mouth, mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that may result from doing one's job.

**Parenteral:** A piercing of mucous membranes or the skin barrier by means of a needle stick, human bite, cut, and/or abrasion.

**Universal Precautions:** An infection control approach whereby all human blood and certain body fluids are treated as if they were known to be infectious for HIV, HBV, or other Bloodborne pathogens.

If you are a childcare worker, a designated first responder or first aid provider, or involved in maintenance or housekeeping at work that could potentially expose you to blood borne pathogens then you need to know about this standard.

"Good Samaritan" acts performed by undesignated employees are not covered by the standard, but undesignated first aid responders may want to know exposure controls anyway, to protect themselves if they voluntarily respond in the event of an emergency.

Potentially infectious materials that may be present in a first aid emergency include blood, urine or other body fluids and vomit.

## Required Elements of the Standard

The standard requires that employers develop an exposure control plan. They must also provide training on the following subjects to those workers affected by these procedures:

Engineering and work practice controls-such things as hand washing, prevention needle sticks, and minimization of the splashing or spraying of blood fall under this.

Personal protective equipment-employees must use personal protective equipment when the possibility exists of exposure to blood or bodily fluids. This equipment must not allow blood or potentially infectious matter to pass through it to the employee's clothes, skin, eyes, or mouth. Personal equipment must be accessible and available in appropriate sizes. PPE also must be kept clean and in good repair. Single use gloves must be replaced as soon as possible after they are contaminated or if they become torn or punctured. They should never be washed for re-use. Whatever it takes to stop exposure to blood or other potentially infectious materials is the level of PPE you should be wearing when you provide first aid.

- Hepatitis B vaccine, exposure evaluation and follow-up. The greatest Bloodborne risk is infection by the Hepatitis B virus. Because of this, Hepatitis B vaccine must be available after an exposure to any first aid provider who has experienced an occupational exposure to blood. Employees who wish not to be vaccinated must sign a declination form. Employees who change their minds at a later date must still be provided with the vaccination.
- Exposure incident-An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from doing one's job or providing first aid as a first responder. When an exposure incident is reported, the employer will arrange for an immediate and confidential medical evaluation.
- Record keeping-Records must be maintained on all employees with occupational exposure for the period of their employment plus thirty years. Each record, which must be available to employees, should include:

- ▲ Name and Social Security number.
- ▲ Hepatitis B vaccination status.
- ▲ Results of all exams, testing and follow-up procedures.
- ▲ Copy of healthcare professional's opinion.
- ▲ Copy of information provided to healthcare professional.

## Work at Working Safely

Rendering first aid is a wonderful life-giving thing to do. But if you don't protect yourself in the process, you risk exposing yourself to harmful and sometimes deadly Bloodborne pathogens. Remember the key elements of a Bloodborne pathogens program.

(For more information concerning Bloodborne Pathogens, you are encouraged to study the attached Bloodborne Pathogen Program and additional resources from the Safety Program Chairperson).

# FOOT PROTECTION: KEEPING ON YOUR TOES

## A Real Pain in the Foot

Every day hundreds of workers in the United States suffer disabling injuries to their feet and toes. Foot and toe injuries make up 10% of all disabling injuries. The foot is especially vulnerable to injury. For example, it's possible to severely sprain your ankle simply by stepping off a curb. And yet many workers ignore hazards in the workplace.

## Some Types of Foot Injuries

Your feet are vulnerable to many types of skin diseases, cuts, punctures, burns, sprains and fractures. But sharp or heavy objects falling on the foot are the primary source of injury. Other hazards include:

- **Compression** - the foot or toe is squeezed between two objects or rolled over.
- **Puncture** - a sharp object like a nail breaks through the sole of shoe/boot.
- **Slipping** - contact with surface hazards like water, oil, or chemicals causes falls.
- **Wet** - the hazard may be a slip and fall but also discomfort and infections from prolonged periods of wetness.

## Foot Protection is Important

Foot protection is guarding your toes, ankles and feet from injury.

1. Safety shoes shall be worn in all "High Risk Areas." These areas are warehouses, stockrooms, shipping and receiving, material handling areas, areas that have pallet jacks, loading docks, or other hazardous areas. Also Plant Maintenance Technicians, persons who carry heavy objects or persons who routinely operate pallet jacks shall also be required to wear safety shoes.
2. Safety shoes, where required, shall meet the American National Standards Institute Standard #241.1.
3. New employees will be required to have the appropriate foot wear within 30 days of initial employment.

The area supervisor or manager is responsible for the enforcement of this policy.

(For more information concerning Foot Protection, you are encouraged to check out additional resources from the Safety Program Chairperson).

## **EYE PROTECTION: SEEING IS BELIEVING**

Protective eye devices provide adequate eye protection for all employees and visitors in areas that may pose potential risk to them.

### **Who's Responsible?**

We share the responsibility for keeping you an efficient, productive, and safe worker. As your employer we will provide safety equipment, first aid facilities and even a vision screening program, but YOU have to take safety seriously and use them.

### **Eye Injuries Are Often Permanent!**

An eye injury resulting in blindness cannot be cured. Excuses like "I don't wear my goggles, because I look silly in safety glasses" seems unimportant when compared with the value of a pair of healthy eyes. Proper eye protection reduces your chances of injury and reduces the severity of the injury if an accident does occur.

### **Safety Glass Requirements**

1. Eye and face protection is required around any area that has the probability of dust, flying objects, hazardous light rays, splashing liquids, or other hazards.
2. Safety glasses shall have proper shading as per state requirements and good welding practices.
3. Safety glasses shall have proper side shielding.
4. Areas that require eye protection shall have signs posted stating this.
5. First Baptist Church of Windsor will provide non-prescription safety goggles for all personnel. In the required safety glass/goggle areas.
6. All employees who work in the safety glass/eye hazard areas will wear regulation safety glasses, shields, or goggles.
7. All visitors who enter the area shall be provided with appropriate eye wear.
8. Contact lenses shall not be worn in lieu of safety glasses.

(For more information concerning Eye Protection, you are encouraged to check out additional resources from the Safety Program Chairperson).

# **FORK LIFT SAFETY: TIPS FOR DESIGNATED DRIVERS**

## **Take Fork Lift Driving Seriously**

When you drive a fork lift it is a serious responsibility. Consider that the average automobile weighs between 2,500 and 3,500 pounds. A 6,000 pound capacity fork lift weighs two or three times as much. With a capacity load, you are handling a mass as high as 16,000 pounds. Obviously, a lift truck with eight tons of mass, and traveling at a high rate of speed, tremendous damage can occur should something be hit or run over.

## **The Standard Rules**

1. Only a trained and authorized operator should drive a fork lift. A qualified operator is one who has been fully trained and tested, who knows the general design of the vehicle, and who has learned safety inspections and safe driving rules.
2. Only the assigned driver or drivers should operate a fork lift. An assigned operator is responsible for the cleanliness, maintenance and security of the vehicle.
3. Operating a fork lift takes skill, mechanical knowledge, compliance with safety rules, and defensive driving under unique conditions.

## **Safe Fork Lift Driving Rules**

Keep to the right, the same as highway driving with an automobile.

Obey the speed limits. Remember that a fork lift is not a street rod, but it is a slow moving vehicle, designed that way for safety.

The pedestrian always has the right of way.

No horse play is allowed. This is basic common sense.

No riders are allowed on any fork lift vehicle.

Always keep arms and legs inside the vehicle.

Face the direction of travel, keep your mind on what you're doing, and never travel forward with the load blocking your view.

Know the position of your forks at all times. Be aware of overhead clearances, such as pipes, sprinklers and door beams.

Be alert for oil and grease spots, which could result in an accident. Be careful of changing light conditions such as coming in from bright daylight into dimly lit areas.

No towing or pushing is allowed with a fork lift.

Stop completely before raising or lowering a load.

Make sure fork lifts are all the way into a pallet, and tilt the mast back to stabilize the load before moving.

Never travel with a load raised high. When moving, always have the unloaded forks no more than six inches high.

Make sure the load is balanced and secure on the forks.

Do not attempt to move loads with broken pallets, loads beyond the capacity of the fork lift or

loads that are unbalanced.

### **Work at Working Safely**

1. Never park in front of fire equipment, doors, exits or high traffic areas.
2. Do not pass another vehicle in narrow aisles.
3. If you cannot see past a load in front, travel backwards, carefully.
4. Know the load capacity and limits of your fork lift.
5. Never attempt to lift a load beyond the limits of your fork lift.
6. Do only the maintenance or repair work that you are authorized to do. Leave the rest to a trained Mechanic.
7. When leaving your vehicle, lower the forks, put the controls in neutral, set the brakes, block the wheels if on an incline, shut the power off and remove the ignition key or connector plug.

### **Getting Your Attention**

Human error is the primary reason for most lift truck accidents. The greatest cause of accidents among new drivers is forgetting to watch for overhead obstructions when lifting a load. Other causes that rank high on the list are driving and daydreaming. Remember, when operating a fork lift, all of your attention must be focused on what you are doing. When your mind is a million miles away, when you are gawking around, when you are not paying attention, you are at the greatest risk of having an accident. You can get the job done properly by thinking and driving defensively. Know what you are doing when driving a fork lift truck.

When driving a fork lift, your responsibilities are great. By using common sense, you can head off potential hazards and accidents. You can do that if you know what to watch for, drive defensively, and make sure that you are being safety conscious. Think, and act safely. Don't be an accident going somewhere to happen. Be a skilled and safe driver, able to handle the job efficiently, ably, and safely.

(For more information concerning Fork Lifts, you are encouraged to check out additional resources from the Safety Program Chairperson).



# **HAND PROTECTION: LET YOUR FINGERS DO THE WORKING**

## **The First Line of Defense**

The first line of defense in the battle to reduce hand injuries is not to altar machine guards on equipment which protect hands and fingers from moving parts. Work stations and jobs should be designed to incorporate proper positions for tools, hands and work objects.

Good housekeeping practices and personal cleanliness are also an important part of a preventative plan for hand protection. Wash stations and skin cleansers should be used along with other personal protection methods. Good housekeeping also applies to tools, plant equipment and work areas. Cluttered aisles, poorly maintained machinery and sloppy work habits can all attribute to accidents resulting in hand injury.

## **Hand Injuries are Common**

At work, your hands are exposed to three basic kinds of hazards. Mechanical hazards are present whenever machinery is used. Injuries resulting from machinery might include cuts, punctures, abrasions or crushing. Other injuries can be caused by environmental hazards like extreme heat or cold, electricity and materials handling. Another hazard is contact with irritating substances. Skin conditions such as dermatitis can be caused by contact with chemicals and biological agents (bacteria, fungi and viruses). Chemicals and toxic substances can also enter the bloodstream through abrasions or cuts.

## **A Look at Carpal Tunnel Syndrome**

Carpal Tunnel Syndrome (CTS) is a nerve problem of the hand and wrist. Repeated, forceful hand and wrist movements of some kinds can lead to pressure on the main nerve to the hand. Early symptoms of CTS are numbness and tingling in the fingertips. You may develop swelling, loss of grip strength, and wrist pain. Persons who use fine-finger skills in office settings or those on assembly lines which require repetitive hand movements are particularly at risk.

## **Preventative Measures**

Short, frequent breaks from repetitive tasks reduce the risk. A break for exercise of the wrist, elbows and shoulders will increase circulation and allow the body to recover from repetitive movements. Keep the wrist in a straight position whenever possible, and reduce the speed and force of movements involving the wrist.

Avoid wearing watches, bracelets or tight clothing that hampers wrist circulation. Grasp objects with the whole hand if possible.

(For more information concerning Hand Protection, you are encouraged to check out additional resources from the Safety Program Chairperson).

# HAZARD COMMUNICATION: THE RIGHT TO KNOW LAW

## Hazardous Materials

OSHA has issued a regulation to help control chemical exposure on the job. The regulation is called the Hazard Communication Standard, but is more commonly called the Hazcomm or the "Right to Know Law." TITLE 8 Section 5194.

The Standard says you have a right to know what chemicals you are working with or around. Its intention is to make your workplace a safer place. The Hazard Communication Standard requires that all chemicals in your workplace be fully evaluated for possible physical or health hazards, and it mandates that all information relating to these hazards be made available to you.

Everyone needs to be informed about the hazardous chemicals they work with and how to protect themselves. Both training and written materials will inform you about the chemicals you work with. When looking at MSDS (**Material Safety Data Sheets**), a supervisor should be able to help you with any questions you might have.

### What are Physical and Health Hazards?

A health hazard is that which occurs when chemicals bring about an acute or chronic health effect on exposed employees. It can be an obvious effect, such as immediate death following the inhalation of cyanide. But a health hazard may not necessarily cause immediate, obvious harm or make you sick right away. You may not see, feel or smell the danger.

### The MSDS

Every company must have MSDS for every hazardous chemical it uses. Copies of the MSDS must be maintained in a file that's readily accessible to you during your work shift. MSDS must be in English and contain certain items of information:

- Identity of the chemical (as used on the label).
- Physical hazards.
- Health hazards.
- Primary routes of entry.
- Whether it is a carcinogen.
- Precautions for safe handling and use.
- Emergency first aid procedures
- Date of preparation of latest revision.
- Name, address and telephone number of manufacturer, importer or other responsibility party..

### Training on MSDS

An employee may want to check the MSDS because,

- He might want to know if the physical symptoms he is experiencing can be attributed to chemicals he is working with.
- He might want to determine if the personal protective equipment he is using is appropriate for the chemicals he works with.
- He might want to find out what substances in his work area are toxic.
- He might want to verify label information.
- Employees have the right to copy the MSDS for their own use.
- If an employee checks the MSDS folder/binder and finds no MSDS

sheet for a certain substance, he should check with his supervisor/manager. It may be necessary for the employer to send for the appropriate data sheet.

### **Hazard Definition**

A toxic or hazardous substance regulated under this standard is any substance which has the capacity to produce personal injury or illness to man, through ingestion, inhalation, or absorption through any body surface.

### **Health Hazard**

A chemical for which there is statistically significant evidence based on at least one study that acute or chronic health effects may occur upon exposure.

Types of health hazards:

- Acutely toxic
- Chronically toxic
- Carcinogenic
- Mutagenic
- Teratogenic
- Sensitizing agent
- Corrosive
- Irritant

### **Routes of Entry**

- Skin contact
- Ingestion
- Inhalation

### **Know What Chemicals You Are Working With!**

(For more information concerning Hazard Communication: Your Right to Know Law, you are encouraged to check out additional resources from the Safety Program Chairperson)

## HEADSETS AND EARPHONES

It is First Baptist Church of Windsor policy to provide its employees with a workplace free from safety hazards, including personal equipment of the employee that could cause an unsafe working environment. Headsets and other commercially available equipment that transmits sound directly into the ears can pose a health or safety hazard.

### **Such devices can:**

- Interfere with verbal instructions, audible alarms, or warning of emergency in the work place.
- Serve as an electrical conductor or as a constricting device if caught in moving equipment.
- Divert employee's full attention when performing hazardous operations.
- Prevent employee from hearing changes in pitch or sound level of machinery or equipment that may provide early indications of problems.
- Generate peak decibel levels above Federal and State Standards.

### **For these reasons, the wearing of headsets is prohibited:**

- While walking around within the facilities, regardless of job function.
- Where the operations of machinery (forklifts, mechanical devices) are likely to take place.
- Where handling of heavy objects, or hazardous materials are likely to take place.
- Where verbal warnings are likely to take place.

The intent of this policy is not to prohibit employees from enjoying their private preferences in music or radio, but to limit the use of such devices to areas where it is safe to do so without endangering the wearer or others.

Supervisors and Managers are responsible for enforcing this policy. Clarifications of any possible exceptions will be the responsibility of the Safety Program Chairperson.

(For more information concerning Headphones, you are encouraged to check out additional resources from the Safety Program Chairperson).

# LIFTING TECHNIQUES: AVOIDING BACK INJURIES

## Lifting Techniques: Avoiding Back Injuries

Although lower back pain can result from acquired conditions at birth, or from infections or tumors, the most common cause is sprains and strains. Your back can be injured by improper lifting of moderate to heavy objects, falling, auto accidents and sports activities. But of these, lifting improperly is the largest single cause of back pain and injury. Luckily, you can do something about preventing back pain by knowing and using proper lifting techniques.

## Why Back Pain Happens

Our main concern is proper lifting techniques, but a variety of other factors can contribute to this age old problem.

### Poor Posture

Whether you are standing, sitting or reclining, posture affects the amount of strain you put on your back. The wrong posture increases strain on the back muscles and may bend the spine into positions that will cause trouble. When standing correctly, the spine has a natural "S" curve. The shoulders are back and the "S" curve is directly over the pelvis.

Good sitting posture should put your knees slightly higher than your hips. Your hips should be to the rear of the chair with your lower back not overly arched. Also, your shoulders and upper back are not rounded. Reclining posture is important too. Sleep in your side with your knees bent or sleep on your back. Sleeping on your stomach, especially on a sagging mattress with your head on a thick pillow, puts too much strain on the spine. Result: morning backache.

### Poor Physical Condition

Your physical condition can lead to back pain. If you are overweight, and especially if you have developed a pot belly, extra strain on your spine results. A pot belly increases strain in the lower back (the lordotic curve). When you are out of shape, the chances for chronic back pain are greater. Lack of exercise is a major factor too. A sudden strain on generally unused back muscles leads to trouble, particularly when there is a sudden twisting or turning of the back. An approximate estimate is that every extra pound up front puts ten pounds of strain on your back. Proper diet and exercise is the sensible way to help avoid back problems.

Stress is another factor that may lead to back pain. Tied in with your general physical condition, stress from work or play can cause muscle spasms that affect the spinal nerve network. Although stress is part of everyone's life, and a certain amount of stress is healthy, excessive stress is a backache cause. The solution is a balanced life style, with time to relax and take things easy.

## Basics of Good Lifting Techniques

With the amount of mechanical lifting equipment available today, most heavy objects are lifted by for lifts, hoists, dollies and other types of equipment. However, sometimes it is necessary to load or unload by hand and moderate to heavy objects have to be lifted. When this is the case, knowing the proper ways to lift can save you a great deal of pain and misery from a sprained back.

1. Size up the load before trying to lift it. Test the weight by lifting at one of the corners. If the load is too heavy or of an awkward shape, the best thing to do is to get help from a fellow worker, or if possible, use a mechanical lifting device. If you have to lift, make sure you can handle the weight.
2. Bend the knees. This is the single most important rule when lifting moderate to heavy objects. Take a tip from professional weight lifters. They can lift tremendous weights because they lift with their legs, not their backs. When lifting a

crate or box, your feet should be placed close to the object. Center yourself over the load, then bend your knees and get a good hand hold. Lift straight up, smoothly. Allow your legs, not your back, to do the work.

3. Do not twist or turn your body once you have made the lift. Keep the load close to your body, and keep it steady. Any sudden twisting or turning could result in taking out your back.

4. Make sure you can carry the load where you need to go before attempting to move it. Also, make sure your path is clear of obstacles and that there are no hazards, such as spilled grease or oil in your path. Turn your body by changing your foot positions, and make sure of your footing before setting out.

5. Set the load down properly. It's just as important setting it down as lifting it. Lower the load slowly by bending your knees, letting your legs do most of the work. Don't let go of the load until it is secure on the floor.

6. Always push, not pull the object when possible. When moving an object on rollers, for example pushing puts less strain on the back and is safer, should the object tip.

### **Planning Ahead**

Planning ahead makes sense. If you know certain loads will have to be carried from storage, place the objects on racks, not on the floor, whenever possible. That way the load will not have to be lifted from the floor. Do not attempt to carry loads that are clearly too heavy for you. Long objects, such as pipes and lumber, may not be heavy, but the weight might not be balanced and such lifting could result in back sprain. Such objects should be carried by two people or more.

If the load can be split up into smaller ones, you're better off in doing that, even if loading takes a few extra minutes. Trying to lift it all at once or even two or three loads may be asking for trouble when the weight is great.

When catching falling or tossed objects, your feet should be firmly planted with your back straight and your knees slightly bent. Your legs should absorb the impact, not your back. If you're working on something low, bend your knees. Keep your back as straight as possible. Bending from the waist can lead to back pain. If you have to work with your back, keep your knees bent and your back flat. In both of these situations, frequent rest breaks are necessary to keep from getting back fatigue.

### **Work at Working Safely**

By using common sense, you can help keep your back out of trouble. Every time you think about lifting, think defensively about your back and the possibility of a back sprain. Follow good lifting techniques, not only at work, but also at home. It's your back and your life. With proper exercise, a good diet and the proper lifting techniques, your chances of being out of work with chronic or severe back pain are greatly reduced. Remember to:

1. Get help to lift objects that are too heavy for you.
2. Plan ahead when lifting jobs are necessary.
3. Never twist or turn suddenly while carrying a heavy load.
4. Make sure your path is clear and be careful of your footing.
5. Lift with the knees, not your back.
6. Be aware of proper posture when sitting, standing or reclining.
7. Follow a sensible diet and exercise program to help your back.

Following these simple rules reduces your risk of injury to your back.

(For more information concerning Lifting: Avoiding Back Injuries, you are encouraged to check out additional resources from the Safety Program Chairperson).

# LOCKOUT/TAGOUT: THE CONTROL OF HAZARDOUS ENERGY

## What is Lockout/Tagout?

Lockout is the process of blocking the flow of energy from a power source to a piece of equipment, and keeping it blocked out. Lockout is accomplished by installing a lockout device at the power source so that equipment powered by the source cannot be operated. A lockout device is a lock, block, or chain that keeps a valve or lever in the off position.

Locks are provided by the employer and can be used only for lockout purposes. They should never be used to lock tool boxes, storage sheds, or other devices.

Tagout is accomplished by placing a tag on the power source. The tag acts as a warning not to restore energy--it is not a physical restraint. Tags must clearly state: Do Not Operate or the like, and must be applied by hand.

Both locks and tags must be strong enough to prevent unauthorized removal and to withstand various environmental conditions.

## What Must Be Locked or Tagged Out

The control of Hazardous Energy Standard (Lockout/Tagout), covers, servicing and maintenance of equipment where unexpected energization or start-up of the equipment could harm employees.

This might include repair and replacement work, renovation work, and modifications or other adjustments to power equipment. There may be other instances as well when Lockout/Tagout is required at your facility.

In general, OSHA standard requires that all power sources that can be locked out must be locked out for servicing or maintenance. Remember, guards or interlock devices cannot be used as substitutes for locks during major servicing.

## Work at Working Safely

Your attention to and respect for your company's lockout/tagout program will make the workplace safer for both you and your co-workers.

1. Always lock and tag out power sources and switches when you are going to service or repair electrically energized equipment.
2. Never ignore or remove the locks or tags of other employees when you come across them.
3. Know your role as an authorized or affected employee.

(For more information concerning Lockout and Tagout, you are encouraged to check out additional resources from the Safety Program Chairperson).

# SAFE DRIVING

## General Hazards

Driving can present all kinds of hazards: other vehicles, poor road surfaces, poor visibility, and stationary objects such as trees or posts.

But the greatest potential hazard of all is the driver. Improper driving causes more than half of fatal accidents and more than two-thirds of accidents that cause injuries. Speeding is the worst culprit.

Other types of improper driving that often lead to accidents are:

- Ignoring traffic signs and signals.
- Following too close to another vehicle.
- Driving in the wrong lane.
- Failing to yield to another vehicle.

There are three other factors that come up again and again in accidents:

- **Drinking.** About half of all fatal accidents involve drivers who have been drinking alcohol.
- **Night.** More than half of motor vehicle deaths occur in accidents that happen after dark.
- **Seat Belts.** If you do have an accident, wearing a seat belt is considered 45 percent effective in preventing death and 50 percent effective in preventing moderate to critical injuries.

## Protection against Hazards

What you can do to prevent accidents.

### First and foremost: *Click It or Ticket*

**Buckle Up. In California it is the Law!** And it's common sense at any time and place. Be sure to use seat belts even for the shortest and slowest trips. Serious and fatal injuries can occur at speeds under 40 miles an hour.

For the greatest protection, place your shoulder belt across your collarbone and over your shoulder. Your lap belt should be snug and low across the hips. Then, if there's an accident, you won't get thrown into the windshield or steering wheel, or out of the car.

## Driving is a Skill

Driving is a skill. Don't take it for granted or decide that things like speed limits and red lights are only there for other people. People do sometimes get away with ignoring the law and good sense. But if you push the law of averages, dangerous driving will catch up with you. A good driver is a defensive driver, always alert and aware when behind the wheel.

## Specific Rules and Techniques

- **Obey the speed limit.** Speed limits are considered the safest top speed for a particular road.
- **Obey traffic signs and signals.** Jumping stop lights and signs is a major cause of accidents.
- **Don't tailgate.** The rule is to stay at least two seconds behind the vehicle in front of you.
- **Pass on the left only.** That's true on a highway as well as other roads.
- **Yield right of way.** Always yield when the other driver has the right of



way, or if he's determined to take it.

- **Don't overload a vehicle.** A vehicle that's overloaded with people or weight is likely to have less stopping ability.
- **Don't drink and drive.** Everyone knows that, but we also know that people still do it.
- **Be especially cautious at night.** You can't see as well at night, and you're likely to be tired.
- **Be cautious in bad weather.** Driving in bad weather requires your full attention. Road conditions can change and other drivers are more likely to make stupid or careless mistakes.

## **Safety Procedures**

- Keep your eyes on other drivers and expect them to do the unexpected.
- Keep your eyes on the road and be prepared to react quickly. Watch out for potholes, debris, pedestrians, bicycles, and animals.
- Look for changes in traffic and road conditions. Slow down when you see a lot of brake lights and expect to act quickly.
- Keep a little distance behind the car in front of you in heavy traffic so there's somewhere to go in case of an accident.
- Be especially cautious in heavy traffic.
- Never pass a stopped school bus. Be on the lookout for children anywhere near a stopped school bus.
- Be especially cautious when driving a strange vehicle. Take it slow until you get used to the handling, especially in rain or wind.
- Check rear and side mirrors constantly for oncoming traffic. Learn your mirrors' blind spots.
- Keep your mind on your driving, your eyes on the road, and hands on the wheel.

It is the Policy of First Baptist Church of Windsor to prohibit the use of Cell Phones, I Pods or other personal devices while driving a car on any school related activity or while using a school owned or operated vehicle. In an emergency, cell phones may be operated only in compliance with state law.

## **Unique Exposure of First Baptist Church of Windsor**

Transporting Youth can be distracting. It is necessary to maintain control of the passengers without compromising your attention to driving. Vans and Busses have unique characteristics to their handling on the road. Because School Buses and larger Passenger Vans use is governed by State Law, always verify that the Driver is qualified and trained in the use of that specific type of vehicle.

## **Summary**

You may know how to drive safely, but we all need reminders sometimes about how and why to do it. More people are killed and injured in road accidents than any other way, and most of them knew how to drive safely. But either they didn't use their knowledge, or the other driver didn't. In many cases, careless driving turns fatal because a safety belt wasn't used.

We all want to hold onto our lives and licenses, to keep our cars in good shape, and our insurance rates down. And certainly, no one wants to have someone else's death or injury on his or her conscience.

So pay attention to how you drive. Put your safety sense into high gear every time you get

behind the wheel. **AND ALWAYS BUCKLE UP!**

(For more information concerning Safe Driving, you are encouraged to check out additional resources from the Safety Program Chairperson).

# SLIPS, TRIPS AND FALLS: ON THE JOB SAFETY BASICS

## Slips, Trips and Falls: On The Job Safety Basics

We don't always take falls very seriously. But falls are accident which often cause injury and lost time. Falls can even be fatal. Injuries from falls may include cuts, bruises, muscle sprains and strains, back injuries, and broken bones.

## Physical Forces at Work

Slips, trips and falls involve three laws of science:

Friction is the resistance between things, such as between your shoes and the surface you walk on. Without it, you are likely to slip and fall. A good example is a slip on ice, where your shoes can't "grip" the surface, you lose traction and you will fall.

Momentum is affected by speed and size of the moving object. You've heard the expression, "The bigger they are, the harder they fall." The more you weigh and the faster you are moving, the harder your fall will be if you should trip or slip.

Gravity is the force that pulls you to the ground once a fall is in process. If you lose your balance and begin to fall, you're going to hit the ground. Your body has automatic systems for keeping its balance. Your eyes, ears and muscles all work to keep your body closer to its natural center of balance. A fall is likely if your center of balance (gravity) shifts too far and can't be restored to normal.

## What Happens When You Slip?

Slips are a loss of balance caused by too little friction between your feet and the surface you walk or work on. Loss of traction is the leading cause of workplace slips.

Slips can be caused by constantly wet surfaces, spills or weather hazards like ice and snow. Slips are more likely to occur when you hurry or run, wear the wrong kind of shoes, or don't pay attention to where you're walking. Follow these safety precautions in order to avoid a slip.

- **Practice safe walking skills.** If you must walk on wet surfaces, take short steps to keep your center of balance under you and point your feet slightly outward. Move slowly and pay attention to the surface you're walking on.
- **Clean up spills right away.** Whenever you see any kind of spill, clean it up yourself or report it to a maintenance person. Even minor spills can be very dangerous.
- **Don't let grease accumulate** on a shop floor around machinery. If grease is present in your work area, be sure that it's cleaned up promptly.
- **Be more cautious on smooth surfaces.** Move slowly on floors which have been waxed but not buffed, and other very slippery surfaces.

## Wearing the Right Shoe Helps

One of the best ways to help prevent slip, trip and fall injuries are to increase friction between your shoes and the surfaces you walk on. The amount of traction a sole provides varies with the work surface.

For instance, shoes with neoprene soles can be used safely on most wet or dry work surfaces. However, they are not recommended for oil conditions. Crepe soles are best for rough concrete, either wet or dry, but are not suggested for tile, smooth concrete or wood surfaces.

When selecting safety shoes, you have to determine what conditions and/or hazards you face most often on the job. Non-slip shoes and soles will also be useful when climbing ladders or scaffolds. Be sure your footwear matches the working conditions present on your job.

## **What Happens When You Trip**

Trips occur whenever your foot hits an object and you are moving with enough momentum to be thrown off balance. A trip can happen when your work area is cluttered, when lighting is poor, or when an area has loose footing. Trips are more likely to happen when you are in a hurry and don't pay attention to where you're going. Remember these safety rules to avoid tripping:

- Make sure you can see where you are going! Carry only loads that you can see over.
- Keep work areas well-lit. Lights turned off and burned-out bulbs can interfere with your ability to see clearly. Don't grope around in the dark. Use a flashlight or extension light to make sure your walking area is visible in unlighted areas.
- Keep your work area clean and don't clutter aisles or stairs. Store materials and tools in closets, cabinets or specially assigned storage areas. Do not store boxes next to desk or working areas.
- Arrange furniture that it doesn't interfere with walkways or pedestrian traffic in your area.
- Extension, computer or power tool cords can be dangerous tripping hazards. Tape them to the floor or arrange them so that they won't be in the way for pedestrians.
- Eliminate hazards due to loose footing on stairs, steps and floors. Report loose carpeting, stair treads or hand rails. Broken pavement or floor tiles can also catch a foot and cause a fall.

## **Stairs are Dangerous**

Another high-risk area for the average worker is stairs. Loss of traction causes the highest number of stairway slipping and falling accidents and is usually due to water or other liquid on the steps. Because we use stairs so often, it's easy to get careless and forget that they can be hazardous. You can protect yourself from injury:

- Use handrails whenever possible. If you are carrying something and can't grip the rail, use extra caution.
- Don't run up or down stairs or jump from landing to landing.
- Don't carry a load that you can't see over.
- Report any unsafe conditions promptly. Maybe you can't control lighting or a cluttered stairway, but you can report it to your supervisor or maintenance staff.
- Report broken stair treads, floor boards or handrails.

## **What Happens When You Fall**

Falls occur whenever you move too far off from your center of balance. Slips and trips often push you off your center of balance far enough to cause a fall, but there are many other ways to fall. They are also caused by makeshift ladders, misuse of ladders, accidents while climbing and improper use of scaffolding. Most falls are slips or trips at ground level, but falls from greater heights pose much higher risk of serious injury. Avoid falls of any kind with these safety measures:

- Don't jump. Lower yourself carefully from docks, trucks or work stages.
- Check lighting. Make sure the hallways, stairs and work areas are properly lit.
- Repair or replace stairs or handrails that are loose or broken. If maintenance isn't your job, report these hazards to the Safety Program Chairperson.
- Don't store things on stairs or in aisles.
- Wear good shoes. Non-skid soles are a good choice. Remember to walk carefully in high-heels or platform shoes; they are less stable than flat shoes.

## **A Few Words About Ladders**

Don't build makeshift ladders out of chairs, benches or boxes. If the job calls for a ladder, take the time to find a proper one. Don't place a ladder on boxes or blocks to make it taller. Inspect all ladders for defects before you begin climbing. Face front and use both hands as you climb.

Don't overreach from a ladder. Move the ladder closer if need be.

Make sure there's only one person on a ladder at a time. Don't stand on top of a step ladder. Also, be careful not to get too close to the top of an extension or straight ladder. If using an extension or straight ladder to get to another elevation, be sure to extend it at least 2 (two) rungs over the parapet. Always block the ladder to prevent slipping if leaning against a wall. Be careful of too steep or too flat of angle

Never work alone when using a ladder.

## **Working at Working Safely**

Preventing slips, trips and falls is a task that depends on many factors. One of the most important is you. You might not be able to change some aspects of your work place. However, you can recognize the dangers, work to eliminate the hazards and use safety devices and equipment. Remember to take these precautions as you work:

1. Use safety equipment. Belts, hard hats, safety shoes and hand rails are for your safety.
2. Be alert. Watch where you're going and look out for hazards in your path.
3. Move slowly on stairs, in hallways, aisles and work areas.
4. Report falling hazards such as poor lighting, spills, broken stairs and loose flooring.
5. Learn how to set up and use ladders safely.

It's worth mentioning that falls are the leading cause of injury-producing accidents. Falls aren't funny.....preventing them is serious business. Do your best to avoid slipping, tripping and falling accidents.

(For more information concerning Slips, Trips and Falls, you are encouraged to check out additional resources from the Safety Program Chairperson).

# TOOL SAFETY: WORKING SAFELY WITH POWER TOOLS

## Serious Injuries Are Possible

Power tools can cause serious injuries. Electric current affects your body in a number of ways. Electricity will give you a shock if you accidentally become a ground. Breathing can stop and nerve centers may be temporarily paralyzed. Your heart beat is interrupted so blood stops circulating. Heat from the current can cause internal bleeding and destruction of the nerves or muscles. The severity of the injury depends on where current flows and how long, not the voltage. (60/1000 of an ampere may kill you if it passes through the chest!)

Mechanical injuries from power tools and electrical equipment include cuts, punctures, crush injuries, amputations and injuries from debris. You can see that it's absolutely necessary to pay attention as you use power tools. A machine can be pretty unforgiving if you slip up--be sure you're in charge.

## Some General Safety Tips

General safety rules apply to both stationary and portable power tools. Never let overconfidence lead you into taking unnecessary risks. The following rules apply to every power tool you use:

- Keep your work area clean. Sawdust, paper, and oily rags are a fire hazard and can damage your tools.
- Keep your work area well lit.
- Maintain your tools. For best and safest performance, keep them sharp, oiled and stored in a safe, dry place. Regularly inspect tools, cords and accessories. Repair or replace problem equipment immediately.
- Use safety features like three-prong plugs, double-insulated tools, and safety switches. Make sure machine guards are in place on large and small equipment.
- Use protective equipment when necessary. This might include safety glasses, hearing protection and respiratory protection.
- Dress right. Never wear clothing or jewelry that could become entangled in power tools.
- Install or repair equipment only if you're qualified. A faulty job may cause fires or seriously injure you or other workers.
- Use the right tool for the job. Don't force a small tool to do heavy-duty work.
- Keep electric cables and cords clean, free from kinks. Never carry a tool by its cord.

Good tool habits soon become second nature. Treat electricity with the respect it deserves and it will serve you efficiently and safely.

## Work at Working Safely

Proper care and safety when using power tools is of vital importance.

1. Respect electricity, know the dangers it presents and take safety precautions necessary to work without injury.
2. Maintain equipment with regular servicing and good housekeeping practices.
3. If you don't know how to use a particular power tool, don't be afraid to admit it. Find someone who does and learn from an experienced worker.
4. Think safety on the job to ensure that you and your power tools will have a long and productive life.

If your job description calls for you to use power tools, it will be necessary for you to receive safety training, as well as, additional reading relating to "Tools".

(For more information concerning tools, you are encouraged to check out additional resources from the Safety Program Chairperson).

# **REPORTING HAZARDS or HAZARDS OR HAZARDOUS ACTIVITIES**

## **Your Responsibility to Report Hazards**

Once you are informed of the hazards connected with the chemicals in your workplace, where do you stand? Your company is required to provide information and training designed to protect you, and the government has a structure in place to protect your interests in the workplace, but all of that will be useless unless the employee - you - is involved in making your workplace as safe as it can be.

## **Working at Working Safely**

To comply with the OSHA, as an employee, you should:

- Read the OSHA poster on the job site.
- Comply with any applicable OSHA standards.
- Report any observed hazardous conditions to your supervisor.
- Report any job-related injury or illness promptly, and seek recommended treatment.
- Exercise your right under the Act in a responsible manner.
- Follow the employer's safety and health rules and regulations, including the use of personal protective equipment on the job.
- Notify your employer, about job safety hazards.

The GOAL of hazard reporting should be to make the workplace a safer environment for all employees of the company. This goal needs everyone's support.

## EMERGENCY EVACUATION PLAN

The purpose of this plan is to provide protection for all employees during emergency conditions.

A fire or earthquake situation will be the most likely reason for an evacuation to take place.

### EVACUATION PROCEDURE

For evacuations under circumstances allowing time for reflective thought, the responsibility for ordering the evacuation will be done upon approval of a senior manager of the facility or his designate.

The responsibility for ordering and conducting crisis escape procedure is assigned to the Business Administrator, Safety Program Chairperson, Facility Manager, Department Manager, or Safety Committee Representative. However, fire or police officials may issue the order. In any event, when the order is given, the manager, supervisor or designee is obligated to assume control and direct the movement of the employees in accordance with this plan.

Department Managers, supervisors, and Safety Committee Representatives are responsible for emergency escape procedures, and the taking of a head count at the area of assembly. If circumstances permit, all equipment should be shut down and a check for stragglers conducted.

After determining that an evacuation is necessary, the following guidelines shall be implemented:

Business Administrator, Facility Manager or Safety Program Chairperson or Safety Committee Representative should:

- 1. CALL 911.**
2. Advise employees to shut-down operations and machines where applicable and ONLY IF circumstances permit it without an increase of risk to personnel.
3. Calmly direct employees and visitors to evacuate the building through the nearest Evacuation Route. Know secondary routes, so they may be used if the nearest route is blocked.
4. After the employees have been evacuated, a thorough check of the area, including bathrooms, conference rooms and other areas should be made by trained safety teams comprised of at least two persons working in close proximity and in a systematic fashion.
5. For locked offices and spaces, knock first, check for heat and smoke. If fire is involved, it is extremely dangerous to open doors to the involved area without proper safety equipment and experience.
6. In addition to looking for any people left behind, you should look and listen for any other unusual conditions.
7. After checking the area, evacuate the building and report to your manager that your area is clear and any unusual conditions that you noticed. Recount the employees. All reports should be directed through the Safety Committee Representative assigned to your Assembly area. The Safety Committee Representative will be responsible to collect all information in their designated assembly area and forward information to the Command Post.



## **WHEN TO EVACUATE**

The following list includes circumstances in which evacuation may be necessary:

1. Smoke or fire throughout the building or in a major part of the building.
2. Fire involving any hazardous material.
3. Earthquake which has damaged or is suspected of having damaged the building.
4. Escape of any toxic or flammable gas.
5. Explosion.
6. Bomb threat.
7. Flood.
8. Chemical spill.
9. Any other emergency threatening an employee's well being.

## **CRITICAL OPERATIONS PERSONNEL**

For those employees temporarily remaining for critical operational reason (i.e. security maintenance) perform your designated functions and quickly evacuate.

**IN NO CASE IS THE SAFETY OF THE BUILDING, OR ITS CONTENTS, TO BE CONSIDERED MORE IMPORTANT THAN A HUMAN LIFE.**

## **UPON EVACUATING**

All persons will proceed to the NEAREST ASSEMBLY AREA TO THEM. These areas will be marked with signs and/or pavement markings.

Safety Committee Representatives will have pre-assigned responsibility over specific Assembly Areas, and will proceed to their assignment after evacuating the building.

It is important that all Managers, Supervisors and Safety Committee Representatives maintain discipline when evacuating to the NEAREST ASSEMBLY AREA. Circumstances may place a person in a location opposite where they would normally evacuate to. It must be emphasized that during an emergency, there is a great deal of confusion. We do not want to add to that confusion by groups of people breaking away from the nearest Assembly Area to cross over to one they think is closer to their normal work area or practice evacuation Assembly Area.

Head count will be taken at all Assembly Areas and clarified by Safety Representatives assigned to the specific task of moving from Assembly Area to Assembly Area, rather than large numbers of people crossing from point to point around the building's perimeter.

In most cases Emergency Vehicles will be promptly arriving, and the primary duty of all managers, supervisors and safety representatives will be to keep their personnel safely out of the way.

It is also possible that circumstances may force the closure of an Assembly Area (i.e., due to exposure to a hazard, such as smoke). The Safety Representative or senior manager at the Assembly Area involved has the authority to move all personnel in an orderly fashion to any point of greater safety.

First Aid and CPR trained personnel will be assigned to each Assembly Area, and will administer emergency care to injured persons until emergency personnel arrive on the scene.

## **COMMAND POST**

A COMMAND POST will be established at the nearest safe entry point near the street so that emergency response can be coordinated between Senior Management, Safety Program Chairperson and responding Emergency personnel. The COMMAND POST is not an Assembly Area except for key personnel.

A map of evacuation plan needs to be attached.

Include Command Post Location.

Include Assembly Areas.

## **ALL CLEAR NOTIFICATION**

An ALL CLEAR or RETURN TO WORK directive will be issued ONLY by the Business Administrator, Facility Manager, or Safety Program Chairperson, after consultation with the local authorities. If practical, each Assembly Area will be contacted at the same time by a member of the Safety Program Committee, who will explain the nature of the emergency, the precautions taken and/or inspections made to assure the employees of the safety of the work place. At an agreed upon time or signal.....ALL groups will be released to reenter the building at the same time.

## **DISMISSAL FROM WORK NOTIFICATION**

In the event that the building will not be safe to reoccupy immediately, the same notification process will be followed by the Safety Program Committee, and employees will be simultaneously released to return to work at a designated time and date, or given other instructions, as appropriate for the circumstances.

## **EVACUATION DRILLS**

Each work group will be required to conduct an area practice evacuation drill at least twice a year. The group Safety Program Representative will notify the facilities manager at least one day prior to each drill, in order to reset any door alarms. The Safety Program Chairperson will also be notified in order to critique the group performance. The work group Safety Representative must maintain a record of all drill and participants' names sending a copy of this information to the Safety Program Chairperson after each drill.

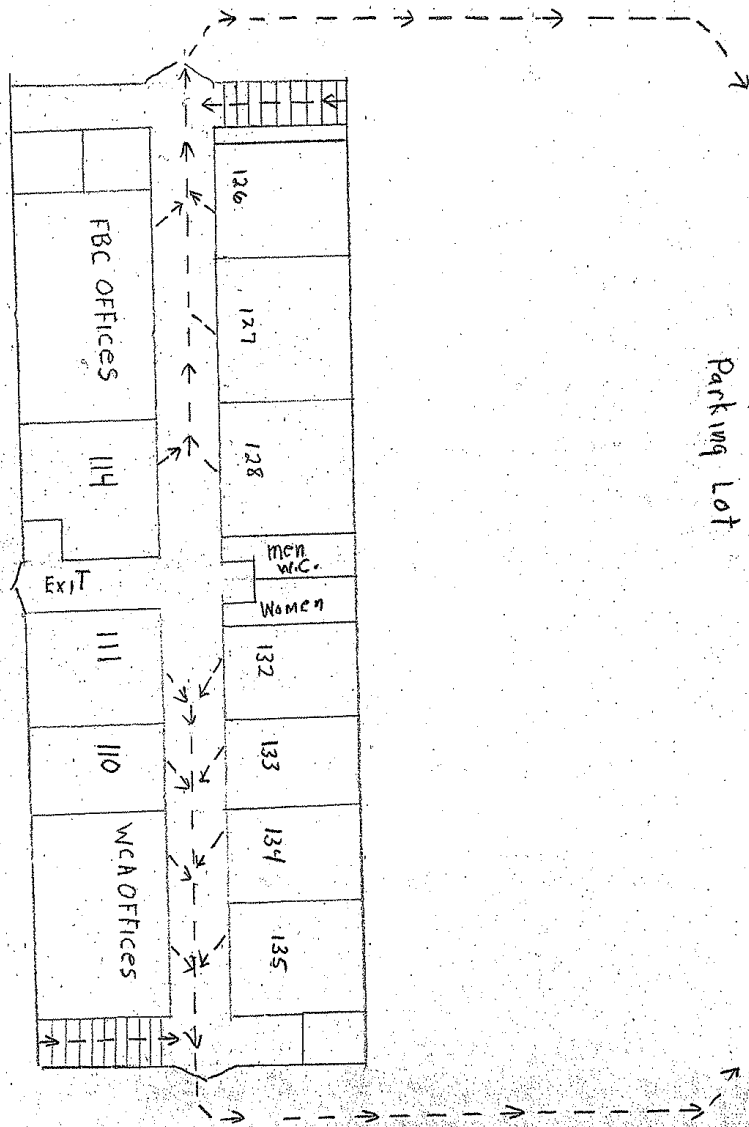
TWICE A YEAR a full building evacuation drill will be conducted. Due to business considerations, the drill date and time will be preplanned and approved to minimize business disruption, but will still provide for an effective training exercise. The Safety program Chairperson will be responsible for coordinating the semi-annual drills and chairing a critique session which will follow immediately after the ALL CLEAR--RETURN TO WORK notice is given. A report will be written and maintained in the Safety Training File; recommendations for corrective measures will be acted on in accordance with priorities established by the Safety Program Chairperson and Committee.

# Evacuation Map

Evacuation Route 1st Floor

N.

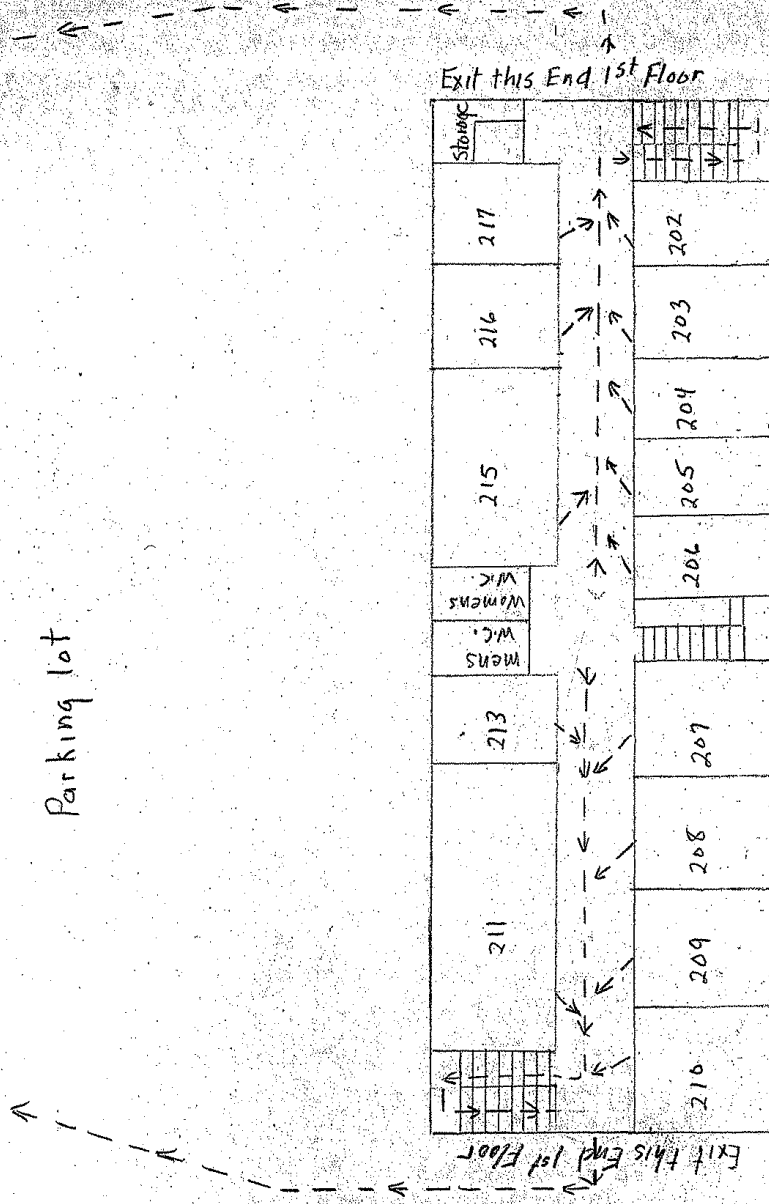
Assembly  
Parking Lot  
Area



Evacuation Route 1st Floor

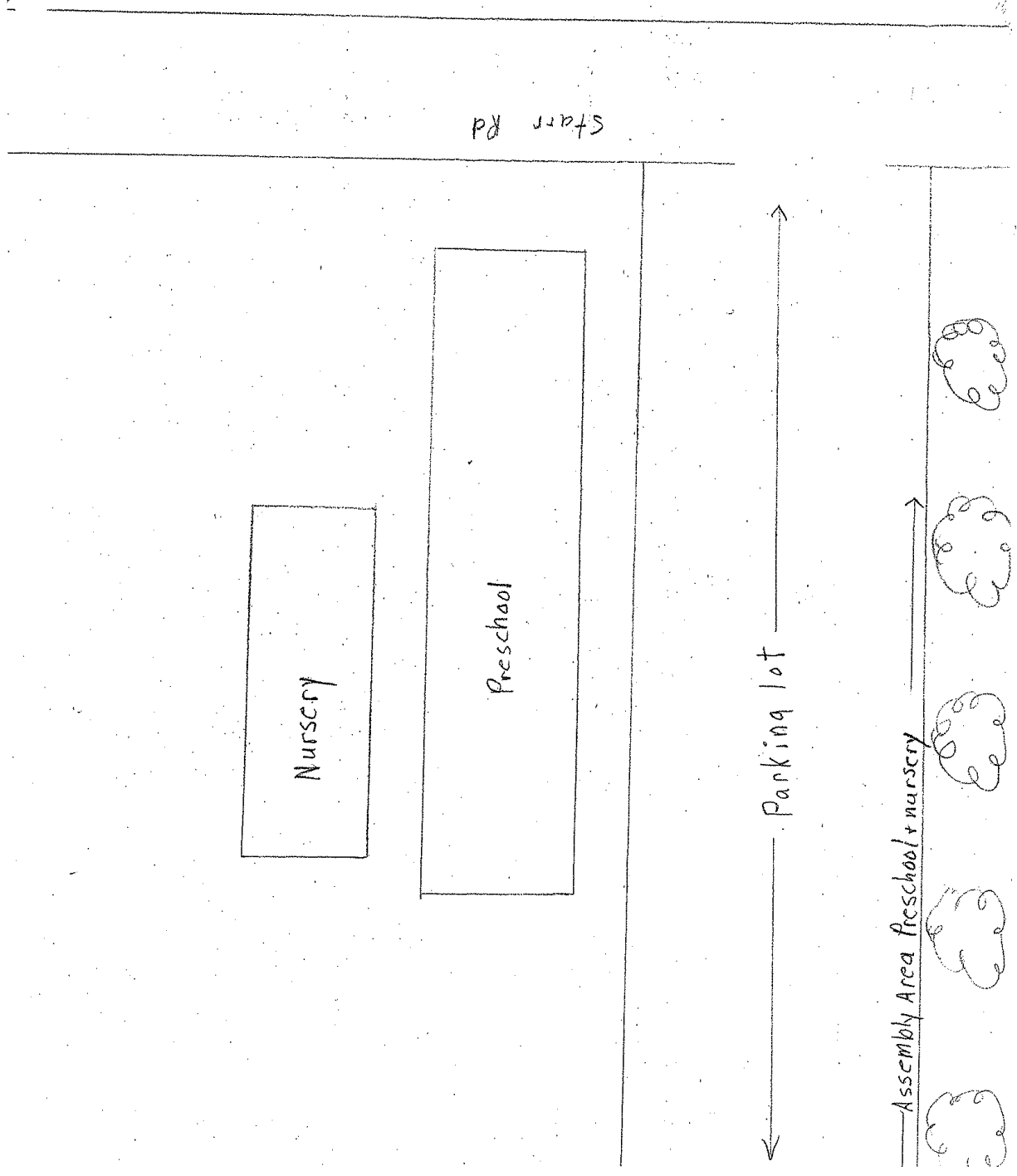
N. Property Line  
Assembly Area

Parking lot



## **Assembly Area Locations**

Assembly Area Locations  
Pre-K and Nursery



Fence

Property Line Edge of Parking Lot  
Assembly Area Grades K-12

Parking lot

School

55

assembly Area Church Staff  
Dell Hill



# Fire Extinguisher Locations

## **Education Building:**

1<sup>st</sup> Floor: 6 Extinguishers in north wall between classroom doors

2<sup>nd</sup> Floor: 6 Extinguishers in north wall between classroom doors

## **Nursery Building:**

Hallway: 1 Extinguisher at each end of the hall near doors

## **Preschool Building:**

1 Extinguisher at each classroom near each exit door

## **Auditorium:**

1 Extinguisher next to the north exit

1 Extinguisher next to the south exit

## **House:**

1 Extinguisher in kitchen next to the door

## EMPLOYEE SAFETY HAZARD REPORTING FORM

**This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.**

I would like to report an: \_\_\_\_\_ UNSAFE CONDITION    \_\_\_\_\_ UNSAFE PRACTICE

Has this matter been reported to your supervisor? \_\_\_\_\_

Located in area: \_\_\_\_\_

Description of Unsafe Condition or Practice: \_\_\_\_\_

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Causes or Other Contributing Factors: \_\_\_\_\_

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Employee's Suggestion for Improving Safety: \_\_\_\_\_

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Has this matter been reported to a supervisor? Yes No If yes, who? \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name (Optional) \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

**Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for First Baptist Church of Windsor to take any actions against an employee in reprisal for exercising rights to participate in communications involving safety. First Baptist Church of Windsor will investigate any report or question as required by the Injury and Illness Prevention Program Standard (8CCR 3203) and advise the employee who provided the information or the workers in the area of the employer's response.**

## SAFETY HAZARD CHECKLIST

DEPARTMENT \_\_\_\_\_

Date: \_\_\_\_\_

Copy to Administrator

Time: \_\_\_\_\_

INSPECTION PERFORMED BY \_\_\_\_\_

SAFETY HAZARD CHECKLIST	N/A	SATISFACTORY	NEEDS ATTN.	NEEDS IMMEDIATE ATTN.	COMMENTS
All Employees Have Reviewed The IIPP					
Adequate illumination in all areas					
Adequate ventilation in all areas					
Employees instructed on emergency evacuation procedures					
Employees instructed on fire emergency procedures					
Employees instructed on proper use of equipment, tools and machinery					
Protective equipment, devices and clothing used as required					
Walking Surface Clean of Hazards					
Spillage and breakage immediately cleaned up					
Temporarily obstructed passageways clearly identified and barricaded					
Fire Extinguishers Clearly Visible and Charged					
Good "Housekeeping is practiced (clutter free-proper use of shelves etc.)					
Electrical – extension cords are used properly. No signs of overload					
Chemicals-stored properly. Labeled and MSDS available					
Any inoperative equipment Tagged and Lockout Procedures in place					
First Aid Kits up to date					
Bloodborne Pathogen Supplies up to date					
Hazardous Situations are clearly marked					
Evacuation Routes are posted					



# SECTION II

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## *BLOODBORNE PATHOGENS*

## First Baptist Church of Windsor BLOODBORNE PATHOGENS CONTROL PLAN

In accordance with the Cal/OSHA Bloodborne Pathogens Standard, the following exposure control plan has been developed:

### PURPOSE

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Comply with the Cal/OSHA Bloodborne Pathogens Standard, CCR - T8 5193.

### EXPOSURE DETERMINATION

The State of California (Cal/OSHA) requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or Other Potentially Infectious Materials (OPIM). The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal equipment). This exposure determination is required to list all job classifications in which employees may be expected to incur an occupational exposure, regardless of frequency. At this facility, the following job classifications are as follows and are required to have training are marked with a "Yes".

In addition, Cal/OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur blood or Other Potentially Infectious Materials (OPIM), or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

Exposure	Job Description	Training Needed	
		YES	NO
	Teachers, including preschool		
	Clerical		
	Facilities Maintenance including Custodial and Lawn Care		
	Nurse School / Parish		
	Kitchen Workers		
	Bus Drivers / Mechanics		
	Day Care Worker		
	Clergy and Related Ministers		
	Administrative Staff		
	Coaches		

### IMPLEMENTATION METHODOLOGY

Cal/OSHA also requires that this plan include the methods of implementation for the various requirements of the Standard. The following complies with this requirement:

## Compliance Methods

Universal precautions will be observed at this facility in order to prevent contact with blood or Other Potentially Infectious Materials (OPIM). All blood will be considered infectious regardless of the perceived status of the source individual. Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility, the following engineering controls will be utilized.

- A. Use the "Hep-Aid Bodily Fluid Disposal Kit."
- B. Put on disposable apron, goggles, shoe covers and face mask. (All items are disposable)
- C. Take the Clean-up Absorbent.
- D. Take the 8 oz. pour bottle with the Chlorine Concentrate and fill with water to the fill line. NOTE: Read the precautionary statements on the bottle before opening.
- E. Put on the latex disposable gloves.
- F. Take the scoop and the scraper and scrape up the absorbent gelled spill.
- G. Pour diluted Chlorine solution over the spill area and let set for 10 minutes. According to CDC recommendations (and other studies), a 1:10 dilution of 5.25% Sodium Hypochlorite for a contact time of 10 minutes is recommended for clean-up of blood and body spills.
- H. Use the disposable paper towels to wipe up the solution.
- I. Place all items, including latex disposable gloves, disposable apron, goggles, shoe covers and face mask (all disposable) and the first Biohazard Red Plastic Bag, into the second Biohazard Red Plastic Bag.
- J. Use the Chlorhexide Towelette to clean your hands and discard into the Biohazard Red Plastic Bag.
- K. Tie the Biohazard Red Plastic Bag securely to prevent leakage. Dispose according to local regulations.
- L. Use the second Chlorhexide Towelette to reclean hands.
- M. All the above steps MUST BE FOLLOWED! NO EXCEPTIONS!

The Hep-Aid Bodily Fluid Disposal Kit provides efficient, safe and sanitary removal of vomit, blood, feces, urine and other potentially infectious substances.

The above controls will be examined and maintained or replaced on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Once a Month -

Hand washing facilities shall be made available to employees who incur exposure to blood or other potentially infectious materials. Cal/OSHA requires that these facilities be readily accessible after incurring exposure.

Jeff Marshall, shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

Jeff Marshall shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.





## **Work Area Restrictions**

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets or on counter or bench tops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious materials are prohibited.

All procedures will be conducted in a manner which will minimize splashing, spraying, spattering and generation of droplets of blood or other potentially infectious materials.

## **Personal Protective Equipment**

Jeff Marshall (Safety Program Chairperson) is responsible for ensuring that the following provisions are met. All personal protection equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or to reach the employer's clothing, skin, eyes, mouth or other mucous membranes under the normal conditions of use and for the duration of time which the protective equipment will be used.

Jeff Marshall will ensure a supply at all times of the Hep-Aid Bodily Fluids Disposal Kit, for each department. Each kit contains: disposable apron, disposable goggles, disposable shoe covers and a disposable face mask.

### **PPE Use**

Jeff Marshall shall ensure that the Hep-Aid Bodily Fluid Disposal Kits are readily accessible at the work site, and are issued without cost to employees. Hypoallergenic gloves, glove liners, powderless gloves or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.

### **PPE Cleaning, Laundering and Disposal**

All personal protective equipment will be disposed of by the employer at no cost to the employee. All replacements will be made by the employer at no cost to employee.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.

When PPE is removed, it shall be placed in an appropriately designated area or container for disposal.

### **Gloves**

Gloves shall be worn where it reasonably anticipated that employees will have hand contact with blood, non-intact skin, mucous membranes or other potentially infectious materials (OPIM); when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced when they become contaminated, or if they are torn, punctured, or when their ability to function as a barrier is compromised.

### **Eye and Face Protection**

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to worn whenever splashes, spray splatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations at this facility which would require such protection are as follows:

### **Blood and OPIM due to Bodily Injury, Sports Injury, Vehicle Accident, Illness, Feces, Urine Housekeeping**

Decontamination will be accomplished by utilizing the materials contained in the Hep-Aid Bodily Fluid Disposal Kit.

This facility will be cleaned and decontaminated according to any accidents, injuries, and illness - as they occur.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately after any spill of blood or OPIM.

Any broken glassware which may be contaminated will not be picked up directly with the hands; a mechanical means (brush, dust pan, tongs) shall be used.

### **Regulated Waste Disposal**

Regulated waste shall be placed in containers which are closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping.

The waste bag or container must be labeled and color coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport or shipping.

NOTE: Disposal of all regulated waste shall be in accordance with the applicable State and local regulations.

### **Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-Up**

#### **General**

First Baptist Church of Windsor shall make available the Hepatitis B vaccine and vaccination series to all employees who are designated First Aid responders who respond only as a collateral duty and are not health care or public safety personnel. These employees will be vaccinated after response to an incident where blood/OPIM is present.

The Jeff Marshall shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis are:

- a) **Made available at no cost to employee;**
- b) **Made available to the employee at a reasonable time and place;**
- c) **Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and**
- d) **Provided according to the recommendations of the U.S. Public Health Service.**

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

### **Hepatitis B Vaccination**

Jeff Marshall is in charge of the vaccination program.

Hepatitis B vaccination shall be made available to the employee after the employee has received the training in exposure, unless the employee has previously received the complete Hepatitis B vaccination series, or antibody testing has revealed that the employee is immune or the vaccine is contraindicated for medical reasons.

If the employee initially declines Hepatitis B vaccination, but at a later date, while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose shall be made available.

### **Post Exposure Evaluation and Follow-Up**

All exposure incidents shall be reported, investigated and documented. When the employee incurs an exposure incident it shall be reported to N. The Safety Program Manager or designee will immediately follow procedures outlined above in securing the vaccine for the exposed employee. The Safety Program Manager will investigate the incident and do a written report for the Safety Committee.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a) Documentation of the route of exposure, and the circumstances under which the exposure incident occurred;
- b) Identification and documentation of the source individual, unless it can be established that the identification is infeasible or prohibited by State or local law.
- c) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine Bloodborne Pathogens infectivity. If consent is not obtained, Jeff Marshall shall establish that the legally required consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- d) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- e) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- a) The exposed employee shall go/be taken as soon as feasible to (a medical facility). The exposed employee shall have blood collected and tested after consent is obtained;

- b) The employee will be offered the option of having their blood collected for testing for HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the Cal/OSHA standard. All post exposure follow-up will be performed by (insert medical facility here

### **Healthcare Professional's Written Opinion**

Jeff Marshall shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination and post exposure follow-up shall be limited to the following information:

- a) Whether vaccination is indicated for employee and if employee has received such vaccination.
- b) A statement that the employee has been informed of the results of the evaluation; and
- c) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and shall not be included in the written report.

### **Labels and Signs**

Jeff Marshall shall ensure that biohazard labels shall be affixed to containers containing blood or other potentially infectious materials, and any containers used to transport blood, or other potentially infectious materials.

The label shall include the universal biohazard symbol and the legend BIOHAZARD. In case of regulated waste the BIOHAZARD WASTE may be substituted for the BIOHAZARD legend. The label shall be fluorescent orange or orange-red.

Regulated waste red bags or containers must also be labeled.

### **Information and Training**

Jeff Marshall shall ensure that training is provided to the employees at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training. Training shall be provided at no cost to the employee, and offered during the regularly scheduled work week (Annual Teachers Inservice). The training will be interactive and cover the following elements:

- a. An accessible copy of the standard and an explanation of its contents;
- b. A discussion of the equidemiology and symptoms of Bloodborne diseases;
- c. An explanation of the modes of transmission of Bloodborne pathogens;
- d. Explanations of the First Baptist Church of Windsor Bloodborne Pathogen Exposure Control Plan (this program), and a method for obtaining a copy;

- e. The recognition of tasks that may involve exposure;
- f. An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
- g. Information on the types, use, location, removal, handling, decontamination and disposal of PPE's.
- h. An explanation of the basis of selection of PPE's
- i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered at no cost to the employee.
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM.
- k. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- l. Information on the evaluation and follow-up required after an employee exposure incident.
- m. An explanation of the signs, labels, and color coding systems.
- n. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM.
- o. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- p. Information on the evaluation and follow-up required after an employee exposure incident.
- q. An explanation of the signs, labels, and color coding systems.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on Bloodborne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are changes of tasks or procedures affecting the employee's occupational exposure

## **Record Keeping**

### **Medical records**

Jeff Marshall is responsible for maintaining medical records related to occupational exposure as indicated below. These records will be kept in the office of Jeff Marshall

Medical records shall be maintained in accordance with T8 California Code of Regulation Section 3204. These records shall be kept confidential and not disclosed without employee's written consent and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- a) The name and Social Security number of the employee.
- b) A copy of the employee's HBV vaccination status, including the dates of vaccination and ability to receive vaccination.
- c) A copy of all results of examination, medical testing, and follow-up procedures.
- d) A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and

- documentation of the routes of exposure and circumstances of the exposure.
- e) A confidential copy of the healthcare professional opinion.

### **Training Records**

Jeff Marshall is responsible for maintaining the following training records. These records will be kept in personnel file. Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a. The dates of the training session;
- b. An outline describing the material presented;
- c. The names and qualifications of persons conducting the training;
- d. The names and job titles of all persons attending the training sessions.

### **Availability**

The employee's records shall be made available to the employee or to his designated representative for examination and copying upon request in accordance with T8 CCR-GISO Section #3204.

All employee records shall be made available to the Chief of the Division of Occupational Safety and Health (DOSH)

### **Transfer of Records**

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Chief of DOSH shall be contacted for final disposition in accordance with the Section 3204.

### **Evaluation and Review**

Jeff Marshall is responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed according to new standards and regulations.

### **Outside Contractors**

As of this date, according to Jeff Marshall, we do not hire outside contractors who would come into contact with any occupational hazard.

## RECORD OF HEPATITIS "B" Vaccine Declination

Date \_\_\_\_\_

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

I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Social Security No. \_\_\_\_\_

Employer Representative \_\_\_\_\_





# **SECTION III**

## ***HEAT ILLNESS PREVENTION PLAN***

## **PURPOSE**

The purpose of the Heat Illness Prevention Plan is to meet the requirements set forth in California Code of Regulations, Title 8 3395 (e) and also to serve as a supplement to First Baptist Church of Windsor Injury and Illness prevention plan (IIPP) This information is intended and must be used in conjunction with the IIPP. The Heat Illness Prevention Guide establishes procedures and provides information which is necessary to ensure that employees of First Baptist Church of Windsor are knowledgeable in the prevention and recognition of heat stress to ensure their own safety and the safety of others.

## **HEAT ILLNESS PREVENTION**

Heat related illnesses are avoidable if the employees are trained and the right actions are taken before, during and after working in either indoor or outdoor hot conditions. High Temperatures and humidity can stress the body's ability to cool itself making heat illness a major concern during hot weather months. Every employee whose job duties require them to work in the outdoors during summer months, are exposed to elevated heat conditions and therefore are susceptible to heat illness. The three major forms of heat illness are;

1. **Heat Cramps**
2. **Heat Exhaustion**
3. **Heat Stroke**

This document will outline those actions as well as describing the three (3) major forms of heat illness, how to recognize them, and what actions need to be taken to provide first aid before medical can be provided.

### **Heat Cramps**

#### **Description:**

Heat cramps are the most common type of heat related injury and probably have been experienced by nearly everyone at one time or another. Heat cramps are muscle spasms which usually affect the arms, legs, or stomach. Frequently they do not occur until sometime later after work, at night or when relaxing. Heat cramps are caused by heavy sweating, especially when water is not replaced quickly enough. Although heat cramps can be quite painful, they usually do not result in permanent damage.

#### **Prevention/First Aid**

Drink electrolyte solutions such as "Gatorade" or plenty of water during the day and try eating more fruits such as bananas to help keep your body hydrated during hot weather or while working in extreme heat conditions.

### **Heat Exhaustion**

#### **Description:**

Heat exhaustion is more serious than heat cramps. It occurs when the body's internal temperature regulating system is overworked, but has not completely shut down. In heat exhaustion, the surface blood vessels and capillaries are normally enlarged to cool the blood, collapse from loss of body fluids and necessary minerals. This happens when a person does not replace the fluids that have been sweated away.

**Symptoms Include: (May experience some, many or most)**

Headache, profuse sweating, intense thirst, dizziness, fatigue, loss of coordination, nausea, impaired judgment, loss of appetite, hyperventilation, tingling in hands or feet, anxiety, cool moist skin, weak, but rapid pulse (120-200), and low blood pressure

**Prevention/First Aid:**

The employee experiencing these should be moved to a cool location such as a shaded area or an air conditioned building. Have them lie down with their feet slightly elevated. Loosen their clothing, apply cool, wet cloths or fan them. Have them drink water or electrolyte drinks. Try to cool them down, and have them checked by medical personnel. Victims of heat exhaustion should avoid strenuous activity for at a day, and they should continue to drink water to replace lost bodily fluids.

**Heat Stroke****Description:**

Heat stroke is a life threatening illness with a high death rate. It occurs when the body has depleted its supply of water, salt and other needed minerals. The victim's core temperature rises to deadly levels. A heat stroke victim may first suffer heat cramps and/or heat exhaustion before progressing into the heat stroke stage, but this is not always the case. It should be noted that, on the job, heat stroke is sometimes mistaken for a heart attack. It is therefore very important to be able to recognize the signs and symptoms of heat stroke and to check for them anytime an employee collapses while working in a hot environment

**Symptoms Include:**

A high body temperature (103 degrees F), a distinct absence of sweating (usually); hot red or flushed skin; rapid pulse; difficulty breathing; constricted pupils; any/all the signs or symptoms of heat exhaustion such as dizziness, headache, nausea, vomiting, or confusion. More severe symptoms can include bizarre behavior; and high blood pressure. Advanced conditions can be exhibited by seizure or convulsions, collapse, loss of consciousness and a body temperature of over (106 degrees).

**Prevention/First Aid:**

It is vital to lower a heat stroke victim's body temperature. Quick actions can mean the difference between life and death. Pour water on the victim, fan them, or apply cold packs. Seek immediate medical care and advise dispatcher of the severity of the situation.

## **PRECAUTIONS**

- Condition yourself for working in a hot environment. Start slowly, and then build up to more physical work. Allow your body to adjust over a few days (acclimatization)
- Drink plenty of liquids. Hydration is a continuous process. Don't wait until you are thirsty. By then, there's a good chance that you already on your way to being dehydrated. Electrolyte drinks are good for replacing both water and minerals lost through sweating. Never drink alcohol, and avoid caffeinated beverages like coffee and soda as these liquids can have the opposite effect and can actually increase the level of dehydration.
- Take frequent breaks, especially if you notice you are getting a headache or you start to feel dehydrated.
- Assure that adequate water and shade are available at the job site before work is to begin.
- Wear lightweight clothing, light colored clothing when working out in the sun. Hats or other head protection should be used. Do not compromise proper clothing and PPE for the job.
- Immediately report all unsafe conditions and/or concerns to your supervisor.

(For more information concerning heat caused illnesses, you are encouraged to check out additional resources from the Safety Program Chairperson).

# **APPENDIX C**

## **Job Hazards and Safety Training Topics**

## **Cooks/Kitchen Worker**

- a) Water, Grease
- b) Slip and Fall
- c) Lifting
  - Institutional Size Food Products
  - Pans of Food
  - Bending
- d) Storage of Supplies and Equipment
- e) Fires
- f) Burns
  - Stoves and other appliances
  - Scalding water
  - Open Flame.
  - Grease. Appliances. Pots. Pans
- g) Sharp Objects/Knives
  - Cuts
  - Can Lids
- h) Bloodborne Pathogens & OPIM
- i) Illness
- j) Chemicals
  - Cleaning Supplies (disinfectants)
- k) Ergonomics
  - Working Surfaces and Facility Organization
  - Improper Clothing, Footwear and Personal Safety Equipment
- l) Machines
  - Mixers. Meat Slicer

## **Safety Training Topics**

- Working Safely in a Kitchen Environment
- Floor Surface
  - Slippery
- Work Surface
- Back safety – Proper Lifting
- Fires – specific to grease, flammable materials- use of fire extinguishers and systems
- Working with Hot surfaces/materials
- Burns- how to avoid
- First Aid Training/Proper First Aid Kits
- Training in use of electrical machines, detection of problems etc.
- Chemicals- Knowledge of chemicals used in cleaning. Mixing of chemicals. Exposure of Skin to chemicals.
- Proper clothing, footwear, work surfaces, Personal Safety Equipment – eyewear-gloves-hot pads
- Storage of Sharp Objects in appropriate Containers

## **Maintenance/Gardening**

- Electrical
  - Working with Electrical – repair. Extension cords
- Hand Tools
  - Hammers, Shovels, Picks
- Power Equipment
  - Small Tools –Drills, Small Saw
  - Large Power Tools – Table Saws, Chain Saws
- Tractors – Riding Lawn Mowers - Wood Chippers
- Heights
  - Roofs, Lighting, Painting
  - Use of Ladders
- Back Injury-Lifting Heavy Loads
- Uneven Surfaces
  - Working outside and inside
  - Variety surfaces
- Chemicals
  - Solvents-Fertilizers/Pesticides-Paint-Disinfectants-Fuels/Lubricants
- Storage
  - Supplies, equipment inventory not being used
- Driving-Off Road/On Road Vehicles
- Working Alone
- Need for Personal Protective Equipment
- Curiosity of Students
- Bloodborne Pathogens- increased probability for minor cuts and scrapes and clean up of BBP & OPIM

## **Safety Training Topics**

- Reminder to not perform any Job or Use any tool/equipment without proper training
- Using Ladders Properly
- Back safety – Proper Lifting
- Using Personal Protective Equipment when necessary and or required –gloves-eyewear-shoes-ear plugs-etc
- Reminder to never remove tool Safety Guards
- Using Lockout/Tagout
- Signs of Fatigue- Exertion
  - Heat know when to take a break
- First Aid Training/Proper First Aid Kits    Using Bloodborne Pathogen Clean Up Techniques
- Chemicals- knowledge of and instruction in the proper use of chemicals (MSDS)
- Working in different Conditions – Trip, fall, slips due to types of terrain and floor conditions    slope, slippery weather

## **Teaching Staff**

- a) Extension Cords – Electrical Overload and Tripping
- b) Students
- c) Anger- students/parents
- d) Illness
- e) Youthful Exuberance
- f) Bloodborne Pathogens
- g) Blood, Other Potential Infectious Material treatment and clean up
- h) Trip and Fall
- i) Uneven Surfaces- steps, walkways, playground
- j) Short Cuts
- k) Being in a hurry
- l) Clutter in classroom, Student property(Backpacks, etc.)
- m) Ladders
- n) Use of chairs, tables and desks as ladder
- o) Ergonomics-working conditions, desk, chair, sitting on floor, computer use
- p) Sharp Objects
- q) Paper Cutters, scissors, razor blades, exacto knife
- r) Back Injury
- s) Lifting/Carrying/Moving Equipment
- t) Chemicals (science classes, cleanup, etc.)
- u) Personal Protective Equipment and clothing
- v) Opportunity to be a participant in recreational/sporting event
- w) Workplace Violence

## **Safety Training Topics**

- Respect for Electricity. – know when to get help
- How to deal with students- recognizing they can be a hazard and that hazard is different with different age groups
  - Preschool/Daycare-
  - Elementary
  - Jr High
  - High School
- Use of Ladder/Stools instead of Tables, Chairs and Desks
- Ergonomics –
  - signs of strain –
  - dangers of immobility(extended periods of sitting or standing) -sitting on the floor,
  - repetitive motion
- Recognizing, trip, fall and slip hazards –
  - student property, clutter, spills, steps,
  - uneven surfaces, Use of the MSDS
- Emphasis on Proper use Back for lifting and moving and carrying objects
- Importance of being a teacher and supervisor instead of being an active participant in recreational and sporting events – and not participating
- Stressing the importance of using approved means of treating emergency first aid and proper means of clean up



## **Clerical**

1. Ergonomics
2. Repetitive Motion
3. Electrical
4. Office Equipment
5. Extension Cords – Electrical Overload and Tripping
6. Lifting
7. Office Supplies-
8. Moving Office Equipment / Furniture
9. Storage/Clutter
10. Trip and Fall
11. Sharp Objects
12. Chemicals
13. toners, inks, office supplies

## **Safety Training Topics**

- Use of Ladder/Stools instead of Tables, Chairs and Desks.
- Respect for Electricity. – know when to get help.
- Ergonomics –signs of strain -dangers of immobility (extended periods of sitting),repetitive motion, proper desk, chair.
- Recognizing, trip, fall and slip hazards – student property, clutter, spill, steps, uneven surfaces.
- Use of the MSDS.
- Emphasis on Proper use Back for lifting and moving and carrying objects.

## **Bus Drivers**

- Vehicle Accident Collision.
- Being Hit while working around vehicle.
- Trip and Fall -Getting In and Out of Vehicle.
- Back Injury -Lifting Objects in and out of Vehicle.
- Ergonomics -Proper Seat.
- Students "Unruly".
- Fatigue.
- Distraction.
- Bloodborne Pathogens –Accidents.
- Chemicals -Oil, Gasoline, Diesel, Cleaning Supplies.

## **Safety Training Topics**

- Classes on Defensive Driving.
- Proper way to Inspect Vehicles Undercarriage, Tires, Leaks.
- Safety around Vehicles.
- Back safety – Proper Lifting.
- How to handle disruptive students.
- Signs of Fatigue/Health related feelings.
- First Aid Training/Proper First Aid Kits.
- Chemicals- knowledge of chemicals used. Training in handling fuels and other motor products – MSDS.

## **Administrative**

### **Include Counselors**

- Ergonomics
- Staff Exposure
- Clerical Exposures
- Bloodborne Pathogens
- Driving
- Exposure to Total Campus
- Interaction with Students

## **Safety Training Topics**

- Office Safety-
  - 
  - 
  - 
  -
- disciplinary action

Back Safety

Trip and Fall

Driving

“Possibility of Payback” because of

### **Nurse (School or Parish)**

- Bloodborne Pathogens
  - Blood
  - Other Bodily Fluids
- Contagious Illness
- Trip & Fall
- Lifting
- Assisting Injured Individuals
- Being in a Hurry
  - “emergency situations”
- Vehicle
- Visiting Different Houses/Hospitals (Parish Nurse)

### **Safety Training Topics**

- Provision and use of Proper Safety Equipment
- Back Safety Training
- Training on Trip and Fall- emphasis no running
- If driving involved - Defensive Driving
- Proper Clothing
- Personal Safety

### **Playground Staff/ Daycare**

- a) Students
- b) Bloodborne Pathogens
- c) Blood
  - Other Bodily Fluids
  - Illness
- d) Lifting
- e) Being Involved in Horseplay
- f) Being in a Hurry
- g) "emergency"
- h) Fatigue
- i) Weather Conditions
- j) Trip and Fall
- k) Clutter
  - Toys, recreation equipment, student property

### **Safety Training Topics**

- Use and Provision of Proper Safety Equipment
- Back Safety Training
- Training on Trip and Fall- emphasis no running
- Emphasis- no sports or Horseplay
- Students cause accidents
- Proper Clothing for the conditions
- Bloodborne Pathogen/First Aid Training
- Supervisory Role, not participant or socializing time
- Heat Extreme

### **Coaches/PE Teachers**

- |    |                                 |
|----|---------------------------------|
| a) | Injury while participating      |
| b) | Being injured by a Participant  |
| c) | Bloodborne Pathogens & OPIM     |
| d) | Fatigue                         |
| e) | Weather Extremes                |
| f) | Trip and Fall                   |
| g) | Lifting                         |
| h) | Driving                         |
| i) | Chemicals-Fertilizer/Pesticides |

### **SAFETY TOPICS**

- Coaching not Participants
- Demonstrate / Not Participate
- Weather Extremes (outside sports) Use of Water/Fatigue
- Proper Footwear, Clothing Safety Equipment
- Trip and Fall
- No Running
- Bloodborne Pathogens/First Aid
- Lifting
- Defensive Driving
- Chemical Safety

## **Youth Ministers**

- a) Injury while Participating
- b) Being injured by a Participant
- c) Horseplay
- d) "Extreme" Activities
- e) Bloodborne Pathogens & OPIM
- f) Trip and Fall
- g) Lifting, Moving Objects
- h) Driving

## **SAFETY TOPICS**

- Acting your Age
- Bloodborne Pathogens/First Aid
- Chaperone/Leader versus Participant
- Skiing is For Participants
- Avoiding Horseplay
- Knees were meant for a Lifetime, just to age 40
- Lifting
- Defensive Driving Class

**Clergy (include Minister of Music, Counselors, Church Administrators, etc.)**

- a) No clear Job Description
- b) Driving
- c) Ergonomics
- d) "Jack of all trades"

**SAFETY TOPICS**

- Defensive Driving
- Trip and Fall Exposure
- Lifting/Back Injury
- Recreation/Sports activities off limits
- Ergonomics
- Being in unknown environments
- Knowing Limitations and use of Proper Equipments



# **APPENDIX D**

**MRSA (Methicillin-Resistant Staphylococcus Aureus)**

## Questions and Answers about *Methicillin-Resistant Staphylococcus aureus* (MRSA) in Schools

The following answers to commonly asked questions that will assist parents and school officials prevent the spread of MRSA in schools

- What type of infection does MRSA cause?
- How is MRSA transmitted?
- In what settings do MRSA skin infections occur?
- How do I protect myself from MRSA?
- Should schools close because of a MRSA infection?
- Should the school be closed to be cleaned or disinfected when an MRSA infection occurs?
- Should the entire school community be notified of every MRSA infection?
- Should the school be notified that my child has an MRSA infection?
- Should students with MRSA skin infections be excluded from attending school?
- I have an MRSA skin infection. How do I prevent spreading it to others?

### What type of infections does MRSA cause?

In the community most MRSA infections are skin infections that may appear as pustules or boils which often are red, swollen, painful, or have pus or other drainage. These skin infections commonly occur at sites of visible skin trauma, such as cuts and abrasions, and areas of the body covered by hair (e.g., back of neck, groin, buttock, armpit, beard area of men).

Almost all MRSA skin infections can be effectively treated by drainage of pus with or without antibiotics. More serious infections, such as pneumonia, bloodstream infections, or bone infections, are very rare in healthy people who get MRSA skin infections

### How is MRSA transmitted?

MRSA is usually transmitted by direct skin-to-skin contact or contact with shared items or surfaces that have come into contact with someone else's infection (e.g., towels, used bandages).

### In what settings do MRSA skin infections occur?

MRSA skin infections can occur anywhere

Some settings have factors that make it easier for MRSA to be transmitted. • These factors, referred to as the 5 C's, are as follows:

**C**rowding, frequent skin to-skin **C**ontact, **C**ompromised skin (i.e., cuts or abrasions), **C**ontaminated items and surfaces, and lack of **C**leanliness. • Locations where the 5 C's are common include **schools**, dormitories, households, and **daycare centers**

## **How do I protect myself from getting MRSA?**

You can protect yourself by:

- practicing good hygiene (e.g., keeping your hands clean by washing with soap and water
- or using an alcohol-based hand sanitizer
- and showering immediately after participating in exercise);
- covering skin trauma such as abrasions or cuts with a clean dry bandage until healed;
- avoiding sharing personal items (e.g., towels, razors) that come into contact with your bare skin;
- and using a barrier (e.g., clothing or a towel) between your skin and shared equipment such as weight-training benches;
- maintaining a clean environment by establishing cleaning procedures for frequently touched surfaces and surfaces that come into direct contact with people's skin.

## **Should schools close because of an MRSA infection?**

The decision to close a school for any communicable disease should be made by school officials in consultation with local and/or state public health officials. However, in most cases, it is not necessary to close schools because of an MRSA infection in a student. It is important to note that MRSA transmission can be prevented by simple measures such as hand hygiene and covering infections

## **Should the school be closed to be cleaned or disinfected when an MRSA infection occurs?**

Covering infections will greatly reduce the risks of surfaces becoming contaminated with MRSA. In general it is not necessary to close schools to "disinfect" them when MRSA infections occur. MRSA skin infections are transmitted primarily by skin-to-skin contact and contact with surfaces that have come into contact with someone else's infection.

When MRSA skin infections occur, cleaning and disinfection should be performed on surfaces that are likely to contact uncovered or poorly covered infections.

When MRSA skin infections occur, cleaning and disinfection should be performed on surfaces that are likely to contact uncovered or poorly covered infections.

Cleaning surfaces with detergent-based cleaners or Environmental Protection Agency (EPA)-registered disinfectants is effective at removing MRSA from the environment.

It is important to read the instruction labels on all cleaners to make sure they are used safely and appropriately.

Environmental cleaners and disinfectants should not be used to treat infections.

The EPA provides a list of EPA-registered products effective against MRSA  
<http://epa.gov/oppad001/chemregindex.htm>

## **Should the entire school community be notified of every MRSA infection?**

Usually, it should not be necessary to inform the entire school community about a single MRSA infection. When an MRSA infection occurs within the school population, the school nurse and school physician should determine, based on their medical judgment, whether some or all students, parents and staff should be notified. Consultation with the local public health authorities should be used to guide this decision. Remember that staphylococcus (staph) bacteria, including MRSA, have been and remain a common cause of skin infections.

## **Should the school be notified that my child has an MRSA infection?**

Consult with your school about its policy for notification of skin infections. Should students with MRSA skin infections be excluded from attending school? Unless directed by a physician, students with MRSA infections should not be excluded from attending school.

**Exclusion from school and sports activities** should be reserved for those with wound drainage ("pus") that cannot be covered and contained with a clean, dry bandage and for those who cannot maintain good personal hygiene. A physician's report should be presented clearing athlete to participate. Participation should be limited to non-contact events.

## **I have an MRSA skin infection. How do I prevent spreading it to others?**

Cover your wound. Keep wounds that are draining or have pus covered with clean, dry bandages until healed. Follow your healthcare provider's instructions on proper care of the wound. Pus from infected wounds can contain staph, including MRSA, so keeping the infection covered will help prevent the spread to others. Bandages and tape can be discarded with the regular trash.

Clean your hands frequently. You, your family, and others in close contact should wash their hands frequently with soap and water or use an alcohol-based hand sanitizer, especially after changing the bandage or touching the infected wound.

Do not share personal items. Avoid sharing personal items, such as towels, wash cloths, razors, clothing, or uniforms that may have had contact with the infected wound or bandage. Wash sheets, towels, and clothes that become soiled with water and laundry detergent. Use a dryer to dry clothes completely.

## **Practical Advice for Teachers and School Health Personnel**

- If you observe children with open draining wounds or infections, refer the child to the school nurse.
- Enforce hand hygiene with soap and water or alcohol-based hand sanitizers (if available) before eating and after using the bathroom.
- Students with skin infections may need to be referred to a licensed health care provider for diagnosis and treatment.
- School health personnel should notify parents/guardians when possible skin infections are detected.
- Use standard precautions (e.g., hand hygiene before and after contact, wearing gloves) when caring for non-intact skin or potential infections
- Use barriers such as gowns, masks and eye protection if splashing of body fluids is anticipated

Other Information MRSA is available at:

<http://www.cdc.gov/ncidod/hip/Aresist/mrsa.htm>

OR

Centers for Disease Control and Prevention, 1600 Clifton Rd, Atlanta, GA 30333, U.S.A.  
Switchboard: (404) 639-3311 / CDC Contact Center: 800-CDC-INFO / 888-232-6348 (TTY)

## **Sample Safety Procedure for dealing with MSRA (Methicillin-Resistant Staphylococcus aureus)**

### **General**

**MRSA is a Community-Associated Staph Infection, meaning that Contamination can come from many sources from hospitals to home, from shopping centers to schools. The schools response should be proactive, instead of reactive and be prepared to effectively deal with a situation whether it be a single incidence or a major outbreak.**

### **Parents, Staff and Students**

- School administrators need to determine policies and procedures including but not limited to:
  - Education about Infection especially the MSRA (*Methicillin-Resistant Staphylococcus aureus*) strain.
  - Prevention
  - First Aid Response to “wounds”
  - Activity Level of students who have been diagnosed or manifest the symptoms of MSRA.
  - Notification of Parents, Healthcare Officials in the event of an incident
  - Parents need to notify school if their child has been diagnosed as having an MSRA infection

### **Maintenance/Cleaning**

- Establish and maintain routine schedules for environmental cleaning.
- Clean environmental surfaces with an all-purpose cleaner and use the product in accordance with the manufacturer’s instructions.
- Ensure that high-touch surfaces (e.g., doorknobs, light switches, drinking fountains, faucet handles, and surfaces in and around toilets and showers) are cleaned daily.
- Promptly clean and decontaminate body fluid contamination of surfaces using either a 1:10 dilution of household chlorine bleach (1 part bleach in 9 parts water, prepared daily) or a germicidal product with specific label claims for HIV or hepatitis B virus.
- Maintain cleaning schedule for school cafeteria and dining area as directed by the environmental health division of the local health department.

## Teachers

- If you observe children with open draining wounds or infections, refer the child to the school nurse/administration.
- Enforce hand hygiene with soap and water or alcohol-based hand sanitizers (if available) before eating and after using the bathroom.

## School Health Personnel

- Clean all wounds (cuts, scrapes, burns etc) with an anti-bacterial soap or antiseptic.
- Use of a bandage is recommended.
- School health personnel should notify parents/guardians when a “possible” skin infection is detected.
- Parents with Students who demonstrate skin infections should be encouraged to see a licensed health care provider for diagnosis and treatment
- Use standard precautions (e.g., hand hygiene before and after contact, wearing gloves) when caring for non-intact skin or potential infections
- Use barriers such as gowns, masks and eye protection if splashing of body fluids is anticipated

## Sport Athletic/Athletic Facilities and Related Equipment and Items

**A major source of the spread of MSRA infection has been traced to Sport/PE/Athletics, participants and facilities. Therefore, more detailed procedures will need to be implemented. These procedures will include in depth education on protection and prevention and emphasis on personal and facility hygiene.**

- Clean items used in physical education classes sporting and/or athletic-related activities after each use with an all-purpose cleaner and use the product in accordance with the manufacturer’s instructions.
- Promptly clean and decontaminate items that have visible soiling with blood or other body fluids using either a 1:10 dilution of household chlorine bleach (1 part bleach in 9 parts water, prepared daily) or a germicidal product with specific label claims for HIV or hepatitis B virus.
- Advise students, faculty and staff regarding the importance of hand hygiene to minimize the spread of infectious disease.
- Encourage good hygiene, including showering and washing with soap, after all practices and competitions.
- Ensure availability of adequate soap and running water for hand washing in all bathrooms.
- Provide individual-use towels during all practices and competitions.

- Use of a barrier (e.g., clothing or a clean towel) between skin and shared equipment such as weight-training benches. Wipe down with disinfectant after and between users.
- Discourage sharing personal items.
- Train athletes and coaches to recognize wounds that are potentially infected (e.g., encourage athletes to report wounds and skin lesions to coaches and encourage coaches to assess participants regularly for wounds and skin lesions.
- Covering any skin trauma such as abrasions or cuts with a clean dry bandage until healed
- Do not allow athletes with draining wounds or infections to participate in practices or games until the wound has stopped draining. Because some staph infections may be difficult to treat, this may be a few weeks or longer. The athlete may participate in non-contact events if wounds are covered and the infected person observes good hygienic practices – washing hands, showering and laundering clothes.
- Discourage sharing water bottles.
- Give consideration to having athletes shower before participating in a competition or public activity.
- Ensure that practice uniforms and physical education uniforms are laundered on a weekly basis, or if feasible, more frequently.
- Encourage athletes who have non-healing, draining skin lesions and wounds that persist for more than one week to seek medical attention.

For Further Information:

Local Health Officials

Center for Disease Control

[www.cdc.gov/ncidod/dhqp/ar\\_mrsa.html](http://www.cdc.gov/ncidod/dhqp/ar_mrsa.html)

[www.cdc.gov/Features/MRSAinSchools/](http://www.cdc.gov/Features/MRSAinSchools/)

[www.charmeck.org/Departments/Health\\_Department/Top\\_News/MRSA.html](http://www.charmeck.org/Departments/Health_Department/Top_News/MRSA.html)



**SECTION IV**  
**CONSTRUCTION OPERATIONS**

# CONSTRUCTION OPERATIONS

## PURPOSE

The purpose of this supplement to the IIPP for First Baptist Church of Windsor is to meet the requirements set forth in California Code of Regulations, Title 8, Section 1509. This information is intended and must be used in conjunction with the IIPP. The Construction safety Orders establishes procedures and provides information which is necessary to ensure that employees of First Baptist Church of Windsor are knowledgeable in the prevention and recognition of hazards unique to Construction to ensure their own safety and the safety of others

## ADVANCE PLANNING FOR CONSTRUCTION WORK

Each operation of a construction job should be planned in advance. Such planning is needed at all stages of the project. It should start with the estimators, prior to preparations of bids, and continue throughout the job, with superintendents and foremen doing their share. Construction planning will eliminate many accidents automatically, by creating a well-organized job. Pro-active planning gives special attention to safety, and thus is highly effective in making the operation safe and efficient.

## SAFE ACCESS AND MOVEMENT

- A. Workers shall be provided with
  - 1. Adequate work areas.
  - 2. Adequate walkways and runways.
  - 3. Adequate ladders, stairways, or elevators.
  - 4. Work areas and passageways clear of rubbish, debris, nails, etc.
  - 5. Protection for floor and roof openings.
  - 6. Adequate illumination.
  
- B. Vehicles being used by contractor or those entering the job site shall have
  - 1. Good roads to travel on.
  - 2. Adequate turn space.
  - 3. Adequate parking area.
  - 4. Free from excessive mud and dump areas.
  - 5. Separate materials storage areas and dump areas.
  - 6. Adequate signs, signals, etc., to route vehicles on job.
  - 7. Maintenance and repair of vehicles.
  
- C. Location of Utilities and Service
  - 1. Locate saw, tool sheds, office, etc., in a safe, convenient place.
  - 2. Consider location of high voltage lines.
  - 3. Arrange to move, de-energize, or erect barrier, if contact is a possibility.
  - 4. Locate sanitary facilities, drinking water, power, etc. for safety and convenience.
  - 5. Schedule Work for Safety.
  - 6. Have safety materials on job when needed, i.e., personal protective equipment, shoring, first aid, etc.
  - 7. Plan work so that too many trades are not in a small area at the same time
  - 8. Work Procedures
  
- D. Location of Utilities and Service
  - 1) Locate saw, tool sheds, office, etc., in a safe, convenient place
  - 2) Consider location of high-voltage lines
  - 3) Arrange to move, de-energize, or erect barrier, if contact is a possibility
  - 4) Locate sanitary facilities, drinking water, power, etc., for safety and convenience
  - 5) Schedule Work for Safety

Have safety materials on job when needed, i.e., personal protective equipment, shoring, first aid, etc.

E. Materials Handling

- 1) Methods of loading and unloading Materials
- 2) Methods of elevating and handling materials
- 3) Adequate space.

F. Proper auxiliary equipment

- 1) i.e., power shovels, cranes, rigging, fork lifts, etc.
- 2) Tools and equipment Inspection repair, maintenance, and care
- 3) Adequate supplies of the right tools for each part of job.

G. Workers and Foremen

- 1) Proper job placement.
- 2) Adequate training and supervision
- 3) Adequate manpower
- 4) Plans for maintaining interest in safety
- 5) Safety bulletins, record charts, and posters
- 6) Recognition for groups or individuals with safety records
- 7) Investigation and reporting on all accidents.
- 8) Knowledge of safety orders
- 9) Safety Meetings Weekly
- 10) As needed with added exposure
- 11) If injury occurs

## GENERAL

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Foremen shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days. When applicable, the accident prevention instructions shall also include specific instruction on the safe use, care and maintenance of fall protection equipment (i.e. fall arrest systems, positioning device systems, safety nets, etc.) used at the jobsite.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until

proper precautions are taken to protect others from the falling objects Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.

16. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
17. Work shall be so arranged that employees are able to face ladder and use both hands while climbing.
18. Gasoline shall not be used for cleaning purposes.
19. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.
20. Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the foreman and repaired before use.

#### **USE OF TOOLS AND EQUIPMENT**

1. All tools and equipment shall be maintained in good condition.
2. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
3. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
4. Only appropriate tools shall be used for the job.
5. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
6. Files shall be equipped with handles and not used to punch or pry.
7. A screwdriver shall not be used as a chisel.
8. Wheelbarrows shall not be pushed with handles in an upright position.
9. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
10. Electric cords shall not be exposed to damage from vehicles.
11. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

#### **MACHINERY AND VEHICLES**

1. Only authorized persons shall operate machinery or equipment.
2. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.

3. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work
4. Where appropriate, lock-out procedures shall be used.
5. Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.
6. Air hoses shall not be disconnected at compressors until hose line has been bled.
7. All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.
8. Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.
9. Tractors, bulldozers, scrapers and carryalls shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
10. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

## **ROOFING OPERATIONS**

1. Knotted hand lines should not be used.
2. Roofers tending kettles, or carrying buckets of hot tar, shall wear gloves that fit snugly at the wrists, and long sleeved shirts fastened at the wrists.
3. At no time should a roofer, while handling or exposed to injury from hot tar, work without a shirt or appropriate footwear.
4. Appropriate portable fire extinguishers shall be kept at or near the kettle, attached, if practicable, to the tongue of the kettle, away from the danger zone.
5. Kettle covers should be equipped with a handle that projects at least fourteen inches (14") away from the surface of the cover or lid.
6. Kettle covers shall be closed and latched when in transit and the kettle should be slop-proof when cover is closed.
7. When parked, means shall be provided to prevent inadvertent movement of the kettle.

8. Ladders should be used with great caution, and roof gutters should not be depended upon for support.
9. Workers handling buckets of hot tar should not carry anything that will interfere with the safety of this operation.
10. The gallows frame shall be securely anchored before hoisting materials.
11. Only muscular power shall be used to hoist materials by means of a gallows frame. A winch or power hoist shall not be used

### **All Sub-contractors are subject to these Construction Safety Orders**

First Baptist Church of Windsor serves as an owner builder and as such oversees each sub-contractor and individual working on the job will be trained in safety procedures and required to follow mandated safety practices

Sub-Contractors will demonstrate that they have an IIPP in Place and follow it. If unable to produce a copy and proof of safety meetings, their employees will attend Safety Sessions Provided by First Baptist Church of Windsor

Self Employed workers will be required to attend Safety Meetings relevant to their work while on the job site

**These Construction Safety Orders will be Posted at the Job Site**